



Islands Trust Conservancy Board

Regular Meeting Agenda

Date: Tuesday, March 18, 2025
Time: 10:00 am
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Pages

- | | | | |
|----|--|----------|---------|
| 1. | CALL TO ORDER | 10:00 AM | |
| 2. | TERRITORIAL ACKNOWLEDGEMENT | 10:05 AM | |
| 3. | APPROVAL OF AGENDA | 10:20 AM | |
| | 3.1 Review of Agenda and Introduction of New Items | | |
| | 3.2 Approval of Agenda | | |
| 4. | RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING | 10:30 AM | |
| | The Island Trust Conservancy (ITC) Board was informed about a meeting between ITC staff and Ministry of Housing and Municipal Affairs staff concerning land disposition. Regarding the transfer of land to Indigenous Governing Bodies, if ITC intends to explore land transfers—either through current or future joint projects—it should develop a policy and include it in the Board’s Five-Year Plan (2028-2032) for the Minister's consideration. | | |
| 5. | ADOPTION OF MINUTES | 10:35 AM | |
| | 5.1 Draft ITC Board Meeting Minutes of January 21, 2025 | | 4 - 15 |
| | By general consent the Islands Trust Conservancy Board adopt the minutes of January 21, 2025 as presented. | | |
| 6. | FOLLOW UP ACTION LIST | 10:40 AM | 16 - 23 |
| | Receive for information. | | |
| 7. | BUSINESS | | |
| | 7.1 Items for Approval | 10:45 AM | |

7.1.1	Salt Spring Island Local Trust Committee Proposed Bylaw No 541 Referral - Request for Decision	24 - 30
	THAT the Islands Trust Conservancy Board direct staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw No. 541.	
	BREAK 10:50 AM - 11:05 AM	
7.2	Items for Discussion/Direction	11:05 AM
7.2.1	Invitation to Join the Centre for Land Conservation's Land Trust Certification Pilot Program – Briefing	31 - 40
	*Deferred from January 21, 2025 ITC Board meeting.	
7.2.2	North Pender Island Bylaw 235 Referral - Briefing	41 - 61
	*Deferred from January 21, 2025 ITC Board meeting.	
7.2.3	EC-ITC Joint Meeting April 23, 2025 – Agenda Topics - Briefing	62 - 65
7.3	Correspondence	
7.3.1	2025-03-04 - Islands Trust Introduction Letter to Minister Kahlon	66 - 67
7.3.2	2025-03-10 - ITC Board Response Letter to S. Brands	68 - 68
7.4	Updates for Information	11:25 AM
7.4.1	Public Acquisitions Report	69 - 70
7.4.2	Public Covenants Report	71 - 78
7.4.3	ITC to TC 2025/26 Budget Request - Briefing	79 - 85
7.4.4	Executive Committee Update Trustee Elliott - verbal report	
7.4.5	Financial Planning Committee Update Trustee Elliott / Trustee Yates -verbal report	
7.4.6	Trust Council Update Trustee Elliott - verbal report	
7.4.7	ITC Report to Trust Council - 4th Quarter 2024-2025 Receive for information.	86 - 90
7.4.8	Governance Committee Update Chair Gauvreau - verbal report	
7.4.9	Funding our Future: Financing Conservation on Private Lands Conference Highlights Trustee Smith - verbal report	

8. PUBLIC COMMENTS AND DELGATIONS

9. NEW BUSINESS

10. NEXT MEETING

The next Islands Trust Conservancy Board meeting is scheduled to be held electronically on May 27, 2025 at 10:00 a.m.

11. CLOSED MEETING

11.1 Motion to Close the Meeting

THAT the Islands Trust Conservancy meeting be closed to the public in accordance with the Community Charter, Part 4 Division 3, section: 90 (1) (d) the security of the property of the Islands Trust Conservancy Board; (e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy board; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Islands Trust Conservancy if they were held in public; and that staff remain in the meeting.

12. ADJOURNMENT

LUNCH 12:00 PM - 1:00 PM



DRAFT

Islands Trust Conservancy Board

Minutes of a Regular Meeting

Date: Tuesday, January 21, 2025
Location: Electronic Meeting and physical location
Islands Trust Victoria Office
200 - 1627 Fort Street, Victoria, BC

Members Present: Lisa Gauvreau, Chair
Tanner Timothy, Vice Chair
Charles Kahn, Trustee
Risa Smith, Trustee
Susan Yates, Trustee
Tobi Elliott, Trustee

Staff Present: Carolyn Stewart, Acting ITC Manager
Corlynn Strachan, Administrative Assistant/Recorder
David Marlor, Director of Legislative and Information Services
Erica Wheeler, Species at Risk Program Coordinator
Jemma Green, Covenant Management and Outreach Specialist
Kathryn Martell, Ecosystem Protection Specialist
Micaela Yawney, Communications Specialist
Mike Richards, Strategic Fund Development Specialist
Nuala Murphy, Property Management Specialist
Rueben Bronee, Chief Administrative Officer

Staff Regrets: Clare Frater, Director, Trust Area Services

Members of the Public Present: no members of the public were in attendance

1. CALL TO ORDER

The meeting was called to order at 10:05 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Trustee Kahn acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations.

3. INTRODUCTION OF NEW ISLANDS TRUST CHIEF ADMINISTRATIVE OFFICER

Chair Smith welcomed Chief Administrative Officer Rueben Bronee. Chief Administrative Officer Bronee provided an introduction and commented that he comes to the Islands Trust after 26 years in the core BC Public Service, and he looks forward to learning more about the tremendous work the Conservancy does.

4. ELECTIONS

4.1 Election of Chair

Policy 3.1.2 Islands Trust Conservancy Board and Committee Elections states the elections for Chair and Vice Chair will be held at the first regular meeting of the Board of each calendar year.

Director Marlor reviewed the election process and asked for nominations for the Islands Trust Conservancy Board Chair. Trustee Elliott nominated Trustee Gauvreau and Trustee Kahn seconded the nomination. Trustee Gauvreau accepted the nomination.

Director Marlor called a second and third time for nominations and, hearing none, declared Trustee Gauvreau acclaimed as Islands Trust Conservancy Board Chair.

4.2 Election of Vice-Chair

Director Marlor asked for nominations for the Islands Trust Conservancy Board Vice-Chair. Trustee Elliott nominated Trustee Timothy and Trustee Yates seconded the nomination. Trustee Timothy accepted the nomination.

Director Marlor called a second and third time for nominations and, hearing none, declared Trustee Timothy acclaimed as Islands Trust Conservancy Board Vice-Chair.

5. APPROVAL OF AGENDA

5.1 Introduction of New Items

The following additions to the agenda and reordering of items were presented for consideration:

- Add item 11.1 Trustee Smith Attendance at the Financing Conservation of Private Lands Conference to New Business
- Add item 11.2 Priority Acquisitions Fund Proposal to New Business
- Add item 11.3 Off-leash Dogs in the McRae Covenant and Placing an Article in the Gabriola Sounder to New Business
- Move item 9.2.2 Work Plan Briefing to 9.1.1 and change the remaining numbering

5.2 Approval of Agenda

By general consent, the agenda was approved as amended.

6. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Gauvreau reported on the following items from the November 19, 2024 Islands Trust Conservancy closed meeting:

- The Islands Trust Conservancy Board approved Part II of the Sallas' invasive plant management plan for Burnt Snag (ES65741), Dragonfly Pond (ES065747), Kingfisher Pond (ES065749), and

Woodpecker Pond (ES65743) covenant areas, and issued a temporary waiver of covenant terms 3.2(d) and 3.2(k) subject to terms and conditions, consistent with the approved Forest Restoration Strategy of the Sidney Island Ecosystem Restoration Plan.

- The Islands Trust Conservancy Board approved spending up to \$2,000 from existing budgets towards the cost of an Ecological Gifts Program appraisal for a Natural Area Protection Tax Exemption Program (NAPTEP) covenant on Gabriola Island.
- The Islands Trust Conservancy Board approved the decisions to:
 - obtain a hazmat analysis for the Ruby Alton Nature Reserve house;
 - engage a demolition contractor to provide an estimate of demolition of the house and all structures.

7. ADOPTION OF MINUTES

7.1 Draft ITC Board Regular Meeting Minutes from November 19, 2024

By **general consent** the Islands Trust Conservancy meeting minutes of November 19, 2024 were adopted as presented.

8. FOLLOW UP ACTION LIST

- **Crystal Mountain Society (Item 1 from 25-May-2021)**
Ecosystem Protection Specialist Martell advised that the Galiano Local Trust Committee has passed a resolution that involves consulting with the Islands Trust Conservancy about whether Islands Trust Conservancy could be an intermediary landholder in the transfer, and this might come to the Board for an official response, noting that Islands Trust Conservancy can only provide advice and guidance but cannot take on the land for transfer to the Penelakut.

Acting Manager Stewart provided the following updates:

- **Ruby Alton Management Plan (Item 6 from 01-Oct-2024)** - The rise and report has been completed and this item will be removed from the next Follow up Action List report.
- **Stewart Brands Response Letter (Item 5 from 01-Oct-2024)** - The response letter to Stewart Brand's letter has been drafted by Chair Smith and will be sent to the Ecosystem Protection Specialist for review.
- **Staff to prepare and submit letter to the Minister of Municipal Affairs (Item 4 from 19-Nov-2024)** - The letter has been drafted and is with Director Frater for review. Discussion ensued on removing the topic of Islands Trust Conservancy staff capacity challenges in the letter, rephrasing the letter to focus on the positive work the Conservancy is doing, and on the growth required to do so. Board members requested to see the letter prior to submission.

9. BUSINESS

9.1 Items for Approval

9.1.1 2025-26 Annual Work Plan – Briefing

Acting Manager Stewart provided an overview of the work plan items, commented 90% of staff time is taken up with day-to-day operations, and noted the intent of this plan is to provide the new Acting ITC Manager and the Board with a sense of what work is required over the next fiscal year.

Discussion ensued on:

- Board members thanked Acting Manager Stewart for her clear, organized, insight.
- Structural capacity issues of the Conservancy and considering long range organizational planning as a conversation with Executive Committee and Trust Council.
- Whether or not the Conservancy should continue initiating covenant and acquisitions applications as they are received, and not taking on additional work unless there are significant changes to the budget and capacity concerns.
- Assigning a Board member to attend First Nations meetings to listen to First Nations feedback, help the Board gain understanding of First Nations interests, and engage with First Nations effectively.
- Updating the Ruby Alton process in the Work Plan by hiring a demolition company that completes all work as one package, including estimate, hazmat, permits, demolition, and removal.
- Setting the long-range organizational planning item as a discussion item on the next Islands Trust Conservancy-Executive Committee joint meeting agenda, scheduled April 23, 2025.

9.1.2 Letter of Support for Raincoast Conservation Foundation's application to Intact Insurance's Climate Resilience Grant - Request for Decision

Raincoast sent a request asking for support for a grant they are applying to from Intact Insurance Company. They are planning to do work on climate change adaptation; particularly fire management, including technical training targeted to local governments, staff, and elected officials.

Discussion ensued on support for the request and a spelling error was identified on the letter. It was suggested that "Biogeoglimcatic" be corrected to "Biogeoclimatic".

ITC-2025-001

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the letter of support for Raincoast Conservation Foundation's application to Intact Insurance's Climate Resilience Grant and direct staff to provide it on behalf of the Islands Trust Conservancy Board.

CARRIED

9.1.3 Owl's Call NAPTEP Covenant, Salt Spring Island, Monitoring Report 2024 – Request for Decision

DRAFT

Covenant Management and Outreach Specialist Green presented the request for decision.

ITC-2024-002

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board accept the third-party 2024 monitoring report for Owl's Call Natural Area Protection Tax Exemption Program (NAPTEP) Covenant, Salt Spring Island and direct staff to add a summary of this report to the 2024 Islands Trust Conservancy NAPTEP Covenant Monitoring Report as an addendum.

CARRIED

Trustee Smith declared a conflict of interest, as she is a on the board of the Galiano Conservancy, and recused herself from the meeting at 11:04 a.m.

9.1.4 Galiano Conservancy Association – Vanilla Leaf Nature Reserve Project - Request for Decision

Property Management Specialist Murphy presented the request for decision.

Trustee Yates declared a conflict of interest, as she is a member of the Galiano Conservancy, and recused herself from the meeting at 11:08 a.m.

ITC-2024-003

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the request by the Galiano Conservancy Association to include Vanilla Leaf Land Nature Reserve, Galiano Island, in Galiano Conservancy Association's application for a Section 11 Change Approval under the Water Sustainability Act. Any work to be done in Vanilla Leaf Land Nature Reserve will be subject to further information and approval by the Islands Trust Conservancy Board if and when the application is approved.

CARRIED

Trustee Yates rejoined the meeting at 11:12 a.m.

Trustee Smith rejoined the meeting at 11:16 a.m.

9.1.5 Development Permit Referral, Bowen Island Municipality: DP-2024-0196, 1273 Hikers Trail Road - Request for Decision

Property Management Specialist Murphy presented the request for decision.

Discussion ensued on:

- Using stronger language about requiring signage so the applicant ensures there is no trespassing onto David Otter Nature Reserve.
- Emphasizing that David Otter Nature Reserve is a nature reserve closed to the public.

DRAFT

- Revising the resolution to ask the applicant to hire an arborist to determine if there are any danger trees, and avoid those danger trees in any new infrastructure.
- Whether or not Islands Trust Conservancy has authority on where the owner can place their infrastructure on the property.
- Recommending that infrastructure be out of the path of potential danger trees because David Otter Nature Reserve is closed to the public with no neighbouring infrastructure close by, so no danger tree management is done currently.

ITC-2025-004

It was **MOVED** and **SECONDED**,

that the Islands Trust Conservancy Board direct staff to draft a letter to the Bowen Island Municipality regarding Referral BO-DP-2024-0196 indicating that, based on the information provided and proposed recommended measures to avoid and/or minimize potential impacts, the Board has the following comments to add to ensure the project will not negatively impact the David Otter Nature Reserve (DONR):

- The south boundary of the applicant property which abuts DONR, is considered a 'rear lot line', which requires a setback of 7.5 m; no infrastructure should be built within this setback.
- The applicant needs to arrange an analysis, conducted by an agreed upon qualified arborist, with agreed upon timing, to determine if any trees currently on DONR may cause a danger to the new infrastructure, and what work they would do on their land to avoid any danger.
- The applicant needs to ensure that no trails or infrastructure lead onto DONR, or are so close to the boundary that they might encourage people to trespass onto DONR. The applicant will install boundary signage and possibly barriers.
- The applicant must ensure protections are put in place to protect Northern Red-legged Frog (*Rana aurora*) during construction. They are known to be present in DONR and are very likely to be on the applicant's property as well.
- DONR is part of the federal Ecological Gift Program and Bowen Island Municipality holds covenants on DONR protecting it further (Covenants BA146488, BA146494, and BA146495). The importance of protecting DONR should be of primary consideration in assessing this application.

CARRIED

9.1.6 Rezoning Application Referral, Bowen Island Municipality: 561/564 Collins Road – Request for Decision

Covenant Management and Outreach Specialist Green and Ecosystems Protection Specialist Martell presented the request for decision.

Discussion ensued on:

- Using the alternative recommendation as ITC is not generally interested in taking on covenant land that includes public trails.
- Investment of staff time when there is not actually a proposal ready yet.
- Eliminating the chance to have the conversation to help them develop the application could result in an application that is not great.
- Whether or not the board would see the application again in the application process.
- Rewording item c regarding creating a new trail, insert “potential negative impacts” of creating a new trail.

ITC-2025-005

It was **MOVED** and **SECONDED**,

that the Islands Trust Conservancy Board direct staff to respond to the Bowen Island Municipal Council referral regarding bylaw 671 and 672, indicating:

- a. The southern parcel of this property is adjacent to a conservation covenant held by Islands Trust Conservancy. Any residential development on this lot risks direct and indirect intentional and unintentional impacts on the surrounding protected areas, potentially reducing their ecological integrity and biodiversity. However, the ITC Board does not have any specific concerns with this rezoning and subdivision application, and finds that ITC interests are unaffected by bylaw 671 and bylaw 672;
- b. ITC Board commends BIM's 50% protection goal for rezoning applications, and emphasizes that ecological conditions and biodiversity values should be prioritized when determining protected area locations and boundaries. The ITC Board encourages BIM to pursue park land dedication to better protect valuable habitat, particularly for the southern portion of the property where there is a potential to expand or buffer Crippen Regional Park.
- c. BIM should consider the impacts of creating a new trail through an undeveloped area on biodiversity and habitat integrity, and if a trail is approved protection measures should be required to limit impact.
- d. Should BIM and the landholder decide to pursue conservation covenants as the habitat protection mechanism, with ITC as the covenant holder, ITC offers the following comments:
 - i. The landholder could submit a Conservation Proposal to the ITC Board for consideration, as per the ITC policies and requirements outlined on the ITC webpage.
 - ii. ITC prioritizes areas for protection based on the Regional Conservation Plan, analysis of regional conservation and biodiversity values, and considering staff and organizational capacity at the time of application.
 - iii. Generally, the ITC Board does not accept proposals for protected areas less than 2 hectares in size, although exceptions may be made if the property contains significant habitat for species at risk or a significant number of species at risk, if the property adds an area to an existing adjacent or nearby protected area, is an islet or small island, or

DRAFT

contains an ecosystem that is not represented in existing protected areas in that local trust area.

- iv. The ITC's priority with covenants is the protection of ecological values and in general ITC is not interested in taking on covenanted land that includes public trails.

CARRIED

ITC-2025-006

It was MOVED and SECONDED,

that the Islands Trust Conservancy amend point c. on resolution ITC-2025-005 to the following wording: BIM should consider the potential negative impacts of creating a new trail through an undeveloped area on biodiversity and habitat integrity. If a trail is approved protection measures should be required to limit impact.

CARRIED

ITC-2025-007

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to respond to Bowen Island Municipal Council regarding a conservation proposal indicating that the landholder would need to submit a Conservation Proposal to the ITC Board for consideration, as per the ITC policies and requirements outlined on the ITC webpage, before the Board can confirm if it would consider taking proposed covenants on.

CARRIED

9.1.7 2025/26 ITC Budget Request – Trust Council Resolution – Request for Decision

Acting Manager Stewart presented the request for decision and asked if there were any additional changes requested, given Trust Council's request that its committees look at their budgets again.

Discussion ensued on:

- Clarifying the allocated budget amount for the Species at Risk (SAR) Program contribution, the reduction in the amount, and that it looks like we are replacing the SAR grant funds with core budget.
- The need for additional funding to cover professional services (contracted work) and the rising costs of legal work.
- The salaries and benefits line item, including budget amounts for the Team Lead position (which is still vacant), potential savings in the salaries and benefits budget due to unfilled ITC positions, and the expectation that ITC will not fully utilize the salaries and benefits budget in 2024-25, with any unused funds not being carried over into 2025-26. The amounts have gone to offset other requests.
- Both the communications budget and the training budget amounts were reduced, which impacts plans to invite a specialist or expert to speak on Indigenous protected and conserved areas.

DRAFT

- There appear to be no further areas to cut from the budget, and the plan is to move this budget forward for discussion at the Financial Planning Committee meeting. Trustee Yates noted she would be unable to attend, and Trustee Elliott offered to step in.
- Board members questioned if the ITC Board member who sits on the Financial Planning Committee is unavailable can an alternative representative be appointed to attend in their place? Due to time limitations, this question was not addressed.

ITC-2025-008

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board provide an updated 2025/26 budget request to the Financial Planning Committee and Trust Council that addresses the changes and comments made by the Board November 19, 2024 (resolutions ITC-2024-064 and ITC-2024-065).

CARRIED

Acting Manager Stewart mentioned that today is her last day with ITC, and since Director Frater is away, she requested the Administrative Assistant to forward this briefing to the Director of Financial and Employee Services after the meeting.

9.2 Items for Discussion/Direction

9.2.1 Invitation to Join the Centre for Land Conservation's Land Trust Certification Pilot Program – Briefing

This item was deferred.

9.2.2 North Pender Island Bylaw 235 Referral – Briefing

This item was deferred.

9.3 Correspondence

9.3.1 ITC Board Letter to Trust Council regarding Consultation on Provincial Review Request and the Role of the Conservancy, dated 2024-11-25

Received for information.

9.4 Updates for Information

9.4.1 Public Acquisitions Report

Received for information.

9.4.2 Public Covenants Report

Received for information.

9.4.3 Budget Report

Received for information.

9.4.4 2024 Work Plan Update

Received for information.

9.4.5 Emergency Danger Tree Removal, Ruby Alton NR, Salt Spring Island - Briefing

Received for information.

9.4.6 Executive Committee Update

Trustee Elliott provided the Executive Committee update to all members by email, and did not provide a verbal update due to a time constraint with the meeting.

9.4.7 Financial Planning Committee Update

There was no update provided.

9.4.8 Trust Council Update

There was no update provided.

9.4.9 Governance Committee Update

There was no update provided, as there has not been a Governance Committee meeting since the last ITC Board meeting.

10. PUBLIC COMMENTS AND DELEGATIONS

There were no members present as attendees.

11. NEW BUSINESS

11.1 Trustee Smith attendance at the “Funding our Future: Financing Conservation on. Private Lands” conference, Feb. 27, 2025

Trustee Smith advised she had received an invitation to this conference, felt it would be good to have representation from the Conservancy, and commented there is no cost for attendance though there is the expectation of some travel.

Acting Manager Stewart confirmed there is money remaining in the board training budget for this amount.

ITC-2025-009

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board support the attendance of Trustee Smith at the “Funding our Future: Financing Conservation on Private Lands” conference on Feb. 27, 2025, in Esquimalt, to a cost not to exceed \$300.

CARRIED

11.2 Priority Acquisitions Fund Account Discussion

Acting Manager Stewart advised the ITC Board of an idea to establish a Priority Acquisitions Fund that would act as a source of funds for ITC to use if a priority acquisition arises that ITC may wish to acquire. This would be similar in nature to the Opportunity Fund that ITC currently uses to help others acquire lands in the Islands Trust Area. There is no specific project at the time that donations are made. Donations are to help ensure funds are available when a project comes forward.

Acting Manager Stewart commented that the Board’s approval is required to set up a new fund, and it would be a prime time to launch this fund as part of the 35th anniversary celebrations.

Discussion ensued on:

- The practice of securing more land without an ITC Plan and that this may not be the best timing for this without having a five-year plan in place.
- Engaging with First Nations about the future of conservation and securing lands in partnership with First Nations.
- Speaking with Director Mobbs regarding this fund.
- Board members commented they are supportive of more information and suggested that staff provide a briefing.

Acting Manager Stewart advised she would pass this information on to Director Frater and the new Acting ITC Manager.

11.3 Off Leash Dogs in McRae NAPTEP Covenant, Gabriola Island

Trustee Yates commented that there are concerns regarding off-leash dogs in the McRae NAPTEP covenant on Gabriola Island.

Covenant Management and Outreach Specialist Green advised that staff notified the Gabriola Historical and Museum Society (the landholder) of these concerns in the annual monitoring report, and that staff recommended additional signage and are working on an article for the local newspaper. To date there has been no response from the landholder.

12. NEXT MEETING

The next meeting will take place on March 18, 2025 at 10:00 a.m. This meeting will take place in person in the Victoria boardroom.

13. CLOSED MEETING

13.1 Motion to Close the Meeting

ITC-2024-010

It was **MOVED** and **SECONDED**,

that the Islands Trust Conservancy meeting be closed to the public in accordance with the Community Charter, Part 4 Division 3, section: 90 (1) (d) the security of the property of the Islands Trust Conservancy Board; (e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy board; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Islands Trust Conservancy if they were held in public; and that staff remain in the meeting.

CARRIED

14. ADJOURNMENT

By general consent, the meeting adjourned at 1:30 p.m.

Lisa Gauvreau, Chair

Certified Correct:

Corlynn Strachan, Administrative Assistant/Recorder

Minutes are not official until adopted at a subsequent meeting.



Follow Up Action Report

Trust Conservancy Board

25-May-2021

Progress	Activity	Responsibility	Dates	Status
20%	1 ON HOLD Staff to move forward with the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C.	Kathryn Martell	Target: 31-Dec-2025	In Progress

23-Jul-2024

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to provide a briefing to the Islands Trust Conservancy Board on disposition of land to Indigenous governing bodies. Jan. 21, 2025 Update: The Islands Trust Conservancy identified the following items on which to rise and report from the January 21, 2025 closed meeting: Item 4.3.1 Disposal of Island Trust Conservancy Lands to Indigenous Governing Bodies.	Clare Frater Wendy Tyrrell	Target: 18-Mar-2024	Completed



Follow Up Action Report

Trust Conservancy Board

01-Oct-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to review policies related to the acquisition of lands and covenants, to review topics including firewood, priority of mortgages, minimum size, and landholder support, this fiscal term. Mar 10, 2025 Update: Staff continue to review securement policies on the above topics/activities to identify gaps.	Kathryn Martell	Target: 31-Mar-2025	In Progress
100%	2 Chair Gauvreau to draft a response to Stewart Brands regarding protective covenants, and provide the draft to the Ecosystem Protection Specialist for review. Mar. 10, 2025 Update: Letter was sent to Stewart Brands by email and cc'd to Executive Committee and Regional Planning Committee.	Kathryn Martell	Target: 18-Mar-2025	Completed

Follow Up Action Report

Trust Conservancy Board

19-Nov-2024

Progress	Activity	Responsibility	Dates	Status
30%	1 Staff to address compliance and ecological concerns as identified in the Islands Trust Conservancy Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2024.	Jemma Green	Target: 31-Mar-2025	In Progress
95%	2 Staff to prepare and submit a letter from the ITC Board to the Minister of Municipal Affairs that: - reiterates the ITC's desire to undertake meaningful First Nations engagement - explains the ITC's staff capacity challenges - provides the Board's proposed ITC Plan engagement outline (November 2024), and - seeks the Minister's support for the updated timeframe for development and submission of the next ITC Plan. Mar. 10, 2025 Update: The letter was reviewed by staff and CAO Bronee and was distributed to the ITC Board for comment. Staff are currently updating the letter in response to Board comments/suggestions.	Clare Frater Wendy Tyrrell	Target: 31-Jan-2025	In Progress
100%	3 Director Frater to consider if a portion of the new Trust Area Services Policy Advisor position, supported by Trust Council in September 2024, can be targeted to assist ITC staff with the Five Year Plan/First Nations Engagement project or if ITC can seek similar funding for an ITC Policy Advisor position for this and other policy requirements.	Clare Frater	Target: 21-Jan-2025	Completed

Follow Up Action Report

Trust Conservancy Board

19-Nov-2024

Progress	Activity	Responsibility	Dates	Status
15%	4 Staff to move forward with the conservation proposal submitted by Tara Martin, to place a NAPTEP covenant on approximately 1 ha of Salt Spring Island, PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and connectivity with adjacent protected areas.	Kathryn Martell	Target: 31-Oct-2025	In Progress
100%	5 Staff to address the recommendations as identified in the Islands Trust Conservancy Nature Reserve Monitoring Report 2024.	Nuala Murphy	Target: 31-Mar-2025	Completed
100%	6 Staff to request an increase of \$7,582 to its proposed 2025/26 Salaries and Benefits budget (Islands Trust Contribution) due to an error in its early submission relative to the amount available from the Environment and Climate Change Canada Contribution Agreement for Salaries and Benefits in 2025/26.	Carolyn Stewart	Target: 21-Jan-2025	Completed
100%	7 Staff to indicate to Trust Council and Financial Planning Committee that the ITC Board considers the Trust Area Services business case for an Auxiliary Policy Advisor for 2025-2026 is critical to support ongoing intergovernmental and policy work, and that ITC requests that a portion of an Auxiliary Policy Advisor position be dedicated to support the Conservancy's engagement with First Nations on the Conservancy's mandate and a renewed five-year plan, and, that in light of increasing budget requests from the Conservancy, the Board indicates that its request for an increase to Board training (\$3,000) to support education on Indigenous Conserved and Protected Areas, could be de-prioritized for this fiscal.	Clare Frater	Target: 31-Mar-2025	Completed



Follow Up Action Report

Trust Conservancy Board

21-Jan-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to provide the letter of support, drafted by Chair Smith, to the Raincoast Conservation Foundation for their application to Intact Insurance's Climate Resilience Grant on behalf of the Islands Trust Conservancy Board.	Carolyn Stewart Corlynn Strachan Risa Smith	Target: 31-Jan-2025	Completed
100%	2 Staff to add a summary of the Owl's Call Natural Area Protection Tax Exemption Program (NAPTEP) Covenant, Salt Spring Island, third-party monitoring report to the 2024 Islands Trust Conservancy NAPTEP Covenant Monitoring Report as an addendum.	Jemma Green	Target: 18-Mar-2025	Completed
100%	3 Staff to respond to the Galiano Conservancy association regarding the approval of the following resolution: that the Islands Trust Conservancy Board approve the request by the Galiano Conservancy Association to include Vanilla Leaf Land Nature Reserve, Galiano Island, in Galiano Conservancy Association's application for a Section 11 Change Approval under the Water Sustainability Act. Any work to be done in Vanilla Leaf Land Nature Reserve will be subject to further information and approval by the Islands Trust Conservancy Board if and when the application is approved.	Nuala Murphy	Target: 18-Mar-2025	Completed



Follow Up Action Report

Trust Conservancy Board

21-Jan-2025

Progress	Activity	Responsibility	Dates	Status
100%	4 Staff to draft a letter to the Bowen Island Municipality, regarding Referral BO-DP-2024-0196, indicating that based on the information provided and proposed recommended measures to avoid and/or minimize potential impacts, the Board has the following comments to add to ensure the project will not negatively impact the David Otter Nature Reserve (DONR): ·The south boundary of the applicant property which abuts DONR, is considered a 'rear lot line', which requires a setback of 7.5 m; no infrastructure should be built within this setback. ·The applicant needs to arrange an analysis, conducted by an agreed upon qualified arborist, with agreed upon timing, to determine if any trees currently on DONR may cause a danger to the new infrastructure, and what work they would do on their land to avoid any danger. ·The applicant needs to ensure that no trails or infrastructure lead onto DONR, or are so close to the boundary that they might encourage people to trespass onto DONR. The applicant will install boundary signage and possibly barriers. ·The applicant must ensure protections are put in place to protect Northern Red-legged Frog (<i>Rana aurora</i>) during construction. They are known to be present in DONR and are very likely to be on the applicant's property as well. ·DONR is part of the federal Ecological Gift Program and Bowen Island Municipality holds covenants on DONR protecting it further (Covenants BA146488, BA146494, and BA146495). The importance of protecting DONR should be of primary consideration in assessing this application.	Nuala Murphy	Target: 18-Mar-2025	Completed

Follow Up Action Report

Trust Conservancy Board

21-Jan-2025

Progress	Activity	Responsibility	Dates	Status
100%	5 Staff to respond to the Bowen Island Municipal Council referral regarding bylaw 671 and 672, indicating: a. The southern parcel of this property is adjacent to a conservation covenant held by Islands Trust Conservancy. Any residential development on this lot risks direct and indirect intentional and unintentional impacts on the surrounding protected areas, potentially reducing their ecological integrity and biodiversity. However, the ITC Board does not have any specific concerns with this rezoning and subdivision application, and finds that ITC interests are unaffected by bylaw 671 and bylaw 672; b. ITC Board commends BIM's 50% protection goal for rezoning applications, and emphasizes that ecological conditions and biodiversity values should be prioritized when determining protected area locations and boundaries. The ITC Board encourages BIM to pursue park land dedication to better protect valuable habitat, particularly for the southern portion of the property where there is a potential to expand or buffer Crippen Regional Park. c. BIM should consider the potential negative impacts of creating a new trail through an undeveloped area on biodiversity and habitat integrity. If a trail is approved protection measures should be required to limit impact. d. Should BIM and the landholder decide to pursue conservation covenants as the habitat protection mechanism, with ITC as the covenant holder, ITC offers the following comments: i. The landholder could submit a Conservation Proposal to the ITC Board for consideration, as per the ITC policies and requirements outlined on the ITC webpage. ii. ITC prioritizes areas for protection based on the Regional Conservation Plan, analysis of regional conservation and biodiversity	Jemma Green Kathryn Martell	Target: 18-Mar-2025	Completed



Follow Up Action Report

Trust Conservancy Board

21-Jan-2025

Progress	Activity	Responsibility	Dates	Status
	values, and considering staff and organizational capacity at the time of application. iii. Generally, the ITC Board does not accept proposals for protected areas less than 2 hectares in size, although exceptions may be made if the property contains significant habitat for species at risk or a significant number of species at risk, if the property adds an area to an existing adjacent or nearby protected area, is an islet or small island, or contains an ecosystem that is not represented in existing protected areas in that local trust area. iv. The ITC's priority with covenants is the protection of ecological values and in general ITC is not interested in taking on covenanted land that includes public trails.			
100%	6 Staff to forward the Islands Trust Conservancy Board's updated 2025/26 budget request to the Financial Planning Committee and Trust Council that addresses the changes and comments made by the Board November 19, 2024 (resolutions ITC-2024-064 and ITC-2024-065), to the Director of Financial and Employee Services.	Carolyn Stewart	Target: 21-Jan-2025	Completed
100%	7 Trustee Smith to attend the "Funding our Future: Financing Conservation on Private Lands" conference on Feb. 27, 2025, in Esquimalt, to a cost not to exceed \$300.	Risa Smith	Target: 18-Mar-2025	Completed



REQUEST FOR DECISION

To: Islands Trust Conservancy Board

For the Meeting of: March 18, 2025

From: Staff

Date Prepared: February 24, 2025

SUBJECT: Salt Spring Island Local Trust Committee Proposed Bylaw No. 541 Referral

RECOMMENDATION(S): That the Islands Trust Conservancy Board direct staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw No. 541.

1 PURPOSE: To review and provide comment on Bylaw No. 541 which has been referred by the Salt Spring Island Local Trust Committee.

2 BACKGROUND:

The subject property, 200 Collins Road on Salt Spring Island, is partly protected by the 0.86-hectare Earl Batista Covenant (Figure 1). The covenant was registered in 2021 as part of a subdivision application of 200 Collins Road. The covenant protects Coastal Douglas-fir forest and provides a buffer for the Lower Mount Erskine Nature Reserve which lies immediately to the south.

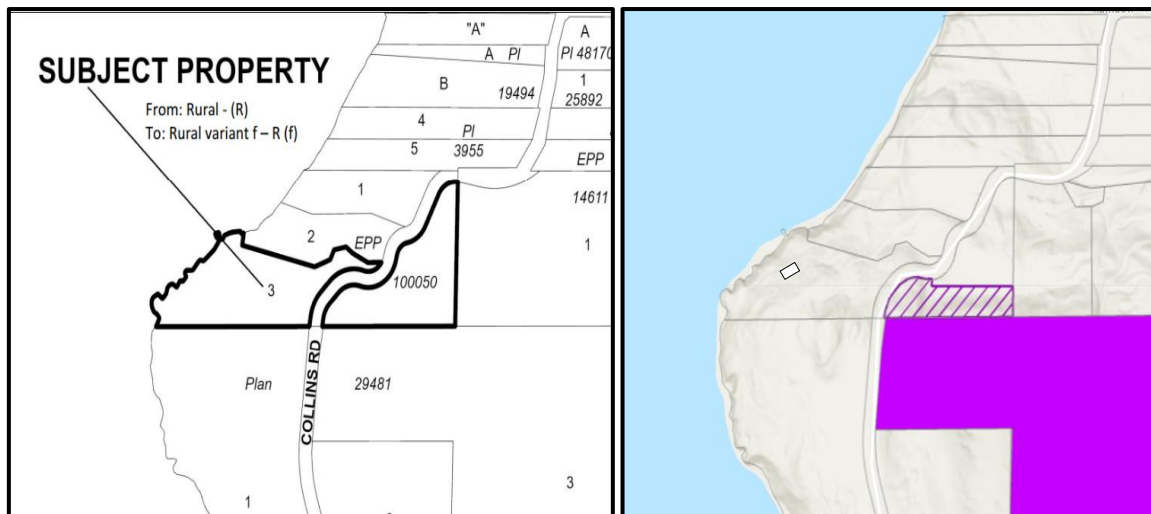


Figure 1. (Left) Subject property map from referral application; (Right) Map of subject property with approximate location of proposed new single-family dwelling (white rectangle) relative to Earl Batista Covenant, shown in diagonally-lined polygon, and the adjacent Lower Mount Erskine Nature Reserve, shown in solid purple.

The applicant's current proposal is to change the property's zoning from Rural to Rural variant f to permit one single family dwelling (SFD) and one full-time rental cottage on the same lot. The 4.2 hectare property currently has one 58 m² (624 sq ft) SFD and five outbuildings on the western portion of the lot. The property owners wish to construct another residential building to be used as a SFD and then convert the current SFD to a full-time rental

cottage, but because the floor area of the existing dwelling is slightly greater than the maximum floor area of 56 m² (602 sq ft) permitted in the Land Use Bylaw for a seasonal cottage, the property owners must apply to rezone.

The Salt Spring Island Official Community Plan Bylaw No 434 (OCP) land use designation for the subject property is currently Rural Neighbourhood (RN), which allows for medium density residential development. The OCP defines medium-density residential use as one dwelling per 0.10-2 hectares; therefore, the proposed change in density to two dwellings for this 4.2-hectare lot would remain consistent with the OCP. The preliminary [Islands Trust staff report](#) has identified that the applicant must address other OCP policies regarding private surface water/groundwater supply and safe sewage treatment/disposal, as well as potential geotechnical hazards associated with the two applicable development permit areas.

In an attachment to the application the proposed building site is shown on a surveyor's sketch plan (Figure 2). The proposed new SFD would be located at the west edge of the property, far from ITC's covenant and nature reserve. Based on this information, the proposed rezoning and resultant development activities are not expected to affect Islands Trust Conservancy's interests.

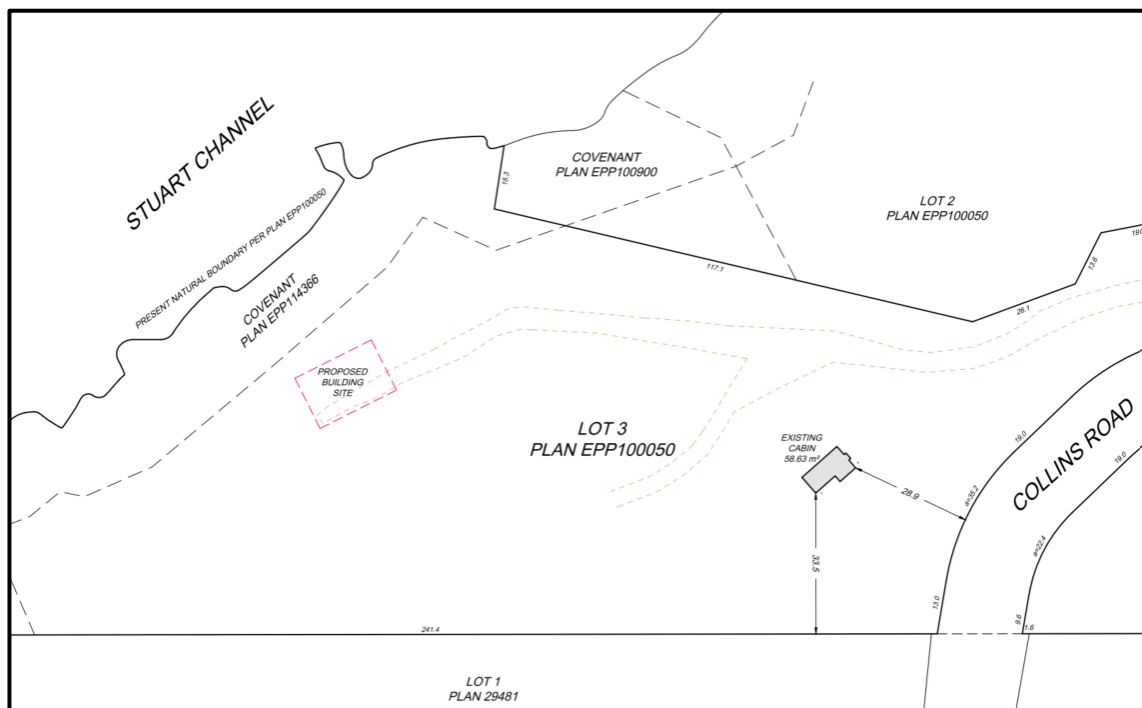


Figure 2. Detail from the surveyor's sketch plan attached to the application, showing the current and proposed (red outline) dwellings for 200 Collins Rd.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: The subject property is located within an area identified as “High Relative Value” for conservation in the *Islands Trust Conservancy Regional Conservation Plan 2018-2027*. However, the proposed bylaw does not increase the development potential of the land. Current zoning allows for development of a seasonal cottage secondary to the existing single-family dwelling.

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff will complete the attached Bylaw Referral Form in accordance with the ITC Board’s resolution and return it to the Salt Spring Island Local Trust Committee.

FIRST NATIONS: The following First Nations have been included in the referral: Cowichan Tribes Halalt First Nation Lyackson First Nation Pauquachin First Nation Penelakut Tribe Semiahmoo First Nation Stz’uminus First Nation Tsartlip First Nation Tsawout First Nation Tsawwassen First Nation, Tseycum First Nation, Ts’uubaa-Asatx (Lake Cowichan) First Nation, Salt Spring Island Coast Salish Society.

Islands Trust planning staff review all applications/permits to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. In this case, Planning staff will “direct the applicant to seek clarification on the location of the development site, review the provincial archaeological branch website, and be guided by the Islands Trust Chance Find Protocol.”

CLIMATE CHANGE: Trees may be cleared for construction of the proposed new single-family dwelling, reducing the carbon sequestration capacity of the land.

OTHER: None

4 **RELEVANT POLICY(S):** ITC Board Policy 3.3.1 - Islands Trust Conservancy and Local Planning Services Coordination

5 **ATTACHMENT(S):** Bylaw referral form

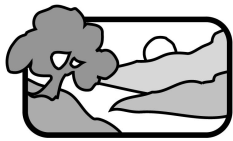
RESPONSE OPTIONS

Recommendation(s): That the Islands Trust Conservancy Board direct staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy’s interests are unaffected by Bylaw No. 541.

Alternatives: None recommended.

Prepared By: Jemma Green, Covenant Management & Outreach Specialist

Reviewed By / Date: Wendy Tyrrell, A/Manager ITC - March 3, 2025



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 541 Date: January 16, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Jordan Litke

PURPOSE OF BYLAW:

To change the subject property zoning from Rural to Rural variant f to permit one (1) dwelling and one (1) full time rental cottage.

GENERAL LOCATION:

200 Collins Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 3 SECTION 3 RANGE 2 WEST NORTH SALT SPRING COWICHAN DISTRICT PLAN EPP100050

SIZE OF PROPERTY AFFECTED:

4.2 hectares (10.4 acres)

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhood (RN)

OTHER INFORMATION:

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Oluwashogo Garuba

Title: Islands Trust Planner

This referral has been sent to the following agencies:

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
Ts'uubaa-Asatx (Lake Cowichan) First Nation

Salt Spring Island Coast Salish Society

Regional Agencies

Capital Regional District
CRD – SSI Building Inspection
Islands Trust – Islands Trust Conservancy

Provincial Agencies

BC Assessment Authority
Front Counter BC

Non-Agency Referrals

BC Ambulance Service
RCMP
SSI Fire-Rescue

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

541
(Bylaw Number)

(Title)

(Agency)

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 541

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW NO. 355, 1999

The Salt Spring Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2024”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

- 2.1 Schedule “A” – Zoning Map, is amended by changing the zoning classification for LOT 3 SECTION 3 RANGE 2 WEST NORTH SALT SPRING COWICHAN DISTRICT PLAN EPP100050 from Rural (R) to Rural variant f (R (f)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

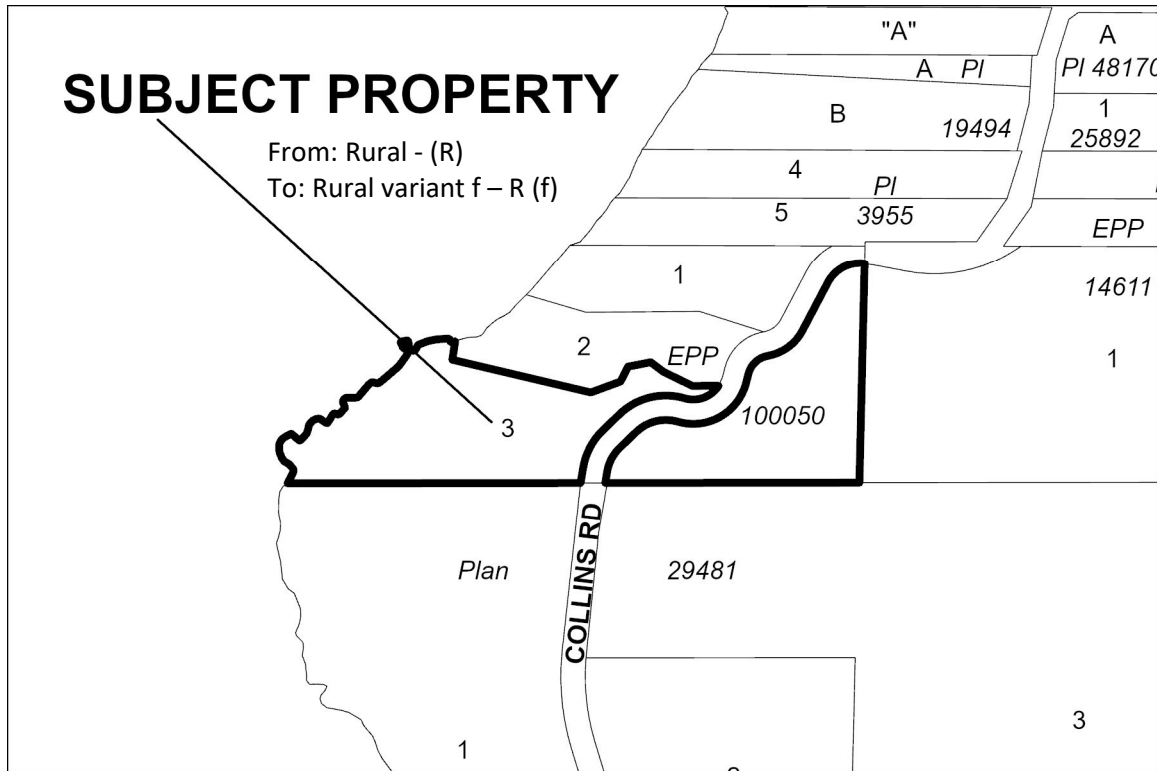
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 541

Plan No. 1





BRIEFING

To: Islands Trust Conservancy Board
For the Meeting of: January 21, 2025
From: Staff
Date Prepared: January 8, 2024
SUBJECT: Invitation to join the Centre for Land Conservation's Land Trust Certification Pilot Program

PURPOSE: To discuss the invitation to join the Land Trust Certification Pilot Program established by the Centre for Land Conservation and to confirm ITC Board's direction.

BACKGROUND:

As staff understands it, at the recent Galiano Conservancy Association's (GCA) Salish Sea Forum, ITC Chair Risa Smith, was approached in her capacity as a GCA Board member, with respect to having the GCA consider joining the Land Trust Certification Pilot Project. Following the forum, it was suggested that perhaps the Islands Trust Conservancy (ITC) may want to join this program.

Staff followed up to determine the intent of the program, anticipated time to apply and gathered additional information. The program is geared to non-profit organizations. It focuses on standards for land trusts to follow with the expectation that certification will help ensure non-profits are following best practices and in turn, strengthen their work and their public support.

Staff have considered the information provided by The Centre for Land Conservation and, on balance, staff feel that this program applies more to local level non-profit organizations and/or new conservancies than a government land trust such as ITC. Staff do not see significant added value for ITC in the certification since ITC has been around for 35 years, is well respected as a conservancy already, and has policies and practices in place as a government agency. Further, given ITC capacity issues and existing priorities, staff do not feel that spending staff time on this initiative would be a wise use of staff time or would provide any significant benefit for ITC at this time.

ATTACHMENT(S):

- 1) Email from Charlotte Craig, Centre for Land Conservation, dated 2024-10-24 and Certificate Program Checklist
- 2) Email from Lara Ellis, Centre for Land Conservation, dated 2024-10-15
- 3) Email from Charlotte Craig, Centre for Land Conservation, to Chair Smith, dated 2024-10-15

FOLLOW-UP: Staff will implement the direction provided by the Board. Staff suggest an email be provided to the two individuals we have had discussions with (Charlotte Craig and Lara Ellis) outlining the Board's direction.

Prepared By: Carolyn Stewart, A/Manager, ITC

From: Charlotte Craig <charlotte.craig@centreforlandconservation.org>
Sent: Thursday, October 24, 2024 9:08 AM
To: itcmail <itcmail@islandstrust.bc.ca>
Cc: Lara Ellis <lara.ellis@centreforlandconservation.org>
Subject: Re: Invitation to Join the Conservation Excellence Certification Program

Hi Corlynn and Carolyn,

So excited to meeting more of the INT team!

Please see my responses to your questions below. If you want more information, I am happy to set a meeting for us to talk more.

1. How would the Islands Trust Conservancy apply?
CLC has an online platform that all applicants apply through. For security you do need a login but I would be happy to give you a demo if you want to see it live!
2. What is required to illustrate to meet the Canadian Land Trust Standards and Practices?
The Certification program uses a subset of the standards and practices that are most relevant. I have attached the checklist that we sent to out to the first cohort showing all of the different areas that you need to submit information for. We will be coming out with a new and more detailed check list for the next cohort in the coming weeks.
3. How much time is required to complete certification process?
We usually recommend up to 8 hours for application, to allow for the searching around your databases for policies and records. As well as another 8 hours for meeting with assessors and finding further information that they might need for their assessment. So about 2 days of work that will span across a 3-4 month period.
4. Is there any other information we should be aware of?
I don't think I have any other specifics as of now but I am happy to talk more about the program anytime!

Best,
Charlotte

Centre for Land Conservation

Certification Program - Evidence & Indicator Elements Checklist

Staff Lead:

Board of Directors	Evidence	Indicator Elements	Checklist	Notes
	01 Organizational bylaws	3.B.4. Presiding officer and treasurer		Ensure the board's presiding officer and treasurer are not the same individual
		3.C.1. Expectations		Provide board members with written expectations for their service on the board
		3.C.2. Meeting frequency and minutes		Have governing documents that contain policies and procedures (such as provisions for a quorum and adequate meeting notices) to encourage broad participation and to prevent a minority of board members from acting for the land trust without proper delegation of authority.
		3.C.3. Provision of material prior to meetings		Provide board members with sufficient and timely informational materials prior to each meeting to make informed decisions
		3.C.6. Participation in meetings		
	02 Board meeting notification	3.C.3. Provision of material prior to meetings		Provide board members with sufficient and timely informational materials prior to each meeting to make informed decisions
	03 Board meeting minutes	3.C.2. Meeting frequency and minutes		The board meets a minimum of three times per year and maintains adopted minutes of each meeting
	04 Board member recruitment and training policy	3.B.3. Recruiting and training board members		Have a board development process that includes procedures for recruiting and training board members

Staff Lead:

Executive Management	Evidence	Indicator Elements	Checklist	Notes
	05 Mission and strategic plan(s)	1.B.2. Establish strategic goals		Establish strategic goals for implementing the mission, and then review and update them, as needed, at least once every five years. a) Revisit the mission during the strategic review to confirm it is relevant.
		12.D.1. Contingency plan		Establish a contingency plan for conservation lands in the event the land trust ceases to exist or can no longer own or manage them.
		3.A.2. Board approval of mission and strategic plan		The board reviews and approves the land trust's mission and strategic plans, and is responsible for evaluating them.
		8.A.1. Conservation priorities		Identify specific conservation priority consistent with the land trust's mission and goals.
	06 Community engagement plan	1.C.1. Organizational culture		Develop an inclusive, welcoming organizational culture that respects diversity
		1.C.4. Relationships with community		
	07 Review and evaluation of programs and	1.B.3. Review programs and activities		Review programs and activities at least annually to ensure they are advancing the strategic goals and make adjustments, as appropriate
		8.A.1. Conservation priorities		
	08 Code of ethics or values statement	1.A.1. Code of ethics and/or values statement		Adopt a written code of ethics and/or values statement and adhere to it in implementing the land trust's mission, in its governance and in its operations

09 Conflict of interest policy	4.A.1. Adopt a conflict of interest policy	Adopt a written conflict of interest policy that addresses, for all insiders, how conflicts are identified and avoided or managed
--------------------------------	--	---

Staff Lead:

Evidence	Indicator Elements	Checklist	Notes
10 Land securement policy(ies) or procedure(s)	8.B.1. Project selection process		Develop and implement a written process to select land and conservation agreement projects.
	8.B.2. Project-selection criteria		Develop and apply written project-selection criteria that are consistent with the land trust's conservation priorities.
11 Transaction description(s)	11.A.1. Stewardship and enforcement expenses estimate		Estimate the long-term stewardship and enforcement expenses of each conservation agreement transaction.
	3.D.1. Transaction review and approval		The board reviews and approves every land and conservation agreement transaction. a) However, the board may delegate decision-making authority on transactions if: i) It establishes written policies or has bylaw provisions that define the limits to the authority given to the delegated entity, ii) The delegated entity provides timely notification in writing to the full board of any completed transactions.
	8.C.1. Property inspection		Visually inspect properties before buying or accepting donations of conservation land or conservation agreements to determine and document whether: a) There are important conservation values on the property, b) The project meets the land trust's project-selection criteria.
	9.A.2. Technical expertise		As dictated by the project, secure appropriate technical expertise, such as in financial, real estate, tax, scientific, indigenous and land and water management matters.
	9.D.1. Land boundaries		Determine both the legal description and physical boundaries of each property or conservation agreement.
	9.F.1. Title investigation		Prior to closing and preferably early in the process, have a title company, lawyer or notary investigate title for each property or conservation agreement the land trust intends to acquire. a) Update the title at or just prior to closing.
	9.F.2. Encumbrances		Evaluate any encumbrance and title exception and document how the land trust addressed mortgages, liens, severed mineral rights and other encumbrances prior to closing. a) Mortgages, liens and other encumbrances that could result in extinguishment of the conservation agreement or significantly undermine the important conservation values on the property are discharged or properly subordinated to the conservation agreement.
	9.H.1. Buying at or above appraised value		When buying land, conservation agreements or other real property interests, below, at or, in limited circumstances, above the appraised value, contemporaneously document: a) The justification for the purchase price, b) That there is no private or undue benefit.
	9.H.2. Independent appraisal		Obtain an independent appraisal by a qualified appraiser in advance of closing to support the purchase price based on the fair market value. a) However, a short narrative, a letter of opinion or other documentation from a qualified real estate professional may be obtained in the limited circumstances when: i) A property has a very low economic value, ii) A full appraisal is not feasible before a public auction, iii) Or the amount paid is significantly below the fair market value.

Conservation Securement	12 Declaration of transaction with an insider	4.A.3. Transactions with an insider		When engaging in any transaction with an insider, a) Follow the conflict of interest policy, b) Contemporaneously document that there is no private or undue benefit.
	13 Landowner notification	10.A.1. Income tax deduction or credit		Inform potential land or conservation agreement donors who may claim a provincial or federal income tax deduction or credit, in writing and early in project discussions, of the following: a) Canada Revenue Agency strongly recommends an independent appraisal prepared by a qualified appraiser for gifts of property valued at more than \$1,000, including information on the timing of the appraisal, b) As the beneficiary of the tax receipt, the donor has the primary responsibility for any determination of the value of the donation (even in the case where the appraisal has been arranged for or commissioned by the land trust), c) An independent appraiser who is certified by the Appraisal Institute of Canada and who follows the Canadian Uniform Standards of Professional Appraisal Practice should perform the appraisal, or, in Québec, Les normes de pratique professionnelle des évaluateurs agréés (Les normes de pratique), d) The land trust requires a copy of the completed appraisal in order to issue a charitable donation receipt, e) The land trust will not participate in projects where it has significant concerns about the potential for false receipting, tax avoidance, tax abuse or tax fraud.
		10.A.2. Inform potential donors about the EGP		Where appropriate, inform potential donors about the Ecological Gifts Program (EGP) including: a) The increased tax benefits associated with making a gift under the program, b) The consequences of unauthorized disposition or change in land use of ecological gifts, c) That appraisals of ecological gifts must comply with the Ecological Gifts Program Guidelines for Appraisals and will be reviewed independently by the Appraisal Review Panel.
	14 Summary of steps taken to address concerns with appraisal	10.C.3. Addressing substantial concerns with appraisal		Discuss substantial concerns about the appraisal, the appraised value or other terms of the transaction with legal counsel and take appropriate action, such as: a) Documenting that the land trust has shared those concerns with the donor, b) Seeking additional substantiation of value, c) <u>Withdrawing from the transaction prior to closing.</u>
	15 Registered property transaction documents	9.F.3. Registered transaction documents		Promptly register land and conservation agreement transaction documents, including baseline documentation reports or summaries when required, at the appropriate registration office.
	16 Registered conservation agreement transaction documents	9.D.2. Area-specific rights		If a conservation agreement contains restrictions or permitted rights that are specific to certain zones or areas within the property, include the locations of these areas in the agreement document so that they can be identified in the field.
		9.E.1. Conservation agreement content		For every conservation agreement, a) Individually tailor it to the specific property, b) Identify the conservation values being protected, c) Allow only uses and permitted rights that are consistent with the conservation purposes and that will not significantly impair the protected conservation values, d) Avoid restrictions and permitted rights that the land trust cannot monitor and/or enforce, e) Include all necessary and appropriate provisions to ensure it is legally enforceable.

		9.E.2. Conservation agreement review		Review each conservation agreement for: a) Consistency with enabling legislation of conservation agreements and other provincial and federal applicable legislation, b) Internal consistency, omissions and absence of errors within the conservation agreement documents.
		9.F.3. Registered transaction documents		Promptly register land and conservation agreement transaction documents, including baseline documentation reports or summaries when required, at the appropriate registration office.
	17 Authorization of sale, transfer, or amendments	11.H.4. Authorization of conservation agreement amendments		Request authorization from the Minister of Environment and Climate Change Canada for amendments to conservation agreements certified as ecological gifts
		9.I.3. Authorization of sale or transfer of rights		For the sale or transfer of land or conservation agreements certified as ecological gifts, request authorization from the Minister of Environment and Climate Change Canada, or its replacement.

Staff Lead:

hip	Evidence	Indicator Elements	Checklist	Notes
	18 Land stewardship policy(ies) or procedure(s)	11.C.1. Compliance monitoring policy or procedure		Adopt a written policy and/or procedure for compliance monitoring of conservation agreements that establishes consistent monitoring protocols and recordkeeping procedures
		11.E.1. Conservation agreement violation policy or procedure		Adopt a written policy and develop written procedures for documenting and responding to potential conservation agreement violations
		11.H.1. Conservation agreement amendments policy or procedure		Adopt and follow a written policy or procedure addressing conservation agreement amendments so that they are consistent with the following principles: a) Are consistent with the land trust's mission, b) Comply with all applicable provincial and federal laws, c) Do not jeopardize the land trust's charitable status, d) Do not result in a private or undue benefit, e) Are consistent with the conservation purpose(s) and intent of the conservation agreement, f) Are consistent with the documented intent of the donor, grantor and any funding source, g) Have a net beneficial or neutral effect on the relevant conservation values protected by the conservation agreement
	19 Baseline documentation report	11.B.1. Baseline documentation report content		For each conservation agreement, have a baseline documentation report signed-off by the necessary technical expertise, with written descriptions, maps and photographs, that documents: a) The conservation values protected by the agreement, b) The relevant conditions of the property as necessary to monitor and enforce the agreement
		11.B.2. Baseline documentation report scheduling		Prepare the baseline documentation report prior to closing and have it signed by the landowner and land trust at or prior to closing. a) Baseline documentation reports that require technical data collection are prepared with the support of professional(s) having appropriate background and expertise, b) In the event that seasonal conditions prevent the completion of a full baseline documentation report by closing, the landowner and land trust sign a schedule for finalizing the full report and an acknowledgement of interim data at closing

Conservation - Stewards	20 Conservation agreement monitoring report(s)	11.B.3. Documenting significant changes		In the limited circumstances when there are significant changes to the land (such as a result of a wildfire or bank erosion) or the conservation agreement (such as a result of an amendment or the exercise of a permitted right), document those changes in an appropriate manner, such as through monitoring reports, a baseline supplement or current conditions report
		11.C.2. Conservation agreement monitoring		Monitor each conservation agreement property at least once per calendar year. a) If the land trust uses aerial monitoring, conduct on-the-ground monitoring at least once every five years, b) Promptly document the outcomes of annual compliance monitoring activities for each conservation agreement, including communications to and from owners of conservation agreement properties, c) Conduct on-the-ground verification in a timely manner for any suspected violation or breach of conservation agreement
		11.D.1. Contact with owners of conservation agreement properties		Maintain regular contact with owners of conservation agreement properties to maintain relationships and avoid potential agreement conflicts.
		11.E.2. Conservation agreement violation report		Investigate potential violations in a timely manner and promptly document all actions taken
		11.E.3. Conservation agreement violation resolution		Involve pertinent parties, authorities and legal counsel as appropriate to the severity of the violation and the nature of the proposed resolution. a) For conservation agreements that have been certified as an ecological gift, report violations that have impacted the natural features of the property to Environment and Climate Change Canada
	21 Land management plan	12.B.1. Land management plan		Develop a written land management plan for each conservation property within 12 months after acquiring the land to: a) Identify the property's conservation values, including any significant cultural, Indigenous, historical and natural features, and identify threats to those features, b) Identify the overall management goals for the property, c) Identify activities and timeline to achieve the goals and to reduce any risks or threats to the conservation values, d) Specify the uses that are appropriate for the property, in keeping with the property's conservation values, any restrictions and donor or funder requirements
		12.C.1. Marking of property boundaries		Determine the boundaries of land trust properties and physically mark them to the extent possible or necessary
	22 Property inspection report	12.C.2. Property inspection		Inspect properties at least once per calendar year for potential management problems and promptly document the outcomes of the inspection.
		12.C.3. Addressing management problems		Address management problems, including encroachments, trespass and other ownership challenges, in an appropriate and timely manner and document the actions taken. a) For lands that have been certified as an ecological gift, report detected changes or impacts to the natural features of the property to Environment and Climate Change Canada

Staff Lead:

	Evidence	Indicator Elements	Checklist	Notes
e	23 Donor policy(ies) or procedure(s)	5.B.4. Donor privacy policy or procedure		Have a written policy or procedure to ensure donor privacy concerns are honored.

Fundraising, Accounting & Finance	24 Donation tax receipt	10.B.2. Donation tax receipts		Issue donation tax receipts only in accordance with the provisions of the Income Tax Regulations
		5.B.2. Gifts acknowledgment		Provide timely written acknowledgment of all gifts, including land and conservation agreements, in keeping with Canada Revenue Agency charitable receipting requirements, as appropriate
	25 Board approvals for financial documents	3.A.3.Oversight of the land trust's finance		The board provides oversight of the land trust's finances and operations by: a) Reviewing and approving an annual budget. c) Receiving and reviewing financial reports and statements in a form and with a frequency appropriate for the scale of the land trust's financial activity. d) Reviewing the independently prepared financial audit, review or compilation
	26 Accounting and financial policy(ies) or procedure(s)	11.A.2. Stewardship and enforcement costs		Track stewardship and enforcement costs
		3.A.3.Oversight of the land trust's finance		The board provides oversight of the land trust's finances and operations: e) Adopting written policies or procedures for the responsible and prudent investment, management, and use of financial assets.
		6.B.1. Keep financial records		Keep financial records in accordance with Generally Accepted Accounting Principles (GAAP) and, where applicable, Canada Revenue Agency requirements
		6.D.1. Financial controls and procedures		Establish written internal controls and accounting procedures, including segregation of duties, in a form appropriate for the scale of the land trust, to prevent the misuse or loss of funds.

Staff Lead:

Human Resources & Legal Affairs	Evidence	Indicator Elements	Checklist	Notes
	27 HR policy(ies) or procedure(s)	7.B.1. Volunteer management		Provide volunteers with training, supervision, and recognition
		7.F.1. Safe working conditions		Provide staff and volunteers with safe working conditions.
	28 Job description & performance review	7.E.1. Job descriptions and performance review		Have a written job description for each staff member and conduct periodic performance reviews.
	29 Rights recordkeeping policy(ies) or procedure(s)	11.F.3. Keeping of records		Maintain a permanent record of all notices, approvals, denials, interpretations and the exercise of any significant permitted rights.
		9.G.2. Keeping of essential original documents		Keep originals of all documents essential to the defense of each real property transaction in a secure manner and protected from damage or loss.
		9.G.3. General keeping of documents		Create and keep copies of these documents in a manner such that both originals and copies are not destroyed in a single calamity.

From: Lara Ellis <lara.ellis@centreforlandconservation.org>

Sent: Tuesday, October 15, 2024 11:45 AM

To: Charlotte Craig <charlotte.craig@centreforlandconservation.org>; Risa Smith <rismith@islandstrust.bc.ca>; itcmail <itcmail@islandstrust.bc.ca>

Subject: Re: Invitation to Join the Conservation Excellence Certification Program

Hello Risa, just adding to Charlotte's message...It was great to have your input on the call last week.

Our request regarding certification is for the Galiano Conservancy. We met on this topic last year (time flies!) and I believe the next step was to speak to Chessi.

Let us know if that would make sense and of course we are happy to discuss the program with you and other members of the board if desired.

Hope you're well and had a great thanksgiving!

Lara

From: Charlotte Craig <charlotte.craig@centreforlandconservation.org>
Sent: Tuesday, October 15, 2024 2:12 PM
To: Risa Smith <rismith@islandstrust.bc.ca>; itcmail@islandstrust.bc.ca
<itcmail@islandstrust.bc.ca>
Cc: Lara Ellis <lara.ellis@centreforlandconservation.org>
Subject: Invitation to Join the Conservation Excellence Certification Program

Dear Risa,

I hope you had a great long weekend.

It was great hearing from you during the presentation from Julian last week about the Partners in Conservation project. Your insight was greatly appreciated.

I'm reaching out to see if the Island Nature Trust would be interested in joining [The Centre for Land Conservation's Land Trust Certification pilot program](#). We're currently inviting a select group of organizations to participate before the program becomes widely available and think that the Island Trust BC would be a good fit!

The certification is based on the [Canadian Land Trust Standards and Practices](#) and is designed to recognize and support land trusts that meet these high standards. By becoming certified, your organization could enhance its credibility with donors, investors, and the public. In the U.S., certified land trusts have seen significant boosts in their conservation efforts and community support, and we're excited to bring those benefits to Canada.

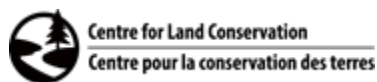
If you would like to learn more I would be happy to set a short meeting for us to connect!

Warm regards,

Charlotte Craig
Operations and Research Coordinator/Coordinatrice des opérations et de la recherche
Centre for Land Conservation / Centre pour la conservation des terres

437-344-3755

charlotte.craig@centreforlandconservation.org





BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** January 21, 2025

From: Staff **Date Prepared:** January 10, 2025

SUBJECT: North Pender Island Bylaw 235 Referral

PURPOSE: To update the Islands Trust Conservancy (ITC) Board that staff provided comments on the Bylaw Referral as noted below.

BACKGROUND:

Islands Trust Conservancy received a referral from the North Pender Local Trust Committee on December 16, 2024. Comments were due by January 16, 2024. Due to other priorities and timing, staff were unable to get to this in time to have it addressed by the Board in advance of the deadline for comments.

The purpose of draft Bylaw No. 235 is to make amendments to the North Pender Island Official Community Plan No. 171 to update Raptor and Heron Nest Development Permit Area (DPA) mapping and associated provisions. The current Raptor Nest DPA provisions were adopted in 2008. The provisions have been reviewed and updates proposed based on more recent 2013 provincial guidelines for raptor conservation.

The ITC Species at Risk Program Coordinator reviewed the Referral Package and provided comments to the A/Manager. The A/Manager submitted the following comments on behalf of the Islands Trust Conservancy:

Before approving Bylaw 245,

1. The LTC may want to add recommended breeding season buffer zones for Western screech owl, as per the publication: 'Environmental Guidelines for Urban and Rural Land Development in British Columbia: Fact Sheet 12 – Western screech owl' (<https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/best-management-practices/develop-with-care/fact-sheet-12-screech-owl.pdf>), which reads, in part: **“An additional 200 m ‘no disturbance’ buffer is recommended during the breeding season (March 15–August 31), when the female and nestlings are even more susceptible to human disturbance.”**
2. The LTC may want to add more explicit information about recommended breeding season buffers for all other raptors and owls that occur in the Islands Trust Area, as per the publication 'Guidelines for Raptor Conservation during Urban and Rural Land Development in British Columbia (2013)' (<https://www2.gov.bc.ca/assets/gov/environment/natural->

[resource-stewardship/best-management-practices/raptor_conservation_guidelines_2013.pdf](#)).

3. The ITC is aware of eight bald eagle nest trees in and around protected lands in the North Pender Island Local Trust Area. The planning staff for the North Pender Local Trust Area may want to confer with the ITC's Species at Risk Program Coordinator, Erica Wheeler, to ensure these nest sites are identified in the Local Trust Area's updated mapping.

ATTACHMENT(S):

Attachment 1: Bylaw 235 Referral Form

FOLLOW-UP: None

Prepared By: Carolyn Stewart, A/Manager, ITC



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
southinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: North Pender Island Local Trust Area Bylaw No.: 235 Date: December 16, 2024

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Not applicable

PURPOSE OF BYLAW:

The purpose of draft Bylaw No. 235 is to make amendments to the North Pender Island Official Community Plan No. 171 to update Raptor and Heron Nest Development Permit Area (DPA) mapping and associated provisions.

The current Raptor Nest DPA provisions were adopted in 2008 based upon surveys conducted by local volunteers. Nest trees were mapped with assistance of Islands Trust staff. An update of wildlife trees is required as new nests are established and older ones abandoned. In addition, DPA provisions have been reviewed and updates proposed based on most recent [2013 provincial guidelines](#) for raptor conservation.

For ease of reference and review, attached are both a redline version of draft Bylaw No. 235 with proposed revisions in track changes, and a clean version that does not include track changes.

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Multiple parcels

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional project information, including associated project staff reports, mapping and draft Bylaw No. 235 is available at: <https://islandstrust.bc.ca/island-planning/north-pender/projects/>

Please fill out the Response Summary on the back of this form. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner

Tel: 250-405-5194
Contact Email: bsmith@islandstrust.bc.ca
Info:

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Federal Agencies

Parks Canada

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Planning & Protective
Services

Provincial Agencies

Ministry of Municipal Affairs
Ministry of Water, Land and Resource Stewardship – Wildlife
Branch

Adjacent Local Trust Committees and

Municipalities

Mayne Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

Non-Agency Referrals

Pender Islands Parks and Recreation Commission
Islands Trust Conservancy
Pender Islands Conservancy

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Snuneymuxw First Nation
Stz'uminus First Nation
Ts'uubaa-asatx Nation (Lake Cowichan)
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

North Pender Island Local Trust Area
(Island)

(Signature)

(Date)

235
(Bylaw Number)

(Name and Title)

(Agency)

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 235

A BYLAW TO AMEND NORTH PENDER ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 171, 2007

The North Pender Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2023”.

2. SCHEDULES

North Pender Island Official Community Plan Bylaw No. 171, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 235**

SCHEDULE 1

The North Pender Island Official Community Plan Bylaw No. 171, 2007, is amended as follows:

1. Subsection 5.2.8 Development Permit Area Seven – Raptor Nests, is deleted in its entirety and replaced with the following:

“5.2.8 DEVELOPMENT PERMIT AREA SEVEN - RAPTOR AND HERON NESTS

5.2.8.1 Development Approval Information

This development permit area is designated as an area for which development approval information may be required as authorized by Section 485(1) of the *Local Government Act*. The designation of these as areas, for which development approval information may be required, is based on the special conditions or objectives supporting the designation of the DPA. Development approval information means information on the anticipated impacts of the proposed activity or development in the form of a report from a qualified professional.

All applications shall be consistent with all requirements established in the fees bylaw, development procedures bylaw and development approval information bylaw adopted by the North Pender Island Local Trust Committee.

5.2.8.2 Designation

Development Permit Area Seven is shown in a generalized representation on Schedule O and includes a minimum 60 metre radius around identified eagle, great blue heron and other raptor nest trees, including falcons, hawks, ospreys, and owls.

Development Permit Areas are designated as follows:

- a) For Bald Eagle Nest Trees – the Development Permit Area applies to all mapped trees containing bald eagle nests and is:
 - i. a 60 m radius from a nest tree in high density areas (lands zoned Rural Residential One in North Pender Island Land Use Bylaw No. 224, 2022
 - ii. a 100 m radius from a nest tree in all other zones in North Pender Island Land Use Bylaw No, 224, 2022.
 - iii. an additional 100 m radius from any nest tree during the breeding season as a ‘Breeding season quiet buffer’ of February 5th to August 31st.
- b) For Great Blue Heron Nest Trees – the Development Permit Area applies to all mapped trees containing great blue heron nests, and is:
 - i. a 60 m radius from the nest tree in high density areas (lands zoned Rural Residential One in North Pender Island Land Use Bylaw No. 224, 2022;

- ii. a 200 m radius from the nest tree in all other zones of North Pender Island Land Use Bylaw No. 224, 2022.
 - iii. an additional 200m radius from any nest tree during the breeding season of January 15th to September 15th.
- c) All other raptor Nest Trees or cliff nest locations (falcons, hawks, ospreys, and owls) – the Development Permit Area applies to all mapped trees or cliff sites containing raptor nests and is:
- i. a 60 m radius from the nest tree or site in high density areas (lands zoned Rural Residential One in North Pender Island Land Use Bylaw No. 224, 2022; and
 - ii. a 100 m radius from the nest tree or site in all other zones of North Pender Island Land Use Bylaw No. 224, 2022.

Schedule O depicts all trees designated as raptor and heron nest trees, including appropriate non-nesting and nesting season buffers areas for each tree based on the bird species utilizing each tree as described above.

The definitive designation and delineation of Development Permit Area Seven consists of a digital record compiled by means of air photograph interpretation and verification through field studies. This digital record is stored and maintained in a Geographic Information System (GIS) at the offices of the Islands Trust.

In some instances, exact nesting tree location coordinates have not been field verified. In those cases, where a discrepancy exists between the digital record and the actual location of the nesting tree, the minimum radius distances apply to the actual location of the nesting tree as verified by a qualified professional.

5.2.8.3 Special Conditions or Objectives that Justify the Designation

It is the Object of the Islands Trust to “Preserve and protect the Trust Area and its unique amenities and environment of the Trust Area for the benefit of the residents of the Trust Area, and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.”

The North Pender Island Local Trust Area contains habitat used by bald eagles, other raptors and great blue herons for nesting and breeding.

Bald Eagles are a regionally significant species and include both resident and wintering birds. Resident eagles establish a territory around a nest, with most pairs using the same site for all their breeding life. Nests are semi-permanent structures which represent a considerable investment of energy. Nest abandonment – either permanent or temporary – can result from tree damage or removal, nest damage or human disturbance during the critical nesting period from January 15th to August 30th.

Eagle nest trees requirements are specialized: typically large, very old trees near the water and although second growth trees are sometimes used, most nest trees are Douglas-firs over 150 years of age, usually within one kilometre of the shoreline. Human activity related to logging and land development have resulted in the loss of nest sites, which results in a permanent reduction in the nesting population. Gradual loss of nesting habitat is considered to be the most significant factor

affecting bald eagle abundance in B.C. (Province of BC. Develop with Care 2014: Environmental Guidelines for Urban and Rural Land Development) and specifically on Vancouver Island and the Gulf Islands, habitats within low-elevation coastal habitats in the Coastal Douglas-fir Biogeoclimatic zone have been degraded by human developments (Province of BC. Guidelines for Raptor Conservation during Urban and Rural Land Development in British Columbia 2013).

‘Breeding season quiet buffer’: During their breeding season (Feb 5 to Aug 31), especially during early courtship and egg-laying periods, bald eagles are very sensitive to noise disturbances and may abandon their nests and young.

Great Blue Herons are a Species of Special Concern in Canada and are blue-listed in British Columbia. The number of active nests on Vancouver Island and the Gulf Islands averages 525 annually. Bald eagles require large territories and generally locate nest sites 1 km away from another breeding pair. Both species nest near large bodies of water such as lakes, large rivers or the ocean, near their main food source. The loss of available nesting habitat due to human disturbance reduces the birds’ ability to reproduce and successfully raise their young. Great Blue Heron breeding sites are concentrated in the Strait of Georgia, with large colonies generally occurring in relatively contiguous forest, fragmented forest or solitary trees and associated with extensive estuarine mudflats and eelgrass beds. Avoid any new disturbance, especially early in the season as herons are particularly susceptible to disturbance. Great blue heron breeding window is between January 15 and September 15. During their breeding season (Jan 15 to Sept 15), especially early in the breeding season, herons are very sensitive to noise disturbances and may abandon their nests and young.

Colonies are dynamic, especially in areas of high disturbance and habitat destruction and human disturbance has been implicated in historical colony abandonment. In particular, disturbance from humans can cause herons to temporarily abandon breeding attempts, allowing predators to take eggs. The Province of British Columbia recommends a buffer of at least 300 m in undeveloped areas, 200 m in rural areas, and 60 m in urbanized areas. An additional 200 metre ‘no disturbance’ buffer is recommended during the nesting season, especially for colonies not previously accustomed to people and their activities. (Develop with Care 2014: Fact Sheet #11 - Great Blue Heron: Environmental Guidelines for Urban and Rural Land Development in British Columbia).

Other Raptors include falcons, hawks, ospreys, owls and other eagle species. Healthy raptor populations are important in maintaining a balance in prey populations. Protection of habitat, including nesting areas, is important in order to maintain raptor populations.

In considering the issuance of a development permit, the LTC should be satisfied that the objectives of the DPA have been met where applicable and may impose conditions where appropriate.

The objective of this development permit area is as follows:

1. To preserve and protect raptor and heron nesting sites.

5.2.8.4 Authority

This development permit area is established, pursuant to Section 488(1)(a) of the *Local Government Act*, for the protection of the natural environment, its ecosystems and biological diversity. In considering the issuance of a development permit, the LTC should be satisfied that the

objective of the DPA has been met where applicable and may impose conditions where appropriate.

5.2.8.5 Applicability

Section 489 of the *Local Government Act* provides that within areas designated as Development Permit Areas in an official community plan:

- (a) land must not be subdivided,
- (b) construction of, addition to or alteration of a building or structure must not be started;
- (c) land must not be altered;

unless the owner first obtains a Development Permit or an exemption under s 488(4) applies.

5.2.8.6 Development Permit Exemptions

The following activities are exempt from any requirement for a development permit. Despite these exemption provisions, owners must satisfy themselves that they meet any other applicable local, provincial or federal requirements.

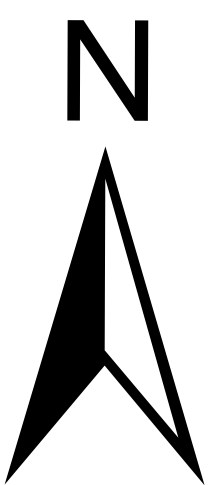
- a) for certainty: development or alteration of land occurring outside of a development permit area;
- b) the placement of impermanent structures , such as benches, tables and garden ornaments;
- c) submission to the Islands Trust of a written statement from a registered professional biologist with relevant experience, stating that the proposed work would have no impact on any raptor or heron nesting site;
- d) forest management activities on land classified as managed forest land under the *Private Managed Forest Land Act*;
- e) forest management activities on land that is the subject of a valid and subsisting woodlot license or tree farm license under the *Forest Act*;
- f) work undertaken by an agent of the Crown;
- g) gardening and yard maintenance activities within an existing landscaped area, including mowing, pruning, planting and minor soil disturbance that does not alter the general contours of the land;
- h) the removal of dangerous trees that have been examined by an arborist and certified to pose an immediate threat to life or property;
- i) the removal of invasive, non-indigenous trees or vegetation;
- j) the removal of trees or vegetation minimally necessary for the construction of any of the uses, buildings or structures exempted from the requirement for a development permit;
- k) the repair, maintenance, alteration or reconstruction of existing legal or legal non-conforming buildings, structures or utilities provided there is no alteration of undisturbed land or vegetation (building permit may be required);
- l) the repair and maintenance of existing roads, driveways, paths and trails, provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation of additional impervious surfacing, including paving, asphaltting or similar surfacing;
- m) farm operations as defined in the *Farm Practices Protection (Right to Farm) Act* and farm uses as defined in the *Agricultural Land Reserve Use Regulation*; or,
- n) The construction or placement of a small accessory building or structure such as a pump house, gazebo, garden shed or storage structure if all the following apply:

- i) The accessory building or structure is located entirely within the seasonal buffer;
- ii) No native trees are removed; and
- iii) The total area or coverage of the accessory building or structure is less than 10 m².

5.2.8.7 Guidelines

1. Where an application involves a proposal to subdivide land, the layout of proposed lots should be configured in such a manner as to ensure, to the extent practical, that Bald Eagle, other raptor, or Blue Heron nesting trees are protected by clustering lots through lot averaging or bare land strata. Where feasible, the lot containing the nesting tree should be of a sufficient size to accommodate the permitted level of development, including driveway access, septic disposal systems, and accessory uses, in addition to an adequate buffer around the nesting tree.
2. Where an application involves proposals to construct or locate new buildings, structures, roads, driveways, utility corridors, or to clear or alter undisturbed land or vegetation in areas within the DPA, development should, where feasible:
 - a) Avoid disturbance of occupied nesting, roosting and feeding sites.
 - b) Consider potential impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area.
 - c) Consider the timing of development in respect of minimizing impacts during breeding season timing windows and ensure that species specific breeding season quiet buffers are applied where applicable.
 - d) Retain existing natural habitats suitable for raptors and herons, such as potential or currently unoccupied nesting trees, perches, roosting trees, snags, and trees with cavities.
 - e) Where possible, retain groups of trees rather than isolated single trees to provide an inter-locking canopy.
 - f) Maintain an effective buffer of undisturbed vegetation around nest sites. Larger buffer areas may be suitable on larger lots; lesser buffer areas may be suitable in areas of longstanding development, on small lots and where on-going activity has habituated birds to human presence.
 - g) Locate new trails, buildings and roads away from nesting, roosting and foraging areas.
 - h) Consider restoration or enhancement of key habitat features where they have been disturbed.
3. Permits may include conditions respecting the timing or phasing of development work, including conditions restricting significant work to periods when eggs and young are not present in the nesting sites, and restoration or enhancement of key habitat features.

4. Where a qualified professional recommends additional mitigation measures within the DPA based on site-specific observations, permits may include conditions to:
 - a) protect trees, cliffs or other specific sites that are in regular use for roosting, perching or feeding.
 - b) protect primary foraging sites such as shorelines, wetlands, shrubby areas, hedgerows and riparian areas.
 5. Where an application involves the development of a primary residence on a previously undeveloped residential parcel, and a significant portion or all of the developable area of the parcel falls within a raptor or heron DPA, development should, where feasible:
 - a) Be designed and sited in a way that minimizes impacts to raptor and heron activities within the DPA, including siting development outside the DPA where possible;
 - b) Consider the establishment of a 'residential home plate' as a permit condition that delineates an area within the parcel where residential uses, including dwellings, driveways, and ancillary uses, must be sited.
 6. The LTC may consider variances to relax siting, size or subdivision regulations where the variance may result in enhanced protection of a nesting tree or colony or habitat feature.
-
2. Schedule O - Development Permit Area 7 Map (Raptor and Heron Nests) is deleted in its entirety and replaced with an updated Schedule O - Development Permit Area 7 Map (Raptor and Heron Nests) attached to and forming part of this bylaw.

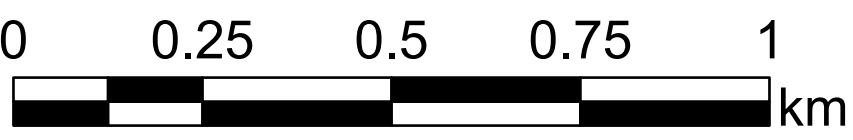
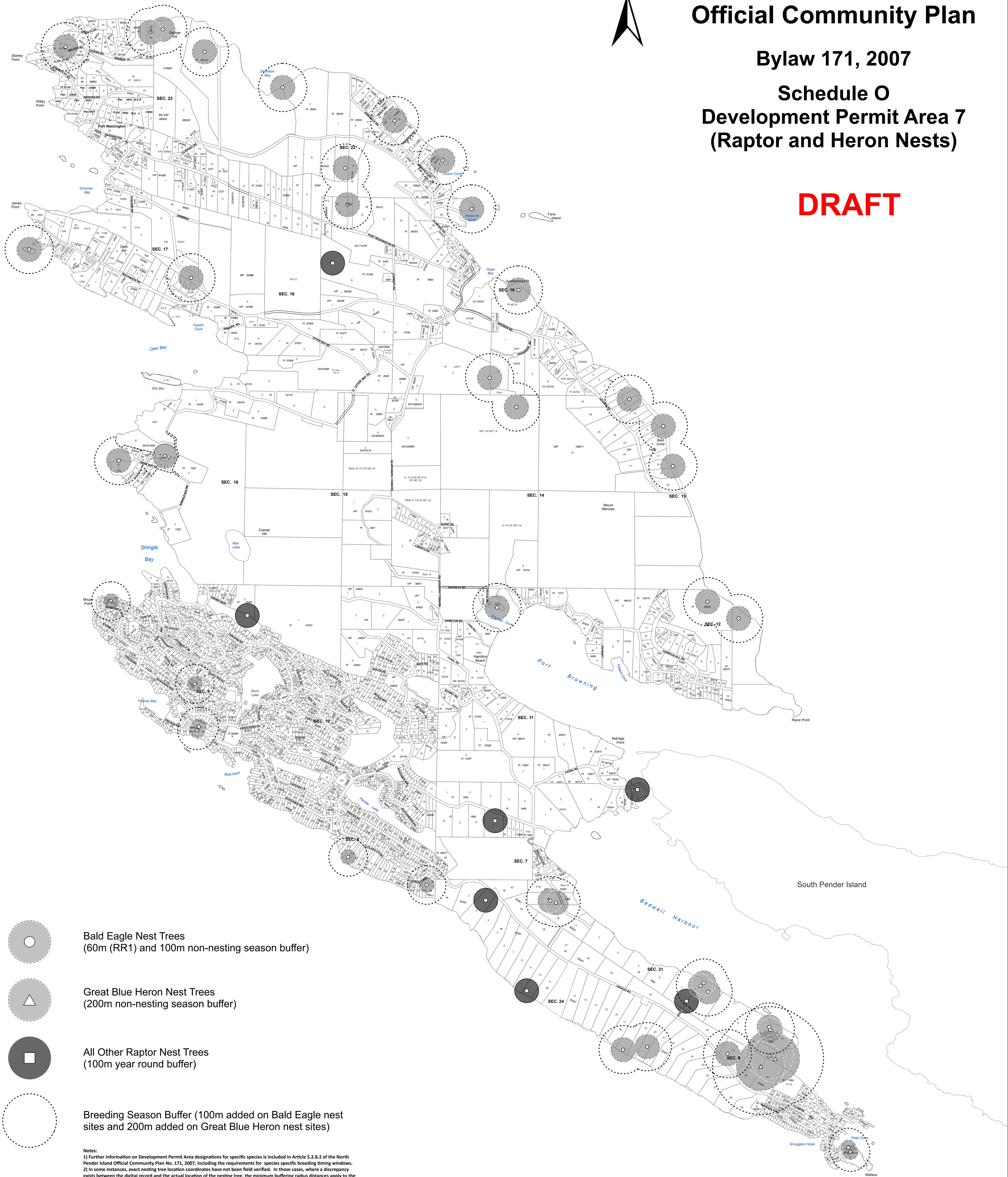


North Pender Island Official Community Plan

Bylaw 171, 2007

Schedule O Development Permit Area 7 (Raptor and Heron Nests)

DRAFT



North Pender Island

North Pender Island
Local Trust Committee

Schedule O
DPA 7

DRAFT

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 235

A BYLAW TO AMEND NORTH PENDER ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 171, 2007

The North Pender Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2023”.

2. SCHEDULES

North Pender Island Official Community Plan Bylaw No. 171, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**NORTH PENDER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 235**

SCHEDULE 1

The North Pender Island Official Community Plan Bylaw No. 171, 2007, is amended as follows:

1. Subsection 5.2.8 Development Permit Area Seven – Raptor Nests, is deleted in its entirety and replaced with the following:

“5.2.8 DEVELOPMENT PERMIT AREA SEVEN - RAPTOR ~~AND HERON~~ NESTS

5.2.8.1 ~~Application Requirements~~ Development Approval Information

This development permit area is designated as an area for which development approval information may be required as authorized by Section 485(1) of the *Local Government Act*. The designation of these as areas, for which development approval information may be required, is based on the special conditions or objectives supporting the designation of the DPA. Development approval information means information on the anticipated impacts of the proposed activity or development in the form of a report from a qualified professional.

All applications shall be consistent with all requirements established in the fees bylaw, development procedures bylaw and development approval information bylaw adopted by the North Pender Island Local Trust Committee.

5.2.8.2 Designation

Development Permit Area Seven is shown in a generalized representation on Schedule O and ~~generally incorporates~~ includes a minimum 60 30-50-metre radius around identified eagle, ~~osprey and great blue heron~~ and other raptor nesting sites, including falcons, hawks, ospreys, and owls.

Development Permit Areas are designated as follows:

- a) For Bald Eagle Nest Trees – the Development Permit Area applies to all mapped trees containing bald eagle nests and is:
 - i. a 60 m radius from a nest tree in high density areas (lands zoned Rural Residential One in North Pender Island Land Use Bylaw No. 224, 2022
 - ii. a 100 m radius from a nest tree in all other zones in North Pender Island Land Use Bylaw No, 224, 2022.
 - iii. an additional 100 m radius from any nest tree during the breeding season as a ‘Breeding season quiet buffer’ of February 5th to August 31st.
- b) For Great Blue Heron Nest Trees – the Development Permit Area applies to all mapped trees containing great blue heron nests, and is:
 - i. a 60 m radius from the nest tree in high density areas (lands zoned Rural Residential One in North Pender Island Land Use Bylaw No. 224, 2022;

- ii. a 200 m radius from the nest tree in all other zones of North Pender Island Land Use Bylaw No. 224, 2022.
- iii. an additional 200m radius from any nest tree during the breeding season of January 15th to September 15th.

c) All other raptor Nest Trees or cliff nest locations (falcons, hawks, ospreys, and owls) – the Development Permit Area applies to all mapped trees or cliff sites containing raptor nests and is:

- i. a 60 m radius from the nest tree or site in high density areas (lands zoned Rural Residential One in North Pender Island Land Use Bylaw No. 224, 2022 ; and
- ii. a 100 m radius from the nest tree or site in all other zones of North Pender Island Land Use Bylaw No. 224, 2022.

Schedule O depicts all trees designated as raptor and heron nest trees, including appropriate non-nesting and nesting season buffers areas for each tree based on the bird species utilizing each tree as described above.

The definitive designation and delineation of Development Permit Area Seven consists of a digital record compiled by means of air photograph interpretation and verification through field studies. This digital record is stored and maintained in a Geographic Information System (GIS) at the offices of the Islands Trust.

In some instances, exact nesting tree location coordinates have not been field verified. In those cases, where a discrepancy exists between the digital record and the actual location of the nesting tree, the minimum radius distances apply to the actual location of the nesting tree as verified by a qualified professional.

5.2.8.3 Special Conditions or Objectives that Justify the Designation

It is the Object of the Islands Trust to “Preserve and protect the Trust Area and its unique amenities and environment of the Trust Area for the benefit of the residents of the Trust Area, and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.”

The North Pender Island Local Trust Area contains habitat used by bald eagles, other raptors and great blue herons for nesting and breeding.

Bald Eagles are a regionally significant species and include both resident and wintering birds. Resident eagles establish a territory around a nest, with most pairs using the same site for all their breeding life. Nests are semi-permanent structures which represent a considerable investment of energy. Nest abandonment – either permanent or temporary – can result from tree damage or removal, nest damage or human disturbance during the critical nesting period from January 15th to August 30th.

Eagle nest trees requirements are specialized: typically large, very old trees near the water and although second growth trees are sometimes used, most nest trees are Douglas-firs over 150 years of age, usually within one kilometre of the shoreline. Human activity related to logging and land development have resulted in the loss of nest sites, which results in a permanent reduction in the nesting population. Gradual loss of nesting habitat is considered to be the most significant

factor affecting bald eagle abundance in B.C. ([Province of BC. Develop with Care 2014: Environmental Guidelines for Urban and Rural Land Development](#)) and specifically on Vancouver Island and the gulf Islands, habitats within low-elevation coastal habitats in the Coastal Douglas-fir Biogeoclimatic zone have been degraded by human developments ([Province of BC. Guidelines for Raptor Conservation during Urban and Rural Land Development in British Columbia 2013](#)).

'Breeding season quiet buffer': During their breeding season (Feb 5 to Aug 31), especially during early courtship and egg-laying periods, bald eagles are very sensitive to noise disturbances and may abandon their nests and young.

Great Blue Herons are a Species of Special Concern in Canada and are blue-listed in British Columbia. The number of active nests on Vancouver Island and the Gulf Islands averages 525 annually. Bald eagles require large territories and generally locate nest sites 1 km away from another breeding pair. Both species nest near large bodies of water such as lakes, large rivers or the ocean, near their main food source. The loss of available nesting habitat due to human disturbance reduces the birds' ability to reproduce and successfully raise their young.

Great Blue Heron breeding sites are concentrated in the Strait of Georgia, with large colonies generally occurring in relatively contiguous forest, fragmented forest or solitary trees and associated with extensive estuarine mudflats and eelgrass beds. Avoid any new disturbance, especially early in the season as herons are particularly susceptible to disturbance. Great blue heron breeding window is between January 15 and September 15.

During their breeding season (Jan 15 to Sept 15), especially early in the breeding season, herons are very sensitive to noise disturbances and may abandon their nests and young.

Colonies are dynamic, especially in areas of high disturbance and habitat destruction and human disturbance has been implicated in historical colony abandonment. In particular, disturbance from humans can cause herons to temporarily abandon breeding attempts, allowing predators to take eggs. The Province of British Columbia recommends a buffer of at least 300 m in undeveloped areas, 200 m in rural areas, and 60 m in urbanized areas. An additional 200 metre 'no disturbance' buffer is recommended during the nesting season, especially for colonies not previously accustomed to people and their activities. (Develop with Care 2014: Fact Sheet #11 - Great Blue Heron: Environmental Guidelines for Urban and Rural Land Development in British Columbia).

Other Raptors include falcons, hawks, ospreys, owls and other eagle species. Healthy raptor populations are important in maintaining a balance in prey populations. Protection of habitat, including nesting areas, is important in order to maintain raptor populations.

In considering the issuance of a development permit, the LTC should be satisfied that the objectives of the DPA have been met where applicable and may impose conditions where appropriate.

The objective of this development permit area is as follows:

1. To preserve and protect ~~remaining~~ raptor and heron nesting sites.

5.2.8.4 Authority

This development permit area is established, pursuant to Section ~~919.1488~~(1)(a) of the *Local Government Act*, for the protection of the natural environment, its ecosystems and biological diversity. In considering the issuance of a development permit, the LTC should be satisfied that the objective of the DPA has been met where applicable and may impose conditions where appropriate.

5.2.8.5 ~~General~~ Applicability

Section 489 of the *Local Government Act* provides that within areas designated as Development Permit Areas in an official community plan:

(a) land must not be subdivided;

(b) construction of, addition to or alteration of a building or structure must not be started;

(c) land must not be altered;

unless the owner first obtains a Development Permit or an exemption under s 488(4) applies.

~~The following activities shall require a development permit whenever they occur within Development Permit Area Seven, unless specifically exempted below.~~

~~— Subdivision of land.~~

~~— Construction of, addition to, or alteration of a building or other structure.~~

~~— Alteration of land.~~

5.2.8.6 Development Permit Exemptions

The following activities are exempt from any requirement for a development permit. Despite these exemption provisions, owners must satisfy themselves that they meet any other applicable local, provincial or federal requirements.

- a) for certainty: development or alteration of land occurring outside of a development permit area;
- b) the placement of impermanent structures , such as benches, tables and garden ornaments;
- c) submission to the Islands Trust of a written statement from a registered professional biologist with relevant experience, stating that the proposed work would have no impact on any raptor or heron nesting site;
- ~~d) — in the case of eagle nest trees, construction activities more than 30 metres from the base of the nest tree between the dates of August 16th and January 14th.~~
- ~~e)d)~~ forest management activities on land classified as managed forest land under the *Private Managed Forest Land Act*;
- ~~f)e)~~ forest management activities on land that is the subject of a valid and subsisting woodlot license or tree farm license under the *Forest Act*;
- ~~g)f)~~ work undertaken by an agent of the Crown;
- ~~g)~~ gardening and yard maintenance activities within an existing landscaped area, including mowing, pruning, planting and minor soil disturbance that does not alter the general contours of the land;
- ~~h)~~ the maintenance of existing gardens;
- ~~i)h)~~ the removal of dangerous trees that have been examined by an arborist and certified to pose posing an immediate threat to life or property;
- ~~j)i)~~ the removal of invasive, non-indigenous trees or vegetation;

- ~~k~~j) the removal of trees or vegetation minimally necessary for the construction of any of the uses, buildings or structures exempted from the requirement for a development permit;
- k) the repair, maintenance, alteration or reconstruction of existing legal or legal non-conforming buildings, structures or utilities provided there is no alteration of undisturbed land or vegetation (building permit may be required);
- l) the repair and maintenance of existing roads, driveways, paths and trails, provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation of additional impervious surfacing, including paving, asphaltting or similar surfacing;
- m) farm operations as defined in the *Farm Practices Protection (Right to Farm) Act* and farm uses as defined in the *Agricultural Land Reserve Use Regulation*; or,
- n) The construction or placement of a small accessory building or structure such as a pump house, gazebo, garden shed or storage structure if all the following apply:
 - i) The accessory building or structure is located entirely within the seasonal buffer;
 - ii) No native trees are removed; and
 - ~~i~~iii) The total area or coverage of the accessory building or structure is less than 10 m².

5.2.8.7 Guidelines

1. Where an application involves a proposal to subdivide land, the layout of proposed lots should be configured in such a manner as to ensure, to the extent practical, that Bald Eagle, other raptor, or Blue Heron nesting trees are protected by clustering lots through lot averaging or bare land strata. Where feasible, the lot containing the nesting tree should be of a sufficient size to accommodate the permitted level of development, including driveway access, septic disposal systems, and accessory uses, in addition to an adequate buffer around the nesting tree.
2. Where an application involves proposals to construct or locate new buildings, structures, roads, driveways, utility corridors, or to clear or alter undisturbed land or vegetation in areas within the DPA, development should, where feasible:
 - a) Avoid disturbance of occupied nesting, roosting and feeding sites.
 - ~~b~~) Consider potential impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area.
 - ~~c~~) Consider the timing of development in respect of minimizing impacts during breeding season timing windows and ensure that species specific breeding season quiet buffers are applied where applicable.
 - ~~b~~)d) Retain existing natural habitats suitable for raptors and herons, such as potential or currently unoccupied nesting trees, perches, roosting trees, snags, and trees with cavities.
 - ~~e~~)e) Where possible, retain groups of trees rather than isolated single trees to provide an inter-locking canopy.
 - ~~d~~)f) Maintain an effective buffer of undisturbed vegetation around nest sites. Larger buffer areas may be suitable on larger lots; lesser buffer areas may be suitable in

areas of longstanding development, on small lots and where on-going activity has habituated birds to human presence.

~~e)g)~~ Locate new trails, buildings and roads away from nesting, roosting and foraging areas.

~~h)~~ Consider restoration or enhancement of key habitat features where they have been disturbed.

~~3.~~ Permits may include conditions respecting the timing or phasing of development work, including conditions restricting significant work to periods when eggs and young are not present in the nesting sites, and restoration or enhancement of key habitat features.

~~4.~~ Where a qualified professional recommends additional mitigation measures within the DPA based on site-specific observations, permits may include conditions to:

~~a)~~ i.-protect trees, cliffs or other specific sites that are in regular use for roosting, perching or feeding.

~~b)-ii.-~~ protect primary foraging sites such as shorelines, wetlands, shrubby areas, hedgerows and riparian areas.

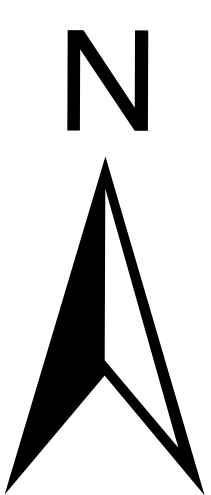
~~5.~~ Where an application involves the development of a primary residence on a previously undeveloped residential parcel, and a significant portion or all of the developable area of the parcel falls within a raptor or heron DPA, development should, where feasible;:

~~a)~~ Be designed and sited in a way that minimizes impacts to raptor and heron activities within the DPA, including siting development outside the DPA where possible;

~~b)~~ Consider the establishment of a 'residential home plate' as a permit condition that delineates an area within the parcel where residential uses, including dwellings, driveways, and ancillary uses, must be sited.

~~3.6.~~ The LTC may consider variances to relax siting, size or subdivision regulations where the variance may result in enhanced protection of a nesting tree or colony or habitat feature.

~~2.~~ Schedule O - Development Permit Area 7 Map (Raptor and Heron Nests) is deleted in its entirety and replaced with an updated Schedule O - Development Permit Area 7 Map (Raptor and Heron Nests) attached to and forming part of this bylaw.

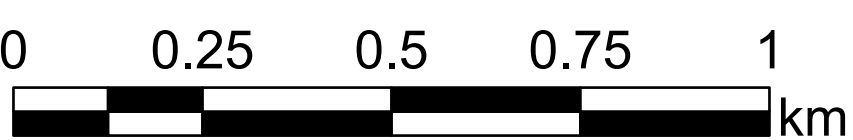
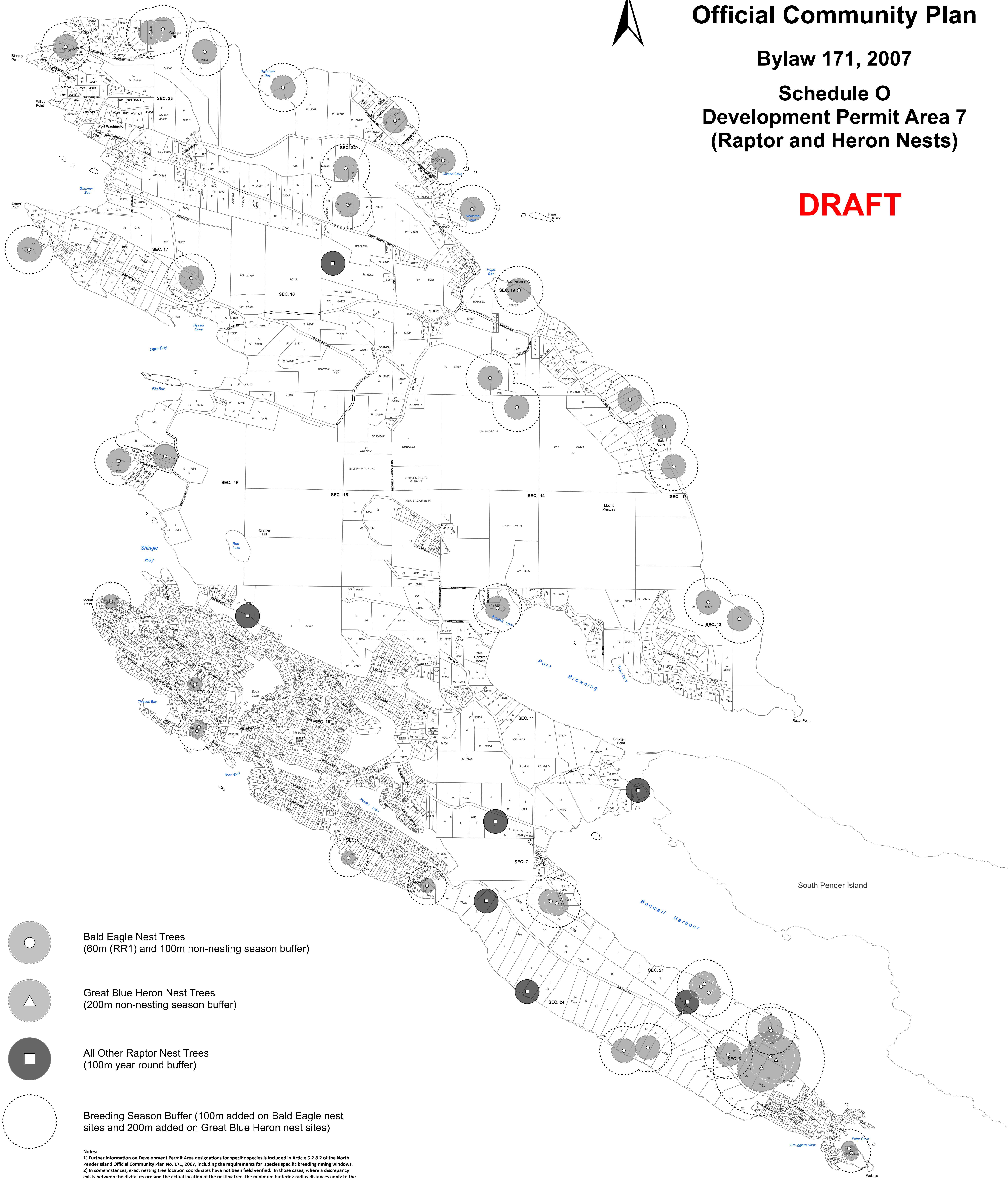


North Pender Island Official Community Plan

Bylaw 171, 2007

Schedule O Development Permit Area 7 (Raptor and Heron Nests)

DRAFT



North Pender Island

North Pender Island
Local Trust Committee

Schedule O
DPA 7



BRIEFING

To: Islands Trust Conservancy Board
For the Meeting of: March 18, 2025
From: Islands Trust Staff
Date Prepared: March 11, 2025
SUBJECT: Agenda Topics – ITC/EC Meetings

PURPOSE:

- To provide the schedule of 2025 ITC/EC Joint Meeting Dates
- To provide the prioritized list of agenda topics for discussion for ITC/EC joint meetings
- To provide the list of agenda topics previously discussed at ITC/EC joint meetings
- To summarize those topics not addressed as agenda items at previous ITC/EC joint meetings.

BACKGROUND:

2025 ITC/EC Joint Meeting Dates

October 1, 2024 Islands Trust Conservancy Board meeting, the Islands Trust Conservancy Board passed the following resolution:

ITC-2024-051

It was MOVED and SECONDED, that the Island Trust Conservancy Board direct staff to request meetings with the Executive Committee three times per year for focused discussion on topics of mutual interest, with the option of maintaining the joint liaison meeting in July, if needed.

October 9, 2024 ITC/EC joint meeting, Executive Committee and ITC Board members agreed to meet three times per year, including one face to face meeting.

The Executive Committee Coordinator has drafted 2025-26 EC meeting schedule.

ITC/EC Meeting Dates for 2025:

- April 23, 2025 (ITC/EC Joint Meeting from 1-2 pm) - online
- October 29, 2025 (ITC/EC Joint Meeting from 1-2 pm) - online
- July 22, 2025 (ITC Board in morning/ITC/EC liaison meeting in afternoon) - in person

Topics for Discussion prioritized by ITC Board

October 3, 2023 Islands Trust Conservancy meeting, the Islands Trust Conservancy Board passed the following resolution:

ITC-2023-033

It was MOVED and SECONDED, that the Islands Trust Conservancy Board direct staff to seek agreement from Executive Committee to meet quarterly with the ITC Board as part of regularly scheduled meetings with a targeted agenda focussed on the following:

- *Reconciliation and engagement with First Nations to discuss the framework and direction for working with First Nations referral process overlaps;*
- *Mapping and technical;*
- *Professional Biologist needs for ITC, local trust committees and Trust Council;*
- *Provincial Funding Request for ITC work; and,*
- *Climate Change, including but not limited to FireSmart and fire risk management.*

April 24, 2024 ITC/EC Joint meeting - ITC Chair Smith raised the following topics for inclusion on the next EC/ITC joint meeting agenda:

- *Cultural heritage, a fulsome discussion with EC and Trust Council;*
- *Islands Trust Conservancy's Five-Year Plan, EC and Trust Council support; and,*
- *Need for a professional biologist across the organization.*

Topics discussed at ITC/EC joint meetings from January 2024 – October 9, 2024

January 31, 2024 ITC/EC joint meeting topics discussed:

- **12.1 Co-operation on spatial mapping support for Islands Trust Conservancy and Land Use Planning**

Chair Luckham introduced the item and Chair Smith provided a verbal report. Director, Planning Services Cermak shared organization needs and current uses of the programs, specifically the Geographic Information System (GIS) program.

Discussion ensued on the following:

- *Specific staff to work together to identify solutions and latest technologies*
- *Cost*
- *Benefits*
- *Staffing turnover and workload*
- *Islands Trust Conservancy and Islands Trust Planning department in partnership*
- *Climate change – how to address*

EC-2024-020

It was MOVED and SECONDED, that Executive Committee request staff to provide the Executive Committee and Islands Trust Conservancy with options for sharing Geographic Information Systems (GIS) resources.

- **12.2 Provincial Funding Request re: Islands Trust Conservancy**

Chair Smith provided a verbal report noting that this week the Islands Trust Conservancy were notified their five-year plan had not been approved by the Minister due to lack of First Nations engagement in the report.

Discussion ensued on the following:

- *Capability of meeting First Nation engagement goals from the Minister.*
- *Co-development of conserved and protected areas with First Nations – How can we be included?*
- *Provincial grant funding options and opportunities.*
- *Going forward, brainstorm on what the Islands Trust Conservancy needs to engage with First Nations to develop a framework for co-management or governance.*
- *Increase the time (30 minutes - 60 minutes) the two bodies (Executive*

Committee & Islands Trust Conservancy Board) have to discuss items during their joint sessions and keep the items to a minimum to promote fulsome discussion on the topics.

April 24, 2024 ITC/EC joint meeting topics discussed:

- **12.1 Geographic Information System (GIS) Funding and the Property Management Team Lead**

- *ITC Chair Smith thanked Executive Committee and Trust Council for approving the budget requests to fund these two positions.*
- *CAO Hotsenpiller provided the following hiring updates:*
 - *Filling the Senior Technical Analyst vacancy is currently underway.*
 - *Recruitment for the GIS and Property Management positions are proceeding.*
 - *updates will be provided to the Islands Trust Conservancy (ITC) team.*

- **12.2 Islands Trust Conservancy Presentation to June Trust Council**

Discussion ensued on presentation topics. The following ideas were heard:

- *Natural Area Protection Tax Exemption Program (NAPTEP)*
- *Climate change*
- *Indigenous Protected and Conserved Areas (IPCAs)*
- *Island Trust Conservancy 5 Year Plan, next steps and opportunities*
- *Enhance presentation with visuals to segue into a topic/issue.*
- *Highlight big ITC successes i.e. connecting ecosystems celebrating the 50th Anniversary.*

ITC Chair Smith will reach out to all trustees for input i.e. provide examples of conservation work/successes from their local trust areas.

- **12.3 Addressing the Climate Change Emergency Together**

TC Chair Smith spoke to the briefing that addresses ways EC and ITC can work collaboratively to advance its commitment to climate change action.

Discussion ensued on the following topics:

- *A need for science-based data (cumulative and specific) that backs up climate change decisions/actions pertaining to land use issues such as carry capacity of islands, ground water supply, shoreline protection, tree cutting.*
- *Need for further ecosystem mapping i.e. eel grass, Coastal Douglas Fir zones, ground water mapping.*
- *Ecosystem loss in the Islands Trust Area, mapping that indicates trends for decision making.*
- *Update ITC 2018 publication titled “Conservation Status of Local Trust Areas”.*
- *Suggested spending of \$111,000 funds received from the Local Government Climate Action Program included Terrestrial Ecosystem Mapping, continue eelgrass mapping project.*

- **14.1 First Nations Engagement – Discussion**

Discussion regarding First Nations engagement and coordination ensued.

- *Summary notes of the discussion will be created and circulated to the Executive Committee and the Islands Trust Conservancy Board.*

Summary:

Priority topics identified by the ITC Board, not addressed to date with EC:

1. Islands Trust Conservancy's Five-Year Plan, EC and Trust Council support;
2. Cultural heritage, a fulsome discussion with EC and Trust Council; and,
3. Professional Biologist needs for ITC, local trust committees and Trust Council.

ATTACHMENT(S): None

FOLLOW-UP: Staff will advise the Executive Coordinator of any desired discussion topics for the April 23, 2025 ITC/EC joint meeting.

Prepared By: Wendy Tyrrell - A/Manager, Islands Trust Conservancy

Reviewed By/Date: Clare Frater/Director, Trust Area Services/March 11, 2025



200 – 1627 Fort Street, Victoria BC V8R 1H8

Telephone **(250) 405-5151** Fax (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC

1.800.663.7867

Email information@islandstrust.bc.ca

Web www.islandstrust.bc.ca

March 4, 2025

File No.: 08-2905-02

Via email: HMA.Minister@gov.bc.ca

The Honourable Ravi Kahlon
Minister of Housing and Municipal Affairs
PO BOX 9074
STN PROV GOVT
Victoria BC, V8W 9E2

Dear Minister Kahlon:

Re: Introduction to the Islands Trust

On behalf of the Islands Trust Council, I would like to extend our congratulations on your re-election and on your appointment as Minister Housing and Municipal Affairs for the Government of British Columbia.

As you know, the Islands Trust falls within your portfolio as a special-purpose government created under the *Islands Trust Act* to protect the unique nature and amenities of 13 major islands and more than 450 smaller islands and the surrounding waters in the southern Strait of Georgia and Howe Sound. As defined in the Act, the purpose of the Islands Trust is to “preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.”

With that context, there is significant alignment between the Islands Trust and the priorities identified in your mandate letter, including the need for creative solutions to provide increased affordable housing options in island communities. The challenge of responding to the demand for safe, secure, diverse and affordable housing options while upholding our preserve and protect mandate is at the forefront of much of the work we are doing.

The unique mandate and structure of the Islands Trust in some ways makes this challenge all the more complex than it is for B.C.’s local governments. In November 2024, the Islands Trust Council wrote to your predecessor, the Honourable Anne Kang, requesting the Province initiate a review of mandate, governance and structure. A copy of that letter is enclosed for your reference. In summary, we see a pressing need for the Province to address issues related to:

- The Islands Trust’s capacity and mandate to advance meaningful reconciliation with the multiple Indigenous Governing Bodies with interests across the Trust Area.
- Whether the unique governance structure established for the Islands Trust in 1974 remains appropriate in today’s context.
- Clarity of the interpretation of the legislated Object of the Islands Trust.

.../2

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

- The funding model for the Islands Trust in consideration of its mandate to work for the benefit of all British Columbians and not only those who live within the Trust Area.

On behalf of Trust Council, I would like to request a meeting between you and members of our Executive Committee at your earliest convenience to discuss the review request and how our work can better align with government's priorities into the future.

Yours sincerely,



Peter Luckham
Chair, Islands Trust Council

cc: Bowen Island Municipal Council
Islands Trust Conservancy Board
Islands Trust Council



March 10, 2025

File No. 0110-20-ITC

Stewart Brands

Sent by email to: [REDACTED]

Dear Stewart:

Thank you again for reaching out and sharing your ideas with us. Your dedication to conservation is clear, and we value the passion and historical perspective you bring, especially with your long-standing involvement in habitat protection since the 1970s.

We appreciate the thoughtful points you've raised about balancing development support with resources for conservation. Your suggestion about making Protective Covenants cost-free to encourage greater participation in habitat preservation has been noted.

That said, I want to be upfront about our current capacity. While we do our best to engage meaningfully with everyone, our team manages a variety of responsibilities, and there are limits to how frequently and deeply we can respond to individual emails. Please know that your ideas are important, and I will pass them along to the Islands Trust Conservancy Board for review.

You're also welcome to share your thoughts more broadly through Trust Council or at Local Trust Committee meetings, as these offer formal avenues for public discussion, and as always, please feel free to email me.

If you'd like to stay connected with conservation efforts and upcoming projects, I encourage you to subscribe to our newsletter, *The Heron*, at <https://islandstrust.bc.ca/subscribe/>.

Your enthusiasm and experience contribute meaningfully to conservation initiatives on Galiano and beyond. Thank you again, Stewart, for your commitment to protecting the islands' natural habitats.

Warm regards,

Lisa Gauvreau
Chair, Islands Trust Conservancy
lgauvreau@islandstrust.bc.ca

Ec: Executive Committee
Regional Planning Committee



Public Acquisitions Update For the Meeting of March 18, 2025

Property Name and Island	Date (yyyy/mm/dd)	Notes
PUBLICLY CONSIDERED PRIVATE LAND ACQUISITIONS		
Crystal Mountain (Galiano) 18.3 ha.	2017/11/21	ITC previously considered a conservation covenant proposal and land transfer proposal for this property.
	2017/11/21	TFB-2017-031: It was MOVED and SECONDED , that the Trust Fund Board accept the updated Conservation Proposal from the Crystal Mountain Society, agreeing to accept transfer of approximately 18.3 hectares of Lot 9, District Lot 90, Galiano Island, Cowichan District, Plan 31200, (PID 000-851-035) and part of Lot A, District Lots 88 and 89, Galiano Island, Cowichan District, Plan VIP68079, (PID 024-351-041), subject to: 1. The release of the rent charge and related easements on the title of Lot A and any other charges determined, through legal review, to be problematic for the Trust Fund Board; 2. Establishing legal access for the Trust Fund Board to the most eastern part of Lot A; 3. Receipt of \$30,000 upon transfer of the land, with at least \$15,000 to be held in a pooled Nature Reserve Management Fund, and \$10,000 to \$15,000 to be put towards the development of a management plan and management activities for the nature reserve; 4. Staff reaching mutual agreement with the water license holders to limit the impact of accessing and maintaining the permitted water works; 5. Agreement with the Society that the portion of the proposed Emergency Access over the nature reserve would be used only in the case of emergency; 6. Written agreement with the Society about the use and maintenance of the pagoda; 7. Installation of boundary and corner pin markers at the time of survey at the expense of the applicant (locations to be determined in consultation with ITF staff); and 8. Final approval of the Trust Fund Board of the final survey plan, transfer agreement and all other associated agreements.
	2019/07/24	Received subdivision proposal plan from the planning department.
	2020/09/08	Applicant provided a revised proposal to the Galiano Island Local Trust Committee.
	2020/12/10	File transferred to TAS Director Frater due to declared conflict of interest by ITC Manager, Kate Emmings.
	2021/01/28	ITC Staff met with applicant. An application update is anticipated for the May ITC Meeting.
	2021/05/25	Update provided to ITC Board.



Public Acquisitions Update For the Meeting of March 18, 2025

Crystal Mountain (Galiano) 18.3 ha.	2021/05/25	ITC-2021-019: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the updated approximate lot configuration proposed by the Crystal Mountain Society, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant. ITC-2021-020: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C. ITC-2021-021: It was MOVED and SECONDED, that the Islands Trust Conservancy Board express support for the Crystal Mountain Society proposal to alter the lot boundaries of Lot 9 and Lot 10, prior to land transfer to Islands Trust Conservancy, to remove the pagoda from the proposed nature reserve, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant ITC-2021-022: It was MOVED and SECONDED, that the Islands Trust Conservancy Board request that the Crystal Mountain Society update the Ecological Inventory report and other relevant documents to reflect the proposed boundary changes, prior to transfer of the land. ITC-2021-023: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way for emergency access on Lot A in favour of the Capital Regional District prior to subdivision, subject to Crystal Mountain Society's working with ITC staff to develop an appropriate agreement.
	2021/07/07	Staff site visit scheduled.
	2021/07/21	Follow-up staff visit to discuss lot boundary options.
	2022/02/09	Applicant and staff discuss coordinating a visit from a Cultural Knowledge Holder.
	2022/08/16	Meeting with applicant to discuss their meeting with Penelakut Elders and leadership.
	2022/11/24	Meeting with applicant's agent to discuss potential co-management relationship with Penelakut.
	2023/02/01	Applicant's agent provided update on process of fulfilling ITC Board's requirements; continuing discussion with staff about engagement with Penelakut Tribe and other Indigenous community members.
	2023/05/06	Penelakut Tribe has requested greater consultation around subdivision and bylaw. ITC work on hold.
Current Total ITC Acquisitions:		34



PUBLIC COVENANTS UPDATE For the Meeting of March 18, 2025

NAPTEP COVENANTS		
<i>29 NAPTEP Covenants on title, 2 NAPTEP covenants in progress, 2 Ecological Gifts applications in progress for NAPTEP covenants</i>		
Property	Date	Notes
Martin NAPTEP Covenant (Salt Spring Is., ~1 ha)	2024/08/25	Application received.
	2024/10/28	Staff site visit.
	2024/10/29	Applicant submitted request for fee sponsorship. Staff will send to Executive Committee for review and approval at an upcoming meeting.
	2024/11/19	ITC-2024-061: It was MOVED and SECONDED that the Islands Trust Conservancy Board approve the conservation proposal submitted by Tara Martin, to place a NAPTEP covenant on approximately 1 ha of Salt Spring Island, PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and connectivity with adjacent protected areas.
	2024/12/05	Staff is preparing application for referral to First Nations.
	2025/01/09	Referrals sent to affected First Nations, with input requested by 10 March.
	2025/02/14	Sent for information to Salt Spring Island Local Trust Committee. No comments received.
	2025/02/19	Site visit with landholder and S̷ÁUTW̷ (Tsawout) to discuss the covenant project.
Doris McHardy NAPTEP Covenant (North Pender Is, ~1 ha)	2024/02/04	Application received.
	2024/02/14	Application sent for Ministerial approval.
	2024/03/19	ITC-2024-13: It was MOVED and SECONDED that the Islands Trust Conservancy Board approve the conservation proposal submitted by Sara Miles, Mike Timmins, and Vivian Mitchell, to place a NAPTEP covenant on approximately 0.6 ha of North Pender Island, PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and adjacent protected areas.
	2024/04/18	Staff updated the Ministry of Municipal Affairs, who replied that they will wait for results of First Nations referral before reviewing the application.
	2024/04/29	Application referred to First Nations. Response window of 90 days ends on July 25 th , 2024.
	2024/07/08	Referral reminder sent to First Nations.
	2024/07/25	First Nations referral response window closes. Responses compiled and submitted to Minister's office for review and approval of the covenant application.
	2024/08/28	Covenant approved by the Minister. Application will be sent to Trust Council for tax exemption approval at December 2024 meeting, and for information to North Pender LTC.



PUBLIC COVENANTS UPDATE For the Meeting of March 18, 2025

Doris McHardy NAPTEP Covenant cont'd (North Pender Is)	2024/10/28	Applicant submitted request for fee sponsorship.
	2024/10/30	Applicant requested ITC support in arranging preliminary approval for Priority Agreement with mortgage holder. Ongoing. Any work negotiating and drafting covenant is on hold pending agreement from mortgage holder.
	2024/11/20	Executive Committee approved sponsorship of NAPTEP Application: <i>EC-2024-146: It was MOVED and SECONDED, that the Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application NP-NAP-2024.1 (Doris McHardy), North Pender Island.</i> Staff will process Ph 1 fee refund and Ph 2 fee waiver.
	2024/11/29	Referred for information to North Pender Island Local Trust Committee. No comments received.
	2024/12/04	Application for tax exemption reviewed and approved by Trust Council. TC-2024-111: It was MOVED by Trustee Elliott, and SECONDED by Trustee Morrison, that the Islands Trust Council requests the Secretary to issue a Natural Area Protection Tax Exemption Program Certificate for the covenanted portion of the property described as PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.
	2025/01/10	Staff informed applicant of TC decision and next steps.
	2025/01/19	Staff provided the ITC Board with a summary of First Nations responses. Deferred to next meeting
	2025/03/18	Staff provided the ITC Board with a summary of First Nations responses.
Koontz NAPTEP Covenant Gabriola Island (~2.5 ha)	2023/02/08	Application received.
	2023/05/30	ITC-2023-017: It was MOVED and SECONDED, that the Islands Trust Conservancy Board approve the conservation proposal submitted by Yarrow Koontz, to place a NAPTEP covenant on approximately 2.5 ha of Gabriola Island, PID: 005-788-447, That Part of Lot 3, Section 5, Gabriola Island, Nanaimo District, Plan 6986, Lying to the North West of a Road Dedication by Plan 17829, Except those parts in Plans 21783 and 26145, to protect wetlands, maturing forest, and sensitive riparian and cliff habitats.
	2023/06/12	Staff informed applicant of Board decision.
	2023/07/07	Application referred to First Nations.
	2023/08/18	First Nations referral window ended. Only one response has been received, indicating no comments regarding this application.



PUBLIC COVENANTS UPDATE For the Meeting of March 18, 2025

Koontz NAPTEP Covenant (cont'd)

2023/09/14	Referred for information to Gabriola Island Local Trust Committee. No comments received.
2023/09/27	Application for tax exemption approved by Trust Council (resolution number pending)
2023/10/05	Phase II next steps correspondence sent to landholder.
2023/10/19	Site visit to determine covenant area boundaries.
2023/10/23	Applicant submitted request to have NAPTEP fees sponsored by EC. Staff working to add to November EC meeting
2023/10/26	Submitted expression of interest for funding support from Ecological Gifts Program.
2023/11/22	Executive Committee approved sponsorship of NAPTEP Application: EC-2023-120: It was MOVED and SECONDED , that Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application GB-NAP-2023.1 (Koontz), Gabriola Island.
2023/12/08	Applicant requested ITC support in arranging Priority Agreement with mortgage holder. Ongoing. Further work negotiating and drafting covenant is on hold pending agreement from mortgage holder.
2023/12/15	NAPTEP Phase I fee refund cheque mailed to applicant.
2023/12/22	ITC staff worked with GaLLT to secure Ecological Gifts Program funding for covenant area survey; procurement process underway (contract will be directly with Environment & Climate Change Canada). Survey work planned for January.
2024/02/14	Application sent for Ministerial approval.
2024/02/29	Contract signed for land survey (with ECCC).
2024/03/27	Covenant area survey complete.
2024/03/27	Ministerial approval received for covenant.
2024/05/13	Applicant connected with mortgage provider about Priority Agreement.
2024/06/21	Mortgage holder provided approval in principle for a Priority Agreement for the covenant and SRW over the mortgage.
2024/08/23	Draft covenant reviewed by ITC legal.
2024/08/28	Draft baseline inventory report submitted by contractor. Reviewed by ITC.
2024/09/16	Final draft covenant sent to landholder and GaLLT for final agreement on language.
2024/09/17	ITC staff site visit to complete field surveys for baseline inventory report.



PUBLIC COVENANTS UPDATE For the Meeting of March 18, 2025

Koontz NAPTEP Covenant (cont'd)	2024/10/01	ITC-2024-048: It was MOVED and SECONDED , that the Islands Trust Conservancy Board authorizes the Chair to sign a covenant with Yarrow Koontz, over a portion of the Land described as That Part of Lot 3, Section 5, Gabriola Island, Nanaimo District, Plan 6986, Lying to the North West of a Road Dedication by Plan 17829, Except those parts in Plans 21783 and 26145, PID: 005-788-447, and directs staff to register the covenant through the Natural Area Protection Tax Exemption Program (NAPTEP).
	2024/10/12	Application to register covenant submitted to Land Titles and Survey Authority.
	2024/10/24	Covenant registered on title. Natural Area Exemption Certificate submitted to Land Titles.
	2024/11/07	Natural Area Exemption Certificate registered on title. Staff has prepared and sent all necessary notifications and copies.
	2024/11/07	NAPTEP application process complete. Application file closed.
	2024/11/19	The Islands Trust Conservancy Board authorized a rise and report relating to the approval of spending up to \$2,000 from existing budgets towards the cost of an Ecological Gifts Program appraisal for a NAPTEP covenant on Gabriola Island.
	2024/12/05	GalLT and landholder are coordinating covenant appraisal for Ecological Gift Program application.
Skye Larmour NAPTEP Covenant Salt Spring Island (2.45 ha)	2021/10/15	Application received.
	2022/01/24	ITC-2022-003: It was MOVED and SECONDED , that the Islands Trust Conservancy Board approves the conservation proposal submitted by Rodney Polden, on behalf of Skye Larmour, to donate a 2.45 ha NAPTEP covenant on Salt Spring Island, over a portion of Lot 1, Section 87, South Salt Spring Island, Cowichan District, Plan VIP 27894, PID: 000-138-452, to protect mature forests, wetlands, and connectivity to other protected areas, and advise the applicant that ITC will defer this securement project until late 2022/early 2023 due to staff capacity constraints.
	2022/02/04	Staff informed applicant of Board decision.
	2023/02/09	Staff initiated discussion with ALC about providing approval for placing NAPTEP covenant on non-ALR portion of the property.
	2023/04/21	Site visit to discuss next steps and details with landowner and applicant. Staff to begin negotiating covenant as soon as capacity permits, and submit application for Trust Council approval.
	2023/06/30	Application referred to First Nations. Requested response date is August 18 th , 2023.
	2023/08/18	First Nations referral window ended. Responses were received from two First Nations, one of whom indicated that they do not have any comments to provide regarding this application; and the another who requested a copy of the baseline inventory report when it is completed.
	2023/09/14	Referred for information to Salt Spring Island Local Trust Committee. No comments received.
	2023/09/27	Application for tax exemption approved by Trust Council (resolution number pending)



PUBLIC COVENANTS UPDATE For the Meeting of March 18, 2025

Skye Larmour NAPTEP Covenant (cont'd)

2023/10/05	Phase II next steps correspondence sent to landholder.
2023/10/30	Submitted expression of interest for funding support from Ecological Gifts Program.
2023/11/27	Applicant submitted request to have NAPTEP fees sponsored by EC.
2023/12/20	EC-2023-131: It was MOVED and SECONDED , that the Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application SS-NAP-2021.1 (Larmour), Salt Spring Island.
2024/02/20	Contract signed for baseline inventory (with ECCC, EcoGifts program funding)
2024/02/28	Draft covenant sent to landholder and co-covenant holder for review.
2024/04/28	Final baseline report received.
2024/07/23	2024-021: It was MOVED and SECONDED , that the Islands Trust Conservancy Board rise and report approval of spending up to \$6,000 from existing budgets towards the cost of a land survey and an Ecological Gifts Program appraisal, and the costs of covenant registration for a NAPTEP covenant on Salt Spring Island.
2024/08/20	Draft covenant sent to ITC legal for review.
2024/08/23	Received draft covenant revised by ITC legal.
2024/09/09	Finalized contract for survey completion.
2024/09/16	Final draft covenant sent to landholder and SSIC for final agreement on language.
2024/10/01	ITC-2024-049: It was MOVED and SECONDED , that the Islands Trust Conservancy Board authorizes the Chair to sign a covenant with Skye Larmour, over a portion of the Land described as Lot 1, Section 87, South Salt Spring Island, Cowichan District, Plan VIP 27894, PID: 000-138-452, and directs staff to register the covenant through the Natural Area Protection Tax Exemption Program (NAPTEP), subject to minor edits as discussed by staff.
2024/10/10	Application to register covenant submitted to Land Titles and Survey Authority.
2024/10/23	Covenant registered on title. Natural Area Exemption Certificate submitted to Land Titles.
2024/11/05	Natural Area Exemption Certificate registered on title. Staff has prepared and sent all necessary notifications and copies.
2024/11/05	NAPTEP application process complete. Application file closed.
2024/11/20	ITC contracted appraiser to conduct covenant appraisal for Ecological Gift Program application.
2024/12/16	Appraisal received. Staff is preparing Ecological Gift application with applicant.
2025/02/10	Ecological Gifts Program application submitted.



PUBLIC COVENANTS UPDATE For the Meeting of March 18, 2025

R. Leader NAPTEP Covenant Salt Spring Island (3.54 ha)	2020/06/16	Application received.
	2020/11/24	ITC-2020-039: It was MOVED and SECONDED , that the Islands Trust Conservancy Board approve the conservation proposal submitted by Robert Leader to place a NAPTEP covenant on approximately 5 ha on Salt Spring Island, PID: 000-395-081, LOT 2, SECTION 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 36292 Except Plan 40974
	2020/12/02	TC-2020-112: It was MOVED and SECONDED , that the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate for the covenanted portion of the property described as 'Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 Except Plan 40974, Parcel Identifier 000-395-081' subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.
	2020/12/15	Referred for information to the Salt Spring Island Local Trust Committee. No comments received.
	2021/04/08	Phase II application fee received
	2021/04/12	ITC staff discussion with TLC about discharging existing covenant on the property. Ongoing.
	2021/04/26	ITC staff approves contractor to conduct baseline inventory. Work underway.
	2021/05/04	ITC staff discussion with SSIC about discharging existing covenant on the property. Ongoing.
	2021/05/11	First covenant draft sent to landowner for review.
	2021/05/14	Draft covenant sent to TLC and SSIC for their Board to review as part of their discussions about discharging the existing covenant these organizations co-hold on the property. ITC staff to participate in upcoming Board meetings of these organizations to provide information about NAPTEP and this proposed covenant.
	2021/05/14	Request for legal advice about impact of clause in existing covenant, restricting ability to place additional easements on the property.
	2021/05/22	Staff participate in TLC Board meeting to provide background information about NAPTEP program and discuss details of this application for a NAPTEP covenant to replace or be placed in addition to existing TLC/SSIC covenant.
	2021/05/28	Received legal counsel that the existing covenant contains no restrictions on ability to place NAPTEP covenant on the property.
	2021/06/16	Discussion with landowner about rights and restrictions in the draft covenant. Ongoing.
	2021/07/05	SSIC and TLC agree to discharge existing covenant subject to registration of NAPTEP covenant. SSIC has requested becoming co-covenant holder for NAPTEP covenant.
	2021/07/29	Landowner begins discussions with mortgage provider about granting priority to the Covenant and Rent Charge. Ongoing.
	2021/09/09	ITC received and accepted final baseline inventory report.



PUBLIC COVENANTS UPDATE For the Meeting of March 18, 2025

R. Leader NAPTEP Covenant (cont'd)	2022/01/21	Staff called to discuss need to get mortgage provided to grant priority to the Covenant. Followed up with email to credit union representative.
	2022/02/21	No response from credit union, informed landowner and indicated that they will need to pursue this issue.
	2022/09/26	Staff emailed to remind landowner that NAPTEP application expires December 2nd and enquire about progress with mortgage provider. Landholder discussed issue with credit union account manager and forwarded request for ITC staff to follow-up.
	2022/09/28	Staff contacted credit union account manager via email and left phone message.
	2022/12/06	Trust Council passed the following resolution: TC-2022-156: It was Moved by Trustee Yates and Seconded by Trustee Patrick, that the Islands Trust Council extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.
	2023/01/01	Ongoing discussions with credit union and landowner about priority agreement.
	2023/07/28	Staff contacted applicant to discuss next steps; left phone message, no response received.
	2024/05/07	Staff emailed applicant to discuss next steps, no response received.
	2024/07/03	Letter sent to applicant requesting confirmation of desire to proceed with NAPTEP application.
	2025/02/20	Letter sent to inform applicant that NAPTEP application approval has expired. ITC staff will close the application file and inform Trust Council and Salt Spring Island Local Trust Committee.
REGULAR COVENANTS		
<i>52 regular covenants on title, 0 public regular covenants in progress, 0 in camera covenants in progress.</i>		
Property	Date	Notes
None		
ITC NATURE RESERVES WITH COVENANTS OUTSTANDING		
<i>9 ITC Nature Reserves are without covenants, 1 ITC Nature Reserve covenant in progress.</i>		
Property	Date	Notes
Fairyslipper Forest Nature Reserve Thetis Island (16.6 ha)	2018/03/20	ThINC Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/03/21	CCLT Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/04/03	TFB approves negotiation of conservation covenant in favour of ThINC and CCLT.
	2018/04/06	ITC template covenant sent to partners. Trail relocation is needed before finalizing baseline report.
	2018/10/13	Hosted Management Plan Open House on Thetis Island.



PUBLIC COVENANTS UPDATE For the Meeting of March 18, 2025

	2019/02/22	Draft management plan and baseline report sent to ThINC and CCLT staff for review.
	2019/05/21	ITC Board approves management plan with minor revisions.
	2019/06/12	ThINC Board approves revised management plan.
	2019/09/26	CCLT Board approves revised management plan. Management Plan posted to the ITC website.
	2020/02/03	Trail relocation completed by contracted trail builder, Penelakut youth and volunteer labour. A Statutory Right of Way is required from the adjacent property where the trailhead and parking area are planned.
	2020/03/19	ThINC is working with the Thetis Island Residents and Ratepayers Association to obtain a trail license over adjacent private lands for access and parking for the Fairyslipper Forest Nature Reserve.
	2020/07/14	Adjacent landowner signs Trail Licence Agreement with TIRRA (Thetis Island Residents and Ratepayers Association). Staff continues to work with owner to develop permanent legal access.
	2022/04/25	Adjacent landowner extends Trail Licence Agreement with TIRRA.
	2022/06/06	Staff discussed proposed conservation covenant with ThINC, agreement to defer. Staff will reengage with adjacent landowner to discuss more formal access arrangement.
	2022/07/27	Adjacent landowner wishes to continue with informal access agreement. Staff will continue with current access and will consider varied trail options as part of the covenant negotiations.
	2022/10/04	ITC Board rescinds resolution directing staff to negotiate a statutory right of way and related section 219 covenant with adjacent landowner.
	2023/05/30	Staff re-initiated discussion about access arrangement with adjacent landowner. Numerous efforts to set up phone call or (preferred) site visit to discuss options; unable to set meeting.
	2023/11/20	TIRRA agrees to continue holding trail licence for access through adjacent private lands
	2024/01/24	Neighbour on eastern side establishes trail that connects into FFNR from Mt Burchell trail, in a trail licence with TIRRA, as an alternate access.
	2024/03/01	TIRRA and adjacent landholder sign renewed trail licence for existing informal access, to last until April 30, 2026, with automatic renewal for an additional 2 years unless either or both parties desires otherwise.
Total	81 covenants registered	

BRIEFING

To: Trust Council **For the Meeting of:** March 11, 2025

From: Islands Trust Conservancy Board **Date Prepared:** February 14, 2025

SUBJECT: Islands Trust Conservancy Budget for 2025/26

PURPOSE: To provide Trust Council with background information on the Islands Trust Conservancy's 2025/26 budget request.

BACKGROUND: [Trust Council's Budget Process Policy 6.3.1](#) sets out that the Islands Trust Conservancy (ITC) Board is to be consulted directly, at the beginning of, and throughout, the budget process with respect to Board requirements, programs and administrative services, and that appointed trustees of the ITC Board shall be given the opportunity to attend Financial Planning Committee and Trust Council meetings with observer status. The policy also sets out that the ITC Board is responsible for endorsing all budget requests for the Islands Trust Conservancy Board and its program operations.

Four Islands Trust Conservancy Board resolutions have been made relating to the Conservancy's 2025/2026 budget request, as follows:

July 23, 2024	<i>ITC-2024-043</i> <i>that the Islands Trust Conservancy Board approve the draft 2025/26 ITC Budget with the following amendment:</i> • <i>Increase the Board training and conferences line to \$4,600</i> <i>and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2025/26 budget, as amended.</i>
October 1, 2024	<i>ITC-2024-052</i> <i>that the Islands Trust Conservancy Board direct staff to add \$4,000 to the 2025-26 budget request for bookkeeping services, and add \$1,160 per covenant to property management funds to reflect new covenants taken on in the 2024-25 fiscal year.</i>
November 19, 2024	<i>ITC-2024-064</i> <i>that the Islands Trust Conservancy Board request an increase of \$7,582 to its proposed 2025/26 Salaries and Benefits budget (Islands Trust Contribution) and decrease the Environment and Climate Change Canada contribution by the same amount due to an error in its earlier submission relative to the amount available from the Environment and Climate Change Canada Contribution Agreement for Salaries and Benefits in 2025/26.</i> <i>Staff Note: the overall amount for Salaries and Benefits remains the same but the Islands Trust Contribution Taxes increases by \$7,582 and the Grant Contribution: SAR decreases</i>

	by \$7,582. This change will have no impact on proposed taxation as already accounted for by the Director of Trust Area Services.
November 19, 2024	ITC-2024-065 <i>that the Islands Trust Conservancy Board indicates to Trust Council and Financial Planning Committee that it considers the Trust Area Services business case for an Auxiliary Policy Advisor for 2025-2026 is critical to support ongoing intergovernmental and policy work, and that ITC requests that a portion of an Auxiliary Policy Advisor position be dedicated to support the Conservancy's engagement with First Nations on the Conservancy's mandate and a renewed five-year plan, and,</i> <i>that in light of increasing budget requests from the Conservancy, the Board indicates that its request for an increase to Board training (\$3,000) to support education on Indigenous Conserved and Protected Areas, could be de-prioritized for this fiscal.</i>
January 21, 2025	ITC-2025-008 <i>that the Islands Trust Conservancy Board provide an updated 2025/26 budget request to the Financial Planning Committee and Trust Council that addresses the changes and comments made by the Board November 19, 2024 (resolutions ITC-2024-064 and ITC-2024-065).</i>

Table 1. Proposed Islands Trust Conservancy 2025/26 budget request

1		2024/25				2025/26				Increase/Decrease in IT Tax Contribution	
2	Description	Islands Trust Contribution: Taxes	Grant Contribution: FN Engagement	Grant Contribution: SAR	Total Approved Budget	Islands Trust contribution: Taxes	Grant Contribution: FN Engagement	Grant Contribution: SAR	Total Draft Budget	\$ Change	% Change
3											
4	Salaries and Benefits *	700,458		115,000	815,458	799,771		102,418	902,189	99,313	14.2%
5	Communications	16,500		1,500	18,000	4,500		5,500	10,000	(12,000)	-72.7%
6	Contracted Temporary Staffing	20,000			20,000	15,000			15,000	(5,000)	-25.0%
7	Professional Services**	-		16,300		6,000		13,000	19,000	6,000	100.0%
8	Subscriptions	400			400	400			400	-	0.0%
9	Memberships	1,800			1,800	1,800			1,800	-	0.0%
10	Board Honoraria	7,000			7,000	7,000			7,000	-	0.0%
11	Board Meeting Expense	2,850			2,850	2,850			2,850	-	0.0%
12	Board Training and Conferences	1,600			1,600	1,600			1,600	-	0.0%
13	Property Management	99,640		66,500	166,140	91,878		76,582	168,460	(7,762)	-7.8%
14	Safety***	1,200			1,200	3,300			3,300	2,100	175.0%
15	Conservation Planning and Land Securement	16,550		10,000	26,550	25,000		12,000	37,000	8,450	51.1%
16	Ecosystem Mapping	-			-	5,200		4,000	9,200	5,200	100.0%
17	Legal	17,800		4,200	22,000	31,000			31,000	13,200	74.2%
18	Mobile Devices	2,562			2,562	356			356	(2,206)	-86.1%
19	Training and Conferences	4,700			4,700	6,400			6,400	1,700	36.2%
20	Travel for Training	4,000			4,000	4,500			4,500	500	12.5%
21	Travel	19,500		6,500	26,000	19,500		6,500	26,000	-	0.0%
22	Project: ITC Plan First Nations Engagement *****	10,000	10,000		20,000	10,000	10,000		20,000	-	0.0%
23										-	
24	TOTAL Direct ITC Costs	926,560	10,000	220,000	1,146,560	1,036,055	10,000	220,000	1,266,055	109,495	11.8%
25	Admin Allocation - 14% *****	326,086			326,086	362,060			362,060	35,974	11.0%
26	TOTAL	1,252,646	10,000	220,000	1,466,346	1,398,115	10,000	220,000	1,628,115	145,469	11.6%
27											
28	* Estimate of ITC salaries and benefits for draft budget 2025-26, assumes 3% wage increases under the BCGEU agreement.										
29	** Professional Services includes \$8,000 from ECCC for contracted First Nations liaison/advisor, \$7,000 for contracted program evaluation, and \$4,000 for bookkeeper.										
30	*** Safety budget has changed due to all GPS units being replaced in Fiscal 2025/26 with BIVY units which have higher monthly monitoring costs.										
31	**** Estimate of Admin Allocation based on previous year's budget, plus estimated increase in line with increase to ITC budget										
32	***** NB: No funds were spent on First Nations Engagement on ITC Plan in 2024/25, so will go to surplus and re-requested for 2025/26										
33	NOTE: Budget amounts listed for prior year is as per the approved budget.										

In September 2024, Trust Council established 2025/26 a budget guideline that resource requests for additional operating budgets (including one-time projects) and new tax-funded personnel will only be considered where critical capacity issues can be clearly demonstrated or where upfront investment will result in longer term savings as outlined in a business case.

While some budget increases are not directly responding to critical capacity issues and do not result in longer term savings, it should be noted that the \$220,000 from Environment and Climate Canada is supporting increased activities that are not taxpayer-funded, and that advance important conservation efforts.

NB: In January 2025, the Director of Trust Area Services received clarification on matching fund requirements. The Director has received new information and now understands that the matching funds have already been achieved over the life of the agreement and matching funds are not required in this fiscal year. However, the objectives in the agreement must still be achieved and cuts to the proposed budgets may impair our ability to meet these objectives.

Due to time constraints, this updated briefing has not been reviewed by the Islands Trust Conservancy Board.

ATTACHMENT(S): Table 2. Explanation of Proposed Budget Increases & Decreases in 2025/26

FOLLOW-UP: Staff will follow-up as directed. Staff and the ITC representative to the Financial Planning Committee will convey the results of Trust Council deliberations to the ITC Board at its May 2025 meeting.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date:

Table 2. Explanation of Proposed Budget Increases & Decreases in 2025/26

Budget Line Item	2024/25 Budget	2025/26 Budget	Rationale
1. Salaries and Benefits	\$815,458	\$903,033 (ECCC Agreement provides \$102,418)	New Protected Area Team Lead position in place for a full-year in 2025/26. Prior year included only six months to allow time for hiring. Estimate of ITC salaries and benefits assumes 3% wage increases under the BCGEU agreement. Environment and Climate Change Canada Contribution Agreement (ECCC Agreement) provides \$7,582 less towards salaries and benefits in 2025/26 compared to the prior year. Taxation will now cover this amount.
2. Communications	\$18,000	\$10,000 (ECCC Agreement provides \$5,500)	Reduced budget requested reflects the planned work program for 2025/26 which is better matched to staff capacity and includes social media campaigns for ITC's 35 th Anniversary.
3. Contracted Temp Staff	\$20,000	\$15,000	\$15,000 for contractors/short-term auxiliary staff to assist with critical policy work that had been delayed due to critical capacity challenges and transitions within the ITC Manager role. Staff anticipate: policy development/ improvement work as priority, plus delayed management plan work.
4. Professional Services	N/A	\$19,000 (ECCC Agreement provides \$13,000)	The following activities are committed to in the ECCC Agreement: • First Nation Specialist advisor/liaison • Species at Risk program evaluation Critical capacity issues exist regarding bookkeeping which have fallen into the ITC Manager role but this is not tenable given workload associated with routine operations. Additional services required: • ITC book keeping services at direction of ITC Board.
5. Board Training	\$1,600	\$1,600	No change.

Budget Line Item	2024/25 Budget	2025/26 Budget	Rationale
6. Property Management	\$166,140	\$168,460 (ECCC Agreements provides \$76,582)	Supports property management activities for Nature Reserves and Covenants, including Management Planning and implementation, First Nations engagement and cultural monitoring, Species at Risk surveys and monitoring, habitat restoration for species and ecosystems at risk, wildlife management (exclosure fence installation/maintenance,) trail construction/maintenance, signage construction/maintenance, wildlife structures (bat/bird boxes, etc) installation/maintenance, hazard assessments/ mitigation of hazards, and archeological assessments. The increase is due to increasing costs associated with registering 2 new covenants in 2024, (NB: The formula which was established in 2021 and has not been adjusted for inflation.) and generally increasing cost. It also supports a continued program to address delayed work which was not completed in prior years due to lack of funds. Addressing invasive species in a timely way results in longer term savings. Priority property management activities planned for 2025/26 include: - Engage with First Nations and complete first of two-year archaeological assessment on Link and Saturnina Islands (as requested by First Nations as part of management planning for these nature reserves). - Species at Risk surveys/monitoring and habitat assessments for SARA listed endangered or threatened plant and wildlife species on Salt Spring, Thetis, Link, Lasqueti Islands and other priority protected lands. - Develop invasive species management strategy for ITC's protected areas on Bowen Island (three nature reserves and two conservation covenants) - Habitat restoration across numerous protected areas that includes planting native species, propagation of an endangered plant species, mapping and removal of invasive plants/species in ecosystems at risk (to inform management planning), installation and monitoring of habitat structures and long-term success monitoring for previous restoration projects.
7. Safety	\$1,200	\$3,300	Critical capacity issues exist regarding safety in the field: Change from SPOT safety devices to BIVY safety devices for staff field safety (better system) comes with increased costs

Budget Line Item	2024/25 Budget	2025/26 Budget	Rationale
8. Conservation Planning & Land Securement	\$26,550	\$37,000 (ECCC Agreement provides \$12,000)	Land securement activities planned for 2025/26 include: - Nature reserve/covenant securement costs: biological surveys, archaeological and Indigenous knowledge surveys, land appraisals, legal advice, land surveys and other needed expertise and reports as relevant; support for select landowner costs (does not include direct purchase costs.) - As per Board policy, prior engagement with First Nations - Continued negotiation with six current landholders who have shown an interest in donation of ecologically-valuable private land with species at risk values within the Islands Trust Area. - Boundary survey for a conservation covenant that is experiencing frequent trespass – this will result in long term savings. - Acting on opportunities as they arise.
9. Ecosystem Mapping	\$0	\$9,200 (ECCC Agreement provides \$4,000)	Ecosystem mapping activities planned for 2025/26 include: Critical updates to ITC's mapping capacity to improve efficiency of data collection, integration into Islands Trust mapping systems, and analysis to support improved conservation planning and management decision making (this planned work follows from the protected area data needs assessment work funded in 2024/25 which is still in progress -the proposed amount will be assistive but is expected to be insufficient to respond to all identified deficiencies),
10. Legal	\$22,000	\$31,000	Increase is due to trend of ITC issues becoming more complex/increasing need for additional legal input/increasing cost of legal services, and joining a legal advice service through MIABC.
11. Training & Conferences	\$4,700	\$6,400	Increase due to: - new Protected Area Team Lead position now full-year, - increasing registration costs, and - anticipated training needs.
12. Travel for Training	\$4,000	\$4,500	Increase due to: new Protected Area Team Lead position now full-year

Budget Line Item	2024/25 Budget	2025/26 Budget	Rationale
			• anticipated increase to km/meal costs required in the union agreement.
13. Travel	\$26,000	\$26,000 (ECCC Agreement provides \$6,500)	No change.
14. FN Engagement Capacity Funds/ITC Plan	\$20,000	\$20,000	The capacity funding in the 2024/25 budget will not be spent and will be added to the General Surplus Fund and will be required instead in 2025/26.

COMPLETED SINCE LAST REPORT (January -March 2025)	PLANNED FOR FIRST QUARTER 2025-26 (April - June 2025)
1. STRATEGIC PLANNING/ADMINISTRATION	
Staffing: Onboarded new A/Manager. Hired coop student for 2025 spring/summer property and covenant monitoring field work. Five Year Plan Development: Sent letter to Minister of Housing and Municipal Affairs to request an extension for ITC Plan (to 2027). Sent initial letter to First Nations regarding scheduling/holding initial engagement meetings regarding next ITC Plan development. ITC Board: Prepared and submitted 2025/26 ITC Budget Request Briefing. Prepared and held January 2025 ITC Board meeting and prepared for March 2025 meeting. ITC Policy: Initiate ITC Policy Review and identify revisions and new policies for the ITC Board to consider Data Management/GIS: Received Data Needs Assessment Report from consultant to help identify solution options to ITC's property management data management issues. Other: Quarterly Report and Financial forecasting completed. Created procedures for ITC applications using new CityView software; continued updating and	Personnel: Continue recruiting for new Protected Area Management Team Lead position Review staff PMDPs and annual ITC Work Plan plans based on Regional Conservation Plan (RCP) priority actions. Begin forecasting project needs to develop 26/27 fiscal year projects. Five Year Plan Development: Contact with First Nations to schedule and hold initial engagement meetings. Provide capacity assistance to interested First Nations. Property Management Strategy: Review Property Management Strategy and incorporate priority actions to protect species and ecosystems at risk and cultural species of significance. Data Management/GIS: Finalize software solution for ITC's Protected Areas Data Management Project. Continue working with GIS staff to ensure TAPIS 3.0 functionality for ITC projects. ITC Board: Prepare for annual financial audit. Prepare agenda and staff reports and hold May ITC Board meeting. ITC Policy: Continue ITC Policy and Procedures Review Other:

cleansing of legacy data transitioned into new platform. Reviewed and prioritized outstanding Regional Conservation Plan actions for 2025-2029; reviewed and revised reporting process. Drafted application form and procedure for Trust Council sponsorship of NAPTEP fees. Fulfilled the annual reporting requirements for the ITC Species at Risk Program, supported by ECCC. Reviewed Customer Relationship Management (CRM) software options in collaboration with Information Services for ITC and IT use.	Complete report templates, legacy data updates, and staff training with CityView applications software. Staff training and data transfer to new contact relations management software.
2. COVENANT AND PROPERTY ACQUISITIONS	
Current Projects: Prepared Ecological Gifts Program application for one completed NAPTEP covenant (Salt Spring). Continued securement negotiations on ~27 ha of land for ITC nature reserves (1 Galiano, 1 Salt Spring); reviewed new application for ~9 ha (Salt Spring). Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring), including First Nations referrals and Ministerial approval. Responded to securement enquiries for covenants (Bowen, Galiano, Denman, North Pender) and nature reserves (Denman). Closed the file for 1 withdrawn NAPTEP application (Salt Spring).	Current Projects: Continue securement negotiations on ~36 ha of land for ITC nature reserve (1 Galiano, 2 Salt Spring). Continue negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring).

3. COVENANT AND PROPERTY MANAGEMENT	
<i>Nature Reserve and Covenant Monitoring:</i> Prepare for 2025 monitoring program. <i>Field Technology Improvements:</i> Updates to Field Maps application. <i>Species at Risk and Invasive Species Projects:</i> Coordinated ongoing habitat restoration and infrastructure management contracts. ITC's new Species and Ecosystems Information Sharing Agreement was sent to all of ITC's covenant landholders to consider signing. Purpose: For ITC to share information at regional, provincial, and national levels to assist species and ecosystem conservation on privately held lands. Met with conservation partners to discuss coordinated management activities for covenants on South Winchelsea and South Pender islands. Continue participation in Sidney Island Ecological Restoration Project (SIERP), Mt Tuam Special Management Area Resource Team (SMART), CDFCP Coastal Oak and Prairie Working Group, and Capital Region Invasive Species Partnership (CRISP). Completed 3rd and 4th Quarter Grant reporting relating to Species at Risk Program. <i>Other:</i> Finalized Service Contract for archeological overview assessment /preliminary field reconnaissance survey for Link and Saturnina Islands. Draft First Nations referral plan for management plans. Developed plan for trial of remote monitoring tools to supplement established monitoring program.	<i>Nature Reserve and Covenant Monitoring:</i> Initiate 2025 monitoring program.. <i>Field Technology Improvements:</i> Training on updates to Field Maps by GIS staff and trial in the field. Transfer data and training for new Data Management System. <i>Species at Risk and Invasive Species Projects:</i> Execute service contracts to continue surveys and monitoring of species at risk in priority areas. Begin procurement processes for habitat restoration and infrastructure management contracts for conservation covenants and nature reserves. Begin planning and implementation of in-house habitat monitoring and restoration activities in covenants on Saturna, North Pender, Bowen, and Salt Spring islands. Finalize First Nations referral plan for management plans. <i>Other:</i> Continue work on archeological overview assessment /preliminary field reconnaissance survey for Link and Saturnina Islands. Continue project to secure an effective and efficient property data management system specific to ITC needs.

Completed land surveys on two covenants on Salt Spring Island. Purpose: Confirming boundary lines, necessary to enhance monitoring and enforcement. Collaborated with GIS staff to ensure new TAPIS 3.0 mapping platform appropriately displays ITC protected areas and ecological information.	
4. COMMUNICATIONS AND OUTREACH	
Kicked off ITC's 35th Anniversary celebration with special edition logo, social media posts, established a Special Places blog to gather stories about ITC and areas it has helped protect. Produced special 35th Anniversary Spring 2025 issue of the Heron Newsletter and ITC eNews. Published 2024/25 Impact Report. Weekly social media posting and engagement (ongoing). Submitted an opinion editorial to the Gabriola Sounder newspaper to raise awareness of the need for more respectful use of the McRae NAPTEP Covenant by the public.	Plan celebration for new NAPTEP covenant. Draft 2024/25 ITC Annual Report. Publish and circulate Species at Risk education material. Publish two articles on the new Islands Trust Conservancy Journal. Celebrate ITC's 35th Anniversary at Trust Council. Publish Spring ITC eNews.
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Donors: Stewardship of donors and advisors (ongoing). Identified 35th anniversary fundraising goals. Holiday appeal held to bolster Covenant Management and Defence Fund (for unforeseen or complex covenant breach issues management). Special matching donation for ITC Board donations (up to \$500). Ad development for Folklife Magazine.	Donors: Stewardship of donors and advisors (ongoing). Initiating 35th anniversary fundraising goals. Strategic Giving: Continued WillPower Campaign seeking bequests of conservation lands or conservation funds. Fund Management: Complete update of Opportunity Fund Guidelines. Other:



**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
4th Quarter 2024-2025**

Strategic Giving: Continued WillPower Campaign seeking bequests of conservation lands or conservation funds. Fund Management: Drafted update of Opportunity Fund Guidelines.	Attendance at the Canadian Association of Gift Planners' Annual Conference Explore external funding opportunities that would support continued species at risk program work.
--	--