



# Islands Trust Conservancy Board

## Regular Meeting Agenda

Date: Tuesday, May 27, 2025  
Time: 10:00 am  
Location: Electronic Meeting, and a physical location to view the livestream of the meeting:  
Islands Trust Victoria Office  
#200 - 1627 Fort Street  
Victoria, BC V8R 1H8

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. TERRITORIAL ACKNOWLEDGEMENT</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>3.1 Review of Agenda and Introduction of New Items</b>	
<b>3.2 Approval of Agenda</b>	
<b>4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None</b>	
<b>5. ADOPTION OF MINUTES</b>	
<b>5.1 Draft ITC Board Meeting Minutes of March 18, 2025</b>	5 - 12
<b>6. FOLLOW UP ACTION LIST</b>	13 - 16
For information.	
<b>7. BUSINESS</b>	
<b>7.1 Items for Approval</b>	
<b>7.1.1 ITC 2024-25 Audited Financial Statements - KPMG Presentation and Request for Decision</b>	17 - 67
THAT the Islands Trust Conservancy Board approve the Audited Financial Statements for the 2024/25 fiscal year, and refer the statements to Islands Trust Council for information.	
<b>7.1.2 Islands Trust Conservancy Submission for 2024-2025 Annual Report - Request for Decision</b>	68 - 84
THAT the Islands Trust Conservancy (ITC) Board approve the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.	

<b>7.1.3</b>	<b>DVP/DP Referral - 212 Narrows West, Salt Spring Island - Request for Decision</b>	85 - 140
	<p>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 Development Variance Permit Application PLDVP20250029.</p>	
<b>7.1.4</b>	<b>Galiano LTC Bylaw 291 Referral</b>	141 - 152
	<p>THAT the Islands Trust Conservancy Board direct staff to notify the Galiano Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw 291.</p>	
<b>7.1.5</b>	<b>S'ul-hween X'pey (Elder Cedar) Nature Reserve, Gabriola Island - Provincial Groundwater Observation Well - Request for Decision</b>	153 - 164
	<p>THAT the Islands Trust Conservancy Board approve the request from the Ministry of Water, Lands and Resource Stewardship to upgrade Provincial Groundwater Observation Well 197, in S'ul-hween X'pey (Elder Cedar) Nature Reserve, with a new well box and the addition of equipment for satellite telemetry.</p>	
	<p>THAT the Islands Trust Conservancy Board request staff to begin negotiations for a Well Access Agreement with the Ministry of Water, Lands and Resource Stewardship (WLRS) and the two covenant holders Gabriola Land &amp; Trails Trust and Nanaimo &amp; Area Land Trust.</p>	
<b>7.1.6</b>	<b>2026/27 ITC Budget Request Update – Trust Council Resolution – Request for Decision</b>	165 - 166
	<p>THAT the Islands Trust Conservancy (ITC) Board direct staff to prepare an Islands Trust Conservancy 2026/27 budget request, including:</p> <ul style="list-style-type: none"> <li>• An increase to the property management budget to reflect new nature reserves and covenants, archeological assessments, and increasing costs; and rename this budget line item to Property Management Operations budget;</li> <li>• Creation of a Property Management Planning budget line;</li> <li>• An increase to the ITC staff travel budget to accommodate additional travel needs for newly acquired covenants/nature reserves, and increasing costs in travel;</li> <li>• Consideration of increases to multiple ITC budget lines associated with engagement and relationship building with First Nations, and potential payment of referral fee requests from Nations;</li> <li>• Separation of budget lines for Conservation Planning and Land Securement;</li> <li>• Development of a business case for a conservation technician co-op position and/or a seasonal conservation technician position; and</li> <li>• Development of a business case for a permanent Indigenous relations position.</li> </ul>	

**7.2 Items for Discussion/Direction**

7.2.1	<b>EC-ITC Joint Meeting Discussion</b>	167 - 178
	Executive Committee/ITC Board joint meeting held April 23, 2025 - minutes attached	
7.2.2	<b>Victoria Foundation – Administration Fee Increase to Ruby Alton Property Endowment Fund – Briefing</b>	179 - 182
	For information.	
7.3	<b>Correspondence</b>	
7.3.1	<b>2025-03-11 Letter regarding MOU between Islands Trust Council and the W̱SÁNEĆ Leadership Council</b>	183 - 184
7.3.2	<b>2025-04-28 Letter from Minister Kahlon to TC Chair Patrick regarding Islands Trust Review</b>	185 - 186
7.3.3	<b>2025-05-23 ITC Board Chair Letter to Minister Kahlon regarding ITC Five-Year Plan Requirement</b>	187 - 189
7.4	<b>Updates for Information</b>	
7.4.1	<b>Public Acquisitions Report</b>	190 - 191
7.4.2	<b>Public Covenants Report</b>	192 - 198
7.4.3	<b>Budget Report: April 1, 2024 - March 31, 2025</b>	199 - 200
7.4.4	<b>ITC Quarterly Report to Trust Council - 1st Quarter 2025-2026</b>	201 - 205
7.4.5	<b>Executive Committee Update (verbal)</b>	
7.4.6	<b>Trust Council Update (verbal)</b>	
7.4.7	<b>Financial Planning Committee Update (verbal)</b>	
7.4.8	<b>Governance Committee Update (verbal)</b>	
7.4.9	<b>Conservation Fund Committee (new) – Chair Gauvreau (verbal)</b>	
7.4.10	<b>ITC 35th Anniversary Communication Activities and Promotion Update (verbal)</b>	
7.4.11	<b>Bowen Island Municipality/Executive Committee April 30th Meeting Update (verbal)</b>	
	Minutes pending: <a href="https://bowenislandmunicipality.ca/events/on/2025/04/30/">https://bowenislandmunicipality.ca/events/on/2025/04/30/</a>	
8.	<b>PUBLIC COMMENTS AND DELGATIONS</b>	
9.	<b>NEW BUSINESS</b>	
10.	<b>NEXT MEETING</b>	
	The next meeting will be held on July 22, 2025 at 10:00 a.m., in person. at the Victoria office.	
11.	<b>CLOSED MEETING</b>	

**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)

(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;

j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and that staff remain in the meeting.

**12. ADJOURNMENT**

DRAFT



## Islands Trust Conservancy Board

### Minutes of a Regular Meeting

**Date:** Tuesday, March 18, 2025  
**Location:** Islands Trust Victoria Boardroom  
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

**Executive Committee Present:** Laura Patrick, Executive Committee Chair

**Staff Present:** Clare Frater, Director, Trust Area Services  
Corlynn Strachan, Administrative Assistant/Recorder  
Erica Wheeler, Species at Risk Program Coordinator (attended electronically)  
Jemma Green, Covenant Management and Outreach Specialist  
Joe Elliott, Senior Indigenous Relations Advisor, Trust Area Services  
Kathryn Martell, Ecosystem Protection Specialist  
Micaela Yawney, Communications Specialist (attended electronically)  
Mike Richards, Strategic Fund Development Specialist (attended electronically)  
Wendy Tyrrell, Acting ITC Manager

**Staff Regrets:** Nuala Murphy, Property Management Specialist

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

#### 1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

#### 2. TERRITORIAL ACKNOWLEDGEMENT

Chair Gauvreau acknowledged that the meeting was held on the unceded ancestral lands of the Lekwungen and Esquimalt Nations. She noted that "Lekwungen" means "Place to smoke herring" and emphasized the importance of recognizing the ongoing relationship with the land, sea, and cultural traditions, especially during the current herring season. She reminded everyone that understanding the history of these relationships is essential in discussions on conservation.

#### 3. APPROVAL OF AGENDA

##### 3.1 Review of Agenda and Introduction of New Items

## DRAFT

The following addition and change to the agenda were presented for consideration:

- Addition of Item 9.1 Motion to Amend Funding Allocation for Conference Attendance
- Inviting Executive Committee Chair Patrick to join for item 7.2.3 Executive Committee-Islands Trust Conservancy Joint Meeting April 23, 2025 – Agenda Topics Discussion

Discussion took place regarding a letter from WSÁNEĆ Leadership Council (WCL) to Trust Council, dated March 11, 2025, requesting the establishment of a Memorandum of Understanding (MOU), and outlining priority topics for collaboration.

Director Frater commented that the letter will go to Trust Council in June for direction, then to the Islands Trust Conservancy Board. She noted that WSÁNEĆ prefers to start discussions with Trust Council, though they are open to agreements with both Trust Council and the Islands Trust Conservancy Board. Additionally, WCL is seeking an agreement with Trust Council to explore collaboration and secure funding for topics including education, history, and heritage.

### 3.2 Approval of Agenda

**By general consent** the agenda was approved, as amended.

## 4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Gauvreau reported on the following item:

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

### 5.1 Draft ITC Board Meeting Minutes of January 21, 2025

Discussion ensued on the clarifying the two different Islands Trust Conservancy approved decisions, related to the Ruby Alton item, for hazmat analysis and demolition.

Acting Islands Trust Conservancy Manager Tyrrell clarified that staff understand that both can happen, however, the demolition companies will not perform the analysis due to potential conflict of interest.

**By general consent** the Islands Trust Conservancy meeting minutes of January 21, 2025 were adopted as presented.

## 6. FOLLOW UP ACTION LIST

The report was received for information and discussion ensued on the following:

- Crystal Mountain project: Staff are awaiting response from the landholders; therefore, this item is currently on hold.
- The Senior Policy Advisor position is Council-funded and will support some First Nations engagement work. Director Frater is reviewing resumes for the hiring process.
- Kenda Hopper has begun in the Geographic Information Systems (GIS) Coordinator position, and staff will discuss her level of support for the Conservancy.
- Patricia Woodruff has begun as the new Biologist for Planning. This role is primarily focused on updating planning templates, functions, and methods. It is a one-year temporary position aimed at helping the Planning Department incorporate biological information more effectively, and is not intended for the Conservancy.
- The Property Management Database Needs Assessment Project by contractor Sarah Forbes is still underway, it is unknown if the purchase of additional software is required.
- Insufficiencies around current mapping and GIS systems, as it relates to protected areas monitoring, mapping layers, and the backlog of consultant data that relates to Islands Trust Conservancy properties. Recommendation for a conversation with Trust Council, along with a funding strategy, as this is a significant project.
- The Islands Trust Conservancy Team Lead - Protected Area Management position had a failed competition, with only one candidate being screened in, followed by an unsuccessful interview. Staff are working with the Public Service Agency to reassess the position and qualifications for the role. Once this is resolved, the position will be reposted.

## 7. BUSINESS

### 7.1 Items for Approval

#### 7.1.1 Salt Spring Island Local Trust Committee Proposed Bylaw No 541 Referral - Request for Decision

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

Discussion ensued on that an increase in density is not outside the scope for the Salt Spring Island Official Community Plan and land use bylaw. Conservancy interests are unaffected, and current zoning already allows for development of a seasonal cottage secondary to existing single-family dwellings.

#### **ITC-2025-011**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board request staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw No. 541.

**CARRIED**

## 7.2 Items for Discussion/Direction

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

Acting Islands Trust Conservancy Manager Tyrrell presented the briefing.

Discussion ensued on:

- Local NGO conservancies are encouraged to participate in this program as funders want to ensure the credibility of the land trust organization.
- This is the second time the Centre for Land Conservation has submitted an invitation to Islands Trust Conservancy to participate in the Conservation Excellence Certification Program.
- Chair Gauvreau agreed to write a response letter declining the invitation, and will circulate the letter to Board members for review.

#### **ITC-2025-012**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board request the Chair to write a letter declining the invitation to join the Centre for Land Conservation certification pilot program.

**CARRIED**

### 7.2.2 North Pender Island Bylaw 235 Referral - Briefing

Species at Risk Program Coordinator Wheeler presented the briefing and advised there was an error in the briefing. The correct information with the following edits was provided to the Islands Trust planner who is working on this.

- Point 3 (page 42) regarding the bald eagles was removed.
  - The information provided on activities that can have a negative affect on active Bald Eagle nests was provided to Islands Trust planning staff for their information only, so this was removed from the referral.
- Provided consideration to the planner to amend Schedule O (map) to include an occupied Western Screech Owl nest nearby, an occurrence documented by the BC Conservation Data Centre, but not included in the map in the proposed amendment.

**The meeting recessed for a break from 10:30 a.m. – 10:45 a.m.**

**Trustee Patrick joined the meeting at 10:30 a.m. and Chair Gauvreau initiated introductions.**

### 7.2.3 EC-ITC Joint Meeting April 23, 2025 – Agenda Topics – Briefing

Discussion ensued on numerous agenda topics including:

- First Nations:

## DRAFT

- Need for development of an Islands Trust-wide strategy
- Reporting on positive progresses and sharing good news stories on engagement
- Challenges of a limited budget for reconciliation work with First Nations, including engagement, consultation and archeological assessments
- Need for clear guidelines from the province to direct current funding for First Nations engagement and consultation
- Special guest speaker at July ITC Board meeting:
  - Eli Enns or Kevin Smith (Executive Director, Habitat Acquisition Trust on conservation tools, such as Indigenous Protected and Conserved Areas (IPCAs), Tribal Parks and opportunities for co-operation on conservation planning and co-managing conservation lands
- Islands Trust Conservancy's 35<sup>th</sup> Anniversary and its significance
- Increasing communications between departments to improve collaboration, cohesiveness and build relationships
- Policy discussion on ITC's needs for GIS mapping and database management
- The B.C.'s Coastal Marine Strategy
- Improvements on sharing of information internally, including a stand alone report to ITC Board and Trust Council
  - Consideration of a dashboard-type tool as a reporting mechanism to enhance sharing of information

### 7.3 Correspondence

#### 7.3.1 2025-03-04 - Trust Council's Introduction Letter to Minister Kahlon

Received for information.

Discussion ensued on:

- If the requested meeting with Minister Kahlon occurs, the ITC will be represented by the Council Chair.
- The possibility of securing additional funding from the Province for First Nations engagement and consultation.

#### 7.3.2 2025-03-10 - ITC Board Response Letter to S. Brands

Received for information.

A discussion took place regarding the letter's focus on capacity issues and the need to exercise caution when addressing this topic in future communications.

### 7.4 Updates for Information

#### 7.4.1 Public Acquisitions Report

Received for information.

**DRAFT**

7.4.2 Public Covenants Report

Received for information.

7.4.3 ITC to TC 2025/26 Budget Request - Briefing

Chair Gauvreau advised the ITC budget was approved.

7.4.4 Executive Committee Update

See the Trust Council update.

7.4.5 Financial Planning Committee Update

See the Trust Council update.

7.4.6 Trust Council Update

Trustee Elliott reported on the following items:

- Trust Council is concerned with reducing the tax burden on tax payers, there was discussion on reducing in person meetings, and budget reduction in other ways, however, the budget was passed with an increase for in-person Trust Council meetings.
- Chair Luckham announced he would step down in February 2025.
- Trustee Patrick was elected as Chair of Trust Council.
- Trustee Borthwick was elected to the Governance Committee. Trustee Patrick became an ex-officio member.
- Council requested that Trust Programs Committee work to finish the current Trust Policy Statement draft, instead of the Committee of the Whole (COTW). There were quorum issues getting enough people to attend COTW meetings. The draft goes to First Reading by June, in order to get referrals out to agencies and First Nations.
- Chief Administrative Officer Bronee helped shape and prepare the agenda resulting in time for discussion and addition of items.
- BC Ferries provided a presentation on engagement and dissolution of the Ferry Advisory Committee, and had an evening workshop with the engagement team.
- There was a meeting for the reconciliation learning group.

7.4.7 ITC Report to Trust Council - 4th Quarter 2024-2025

Chair Gauvreau reported she gave a synopsis of the report at Trust Council.

7.4.8 Governance Committee Update

Chair Gauvreau reported she did not attend the last meeting.

7.4.9 Funding our Future: Financing Conservation on Private Lands Conference Highlights

## DRAFT

Trustee Smith advised she sent a report on the workshop to all Board members by email and provided the following link to the workshop report:

[https://www.cdfcp.ca/funding\\_our\\_future\\_conservation\\_finance\\_on\\_private\\_lands/](https://www.cdfcp.ca/funding_our_future_conservation_finance_on_private_lands/)

Discussion ensued on:

- That the province should fund this on a larger tax roll.
- Drafting a motion to write a letter to the organizers of the workshop to stay engaged in the process.

### ITC-2025-013

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board (ITC) write a letter to the organizers of the Funding our Future: Financing Conservation on Private Lands thanking them for the excellent workshop and expressing the interest of the ITC Board in participating in future discussions as the concept of a Regional Conservation Fund progresses.

**CARRIED**

## 8. PUBLIC COMMENTS AND DELEGATIONS

No members of the public were present.

## 9. NEW BUSINESS

### 9.1 Motion to Amend Funding Allocation for Funding our Future: Financing Conservation on Private Lands Conference Attendance

Chair Gauvreau drafted the following motion as the cost for Trustee Smith to attend the Funding for Conservation workshop was greater than anticipated.

**Trustee Smith declared a conflict of interest and abstained from voting**

### ITC-2025-014

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approve an additional allocation of \$78.45 to cover the full cost of Trustee Smith's attendance at the "Funding Our Future: Financing Conservation on Private Lands" conference on February 27, 2025, in Esquimalt, bringing the total approved amount to \$378.45.

**CARRIED**

## 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

**DRAFT**

**ITC-2025-015**

**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**

**12. ADJOURNMENT**

**By general consent** the meeting adjourned at 12:05 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%	<p>1 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.</p> <p><b>This item is on hold as staff are waiting for a response.</b> This report will only show "in-Progress" or "Completed" under the Status column.</p>	Kathryn Martell	Target: 31-Dec-2025	In Progress

01-Oct-2024

Progress	Activity	Responsibility	Dates	Status
25%	<p>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.</p> <p><b>May 20, 2025 Update:</b> Staff are working with contractor C. Stewart to review and update securement policies this fiscal. Aiming for Oct. 7th meeting.</p>	Kathryn Martell	Target: 07-Oct-2025	In Progress



## Follow Up Action Report

### Trust Conservancy Board

19-Nov-2024

Progress	Activity	Responsibility	Dates	Status
50%	<p><b>1</b> 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.</p> <p><b>May 20, 2025 Update:</b> Staff will report out on this FUAL item either the November 2025 or January 2026 meeting.</p>	Jemma Green	Target: 18-Nov-2025	In Progress
95%	<p><b>2</b> Staff to prepare and submit a letter from the ITC Board to the Minister of Municipal Affairs that:</p> <ul style="list-style-type: none"> <li>-reiterates the ITC's desire to undertake meaningful First Nations engagement</li> <li>-explains the ITC's staff capacity challenges</li> <li>-provides the Board's proposed ITC Plan engagement outline (November 2024), and</li> <li>-seeks the Minister's support for the updated timeframe for development and submission of the next ITC Plan.</li> </ul> <p><b>May 20, 2025 Update:</b> The letter to the Minister regarding a request to extend the engagement period, and submission of the Five-Year Plan, has been revised by staff to reflect changes requested by the board on the second round. A copy of the letter will be in the agenda package for the May 27th RM under Correspondence.</p>	<p>Clare Frater</p> <p>Wendy Tyrrell</p>	Target: 31-Jan-2025	In Progress



## Follow Up Action Report

### Trust Conservancy Board

19-Nov-2024

Progress	Activity	Responsibility	Dates	Status
20%	<p><b>3</b> 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.</p> <p><b>May 20, 2025 Update:</b> Application for tax exemption reviewed and approved by Trust Council. Referrals went out to Nations, extending comment period to accommodate capacity for Nations to respond.</p>	Kathryn Martell	Target: 31-Oct-2025	In Progress

13-Mar-2025

Progress	Activity	Responsibility	Dates	Status
100%	<p><b>1</b> <b>Trust Council Direction:</b> Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption (NAPTEP) Certificate for the covenanted portion of the property described as PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption (NAPTEP).</p> <p><b>May 20, 2025 Update:</b> Islands Trust Council approved this request - TC-2-25-035.</p>	<p>Clare Frater</p> <p>Wendy Tyrrell</p>	Target: 31-Mar-2025	Completed



## Follow Up Action Report

### Trust Conservancy Board

18-Mar-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw No. 541.	Jemma Green	Target: 27-May-2025	Completed
100%	2 Chair Gauvreau to write a letter declining the invitation to join the Center for Land Conservation Land trust certification pilot program. <b>May 20, 2025 Update:</b> Chair Gauvreau sent staff the letter, which staff have finalized and delivered via email.	Lisa Gauvreau Wendy Tyrrell	Target: 27-May-2025	Completed
100%	3 ITC Board write a letter to the organizers of the Funding our Future: Financing Conservation on Private Lands thanking them for the excellent workshop and expressing the interest of the ITC Board in participating in future discussions as the concept of a Regional Conservation Fund progresses. <b>May 20, 2025 Update:</b> Chair Gauvreau sent the letter to staff, and the letter has been finalized and delivered via email.	Wendy Tyrrell	Target: 27-May-2025	In Progress



## REQUEST FOR DECISION

**To:** Islands Trust Conservancy  
Board

**For the Meeting of:** May 27, 2025

**From:** Staff

**Date Prepared:** May 16, 2025

**SUBJECT: March 31, 2025 Audited Financial Statements**

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### RECOMMENDATION(S):

That the Islands Trust Conservancy Board approve the Audited Financial Statements for the 2024/25 fiscal year, and refer the statements to Islands Trust Council for information.

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- 1 PURPOSE:** To review and approve the March 31, 2025 Audited Financial Statements for 2024/25 fiscal year.
- 2 BACKGROUND:** Islands Trust Conservancy (ITC) undergoes an annual audit each year as required by legislation. The audited Financial Statements and Audit Findings Report are provided to the ITC Board for review and approval. There were no identified audit findings that require action for the 2024/25 fiscal year.

Areas of interest included in the 2024/25 financial statements are highlighted in the financial statements and related audit findings report. Of note for the 2024/25 fiscal year, the financial statements recognize the following:

- Approved grant revenues, including a \$220,000 grant from Environment and Climate Change Canada for the ITC Species at Risk Program.
- Note 1 (g) of the Financial Statements notes the importance of natural assets. The monetary value of natural assets from ITC lands is not quantified or shown in the financial statements. The Conservancy acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.
- Note 10 Subsequent Event highlights management's assessment of the tariffs imposed by the United States government shortly after year-end.
- There were no new accounting standards implemented in the year.

Where known, Indigenous names of protected areas are used in the Financial Statements.

### 3 IMPLICATIONS OF RECOMMENDATION:

**ORGANIZATIONAL:** There are no findings that require action.

**FINANCIAL:** None.

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** None.

**FIRST NATIONS:** None.

**CLIMATE CHANGE:** None.

**OTHER:** None.

**4 RELEVANT POLICY(S):** *Islands Trust Act*, [Section 45](#)

**5 ATTACHMENT(S):**

- Draft Audited Financial Statements of the Islands Trust Conservancy for the Year Ended March 31, 2025
- Islands Trust Conservancy Audit Findings Report for the Year Ended March 31, 2025

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#### **RESPONSE OPTIONS**

##### **Recommendation:**

That the Islands Trust Conservancy Board approve the Audited Financial Statements for the 2024/25 fiscal year, and refer the statements to Islands Trust Council for information.

**Alternative:** None identified.

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**Prepared By:** Wendy Tyrrell, Acting Manager, Islands Trust Conservancy

Financial Statements of

**THE ISLANDS TRUST  
CONSERVANCY**

Year ended March 31, 2025

## INDEPENDENT AUDITOR'S REPORT

*To the Trustees of The Islands Trust Conservancy Board, the Trustees of Islands Trust and the Minister of Municipal Affairs*

### **Opinion**

We have audited the financial statements of the Islands Trust Conservancy (the Entity) which comprise:

- the statement of financial position as at March 31, 2025
- the statement of operations for the year then ended
- the statement of changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the “financial statements”).

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2025, and its results of operations, its changes in fund balances and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “**Auditor’s Responsibilities for the Audit of the Financial Statements**” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada

\_\_\_\_\_, 2025

# THE ISLANDS TRUST CONSERVANCY

## Statement of Financial Position

March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2025 Total	2024 Total
(Schedule 1)						
<b>Assets:</b>						
Current assets:						
Cash	\$ 145,629	\$ 234,986	\$ -	\$ -	\$ 380,615	\$ 174,339
Short-term investments (note 2)	-	402,004	-	88,000	490,004	661,897
Grants receivable	-	22,000	-	-	22,000	22,000
	145,629	658,990	-	88,000	892,619	858,236
Land (notes 3 and 6)	-	-	16,066,100	3,076,601	19,142,701	19,142,701
	\$ 145,629	\$ 658,990	\$ 16,066,100	\$ 3,164,601	\$ 20,035,320	\$ 20,000,937
<b>Liabilities:</b>						
Current liabilities:						
Deferred contributions	\$ 28,138	\$ -	\$ -	\$ -	\$ 28,138	\$ 28,138
Grants payable	6,715	-	-	-	6,715	1,400
Security deposit	-	425	-	-	425	425
Due to Islands Trust	49	87,130	-	-	87,179	100,457
	34,902	87,555	-	-	122,457	130,420
Asset retirement obligations (note 4)	-	84,424	-	-	84,424	82,854
	\$ 34,902	\$ 171,979	\$ -	\$ -	\$ 206,881	\$ 213,274
<b>Fund Balances:</b>						
Unrestricted	110,727	-	-	-	110,727	103,374
Investment in land (note 3)	-	-	16,066,100	-	16,066,100	16,066,100
Internally restricted (note 5)	-	30,493	-	-	30,493	30,141
Externally restricted (note 5)	-	456,518	-	-	456,518	423,447
Restricted for endowment purposes (note 6)	-	-	-	3,164,601	3,164,601	3,164,601
	110,727	487,011	16,066,100	3,164,601	19,828,439	19,787,663
Subsequent event (note 10)	-	-	-	-	-	-
	\$ 145,629	\$ 658,990	\$ 16,066,100	\$ 3,164,601	\$ 20,035,320	\$ 20,000,937

The accompanying notes are an integral part of these financial statements.

Approved by the Islands Trust Conservancy Board:

\_\_\_\_\_ Board member

\_\_\_\_\_ Board member

# THE ISLANDS TRUST CONSERVANCY

## Statement of Operations

Year ended March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2025 Total	2024 Total
(Schedule 2)						
<b>Revenue:</b>						
Donations:						
Cash	\$ 14,058	\$ 2,097	\$ -	\$ -	\$ 16,155	\$ 26,412
Land	-	-	-	-	-	721,000
Grants	-	220,000	-	-	220,000	220,007
Rental income	-	11,120	-	-	11,120	10,760
Investment income	8,010	40,926	-	-	48,936	45,622
	22,068	274,143	-	-	296,211	1,023,801
<b>Expenses:</b>						
Repairs and maintenance - Alton property	-	17,561	-	-	17,561	19,656
Property management	-	1,000	-	-	1,000	3,359
Accretion expense	-	1,570	-	-	1,570	2,146
Bank charges	-	589	-	-	589	190
Grants to external parties	14,715	-	-	-	14,715	-
Screech Owl management	-	-	-	-	-	16,910
Species at Risk	-	220,000	-	-	220,000	220,000
	14,715	240,720	-	-	255,435	262,261
<b>Excess of revenue over expenses</b>	\$ 7,353	\$ 33,423	\$ -	\$ -	\$ 40,776	\$ 761,540

The accompanying notes are an integral part of these financial statements.

# THE ISLANDS TRUST CONSERVANCY

## Statement of Changes in Fund Balances

Year ended March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	Total
Fund balances, March 31, 2023	\$ 84,882	\$ 431,540	\$ 15,345,100	\$ 3,164,601	\$ 19,026,123
Excess of revenue over expenses	18,492	22,048	721,000	-	761,540
Fund balances, March 31, 2024	103,374	453,588	16,066,100	3,164,601	19,787,663
Excess of revenue over expenses	7,353	33,423	-	-	40,776
Fund balances, March 31, 2025	\$ 110,727	\$ 487,011	\$ 16,066,100	\$ 3,164,601	\$ 19,828,439

The accompanying notes are an integral part of these financial statements.

# THE ISLANDS TRUST CONSERVANCY

## Statement of Cash Flows

Year ended March 31, 2025, with comparative information for 2024

	2025	2024
<b>Cash provided by (used in):</b>		
<b>Operating activities:</b>		
Excess of revenue over expenses	\$ 40,776	\$ 761,540
Item not involving cash:		
Donation of land	-	(721,000)
Accretion	1,570	2,146
Changes in non-cash operating working capital:		
Grants receivable	-	1,850
Deferred contributions	-	(16,911)
Grants payable	5,315	(17,565)
Security deposit	425	-
Due to Islands Trust	(13,703)	29,821
	<u>34,383</u>	<u>39,881</u>
<b>Investing activities:</b>		
Decrease (increase) in short-term investments	171,893	(222,698)
<b>Increase (decrease) in cash</b>	<b>206,276</b>	<b>(182,817)</b>
Cash, beginning of year	174,339	357,156
<b>Cash, end of year</b>	<b>\$ 380,615</b>	<b>\$ 174,339</b>

The accompanying notes are an integral part of these financial statements.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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The Islands Trust Conservancy (the “Trust Conservancy”) is incorporated under The Islands Trust Act of British Columbia and is empowered to accept donations, grants and bequests on behalf of The Islands Trust and to hold land and other property in compliance with a Trust Conservancy plan approved by the Ministry of Municipal Affairs.

The Islands Trust Council (the “Trust”) is also incorporated under The Islands Trust Act of British Columbia. The objectives of the Trust are 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 the Province generally.

The Trust Conservancy is administered by the Trust and for financial reporting purposes, the Trust and the Trust Conservancy are reported on separately. The Trust Conservancy’s annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These financial statements present the financial position and changes in fund balances of the Trust Conservancy.

## 1. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations:

### (a) Fund accounting:

The Trust Conservancy follows the restricted fund method of accounting for contributions.

The Opportunity Fund reports unrestricted resources.

The Restricted Fund reports the assets, liabilities, revenue and expenses related to internally and externally restricted assets.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the Trust Conservancy’s capital assets.

The Endowment Fund reports resources that are contributed for endowment purposes.

### (b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. Fixed income securities are recorded at cost or amortized cost. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has elected to record short-term investments at fair value as they are managed and evaluated on a fair value basis. Investments in guaranteed investment certificates are recorded at amortized cost.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

---

## 1. Significant accounting policies (continued):

### (b) Financial instruments (continued):

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations. During the years presented, there are no unrealized gains and losses, and as a result, no statement of remeasurement gains and losses has been included in these financial statements. Short-term investments held by the Trust Conservancy are classified as Level 2 investments for fair value measurement and there were no changes in classification in the years presented.

### (c) Land:

Purchased land is recorded at cost. Contributed land is recorded at estimated fair value at the date of contribution.

### (d) Revenue recognition:

Restricted contributions are recorded as revenue of the appropriate restricted fund when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions are recorded as revenue of the Opportunity Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Restricted contributions for which there is no restricted fund are recognized as revenue of the Opportunity Fund in the period in which related expenses are incurred.

Contributions for endowment are recorded as revenue in the Endowment Fund balance.

Interest income earned on Endowment Fund resources is restricted for the purpose of maintaining certain specified property and is recorded in the Restricted Fund. Interest income of internally restricted funds is recorded as revenue of the Restricted Fund. Other interest income is recorded as revenue of the Opportunity Fund when earned.

All other forms of income are recorded as revenue of the Opportunity Fund when received or receivable.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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## 1. Significant accounting policies (continued):

### (e) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Trust Conservancy is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

### (f) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous materials in the Ruby Alton house owned by the Trust Conservancy has been recognized based on estimated expenses on remediation or demolition of the structure. The liability for costs to remove rustic structures on Link Island has been recognized based on contributed funds received for the purposes of future removal of the structures.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

---

## 1. Significant accounting policies (continued):

### (g) Natural assets:

The Trust Conservancy is fortunate to have, and to be mandated to protect, many natural assets in the Island Trust Area that reduce the need for engineered infrastructure that might otherwise be required by other government agencies to provide various services to the islands. This includes island aquifers (water storage and filtration); streams, ditches and wetlands (rain water management); forests (carbon sequestration); and foreshore areas (natural seawalls). Canadian public sector accounting standards do not provide for the valuation and recording of such assets in the financial statements. As such, these natural assets are not reported in these financial statements. Nevertheless, the Conservancy acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.

### (h) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Estimates include assumptions used in estimating the fair value of contributed land at the date of contribution and asset retirement obligations. Actual results could differ from those estimates.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

## 2. Short-term investments:

Short-term investments have a maturity date of less than one year consisting of guaranteed investment certificates, an endowment fund with the Victoria Foundation and Municipal Finance Authority of British Columbia (“MFA”) Short Term Bond and Money Market Funds.

## 3. Land:

	Acquisition year	2025	2024
Inner Island Nature Reserve, Denman Island	1992	\$ 70,000	\$ 70,000
Coats Millstone Reserve, Gabriola Island	1994	100,000	100,000
E,HO, (Medicine Beach) Nature Sanctuary, North Pender Island	1996	477,000	477,000
Cunningham Nature Reserve, Salt Spring Island	1994	265,000	265,000
Deep Ridge Nature Reserve, Salt Spring Island	1992	255,000	255,000
Lower Mt. Erskine Nature Reserve, Salt Spring Island	1996	284,000	284,000
Kwel Nature Sanctuary, Lasqueti Island	1997	195,497	195,497
Singing Woods Nature Reserve, Bowen Island	1999	157,000	157,000
Trincomali Nature Sanctuary, Galiano Island	2001	242,406	242,406
Horton Bayviary Nature Reserve, Mayne Island	2002	210,000	210,000
Morrison Marsh Nature Reserve, Denman Island	2006	438,000	438,000
Brigade Bay Bluffs Nature Reserve, Gambier Island	2006	150,000	150,000
Long Bay Wetland Nature Reserve, Gambier Island	2006	305,000	305,000
S’ul-hween X’pey (Elder Cedar) Nature Reserve, Gabriola Island	2007	658,000	658,000
Mount Artaban Nature Reserve, Gambier Island	2009	1,177,000	1,177,000
Fairy Fen Nature Reserve, Bowen Island	2011	1,817,000	1,817,000
Laughlin Lake Nature Reserve, Galiano Island	2013	56,000	56,000
Vanilla Leaf Land Nature Reserve, Galiano Island	2014	217,000	217,000
Fairyslipper Forest Nature Reserve, Thetis Island	2017	550,266	550,266
Hoak-pus (Sandy Beach) Nature Reserve, Keats Island	2022	2,703,000	2,703,000
Link Island Nature Reserve, Link Island	2023	1,208,000	1,208,000
Lamour Nature Reserve, Salt Spring Island	2024	721,000	721,000
		12,256,169	12,256,169
Properties acquired under the Federal Government Ecological Gifts Program:			
Mt. Trematon Nature Reserve, Lasqueti Island	2006	320,000	320,000
David Otter Nature Reserve, Bowen Island	2007	620,000	620,000
John Osland Nature Reserve, Lasqueti Island	2012	890,000	890,000
Valens Brook Nature Reserve Lot A, Denman Island	2013	280,000	280,000
Burren’s Acres Nature Reserve, Gabriola Island	2014	210,000	210,000
Moore Hill Nature Reserve, Thetis Island	2017	780,000	780,000
Valens Brook Nature Reserve Lot 1, Denman Island	2019	85,000	85,000
Salish View Nature Reserve, Lasqueti Island	2020	304,931	304,931
Lisa Baile Nature Reserve, North Pender Island	2023	320,000	320,000
		3,809,931	3,809,931
		\$ 16,066,100	\$ 16,066,100

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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### 3. Land (continued):

The Conservancy has a 99-year lease with BC Parks Foundation to manage Lands owned by the Foundation as a Nature Reserve, known as Saturnina Island Nature Reserve.

### 4. Asset retirement obligations:

The Trust Conservancy owns one building located on the Ruby Alton Nature Reserve that is known to contain asbestos and other hazardous materials, which represents a health hazard upon demolition or remediation of the building and there is a legal obligation to remove it. Estimated costs have been based the calculated current value of costs associated to address the future obligation. The Trust used a general inflationary rate of 1.60% (2024 – 3.00%) based on estimated labor and material costs in calculating the provision.

The Trust Conservancy received a contributed asset, Link Island Nature Reserve, which contains a rustic cabin structure that will require future removal as a result of an agreement with the donor family. This required removal represents an asset retirement obligation under PS 3280. Estimated costs have been based on the value of funds received from the donor to remove the structures. The Trust used a general inflationary rate of 2.25% (2024 – 2.25%) based on estimated labor and material costs in calculating the provision.

The asset retirement obligations is as follows:

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	2025	2024
Opening balance	\$ 82,854	\$ 80,708
Accretion on provision	1,570	2,146
Closing balance	\$ 84,424	\$ 82,854

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# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

## 5. Restricted Fund balances:

	2025	2024
Internally restricted:		
McFadden Creek management fund	\$ 18,450	\$ 18,635
Property Management fund	12,043	11,506
	<u>30,493</u>	<u>30,141</u>
Externally restricted:		
Alton Nature Reserve - maintenance fund	135,577	121,761
Morrison Fund	11,096	10,838
Covenant Defense Fund	131,015	125,087
Lasqueti Acquisition Fund	35,319	31,934
Gambier Acquisition Fund	140,822	131,659
Thetis Island Acquisition Fund	1,467	1,403
Link Island Removal Fund	1,222	765
	<u>456,518</u>	<u>423,447</u>
	<u>\$ 487,011</u>	<u>\$ 453,588</u>

## 6. Restricted for endowment purposes:

	Acquisition year	2025	2024
Short-term investments			
Alton Nature Reserve - maintenance	2002	\$ 88,000	\$ 88,000
Land:			
Lindsay Dickson Nature Reserve, Denman Island	2001	2,200,00	2,200,000
Alton Nature Reserve, Salt Spring Island	2002	454,000	454,000
McFadden Creek Nature Sanctuary, Salt Spring Island	2015	422,601	422,601
		<u>3,076,601</u>	<u>3,076,601</u>
		<u>\$ 3,164,601</u>	<u>\$ 3,164,601</u>

Investment gains (losses) on endowment funds for the year of \$13,512 (2024 - \$6,502) have been recorded in the Restricted Fund.

Two properties owned by the Trust Conservancy, the Lindsay Dickson property on Denman Island, and the Alton property on Salt Spring Island, were donated on the condition that the properties be used and managed in certain ways. The Lindsay Dickson property was donated "for so long as the land is used as a nature reserve for the use, benefit and enjoyment of the residents of B.C." The Alton property is to be held, managed and preserved for its ecological, environment and scenic features and not as a recreational park. The residence, gardens and driveway are to be preserved and managed for non-profit purposes.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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## 6. Restricted for endowment purposes (continued):

In the event that these properties are not managed accordingly, the properties could revert to the Province of British Columbia in the case of the Lindsay Dickson Nature Reserve and to the Executors of the donor's estate in the case of the Alton Nature Reserve.

In 2015, the McFadden Creek Nature Sanctuary on Salt Spring Island was donated to the Trust Conservancy on the condition that the property was to be protected, preserved and maintained in its natural state. Should a disposition of this property ever be triggered, there is a Right of First Refusal on the property in favor of the Wild Bird Trust of BC.

## 7. Related party:

The Trust is related to the Trust Conservancy through the composition of the Trust Conservancy's Board. The Trust Conservancy's Board is comprised of three members from the Trust's Council and up to three members appointed by the Minister of Municipal Affairs.

The Trust Conservancy's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. The expenses are summarized as follows:

	2025	2024
Operations and property management	\$ 1,019,945	\$ 963,375
Board	9,876	9,747
Administration	327,615	289,113
	<u>\$ 1,357,436</u>	<u>\$ 1,262,235</u>

At March 31, 2025, amounts owing to Islands Trust were \$87,179 (2024 - \$100,457).

## 8. Financial risks and concentration of risk:

The Trust Conservancy's financial instruments consist of cash, short-term investments, investments, grants receivable, grants payable and amounts due to Islands Trust. It is management's opinion that the Trust Conservancy is not exposed to significant interest, currency or credit risk arising from these financial instruments. The maximum exposure to credit risk at March 31, 2025 is the carrying value of cash, short-term investments and investments and grants receivable. The Trust Conservancy deals with creditworthy counterparties to mitigate credit risk. The Trust Conservancy manages its liquidity risk by monitoring its operating requirements. Interest rate risk is not significant due to the short-term nature of investments held. There have been no significant changes to risk exposure in the years presented.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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## **9. Comparative figures:**

Certain comparative figures have been reclassified to conform to the classification used in the current year.

## **10. Subsequent event:**

On April 4, 2025, the United States government imposed new tariffs on imports and exports from/to Canada. The Islands Trust Conservancy does not expect to experience operational disruption as a result of these tariffs as it does not rely on cross-border trade to provide its services. The tariffs have potential to impact the cost of purchased goods and services; this potential impact has been assessed as immaterial. The Islands Trust Conservancy continues to adopt practices that prioritize procurement from Canadian suppliers, further limiting the risk of impact to operations and the financial statements.

# THE ISLANDS TRUST CONSERVANCY

Statement of Financial Position

Schedule 1

March 31, 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total
<b>Assets:</b>					
Current assets:					
Cash	\$ 54,472	\$ 116,867	\$ -	\$ -	\$ 174,339
Short-term investments (note 2)	83,468	309,204	-	88,000	480,672
Grants receivable	-	22,000	-	-	22,000
	140,940	448,071	-	88,000	677,011
Investments (note 3)	-	181,225	-	-	181,225
Land (notes 5 and 7)	-	-	16,066,100	3,076,601	19,142,701
	\$ 140,940	\$ 629,296	\$ 16,066,100	\$ 3,164,601	\$ 20,000,937
<b>Liabilities:</b>					
Current liabilities:					
Deferred contributions	\$ 28,138	\$ -	\$ -	\$ -	\$ 28,138
Grants payable	1,400	-	-	-	1,400
Due to Islands Trust	8,028	92,854	-	-	100,882
	37,566	92,854	-	-	130,420
Asset retirement obligations (note 4)	-	82,854	-	-	82,854
<b>Fund Balances:</b>					
Unrestricted	103,374	-	-	-	103,374
Investment in land (note 5)	-	-	16,066,100	-	16,066,100
Internally restricted (note 6)	-	30,141	-	-	30,141
Externally restricted (note 6)	-	423,447	-	-	423,447
Restricted for endowment purposes (note 7)	-	-	-	3,164,601	3,164,601
	103,374	453,588	16,066,100	3,164,601	19,787,663
Subsequent event (note 11)					
	\$ 140,940	\$ 629,296	\$ 16,066,100	\$ 3,164,601	\$ 20,000,937

# THE ISLANDS TRUST CONSERVANCY

Statement of Operations

Schedule 2

Year ended March 31, 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total
<b>Revenue:</b>					
Donations:					
Cash	\$ 26,412	\$ -	\$ -	\$ -	\$ 26,412
Land	-	-	721,000	-	721,000
Grants	-	220,007	-	-	220,007
Rental income	-	10,760	-	-	10,760
Investment income (loss)	8,990	36,632	-	-	45,622
	35,402	267,399	721,000	-	1,023,801
<b>Expenses:</b>					
Repairs and maintenance - Alton property	-	19,656	-	-	19,656
Property management	-	3,359	-	-	3,359
Asset retirement cost (note 4)	-	-	-	-	-
Accretion expense	-	2,146	-	-	2,146
Bank charges	-	190	-	-	190
Grants to external parties	-	-	-	-	-
Screech Owl management	16,910	-	-	-	16,910
Species at Risk	-	220,000	-	-	220,000
	16,910	245,351	-	-	262,261
<b>Excess (deficiency) of revenue over expenses</b>	\$ 18,492	\$ 22,048	\$ 721,000	\$ -	\$ 761,540



# The Islands Trust Conservancy

**Audit Findings Report  
for the year ended March 31, 2025**

*KPMG LLP*

Prepared for the meeting on May 27, 2025

[kpmg.ca/audit](https://kpmg.ca/audit)

# KPMG contacts

## Key contacts in connection with this engagement

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## Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

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The purpose of this report is to assist you, as a member of the Board of Trustees, in your review of the results of our audit of the financial statements as at and for the period ended March 31, 2025. This report is intended solely for the information and use of Management and the Board and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



# Audit highlights



No matters to report



Matters to report – see link for details

## Scope

Our audit of the financial statements (“financial statements”) of the Islands Trust Conservancy (the “Entity”) as at and for the year ended March 31, 2025, was performed in accordance with Canadian generally accepted auditing standards.

## Status

We have completed the audit of the financial statements (“financial statements”), with the exception of certain remaining outstanding procedures, which are highlighted on the ‘Status’ slide of this report.



## Risks assessment and results



Significant risks



No significant risks to report beyond those required by professional standards



Other risks of material misstatement



Other procedures



Going concern matters

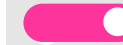
## Uncorrected misstatements



Uncorrected misstatements

There were no uncorrected audit misstatements identified.

## Corrected misstatements



Corrected misstatements



We recommended one adjustment to reduce interest revenue and investments by \$1,782 to match the value of the investment statement.

## Control observations



Control observations



We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

## Policies and practices



Accounting policies and practices



Other financial reporting matters



# Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with the Board of Trustees
- Obtaining evidence of the Board's acceptance of the financial statements
- Obtaining a signed management representation letter
- Completing subsequent event review procedures up to the date of the Board's approval of the financial statements.

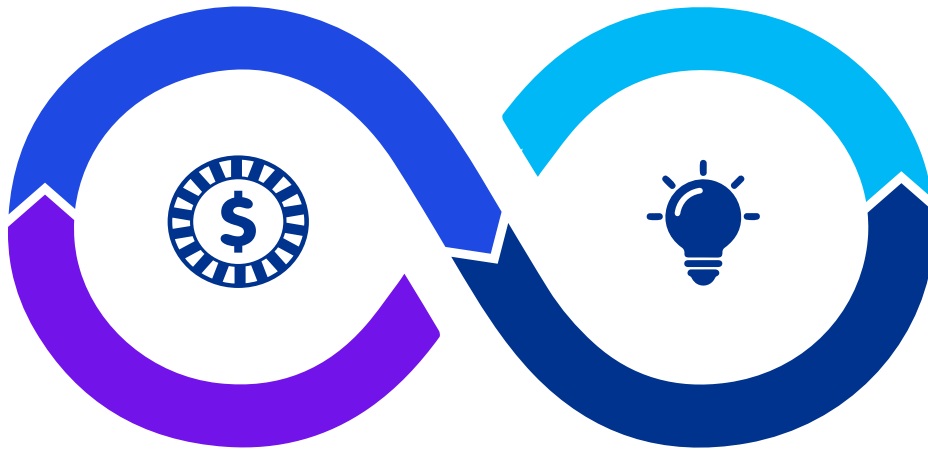
We will update the Board on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

A draft of our auditor's report is included in the draft financial statements.





# Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

## Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

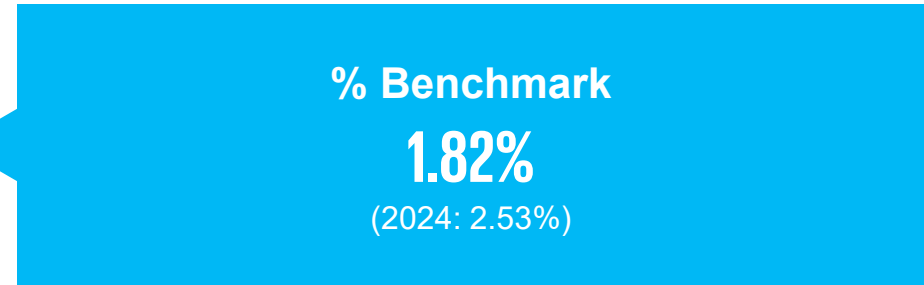
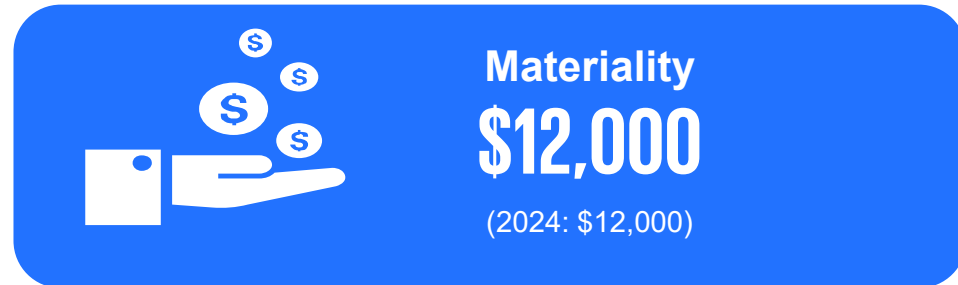
## Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



# Materiality





# Significant risks



Management Override of Controls (non-rebuttable significant risk of material misstatement)

RISK OF



FRAUD

**Presumption  
of the risk of fraud  
resulting from  
management  
override of controls**

## Why is it significant?

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

## Our planned response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates
- evaluating the business rationale of significant unusual transactions.

There were no issues noted in our testing.



# Required inquiries



## Inquiries regarding risk assessment, including fraud risks

- What are the Board's views about fraud risks, including management override of controls, in the Entity? And have you taken any actions to respond to any identified fraud risks?
- Is the Board aware of, or has the Board identified, any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets?
  - If so, have the instances been appropriately addressed and how have they been addressed?
- How does the Board exercise oversight of the Entity's fraud risks and the establishment of controls to address fraud risks?



## Inquiries regarding Authority processes

- Is the Board aware of tips or complaints regarding the Entity's financial reporting (including those received through the Board's internal whistleblower program, if such programs exist)? If so, the Board's responses to such tips and complaints?



## Inquires regarding related parties and significant unusual transactions

- Is the Board aware of any instances where the Entity entered into any significant unusual transactions?
- What is Board understanding of the Entity's relationships and transactions with related parties that are significant to the Entity?
- Is the Board concerned about those relationships or transactions with related parties? If so, the substance of those concerns?



# Other areas of focus



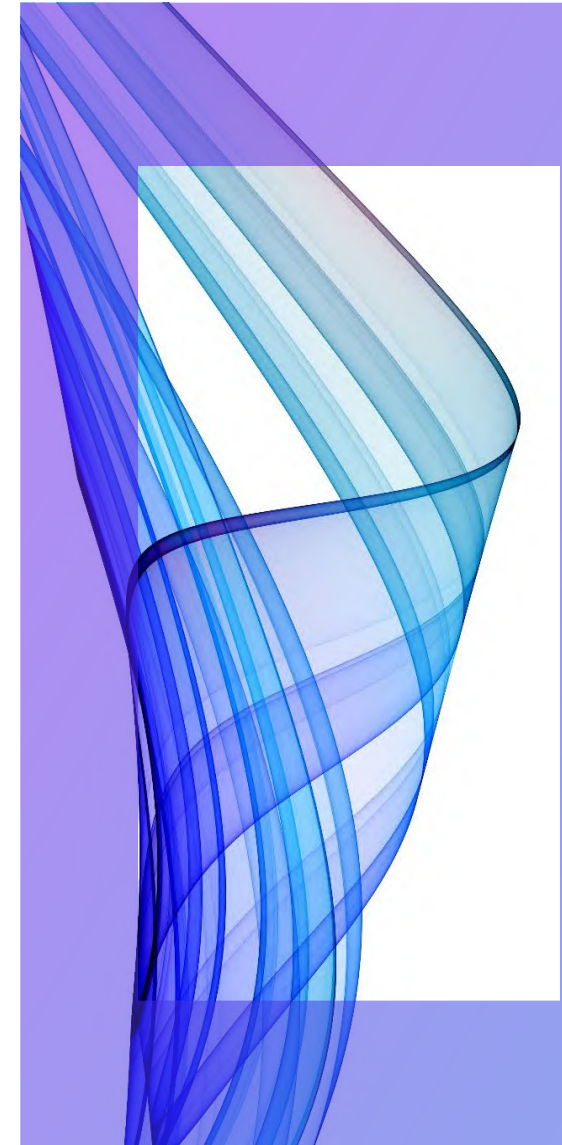
## Species at Risk Grant

### Our response

- During the year, the Conservancy continued its work funded by the Species at Risk grant from Environment and Climate Change Canada, ECCC.
- The amount of grant available and recognized as revenue in fiscal 2025 was \$220,000.
- We inspected the \$220,000 of costs incurred by Islands Trust and billed to the Conservancy. We evaluated the eligibility of the expenses in accordance with terms of the agreement.

### Response and findings

- We noted no issues as a result of our testing.





# Other areas of focus



## Other account balances and transactions

### Response and findings

#### Revenues

- We substantively tested revenues received throughout the year by agreeing grant revenues and donations to supporting documents and receipt of funds.
- We performed trend analysis over revenues to determine if variances are reasonable and consistent with activity for the year.

#### Operating expenses and accounts payable

- We performed trend analysis over expenses to determine if variances are reasonable and consistent with activity for the year.
- We tested subsequent payments to determine if expenses are captured in the appropriate year.

#### Cash, investments and loans

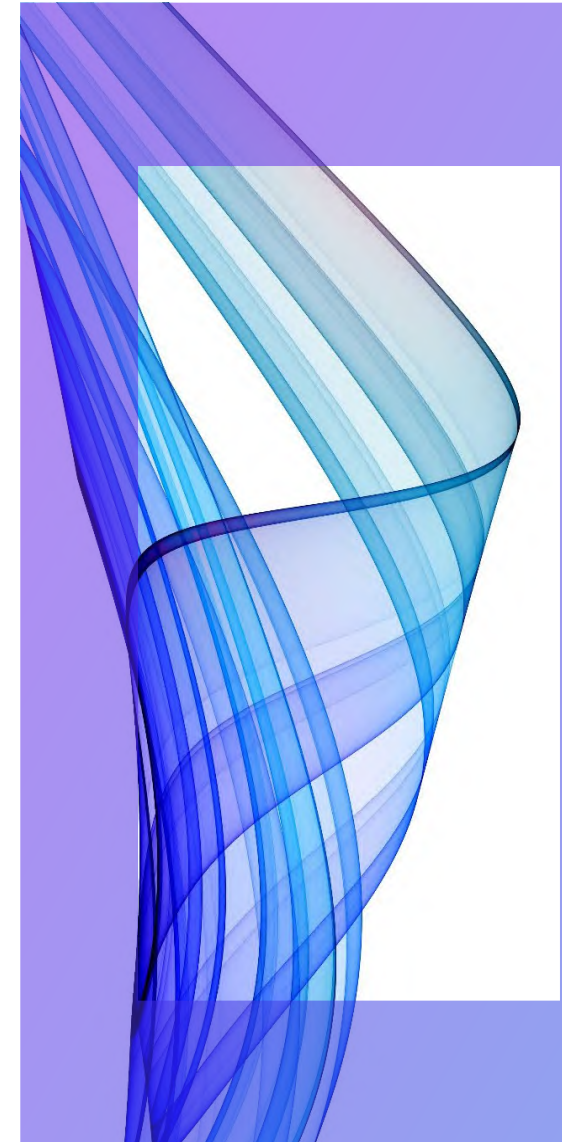
- We confirmed cash and investment balances with third parties.
- We developed an expectation over investment income earned and compared to actual.

#### Financial statement presentation

- We assessed the presentation of transactions in the appropriate fund (Opportunity, Restricted, Capital and Endowment) and disclosure of transactions in the notes to the financial statements.

We recommended an adjustment to reduce investments and interest revenue by \$1,782 to reflect the value recorded on the year end investment statement. KPMG notes the investment statement was received late from the endowment fund manager, after Management had already completed year-end reconciliations and closing journal entries.

We noted no other issues as a result of our testing.





# Corrected misstatements

Corrected misstatements include financial presentation and disclosure misstatements.



## Impact of corrected misstatements

- Discuss the effect on the financial reporting process
  - Discussion about the cause of the corrected misstatements (e.g. control deficiencies)
  - Discussion about that the matters underlying the corrected misstatements (e.g. control deficiencies) could potentially cause future-period financial statements to be materially misstated.

Description	Statement of operations	Financial position		
	Annual Surplus (Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Opening accumulated surplus (Decrease) Increase
To adjust for year-end market value of the Ruby Alton Property Endowment Fund held at the Victoria Foundation	(1,782)	(1,782)	-	-
<b>Total uncorrected misstatements</b>	(1,782)	(1,782)	-	-



# Control deficiencies

## Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

## A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

## Significant deficiencies in internal control over financial reporting

A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance.

**We did not identify any significant deficiencies in internal control over financial reporting.**



# Accounting policies and practices

We also highlight the following:



## Significant accounting policies



- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of transactions in relation to the period in which they were recorded, other than previously discussed in this report.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transactions and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transactions.



## Significant accounting estimates



- There were no issues noted with management's identification of accounting estimates.
- There were no issues noted with management's process for making accounting estimates.
- There were no indicators of possible management bias.



## Significant qualitative aspects of financial statement presentation and disclosure



- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures and uncertainties.

# Appendices

1

Required  
communicated

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Management  
representation letter

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Audit quality

4

Changes in audit  
standards

5

Changes in  
accounting standards

6

Thought leadership



# Appendix 1: Required communications



## Auditor's report

Refer to the draft report attached to the financial statements.

## Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.



## Independence

As required by professional standards, we have considered all relationships between KPMG and the Entity that may have a bearing on independence. We confirm that we are independent with respect to the Entity within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any other standards or applicable legislation or regulation from April 1, 2024 up until the date of this report.

## Management representation letter

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter is attached.




# Appendix 2: Management representation letter



# Appendix 3: Audit quality - How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Learn more about our system of quality management and our firm's statement on the effectiveness of our SoQM:

 [KPMG Canada Transparency Report](#)

**We define 'audit quality' as being the outcome when:**

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



**Doing the right thing. Always.**



# Appendix 4: Newly effective and upcoming changes to auditing standards

For more information on newly effective and upcoming changes to auditing standards - see Current Developments 

Effective for periods beginning on or after December 15, 2023

None noted at this time that are applicable to the audit of Islands Trust Conservancy

Effective for periods beginning on or after December 15, 2024

## ISA 260/CAS 260

.....  
Communications with those charged with governance

## ISA 700/CAS 700

.....  
Forming an opinion and reporting on the financial statements

Click here for information about CAS 260 and CAS 700 from CPA Canada:

[Amended CAS 260 and CAS 700](#)



# Appendix 5: New accounting standards

Standard	Summary and implications
<b>Concepts Underlying Financial Performance</b>	<ul style="list-style-type: none"> <li>The revised Conceptual Framework is effective for fiscal years beginning on or after April 1, 2026 with early adoption permitted.</li> <li>The framework provides the core concepts and objectives underlying Canadian public sector accounting standards.</li> <li>The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.</li> </ul>
<b>Financial Statement Presentation</b>	<ul style="list-style-type: none"> <li>The proposed section PS 1202 <i>Financial statement presentation</i> will replace the current section PS 1201 <i>Financial statement presentation</i>. PS 1202 <i>Financial statement presentation</i> will apply to fiscal years beginning on or after April 1, 2026 to coincide with the adoption of the revised conceptual framework. Early adoption is permitted.</li> <li>The proposed section includes the following: <ul style="list-style-type: none"> <li>Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained.</li> <li>Separating liabilities into financial liabilities and non-financial liabilities.</li> <li>Restructuring the statement of financial position to present total assets followed by total liabilities.</li> <li>Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).</li> <li>Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”.</li> <li>A new provision whereby an entity can use an amended budget in certain circumstances.</li> <li>Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.</li> </ul> </li> </ul>



# Appendix 5: New accounting standards (continued)

Standard	Summary and implications
<b>Employee Benefits</b>	<ul style="list-style-type: none"> <li>• The Public Sector Accounting Board has issued proposed new standard PS 3251 <i>Employee benefits</i> which would replace the current sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>.</li> <li>• After evaluating comments received about the July 2021 exposure draft, a new re-exposure draft was released in October 2024. The re-exposure draft continues to use principles from International Public Sector Accounting Standard 39 <i>Employee benefits</i> as a starting point to develop the Canadian standard.</li> <li>• The proposed standard would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position.</li> <li>• The re-exposure draft also proposes that fully funded post-employment benefit plans use a discount rate based on the expected market-based return of plan assets and unfunded plans use a discount rate based on the market yield of government bonds, high-quality corporate bonds or another appropriate financial instrument. A simplified approach to determining a plan's funding status is provided.</li> <li>• For most other topics, the re-exposure draft is consistent with the original exposure draft. A few exceptions are:             <ul style="list-style-type: none"> <li>• Deferral provisions – Remeasurement gains and losses will be presented as part of accumulated remeasurement gains and losses.</li> <li>• Valuation of plan assets – Public sector entities may continue to recognize non-transferable financial instruments that meet the definition of plan assets under existing PS 3250 guidance.</li> <li>• Joint defined benefit plans – Defined benefit accounting will be used for measurement of the proportionate share of the plan, instead of previously proposed multi-employer plan accounting which was based on defined contribution plan concepts.</li> <li>• Disclosure of other long-term employee benefits and termination benefits – The re-exposure draft does not include prescriptive disclosure requirements for other long-term employee benefits and termination benefits.</li> </ul> </li> <li>• The proposed section PS 3251 <i>Employee benefits</i> will apply to fiscal years beginning on or after April 1, 2029. Early adoption will be permitted and guidance applied retroactively, with or without prior period restatement.</li> <li>• Comments on the re-exposure draft were due on January 20, 2025. The re-exposure draft can be viewed at the following link: <a href="#">Click here</a></li> </ul>



# Appendix 5: New accounting standards (continued)

Standard	Summary and implications
<b>Intangible assets</b>	<ul style="list-style-type: none"> <li>The Public Sector Accounting Standards Board has issued proposed new standard PS 3155 <i>Intangible Assets</i> which would replace Public Sector Guideline 8 <i>Purchased Intangibles</i>. The new standard would be effective for fiscal years beginning on or after April 1, 2030 with early adoption permitted.</li> <li>The standard will include foundational guidance on acquired and internally generated intangibles. It excludes intangible assets addressed in other public sector accounting standards and other intangible items such as exploration and extraction costs for non-renewable resources or intangible assets related to insurance contracts.</li> <li>The definition of “intangible assets” requires an intangible resource to be separate and identifiable from goodwill. It also requires that the entity has control over the intangible resource, future economic benefits flow from the intangible resource, and the intangible resource is the result of a past transaction and/or other events.</li> <li>Internally generated goodwill is not permitted to be recognized as an asset.</li> <li>An intangible resource is recognized when it meets the definition of an intangible asset and the asset’s cost can be measured in a faithfully representative way. The generation of the asset is classified into a research phase and a development phase. Expenditures from the research phase of an internally generated project are expensed. An intangible asset arising from the development phase can be recognized if it meets certain requirements.</li> <li>Intangible assets are initially measured at cost and subsequently carried at cost less accumulated amortization and accumulated impairment losses. Intangible assets acquired through a non-exchange transaction are measured at fair value as of the date it is acquired.</li> <li>Comments on the exposure draft are due on May 30, 2025. The exposure draft can be viewed at the following link: <a href="#">Click here</a></li> </ul>
<b>Cloud computing arrangements</b>	<ul style="list-style-type: none"> <li>As part of its intangible assets project, the Public Sector Accounting Standards Board is also developing guidance on cloud computing arrangements. To ensure the development of this accounting guidance reflects current practices and needs, a survey has been launched to gather insights. The survey will inform the Public Sector Accounting Board about the types of cloud computing arrangements being encountered, magnitude of costs, key arrangement terms, current accounting policies and unique challenges in practice.</li> <li>We encourage all entities to complete the survey by May 30, 2025, which is at the following link: <a href="#">Click here</a></li> </ul>



# Appendix 6: Thought leadership and insights

## 2024 Canadian CEO Outlook

KPMG interviewed more than 800 business owners and C-suite leaders across Canada on a variety of topics ranging from their top-of-mind concerns to their acquisition plans, the risks and rewards of artificial intelligence (AI), productivity, the omnipresent threat of cybercrime, and the impact of aging demographics on the workforce.

[Click here](#) to access KPMG's portal.

## Future of Risk

Enterprises are facing an array of reputational, environmental, regulatory and societal forces. To navigate this complex landscape, the C-suite should seek to embrace risk as an enabler of value and fundamentally transform their approach. KPMG's global survey of 400 executives reveals that their top priorities for the next few years are adapting to new risk types and adopting advanced analytics and AI. As organizations align risk management with strategic objectives, closer collaboration across the enterprise will be essential.

[Click here](#) to access KPMG's portal.

## Resilience Amid Complexity

In today's rapidly evolving and interconnected business landscape, organizations face unprecedented challenges and an increasingly complex and volatile risk landscape that can threaten their competitiveness and future survival. We share revealing real-world examples of how companies have overcome their challenges and emerged stronger as the rapid pace of change accelerates and look at the key components of KPMG's enterprise resilience framework and how it is helping these businesses build resilience and achieve their strategic objectives in an increasingly uncertain world.

[Click here](#) to access KPMG's portal.

## Future of Procurement

Procurement is at an exciting point where leaders have the opportunity to recast their functions as strategic powerhouses. In this global report we examine how these forces may affect procurement teams and discuss how procurement leaders can respond – and the capabilities they will need to thrive. Our insights are augmented by findings from the KPMG 2023 Global Procurement Survey, which captured the perspectives of 400 senior procurement professionals around the globe, representing a range of industries.

[Click here](#) to access KPMG's portal.

# Appendix 6: Thought leadership and insights (continued)

## Artificial Intelligence in Financial Reporting and Audit

Artificial intelligence (AI) is transforming the financial reporting and auditing landscape, and is set to dramatically grow across organizations and industries. In our new report, KPMG surveyed 1,800 senior executives across 10 countries, including Canada, confirming the importance of AI in financial reporting and auditing. This report highlights how organizations expect their auditors to lead the AI transformation and drive the transformation of financial reporting. They see a key role for auditors in supporting the safe and responsible rollout of AI, including assurance and attestation over the governance and controls in place to mitigate risks.

[Click here](#) to access KPMG's portal.

## Control System Cybersecurity Annual Report 2024

Based on a survey of more than 630 industry members (13% from government organizations), this report reveals that while the increase in cyberattacks is concerning, organizations have become more proactive in their cybersecurity budgets, focused on prevention, and acknowledging the threat of supply chain attacks. Furthermore, the report highlights a pressing need for skilled cybersecurity professionals in the face of escalating cyber threats. Explore the full report to help gain a clearer understanding of the growing cyber threat landscape and learn how to overcome the roadblocks to progress.

[Click here](#) to access KPMG's portal.

## Cybersecurity Considerations 2024: Government and Public Sector

In every industry, cybersecurity stands as a paramount concern for leaders. Yet, for government and public sector organizations, the game of digital defense takes on a whole new level of intensity. The reason? The sheer volume and sensitivity of data they manage, which can amplify the potential fallout from any breach. These agencies are the custodians of a vast array of personal and critical data, spanning from citizen welfare to public safety and national security. This article delves into the pivotal cybersecurity considerations for the government and public sector. It offers valuable perspectives on critical focus areas and provides actionable strategies for leaders and their security teams to fortify resilience, drive innovation, and uphold trust in an ever-changing environment.

[Click here](#) to access KPMG's portal.



# Appendix 6: Thought leadership and insights (continued)

## Why the Public Sector Must Take the Lead in Sustainability Reporting

As the world prepares for the implementation of sustainability reporting standards from the International Sustainability Board (ISSB), the need for public sector leadership is pronounced. While governments around the world have collaborated on vital policy and regulatory solutions, they have yet to provide sustainability reporting for their own government reporting entities. This presents a major obstacle to global sustainability ambitions, particularly considering the vast physical infrastructure, non-renewable resources, rare earth elements, water and natural assets controlled by governments around the world. .

[Click here](#) to access KPMG's portal.

## Fighting Modern Slavery in Canadian Supply Chain

The deadline for the first year of reporting under Canada's Fighting Forced Labour and Child Labour in Supply Chains Act (the Act) was May 31, 2024. Under the Act, eligible entities are required to publicly report on steps taken to reduce the risk of forced labour and child labour in their business and supply chain. KPMG in Canada reviewed 5,794 report submissions for the act to identify key takeaways.

[Click here](#) to access KPMG's portal.

## ESG for Cities Webinar Series

Cities and municipalities play a crucial role to drive climate action and resilience measures, acting as stewards for the communities they serve – including their constituents, and public, private and non-profit organizations. With the physical impacts of climate changes – including floods, wildfires and droughts – accelerating in terms of both increased frequency and severity, city and municipal leaders are increasingly considering how they can tackle the multifaceted challenge of achieving net zero greenhouse gas (GHG) emissions by 2050. KPMG in Canada's Public Sector and ESG practices completed a three-part national webinar series focusing on the journey to net zero – from strategic planning and stakeholder engagement to the implementation at the asset and operational level, and subsequent reporting obligations.

[Click here](#) to access KPMG's portal.

## Building a Successful Transformation Program

Today's government and public sector organizations have a rapidly evolving customer service relationship with the populations they serve. Canadians are used to finding and accessing information and services easily and conveniently through digital channels. When digital interactions don't meet expectations or become obstacles to program access, service delivery innovation and other stakeholder objectives are not met.

[Click here](#) to read KPMG's article.



# Appendix 6: Thought leadership and insights (continued)

## Unlocking Government's Technology Future

This article is based on data from the KPMG global tech report 2024 which includes the results of a survey of 118 senior government technology executives and decision-makers around the world. It shows that public sector organizations are building – and maintaining – change momentum, particularly in key capabilities such as cloud enablement, cyber security and data and analytics.

[Click here](#) to access KPMG's portal.

## From Smart to Smarter Cities

Canadian cities are at a pivotal moment, evolving beyond basic “smart” solutions towards integrated, sustainable strategies that address challenges from resource efficiency to community engagement. KPMG's From Smart to Smarter Cities report highlights how Canadian leaders can embrace data-driven approaches and citizen-focused urban planning to reshape their cities.

[Click here](#) to access KPMG's portal.

## Getting Nature into Financial Reporting

By integrating nature into financial reporting, local governments in Canada can plan for sustainable growth and get ahead of new accounting standards that are on the horizon. The new guide, Getting Nature into Financial Reporting, authored by the University of Waterloo's Intact Centre on Climate Adaptation, and supported by the Standards Council of Canada, KPMG LLP and Natural Assets Initiative, was developed with over 120 experts across the country. The guide outlines how local governments of all sizes can start integrating nature into their financial reports today.

[Click here](#) to access KPMG's portal.

## AI in Finance

Artificial intelligence is rapidly transforming the finance landscape, moving beyond accounting and making significant inroads into financial reporting, management, planning and analytics. A report from KPMG International reveals that nearly three-quarters of finance teams across diverse industries and company sizes are already using AI to some degree to enhance their financial reporting processes, implementing AI across wider areas of finance, including financial planning, treasury management, risk management and tax operations.

[Click here](#) to read KPMG's article.



# Appendix 6: Thought leadership and insights (continued)

Our latest thinking on the issues that matter most to the Committees, Board and management.

## [KPMG Audit & Assurance Insights](#)

Curated research and insights for audit committees and boards.

## [Board Leadership Centre](#)

Leading insights to help board members maximize boardroom opportunities

## [Audit Committee Guide – Canadian Edition](#)

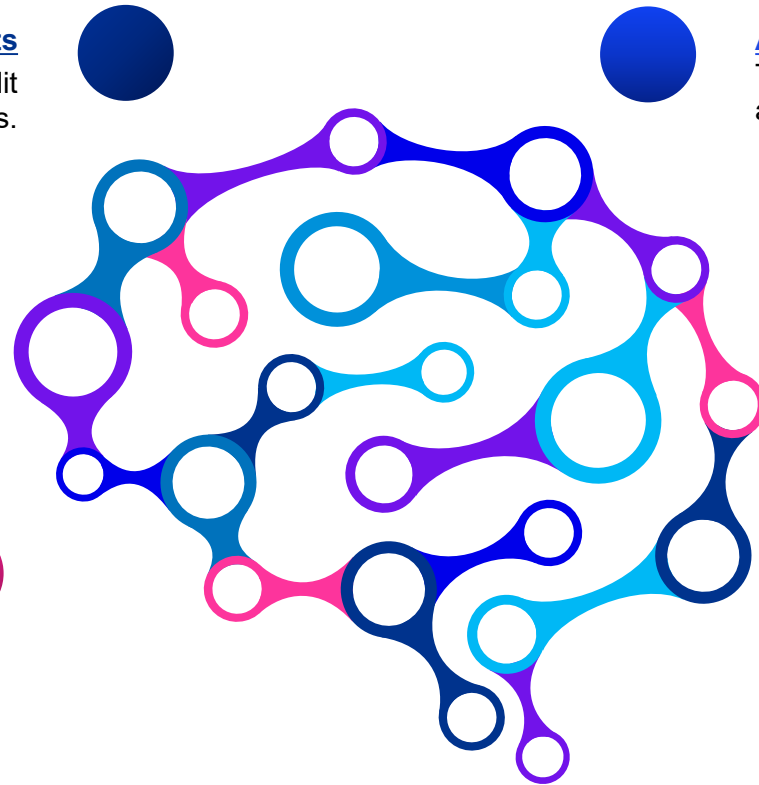
A practical guide providing insight into current challenges and leading practices shaping audit committee effectiveness in Canada.

## [Accelerate 2025](#)

The key issues driving the audit committee agenda in 2025.

## [Sustainability Reporting](#)

Resource centre on implementing the new Canadian reporting standards





# Appendix 6: Thought leadership and insights (continued)



## KPMG research shows that:

Eighty-seven percent of IT decision makers believe that technologies powered by AI should be subject to regulation.

- Of that group, 32 percent believe that regulation should come from a combination of both government and industry.
- Twenty-five percent believe that regulation should be the responsibility of an independent industry consortium.

**Ninety-four percent of IT decision makers feel that firms need to focus more on corporate responsibility and ethics while developing AI solutions.**

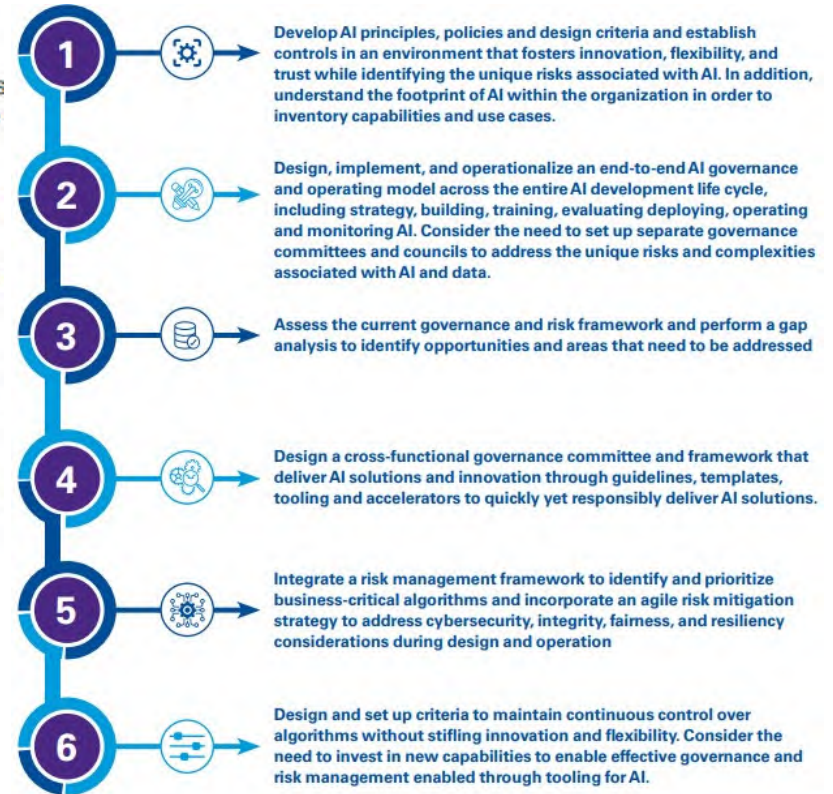
### Source:

Per a study of 300 ITDMs from the UK and the US, conducted by Vanson Bourne on behalf of SnapLogic:

<https://www.businesswire.com/news/home/20190326005362/en/AI-Ethics-Deficit-%E2%80%94-94-Leaders-Call>

For AI solutions to be transformative, trust is imperative. This trust rests on four main anchors: integrity, explainability, fairness, and resilience. These four principles (enabled through governance) will help organizations drive greater trust, transparency, and accountability.

- 1. Integrity** — algorithm integrity and data validity including lineage and appropriateness of how data is used
- 2. Explainability** — transparency through understanding the algorithmic decision-making process in simple terms
- 3. Fairness** — ensuring AI systems are ethical, free from bias, free from prejudice and that protected attributes are not being used
- 4. Resilience** — technical robustness and compliance of your AI and its agility across platforms and resistance against bad actors



[home.kpmg/ShapeofAIGovernance](https://home.kpmg/ShapeofAIGovernance)



# Appendix 6: Thought leadership and insights (continued)

## AI brings Risks as well as Opportunities

### Internal Risks & Considerations



#### Breaking Confidentiality

Many Generative AI models are built to absorb user-inputted data to improve the model over time. This could lead to exposure of key confidential information



#### Employee Misuse and Inaccuracies

Models generate responses based on input, so there is a risk of providing false or malicious content. Employees need to be cautious and review AI-generated content with a critical



#### Talent Implications

Professionals need to be made aware of their role in training and evolving the solution as high-quality output can only be achieved through high-quality, expert queries



#### Policies and Regulations

As the world's understanding of AI evolves, more policies and regulations will be brought upon by regulators which in turn need to be complied with

### External Risks & Considerations



#### Misinformation, Bias and Discrimination

The model could generate a response containing inappropriate information or language. In cases where the model does not have an accurate response, it may 'hallucinate' with a false response.



#### Financial, Brand & Reputational Risk

Copying AI-produced information or code into any deliverable or product could constitute copyright infringement leading to legal and reputational harm



#### Intellectual Property and Copyright

Risks in copyright includes the potential creation of unauthorized plagiarized content, leading to infringement and violations of intellectual property rights



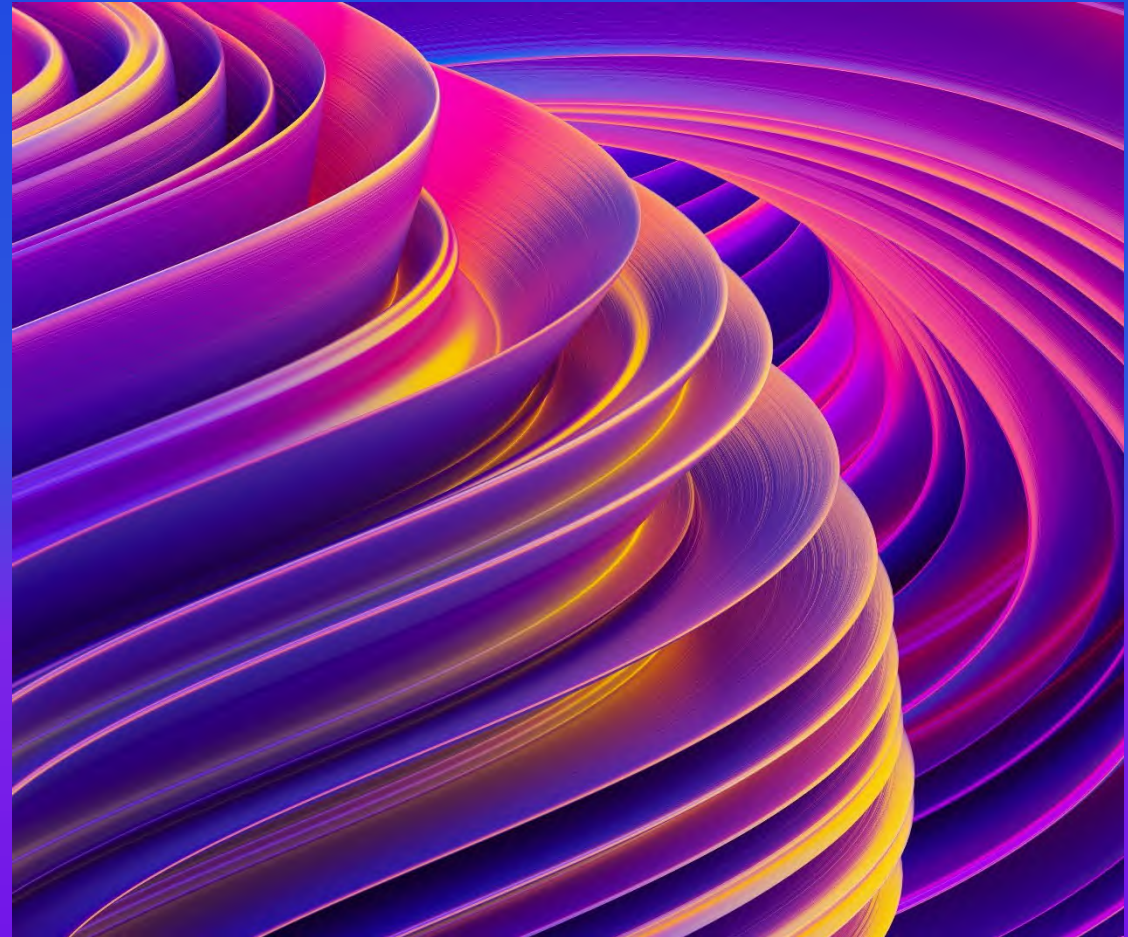
#### Cybersecurity

Generative AI models could be trained and employed for many cybersecurity attacks such as phishing scams, malware, data poisoning etc.



<https://kpmg.com/ca/en/home.html>

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# REQUEST FOR DECISION

**To:** Islands Trust Conservancy  
Board

**For the Meeting of:** May 27, 2025

**From:** Staff Micaela Yawney

**Date Prepared:** April 30, 2025

**SUBJECT:** Islands Trust Conservancy Submission for 2024-2025 Annual Report

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## RECOMMENDATION:

That the Islands Trust Conservancy (ITC) Board approve the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

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1 **PURPOSE:** To approve the Islands Trust Conservancy section of the Islands Trust 2024/25 Annual Report.

**BACKGROUND:** Preparation of the ITC Annual Report is required under Section 46 of the [Islands Trust Act](#). Staff have prepared a draft of the Islands Trust Conservancy 2024/25 Annual Report text for ITC Board review and approval. Graphics and images as well as pull quotes and callout boxes will be added to the final report.

## 2 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** Timely approval of text will ensure smooth delivery of the Islands Trust Annual Report, in compliance with the *Islands Trust Act*, Section 19 and the annual reporting obligations of ITC under section 46 of the *Islands Trust Act*.

**FINANCIAL:** None

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** Once each agency of the Islands Trust has approved its section, staff create a draft Annual Report for review by the Executive Committee and consideration of Trust Council. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Housing and Municipal Affairs and circulate it as indicated in Trust Council's policy.

**FIRST NATIONS:** The ITC sections of the Annual Report have been reviewed by staff for consistency with the ITC Reconciliation Declaration. Effort has been made to highlight ITC's work with First Nations.

**OTHER:** The ITC section of the Islands Trust Annual Report will return to its location at the end of the Annual Report. The Islands Trust Conservancy extracts its component of the Islands Trust

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Annual Report to create its own Annual Report. These reports are maintained on the website at <https://islandstrust.bc.ca/about-us/accountability/annual-report/>.

3 **RELEVANT POLICY(S):** Trust Council [Annual Report Policy 6.10.1](#)

4 **ATTACHMENT(S):** Islands Trust Conservancy 2024-2025 Annual Report Draft

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### **RESPONSE OPTIONS**

#### **Recommendation:**

That the Islands Trust Conservancy (ITC) Board approve the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

#### **Alternative:**

The Islands Trust Conservancy Board approve the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs with the following amendment(s):

- *[insert amendments]*
- 

**Prepared By:** Micaela Yawney, Communications Specialist, Islands Trust Conservancy

**Reviewed By/Date:** Wendy Tyrrell, A/Manager, Islands Trust Conservancy / May 16, 2025

# ITC Annual Report Copy deck

[Cover Image]

[Death camas, common camas, sea blush, and Pacific sanicle, Saturnina Island Nature Reserve. Photo by Islands Trust Conservancy.]



**COPY**

[35<sup>th</sup> Anniversary Logo; Islands Trust Conservancy, color; with tagline]

[Header] **Reconciliation Declaration**

*Islands Trust Conservancy acknowledges that the lands and waters that encompass the Salish Sea have been home to Indigenous Peoples since time immemorial. We recognize that we are all intertwined in the ecosystems that are the lands, waters, culture, and ecology that embody this place.*

*Islands Trust Conservancy will strive to create opportunities for knowledge-sharing, understanding, and collaboration as people come together to preserve and protect the special nature of the islands in the Salish Sea.*

*Islands Trust Conservancy is committed to the protection and preservation of this place through processes that respect and honour reconciliation and mutually respectful relationships with Coast Salish Indigenous Peoples. We express our recognition for the past, present, and future stewardship and knowledge that has been shared by Indigenous Peoples and are humbled and grateful.*

Adopted: July 16, 2019 Islands Trust Conservancy Board in METULIYE (Victoria)

**[Image]**

[Fool's onion, Sidney Island. Photo by Islands Trust Conservancy.]



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[next page](#)

### **[Header] Who We Are:**

Established in 1990, Islands Trust Conservancy (ITC) is a land trust, and part of the group of agencies that form Islands Trust, dedicated to preserving and protecting the fragile and unique ecosystems of the Islands Trust Area in the Salish Sea. This region covers approximately 79,000 hectares of land and over 482,000 hectares of water on the southern coast of British Columbia. It includes 450 islands between southern Vancouver Island, mainland B.C., and Howe Sound.

Our mission is to protect these very special places by encouraging, undertaking, and assisting in voluntary conservation initiatives across the islands. We work with many partners including:

private landholders and donors, local conservancies, environmental organizations, charitable foundations, academic institutions, businesses, First Nations, and all levels of government.

[Pull quote] **The governments of Canada and British Columbia set a goal of 30% protected area by 2030. Scientific consensus is that we must protect at least 30% of lands, waters, and oceans by 2030 in order to stop biodiversity decline and the climate change crisis. Islands Trust Conservancy is doing its part to meet this goal in the Islands Trust Area – an area where only 20% of the land is in protected status.**

[Add link icon and text]; [Read more about how you can protect nature with us.](#)

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[next page](#)

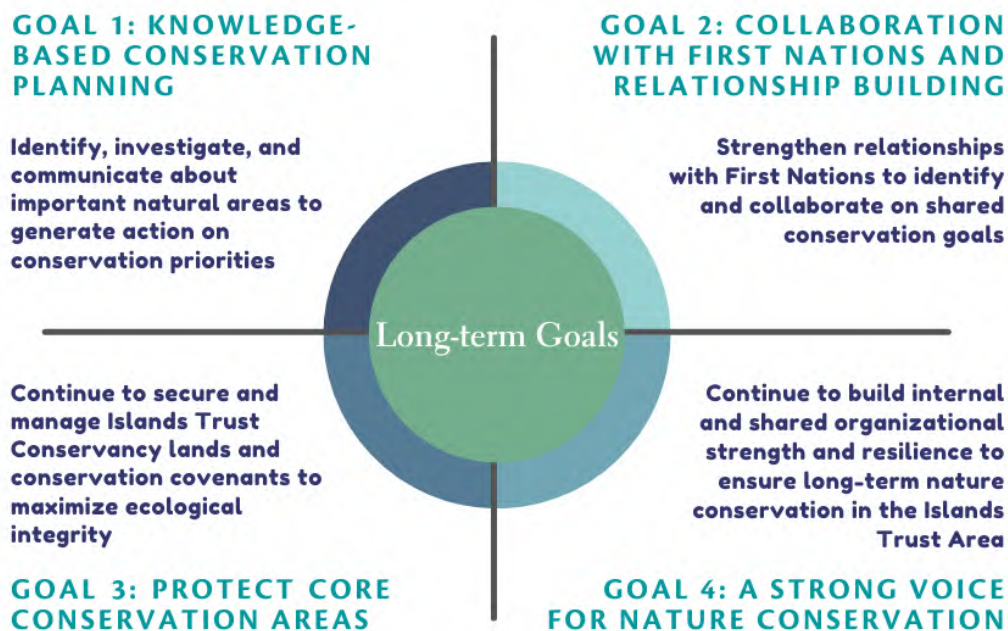
### [Header] How We Work:

We preserve and protect the islands by:

- **Working with landholders to support voluntary land protection.** Through generous donations and other land transfers, we establish and manage nature reserves and collaborate with landholders to conserve private lands through conservation covenants.
- **Monitoring and restoring sensitive ecosystems and habitat for species at risk.** We work in collaboration with island communities, conservation partners, and experts to take action to support the recovery of species and ecosystems at risk.
- **Providing strategic funds to conservation partners.** We value our conservation partners and know we cannot achieve this mission alone. We support land conservation across the islands through our Opportunity Fund Program.
- **Identifying priority areas across the Islands Trust Area.** Utilizing the most current data available, we strive to maximize our impact in addressing the biodiversity and climate crises.
- **Commitment to Reconciliation Action.** We are building capacity towards working in meaningful relationships with First Nations to ensure that conservation and land protection and management honours free, prior and informed consent, Indigenous ways of knowing and cultural practices.

[Add link icon and text]; [Read more about our conservation planning.](#)

[Image; Goals of the [Regional Conservation Plan](#) that guide the work of Islands Trust Conservancy]



[next page](#)

## [Header] Our People

Islands Trust Conservancy is directed by a Board of six members. Three members are appointed by the Province of B.C., two members are elected from Islands Trust Council, and one member is elected by the Islands Trust Executive Committee.

- Lisa Gauvreau: Trust Council Elected Board Member
  - Chair (January 2025 – current)
  - Vice-Chair (January 2024 – December 2024)
  - Board Member (July 2023 – December 2023)
- Tanner Timothy: Provincially Appointed Board Member
  - Vice-Chair (January 2025 – current)
  - Appointed Member (August 2024 – current)
- Susan Yates: Trust Council Elected Board Member
  - Board Member (January 2024 – current)
  - Vice-Chair (August 2023 – January 2024)
  - Board Member (December 2022 - July 2023)

- Tobi Elliott: Islands Trust Executive Committee Representative
  - Board Member (December 2022 – current)
- Dr. Risa Smith: Provincially Appointed Board Member
  - Appointed Member (January 2025 – current)
  - Chair (July 2023 – December 2024)
  - Vice Chair (April 2022 – July 2023)
  - Board Member (August 2021 - March 2022)
- Charles Kahn: Provincially Appointed Board Member
  - Appointed Member (August 2023 – current)
- Ken Thomas: Provincially Appointed Board Member
  - Appointed Member (April 2023 – August 2024)

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[next page](#)

### **[Header]; Message from the Board Chair**

This past year at Islands Trust Conservancy, community has been central to ongoing conservation and stewardship efforts in the Islands Trust Area. The support and dedication of local conservancies, community members, partners, experts, and funders has helped to accomplish key restoration projects, support species at risk, and establish new conservation covenants.

Conservation highlights for 2024 include:

- Celebrated the expansion of the Nighthawk Hill NAPTEP Covenant on North Pender Island with landholders Mary Reher and Andy Nowak
- Finalized the Skye Larmour NAPTEP Covenant on Salt Spring Island
- Finalized the Koontz NAPTEP Covenant on Gabriola Island

Restoration of properties that Islands Trust Conservancy manages has included:

- Management of sensitive ecosystems through the removal of hundreds of cubic metres of invasive plant species on Salt Spring, Gambier, Denman, and Galiano Islands in partnership with local conservancies and community volunteers
- Continued to monitor and manage the largest Garry Oak meadow restoration project in the Salish Sea on Mt. Tuam, Salt Spring Island to protect and enhance habitat for species at risk including plants, butterflies, bats, and pollinators
- Ecosystem restoration for the benefit of species at risk on Gabriola, North Pender, Little D’Arcy, and Salt Spring Islands, in collaboration with the Gabriola Land and Trails Trust and Habitat Acquisition Trust and their Restoration Field Crew

Through a generous grant from Environment and Climate Change Canada, we have continued into our fifth year of surveying, monitoring, and restoring habitat for species at risk. This year,

we began a propagation project for Coastal Scouler's Catchfly, a critically endangered flowering plant. We conducted inventories for a wide variety of species at risk on Lasqueti Island, and continued ongoing Common Sharp-tailed Snake (Pacific Coast Population), Western Screech-Owl, and bat monitoring on numerous nature reserves and covenants. One exciting highlight this spring was confirming two mating pairs of Western Screech-Owls on one of ITC's nature reserves that fledged two owlets. Since the launch of this project, two additional Western Screech-Owl territories have been confirmed in the region, providing hope for this federally threatened species.

In addition to restoration and monitoring projects, Islands Trust Conservancy fostered community through three different education events. We convened local, provincial, and federal experts to deliver a presentation to Islands Trust trustees about the Canadian Species at Risk Act and its relevance in the Islands Trust Area. On Galiano Island, we supported the Galiano Conservancy Association in their delivery of the Salish Sea Conservation Forum; a day of brainstorming, information sharing, and networking for conservation professionals working to protect habitat and biodiversity in the Salish Sea. On Pender Island, we co-hosted a presentation with the Pender Island Conservancy to educate local islanders about leaving a legacy for conservation.

Changes to the Islands Trust Conservancy Board occurred in 2024. Dr. Risa Smith stepped down from her role as Chair, but remains on the ITC Board as one of our three provincially appointed board members, including Charles Kahn and new Vice-Chair and board member, Tanner Timothy. Returning board members include Tobi Elliott, representing the Islands Trust Executive Committee, Susan Yates, elected trustee, and myself as the Chair. Our Board is passionate and committed to the Islands Trust Conservancy mandate through thoughtful discussions and decisions that further our mission and community.

In 2025, we are celebrating Islands Trust Conservancy's 35<sup>th</sup> anniversary through various initiatives, including features in the spring, summer, and fall Heron newsletters, a celebration at the Islands Trust Council meeting on Salt Spring Island in June, and the launch of a new blog on the ITC website, titled the Islands Trust Conservancy Journal. We will continue to draw on our dedicated staff and passionate community in the Islands Trust Area to continue our mission to preserve and protect the islands we love.

I'm looking forward to continuing to witness, and be a part of, the deep care and community-mindedness that drives conservation at Islands Trust Conservancy.

**Sincerely,**

Lisa Gauvreau

ITC Board Chair

Lisa Gauvreau

[Text] Lisa Gauvreau, ITC Board Chair



[Image – Lisa Gauvreau]

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[next page](#)

[Map]

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[Map]

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[next page](#)

## [Header] Program Highlights 2024/2025

### [Sub header] Islands Trust Conservancy's 5-Year Plan

[Text] Under the *Islands Trust Act*, Islands Trust Conservancy is required to submit a new Conservation Plan every five years to the Minister of Housing and Municipal Affairs for approval. The overall objective of Islands Trust Conservancy's Five-Year Plans is to set policy for the:

- Acquisition, management, and disposal of property of Islands Trust Conservancy;
- Investment of funds; and
- Goals for major acquisitions

When the time came in 2022 to submit the next iteration of the Five-Year Plan (2023-2027), the Conservancy recognized that much work was still needed in building relationships with First Nations to encourage meaningful engagement on the Plan, recognizing that Indigenous Governing Bodies should have the opportunity to inform, consult and participate in land protection proposals, management planning and stewardship projects in the Islands Trust Area.

Building relationships takes time. Rather than submitting the next Five-Year Plan, the Conservancy Board chose to submit an interim three-year plan (2023-2025) to Minister Kang, allowing for time to build relationships to inform the next Five-Year Plan. Though the Minister supported Islands Trust Conservancy's intention to focus on building trust and forming

meaningful relationships with First Nations, the three-year interim plan was declined and it was requested that ITC moves forward with engagement. The ITC Board approved a plan and budget for First Nations engagement initiated in 2024. The next Five-Year Plan (2028-2032) is scheduled to be submitted to the Minister for approval in December 2027, giving ITC time to initiate engagement, begin conversations and host meetings with interested Nations. Due to a lack of staff capacity due to changes in a key staff position, work on the development of a new Five-Year Plan in 2024/25 was carried over to 2025/26.

[Add link icon and text]; [Read more about our Islands Trust Conservancy Plan.](#)

### [Sub header] Land Conservation – Nature’s Future

[Text] Islands Trust Conservancy is committed to increasing the number and extent of protected areas in the Islands Trust Area for the benefit of all species living in the Salish Sea. We do this through the establishment of nature reserves and conservation covenants – legal agreements with landholders to care for nature that are designed to last in perpetuity. Protected areas are important for safeguarding areas of cultural and biological richness, and for creating corridors that allow for the movement of wildlife and the conservation of unique ecosystems. Species and ecosystems living in protected areas benefit people as well by providing clean water and air, offering resilience against the effects of climate change, and improving social, spiritual and mental wellbeing.

As Canada works toward protecting 30% of terrestrial habitat by 2030, Islands Trust Conservancy is committed to the protection and preservation of the Islands Trust Area through processes that respect and honour Reconciliation and mutually respectful relationships with First Nations.

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[next page](#)

### [Sub header] 2024/25 Conservation Covenants and NAPTEP

Islands Trust Conservancy manages the Natural Area Protection Tax Exemption Program (NAPTEP) on behalf of Islands Trust Council. NAPTEP provides island landholders with an annual 65% property tax reduction on the portion of their land protected by a conservation covenant. This incentive is unique to the Islands Trust Area. Two new NAPTEP covenants were registered in 2024/25.

#### **Skye Larmour NAPTEP Covenant, Salt Spring Island Local Trust Area**

In October 2024, Skye Larmour protected 2.45 ha of land on Salt Spring Island with a NAPTEP conservation covenant. This covenant expands habitat protection provided by the adjacent Larmour Lands Nature Reserve, generously transferred to Islands Trust Conservancy in 2023, and is part of honouring the legacy of Skye’s father, Mike Larmour, a dedicated Salt Spring Island conservationist. The new conservation covenant protects mature forests, wetlands, and habitat for multiple at-risk species while allowing the working farm to continue running on the

remainder of the property. This covenant is co-held with Salt Spring Island Conservancy and was completed in collaboration with the Salt Spring Island Water Preservation Society.

### **Koontz NAPTEP Covenant, Gabriola Island Local Trust Area**

In October 2024, Islands Trust Conservancy worked with the Gabriola Land & Trails Trust and dedicated Gabriola Island conservationist Yarrow Koontz to protect most of her property with a NAPTEP covenant. This 2.68 ha covenant now protects in perpetuity forested wetlands, a pond, arbutus forests, rocky balds, and small cliffs, all of which are prime habitat for otters, frogs, owls, salmon, lizards, and more. Yarrow’s covenant area protects not only a diversity of habitats but also the ecological transition zones amongst them, a crucial facet for connecting habitat and building resiliency to climate change.

[Add link icon and text]; [Read more about placing conservation covenants with us.](#)

[Image; Koontz NAPTEP Covenant (2.68 ha), Gabriola Island Local Trust Area]



[Text box; Cliff habitat in Koontz NAPTEP Covenant, Gabriola Island. Photo by Islands Trust Conservancy.]

[next page](#)

### **[Sub header] Caring for the Land – Our Shared Responsibility**

[Text] Islands Trust Conservancy carefully manages, or oversees the management of, the 115 protected lands in our care. This commitment involves regular monitoring and land stewardship activities in accordance with management plans and conservation covenant agreements that identify long-term conservation and restoration goals.

In 2024/25, this care included the following land management activities in partnership with local conservancies, contractors, landholders and volunteers:

- Annual monitoring visits on all 34 nature reserves to collaborate with management partners and evaluate management needs into the future
- Monitoring 79 Islands Trust Conservancy held conservation covenants to maintain relationships with landholders and co-covenant holders, to ensure compliance with the terms of our covenant agreements, and assess priority stewardship needs
- Collaborating with First Nations to initiate archeological assessments for Link Island Nature Reserve and Saturnina Island Nature Reserve (Gabriola Island Local Trust Area). The development of management plans for these nature reserves is on hold while we consult with First Nations
- Creation of signage for education, management, and safety at five nature reserves
- Habitat restoration and management including working with community and conservation partners on:
  - Managing a variety of invasive species in Islands Trust Conservancy nature reserves and conservation covenants
  - Construction of low-impact fencing to protect species at risk, including Common Sharp-tailed Snake (*Contia tenuis* pop. 1) habitat
  - Maintaining and monitoring restoration projects including wetlands on Lasqueti Island and a Garry oak meadow on Mt. Tuam on Salt Spring Island

**[Text: Invasive species removal on Salt Spring Island]**



**[Text box;** Our Covenant Management and Outreach Specialist with Habitat Acquisition Trust’s 2024 Restoration Field Crew during a two-day shiny geranium pull in a conservation covenant on Salt Spring Island. Image by Chelsea Nuez.]

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[next page](#)

## [Sub header] Species at Risk Program – Protecting and Supporting Species at Risk

[Text] The goal of Islands Trust Conservancy’s Species at Risk Program is to facilitate research and action for the protection and recovery of species and ecosystems at risk in the Islands Trust Area, and to ensure that species at risk maintain healthy populations. We work toward this goal by implementing species-specific recommended management activities, published in federal and provincial recovery documents, in compliance with the *Canadian Species at Risk Act*. Recovery actions can include research (surveys, monitoring and mapping), habitat protection (establishment of protected areas), habitat restoration (e.g., invasive species control, nest box installation, planting) and community engagement (e.g. webinars, publications, and community-based conservation activities).

Highlights this year include:

- Completing the fifth year of the Species at Risk Program, supported by Priority Places funding from Environment and Climate Change Canada
- Conducting surveys and monitoring at 14 Islands Trust Conservancy protected areas for seven focal species at risk:
  - Coastal Scouler’s Catchfly (endangered)
  - Little Brown Myotis (endangered)
  - Northern Goshawk *laingi* subspecies (threatened)
  - Sharp-tailed Snake Pacific Coast population (threatened)
  - Western Screech-Owl *kennicottii* subspecies (threatened)
  - Northern Red-legged Frog (special concern)
  - Western Toad (special concern)
- Hosting an educational presentation titled ‘*Canada’s Species at Risk Act in the Islands Trust Area: What Trustees Need to Know*’, in collaboration with federal, provincial and local government partners
- Supporting and collaborating with nine local island conservancies to conduct species at risk monitoring and habitat restoration activities on ITC protected areas

[Add link icon and text]; [Read more about our Species at Risk Program.](#)

[TEXT BOX WITH ECCC FUNDING LOGO IN BOTTOM CORNER]

This project was undertaken with the financial support of:  
Ce projet a été réalisé avec l'appui financier de :



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

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[next page](#)

## **[Sub header] Partnerships, Collaborations, and Supporters – Working with Others**

Working with others helps Islands Trust Conservancy effectively achieve its goals. We are grateful to be able to collaborate with so many individuals, First Nations, agencies, and groups.

In 2024/25, collaborations included:

- Publishing results of a partnership project with researchers studying climate change impacts on bull kelp beds throughout coastal B.C.
- Updating protected-area mapping for the region and contributed to the British Columbia Non-Governmental Organization Conservation Areas Database
- Sharing spatial and other data including mapping of eelgrass beds, bull kelp beds, sensitive ecosystems, species at risk, and protected areas with First Nations, local conservancies, community organizations, researchers, and all levels of government
- Continuing participation with the Coastal Douglas-fir Conservation Partnership (CDFCP) to prioritize high biodiversity areas and develop resources to support conservation
- Collaborating with federal and provincial agencies on management of species at risk and habitat in the Mt. Tuam Special Management Area
- Continuing participation with the Capital Region Invasive Species Partnership to keep up to date on priority invasive species and best management practices for our protected areas
- Continuing membership with the Canadian Association of Gift Planners “Will Power” national campaign, providing potential donors with information and opportunities to leave a legacy gift for land conservation in the Islands Trust Area
- Collaborating with Parks Canada, First Nations, the Province of B.C., and the Sidney Island community on SKƐÁMEN QENÁŁ, ENEŁ SĆÁ - Sidney Island Ecosystem Restoration Project
- Supporting the Galiano Conservation Association in the delivery of the Salish Sea Conservation Forum
- Providing a joint presentation with Pender Islands Conservancy Association on Legacy Giving in the Islands Trust Area

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[next page](#)

## **[Sub header] Opportunity Fund**

The Opportunity Fund provides support for hard-to-fundraise costs associated with land protection and leverages donations through matching funds for land acquisition campaigns. The ITC Regional Conservation Plan guides decisions around disbursement of Opportunity Fund applications. The Islands Trust Conservancy Board considers applications twice per year.

Islands Trust Conservancy dispensed two Opportunity Fund grants in 2024/25:

- \$8,000 to the Bowen Island Conservancy for costs associated with a land acquisition project at Cape Roger Curtis
- \$6,715 to the Gabriola Nature and Trails Trust for costs associated with a NAPTEP conservation covenant on Gabriola Island

During 2024/25 Islands Trust Conservancy received \$4,063 in donations for the Opportunity Fund. On March 31<sup>st</sup>, 2025, the Opportunity Fund had \$100,329.13 available to grant Trust Area-wide with a portion of that amount restricted for use only in the Hornby Island Local Trust Area.

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**next page**

### **[Sub header] Directed Donations**

[Text] Islands Trust Conservancy is a qualified donee through Canada Revenue Agency and can accept donations, gifts of stock, RRSPs, bequests, and other forms of gifts. Directed donations are donations that can be allocated for specific purposes.

In addition to the Opportunity Fund, the following directed donation funds are administered by Islands Trust Conservancy:

- Covenant Management and Defence Fund
- Gambier Island Acquisition Fund
- Lasqueti Island Acquisition Fund
- McFadden Creek Fund – Salt Spring Island
- Morrison-Waxler Biodiversity Fund – Pender Island
- Property Management Fund
- Ruby Alton Endowment Fund through the Victoria Foundation – Salt Spring Island
- Thetis Island Acquisition Fund
- Link Island Western Screech Owl Project

Islands Trust Conservancy remains grateful for the generosity and vision of its donors.

[Add link icon and text]; [Read more about our directed donation funds.](#)

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**next page**

### **[Header] Financial Statements**

[Text] Islands Trust Conservancy prepares Financial Statements annually, in compliance with the requirements under section 46 of the *Islands Trust Act*. Under the *Islands Trust Act*, Islands

Trust Conservancy may receive money, land, and other property as donations or through grants in order to further the object of the Islands Trust. Islands Trust Conservancy uses Canadian Public Sector Accounting Standards, including standards for government non-profit organizations, to manage its funds and land assets. Islands Trust Conservancy currently holds and manages the following funds:

- **Opportunity Fund:** Available to support funding on new conservation opportunities, as directed by the ITC Board
- **Restricted Fund:** Used for internally and externally restricted assets, including grants, funds restricted for property management, and funds restricted for land acquisition
- **Capital Fund:** Used to record the value of land donated, acquired or transferred without external restrictions
- **Endowment Fund:** Used primarily for land that is restricted through donation agreements

In its 2024/25 Financial Statements, Islands Trust Conservancy recognizes the following items of note:

- Grant revenue of \$220,000 from Environment and Climate Change Canada for the Islands Trust Conservancy Species at Risk Program
- A total of \$16,155 in cash donations was received in 2024-25 fiscal year
- A total of \$14,715 was disbursed to support land conservation in the Islands Trust Area

While Islands Trust Conservancy manages land and funds as noted in its Financial Statements, operational costs of Islands Trust Conservancy are the responsibility of Islands Trust Council under the Islands Trust Council budget process. Details on these costs are available in the 2024/25 Islands Trust Financial Statements.

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[next page](#)

**[Insert audited Financial Statement once available]**

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[next page](#)

### **[Header] Looking Ahead to 2025/26**

[Text] In 2025/26, Islands Trust Conservancy is looking forward to celebrating its 35<sup>th</sup> anniversary with partners and community in the Islands Trust Area. We will continue to collaborate in partnership with landholders, donors, organizations, community members, local island conservancies and First Nations in protecting and preserving species and ecosystems across the islands in the Salish Sea – building on the stewardship of Indigenous Peoples who have cared for these lands and waters since time immemorial.

**[Text box]** Thank you to all the landholders, donors, partners, and community members who make this work possible.

*Please consider creating a conservation legacy by remembering Islands Trust Conservancy in your Will.*



# REQUEST FOR DECISION

**To: Islands Trust Conservancy Board**

**For the Meeting of:** May 27, 2025

**From:** Staff

**Date Prepared:** May 8, 2025

**SUBJECT: Development Variance Permit Referral - 212 Narrows West, Salt Spring Island**

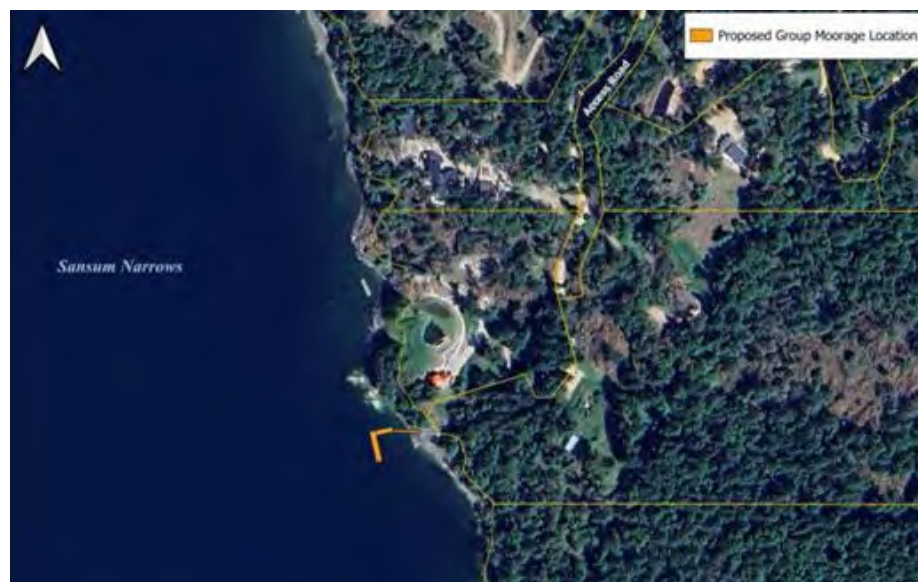
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## RECOMMENDATION(S):

**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 Development Variance Permit Application PLDVP20250029.**

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- 1 PURPOSE:** To review and provide comment on Development Variance Permit Application PLDVP20250029 which has been referred by the Salt Spring Island Local Trust Committee.
- 2 BACKGROUND:** Islands Trust Conservancy Board Policy 3.3.1, *Islands Trust Conservancy and Local Planning Services Coordination*, requires that development variance permit (DVP) applications be referred to the Islands Trust Conservancy Board for comment if a property adjacent to an ITC conservation covenant is directly affected. DVP Application PLDVP20250029 for 212 Narrows West, Salt Spring Island, proposes to vary the maximum allowed area of a float for non-commercial boat moorage from 35 m<sup>2</sup> (376.37 ft<sup>2</sup>) to 136 m<sup>2</sup> (1463.89 ft<sup>2</sup>) to construct a group moorage facility on the foreshore of Strata Common Property (Figure 1). A referral to the ITC Board was triggered because the proposed project directly affects the foreshore of Lot 30, which is adjacent to Lot 31, on which the ITC Board



*Figure 1. Site of proposed project. Lot 31 is the parcel located in the bottom right corner.*

co-holds a conservation covenant with the Salt Spring Island Local Trust Committee (Figure 2).

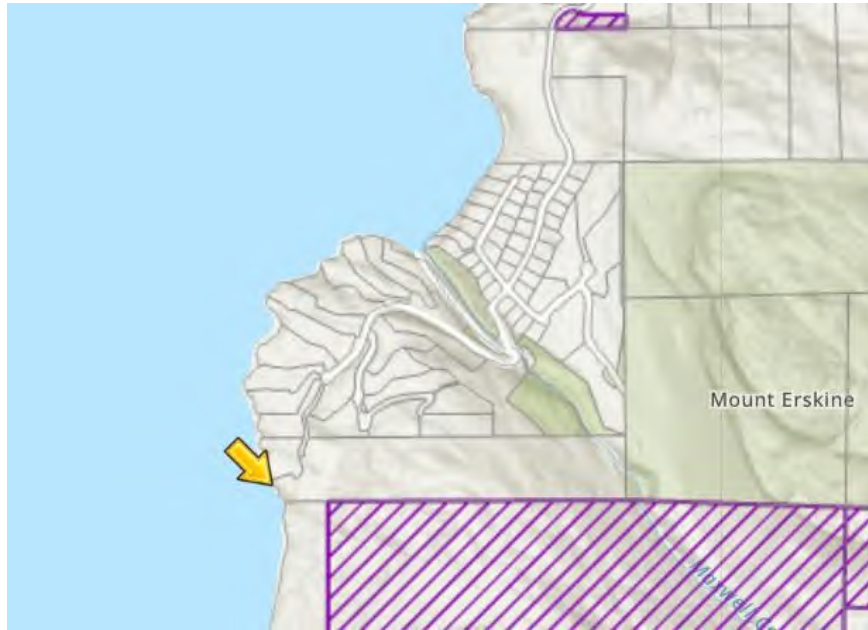


Figure 2. Location of proposed project (yellow arrow) relative to ITC covenants (purple-hashed polygons).

The details of this proposal are provided in the attached memo from Local Planning Services staff (Attachment 1). Potential environmental impacts are discussed in the biologist's report included with the application (Attachment 2). In consideration of the facts that (1) little to no disturbance to the terrestrial environment, including at-risk plant communities or species, is expected, and (2) Lot 31 Covenant is located some distance from the proposed project area because it does not extend to the shore (it protects the easternmost 67.43 hectares of the parcel only), the ITC Board's interests are expected to be unaffected by this DVP.

### 3 IMPLICATIONS OF RECOMMENDATION:

**ORGANIZATIONAL:** None

**FINANCIAL:** None

**POLICY:** None

**IMPLEMENTATION/COMMUNICATIONS:** ITC staff will notify Local Planning Services staff of the ITC Board's resolution, and the ITC Board's comments will be included in the staff report to the Salt Spring Island Local Trust Committee for consideration.

**FIRST NATIONS:** Following the approval of the DVP and as part of the building permit process, the applicant will be provided with Islands Trust's Chance Find Procedure and the Provincial Archaeological Branch guidelines. These resources are intended for reference in the event that chance archaeological finds occur.

According to the attached biologist's report, no bull kelp or eelgrass beds are known in the proposed work area (though this is to be confirmed by a qualified environmental professional) and minimal impacts to fish or marine mammals are expected to result from the proposed group moorage design.

**CLIMATE CHANGE:** There is a risk of reduction in carbon sequestration by seaweed due to shading, as described on page 13 of the biologist's report; however, if recommended mitigation measures are followed, impacts are expected to be low.

**OTHER:** None

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

**5 ATTACHMENT(S):**

1. Referral of Development Variance Permit Application PLDVP20250029 - Memorandum from Islands Trust Local Planning Services with attachments
2. Attachments to the memorandum

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**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 Development Variance Permit Application PLDVP20250029.**

**Alternatives:** None recommended.

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**Prepared By:** Jemma Green, Covenant Management & Outreach Specialist

**Reviewed By / Date:** Wendy Tyrrell, A/Manager/May 16, 2025



# MEMORANDUM

File No.: PLDVP20250029

X-Ref File No: PLDP20240357

TO: Islands Trust Conservancy Board  
FROM: Milad Panahifar, Planner 1  
Salt Spring Island Team  
COPY: Wendy Tyrrell, Manager of Islands Trust Conservancy  
SUBJECT: Referral of Development Variance Permit Application PLDVP20250029

## PURPOSE

Referral for Islands Trust Conservancy (ITC) Board comment of development variance permit (DVP) application PLDVP20250029, as per the Islands Trust Conservancy and Local Planning Services Coordination Policy Number 3.3.1. This development variance permit (DVP) application seeks to vary the Salt Spring Island Land Use Bylaw No. 355 (LUB) Section 9.11.2 to vary the maximum allowed area of a float for non-commercial boat moorage from 35 sq. m (376.37 sqft) to 136 sq. m (1463.89 sqft) to allow the construction of a group moorage facility within Shoreline 6 (S6) zone, in order to provide members of Strata EPS90 with boat access to their shared waterfront property.

## BACKGROUND

The applicant proposes to construct a moorage facility on the foreshore of Strata Common Property. The proposed moorage will be sited 2.5 km southwest of Booth Bay. The group moorage structure consists of two aluminum floats secured by six 5-tonne concrete anchors and chains, along with two rock pins and associated cables. The structure will also feature two counterbalancing piles (approximately 0.30 m in diameter) and supporting cables, which will hold an aluminum ramp leading down to the floats (Figure 1). The upland is partially developed, featuring an access road and a vehicle turnaround above the riparian zone. A development permit was previously issued for the construction of a group moorage but expired. (SS-DP-2011.4).



Figure 1 Proposed development

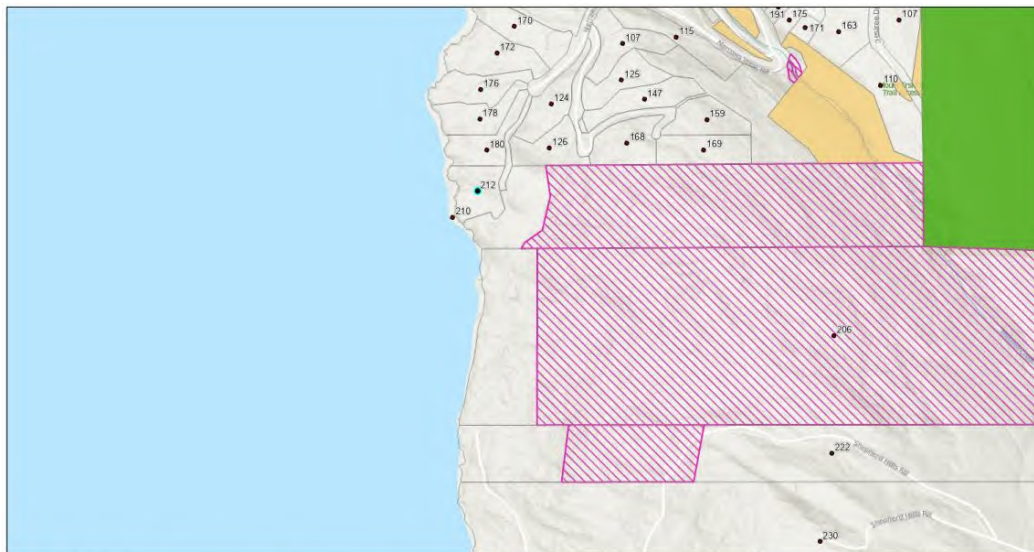


Figure 2 Conservation covenants

The subject property is also contained within DPA 3 – Shoreline. The objective of this development permit area is to protect tidal water quality, to protect fish and wildlife habitat, to prevent erosion and hazardous conditions, and to ensure that development is unobtrusive and contributes to the natural, public character of the Crown foreshore. With regard to Development Permit Area 3, the following policies apply, necessitating the submission of an application for a delegated development permit. A separate report will be submitted to the Director of Local Planning Services for their consideration.

E.3.1.2 All development in this Development Permit Area is exempted from the requirement to obtain a Development Permit, except:

- b. An addition to an existing dock or construction of a new dock in areas outside the Shoreline Conservation Designation that will result in a total float area greater than 35 m<sup>2</sup>. An evaluation of DPA3 guidelines is presented in Appendix 2.

The property is zoned Rural (d) – R(d), and Shoreline 6 (S6) under Salt Spring Island Land Use Bylaw No. 355. S6 permits a maximum area of 35m<sup>2</sup> for a float used for non-commercial boat moorage (Section 9.11.2). The applicant is requesting a variance to this provision in order to construct a 136m<sup>2</sup> group moorage facility within the S6 zoning. The proposal is considered to meet the applicable guidelines, with valid supporting rationale for the requested variance as it will serve as shared access for a ten-lot strata development, limiting the impact on the shoreline while providing access to a common facility.

Habitat Assessment Memo have been included with the application(Attachment 3) This assessment memo builds on the Fish Habitat Assessment Report (Castor 2011) and includes a review of federally and provincially listed species at risk, an evaluation of forage fish spawning habitats, and an overview of eelgrass beds within the project area and its surrounding vicinity. It discusses potential impacts in the environmental assessment section, along with recommended best management practices (BMPs) to mitigate any adverse effects on the marine environment.

Table 1 in ITC Board Policy 3.1 notes that DVP applications that directly affects a property adjacent to an ITC owned-property or conservation covenant shall be referred to the ITC Board for comment.

A public notification, including a draft permit, will be mailed to neighbouring property owners within 100 metres of the subject property prior to the Salt Spring Island Local Trust Committee (LTC) regular business meeting where the DVP application is considered.

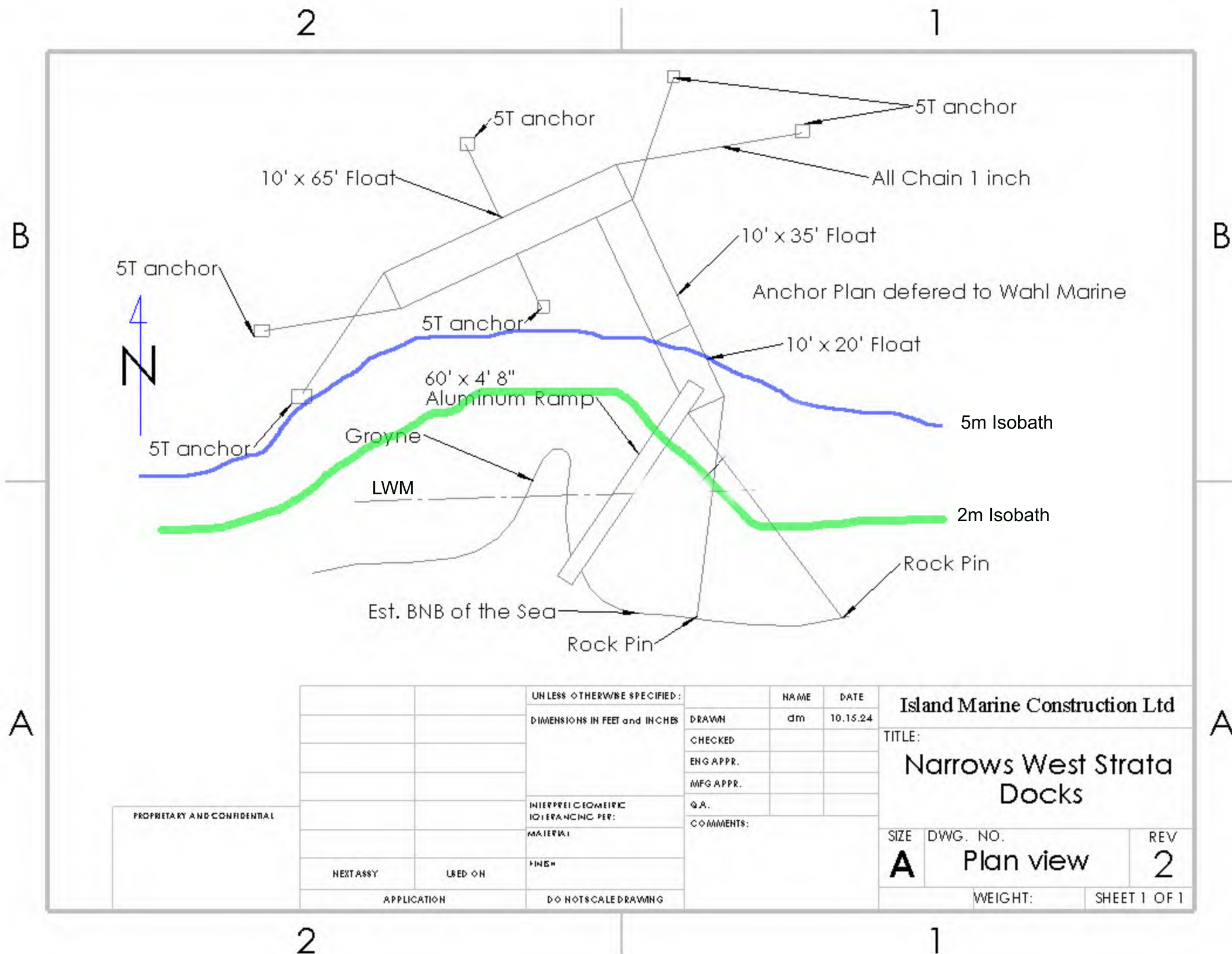
**NEXT STEPS**

The ITC Board comments will be included in the staff report to the Salt Spring Island LTC for consideration.

Submitted By:	Milad Panahifar, Planner 1	April 28, 2025
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**ATTACHMENTS**

1. Site Plan
2. Site Survey
3. Habitat Assessment memo
4. Management Plan
5. Profile NW



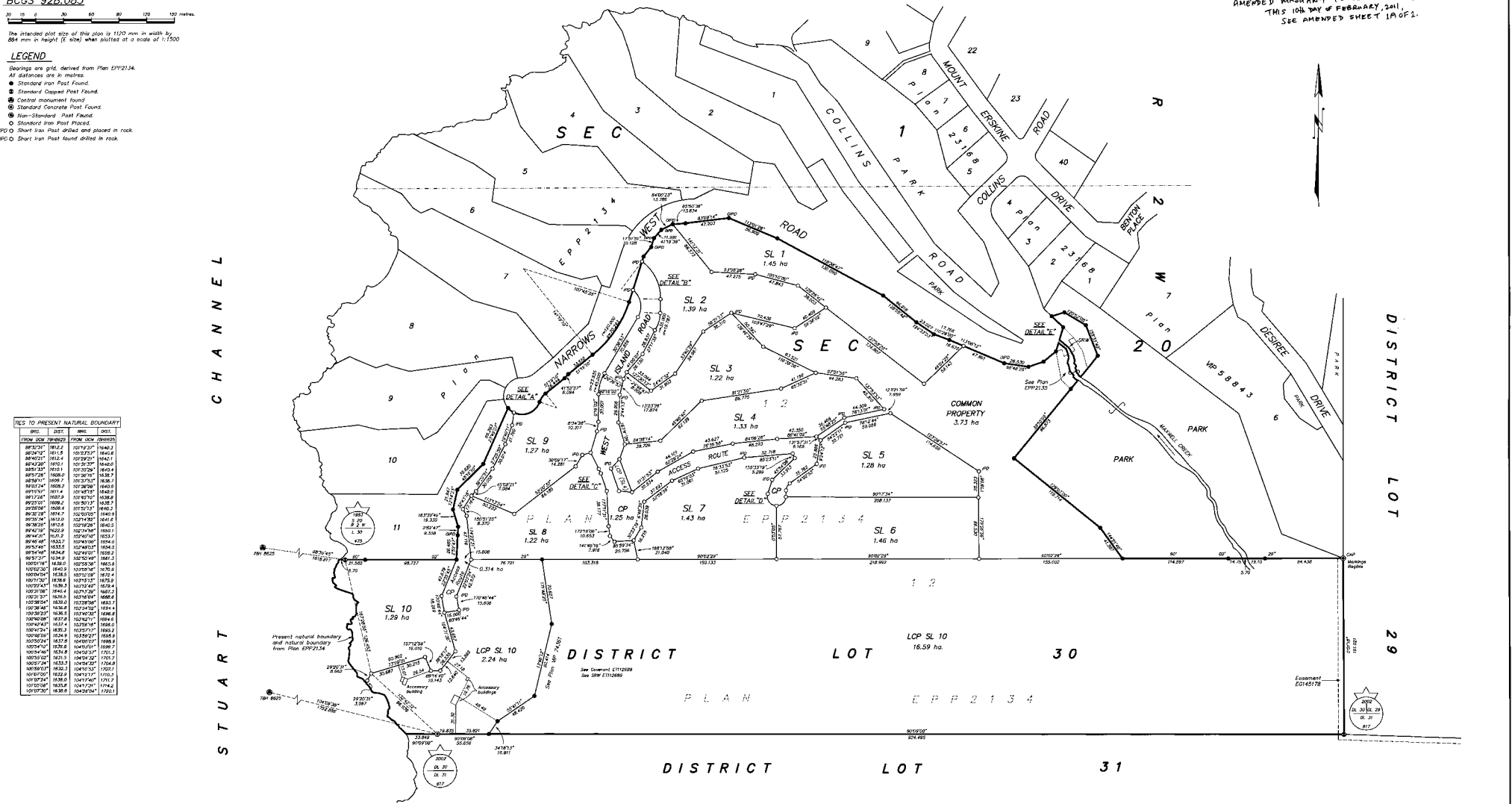
**BARE LAND STRATA PLAN OF LOT 12, SECTION 20, RANGE 2 WEST  
AND DISTRICT LOT 30, NORTH SALT SPRING ISLAND,  
COWICHAN DISTRICT, PLAN EPP2134.**

BCGS 92B.083

The intended plot size of this plan is 1120 mm in width by 866 mm in height (E 306) when plotted at a scale of 1:1500

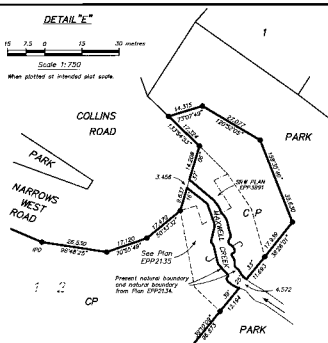
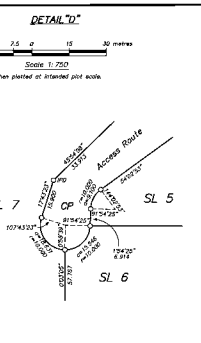
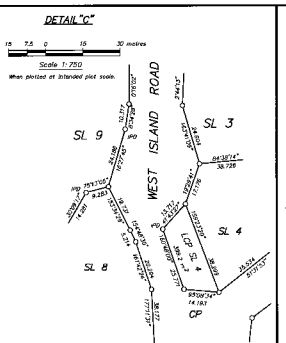
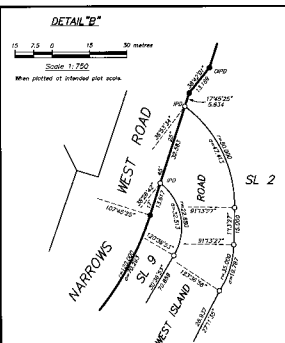
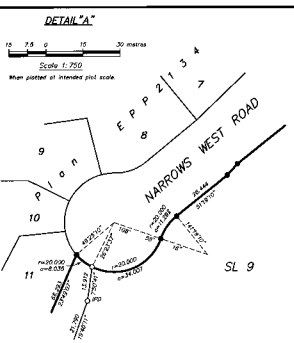
- LEGEND**
- Bearings are grid, derived from Plan EPP2134.
  - All distances are in metres.
  - Standard Iron Post Found.
  - Standard Copper Post Found.
  - Central monument found.
  - Standard Concrete Post Found.
  - Non-Standard Post Found.
  - Standard Iron Post Missing.
  - IPD Short Iron Post drilled and placed in rock.
  - DPO Short Iron Post found drilled in rock.

AMENDED MASHANT TO SECTION 257, STRATA PROPERTY ACT  
THIS 10th DAY OF FEBRUARY, 2011.  
SEE AMENDED SHEET 1A OF 1.



**LIST TO PRESERVE NATURAL EQUIPMENT**

SEC	DATE	SEC	DATE
1000	0000	1000	0000
1001	0001	1001	0001
1002	0002	1002	0002
1003	0003	1003	0003
1004	0004	1004	0004
1005	0005	1005	0005
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1100	0100	1100	0100



**CIVIC ADDRESS:**  
627 Collins Road  
Salt Spring Island, B.C.  
V8K 2H1

This bare land strata plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure, P.O. Box 90888.

This plan must not comply with Bare Land Strata Regulations 75/78 Section B of the Strata Property Act.

The Real survey represented by this plan was completed by Brian G. Warkentin, B.C.S., on the 6th day of August, 2008.

This plan lies within the Capital Assessment area.  
This plan lies within the Capital Regional District.

92  
Warkentin & Associates  
200 - 10555  
V8K 2H1

EXPLANATORY PLAN AMENDING PART OF THE LIMITED COMMON PROPERTY OF STRATA LOT 10, DISTRICT LOT 30, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, STRATA PLAN EPS90 Pursuant to Section 257 of the Strata Property Act.

SHEET 1A STRATA PLAN EPS90

B.C.G.S. MAP SHEET 92B.083

0 10 20 30 40 50 60 70 80 m  
All distances are in metres and decimals thereof, unless otherwise noted.

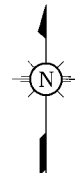
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Readings are grid, derived from Strata Plan EPS90

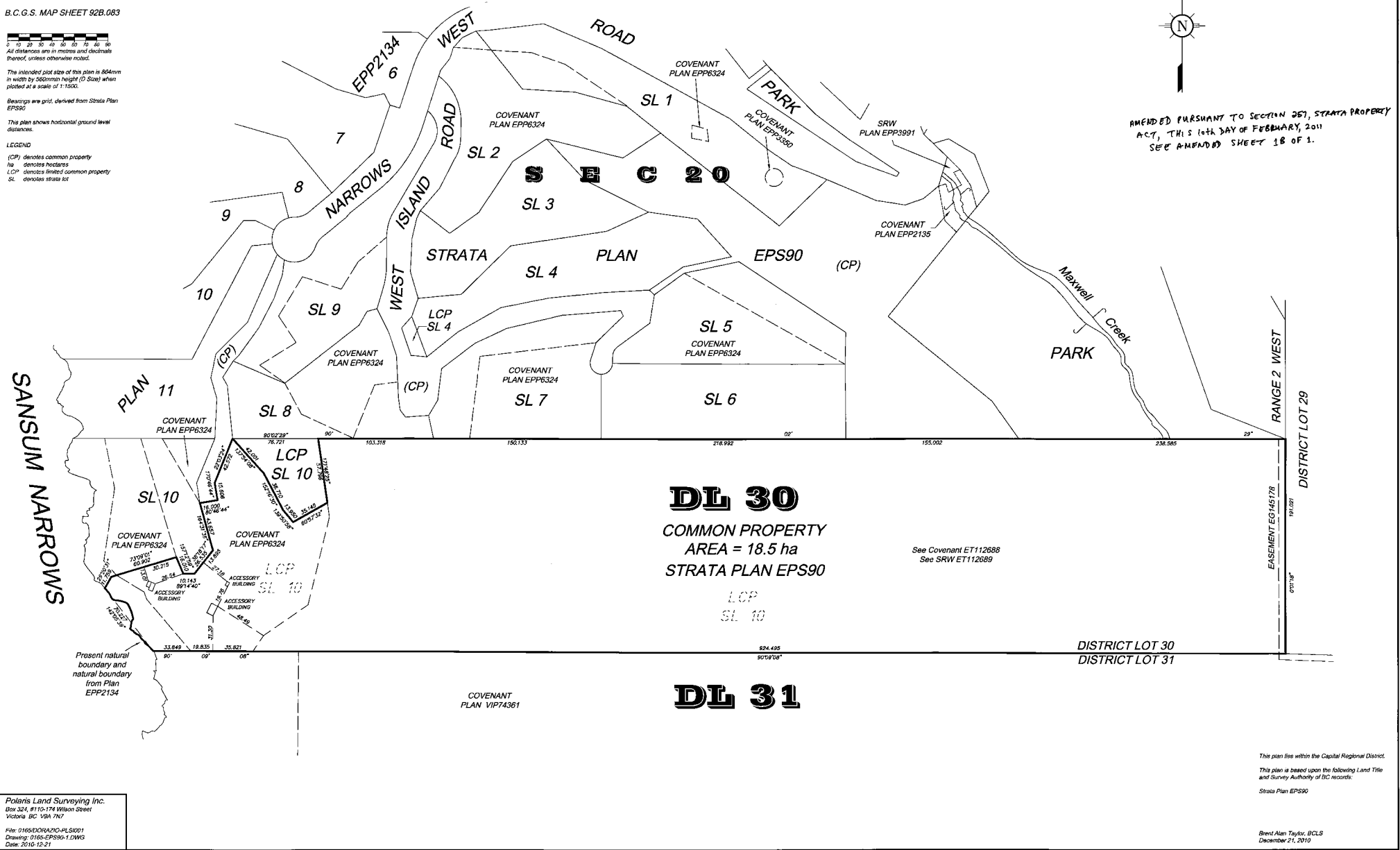
This plan shows horizontal ground level distances.

LEGEND

- (CP) denotes common property
- ha denotes hectares
- LCP denotes limited common property
- SL denotes strata lot



AMENDED PURSUANT TO SECTION 257, STRATA PROPERTY ACT, THIS 10th DAY OF FEBRUARY, 2011  
SEE AMENDED SHEET 1B OF 1.



Polaris Land Surveying Inc.  
Box 324, #110-174 Wilson Street  
Victoria BC V8A 7N7  
File: 0166/DORA2IC-PLS001  
Drawing: 0166-EPS90-1.DWG  
Date: 2016-10-21

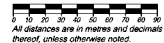
This plan lies within the Capital Regional District.  
This plan is based upon the following Land Title and Survey Authority of BC records.  
Strata Plan EPS90

Brent Alan Taylor, BCLS  
December 21, 2010

EXPLANATORY PLAN AMENDING PART OF THE COMMON PROPERTY OF STRATA PLAN EPS90, SECTION 20, RANGE 2 WEST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT. Pursuant to Section 257 of the Strata Property Act.

SHEET 1B STRATA PLAN EPS90

B.C.G.S. MAP SHEET 92B.083



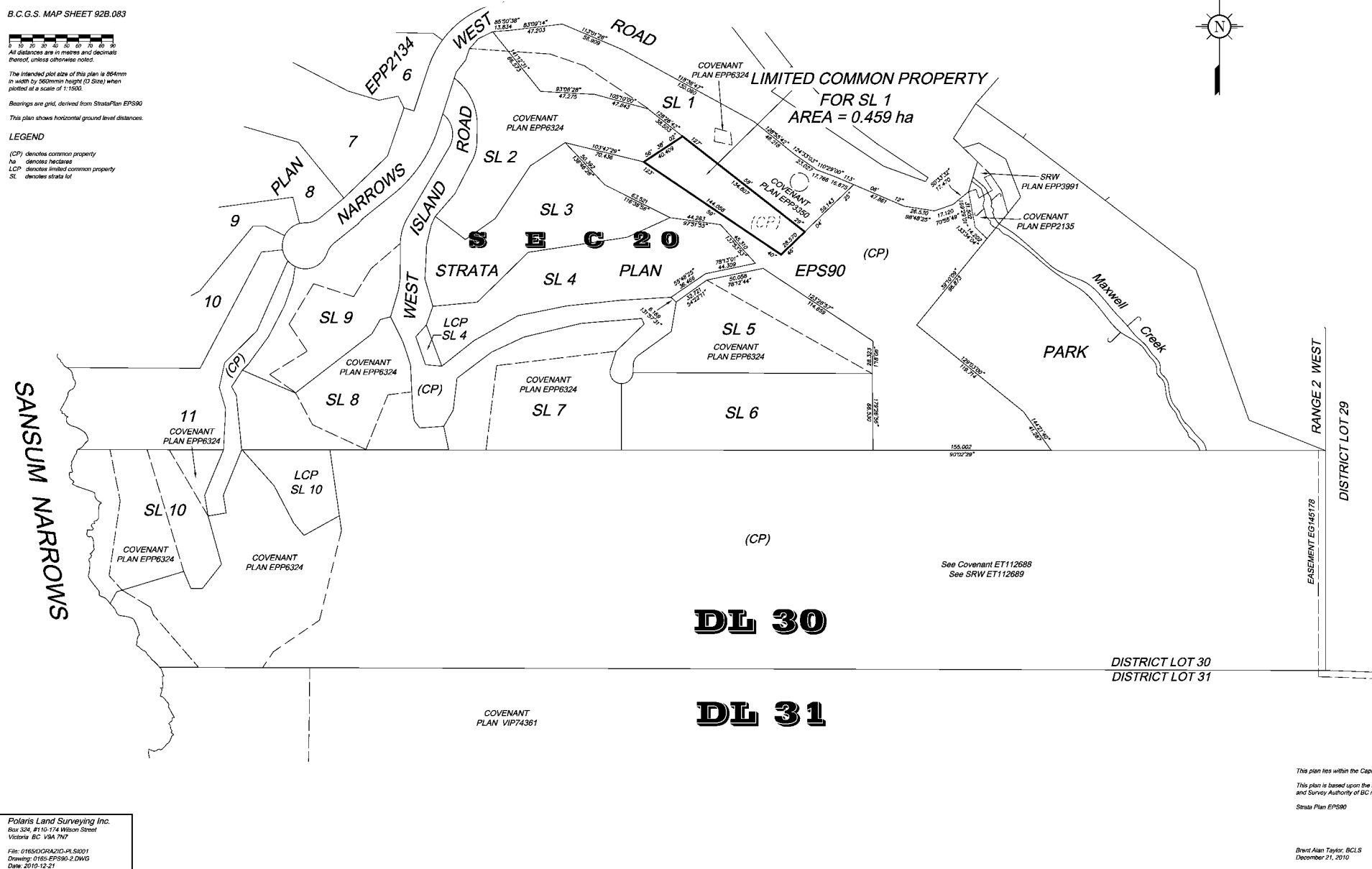
The intended plot size of this plan is 664mm in width by 560mm height (D Size) when plotted at a scale of 1:1500.

Bearings are grid, derived from StrataPlan EPS90

This plan shows horizontal ground level distances.

LEGEND

- (CP) denotes common property
- ha denotes hectares
- LCP denotes limited common property
- SL denotes strata lot



See Covenant ET112688  
See SRW ET112689

**DL 30**

DISTRICT LOT 30  
DISTRICT LOT 31

**DL 31**

Polaris Land Surveying Inc.  
Box 324, #110-174 Wilson Street  
Victoria BC V8A 7N7  
File: 0165010RA210-PL54001  
Drawing: 0165-EP90-2-DWG  
Date: 2010-12-21

This plan lies within the Capital Regional District.  
This plan is based upon the following Land Title and Survey Authority of BC records:  
Strata Plan EPS90

Brent Alan Taylor, BCLS  
December 21, 2010

**Memorandum**

**Date:** December 30, 2024

**Attention:** (Property Owner)

**CC:** Dave McKerrell, Island Marine Construction Services Ltd.

**Re: Narrows West Group Moorage, Salt Spring Island – Habitat Assessment Memo**

---

## 1 Introduction

Astraea Consulting (Astraea) is pleased to provide a marine habitat desktop review for the proposed Narrows West Group Moorage (the Project) located on western Salt Spring Island, associated with the Strata Corporation EPS90 at Sansom Narrows. The property can be accessed via 210A Narrows West Rd, Salt Spring Island, BC. The proposed group moorage will be sited ~2.5 km southwest of Booth Bay (Figure 1 and Figure 2).

A Fish Habitat Assessment Report by Castor Consultants Ltd. (Castor, 2011) was developed for this project and is included in Appendix A. The following report expands on this previous assessment (Castor, 2011). It includes a desktop review of federally and provincially listed species at risk, an assessment of forage fish spawning habitat, and an overview of eelgrass beds occurring within the project area and within the immediate surrounding area. A determination of potential impacts is included within the environmental assessment portion of this document. In addition, appropriate best management practices (BMPs) are included to mitigate potential impacts to the marine environment.

**Figure 1. Depiction of the Property (yellow) on Salt Spring Island, British Columbia. (QGIS and Google Earth Imagery).**



**Figure 2. Depiction of the proposed group moorage location, associated with the upland property on Salt Spring Island, B.C. (QGIS).**



## 2 Project Description

The proposed group moorage structure includes the following components (Figure 2):

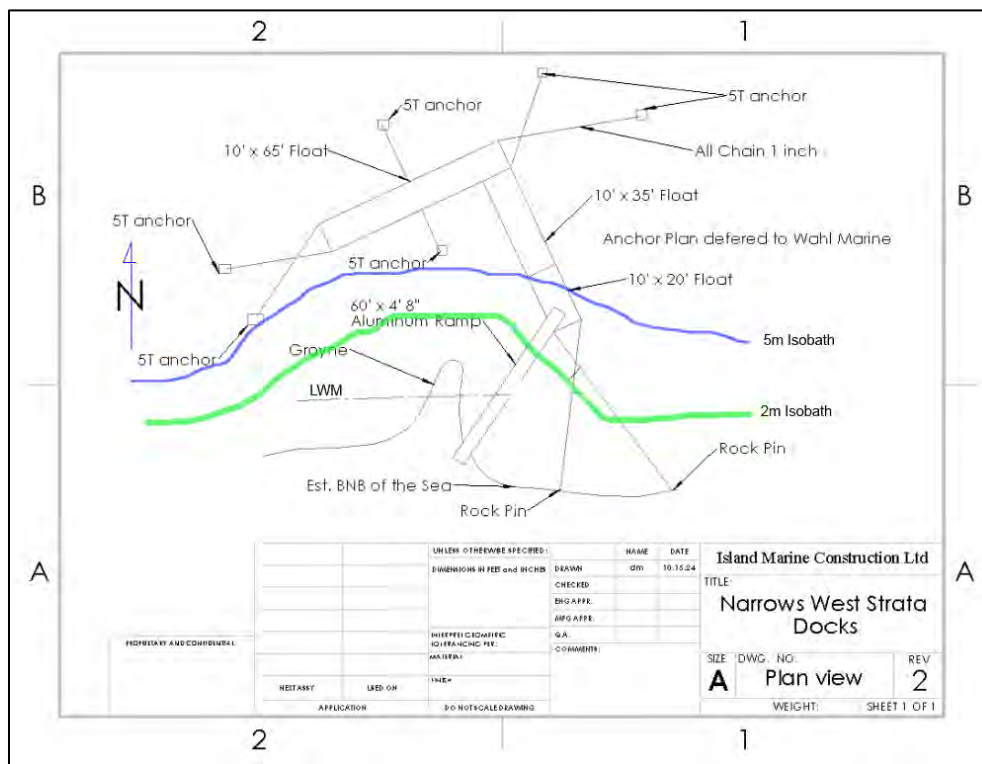
- Two aluminum floats secured in place with six 5-tonne concrete anchors and associated chain, in addition to two rock pins and associated cables.
- Two counterbalancing piles (~0.30 m in diameter) and associated cables shall support the aluminum ramp down to the floats

The two floats (3.05 m x 12.2 m and 3.05 m x 19.80 m) will be towed in place. The floats, when assembled will form an L-shape, with the longest float secured to the ramp. The floats will be held in place by the six 5-tonne concrete anchors and two rock pins secured to the foreshore bedrock at the low water mark (LWM). The aluminum framed ramp (1.5 m x 12.20 m) will be suspended by cables affixed to two ~0.30 m diameter steel counterbalance piles that will be drilled or vibrated into the substrate. The ramp will be secured to the foreshore via a short approach at the existing rock groyne.

All elements for the new moorage shall ensure that the structure incorporates current best practices for dock construction. The entire structure will extend ~30 m from the high water mark (HWM).

Technical drawings of the proposed Project and the associated components that are accounted for in this assessment are provided below (Figure 3). All pile and concrete installations are to follow the Best Management Practices for Pile Driving and Related Operations (DFO, 2003). The ramp will be made from marine-grade aluminum and decked with reinforced Mini Mesh fibreglass grating.

**Figure 3. Aerial view, dock design. Technical drawing of the proposed private moorage structure.**



### 3 Assessment Methods

A desktop review of background information on habitat values near the Property was obtained from the following sources:

- BC Conservation Data Center (BC CDC)
- Habitat Wizard
- iMap British Columbia
- Islands Trust Ecosystems Maps
- DFO Aquatic Species At Risk Map

- Wildlife Tree Stewardship Atlas (WTSA)
- Great Blue Heron Atlas (GBHA)
- Sensitive Habitat Inventory Mapping (SHIM)
- Sensitive Ecosystems Inventory (SEI)
- Google Earth and Satellite Imagery

The marine habitat features described in the report from 2011 were reviewed and a summary of habitat values are included below (Appendix A).

## 4 Habitat Features

### 4.1 Foreshore Habitat Features

The terrestrial ecosystem of the property is defined as Coastal Douglas Fir moist maritime (CDFmm) by the Biogeoclimatic Ecosystem Classification program of British Columbia (BEC). This biogeoclimatic unit is found along the southeastern region of Vancouver Island and Gulf Islands, along low elevation terrain and experiences long growing seasons due to mild winters and dry summers. The dominant vegetation species are Douglas fir (*Pseudotsuga menziesii*), Western Red Cedar (*Thuja plicata*) and Bunch Grasses.

The upland has been partially developed with an existing access road and a vehicle turnaround above the riparian zone. The foreshore riparian vegetation at the time of the assessment report consisted of arbutus trees (*Arbutus menziesii*), immature Douglas firs, and an assortment of grasses. No vegetation clearing is anticipated for the Project. For more details, refer to the Fish Habitat Assessment report by Castor (2011), Appendix A.

### 4.2 Marine Habitat Features

The geomorphological components of the Project site consist of large angular gravel over bedrock, with some shell/sand areas in the high intertidal zone. The intertidal biota consists of green algae (i.e., *Ulva intestinalis* and *Ulva lactuca*), in addition to rockweed (i.e., *Fucus sp.* and *Pelvetiopsis sp.*). Intertidal invertebrates include acorn barnacles (*Balanus glandula*), purple shore crabs (*Hemigrapsus nudus*), limpets (*Lotti spp.*), mussels (*Mytilus sp.*), and kelp crabs (*Pugettia gracilis*).

The subtidal geomorphology begins as a productive rocky reef before transitioning to a steep drop-off where the substrate is composed of sand or shell/sand/gravel. Biota within the high subtidal zone in the rocky reef include Japanese wireweed (*Sargassum muticum*) and sugar kelp (*Saccharina latissima*), including recordings of kelp perch (*Brachyistius frenatus*) and sea stars (including *Pycnopodia helianthoides*). In the lower subtidal zone, algae coverage declines within the sandy substrate and the recorded biota includes tube-dwelling anemones (*Pachycerianthus sp.*), starry flounder (*Platichthys stellatus*) and black eyed gobies (*Rhinogobiops nicholsii*). For more details, refer to the Fish Habitat Assessment report by Castor (2011), Appendix A.

#### 4.2.1 Eelgrass & Bull Kelp

Eelgrass (*Zostera marina*) and bull kelp (*Nereocystis luetkeana*) are both vital habitat for many important fish species; they provide refuge from predation, enhance food resources, reduce local current velocities (increasing recruitment and settlement), and improve secondary productivity by increasing habitat complexity and surface area (DFO 2012; Springer et al. 2006).

A review of Island Trust's eelgrass mapping reports and other available web maps was completed to support the initial assessment. The nearest mapped eelgrass bed is located at Bader's Beach, ~800 m north of the Project area, supporting the forage fish habitat value in that location (Figure 4). See Section 5 for further discussion about forage fish. No beds of Eelgrass (*Zostera sp.*) or Bull kelp (*Nereocystis sp.*), were observed along the transect or near the surrounding project area during the 2011 assessment (Appendix A). Based on the proposed location for the group moorage, negative impacts to eelgrass habitat are not anticipated. However, since this assessment was completed 13 years ago, it is recommended that an on-site assessment be completed by a QEP to confirm the absence of eelgrass and bull kelp from the Project area before installation occurs.

## 5 Forage Fish Spawning Habitat

To support the initial assessment, a review of published forage fish spawning habitat information for the Project area was conducted. According to forage fish research (de Graff, 2017), Bader's Beach, located ~800 m to the north of the Project area, contains substrates that are suitable spawning habitat for surf smelt (*Hypomesus pretiosus*) (SS) and Pacific sand lance (*Ammodytes hexapterus*) (PSL). Both species utilize similar habitats for spawning in the upper intertidal zone. SS requires small gravel between 1 - 7 mm in diameter at tidal elevations of +1.5 m to +4.5 m C.D. for spawning (De Graff, 2017; Penttila, 2007). PSL mainly utilizes finer-grained sand between 0.2 – 0.4 mm in diameter at +3.2 m to + 4.2 m C.D. for spawning (Penttila, 2007). Based on the proposed location for the group moorage, no SS and/or PSL spawning habitat is anticipated to be disturbed.

Historic records for Pacific herring (*Clupea pallasii*) (PH) spawning activity indicate that Booth Bay supports medium to low spawning activity, with the most recent spawning event occurring in 2016 (SoG, 2021). Herring release eggs and milt onto algae and other submerged structures (i.e., algae, mooring blocks, etc.), thus, the known periodicities of sensitive life history stages for this species were reviewed to confirm if the proposed works and/or timing would result in any negative impacts (Table 1).

Figure 4. Map of forage fish spawning habitat and eelgrass beds (Islands Trust; de Graff, 2017).



**Table 1. Surf smelt, Pacific sand lance, and Pacific herring spawning periodicities, and DFO Least Risk Windows (Area 18)<sup>1</sup>.**

Species	Life History Event	January	February	March	April	May	June	July	August	September	October	November	December
Surf Smelt <sup>1,2</sup>	Spawning	■	■	■	■	■	■	■	■	■	■	■	■
	Peak Spawning						■	■	■	■	■		
	Incubation	■	■	■	■	■	■	■	■	■	■	■	■
	Peak Incubation						■	■	■	■	■	■	■
Pacific Sand Lance <sup>2</sup>	Spawning	■	■	■								■	■
	Incubation	■	■	■	■							■	■
Pacific Herring <sup>2,3</sup>	Spawning	■	■	■	■	■							
	Incubation	■	■	■	■	■	■						
DFO Windows of Least Risk		■	■	■					■	■	■		■

<sup>1</sup>Therriault, T. W., A. N. McDiarmid, W. Wulff, and D. E. Hay. (2002). Review of surf smelt (*Hypomesus pretiosus*) biology and fisheries with suggested management options for British Columbia. DFO Canadian Science Advisory Secretariat Research Document 2002/115.

<sup>2</sup>Penttila, D. (2007). Marine Forage Fishes in Puget Sound. Puget Sound Nearshore Partnership Report No. 2007-03. Seattle District, U.S. Army Corps of Engineers, Seattle, WA.

<sup>3</sup>Hay D. E. and P. B. McCarter (2015) Herring Spawning Areas of British Columbia: A review, geographic analysis and classification: Section 182 Plumper Sound.

## 6 Species at-risk

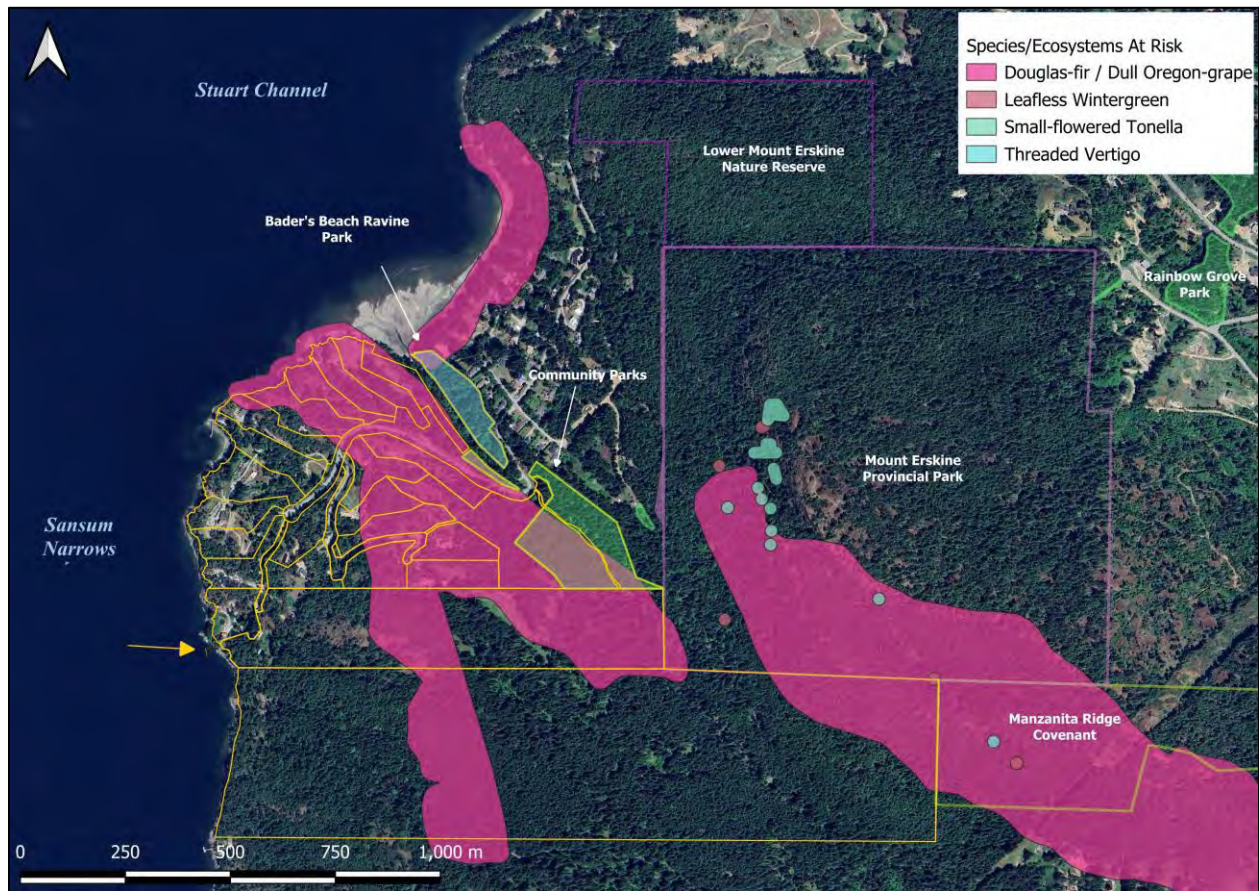
A review of species at-risk and critical habitat through searches of the BC Species & Ecosystems Explorer for red- and blue-listed species, the Conservation Data Centre (CDC) for critical habitats, and DFO's mapped critical habitats for aquatic species at risk was completed. This review was completed to assess the potential impacts that the proposed group moorage may have on aquatic species at risk or their habitat.

According to the BC CDC, one mapped occurrence of a species/ecosystem at risk is present in the Project area: Douglas fir / dull Oregon grape plant community (Figure 5). Douglas fir/ dull Oregon grape is listed provincially as "imperilled" (S2) due to its moderate fragility to human land use and encroachment of invasive plant species ([BC CDC, 2012](#)).

No critical habitat was identified in the Project area. In addition to the above species, other federally and provincially listed species may occur within the Project area. A refined list of these species at risk is provided in Appendix B. Based on a review of the listed species and their habitat requirements, the Project is unlikely to negatively impact any listed species or critical habitats.

According to the DFO's listed aquatic species at risk, the potential species that occur or may occur in the area include the following: Basking Shark, Bluntnose Sixgill Shark, Green Sturgeon, Grey Whale, Harbour Porpoise, Killer Whale (Offshore, Transient & Southern Resident), Leatherback Sea Turtle, Longspine Thornyhead, Northern Abalone, Roughey Rockfish (type I and type II), Stellar Sealion, Tope Shark, Yelloweye Rockfish. No mapped occurrence of the aforementioned aquatic species at risk were identified. A summary of these species is included in Appendix C.

Figure 5. Occurrences of at-risk species and Island Trust conservation areas in the vicinity of the proposed Project Area. (QGIS, BC CDC, Islands Trust 2024).



## 7 Best Management Practices

The proponent will adhere to the best management practices outlined below during the works. Any deviation (if required) from these best management practices will only be undertaken under the direction of a qualified professional and/or notification of appropriate agencies when applicable.

- **DFO – Measures to avoid causing harm to fish and fish habitat, including aquatic species at risk.** <https://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures-eng.html>
- **DFO Timing Windows to Conduct Projects In or Around Water** – Two low-risk fisheries windows occur for Area 18 (Gulf Islands) 1)- Summer Window: July 1<sup>st</sup> – October 1<sup>st</sup> and 2) Winter Window: December 1<sup>st</sup> – February 15<sup>th</sup>). <https://www.dfo-mpo.gc.ca/pnw-ppe/timing-periodes/bc-s-eng.html#area-18>
- **DFO Interim code of practice: repair and maintenance of in-water structures.** <https://www.dfo-mpo.gc.ca/pnw-ppe/codes/interim-provisoire/structures-eng.html>

- **DFO Interim code of practice: repair, maintenance and construction of docks, moorings and boathouses.** <https://www.dfo-mpo.gc.ca/pnw-ppe/codes/interim-provisoire/docks-moorings-boathouses- Quais-amarrages-hangars-bateaux-eng.html>
- **BC Erosion and Sediment Control Best Practices** <https://escabc.com/>
- **BC Guidelines for Use of Treated Wood In and Around Aquatic Environments and Disposal of Treated Wood** [https://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/engineering-standards-and-guidelines/environment/references/guidelines-treated\\_wood.pdf?bcgovtm=CSMLS](https://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/engineering-standards-and-guidelines/environment/references/guidelines-treated_wood.pdf?bcgovtm=CSMLS)
- **Best Management Practices for Pile Driving and Related Operations** [https://buyandsell.gc.ca/cds/public/2016/08/17/f0fcf96f5bd08535ff8e81aac62bbd74/fp802-160141\\_bc\\_pile\\_driving\\_practices.pdf](https://buyandsell.gc.ca/cds/public/2016/08/17/f0fcf96f5bd08535ff8e81aac62bbd74/fp802-160141_bc_pile_driving_practices.pdf)

Construction activities can lead to disturbances associated with noise, sedimentation, and physical impacts. Noise impacts can be avoided by utilizing equipment (i.e., vibratory hammers) that are known not to exceed levels that impact fishes or marine mammals, as noted below:

- **Marine mammal exclusion zone:** the extent of the zone shall be determined by the distance at which sound levels above 160 dB RMS re: 1 $\mu$ Pa is not exceeded at the edge of the exclusion zone. For this, the distance at which sound levels are measured below the specified level will need to be determined, and then a radius around the work site using this distance can be created.
- **Fish exclusion zone:** audio levels should not exceed 206 dB RMS re: 1 $\mu$ Pa within the boundary of the fish exclusion zone.

Sedimentation impacts may occur and can cause harm to fishes and primary producers. Therefore, monitoring for sediment disturbances (i.e., turbidity) must also be conducted by the QEP or a qualified Environmental Monitor (EM). Works must adhere to the provincial and federal standards for aquatic life, as noted below:

- Turbidity should not exceed **2 NTU** change when background is **<8 NTU**
- Turbidity should not exceed **8 NTU** change when background is between **8-80 NTU**
- Turbidity should not exceed background by more than **10%** when background is **>80 NTU**

Visual monitoring by an EM is required during all in-water works (i.e., pile driving, anchor placement, etc.) to address potential physical impacts to fishes and marine mammals. Exclusion areas are to be established. All in-waters works that may cause harm are to be halted if a marine mammal is observed within the exclusion area. The EM must have the authority to suspend works if a distressed fish or marine mammal is observed. They must have the ability to quickly communicate stoppages to the construction crew.

All concrete works must follow the Best Management Practices for Pile Driving and Related Operations (DFO, 2003), the DFO Interim Codes of Practice, and other BMPs listed above. A detailed Construction Environmental Monitoring Plan (CEMP) that outlines the above items and other mitigation measures (i.e., spill response plan) must be developed prior to construction.

## 8 Summary of Potential Environmental Impacts

Potential impacts from the proposed group moorage may result from the following factors:

- 1) Losses of terrestrial and marine habitats resulting from the occupation of habitats,
- 2) Habitat degradation from infrastructure and construction activities,
- 3) Disturbance and/or harm to spawning habitat or spawning surf smelt (SS), Pacific sand lance (PSL) and/or Pacific herring (PH),
- 4) Reduced primary and secondary production as a result of shading.

The ramp will attach to a short approach constructed above the HWM on an existing rock groyne. No clearing is anticipated, thus there is expected to be minimal disturbance to the terrestrial environment, including the at-risk plant community. The marine habitat will experience minor losses due to the occupation of natural substrates associated with the placement of the steel counterbalance piles (total of two piles), the concrete block anchors (six), and the rock pins. The combined habitat loss is expected to be less than 5 m<sup>2</sup>. It is expected that over time these structures will be colonized and become integrated and continuous with the surrounding habitat.

Habitat degradation from the anchor lines and other mooring structures can incur continuous damage from abrasion. Design criteria that were implemented to minimize scour impacts include using appropriately sized chains to anchor the float, and siting the floats over a minimum of -2.0 m C.D. As such, minimal scour is expected.

Habitat degradation during construction activities could include groundings of barges and support vessels, spills, turbidity, and noise impacts. The Project area provides deep water thus reducing risks associated with groundings. However, best practices must still be adhered to. These best practices include having an appropriate spill kit on site. Works are only to occur during the DFO least risk window, thereby limiting the likelihood and severity of construction-related impacts to local fisheries, including the forage fishery. Fish should demonstrate disturbance avoidance behaviours during construction. Mitigation measures include slapping the surface prior to in-water works and utilizing soft-start operations. To ensure these measures and other BMPs are followed, an environmental monitor must be retained to complete monitoring during the installation of the piles.

With regards to forage fish spawning habitat losses, no forage fish spawning habitat is anticipated to be lost based on the proposed Project location, design, and construction

activities. The substrates that fall within known spawning material sizes and within preferred tidal elevations for SS and PSL do not occur within the Project area. The group moorage components are not expected to have negative impacts to PH spawning habitat either, should the above BMPs and mitigation measures be followed. Known PH spawning and incubation periods occur in January-May. It is recommended that installation of the group moorage structure occurs within the summer least risk work window (Table 1). Should the timing of works occur as recommended, the potential for death to fish and/or incubating eggs or disruption of spawning activities from the proposed installation activities is expected to be negligible if any.

Should the timing of works change to occur outside of the least risk windows, or should spawning activities be observed, potential impacts may occur. These impacts include disturbance of staging adults, spawning, and/or incubating eggs. To avoid this, the Proponent must adhere to the following protocols to mitigate these potential disturbances. Protocols include snorkel and/or subtidal ROV surveys completed by an EM to determine the presence of any schooling forage fish, activities of predators (i.e., sea lions, gulls, etc.), or observations of gametes (altered water colour, physical observations of eggs on algae, and substrates) in the work area. The EM must have the authority to stop works from commencing if observations of any of the above items are made. In addition, monitoring by the EM must occur over the entire period of works, and a post-departure survey of the barge's hull must be completed prior to its sailing. If any observations of eggs adhered to the barge (in particular PH eggs) are made, the barge will be required to remain on site for the entire duration of incubation, as stated in Table 1.

Overall shading impacts are expected to be of some concern with regard to group moorage location and boat activity, as they are expected to be the greatest sources of shading to the habitats below. Additional shading is expected when vessels are moored. Mitigation measures include constructing the ramp with light transmissive Mini Mesh™ grating, and siting the aluminum floats, which are impermeable to light, over deeper water with reduced macroalgal growth. If the proposed design and the above mitigation measures are implemented, losses to the existing primary or secondary production of algae are expected to be low.

## 9 Conclusion

Overall, the potential impacts from the Project are low with regards to terrestrial habitats, marine habitats, forage fish, and species at-risk. Conclusions from the Fish Habitat Assessment (Castor, 2011) were reviewed and this assessment is reliant on the accuracy within. Additional desktop review was undertaken of at-risk species, critical habitats, and high-value habitats (i.e., forage fish spawning habitat, eelgrass, and kelp beds). No Bull Kelp or Eelgrass beds are present in the proposed work area; however, an assessment must be completed by a QEP to confirm their absence. Based on the current design plan, and the installation of the group moorage

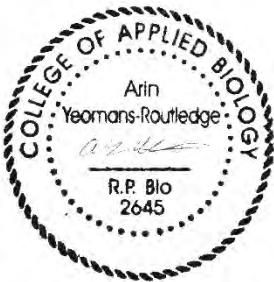
following the prescribed mitigation measures; minimal impacts to fish or marine mammals are expected to result from the proposed group moorage design. A Construction Environmental Management Plan (CEMP) must be developed prior to the start of construction. The property owner(s) and as a result, all persons whom they employ on this Project have committed to abide by all prescribed mitigation measures, BMPs, and appropriate legislation and regulator requirements for the installation of the group moorage described in the CEMP.

For any questions regarding the content of this letter please contact the undersigned.

Regards,

Katie Schulze, BIT, B.Sc., and

Arin Yeomans-Routledge, R.P.Bio., B.Sc.



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**Appendices:**

Appendix A – Fish Habitat Assessment Report (Castor Consultants Ltd, 2011)

Appendix B – Species and Ecosystems At-Risk List

Appendix C – DFO Aquatic Species at Risk Report

**Appendix A**

**Fish Habitat Assessment Report**

**Castor Consultants Ltd, 2011**

## Fish Habitat Assessment of a Proposed Marine Access Facility at Common Property Strata Plan EPS90, Strata Corporation EPS90, Sansum Narrows, Saltspring Island, BC – June 16, 2011

**DFO Project: 11-HPAC-PA3-00307**

### Introduction

Strata Corporation EPS90 at Sansum Narrows is proposing to install a marine access and vessel moorage site fronting the Common Property Strata Plan EPS90, accessed off 210A Narrows West Road, Saltspring Island, BC (Figure 1. Identified as Far Rockaway Land Ltd.).



Figure 1. Location of Strata Plan EPS90 Marine Access on Saltspring Island, BC

Access to vessel moorage from the upland will be via a wooden wharf and gangway to a floating wooden attenuating breakwater, which will serve as protection for up to ten boats. Access structures will be constructed over an existing rock groyne fronting the property (Figure 2.) and secured using anchor bolts tied to the bedrock upland shore and 5 ton concrete anchors placed in the subtidal zone.

I hereby certify this Schedule 1 which is attached to and forms part of Development Permit No. SS-DP-2011.4

1

Deputy Secretary, Islands Trust

Date Issued

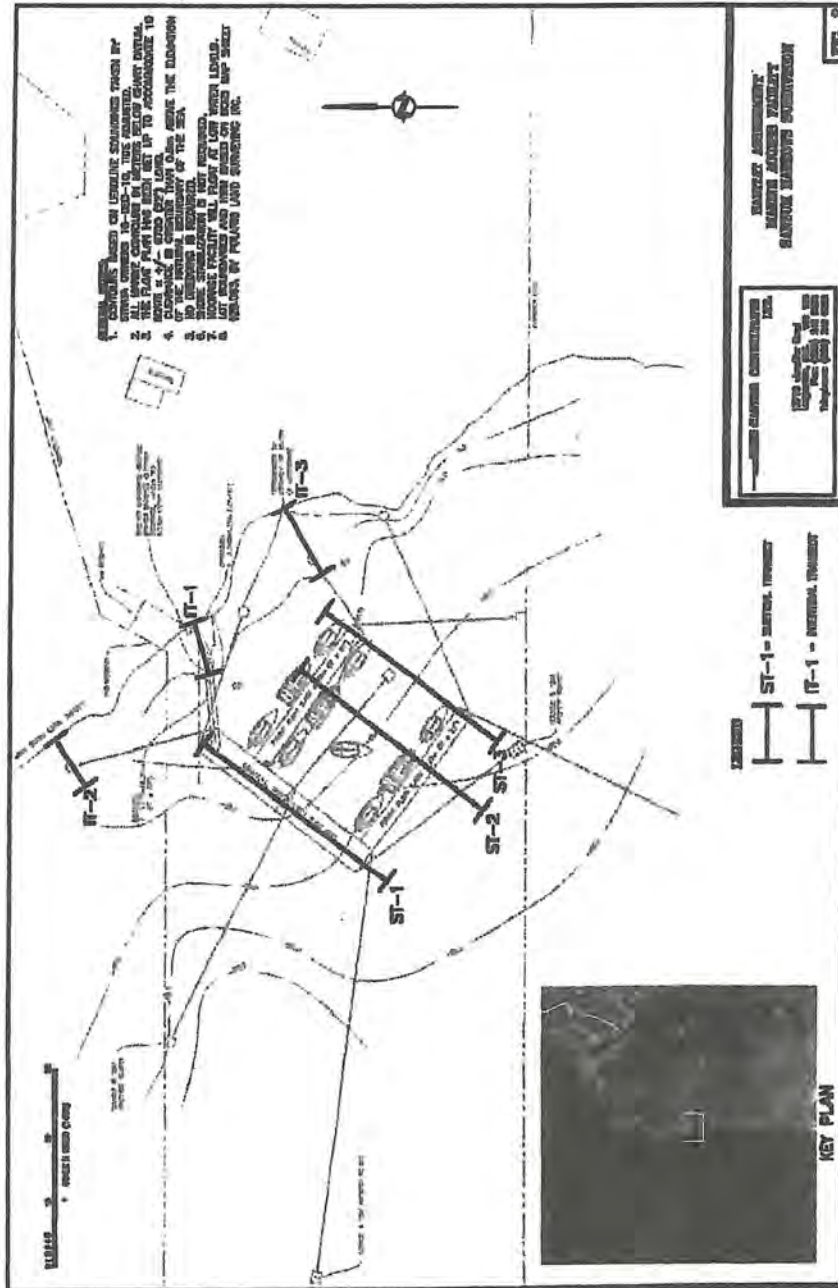


Figure 2. Proposed Marine Access Project at Strata Corporation EPS90 Saltspring Island, BC

## Methods

Castor Consultants Ltd. was retained to conduct an intertidal and shallow subtidal fish habitat assessment of the marine foreshore being considered for the marine access. A series of intertidal and subtidal transects were established at regular intervals along the foreshore to assist with the determination of the fish habitat characteristics of the existing shoreline slope. (Figure 3.). At the time of the inspection on June 16, 2011 (1200 – 1500 hr), the tide was low and slowly rising from 0.0 m at 1200 to a height of 1.3 m at 1500 hr. A clam rake was used to dig  $\frac{1}{4}$  m<sup>2</sup> quadrats 15 cm deep (where possible) at intervals along each intertidal transect measured off a fibreglass tape. Where this was not possible due to the rocky nature of the foreshore, stones were overturned to look for marine life. Shoreline slope and sediment composition was recorded along each transect as well.

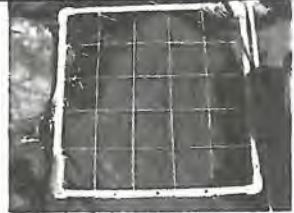

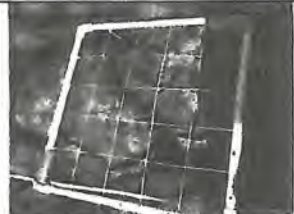

Subtidal transects were established by marking initial bearings with paint on the upland shore, then using a drop camera deployed from a small boat, filming the subtidal habitat to a distance of 50 metres offshore measured with a laser ranger.

## Results


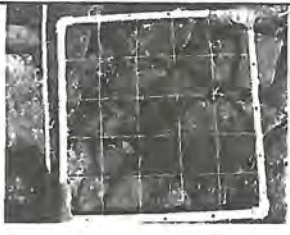


### Intertidal Observations

Detailed information from intertidal transects and representative photos are provided in Table 1 below.





**Table 1. Detailed Intertidal Transect Results – Strata Corporation EPS90, Saltspring Is., BC, June 16, 2011**

Transect	Quadrat	Distance seaward (m) from High Water Mark	Sediments	Invertebrates Alga	Photo
IT #1 slope 30 degrees	#1	4	large rock	<i>Balanus</i>	
	#2	8	large rock	<i>Balanus</i> <i>Enteromorpha</i>	
	#3	12	large rock	<i>Balanus</i> <i>Enteromorpha</i> , <i>Ulva</i>	
	#4	14.1 low water mark	large rock	<i>Enteromorpha</i> , <i>Ulva</i> , <i>Sargassum</i>	

**Table 1. cont'd. Detailed Intertidal Transect Results – Strata Corporation EPS90 , Saltspring Is., BC, June 16, 2011**

Transect	Quadrat	Distance seaward (m) from High Water Mark	Sediments	Invertebrates  Alga	Photo
IT #2  Slope 10 degrees	#1	4	large rock	<i>Balanus</i>  <i>Lottia</i>	
	#2	8	large rock	<i>Balanus</i>  <i>Lottia</i> ,  <i>Hemigrapsus</i>	
	#3	12	gravel and shell hash under gravel veneer	<i>Balanus</i>  <i>Lottia</i> ,  <i>Hemigrapsus</i>	
	#4	16	gravel and shell hash under gravel veneer	<i>Balanus</i>  <i>Lottia</i> ,  <i>Hemigrapsus</i>  <i>Enteromorpha</i>	

**Table 1. cont'd. Detailed Intertidal Transect Results – Strata Corporation EPS90 , Saltspring Is., BC, June 16, 2011**

Transect	Quadrat	Distance seaward (m) from High Water Mark	Sediments	Invertebrates Alga	Photo
IT#3 Slope 17 degrees	#1	4	large gravel	<i>Balanus</i> , <i>Hemigrapsus</i>	
	#2	8	large gravel	<i>Balanus</i> , <i>Hemigrapsus</i> , <i>Enteromorpha</i>	
	#3	12	large gravel shell hash sand	<i>Balanus</i> , <i>Hemigrapsus</i> , <i>Enteromorpha</i> <i>Fucus</i>	
	#4	16	large gravel shell hash	<i>Balanus</i> , <i>Hemigrapsus</i> , <i>Enteromorpha</i> <i>Ulva</i> <i>Fucus</i>	

Representative photos taken of the intertidal zone are presented in photos #1 and #2 below.



Photo #1. The intertidal shoreline looking south toward the rock groyne




Photo #2. The intertidal beach looking south from the rock groyne

Generally, the intertidal substrate at the site is dominated by large, angular gravel deposited over bedrock with some patches of shell hash and coarse sand near the low water mark in select locations (intertidal transect #2). Dominant invertebrates are the acorn barnacle (*Balanus glandula*) and the purple shore crab (*Hemigrapsus nudus*), although limpets (*Lottia digitalis*), mussels (*Mytilus edulis*) and kelp crabs (*Pugettia gracilis*) were also noted in select habitat locations. The dominant intertidal algae were *Enteromorpha intestinalis* and *Ulva lactuca*, although patches of *Fucus gardneri* and *Pelvetiopsis limitata* were also noted in some locations along the foreshore near the Low Water Mark (LWM).




### Subtidal Observations

Records of the three subtidal drop camera transects are presented in Table 2.




**Table 2. Detailed Subtidal Transect Results – Strata Corporation EPS90, Saltspring Is., BC, June 16, 2011**

Transect	Distance seaward from upland marker (m)	Tape Time (min)	Sediments	Alga Invertebrates Fish	Observations or Photo
ST#1	15 shallow subtidal	1	large gravel	<i>Sargassum</i> <i>Laminaria</i> <i>Brachyistius</i>	
	20	1:30	large gravel to sand	<i>Laminaria</i> <i>Brachyistius</i> <i>Pycnopodia</i> <i>Aurelia</i>	Transition down the foreshore slope to deeper water. Change from rock to sand habitat




**Table 2 cont'd. Detailed Subtidal Transect Results – Strata Corporation EPS90, Saltspring Is., BC, June 16, 2011**

Transect	Distance seaward from upland marker (m)	Tape Time (min)	Sediments	Alga Invertebrates Fish	Observations or Photo
ST#1 cont'd	23	1:45	sand with gravel outcrops	<i>Laminaria</i>	
	29	2:16	sand	<i>Pachycerianthus</i> no algae	
	45	3:10	sand	3 <i>Platichthys</i> at 3:18 and 4:02	end of transect at 50 m and 3:55 minutes
ST#2	16 shallow subtidal	4:30	large gravel	<i>Sargassum</i> <i>Laminaria</i> <i>Brachyistius</i>	

**Table 2 cont'd. Detailed Subtidal Transect Results – Strata Corporation EPS90, Saltspring Is., BC, June 16, 2011**

Transect	Distance seaward from upland marker (m)	Tape Time (min)	Sediments	Alga Invertebrates Fish	Observations or Photo
ST#2 cont'd	23	5:25	sand with small gravel deposits	<i>Laminaria</i> <i>Pycnopodia</i> <i>Aurelia</i>	
	35	6:26	sand small gravel shell hash	<i>Laminaria</i> <i>Pycnopodia</i> <i>Aurelia</i> <i>Pisaster</i>	
	39	6:45	sand	<i>Ceramium</i> <i>Pycnopodia</i> <i>Pachycerianthus</i>	
	50	7:50	sand	<i>Pachycerianthus</i>	end of transect at 50 m and 7:58 min.

**Table 2 cont'd. Detailed Subtidal Transect Results – Strata Corporation EPS90, Saltspring Is., BC, June 16, 2011**

Transect	Distance seaward from upland marker (m)	Tape Time (min)	Sediments	Alga Invertebrates Fish	Observations or Photo
ST#3	17	8:06	large gravel	<i>Sargassum</i> <i>Laminaria</i> <i>Brachyistius</i>	
	28	9:15	gravel to sand	<i>Laminaria</i> <i>Pycnopodia</i> <i>Aurelia</i>	
	32	9:37	sand	<i>Ceramium</i> <i>Pachycerianthus</i>	red filamentous algae only algae disappears at 10:06 (40 m from shore marker)
	40 transect ends at 48 m and 10:48 min.	10:06	Sand	<i>Pachycerianthus</i> <i>Platichthys</i> <i>Coryphopterus</i>	

The subtidal habitat characteristics observed indicate that a narrow, productive band of rocky-reef type habitat exists along the steep slope drop-off from the LWM to a depth of about minus 2 or 3 metres. This area supports a dense coverage primarily of *Sargassum muticum* and *Laminaria saccharina*. The dominant finfish observed in this habitat was the kelp perch (*Brachyistius frenatus*) and sunflower (*Pycnopodia helianthoides*) and spiny pink stars (*Pisaster brevispinus*) were often noted foraging in the

algae. Comb jellies (*Aurelia labiata*) were common throughout the water column and kelp crabs (*Pugettia gracilis*) were noted foraging in the upper fronds of the algae.

As depth increases, the rocky reef-type habitat changes quickly to sand or sand/shell hash/small gravel within a few metres of the initial steep drop off to deeper water (generally between 23 and 26 metres from the upland shore marker used to establish the transect). Algae presence quickly declines as the substrate and depth reduce viable attachment surface, although patchy *Laminaria saccharina* and *Ceramium californicum* (Staghorn felt) plants do occasionally appear in the transect video. The dominant invertebrate in this sandy, subtidal area was the tube-dwelling anemone (*Pachycerianthus fimbriatus*). Starry flounders (*Platichthys stellatus*) and the occasional black eyed goby (*Coryphopterus nicholsi*) were also seen foraging over the sand and shell hash substrates at depths of 5 – 15 metres, when the transects ended.

## Discussion

### Effect of Construction of the Marine Access Facility on Fish and Fish Habitats

Based on Figure 2, which shows the layout for the proposed marine access at **Strata Corporation EPS90**, the wooden wharf and gangway structure will be constructed over an existing previously installed rock groyne structure, and therefore will not harmfully affect fish habitat in any way. The floating attenuating breakwater and vessel moorage floats will be constructed in deep water, beyond the drop-off of valuable rocky reef-type habitat described in Table 2 above, and likewise also will not harmfully alter, disrupt or destroy fish habitat at the site.

Since the wooden moorage access and protection structures will all be secured by either rock bolts established in the bedrock upland backshore or by the use of chains attached to concrete anchors placed in deep water (generally 10 m deep at chart datum or deeper), these anchoring mechanisms should have no effect on fish habitats at the site either.

The predominant backshore riparian vegetation at the site is mature arbutus, with some immature Douglas fir and an assortment of grasses. There is an existing road access and vehicle turnaround area about 10 metres above this riparian zone, so that additional vehicular access to the site should not be required. The proponent intends to construct a pedestrian access to the marine access/moorage site between two arbutus trees (Photo #3 below), directly onto the wharf structure to be built over the existing rock groyne. It is intended that all existing upland vegetation will be retained at the site, however, some minor limbing of the arbutus trees may be necessary to allow ease of access by equipment and construction personnel, and later by the vessel operators. Based on this information, there will be no anticipated harmful alteration, disruption or destruction of the marine riparian habitat at the site.



Photo #3. Proposed Strata Corporation EPS90 marine access site. Note the rock groyne in the centre of the photo and the proposed access to the site between the two arbutus trees above the groyne.

#### **Islands Trust Development Permit Considerations and Construction and Operation Mitigation**

The Islands Trust Development Permit Area 3 (Shoreline) guidelines for development of marine foreshores suggest that a number of specific attributes should be applied to marine access and moorage structures constructed on Saltspring Island. According to the information provided to Castor Consultants, all of these attributes will be applied to the **Strata Corporation EPS90** site. In this respect, it is recommended that the Fisheries and Oceans Canada Marina Development Guidelines be adhered to by the proponent, where applicable, to ensure that any potential effects to fish and fish habitat are fully mitigated and that a harmful alteration, disruption or destruction to fish habitat (HADD) does not occur at the site.

The following additional mitigation techniques will be applied to construction of the marine access facility:

All construction materials will be clean and free from contaminants and where required, will be treated to approved Best Management Practices standards.

- All construction wastes will be fully contained, collected and removed from the site to an appropriate disposal site so that they do not enter fish bearing waters.
- Neither fill placement nor dredging will occur at the site.

- Marine fuelling and sewage pump-out of marine holding tanks will not occur at the site.

Fish habitats will not be harmfully affected by this development and there are no habitats of special significance at this site such as eelgrass meadows, marine shellfish beds or bull kelp beds. Marine structures will be installed in such a manner that shading of intertidal and subtidal marine vegetation will be minimized to the extent that they will not be harmfully affected.

#### **Sensitive Ecosystem Inventory and BC Conservation Data Centre Considerations**

There are no species or habitats of special significance or species at risk at the development site.

#### **Conclusion**

Since there will be no harmful effects to fish habitat of the development of the marine access facility at **Strata Corporation EPS90** on Saltspring Island, Fisheries and Oceans Canada will require only a Notification of Project via their on-line application process ([www.pac.dfo.gc.ca/habitat/steps/praf](http://www.pac.dfo.gc.ca/habitat/steps/praf)).



Rob Russell, R.P. Bio.



Rob Waters, R.B. Bio.

**Appendix B**

**Species and Ecosystems At-Risk List**

**Table 1.** Red and Blue listed species and ecosystems at-risk: As listed by CDC for the search area of Salt Spring Island, BC.

Scientific Name	English Name	BC List	SARA	SARA Date
<b>Amphibians</b>				
<i>Anaxyrus boreas</i>	Western Toad	Yellow	1 SC	Jun-18
<i>Aneides vagrans</i>	Wandering Salamander	Blue	1 SC	Feb-18
<i>Ascaphus truei</i>	Coastal Tailed Frog	Yellow	1 SC	Jun-03
<i>Dicamptodon tenebrosus</i>	Coastal Giant Salamander	Blue	1 T	Jun-03
<i>Lithobates pipiens</i>	Northern Leopard Frog	Red	1 E	Jun-03
<i>Rana aurora</i>	Northern Red-legged Frog	Blue	1 SC	Jan-05
<i>Rana pretiosa</i>	Oregon Spotted Frog	Red	1 E	Jun-03
<b>Arachnids</b>				
<i>Gnaphosa snohomish</i>	Georgia Basin Bog Spider	Red	1 SC	Feb-18
<b>Birds</b>				
<i>Accipiter gentilis laingi</i>	Northern Goshawk, <i>laingi</i> subspecies	Red	1 T	Jun-03
<i>Aechmophorus occidentalis</i>	Western Grebe	Red	1 SC	Nov-17
<i>Aeronautes saxatalis</i>	White-throated Swift	Blue		
<i>Ammodramus savannarum</i>	Grasshopper Sparrow	Red		
<i>Ammospiza nelsoni</i>	Nelson's Sparrow	Red		
<i>Ardea herodias fannini</i>	Great Blue Heron, <i>fannini</i> subspecies	Blue	1 SC	Feb-10
<i>Asio flammeus</i>	Short-eared Owl	Blue	1 SC	Jul-12
<i>Athene cunicularia</i>	Burrowing Owl	Red	1 E	Jun-03
<i>Bartramia longicauda</i>	Upland Sandpiper	Red		
<i>Botaurus lentiginosus</i>	American Bittern	Blue		
<i>Brachyramphus marmoratus</i>	Marbled Murrelet	Blue	1 T	Jun-03
<i>Branta bernicla</i>	Brant	Blue		
<i>Branta canadensis occidentalis</i>	Canada Goose, <i>occidentalis</i> subspecies	Red		
<i>Buteo lagopus</i>	Rough-legged Hawk	Blue		
<i>Buteo swainsoni</i>	Swainson's Hawk	Red		
<i>Butorides virescens</i>	Green Heron	Blue		
<i>Calcarius pictus</i>	Smith's Longspur	Blue		
<i>Calidris canutus</i>	Red Knot	Blue	1 T	Feb-10
<i>Cardellina canadensis</i>	Canada Warbler	Blue	1 T	Feb-10
<i>Chondestes grammacus</i>	Lark Sparrow	Blue		
<i>Chordeiles minor</i>	Common Nighthawk	Blue	1 SC	Feb-23
<i>Coccythraustes vespertinus</i>	Evening Grosbeak	Yellow	1 SC	May-19
<i>Coccyzus americanus</i>	Yellow-billed Cuckoo	Red		
<i>Contopus cooperi</i>	Olive-sided Flycatcher	Yellow	1 SC	Feb-23
<i>Cygnus columbianus</i>	Tundra Swan	Blue		
<i>Cypseloides niger</i>	Black Swift	Blue	1 E	May-19

<i>Dolichonyx oryzivorus</i>	Bobolink	Red	1 T	Nov-17
<i>Eremophila alpestris strigata</i>	Horned Lark, <i>strigata</i> subspecies	Red	1 E	Jul-05
<i>Euphagus carolinus</i>	Rusty Blackbird	Blue	1 SC	Mar-09
<i>Falco mexicanus</i>	Prairie Falcon	Red		
<i>Falco peregrinus</i>	Peregrine Falcon	No	1 SC	
		Status		
<i>Falco peregrinus anatum</i>	Peregrine Falcon, <i>anatum</i> subspecies	Red		
<i>Falco peregrinus pealei</i>	Peregrine Falcon, <i>pealei</i> subspecies	Blue	1 SC	Jun-03
<i>Falco rusticolus</i>	Gyrfalcon	Blue		
<i>Fratercula cirrhata</i>	Tufted Puffin	Blue		
<i>Fratercula corniculata</i>	Horned Puffin	Red		
<i>Fulmarus glacialis</i>	Northern Fulmar	Red		
<i>Glaucidium gnoma swarthi</i>	Northern Pygmy-owl, <i>swarthi</i> subspecies	Blue		
<i>Hirundo rustica</i>	Barn Swallow	Yellow	1 T	Nov-17
<i>Hydroprogne caspia</i>	Caspian Tern	Blue		
<i>Icteria virens</i>	Yellow-breasted Chat	Red	1 E	Jun-03
<i>Larus californicus</i>	California Gull	Red		
<i>Limnodromus griseus</i>	Short-billed Dowitcher	Blue		
<i>Limosa haemastica</i>	Hudsonian Godwit	Red		
<i>Megascops kennicottii</i>	Western Screech-Owl	No	1 T	
		Status		
<i>Megascops kennicottii kennicottii</i>	Western Screech-Owl, <i>kennicottii</i> subspecies	Blue	1 T	Jan-05
<i>Melanerpes lewis</i>	Lewis's Woodpecker	Blue	1 T	Jul-12
<i>Melanitta americana</i>	Black Scoter	Blue		
<i>Melanitta perspicillata</i>	Surf Scoter	Blue		
<i>Nannopterum auritum</i>	Double-crested Cormorant	Blue		
<i>Numenius americanus</i>	Long-billed Curlew	Yellow	1 SC	Jan-05
<i>Nycticorax nycticorax</i>	Black-crowned Night-heron	Red		
<i>Oporornis agilis</i>	Connecticut Warbler	Blue		
<i>Oreoscoptes montanus</i>	Sage Thrasher	Red	1 E	Jun-03
<i>Patagioenas fasciata</i>	Band-tailed Pigeon	Blue	1 SC	Feb-11
<i>Pelecanus erythrorhynchos</i>	American White Pelican	Red		
<i>Phalaropus lobatus</i>	Red-necked Phalarope	Blue	1 SC	May-19
<i>Pinicola enucleator carlottae</i>	Pine Grosbeak, <i>carlottae</i> subspecies	Blue		
<i>Pluvialis dominica</i>	American Golden-Plover	Blue		
<i>Poocetes gramineus affinis</i>	Vesper Sparrow, <i>affinis</i> subspecies	Red	1 E	Dec-07
<i>Progne subis</i>	Purple Martin	Blue		
<i>Ptychoramphus aleuticus</i>	Cassin's Auklet	Red	1 SC	May-19
<i>Recurvirostra americana</i>	American Avocet	Blue		
<i>Setophaga castanea</i>	Bay-breasted Warbler	Red		
<i>Setophaga virens</i>	Black-throated Green Warbler	Blue		
<i>Sterna forsteri</i>	Forster's Tern	Red		

<i>Strix occidentalis</i>	Spotted Owl	Red	1 E	Jun-03
<i>Synthliboramphus antiquus</i>	Ancient Murrelet	Blue	1 SC	Aug-06
<i>Tringa incana</i>	Wandering Tattler	Blue		
<i>Tyto alba</i>	Barn Owl	Blue	1 T	Jun-18
<i>Uria aalge</i>	Common Murre	Red		
<i>Uria lomvia</i>	Thick-billed Murre	Red		
<i>Urile penicillatus</i>	Brandt's Cormorant	Red		
<b>Bivalves</b>				
<i>Musculium partumeium</i>	Swamp Fingernailclam	Blue		
<i>Musculium transversum</i>	Long Fingernailclam	Blue		
<i>Ostrea lurida</i>	Olympia Oyster	Blue	1 SC	Jun-03
<i>Sphaerium occidentale</i>	Herrington Fingernailclam	Blue		
<i>Sphaerium patella</i>	Rocky Mountain Fingernailclam	Red		
<i>Sphaerium striatinum</i>	Striated Fingernailclam	Blue		
<b>Plants - Conifers</b>				
<i>Pinus albicaulis</i>	whitebark pine	Blue	1 E	Jul-12
<b>Plants - Dicots</b>				
<i>Abronia latifolia</i>	yellow sand-verbena	Blue		
<i>Callitriche heterophylla</i> var. <i>heterophylla</i>	two-edged water-starwort	Unknown		
<i>Calystegia soldanella</i>	beach bindweed	Blue		
<i>Camissonia contorta</i>	contorted-pod evening-primrose	Red	1 E	Dec-07
<i>Castilleja levisecta</i>	golden paintbrush	Red	1 E	Jun-03
<i>Castilleja victoriae</i>	Victoria's owl-clover	Red	1 E	Jul-12
<i>Claytonia washingtoniana</i>	Washington springbeauty	Blue		
<i>Corispermum hookeri</i> var. <i>pseudodeclinatum</i>	British Columbia bugseed	Unknown		
<i>Crassula connata</i>	Erect Pigmyweed	Blue		
<i>Hosackia gracilis</i>	seaside bird's foot lotus	Red	1 E	Jun-03
<i>Lathyrus littoralis</i>	silky beach pea	Red	1 T	Feb-23
<i>Limnanthes macounii</i>	Macoun's meadow-foam	Red	1 T	Aug-06
<i>Lomatium dissectum</i>	fern-leaved desert-parsley	Red		
<i>Lupinus microcarpus</i> var. <i>microcarpus</i>	dense-flowered lupine	Red	1 E	Aug-06
<i>Lupinus oreganus</i> var. <i>kincaidii</i>	Kincaid's lupine	Unknown	1 EXT	Feb-11
<i>Meconella oregana</i>	white meconella	Red	1 E	Aug-06
<i>Microseris bigelovii</i>	coast microseris	Red	1 E	Dec-07
<i>Nuttallanthus texanus</i>	Texas toadflax	Blue		
<i>Orthocarpus bracteosus</i>	rosy owl-clover	Red	1 E	Jul-05
<i>Plagiobothrys figuratus</i> ssp. <i>figuratus</i>	fragrant popcornflower	Red	1 E	Feb-10
<i>Polygonum paronychia</i>	black knotweed	Blue		
<i>Psilocarphus elatior</i>	tall woolly-heads	Red	1 E	Jun-03
<i>Pyrola aphylla</i>	leafless wintergreen	Blue		
<i>Ranunculus alismifolius</i> var. <i>alismifolius</i>	water-plantain buttercup	Red	1 E	Jun-03

<i>Ranunculus californicus</i>	California buttercup	Red	1 E	Feb-11
<i>Sabulina pusilla</i>	dwarf sandwort	Red	1 E	Jul-05
<i>Sanicula arctopoides</i>	bear's-foot sanicle	Red	1 T	Jun-03
<i>Sanicula bipinnatifida</i>	purple sanicle	Red	1 T	Jun-03
<i>Sericocarpus rigidus</i>	white-top aster	Blue	1 SC	Jun-03
<i>Silene scouleri</i> ssp. <i>scouleri</i>	coastal Scouler's catchfly	Red	1 E	Jan-05
<i>Trifolium depauperatum</i> var. <i>depauperatum</i>	poverty clover	Blue		
<i>Trifolium dichotomum</i>	Macrae's clover	Red		
<i>Triphysaria versicolor</i> ssp. <i>versicolor</i>	bearded owl-clover	Red	1 E	Jun-03
<i>Utricularia ochroleuca</i>	ochroleucous bladderwort	Blue		
<b>Plants - Ferns</b>				
<i>Dryopteris arguta</i>	coastal wood fern	Blue	1 SC	Jun-03
<i>Polystichum californicum</i>	California Sword-fern	Red		
<i>Woodwardia fimbriata</i>	giant chain fern	Blue		
<b>Gastropods</b>				
<i>Allogona townsendiana</i>	Oregon Forestsnail	Red	1 E	Jan-05
<i>Carychium occidentale</i>	Western Thorn	Blue		
<i>Cryptomastix devia</i>	Puget Oregonian	Red	1 EXT	Jan-05
<i>Deroceras hesperium</i>	Evening Fieldslug	Red		
<i>Galba bulimoides</i>	Prairie Fossaria	Blue		
<i>Galba dalli</i>	Dusky Fossaria	Blue		
<i>Galba parva</i>	Pygmy Fossaria	Blue		
<i>Galba vancouverensis</i>	Vancouver Fossaria	Red		
<i>Gyraulus crista</i>	Star Gyro	Blue		
<i>Haliotis kamtschatkana</i>	Northern Abalone	Red	1 E	
<i>Hemphillia dromedarius</i>	Dromedary Jumping-slug	Red	1 T	Jan-05
<i>Hemphillia glandulosa</i>	Warty Jumping-slug	Red	1 SC	Jan-05
<i>Nearctula</i> sp. 1	Threaded Vertigo	Blue	1 SC	Jun-12
<i>Physella propinqua</i>	Rocky Mountain Physa	Blue		
<i>Physella virginea</i>	Sunset Physa	Blue		
<i>Planorbula campestris</i>	Meadow Rams-horn	Blue		
<i>Pristiloma johnsoni</i>	Broadwhorl Tightcoil	Blue		
<i>Promenetus umbilicatellus</i>	Umbilicate Sprite	Blue		
<i>Prophysaon coeruleum</i>	Blue-grey Taildropper	Blue	1 T	Feb-19
<i>Stagnicola caperata</i>	Wrinkled Marshsnail	Blue		
<i>Stagnicola traski</i>	Widelip Pondsnailed	Blue		
<b>Insects</b>				
<i>Anarta edwardsii</i>	Edwards' Beach Moth	Red	1 E	Feb-11
<i>Argia emma</i>	Emma's Dancer	Blue		
<i>Argia vivida</i>	Vivid Dancer	Blue	1 SC	Feb-19
<i>Bombus occidentalis</i>	Western Bumble Bee	Blue		

<i>Callophrys eryphon sheltonensis</i>	Western Pine Elfin, <i>sheltonensis</i> subspecies	Blue		
<i>Callophrys johnsoni</i>	Johnson's Hairstreak	Red		
<i>Callophrys mossii mossii</i>	Moss' Elfin, <i>mossii</i> subspecies	Red		
<i>Cercyonis pegala incana</i>	Common Wood-nymph, <i>incana</i> subspecies	Red		
<i>Chlosyne hoffmanni</i>	Hoffman's Checkerspot	Red		
<i>Cicindela hirticollis</i>	Hairy-necked Tiger Beetle	Blue		
<i>Coenonympha californica insulana</i>	Common Ringlet, <i>insulana</i> subspecies	Red		
<i>Copablepharon fuscum</i>	Sand-verbena Moth	Red	1 E	Jul-05
<i>Danaus plexippus</i>	Monarch	Red	1 SC	Jun-03
<i>Enallagma clausum</i>	Alkali Bluet	Blue		
<i>Epargyreus clarus</i>	Silver-spotted Skipper	No Status		
<i>Epargyreus clarus californicus</i>	Silver-spotted Skipper, <i>californicus</i> subspecies	Red		
<i>Erynnis propertius</i>	Propertius Duskywing	Red		
<i>Erythemis collocata</i>	Western Pondhawk	Blue		
<i>Euchloe ausonides insulanus</i>	Large Marble, <i>insulanus</i> subspecies	Red	1 EXT	Jun-03
<i>Euphydryas editha taylora</i>	Edith's Checkerspot, <i>taylora</i> subspecies	Red	1 E	Jun-03
<i>Euphyes vestris</i>	Dun Skipper	Blue	1 T	Jun-03
<i>Hesperia colorado oregonia</i>	Western Branded Skipper, <i>oregonia</i> subspecies	Red	1 E	Feb-23
<i>Icaricia icarioides blackmorei</i>	Boisduval's Blue, <i>blackmorei</i> subspecies	Blue		
<i>Icaricia saepiolus insulanus</i>	Greenish Blue, <i>insulanus</i> subspecies	Red	1 E	Jun-03
<i>Octogomphus specularis</i>	Grappletail	Red		
<i>Omus audouini</i>	Audouin's Night-stalking Tiger Beetle	Red	1 T	Jun-18
<i>Ophiogomphus occidentis</i>	Sinuous Snaketail	Blue		
<i>Pachydiplax longipennis</i>	Blue Dasher	Blue		
<i>Papilio indra</i>	Indra Swallowtail	Red		
<i>Parnassius clodius claudianus</i>	Clodius Parnassian, <i>claudianus</i> subspecies	Blue		
<i>Parnassius clodius pseudogallatinus</i>	Clodius Parnassian, <i>pseudogallatinus</i> subspecies	Blue		
<i>Parnassius smintheus olympiannus</i>	Rocky Mountain Parnassian, <i>olympiannus</i> subspecies	Blue		
<i>Speyeria zerene bremnerii</i>	Zerene Fritillary, <i>bremnerii</i> subspecies	Red		
<i>Sympetrum vicinum</i>	Autumn Meadowhawk	Blue		
<i>Tanypteryx hageni</i>	Black Petaltail	Blue		
<i>Tramea lacerata</i>	Black Saddlebags	Red		
<b>Lamprey</b>				
<i>Entosphenus macrostomus</i>	Cowichan Lake Lamprey	Red	1 T	Jun-03
<i>Lampetra richardsoni</i> pop. 1	Western Brook Lamprey (Morrison Creek Population)	Red	1 E	Jun-03

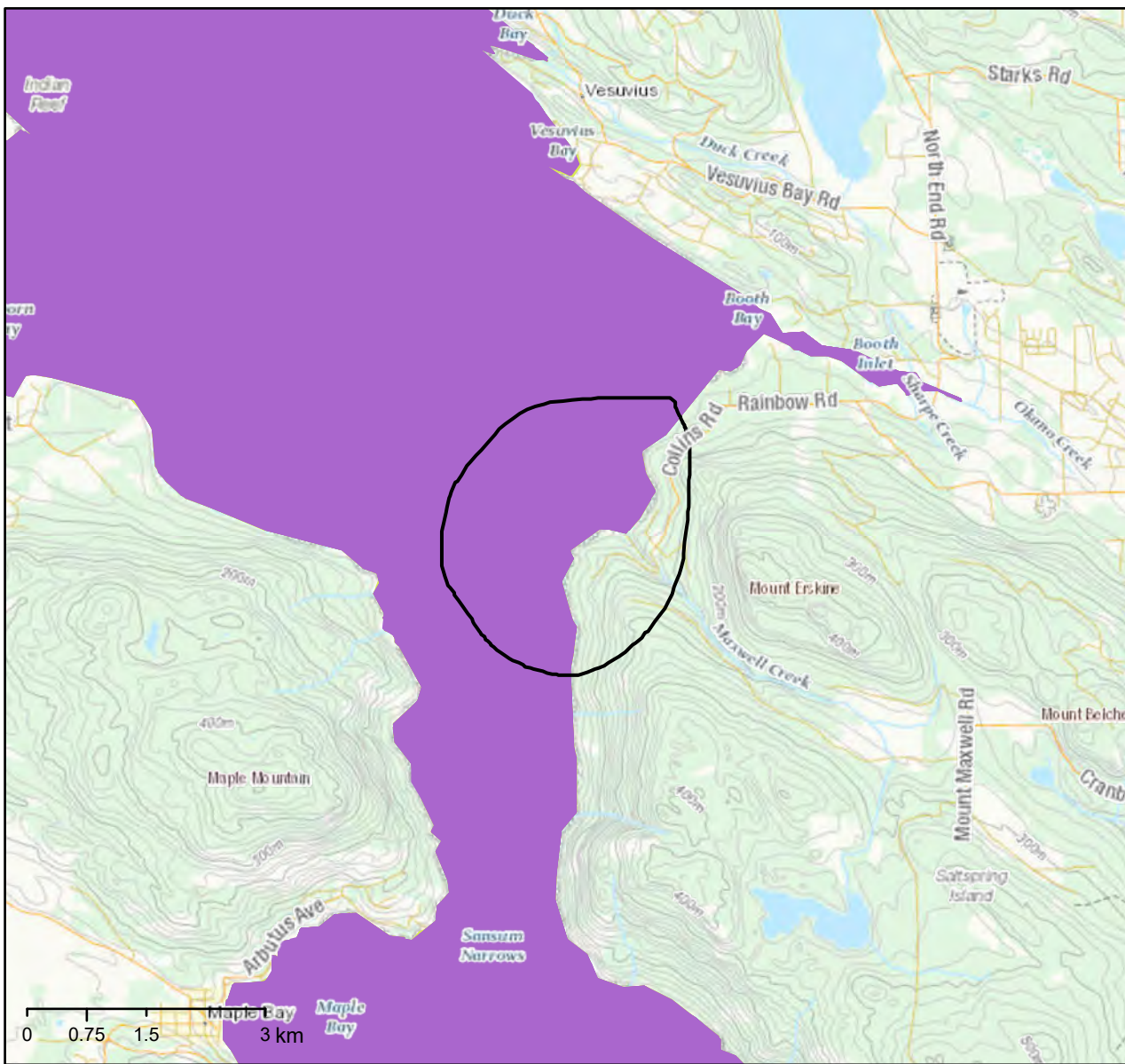
Malacostracans				
<i>Stygobromus quatsinensis</i>	Quatsino Cave Amphipod	Blue		
Mammals				
<i>Aplodontia rufa</i>	Mountain Beaver	Yellow	1 SC	Jun-03
<i>Cervus elaphus roosevelti</i>	Roosevelt Elk	Blue		
<i>Corynorhinus townsendii</i>	Townsend's Big-eared Bat	Blue		
<i>Eptesicus fuscus</i>	Big Brown Bat	Yellow		
<i>Eschrichtius robustus</i>	Grey Whale	Blue	1 SC	Jul-05
<i>Eumetopias jubatus</i>	Steller Sea Lion	Blue	1 SC	Jul-05
<i>Gulo gulo</i>	Wolverine	No	1 SC	Jun-18
		Status		
<i>Gulo gulo luscus</i>	Wolverine, <i>luscus</i> subspecies	Blue	1 SC	Jun-18
<i>Gulo gulo vancouverensis</i>	Wolverine, <i>vancouverensis</i> subspecies	Red	1 SC	Jun-18
<i>Lasionycteris noctivagans</i>	Silver-haired Bat	Yellow		
<i>Lasiurus cinereus</i>	Hoary Bat	Blue		
<i>Lepus americanus washingtonii</i>	Snowshoe Hare, <i>washingtonii</i> subspecies	Red		
<i>Mirounga angustirostris</i>	Northern Elephant Seal	Red		
<i>Mustela frenata altifrontalis</i>	Long-tailed weasel, <i>altifrontalis</i> subspecies	Red		
<i>Mustela richardsonii anguinae</i>	Ermine, <i>anguinae</i> subspecies	Blue		
<i>Myodes gapperi occidentalis</i>	Southern Red-backed Vole, <i>occidentalis</i> subspecies	Red		
<i>Myotis californicus</i>	Californian Myotis	Yellow		
<i>Myotis evotis</i>	Long-eared Myotis	Yellow		
<i>Myotis lucifugus</i>	Little Brown Myotis	Blue	1 E	Dec-14
<i>Myotis volans</i>	Long-legged Myotis	Yellow		
<i>Myotis yumanensis</i>	Yuma Myotis	Blue		
<i>Oreamnos americanus</i>	Mountain Goat	Blue		
<i>Pekania pennanti</i>	Fisher	No		
		Status		
<i>Scapanus townsendii</i>	Townsend's Mole	Red	1 E	Jan-05
<i>Sorex bendirii</i>	Pacific Water Shrew	Red	1 E	Jun-03
<i>Sorex navigator brooksi</i>	Western Water Shrew, <i>brooksi</i> subspecies	Blue		
<i>Sorex rohweri</i>	Olympic Shrew	Red		
<i>Sorex trowbridgii</i>	Trowbridge's Shrew	Blue		
<i>Ursus arctos</i>	Grizzly Bear	Blue	1 SC	Jun-18
Plants - Monocots				
<i>Allium amplexans</i>	slimleaf onion	Blue		
<i>Carex tumulicola</i>	foothill sedge	Yellow	1 E	Feb-10
<i>Festuca rubra ssp. mediana</i>	dwarf red fescue	Yellow		
<i>Sisyrinchium idahoense var. segetum</i>	Idaho blue-eyed-grass	Red		
Oligochaetes				

<i>Arctiostrotus perrieri</i>	an earthworm	Blue		
<b>Ray-finned fishes</b>				
<i>Acipenser medirostris</i>	Green Sturgeon	Blue	1 SC	Aug-06
<i>Acipenser transmontanus</i>	White Sturgeon	No Status	1 E	
<i>Acipenser transmontanus</i> pop. 4	White Sturgeon (Lower Fraser River Population)	Red		
<i>Catostomus</i> sp. 4	Salish Sucker	Red	1 T	Jan-05
<i>Cottus aleuticus</i> pop. 1	Coastrange Sculpin, Cultus Population	Red	1 T	Jun-03
<i>Gasterosteus aculeatus</i> pop. 2	Little Quarry Lake Benthic Threespine Stickleback	Red		
<i>Gasterosteus aculeatus</i> pop. 3	Little Quarry Limnetic Threespine Stickleback	Red		
<i>Gasterosteus</i> sp. 16	Vananda Creek Limnetic Stickleback	Red	1 E	Jun-03
<i>Gasterosteus</i> sp. 17	Vananda Creek Benthic Stickleback	Red	1 E	Jun-03
<i>Gasterosteus</i> sp. 2	Enos Lake Limnetic Stickleback	Red	1 E	Jan-05
<i>Gasterosteus</i> sp. 3	Enos Lake Benthic Stickleback	Red	1 E	Jan-05
<i>Gasterosteus</i> sp. 4	Paxton Lake Limnetic Stickleback	Red	1 E	Jun-03
<i>Gasterosteus</i> sp. 5	Paxton Lake Benthic Stickleback	Red	1 E	Jun-03
<i>Hybognathus hankinsoni</i> - Pacific group	Brassy Minnow - Pacific Group	Blue		
<i>Oncorhynchus clarkii clarkii</i>	Cutthroat Trout, <i>clarkii</i> subspecies	Blue		
<i>Rhinichthys cataractae</i> - Chehalis lineage	Nooksack Dace	Red	1 E	Jun-03
<i>Salvelinus confluentus</i>	Bull Trout	Blue		
<i>Salvelinus confluentus</i> pop. 28	Bull Trout - South Coast Population	Blue	1 SC	Aug-19
<i>Spirinchus</i> sp. 1	Pygmy Longfin Smelt	Red		
<i>Thaleichthys pacificus</i>	Eulachon	Blue		
<b>Reptiles</b>				
<i>Charina bottae</i>	Northern Rubber Boa	Yellow	1 SC	Jan-05
<i>Contia tenuis</i>	Common Sharp-tailed Snake	Red	1 E	Jun-03
<i>Pituophis catenifer</i>	Gophersnake	No Status	1 EXT/T	Jan-05
<i>Pituophis catenifer catenifer</i>	Gophersnake, <i>catenifer</i> subspecies	Red	1 EXT	Jan-05
<i>Actinemys marmorata</i>	Northwestern Pond Turtle	Red	1 EXT	Jan-05
<i>Chrysemys picta</i>	Painted Turtle	No Status	1 T/SC	Aug-21
<i>Chrysemys picta</i> pop. 1	Painted Turtle - Pacific Coast Population	Red	1 T	Aug-21
<i>Dermochelys coriacea</i>	Leatherback Sea Turtle	Red	1 E	May-17
<b>Mosses, Lichens and Other</b>				
<i>Bartramia aprica</i>	rigid apple moss	Red	1 E	Jun-03
<i>Brotherella roellii</i>	Roell's brotherella	Red	1 E	Jun-18
<i>Cladonia decorticata</i>	strip-tease pixie	Blue		
<i>Collema flaccidum</i>	flaking tarpaper	Red		
<i>Dermatocarpon intestiniforme</i>	quilted stippleback	Blue		




<i>Entosthodon fascicularis</i>	banded cord-moss	Blue	1 SC	Aug-06
<i>Erioderma sorediatum</i>	vole felt	Blue		
<i>Fabronia pusilla</i>	silver hair moss	Red	1 E	Jan-05
<i>Fissidens pauperculus</i>	poor pocket moss	Red	1 E	Jun-03
<i>Hypogymnia heterophylla</i>	seaside bone	Red	1 T	Feb-10
<i>Leioderma sorediatum</i>	felted elf	Blue		
<i>Lobaria silvae-veteris</i>	oldgrowth lung	Red		
<i>Nephroma occultum</i>	cryptic paw	Blue	1 SC	Dec-07
<i>Pannaria rubiginosa</i>	considerable gingerbread	Red		
<i>Peltigera gowardii</i>	northwest waterfan	Red	1 SC	Feb-18
<i>Physconia detersa</i>	bottlebrush frost	Red		
<i>Scytinium californicum</i>	midlife vinyl	Blue		
<i>Scytinium platynum</i>	batwing vinyl	Yellow	1 E	Feb-17
<i>Scytinium polycarpum</i>	peacock vinyl	Yellow	1 SC	
<i>Seligeria acutifolia</i>	acuteleaf small limestone moss	Red	1 E	May-21
<i>Syntrichia laevipila</i>	twisted oak moss	Blue	1 SC	Jul-05

**Appendix C**

**DFO Aquatic Species at Risk Report**



One or more aquatic species listed under the Species at Risk Act are found (or potentially found) within the coloured areas.

-  Critical Habitat
-  Extirpated, Endangered, or Threatened
-  Special Concern

### How to use this information:

1. The map and species list are intended to provide a general overview of aquatic species at risk and their critical habitat that may occur within the mapped area.
2. To assess your project go to:  
[www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html](http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html)

If you encounter an aquatic species at risk in an area that is not currently mapped, please notify your regional Fisheries Protection Program office to ensure that you are compliant with the Species at Risk Act. The official source of information for species at risk is the Species at Risk Public Registry <https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>

To protect fish and fish habitat, including aquatic species at risk, their residences, and their critical habitat, efforts should be made to avoid, mitigate and/or offset harm. Following the measures to avoid harm will help you comply with the Fisheries Act and the Species at Risk Act.

## Critical habitat for these species is found within the outlined area

Critical habitat is identified in recovery strategies or action plans for species listed under Schedule 1 of the Species at Risk Act as extirpated, endangered or threatened.

Name	Where Found	Species Status
	No critical habitat	

## Species found (or potentially found) within the outlined area

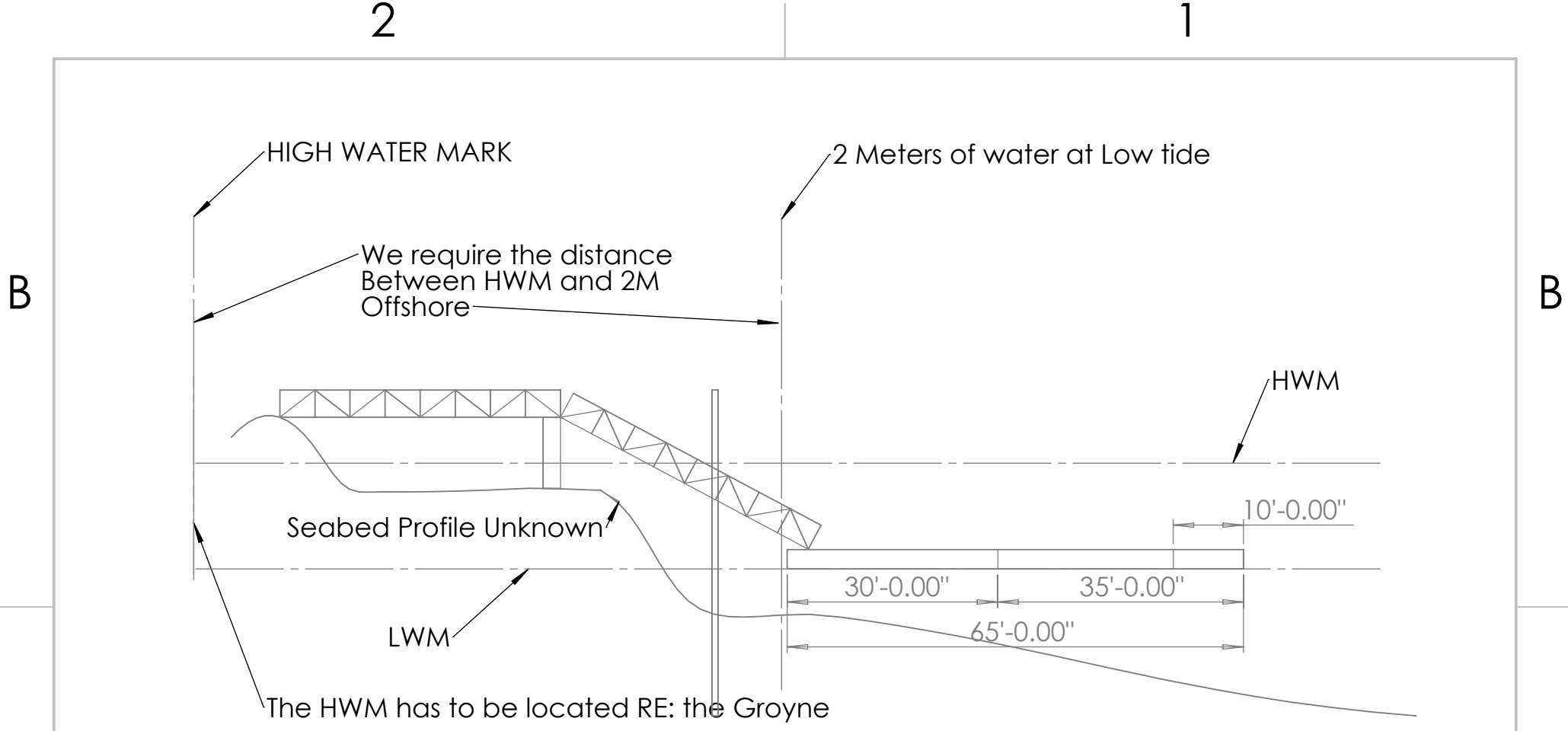
Name	Where Found	Species Status
<a href="#">Basking Shark - Pacific</a>	Pacific Ocean/Océan Pacifique	Endangered
<a href="#">Bluntnose Sixgill Shark</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Green Sturgeon</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Grey Whale - Eastern North Pacific</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Harbour Porpoise - Pacific Ocean</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Humpback Whale - North Pacific</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Killer Whale - Northeast Pacific Offshore</a>	Pacific Ocean/Océan Pacifique	Threatened
<a href="#">Killer Whale - Northeast Pacific Southern Resident</a>	Pacific Ocean/Océan Pacifique	Endangered
<a href="#">Killer Whale - Northeast Pacific Transient</a>	Pacific Ocean/Océan Pacifique	Threatened
<a href="#">Leatherback Sea Turtle - Pacific</a>	Pacific Ocean/Océan Pacifique	Endangered
<a href="#">Longspine Thornyhead</a>	Pacific Ocean/Océan Pacifique	Special Concern

<a href="#">Northern Abalone</a>	Pacific Ocean/Océan Pacifique	Endangered
<a href="#">Rougheye Rockfish type I</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Rougheye Rockfish type II</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Steller Sea Lion</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Tope</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Yelloweye Rockfish - Pacific Ocean Inside Waters</a>	Pacific Ocean/Océan Pacifique	Special Concern
<a href="#">Yelloweye Rockfish - Pacific Ocean Outside Waters</a>	Pacific Ocean/Océan Pacifique	Special Concern

## Narrows West

The purpose of the application is to receive permission for the development of a marine dock for the exclusive use of members of the Strata Property known as EPS90. The development involves a 60' x 4.5' (18.3m x 1.42m) welded aluminum ramp. The ramp is well constructed from 6061-T6 aluminum square tube and deck with light penetrating MiniMesh fiberglass reinforced polymer decking as is the industry standard in BC. The offshore end of the ramp is suspended by cables to two steel counterbalancing piles. These piles are 10.25 inches (260.4mm) in diameter. These piles shall be drilled or driven into the seabed as geology permits. When in use the ramp will lower to land on a 10' x 20' (3.05m x 6.1m) timber float, this float shall be hinged to a 10' x 35' (3.04m x 10.67m) timber from the offshore end of this float on the southern side a 10' x 65' (3.05m x 19.8m) timber float shall be attached a by hinge. These floats are of timber construction using ACZA CCA treated timber, NO creosoted timber shall be used in any part of the construction. The float will be decked with precast concrete panels and flotation for the floats will be provided using Polyethylene encapsulated Styrofoam billets as is the standard in BC. Anchoring shall be provided using six precast five-ton concrete anchors in the offshore and two galvanised steel rock pins drilled and grouted on or about the Low water mark. All anchoring elements will be connected to the floats using Hot Dipped Galvanized Chain and connected using shackles rated for the purpose.

As the proposed development exceeds the 36<sup>2</sup> meters permitted float size allowed for a simple residential dock we request a variance to permit members of Strata EPS90 boat access to their common waterfront shared property. Our request is for the equivalent (3.18) three simple residential docks.



We are also required to maintain 2 meters clearance between the Underside of the Truss and the High Water Mark to preserve pedestrian access to the beach

**PROPRIETARY AND CONFIDENTIAL**  
 THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF Island Marine Construction Ltd. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF Island Marine Construction Ltd IS PROHIBITED.

		UNLESS OTHERWISE SPECIFIED:		NAME	DATE
		DIMENSIONS ARE IN INCHES	DRAWN	dm	10.1.24
		TOLERANCES:	CHECKED		
		FRACTIONAL ±	ENG APPR.		
		ANGULAR: MACH ± BEND ±	MFG APPR.		
		TWO PLACE DECIMAL ±	Q.A.		
		THREE PLACE DECIMAL ±	COMMENTS:		
		INTERPRET GEOMETRIC TOLERANCING PER:			
		MATERIAL			
NEXT ASSY	USED ON	FINISH			
APPLICATION		DO NOT SCALE DRAWING			

Island Marine Construction Ltd		
TITLE: Narrows West Profile		
SIZE <b>A</b>	DWG. NO. Profile	REV <b>2</b>
SCALE: 1:1	WEIGHT:	SHEET 1 OF 1



# REQUEST FOR DECISION

**To:** Islands Trust Conservancy Board  
**For the Meeting of:** May 27, 2025

**From:** Staff  
**Date Prepared:** May 9, 2025

**SUBJECT:** Galiano LTC Bylaw 291 Referral

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**RECOMMENDATION(S):** That the Islands Trust Conservancy Board direct staff to notify the Galiano Island Local Trust Committee that Islands Trust Conservancy’s interests are unaffected by Bylaw 291.

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- 1 PURPOSE:** To review and provide comment on Bylaw 291 which has been referred by the Galiano Island Local Trust Committee.
- 2 BACKGROUND:** Islands Trust Conservancy Board Policy 3.3.1, *Islands Trust Conservancy and Local Planning Services Coordination*, requires that rezoning applications be referred to the Islands Trust Conservancy Board for comment if a property adjacent to an ITC conservation covenant is directly affected. Bylaw 291 applies to District Lot 14 on Galiano Island, which is adjacent to ITC’s Finlay Lake Covenant, a nature reserve owned by Galiano Conservancy Association. This has triggered a referral to the ITC Board (Attachment 1).

The purpose of Bylaw 291 is to amend the Galiano Island Land Use Bylaw to rezone the 85-hectare subject property (District Lot 14, Galiano Island) from Forest 1 (F1) to two split-zones: 82.5 hectares to be a site-specific Forest 3 a (F3(a)) zone and 2.7 hectares to be a site-specific Forest Industrial b (FI(b)) zone. The F3(a) zone will legalize the siting of four existing dwellings. The FI(b) zone will permit all uses in the Forest Industrial zone, but would not permit an accessory dwelling unit. As a condition of bylaw adoption, the applicant must register on property title a sustainable forestry management covenant and a s.219 covenant that restricts subdivision into lots less than 20 hectares, identifies developable areas, and requires a secondary groundwater assessment. Planning staff have determined that the proposal and draft Bylaw No. 291 are compliant with the Galiano Island Official Community Plan Bylaw No. 108. Detailed justifications for the application are provided on page 2 of the June 2023 staff report (available online under [GL-RZ-2023.1 \(Rockafella\)](#)), but the general intent is to support healthy regeneration of second-growth forest, support sustainable forestry, and preserve the integrity of Galiano forests by retaining large lots.

Finlay Lake Covenant is located to the east of the subject property (Figure 1). The changes that would result from the proposed rezoning would not impact the area of the subject property that shares a boundary with ITC’s covenant: (1) the current F1 zoning also permits timber production, harvesting, and accessory forestry uses; (2) the area with four existing dwellings that would be legalized with the creation of a Developable Area is located approximately 300 m north of the northwest corner of Finlay Lake Covenant, with no existing driveways on the subject property passing near the covenant; and (3) the proposed FIb Forest Industrial zone is located at the opposite side of the subject property.

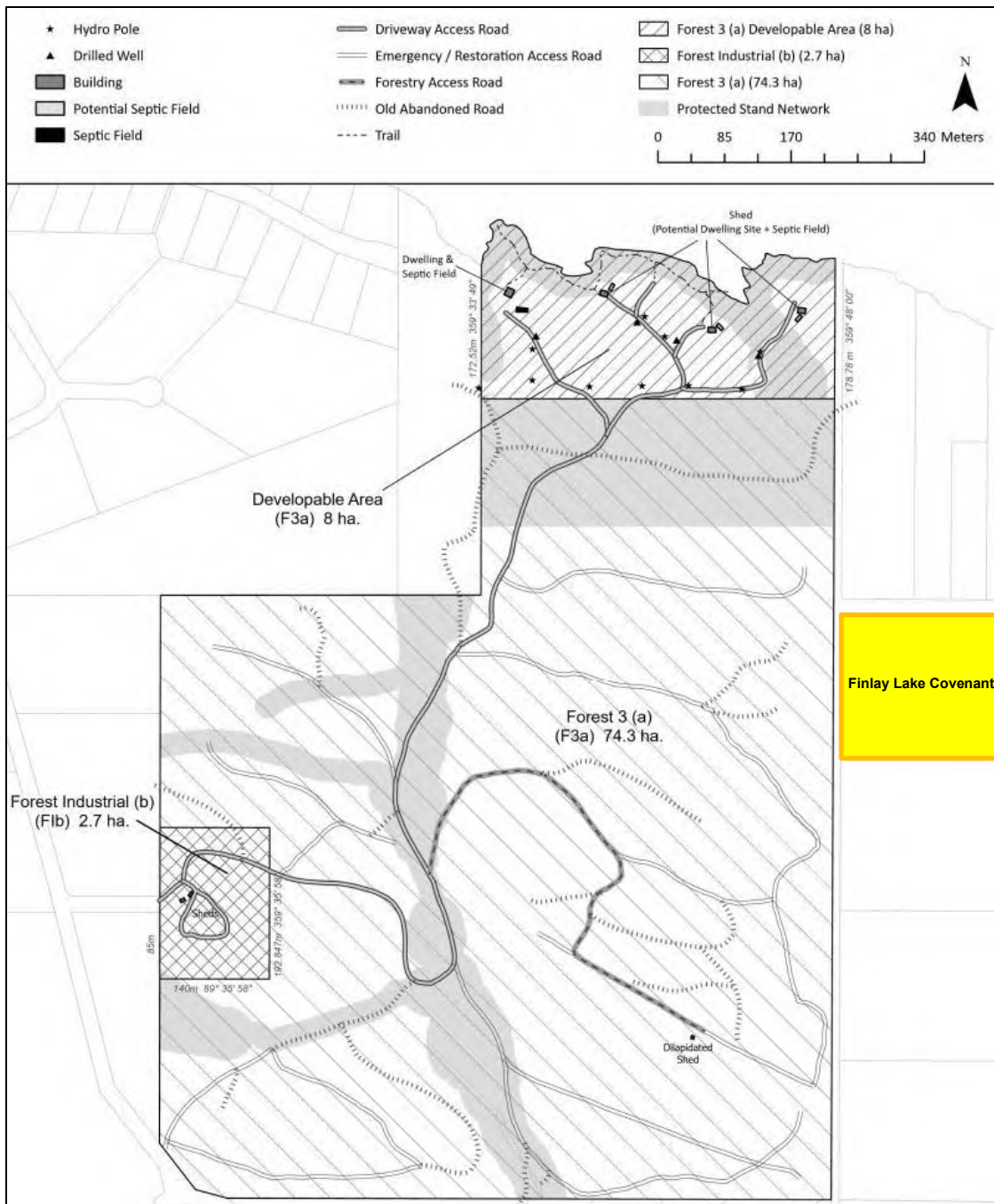


Figure 1. Galiano Local Trust Committee Bylaw No. 291 Plan No. 2 with Finlay Lake Covenant emphasis and label added.

The 2023 Local Planning Services [staff reports](#) note that the Galiano Official Community Plan (OCP) Parks & Trail Map (Figure 2) “identifies a ‘Proposed Multi-use Trail (routing undetermined) on the subject property – see Figure 2. A formalized trail across the subject property could be a condition of rezoning and staff can report back on options to the LTC if requested.” The Finlay Lake Covenant Agreement restricts the landholder from laying out or constructing any new roads or paths on the land, so for this reason, and possibly others, the Galiano Conservancy Association can be expected to decline any requests for a multi-use path to be routed through the covenanted lands. As covenant holders, ITC would also be expected to decline any waiver requests for a multi-use path in the covenant area.

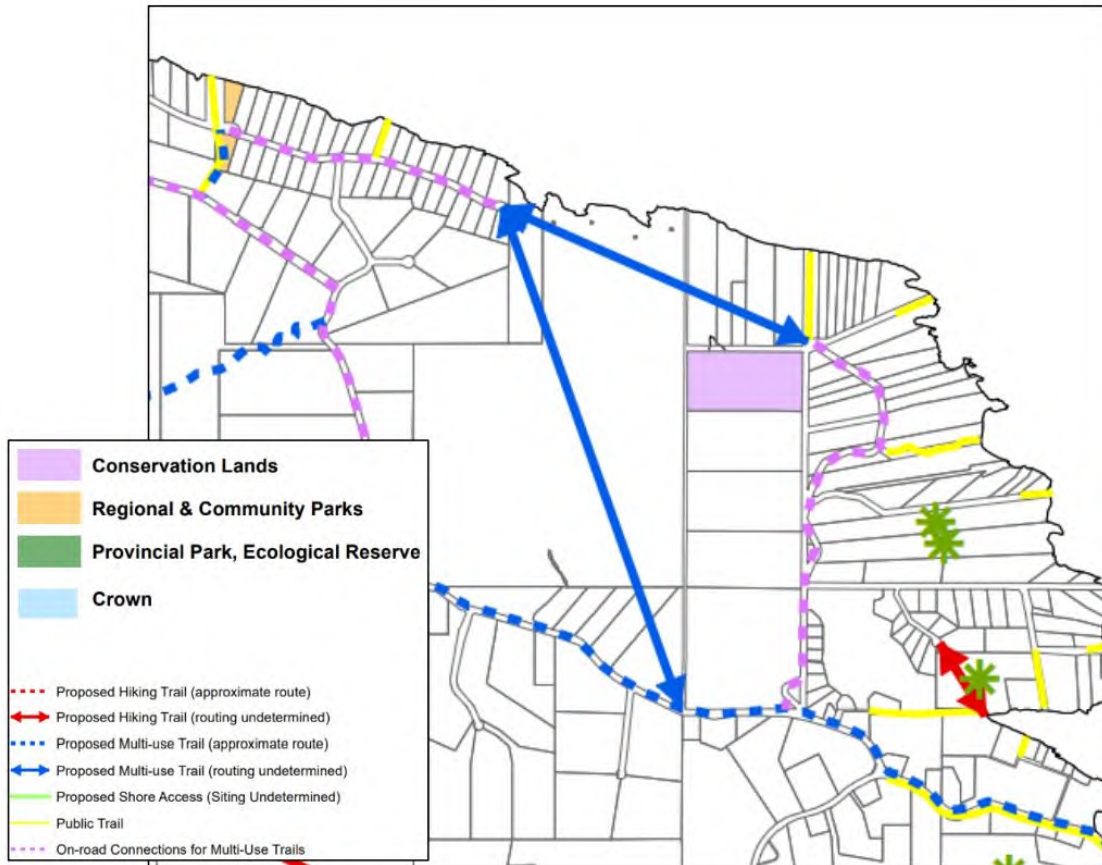


Figure 2. Parks & Trail Map (OCP Schedule E). Finlay Lake Covenant is indicated in light purple (“Conservation Lands”).

### 3 IMPLICATIONS OF RECOMMENDATION:

**ORGANIZATIONAL:** None

**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 Galiano Island Local Trust Committee.

**FIRST NATIONS:** The following First Nations have been included in this referral: Stz’uminus First Nation, Ts’uubaa-asatx First Nation, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, Semiahmoo First Nation, Pauquachin First Nation, Tsartlip First Nation, Tseycum First Nation, Cowichan Tribes, Tsawwassen First Nation, Tsawout First Nation, Snuneymuxw First Nation.

According to Local Planning Services [staff reports](#), staff previously discussed this rezoning proposal with members of the Coast Salish Peoples of Galiano Society, a member of the Georgeson family, and the Penelakut Tribe to gather early comments. Planning staff also sent an early engagement letter to all First Nations asking for comments on the zoning proposal and draft bylaw.

**CLIMATE CHANGE:** None

**OTHER:** None

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

**5 ATTACHMENT(S):**

1. Bylaw Referral Form

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**RESPONSE OPTIONS**

**Recommendation(s):**

That the Islands Trust Conservancy Board direct staff to notify the Galiano Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw 291.

**Alternatives:** None recommended.

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**Prepared By:** Jemma Green, Covenant Management & Outreach Specialist

**Reviewed By / Date:** Wendy Tyrrell, A/Manager/May 16, 2025



Islands Trust

# BYLAW REFERRAL FORM

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

Island: Galiano Island Local Trust Area Bylaw No.: 291 Date: April 2, 2025

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.

**PURPOSE OF BYLAW:**

The purpose of **Bylaw 291** is to amend the Galiano Island Land Use Bylaw to re-zone the 85-hectare subject property (District Lot 14, Galiano Island) from **Forest 1 (F1)** to two split-zones: 82.5 hectare to be a site-specific **Forest 3 a (F3(a)) zone** and 2.7 hectares to a site-specific **Forest Industrial b (FI(b)) zone**. The F3(a) zone will legalize the siting of four existing dwellings. The FI(b) zone will permit all uses in the Forest Industrial zone, but would not permit an accessory dwelling unit. As a condition of bylaw adoption, the applicant must register on property title a sustainable forestry management covenant and a s.219 covenant that restricts subdivision into lots less than 20 hectares, identifies developable areas, and requires a secondary groundwater assessment.

The proposal and draft Bylaw No. 291 are compliant with the Galiano Island Official Community Plan Bylaw No. 108.

Professional reports and staff reports are available on the Galiano Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/galiano/current-applications/>

**GENERAL LOCATION:**

Galiano Island Local Trust Area

**OTHER INFORMATION:**

Additional information is available at: <https://islandstrust.bc.ca/island-planning/galiano/current-applications/>

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: Kim Stockdill

Title: Island Planner

Contact Info Tel: 250-405-5157

Email: [kstockdill@islandstrust.bc.ca](mailto:kstockdill@islandstrust.bc.ca)

PLEASE TURN OVER

**This referral has been sent to the following agencies:**

**Provincial Agencies**

Ministry of Municipal Affairs  
Ministry of Transportation and Transit  
Ministry of Forests  
BC Archaeological Branch  
Managed Forest Council

**Regional Government**

CRD - Building Inspection  
CRD – Corporate Services  
CRD – Galiano Island Parks & Recreation Commission  
Island Health  
BC Hydro

**Non-Agency Referrals**

Islands Trust Conservancy  
Galiano Conservancy  
Galiano Island Fire Rescue – South Department  
WSANEC Leadership Council  
Coast Salish Peoples Society  
Georgeson Family

**Adjacent Local Trust Committees and Municipalities**

Mayne Island Local Trust Committee  
Salt Spring Island Local Trust Committee  
Thetis Island Local Trust Committee

**First Nations**

- Stz'uminus First Nation
- Ts'uubaa-asatx First Nation
- Halalt First Nation
- Lyackson First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Pauquachin First Nation
- Tsartlip First Nation
- Tseycum First Nation
- Cowichan Tribes
- Tsawwassen First Nation
- Tsawout First Nation
- Snuneymuxw First Nation

# 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

Galiano Island Local Trust Area

\_\_\_\_\_  
(Island)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

287/288

\_\_\_\_\_  
(Bylaw Number)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Agency)

# DRAFT

## GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 291

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### A BYLAW TO AMEND GALIANO ISLAND LAND USE BYLAW NO. 127, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023”.

2. Galiano Island Local Trust Committee Bylaw No. 127, cited as “Galiano Island Land Use Bylaw No. 127, 1999,” is amended as follows:

2.1 By adding the following new Subsection under Section 7.3 ‘Forest 3 Zone’:

**“Site-Specific Regulations**

7.3.8 The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter refer to the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

<b>Table 7.3</b>			
	1	2	3
	<b>Site-Specific Zone</b>	<b>Location Description</b>	<b>Site Specific Regulations</b>
1	F3(a)	A Portion of District Lot 14, Galiano Island, Cowichan District	1) Despite Subsection 7.3.2, one single non-residential building or structure for timber production and harvesting uses with a floor area not exceeding 93 square metres is permitted per dwelling, and every such buildings or structure must be screened by a landscape screen not less than 9 metres in height and complying with Subsection 15.1.1 of this bylaw. 2) Despite Subsection 7.3.3, four dwellings accessory to timber production and harvesting uses with a maximum floor area of 93 square metres per dwelling.

”

2.2 By adding the following new Section 9.6(C):

**“9.6(C) Forest Industrial Zone B – FI(B)**

The intent of the FI(B) zone is to permit limited industrial uses within a prescribed area of a forest lot.

Permitted Uses

- 9.6(C).1 In the Forest Industrial FI(B) zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses are prohibited.
- 9.6(C).1.1 timber production and harvesting
  - 9.6(C).1.2 aggregate processing and storage
  - 9.6(C).1.3 storage and repair of forestry equipment and vehicles
  - 9.6(C).1.4 accessory sawmilling and planing of timber and the growing of seedlings in nurseries
  - 9.6(C).1.5 accessory contractors' workshops and yards
  - 9.6(C).1.6 accessory sale of building materials and supplies manufactured on the lot

Permitted Density

- 9.6(C).2 Lot coverage must not exceed 20% of any lot.

Permitted Height

- 9.6(C).3 No building or structure for a use permitted by this section may exceed 9 metres in height. Accessory buildings and structures must not exceed one storey and a height of 5 metres.

Minimum Setbacks

- 9.6(C).4 Buildings and structures must be sited
- 9.6(C).4.1 at least 7.5 metres from a front or rear lot line;
  - 9.6(C).4.2 at least 6 metres from each interior side lot line, except where the lot line is common to a lot in a commercial or industrial zone, in which case the required distance is 3 metres; and
  - 9.6(C).4.3 at least 4.5 metres from any exterior side lot line.

Minimum Lot Size

- 9.6(C).5 No lot having an area less than 2.7 hectares may be created by subdivision.

Screening

9.6(C).6 Lots on which light industrial uses are carried on must be screened by a landscape screen not less than 2 metres in height and complying with the requirements of Part 15 of this bylaw.”

2.3 Schedule “B” – Zoning Map, is amended by changing the zoning classification of a portion of District Lot 14, Galiano Island, Cowichan District from Forest 1 to Forest 3(a) and from Forest 1 to Forest Industrial (B), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” to Bylaw No. 127 as are required to effect this change.

2.4 Schedule “D” is amended by inserting ‘Plan No. 2’ attached to and forming part of this bylaw as Schedule D as a new “Plan 6”.

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.

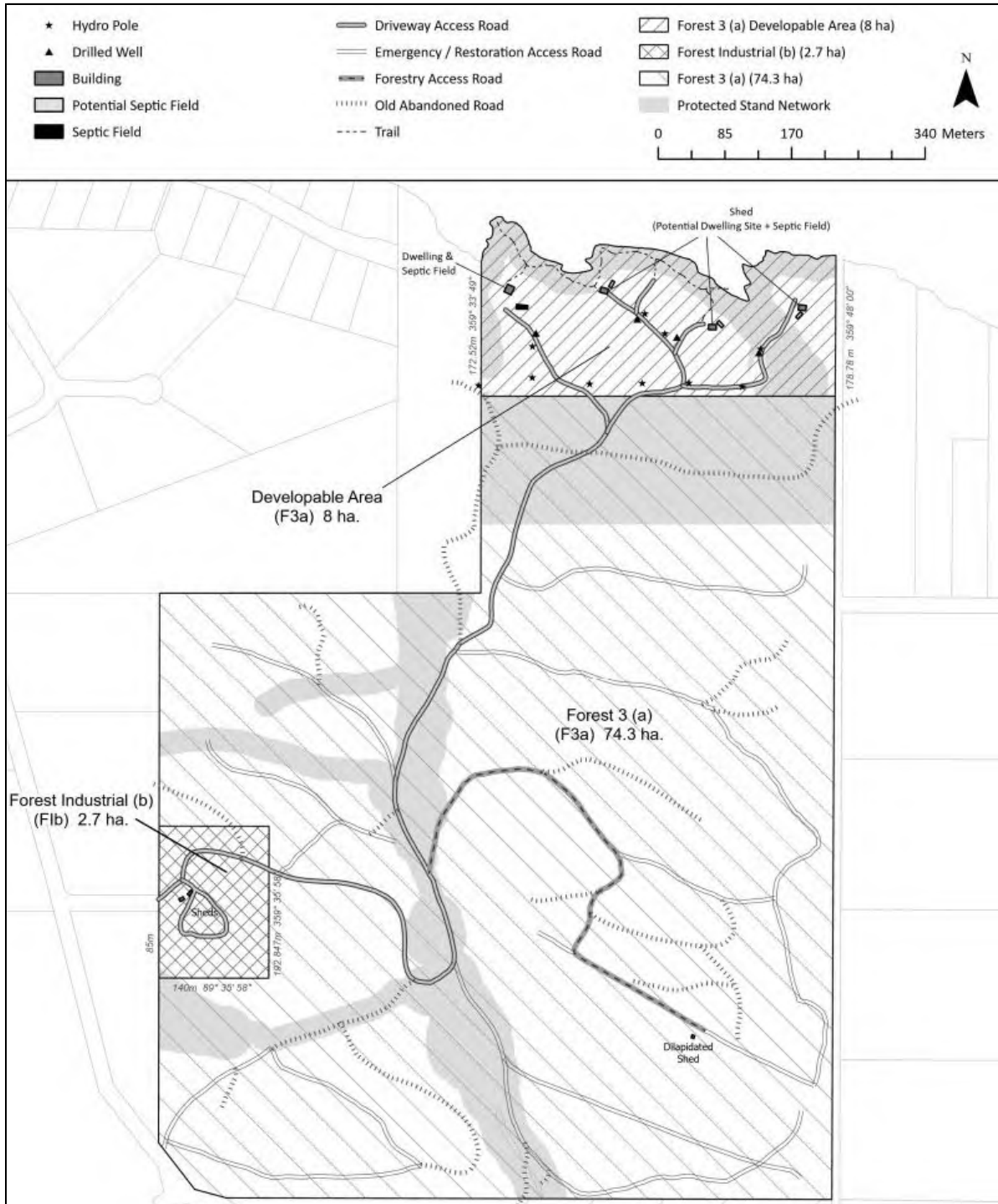
READ A FIRST TIME THIS	_____	DAY OF	_____	20__
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20__
READ A SECOND TIME THIS	_____	DAY OF	_____	20__
READ A THIRD TIME THIS	_____	DAY OF	_____	20__
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20__
ADOPTED THIS	_____	DAY OF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

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY



GALIANO ISLAND LOCAL TRUST COMMITTEE  
 BYLAW NO. 291  
 Plan No. 2





## REQUEST FOR DECISION

**To:** Islands Trust Conservancy  
Board

**For the Meeting of:** May 27, 2025

**From:** Staff

**Date Prepared:** May 2, 2025

**SUBJECT:** Provincial Groundwater Observation Well Network Observation Well 197, S'ul-hween X'pey (Elder Cedar) Nature Reserve, Gabriola Island

---

### RECOMMENDATION(S):

That the Islands Trust Conservancy Board approve the request from the Ministry of Water, Lands and Resource Stewardship to upgrade Provincial Groundwater Observation Well 197, in S'ul-hween X'pey (Elder Cedar) Nature Reserve, with a new well box and the addition of equipment for satellite telemetry.

That the Islands Trust Conservancy Board request staff to begin negotiations for a Well Access Agreement with the Ministry of Water, Lands and Resource Stewardship (WLRS) and the two covenant holders Gabriola Land & Trails Trust and Nanaimo & Area Land Trust.

---

- 1 PURPOSE:** To upgrade Provincial Groundwater Observation Well 197, which is in S'ul-hween X'pey (Elder Cedar) Nature Reserve and is part of the Provincial Groundwater Observation Well Network (PGOWN). This upgrade requires current equipment replacement and the addition of new satellite telemetry equipment.
- 2 BACKGROUND:** Well 197 (see location in Figure 2) was drilled in 1972 by the Ministry of Environment as part of a groundwater supply study completed on Gabriola Island. The well is owned by the BC Provincial Government, but no formal right-of-way or access agreement to the land that the well is on has been established. Groundwater level monitoring dates back to 1973 collecting the data for the long-term trend analysis of aquifers. All data collected from the PGOWN wells are publicly available and can be accessed through the BC Groundwater Web Portal, linked here: <https://governmentofbc.maps.arcgis.com/apps/webappviewer/index.html?id=b53cb0bf3f6848e79d66ffd09b74f00d> An example of the data provided online for Observation Well 197 is shown in Figure 1 below.

WLRS is asking to upgrade the equipment to satellite telemetry from the manual-download equipment that is currently there. Satellite telemetry has the benefit of near-live data transmission, so the public and government decision-makers can access up-to-date groundwater information allowing them to better inform their actions, without needing to wait on data collection by technicians. The current well equipment box (please see Figures 3 & 4) was installed in the 1970's and has since developed gaps that leave the equipment inside more vulnerable to theft and provide habitat for insects that can pose a risk for workers collecting the data, e.g., wasp and spider nests. A new well box (please see example in Figure 5) would be more secure, both to prevent equipment theft and reduce the health and safety risks to people collecting data from the well.

At this time there is no formal agreement allowing access to Observation Well 197. It would be prudent to develop a “Well Access Agreement” with the land and covenant holders to prevent ambiguity in roles and responsibilities moving forward. An example template for Well Access Agreements used for PGOWN wells on fee-simple land is found in Attachment 1.

The two covenant holders, Gabriola Land & Trails Trust (GaLTT) and Nanaimo & Area Land Trust (NALT), have been informed of the well upgrades by WLRS and have no objections to the new equipment or to the concept of developing a Well Access Agreement at this time.

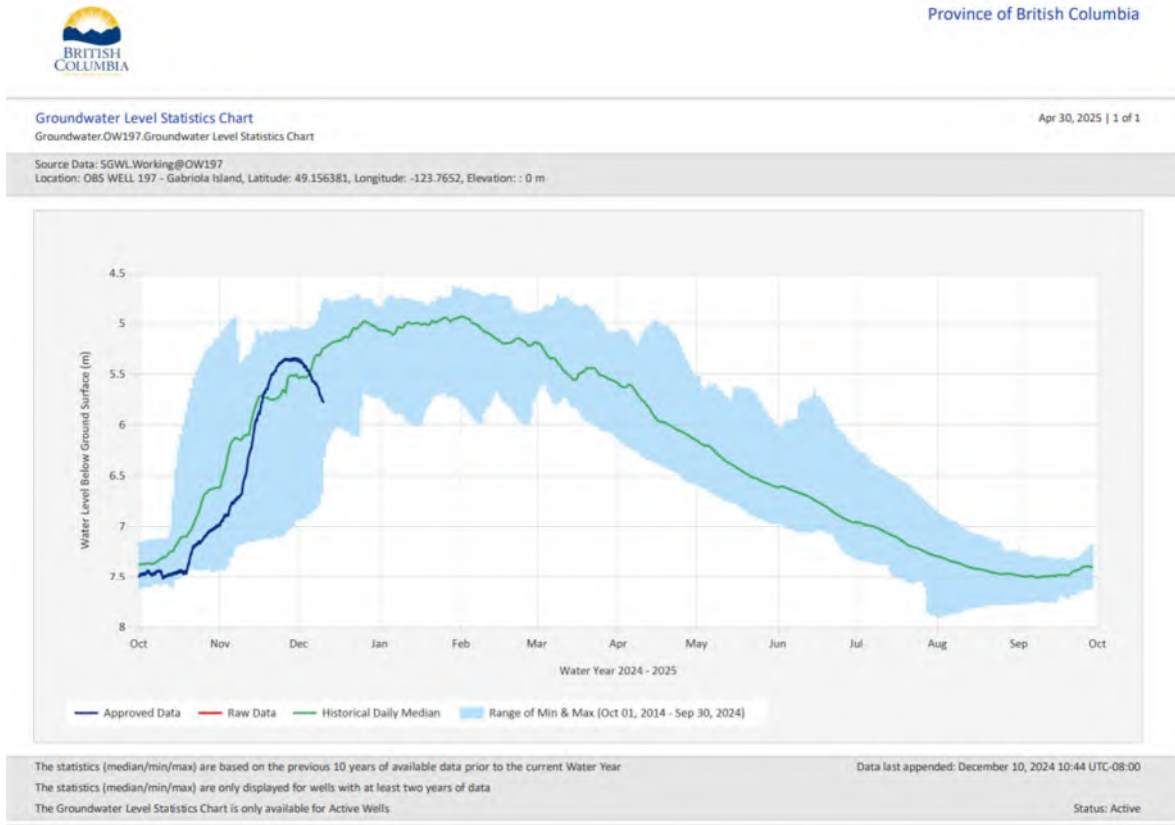


Figure 1. Example of data publicly accessible online of Observation Well 197 on Gabriola Island

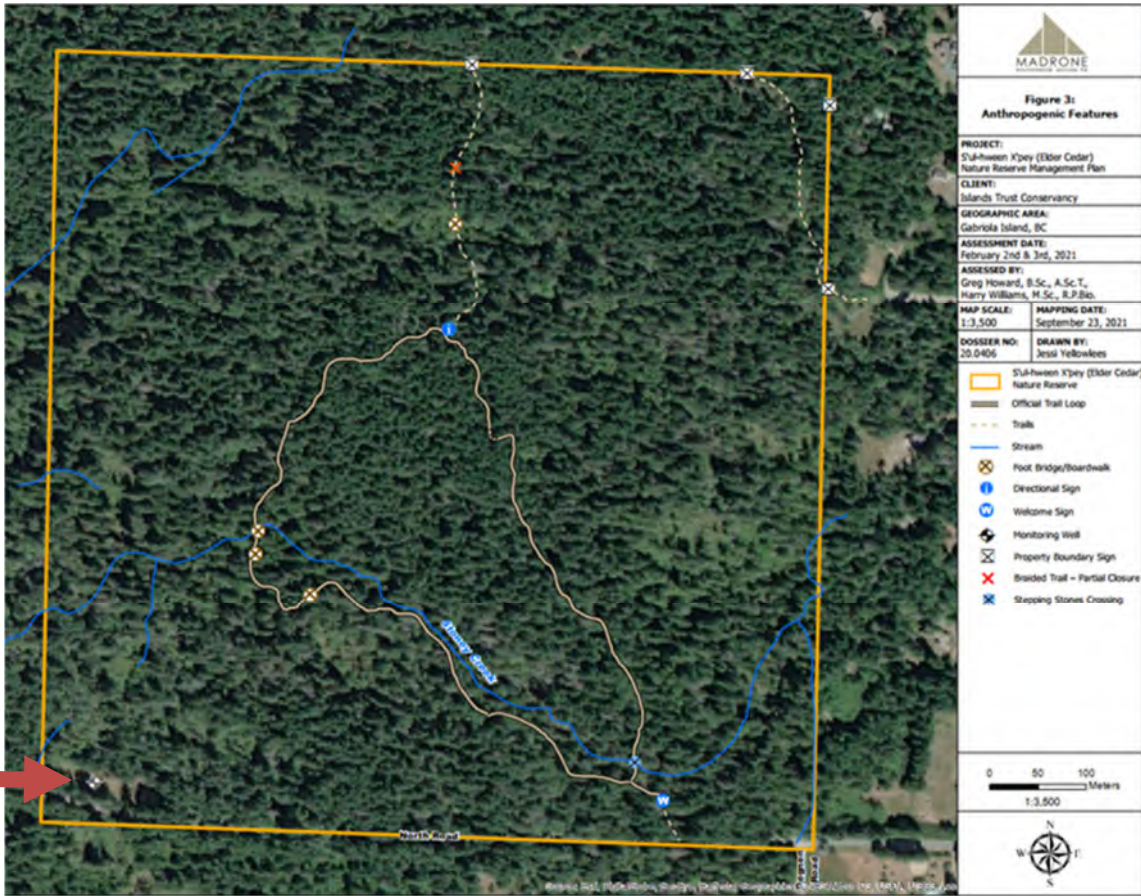


Figure 2. Location of Provincial Groundwater Observation Well 197, near North Road.



Figures 3 and 4: Current photos of Provincial Groundwater Observation Well Box 197.



Figure 5: What the new well box and satellite telemetry would look like.

### 3 IMPLICATIONS OF RECOMMENDATION:

**ORGANIZATIONAL:** Staff time to negotiate a Well Access Agreement with all parties.

**FINANCIAL:** A Legal Service Request will be required to review the Well Access Agreement. An estimate of cost is \$500.

**POLICY:** None

**IMPLEMENTATION/COMMUNICATIONS:** Staff will follow up with WLRS to communicate the ITC Board's decision. Work would begin on the negotiation of the Well Access Agreement with WLRS, GaLTT and NALT if approval is given.

**FIRST NATIONS:** None at this time. No ground disturbance of the area will occur.

**CLIMATE CHANGE:** Long-term data collection of groundwater supply and availability is becoming an increasingly important area of focus, especially on the Gulf Islands where climate change impacts and population growth may have a greater impact on groundwater availability.

**OTHER:** None.

### 4 RELEVANT POLICY(S):

[Policy 3.2.3 Acquisition and Management of Land](#)

### 5 ATTACHMENT(S):

Well Access Agreement Template, Attachment 1

## **RESPONSE OPTIONS**

### **Recommendation(s):**

That the Islands Trust Conservancy Board approve the request from the Ministry of Water, Lands and Resource Stewardship to upgrade Provincial Groundwater Observation Well 197, in S'ul-hween X'pey (Elder Cedar) Nature Reserve, with a new well box and the addition of equipment for satellite telemetry.

That the Islands Trust Conservancy Board request staff to begin negotiations for a Well Access Agreement with the Ministry of Water, Lands and Resource Stewardship and the two covenant holders Gabriola Land & Trails Trust and Nanaimo & Area Land Trust.

**Alternatives:** That the Islands Trust Conservancy Board request staff to communicate to the Ministry of Water, Lands and Resource Stewardship indicating that the Board recommends that their requests be declined for the following reason(s):

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**Prepared By:** Nuala Murphy, Property Management Specialist

**Reviewed By / Date:** Wendy Tyrrell, A/Manager, Islands Trust Conservancy / May 16, 2025

**\*\*\*FOR INFORMATION PURPOSES ONLY\*\*\***

**THIS AGREEMENT** dated for reference **2025-XX-XX**  
**BETWEEN:**

**HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**, represented by the Minister of Environment and Climate Change Strategy, Parliament Buildings, Victoria, British Columbia

(the "**Province**")

**AND:**

*insert legal name of land owner* \_\_\_\_\_, *insert address*

(the "**Licensor**")

**WHEREAS:**

- A. The Ministry of Environment and Climate Change Strategy and the Ministry of Forests have a program whereby the Province installs, monitors and maintains groundwater observation wells to obtain data including water levels and water quality for the benefit of the public.
- B. At a minimum, the Province attends a well and conducts maintenance and sampling two times per year.
- C. The Province makes the data from its monitoring of groundwater observation wells publicly available.
- D. In support of the above noted efforts, the Licensor has agreed to grant the Province this license.

**NOW THEREFORE** in consideration of the payment of \$10 by the Province to the Licensor, the receipt and sufficiency of which is hereby acknowledged, and other good and valuable consideration as described herein, the parties agree as follows:

#### **ARTICLE 1 - INTERPRETATION**

1.1 In this Agreement,

**"Agreement"** means this licence;

**"Commencement Date"** means date of reference first stated above;

**"Improvements"** includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land by you, and attached to it or intended to become a part of it by you, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land by you including the

Well;

“**Land**” means that part of the land legally defined as:

***INSERT LEGAL DESCRIPTION OF THE PARCEL***

shown as a red block ***[or bold outline]*** on the map attached as **Schedule A**;

“**Monitoring Equipment**” means equipment used to monitor the Well including water sampling equipment and any satellite telemetry instrumentation;

“**Observation Data**” means all data collected or compiled in respect of the Well, whether derived from the Monitoring Equipment or otherwise;

“**Term**” means the period of time set out in section 2.3 ;

“**we**”, “**us**” or “**our**” refers to the Licensor alone and never refers to the combination of the Province and the Licensor: that combination is referred to as “**the parties**”;

“**Well**” means the groundwater observation well on the Land labelled with **well identification plate number** \_\_\_\_\_ and having been assigned **Well Tag Number** \_\_\_\_\_ including any casing in accordance with this Agreement;

“**Well Tag Number**” means the file number assigned in the Province's records to the records in relation to a particular well; and,

“**you**” or “**your**” refers to the Province.

- 1.2 In this Agreement, “person” includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.
- 1.3 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.
- 1.4 This Agreement will be interpreted according to the laws of the Province of British Columbia.
- 1.5 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.

- 1.6 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.
- 1.7 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 1.8 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 1.9 Time is of the essence of this Agreement.

## **ARTICLE 2 - GRANT**

- 2.1 On the terms and conditions set out in this Agreement, we grant you, your employees, servants, licensees, contractors, agents and assigns a licence to use and occupy the Land and Improvements for the following purposes:
  - a) The repair, replacement and maintenance of the Well;
  - b) The use and installation of Monitoring Equipment; and,
  - c) The monitoring of the water levels and water quality at the Well,including, for greater certainty, access by foot and vehicle including machinery.
- 2.2 We agree not to interfere with your use of the Land as described in this Agreement including, for greater certainty, that we will not interfere with the installation or the operation of the Well and Monitoring Equipment.
- 2.3 The term of this Agreement commences on the Commencement Date and terminates on the th anniversary of that date, or such earlier date provided for in this Agreement. We reserve the right to terminate this Agreement in certain circumstances as expressly provided in this Agreement.

## **ARTICLE 3 – PROPERTY RIGHTS**

- 3.1 The Monitoring Equipment is and will remain the property of the Province. The Well is and will remain the property of the Licensor. The parties agree that no matter the form of or level of affixation of the Monitoring Equipment to the Land; the Monitoring Equipment remains the property of the Province.
- 3.2 We agree to provide you with 30 days' notice of any potential sale of the Land in order to

ensure that you make any necessary arrangements to secure your rights to the Well and the Monitoring Equipment.

- 3.3 The Province is and shall remain the sole owner of all Observation Data and any related intellectual property rights in, to, associated with or derived from the Observation Data and the Province in its sole discretion may, but is not obliged to:
- a) incorporate and retain all or any of the Observation Data in any database or data repository maintained by it;
  - b) make the Observation Data available to the public and other parties (collectively, “Users”), including other Canadian and international jurisdictions, through the Province’s “B.C. Data Catalogue”, or any other data-sharing methods, under any terms, conditions or agreements as may be determined by the Province; and
  - c) permit Users to have full access to and make unrestricted use of the Observation Data in perpetuity, whether for a fee or at no cost to the Users.

#### **ARTICLE 4 - COVENANTS**

4.1 You must

- (a) observe, abide by and comply with
  - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements, and
  - (ii) the provisions of this Agreement;
- (b) maintain emergency access for the Fire Department vehicles;
- (c) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance to an owner or occupier of land in the vicinity of the Land;
- (d) use and occupy the Land and Improvements only in accordance with and for the purposes set out in this Agreement;
- (e) on the termination of this Agreement, peaceably quit and deliver to us possession of the Land and Improvements in a safe, clean and sanitary condition in accordance with Article 5.

#### **ARTICLE 5 - TERMINATION**

5.1 Either party may terminate this Agreement by providing 6 months written notice to the other

party.

5.2 Within a reasonable time after termination in accordance with sections 4.1(e) or 5.1 the Province will:

- (a) remove the Monitoring Equipment; and,
- (b) if the Province has terminated the Agreement and the Licensor has requested decommissioning, decommission the Well in compliance with the Groundwater Protection Regulation B.C. Reg. 39/2016.

## ARTICLE 6 – DISPUTE RESOLUTION

6.1 If any dispute arises under this Agreement, the parties will make all reasonable efforts to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure to each other of all relevant facts, information and documents to facilitate those efforts.

## ARTICLE 7 - NOTICE

7.1 Any notice required to be given by either party to the other will be deemed to be given if mailed by prepaid registered mail in Canada, sent electronically, or delivered to the address of the other as follows:

to you

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY  
Director, Environmental and Climate Monitoring  
PO Box 9347 Stn Prov Govt, Victoria BC, V3W 9M1  
Email: [groundwater@gov.bc.ca](mailto:groundwater@gov.bc.ca)

to us

***Insert land owner***

***Insert a position title and generic address where notices can be sent without being changed lost or forgotten. Use an email that will be monitored no matter if positions change. There is the option to update the notice (as described below) but someone would have to remember to do that «DB ADDRESS MAILING AND eMAIL»;***

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required, if sent electronically, upon acknowledgment of receipt by the recipient, and if delivered, on the day of delivery.

**ARTICLE 8 - MISCELLANEOUS**

- 8.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 8.2 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs, executors, administrators, successors and assigns.
- 8.3 The parties agree that nothing in this Agreement constitutes one party as the other's agent, joint venturer or partner or gives one party any authority or power to bind the other party in any way.
- 8.4 The parties agree that this Agreement may be executed in any number of counterparts, each of which is deemed an original, and all of which together constitute one and the same document.

Now therefore, the parties have executed this Agreement as of the dates set out below.

SIGNED on behalf of the **insert landowner name** by its duly authorized representative

SIGNED on behalf of the **insert landowner name** by its duly authorized representative

\_\_\_\_\_  
Authorized Signatory  
Name:  
Date:

\_\_\_\_\_  
Authorized Signatory  
Name:  
Date:

SIGNED on behalf of **HIS MAJESTY  
THE KING IN RIGHT OF THE  
PROVINCE OF BRITISH COLUMBIA**  
by the Minister of Environment and Climate  
Change Strategy or the minister's  
authorized representative

---

Authorized Representative

Name:

Date:



## REQUEST FOR DECISION

**To:** ITC Board  
**For the Meeting of:** May 27, 2025  
**From:** Staff  
**Date Prepared:** May 22, 2025  
**SUBJECT:** ITC 2026/27 Budget Submission Request

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**RECOMMENDATION:** That the Islands Trust Conservancy (ITC) Board direct staff to prepare an Islands Trust Conservancy 2026/27 budget request, including:

- An increase to the property management budget to reflect new nature reserves and covenants, archeological assessments, and increasing costs; and rename this budget line item to Property Management Operations budget;
  - Creation of a Property Management Planning budget line;
  - An increase to the ITC staff travel budget to accommodate additional travel needs for newly acquired covenants/nature reserves, and increasing costs in travel;
  - Consideration of increases to multiple ITC budget lines associated with engagement and relationship building with First Nations, and potential payment of referral fee requests from Nations;
  - Separation of budget lines for Conservation Planning and Land Securement;
  - Development of a business case for a conservation technician co-op position and/or a seasonal conservation technician position; and
  - Development of a business case for a permanent Indigenous relations position.
- 

**1 PURPOSE:** To direct staff regarding preparation of the 2026/27 ITC Budget submission.

**BACKGROUND:** ITC Policy 1.6 requires that the ITC Manager prepare a proposed ITC budget for ITC Board approval. The following items are provided for consideration:

- It is anticipated that the annual \$220,000 of funding from Environment and Climate Change Canada (ECCC), which has been in place for six years, will end March 2026, resulting in a need to increase amounts from taxation to maintain service levels. Therefore, it is anticipated that ITC's grant-funded Species at Risk Program Coordinator position will be ending at the end of March 2026, as well.
- The previously ECCC grant-funded seasonal conservation technician will continue (potentially increasing to two positions).
- The budget formula for new properties has been reliably updated to reflect historic inflation amounts. Staff will adjust budget requests for 2026/27 accordingly.

**2 IMPLICATIONS OF RECOMMENDATION:** This recommend will create additional hours of work for the ITC Manager in the implementation phase, but save hours of work for the Manager and staff over time.

**ORGANIZATIONAL:** This work will be accomplished within existing staff resources.

**FINANCIAL:** Staff anticipate an increase in ITC Budget for 2026/27. The primary budget driver will be increases to staff salaries if these are negotiated through the agreement between the Province

and the BCGEU, and potentially a new position. The ending of the Priority Places ECCC grant funding will also mean an increase in costs funded by tax funds.

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** ITC staff will prepare a budget request for consideration of the ITC Board at its July 22, 2025 meeting.

**FIRST NATIONS:** Staff are recommending increases to multiple budget lines associated with engagement and relationship building with First Nations, and potential payment of referral fee requests from Nations, in addition to proposing a new permanent (full-time) Indigenous relations advisor position for ITC.

**CLIMATE CHANGE:** Work of the Islands Trust Conservancy, as supported by the budget allocations from Trust Council, provides natural climate solutions to climate change. See <https://www.iucn.org/news/world-commission-protected-areas/202105/natural-climate-solutions> for details on natural climate solutions.

**OTHER:** As staff further develop the ITC budget for 2026/27, other areas for budget increases/decreases may emerge. These will be proposed at the July 22, 2025 meeting for ITC Board consideration.

**3 RELEVANT POLICY(S):** [6.3.1 Budget Process](#)

**4 ATTACHMENT(S):** None

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## **RESPONSE OPTIONS**

### **Recommendation:**

That the Islands Trust Conservancy (ITC) Board direct staff to prepare an Islands Trust Conservancy 2026/27 budget request.

### **Alternative:**

That the Islands Trust Conservancy Board direct staff to prepare an ITC Budget request, including the following items, and to return to the ITC Board for review in July:

- *[insert items for budget consideration]*

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

**Reviewed By:** Clare Frater, Director, Trust Area Services / May 20, 2025



## **Executive Committee**

### **Minutes of a Regular Meeting**

**Date:** Wednesday, April 23, 2025  
**Location:** Electronic Meeting, and a physical location to view the livestream of the meeting:  
**Islands Trust Victoria Office**  
**#200 - 1627 Fort Street**  
**Victoria, BC V8R 1H8**

**Members Present:** Laura Patrick, Chair, Salt Spring Island Trustee  
Tobi Elliott, Vice-Chair, Gabriola Trustee  
David Maude, Vice-Chair, Mayne Trustee  
Timothy Peterson, Vice-Chair, Lasqueti Trustee

**Staff Present:** Rueben Bronee, Chief Administrative Officer  
Stefan Cermak, Director, Planning Services  
Clare Frater, Director, Trust Area Services  
David Marlor, Director, Legislative and Information Services (electronic attendance for agenda items 9.1, 9.2 & 10.1.5.1 only)  
Julia Mobbs, Director, Financial and Employee Services  
Alexandra Trifonidis, Executive Coordinator

**Guests and Members of the Public Present:** No members of the public were present.

#### **1. CALL TO ORDER**

The meeting was called to order at 9:15 a.m.

#### **2. TERRITORIAL ACKNOWLEDGEMENT**

Chair Patrick acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

#### **3. APPROVAL OF AGENDA**

##### **3.1 Introduction of New Items**

No new items were presented for consideration.

##### **3.2 Approval of Agenda**

**By general consent** the agenda and addendum were approved as presented.

3.2.1 Agenda Context Notes - None

**4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING**

Nothing to report.

**5. ADOPTION OF MINUTES / RESOLUTIONS WITHOUT MEETING**

**5.1 Draft Executive Committee Meeting Minutes of March 26, 2025**

**By general consent** the Executive Committee minutes of March 26, 2025, were adopted, as presented.

**5.2 Resolutions Without Meeting**

5.2.1 EC RWM 2025-01 Approve Additional Agenda Documentation

Received for information.

5.2.2 EC RWM 2025-02 Approve Trustee Travel Funding

Received for information.

**6. FOLLOW UP ACTION LIST AND UPDATES**

**6.1 Follow Up Action List/Director/CAO Updates**

The Committee reviewed the follow up action list.

**6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics**

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings, as well as current local advocacy topics.

**6.3 Islands Trust Conservancy Liaison Update**

No update was available, as no Islands Trust Conservancy Board meetings have taken place since the last Executive Committee meeting.

**7. BYLAWS FOR APPROVAL CONSIDERATION - None**

**8. TRUST COUNCIL MEETING PREPARATION**

**8.1 Executive**

8.1.1 March Post-Trust-Council Survey Results- Briefing

The Chief Administrative Officer summarized the briefing, noting the Post-Trust Council survey will continue to be part of the quarterly meeting process.

**8.2 Planning Services - None**

**8.3 Financial and Employee Services - None**

**8.4 Trust Area Services - None**

**8.5 Legislative and Information Services - None**

**9. COMMITTEE OF THE WHOLE MEETING PREPARATION**

**9.1 Draft May 6 Committee of the Whole Regular Meeting Agenda**

The Chief Administrative Officer spoke to the draft agenda noting for the Committee that this content was requested by Trust Council to discuss the Islands Trust mandate and the unique amenities.

A question was asked about providing a model resolution to go in-camera on the agenda cover, if needed. Staff clarified what can and cannot be discussed in an in-camera meeting.

The Committee engaged in discussion on the following matters:

- The intent and purpose of the meeting
- The format of the meeting discussion
- Public engagement and discourse on the topic
- Historical interpretation and reinterpretation of the mandate through Trust Council terms
- The inclusion of additional material to the agenda: the November 13th legal opinion; a roundtable agenda item; and a compilation of resolutions from last term related to the lack of consensus on the meaning.

Staff were requested to circulate the agenda, as amended, to trustees in preparation for the May 6<sup>th</sup> Committee of the Whole meeting.

**9.2 Draft May 13 Committee of the Whole Regular Meeting Agenda**

The Director of Legislative and Information Services reviewed the request for decision as outlined in the corresponding agenda materials.

The Committee engaged in discussion on the following topics:

- The process for addressing the recommendations outlined in the request for decision; and
- The required pre-reading for the meeting, specifically the 2022 Governance Review Report

Staff were requested to circulate the agenda, as presented, to trustees in preparation for the May 13<sup>th</sup> Committee of the Whole meeting.

**10. EXECUTIVE COMMITTEE PROJECTS**

**10.1 Trust Council Initiated**

10.1.1 Executive - None

10.1.2 Trust Area Services - None

10.1.3 Planning Services - None

10.1.4 Financial and Employee Services - None

10.1.5 Legislative and Information Services

10.1.5.1 Alternative Public Notice Bylaws - Briefing

The Director of Legislative and Information Services provided the Committee with an update on the work completed to date. A request for decision, along with a draft bylaw, will be presented at the next Executive Committee meeting, with the intention of forwarding the draft bylaw to Trust Council for consideration in June. It was noted that adoption of the bylaw is required by each individual local trust committee, rather than by Trust Council.

A comment was made suggesting the inclusion of the original Executive Committee resolution—initiating this work—in the request for decision being brought forward to Trust Council.

A question was raised regarding the public consultation process, and a request was made to include additional information on the public process within the request for decision.

Director Marlor provided clarification on the process.

## **10.2 Executive Committee Initiated**

### 10.2.1 Executive - None

### 10.2.2 Trust Area Services

#### 10.2.2.1 Islands Trust Insert for Bowen Island Municipality Property Tax Assessment Notice 2025/26 – Briefing

The Director of Trust Area Services spoke to the item providing background information, noting this is the first time Islands Trust has provided a tax insert for Bowen Island Municipality's 2025/26 property tax notice.

A comment was made to suggest adding new language to the insert:

- In the second to last paragraph, last sentence, after the word “programs” add “, and the Islands Trust Conservancy”

### 10.2.3 Planning Services

#### 10.2.3.1 Crown Tenure Application Referrals – Briefing

The Director of Planning Services spoke to the Briefing providing background information and a summary of the analysis section.

The Committee engaged in discussion on the following topics:

- The dissemination of the information to Trust Council
- Whether the 1994 Letter of Understanding should remain available on the Islands Trust website
- Comparable examples from other regional districts
- Relevant policy and procedural considerations
- The potential addition of the matter to the Regional Planning Committee’s work program for review and prioritization
- The overall process and need for clarity

**EC-2025-042**

**It was MOVED and SECONDED,**

that Executive Committee request staff forward the briefing on crown tenure application referrals of April 23, 2025 and the briefing of February 26<sup>th</sup>, 2025 to Regional Planning Committee for consideration for updating policy and procedures.

**CARRIED**

Director Frater advised the Committee that this action item has been on the Trust Programs Future Projects list for nearly 15 years.

**EC-2025-043**

**It was MOVED and SECONDED,**

that Executive Committee request staff forward the briefing on crown tenure application referrals of April 23, 2025 and the briefing of February 26<sup>th</sup>, 2025 to Trust Programs Committee for consideration for updating protocols and letters of understanding with the Crown.

**CARRIED**

The Committee recessed for break at 11:06 a.m. and reconvened at 11:16 a.m.

10.2.4 Financial and Employee Services

10.2.4.1 Enhanced Mental Health Supports Coverage – Discussion

Vice-Chair Peterson addressed the item, noting that his original intention had been to bring it forward to Trust Council in March; however, the projected timeline has since been revised to the June Trust Council meeting.

The Director of Financial and Employee Services explained that the request carried financial implications that had not been accounted for in the current fiscal year’s budget. The

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estimated cost was identified as \$2,300, and it was noted that funding would need to be identified or approval granted for the associated overspending.

### **EC-2025-044**

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

that Executive Committee request staff to prepare a request for decision on enhancing mental health benefits for trustees under the Union of British Columbia Municipality extended benefit plan for elected officials and request staff to include options to fund the planned overspend.

**CARRIED**

#### 10.2.5 Legislative and Information Services - None

### **11. NEW BUSINESS**

#### **11.1 Executive/Trust Council**

##### 11.1.1 2025 Union of British Columbia Municipalities Convention - Discussion

Vice-Chair Maude spoke to the item.

The Committee discussed the following points:

- The appropriate timing for formalizing the list of attendees
- Budget considerations, including the suggestion of holding all Executive Committee meetings electronically to reduce overall meeting costs and redirect savings toward participation in the Association of Vancouver Island Coastal Communities and Union of British Columbia Municipalities conventions
- Staff clarification that while Trust Council had reduced the budget, it had not specified the number of Executive Committee members permitted to attend the conventions
- The importance of articulating the value of full Executive Committee attendance at the Association of Vancouver Island Coastal Communities and Union of British Columbia Municipalities conventions during the annual budget cycle, with an emphasis on the significant networking opportunities these events provide

This item will be on the July 2, 2025 Executive Committee meeting agenda.

#### **11.2 Trust Area Services – None**

#### **11.3 Planning Services**

11.3.1 Potential advocacy re Licence of Occupation No. V931804 and Zoning Compliance – Request For Decision

The Director of Trust Area Services presented the Request for Decision, noting that it recommended additional staff work and provided relevant background information.

The Committee engaged in discussion on the following points:

- The rationale behind the approval of the application
- Strategies for public communication

**EC-2025-045**

**It was MOVED and SECONDED,**

that Executive Committee request staff to report back on provincial advocacy options concerning issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use.

**CARRIED**

**EC-2025-046**

**It was MOVED and SECONDED,**

that Executive Committee request staff to prepare public communication materials related to the file License of Occupation V931804 and next steps, for distribution in the Thetis Local Trust Area.

**CARRIED**

**11.4 Financial and Employee Services**

11.4.1 Forgo Preparation of the Allocated Financial Statements for 2024/25 & 2025/26 - Request for Decision

The Director of Financial and Employee Services presented the item, seeking the Committee's endorsement to forgo the Allocated Financial Statements for two fiscal years. It was noted that the necessary data to populate the statements was unavailable due to a failure in the time tracking software. The Committee was advised that these statements are not required by legislation or policy, nor are they essential for decision-making purposes.

**EC-2025-047**

**It was MOVED and SECONDED,**

that Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.

The Committee engaged in discussion on the following topics:

- Tools available for data collection

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- The importance of providing trustees with comprehensive, well-supported information supporting the decision to forgo the statements
- The intention for the Financial Planning Committee to undertake its own discussion regarding the broader question of the report's utility
- The current lack of data and the underlying reasons for this gap

Following the discussion, the Chair called the question.

**CARRIED**

It was noted that the report will travel to the Financial Planning Committee.

### **11.5 Legislative and Information Services – None**

The Director of Trust Area Services informed the Committee that Bowen Island Municipality just informed her that they would be unable to include the property tax notice (agenda item 10.2.2.1) in their 2025/26 property tax notice, as the space was now required for information related to the potential pending mail strike and instructions on how residents can pay their taxes.

## **12. CORRESPONDENCE (for information unless raised for action)**

### **12.1 2025-02-11 Dana Lepofsky - Opening of Exhibit and Unveiling of Welcome Mural on Xwe'etay/Lasqueti, 3 May 2025**

Discussion ensued on who would attend the event and where the funds will come from to cover travel and associated costs.

Vice-Chair Elliott and Chair Patrick confirmed they will attend the event and will personally cover the travel expenses.

Vice-Chair Peterson offered to contact Professor Lepofsky regarding the possibility of communicating information about the travelling exhibit to all trustees and local trust committees.

### **12.2 2025-03-18 A Deggan - Letter to Executive Committee**

Vice-Chair Elliott explained that although the correspondence was addressed to the Executive Committee, it had been sent only to her via email. She noted that she had not noticed this until recently, which is why the item had not been included on an earlier Executive Committee agenda.

Staff were requested to add the correspondence item to the Islands Trust website, specifically on the Trust Policy Statement project webpage.

### **12.3 2025-03-30 Transport Canada – Reply**

#### **EC-2025-048**

**It was MOVED and SECONDED,**

that Executive Committee request item 12.3 response from Transport Canada be added a future Trust Council agenda.

**CARRIED**

**12.4 2025-04-09 Ministry of Tourism, Arts, Culture and Sport - Geographical Name Request**

**EC-2025-049**

**It was MOVED and SECONDED,**

that Executive Committee request item 12.4 Bowen Island request for comment be added to the June Trust Council agenda as a request for decision for their response.

**CARRIED**

**13. WORK PROGRAM**

**13.1 Review and amendment of current work program**

The Chief Administrative Officer provided the Committee with an update on efforts to follow up on a meeting with the Minister, noting that messages had been left but no response had been received to date.

The Committee engaged in a discussion regarding the timing and strategy for the meeting. It was noted that the Government is currently addressing numerous significant issues.

It was suggested that time be set aside at a future meeting for further discussion of this topic.

**14. NEXT MEETING**

The next Executive Committee meeting will take place electronically on Wednesday, May 14, 2025 at 9:15 a.m.

The Committee broke for recess at 12:22 p.m. and reconvened at 1:00 p.m.

**15. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION**

The Executive Committee was joined by members of the Islands Trust Conservancy Board to discuss the agenda items under this category.

Islands Trust Conservancy (ITC) Chair, Lisa Gauvreau, introduced the Board members in attendance: Member Risa Smith, Member Tanner Timothy, and Trustee Susan Yates. Regrets were noted from Member Charles Kahn.

Members of the Executive Committee and staff also introduced themselves.

**15.1 February 27 Workshop: Funding our future: conservation on private lands – Discussion**

Chair Patrick spoke to a workshop she and Member Smith attended on February 25, organized by the Coastal Douglas-fir Conservation Partnership, which focused on conservation partnerships and funding strategies for private land conservation. The workshop highlighted the development of a regional Conservation Fund model in

the Capital Regional District (CRD), modeled after similar successful initiatives in other British Columbia regional districts, such as the Kootenay Conservation Program.

It was noted that regional conservation funds present a valuable mechanism for financing conservation and ecological restoration on private lands. The CRD was recognized for its advanced work on public engagement and its survey of resident support for the initiative.

Concerns were raised on the following:

- ITC may be sidelined if conservation funds are managed solely by regional districts; and
- The potential duplication of taxpayer funding and the risk of the ITC being excluded from both management and funding opportunities

An idea was proposed to establish an informal working group comprising members of the Islands Trust Executive Committee and the ITC Board. The purpose of the group would be to develop a shared vision for a conservation fund and explore potential governance models.

**EC-2025-050**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy Board and Executive Committee agree to strike an informal working group with members from each respective body to start developing a vision for a conservation fund, with the intent to expand the working group to interested First Nations and others.

**CARRIED**

**15.2 Articulate areas to pursue invited guest speakers for a future meeting – Discussion**

The committee discussed the idea of inviting guest speakers to future meetings to provide inspiration, share innovative practices, and support strategic development. A recent panel at the Association of Vancouver Island Coastal Communities conference was referenced as a catalyst for this discussion. Members expressed enthusiasm about bringing in individuals with expertise in conservation financing, Indigenous collaboration, and cross-cultural communication.

Three potential speakers were suggested:

1. Brody Guy (Islands Coastal Economic Trust) a representative involved with the co-management of conservation funds;
2. Bonny Norton a university professor conducting a large-scale, grant-funded storytelling project with Indigenous communities; and
3. Eli Enns (IISAAK OLAM) an expert in Indigenous Protected and Conserved Areas (IPCAs) affiliated with a national Indigenous conservation organization.

The committee acknowledged that such speakers could offer valuable insight into conservation funding models, relationship-building with Indigenous communities, and effective communication strategies. The July meeting, which is scheduled for a longer duration, was identified as a suitable opportunity to host a guest speaker.

There was broad support for proceeding with outreach to potential speakers in advance of the July meeting.

### **15.3 Promoting the Islands Trust in the island communities – Discussion**

Strategies to enhance public engagement and trust in the Islands Trust and ITC, particularly in light of ITC's 35th anniversary were discussed. Key themes and suggestions from the discussion included:

- A trustee shared their experience informally promoting ITC during Earth Day on Gabriola Island by speaking with community members and school children.
- Emphasis was placed on communicating ITC's environmental mandate in ways that resonate with the public.
- Another member proposed the development of a concise and impactful presentation to be delivered by a representative at each local trust committee meeting to promote the ITC and its mandate.

It was observed that while some LTCs receive regular Conservancy updates from trustees who are also ITC board members, others lack direct representation, leading to minimal engagement with ITC reports. To address this, there was consensus on encouraging trustees to appear, even virtually, at LTC meetings lacking ITC representation to speak to reports and promote the work of the Conservancy.

Discussion ensued on the ITC's 35th anniversary communications strategy, including a planned storytelling blog, a public survey, and potential celebratory events at the June Trust Council meeting. Staff confirmed ongoing work on the preparations for the celebration activities but were unable to confirm specific details at this time.

There was broad support for having trustees volunteer to attend other LTCs to speak about ITC initiatives and anniversaries.

Additional suggestions for future joint meetings, including strengthening relationships with First Nations and exploring opportunities for greater ITC engagement on islands with currently limited Conservancy presence, were raised.

#### **EC-2025-051**

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

that Executive Committee members commit to recognize and celebrate the Islands Trust Conservancy's 35<sup>th</sup> anniversary by adding an item on a future agenda of the local trust committees they chair.

**CARRIED**

The Islands Trust Conservancy Board members left the meeting at 2:00 p.m.

**16. CLOSED MEETING**

**EC-2025-052**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(f) of the Community Charter in order to consider matters related to law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment and that staff attend the meeting.

The meeting was closed to the public at 2:01 p.m. and reopened at 2:51 p.m.

**17. ADJOURNMENT**

**By general consent** the meeting adjourned at 2:52 p.m.

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**Laura Patrick, Chair**

**CERTIFIED CORRECT:**

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**Alexandra Trifonidis, Executive Coordinator and Recorder**

The minutes are not official until adopted at a subsequent meeting.



# BRIEFING

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**To:** Islands Trust Conservancy Board      **For the Meeting of:** May 27, 2025  
**From:** Staff      **Date Prepared:** May 5, 2025  
**SUBJECT:** Administrative fee increase - Ruby Alton Endowment Fund

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**PURPOSE:** To advise the Islands Trust Conservancy Board of an administrative fee increase by the Victoria Foundation for the administration of the Ruby Alton Endowment Fund.

**BACKGROUND:**

In 2005, \$100,000 from the Ruby Alton Estate donation (plus interest) was deposited into the Victoria Foundation to establish the Ruby Alton Property Endowment Fund. This fund has been administered by the Victoria Foundation on behalf of Islands Trust Conservancy since then.

In February this year, ITC staff received the following notification from the Victoria Foundation:

*Administrative Fee Change*

*The Victoria Foundation continues to work to create a sense of belonging in Greater Victoria along with our fundholders. As we respond to the needs of our community, the Foundation has reviewed our administrative fees and will be making an increase by 0.25% to 0.75%, effective March 1, 2025. This is the first increase in administrative fees in at least two decades.*

*Please contact your Philanthropic Services team member if you have any questions.*

As of December 31, 2024, the market value of the Ruby Alton Property Endowment Fund was \$164,330.95. In 2024, Islands Trust Conservancy received an annual grant disbursement of \$7,178. The fund administrative fees for 2024 were \$776.83.

If the market value of the fund increases at average historical returns (7.50%), the fund administrative fees at the increased rate will be approximately \$2505.00 for 2025.

**ATTACHMENT(S):**

1. Ruby Alton Property Fund Activity Statement 01 January 2024 – 31 December 2024
2. Victoria Foundation Administration Fee Increase Correspondence, February 25, 2025

**FOLLOW-UP:**

Staff to monitor the Ruby Alton Property Endowment Fund statements from The Victoria Foundation.

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**Prepared By:** Mike Richards, Strategic Fund Development Specialist  
**Reviewed By/Date:** Wendy Tyrrell, A/Manager/May 16, 2025

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# RUBY ALTON PROPERTY ENDOWMENT FUND

## FUND ACTIVITY

01 January 2024 – 31 December 2024

<b>BEGINNING BALANCE, <i>market value</i></b>	<b>\$149,500.83</b>
Add: Contributions to Fund	0.00
Total Investment Returns	22,784.95
Less: Grants Paid	7,178.00
Fund Management Fees	776.83
<b>ENDING BALANCE, <i>market value</i></b>	<b>\$164,330.95</b>

## GRANTING ALLOCATION

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<b>AVAILABLE-TO-GRANT BALANCE AT</b>	<b>\$7,263.00</b>
<b>JANUARY 31, 2025 *</b>	

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*(ralton)*

*\* Any grants or rollbacks to capital processed in January 2025 have been deducted from this balance*

## INVESTMENT RETURNS

- Investment Returns on endowed funds for the January 1, 2024 to December 31, 2024 period are 15.76% compared to our benchmark of 15.00%.
- The 10-year annualized investment returns on endowed funds to December 31, 2024 are 7.96% compared to our benchmark of 7.45%.

## CONTRIBUTIONS THIS PERIOD

There were no Contributions this statement period.

## GRANTS THIS PERIOD

Grantee	Date	Amount
Islands Trust Conservancy	15/03/2024	7,178.00
*** Total Grants:		7,178.00

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**From:** Natasha Benn <[nbenn@victoriafoundation.bc.ca](mailto:nbenn@victoriafoundation.bc.ca)>

**Sent:** Tuesday, February 25, 2025 8:54 AM

**Subject:** Hosted Organization 2024 Q4 Fund Statement has been uploaded on DonorCentral



Dear Hosted Organization Fundholder,

The Q4 2024 fund statements for the period January 1, 2024 to December 31, 2024 have now been uploaded to DonorCentral, our online fund management platform. Our investment returns are shown at the bottom of the statement. Also included on these statements is the total available to grant balance in 2025, which includes the carryforward balance from 2024, if any. Any grants processed in January 2025 have been deducted from the available-to-grant balance.

You can access [DonorCentral](https://victoriafoundation.bc.ca/giving/donor-central/) at <https://victoriafoundation.bc.ca/giving/donor-central/>. If you have not yet accessed the DonorCentral platform or have any further questions or concerns about DonorCentral, please contact [DCsupport@victoriafoundation.bc.ca](mailto:DCsupport@victoriafoundation.bc.ca) and we will be pleased to assist you. I encourage you to continue to visit us online at [www.victoriafoundation.ca](http://www.victoriafoundation.ca) for up-to-date news and information.

### **Administrative Fee Change**

The Victoria Foundation continues to work to create a sense of belonging in Greater Victoria along with our fundholders. As we respond to the needs of our community, the Foundation has reviewed our administrative fees and will be making an increase by 0.25% to 0.75%, effective March 1, 2025. This is the first increase in administrative fees in at least two decades.

Please contact your Philanthropic Services team member if you have any questions.

**Thank you for your continuing support of the Victoria Foundation and the causes that matter to you. Together, we are creating a vibrant, caring community for all.**



Chief Don Tom  
Chief Tanya Jimmy  
WSÁNEĆ Leadership Council  
800b Stelly's Cross Road  
Saanichton, BC, V8M 1J4

Tuesday, March 11<sup>th</sup>, 2025

Chair Peter Luckham  
Islands Trust Council  
200 – 1627 Fort Street  
Victoria, BC, V8R 1H8

**RE: MOU between Islands Trust Council and the WSÁNEĆ Leadership Council**

ÍY SCÁCEL Chair Luckham,

The WSÁNEĆ Leadership Council (WLC) is writing to the Islands Trust Council to request the establishment of a Memorandum of Understanding (MOU) between the Islands Trust Council and the WLC to strengthen our relationship and advance shared priorities.

With the support of Tsartlip and Tseycum First Nations, the WLC has an MOU with both the District of Saanich, and an approved MOU with the Capital Regional District (CRD). These agreements work to advance reconciliation and visibility of WSÁNEĆ people and culture in WSÁNEĆ Territory. Here are several priority topics for collaboration:

- Art, Place Names & Public Education
- Park Management
- Harvesting Opportunities
- Environmental Protection
- Economic & Employment Opportunities
- Land Acquisition
- Cultural Learning Opportunities for elected officials & staff
- Protection of Ancestral Sites
- Governance

This collaboration could aid in advancing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). We strongly encourage the Islands Trust Council, local trust committees, and the Islands Trust Conservancy Board to work with the WLC to recognize and implement UNDRIP the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). UNDRIP provides a framework for reconciliation and self-determination, ensuring that WSÁNEĆ lands and governance are acknowledged



and respected in decision-making processes. Aligning Islands Trust policies with UNDRIP principles will further our collective efforts toward meaningful cooperation and long-term partnership.

We invite your staff to connect with Joni Olsen, Policy and Negotiations Manager (joni.olsen@wsanec.com), and Ned Taylor, Local Government Program Manager (ned.taylor@wsanec.com), to begin drafting a document for both of our Councils review.

HÍSKWE, SI,ÁM,

Chief Don Tom

Chief Tanya Jimmy

cc. Islands Trust Conservancy Board  
Clare Frater, Director Trust Area Services, Islands Trust  
Joe Elliott, Senior Indigenous Relations Advisor, Islands Trust  
Joni Olsen, Policy and Negotiations Manager, WSÁNEĆ Leadership Council  
Ned Taylor, Local Government Program Manager, WSÁNEĆ Leadership Council



## BRITISH COLUMBIA

April 28, 2025

Reference: 185578

Laura Patrick  
Chair,  
Islands Trust Council  
200 - 1627 Fort Street  
Victoria BC V8R 1H8  
Email: [information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)

Dear Chair Laura Patrick:

I am writing to acknowledge correspondence from Peter Luckham of March 4, 2025, prior to his resignation as Chair, in which he requested a meeting between myself and the members of the Islands Trust Executive Committee to discuss the request for a review of the Islands Trust that was sent to the former Minister of Municipal Affairs during the last provincial election.

During this time of extraordinary change and uncertainty, our government is focusing on the services and choices that make an immediate and material difference while managing within our means. We will have to make difficult choices about the order in which we commit to new initiatives, like a review as sweeping as that laid out in the letter to Minister Kang. I am therefore not in a position to consider a review of the *Islands Trust Act* prior to the next general local elections.

Land use planning to preserve and protect the Trust area and its unique amenities and environment is the core responsibility of the Islands Trust. This reflects the ecological mandate of the Trust, the toolkit deliberately supplied by government, and that island communities have a role to play in local environmental stewardship. It is my expectation that the Trust Council recognizes that this requires careful deliberation and consideration of perspectives to manage expectations of growth, development and local economies without exceeding the carrying capacity of local ecosystems and preserving unspoiled natural amenities.

Page 1 of 2

Over the balance of their term of office, I will need the Trust Council to take particular care to ensure that engagement with the public and First Nations on the bylaws put before me for approval, including amendments to Official Community Plans and the Trust Policy Statement, are undertaken in a manner that demonstrates mutual respect and builds towards consensus.

The established Trust Policy Statement is the current touchstone which aids in the interpretation of the organization's mandate. The development of the next iteration requires care to result in a Policy Statement in which all involved can all have confidence.

Along similar lines, before returning with another request for provincial review I will expect the Trust Council to ensure that it has engaged in a meaningful way with the agencies and governments that would be expected to participate in or be impacted by such a review. These include the First Nations in whose territories the Trust are stewards through its land use authorities and the local governments who share constituents with the Local Trustees, and the Islands Trust Conservancy Board.

The Ministry of Housing and Municipal Affairs will continue to support the Islands Trust in its work at the staff level. I understand that a strong working relationship has been established between your staff and the Land Use, Planning, and Regional Impacts Branch. Your team can continue to reach out to the Ministry through Marijke Edmondson, Executive Director, and Kris Nichols, Manager Planning Advice and Approvals, for support on the Trust Policy Statement and the progress of Official Community Plan bylaws that require my approval. Ms. Edmondson can be reached at: [marijke.edmondson@gov.bc.ca](mailto:marijke.edmondson@gov.bc.ca) or 778-698-3227 and Mr. Nichols can be reached at: [kris.nichols@gov.bc.ca](mailto:kris.nichols@gov.bc.ca) or 778-698-3450.

Thank you again for taking the time to write.

Sincerely,



Ravi Kahlon  
Minister of Housing and Municipal Affairs

CC: Rob Botterell, MLA for Saanich North and the Islands  
Rueben Bronee, Chief Administrative Officer, Islands Trust



ISLANDS TRUST CONSERVANCY

May 23, 2025

File No. 4790-20

Via email: [HMA.Minister@gov.bc.ca](mailto: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: Islands Trust Conservancy Five-Year Plan Requirement**

Congratulations on your appointment as Minister of Housing and Municipal Affairs. We are looking forward to working with you. This year, the Islands Trust Conservancy celebrates its 35<sup>th</sup> anniversary. As members of the Conservancy's Board, we feel honoured to have the opportunity to guide the organization's work to protect and enhance ecologically-important areas on the islands within the Salish Sea, including but not limited to, the Gulf and Howe Sound Islands.

I am writing to you regarding the development of the Conservancy's next Five-Year Plan. In summary, the ITC Board would like to seek approval from the Minister to extend the timeline for staff to prepare and submit a new Five-Year Plan. The intention is to initiate engagement Spring 2025, and to submit the next draft Five-Year Plan for 2028-2032 for your approval by mid-December 2027.

As background, the *Islands Trust Act* (the *Act*) established the Islands Trust Conservancy (the Conservancy) for carrying out the object of the Islands Trust. The object 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.*

The Board's primary role under the *Act*, is to administer the funds and to manage the real and personal property assets of the Conservancy. Under the *Act*, the Board is required to prepare a plan every five years to the Minister for review and approval that includes:

- a) policies on acquisition, management and disposal of property of the trust conservancy,
- b) policies on investment of money of the trust conservancy,
- c) goals for major acquisitions of property by the trust conservancy, and
- d) other matters as required by the Minister.

.../2

Honourable Ravi Kahlon

May 15, 2025

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Since 1992, the Minister has reviewed and approved six Five-Year Plans, and we have worked alongside landholders, communities, and conservation partners to achieve these objectives.

Largely in thanks to the generosity and vision of community members and conservation partners, the Conservancy has permanently protected more than 1,375 hectares of ecologically significant lands on the islands of the Salish Sea, including 34 nature reserves held in fee simple and managed by the Conservancy, and 81 conservation covenants on privately held lands.

The Conservancy respectfully acknowledges that the islands and waters that encompass the Salish Sea have been home to Indigenous Peoples who have stewarded these lands and waters in reciprocity since time immemorial, and continue to do so today. In the next iteration of the Five-Year Plan, the Conservancy seeks to strengthen the recognition and respect for the interests and inherent rights of Indigenous Governing Bodies regarding the securement and management of the Conservancy's protected lands program, particularly in decisions that impact their territories. We are setting a pathway to build strong foundations for meaningful, collaborative and shared decision-making processes.

In 2019, the ITC Board passed a [Reconciliation Declaration](#). As part of this commitment, the Conservancy is in the process of creating new policies and amending existing policies to foster respectful engagement with First Nations. Nations are now notified and invited to consider new conservation proposals. Additionally, Nations are contacted early in all land management planning processes and encouraged to provide input into management direction. We are prioritizing archeological assessments on new securement projects, and inviting cultural monitors to guide restoration activities. This, in turn, is enhancing our understanding of areas that are culturally significant to Indigenous Peoples.

In 2022, the Conservancy submitted an Interim Three-Year Plan (2023-2025) to Minister Kang indicating a desire to initiate a two-year engagement process with First Nations before developing the next Five-Year Plan. Given the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA) and the evolving legislative landscape in British Columbia, the next Five-year Plan would serve as a starting point for improved cooperation with Indigenous Governing Bodies.

In January 2024, Minister Kang supported the Board's initiative of a two-year engagement process that aligns with the DRIPA and the UN Declaration on the Rights of Indigenous Peoples (UNDRIP), but did not approve the Three-year Interim Plan.

As we prepare the next iteration of the Conservancy's Five-Year Plan (2028-2032), we are committed to strengthening our approach to reconciliation and aligning our conservation efforts with the rights and interests of Indigenous Peoples and Nations.

Through this plan, the Conservancy aims to:

.../3

Honourable Ravi Kahlon

May 15, 2025

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- Improve how we recognize and respect the interests of Indigenous Governing Bodies in decisions related to the securement and management of protected lands, including free, prior and informed consent;
- Acknowledge and honour the deep and enduring connections Indigenous Peoples have to the land;
- Build meaningful relationships and undertake genuine, ongoing engagement with First Nations; and
- Develop sound, respectful policies to support these commitments, and lay the foundation for collaboration and shared decision-making.

We are committed to moving forward in a spirit of respect, reciprocity, and accountability, guided by the principles of UNDRIP.

Staff intend to work closely with Ministry of Housing and Municipal Affairs to explore how best these objectives can be achieved within the Conservancy's mandate and legislative constraints.

Due to internal capacity challenges and ongoing operational work, staff are still in the early stages of the engagement process with First Nations. Staff have prepared concordance tables and drafted letters to invite Nations to engage with us. The Conservancy is grateful to have received a modest amount of funding from the province to provide capacity funding to support our request for their participation and engagement.

Given our delayed timing, we seek approval from the Minister to submit the next draft Five-Year Plan for 2028-2032 for your approval by mid-December 2027.

We would appreciate confirmation of your support for this revised scheduling.

Thank you for your support of the Islands Trust Conservancy and the special places on the islands.

Sincerely,



Lisa Gauvreau  
Chair, Islands Trust Conservancy Board

- ec:
1. Kris Nichols, Manager, Planning Advice and Approvals, Land Use, Planning & Regional Impacts Branch
  2. Jenny Patton, Executive Administrative Assistant, Local Government Division
  3. Islands Trust Conservancy Board



## Public Acquisitions Update For the Meeting of May 27, 2025

Property Name and Island	Date (yyyy/mm/dd)	Notes
<b>PUBLICLY CONSIDERED PRIVATE LAND ACQUISITIONS</b>		
<b>Crystal Mountain</b> (Galiano) 18.3 ha.	2017/11/21	ITC previously considered a conservation covenant proposal and land transfer proposal for this property.
	2017/11/21	<p><b>TFB-2017-031: It was MOVED and SECONDED</b>, 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:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. Establishing legal access for the Trust Fund Board to the most eastern part of Lot A;</li> <li>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;</li> <li>4. Staff reaching mutual agreement with the water license holders to limit the impact of accessing and maintaining the permitted water works;</li> <li>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;</li> <li>6. Written agreement with the Society about the use and maintenance of the pagoda;</li> <li>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</li> <li>8. Final approval of the Trust Fund Board of the final survey plan, transfer agreement and all other associated agreements.</li> </ol>
	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 May 27, 2025

<b>Crystal Mountain (Galiano) 18.3 ha.</b>	2021/05/25	<p><b>ITC-2021-019: It was MOVED and SECONDED</b>, 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.</p> <p><b>ITC-2021-020: It was MOVED and SECONDED</b>, 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.</p> <p><b>ITC-2021-021: It was MOVED and SECONDED</b>, 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</p> <p><b>ITC-2021-022: It was MOVED and SECONDED</b>, 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.</p> <p><b>ITC-2021-023: It was MOVED and SECONDED</b>, 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.</p>
	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.
	2025/05/27	No new updates.
<b>Current Total ITC Acquisitions:</b>		<b>34</b>



ISLANDS TRUST CONSERVANCY

## PUBLIC COVENANTS UPDATE For the Meeting of May 27, 2025

<b>NAPTEP COVENANTS</b>		
<i>29 NAPTEP Covenants on title, 2 NAPTEP covenants in progress, 2 Ecological Gifts applications in progress for complete NAPTEP covenants</i>		
Property	Date	Notes
<b>Martin NAPTEP Covenant</b> (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	<b>ITC-2024-061: It was MOVED and SECONDED</b> 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 S̷ÁUTW (Tsawout) to discuss the covenant project. Discussion ongoing.
	2025/03/10	Referral reminder sent to First Nations, and to offer referral window extension.
	2025/03/11	Application for tax exemption reviewed and approved by Trust Council. <b>TC-2-25-035:</b> It was MOVED by Trustee Gauvreau, and SECONDED by Trustee Peterson, that the Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption (NAPTEP) Certificate for the covenanted portion of the property described as PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption (NAPTEP).
	2025/05/27	No new updates.
<b>Doris McHardy NAPTEP Covenant</b>	2024/02/04	Application received.
	2024/02/14	Application sent for Ministerial approval.



**PUBLIC COVENANTS UPDATE  
For the Meeting of May 27, 2025**

(North Pender Is, ~1 ha)	2024/03/19	<b>ITC-2024-13: It was MOVED and SECONDED</b> 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 <sup>th</sup> , 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.
	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. <b>TC-2024-111: It was MOVED by Trustee Elliott, and SECONDED by Trustee Morrison,</b> 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



ISLANDS TRUST CONSERVANCY

## PUBLIC COVENANTS UPDATE For the Meeting of May 27, 2025

	2025/03/18	Staff provided the ITC Board with a summary of First Nations responses.
	2025/05/27	No new updates.
<b>Koontz NAPTEP Covenant</b> Gabriola Island (~2.5 ha)	2023/02/08	Application received.
	2023/05/30	<b>ITC-2023-017: It was MOVED and SECONDED</b> , 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.
	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: <b>EC-2023-120: It was MOVED and SECONDED</b> , 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).	



**PUBLIC COVENANTS UPDATE  
For the Meeting of May 27, 2025**

<b>Koontz NAPTEP Covenant (cont'd)</b>	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.
	2024/10/01	<b>ITC-2024-048: It was MOVED and SECONDED</b> , 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.
2025/03/27	Staff noticed oversight in baseline report. Amended baseline in progress.	
	2025/05/27	No new updates.



ISLANDS TRUST CONSERVANCY

## PUBLIC COVENANTS UPDATE For the Meeting of May 27, 2025

<b>Skye Larmour NAPTEP Covenant</b> Salt Spring Island (2.45 ha)	2021/10/15	Application received.
	2022/01/24	<b>ITC-2022-003: It was MOVED and SECONDED</b> , 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 <sup>th</sup> , 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)
	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	<b>EC-2023-131: It was MOVED and SECONDED</b> , 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	<b>2024-021: It was MOVED and SECONDED</b> , 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.	



**PUBLIC COVENANTS UPDATE  
For the Meeting of May 27, 2025**

<b>Skye Larmour NAPTEP Covenant (cont'd)</b>	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	<b>ITC-2024-049: It was MOVED and SECONDED</b> , 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.
	2025/05/27	No new updates.

**REGULAR COVENANTS**

*52 regular covenants on title, 0 public regular covenants in progress, 0 in camera covenants in progress.*

Property	Date	Notes
None		

**ITC NATURE RESERVES WITH COVENANTS OUTSTANDING**

*9 ITC Nature Reserves are without covenants, 1 ITC Nature Reserve covenant in progress.*

Property	Date	Notes
<b>Fairyflipper Forest Nature Reserve</b> Thetis Island (16.6 ha)	2018/03/20	ThINC Board approves resolution to hold a covenant on Fairyflipper Forest.
	2018/03/21	CCLT Board approves resolution to hold a covenant on Fairyflipper 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.



**PUBLIC COVENANTS UPDATE  
For the Meeting of May 27, 2025**

<b>Fairyslipper Forest Nature Reserve (cont'd)</b>	2018/10/13	Hosted Management Plan Open House on Thetis Island.
	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.	
	2025/05/27	No new updates.
<b>Total</b>		<b>81 covenants registered</b>

**Budget Report for Islands Trust Conservancy Board – for May 27, 2025 Meeting**

(as of March 31, 2025)

<b>GL Code</b>	<b>Description</b>	<b>Approved Budget</b>	<b>Islands Trust Contribution</b>	<b>ECCC SAR Grant</b>	<b>Spent</b>	<b>% Spent</b>
50700-210	Admin Support Services	\$387,003.00	\$387,003.00		\$327,112.55	85%
54500-210	Communications	\$18,000.00	\$16,500.00	\$1,500.00	\$10,724.22	60%
56100-210	Professional Consultant Fees	\$0.00	\$0.00		\$19,156.25	96%
56500-210	Contracted Temporary Staffing	\$20,000.00	\$1,700.00	\$18,300.00	\$0.00	n/a
61100-210	ITC "Board Honoraria"	\$7,000.00	\$7,000.00		\$6,400.00	91%
61200-210	ITC "Board Meeting Expense"	\$2,850.00	\$2,850.00		\$2,513.70	88%
61210-210	ITC "Board Training & Conferences"	\$1,600.00	\$1,600.00		\$962.55	60%
61300-210	ITC "Property Management"	\$166,140.00	\$99,640.00	\$66,500.00	\$158,092.50	95%
61500-210	ITC "Conservation Planning & Land Securement"	\$26,550.00	\$18,350.00	\$8,200.00	\$5,438.59	20%
63000-210	Legal "General"	\$22,000.00	\$16,000.00	\$6,000.00	\$22,292.12	101%
67500-210	Memberships	\$1,800.00	\$1,800.00		\$1,745.78	97%
73001-210-8062	Project: ITC 5-Year Plan First Nations Engagement Plan	\$20,000.00	\$20,000.00		\$0.00	0%
74900-210	Safety	\$1,200.00	\$1,200.00		\$591.44	49%
75100-210	Sal & Ben "Salaries Admin Staff"	\$650,286.00	\$535,286.00	\$115,000.00	\$616,300.01	95%
75110-210	Sal & Ben "Benefits Admin Staff"	\$165,173.00	\$165,173.00		\$156,205.29	95%
79500-210	Subscriptions	\$400.00	\$400.00		\$475.00	119%
80300-210	Mobile Devices	\$2,561.00	\$2,561.00		\$2,416.06	94%
81300-210	Training & Conferences	\$4,700.00	\$4,700.00		\$2,603.89	55%
81305-210	Travel for Training	\$4,000.00	\$4,000.00		\$2,752.70	69%
82300-210	Travel	\$26,000.00	\$19,500.00	\$6,500.00	\$21,113.46	81%
<b>TOTAL SPENDING 2024-25</b>		<b>\$1,527,263.00</b>	<b>\$1,305,263.00</b>	<b>\$222,000.00</b>	<b>\$1,356,896.11</b>	<b>89%</b>

**Restricted Accounts/Funds Report for Islands Trust Conservancy Board for May 27, 2025 Meeting  
April 1, 2024 – March 31, 2025**

<b>Account/Fund</b>	<b>Opening Balance April 1, 2024</b>	<b>Revenue</b>	<b>Spent</b>	<b>Closing Balance March 31, 2025</b>	<b>Context</b>
Ruby Alton Endowment Fund	\$149,251.59	\$18,025.37	\$7,503.88	\$159,773.08	
Ruby Alton Nature Fund (Management/Maintenance)	\$42,942.10	\$99,507.90	\$30,137.19	\$112,312.81	Portion of principle was invested in a GIC April 2023-April 2024
Property Management Fund	\$11,506.02	\$536.54	\$0.00	\$12,042.56	
Covenant Mgmt & Defense Fund	\$124,958.35	\$5,827.22	\$0.00	\$130,785.57	
Opportunity Fund	\$39,598.12	\$56,001.03	\$16,918.72	\$78,680.43	Portion of principle was invested in a GIC April 2023-April 2024
Opportunity Fund (Hornby/Tempest Fund)	\$0.00	\$46,648.70	\$0.00	\$46,648.70	Principle was invested in a GIC April 2023-April 2024
Western Screech-Owl Project (Private Donation)	\$14,118.46	\$390.38	\$4,990.60	\$9,518.24	
Lasqueti Island Acquisition Fund	\$31,934.24	\$3,385.25	\$0.00	\$35,319.49	
Gambier Island Acquisition Fund	\$131,658.37	\$9,163.38	\$0.00	\$140,821.75	
Thetis Island Acquisition Fund	\$1,403.83	\$64.37	\$0.00	\$1,468.20	
McFadden Creek Nature Sanctuary Fund	\$19,313.40	\$814.92	\$679.17	\$19,449.15	
Morrison Waxler Legacy Fund (Pender Island)	\$10,837.89	\$258.17	\$0.00	\$11,096.06	
Link Island – Cabin Removal Fund	\$0.00	\$39,839.10	\$0.00	\$39,839.10	Principle was invested in a GIC April 2023-April 2024



**ISLANDS TRUST CONSERVANCY  
REPORT TO TRUST COUNCIL  
1st Quarter 2025-2026**

<b>COMPLETED SINCE LAST REPORT (April - June 2025)</b>	<b>PLANNED FOR SECOND QUARTER 2025-26 (July – September 2025)</b>
<b>1. STRATEGIC PLANNING/ADMINISTRATION</b>	
<p><b>Personnel/Staffing:</b> Team Lead: Re-classified position and posted it internally to ITC Team. Applications have been received and interviews have been scheduled.</p> <p>Summer Co-op Student: Interviewed and hired Carlie Aston. Orientation and onboarding completed.</p> <p>Communications Specialist: Resignation delivered in May, last day July 18. Profile updated, and external posting complete. Applications being reviewed.</p> <p>ITC’s temporary Administrative Assistant (AA): Interview and hiring process anticipated to be completed by June. Training, onboarding and orientation to follow. Position runs from June – end of September.</p> <p><b>Training:</b> Staff participated in training opportunities related to Indigenous language and food systems, protected areas management, and biology reserved practice.</p> <p><b>Five Year Plan:</b> Delivered the Letter to Minister requesting extension of Five-Year Plan for engagement with First Nations.</p> <p>Request for engagement letters anticipated to be delivered to Nations in June inviting participation in the drafting of the Five-Year Plan with concordance tables included from 2022 referral letter responses.</p> <p><b>ITC Board:</b> Prepared and completed annual financial audit.</p>	<p><b>Personnel/Staffing:</b> Team Lead: Interviews completed, offer extended and position transition in progress.</p> <p>Communications Specialist: Interviews completed, hiring process completed. Onboarding, orientation and training.</p> <p>Temp AA: Training of new staff.</p> <p>Review staff PMDPs and annual ITC Work Plan plans based on Regional Conservation Plan (RCP) priority actions.</p> <p><b>ITC’s Five-Year Plan:</b> Contact with First Nations to schedule and hold initial engagement meetings. Provide capacity assistance to interested First Nations. Develop outline for Plan.</p> <p><b>ITC Board:</b> Prepare agenda and staff reports and host July ITC/EC joint Board meeting.</p> <p>Forecast project needs to develop 26/27 fiscal year projects. Submit a 2026/27 ITC budget for approval.</p> <p><b>ITC Policy:</b> Continue ITC Policy and Procedures Review. Risk Management Policy presented to ITC Board for adoption. Focus on competing the update to Working Alone policies and procedures, and initiated policy update and development that aligns with Five-Year Plan objectives.</p> <p><b>Training:</b> Field staff complete Wilderness First Aid Training.</p>



**ISLANDS TRUST CONSERVANCY  
REPORT TO TRUST COUNCIL  
1st Quarter 2025-2026**

<p>Prepared agenda and staff reports and hosted May ITC Board meeting. Prepared a 2026/27 ITC budget request.</p> <p><b>ITC Policy:</b> Continued ITC Policy and Procedures Review. Focus on Risk Management and Working Alone policies and procedures.</p> <p><b>Admin:</b> Implemented new field safety devices (Bivy stick)</p> <p>Supported Islands Trust new Biologist position</p> <p><b>Operations:</b> Reviewed potential new contact relationship management platform.</p> <p><b>Data Management/GIS -</b> Continued investigating software solutions for ITC’s Protected Areas Data Management Project using information provided by Needs Assessment Report.</p> <p><b>CityView</b> -Continued report template updates, legacy data updates, and staff training with CityView applications software.</p> <p><b>TAPIS 3</b> - Updated database and mapping with new protected areas throughout Islands Trust Areas.</p> <p>Continued working with GIS staff to ensure TAPIS 3.0 functionality for ITC projects</p>	<p><b>Operations:</b></p> <p><b>CRM</b> – Schedule and initiate data transfer. Staff training.</p> <p><b>Data Management/GIS</b> – Solution obtained; business case submitted.</p> <p><b>CityView</b> - Complete revisions, staff training, and procedure development for CityView applications software.</p> <p><b>FieldMaps</b> - Assess FieldMaps functionality and provide feedback to GIS Team for requesting improvements as determined.</p>
<p><b>2. COVENANT AND PROPERTY ACQUISITIONS</b></p>	
<p><b>Current Projects:</b> Responded to three enquiries about securement options (Saturna, Salt Spring, Denman)</p> <p>Continued securement negotiations on ~36 ha of land for ITC nature reserve (1 Galiano, 2 Salt Spring).</p> <p>Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring).</p>	<p><b>Current Projects:</b> Continue securement negotiations on ~36 ha of land for ITC nature reserve (1 Galiano, 2 Salt Spring).</p> <p>Continue negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring).</p>



**ISLANDS TRUST CONSERVANCY  
REPORT TO TRUST COUNCIL  
1st Quarter 2025-2026**

<b>3. COVENANT AND PROPERTY MANAGEMENT</b>	
<p><b>Nature Reserve and Covenant Monitoring:</b> Initiated 2025 monitoring program.</p> <p><b>Field Technology Improvements:</b> Training on updates to Field Maps by GIS staff and trial in the field.</p> <p><b>Planning Referrals to ITC:</b> Addressed multiple referral requests from Islands Trust planners and submitted recommendations to the ITC Board for decision.</p> <p><b>Species at Risk and Invasive Species Projects:</b> Executed service contracts to continue surveys and monitoring of species at risk in priority areas.</p> <p>Began procurement processes for habitat restoration and infrastructure management contracts for conservation covenants and nature reserves.</p> <p>Service contracts completed and work begun on invasive removal on most of the nature reserves and specific covenants.</p> <p>Began planning and implementation of in-house habitat monitoring and restoration activities in covenants on Saturna, North Pender, Bowen, and Salt Spring Islands.</p> <p><b>Property Management Strategy:</b> Began review of priority actions for species and ecosystems at risk/ cultural species of significance to incorporate into the Property Management Strategy.</p> <p><b>Other:</b> Negotiated minor amendments to three covenants (Gabriola, North Pender).</p> <p>Continued work on archeological overview assessment /preliminary field reconnaissance surveys for Link and Saturnina Islands.</p>	<p><b>Nature Reserve and Covenant Monitoring:</b> Complete 2025 monitoring program site visits. Complete data processing and reporting.</p> <p><b>Species at Risk and Invasive Species Projects:</b> Contract work for species at risk monitoring and invasive species management continue.</p> <p>Continued implementation of in-house habitat monitoring and restoration activities in covenants on Saturna, North Pender, Bowen, and Salt Spring Islands.</p> <p><b>Other:</b> Complete three minor covenant amendments (Gabriola, North Pender)</p> <p>Work on First Nations referral plan and system for tracking referrals and conversations with First Nations for management plans as part of the engagement for the ITC Five-Year Plan.</p> <p><b>Property Management Strategy:</b> Present updated Property Management Strategy to the ITC Board at September’s meeting.</p>



**ISLANDS TRUST CONSERVANCY  
REPORT TO TRUST COUNCIL  
1st Quarter 2025-2026**

<b>4. COMMUNICATIONS AND OUTREACH</b>	
<p><b>Social Media:</b> Launched “Reflections from the field” social media summer series</p> <p>Ongoing 35<sup>th</sup> anniversary promotion and survey response collection for the ITC Journal</p> <p>Social media posts focused on Legacy Giving</p> <p><b>Publications:</b> Published and circulated Species at Risk education material through social media and the ITC Journal</p> <p>Published two articles on the new Islands Trust Conservancy blog – “The Journal”</p> <p>Published Spring Heron Newsletter</p> <p>Published Spring ITC eNews</p> <p><b>Celebrations:</b> Planned celebration for new NAPTEP covenant</p> <p>Anticipate celebrating ITC’s 35th Anniversary at Trust Council</p> <p><b>Reports:</b> Completed the 2024/25 ITC Annual Report</p>	<p><b>Social Media:</b> Ongoing “Reflections from the field” summer series</p> <p>Ongoing 35<sup>th</sup> anniversary promotion and survey response collection for the ITC Journal</p> <p><b>Publications:</b> Publish four articles on the new Islands Trust Conservancy Journal</p> <p>Publish Fall Heron Newsletter</p> <p>Publish Fall ITC eNews</p> <p><b>Celebrations:</b> Host celebration for new NAPTEP covenant</p> <p>Attend community events on the islands to promote ITC’s 35<sup>th</sup> anniversary</p> <p><b>Reports:</b> Publish 2024/25 ITC Annual Report</p>
<b>5. FUNDRAISING AND CONSERVANCY SUPPORT</b>	
<p><b>Donors:</b> Stewardship of donors and advisors (ongoing).</p> <p>Initiated 35th anniversary fundraising goals.</p> <p><b>Strategic Giving:</b> Continued WillPower Campaign seeking bequests of conservation lands or conservation funds.</p> <p>Legacy Giving Ads developed and placed in Gabriola Sounder and Folklife Magazine</p>	<p><b>Donors:</b> Stewardship of donors and advisors (ongoing).</p> <p>Continue implementing 35th anniversary fund development activities</p> <p><b>Strategic Giving:</b> Continue WillPower Campaign seeking bequests of conservation lands or conservation funds.</p> <p><b>Fund Management:</b> Finalize update of Opportunity Fund Guidelines.</p>



**ISLANDS TRUST CONSERVANCY  
REPORT TO TRUST COUNCIL  
1st Quarter 2025-2026**

<p><b>Fund Management:</b> Completed initial draft update of Opportunity Fund Guidelines.</p> <p>Processed one Opportunity Fund application.</p> <p>Updated signing authorities for ITC investment accounts.</p> <p><b>Other:</b> Initial exploration into external funding opportunities that would support continued species at risk program work.</p> <p>Attended several webinars/online courses on strategic giving and fundraising.</p>	<p>Process Opportunity Fund applications as required</p> <p><b>Other:</b> Extended external grant opportunity research</p>
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