Islands Trust Conservancy
Regular Meeting Agenda

Date: Tuesday, January 29, 2019

Time: 10:00 am - 2:30 pm

Location: Oak Bay Community Centre
Small Lounge
1975 Bee Street, Victoria BC V8R 5E6

Pages

1. CALL TO ORDER

1.1 Staffing and Renovations Updates (verbal)

1.2 Election of Chair

As per Islands Trust Conservancy Bylaw No. 1, A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board all Islands Trust Conservancy members are eligible to be nominated and run for the position of Chair of the Islands Trust Conservancy. These members are:
Linda Adams; Sue Ellen Fast; Doug Fenton; R Hoops Harrison; Kate-Lousie Stamford; Robin Williams

2. APPROVAL OF AGENDA

3. CLOSED MEETING

4. RISE AND REPORT

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Approval of Previous Meeting Minutes 3 - 8

5.2 Follow-up Action List 9 - 12

6. BUSINESS

6.1 Items for Approval

6.1.1 RFD - Denman Cross-island Trail 13 - 18

That the Islands Trust Conservancy Board approve in principle a portion of the Denman Cross-island Trail in the Lindsay Dickson Nature Reserve adjacent to East Road and reiterate its approval of using the existing established trail in the southwest corner of the Lindsay Dickson Nature Reserve as an alternate route and its objection to trail development along Corrigal Road on the western boundary of the Nature Reserve.

6.2 Items for Discussion/Direction

6.2.1 Board Training Options (Verbal)

6.2.2 Meeting with Squamish Nation (Verbal)

6.3 Correspondence

6.3.1 Canadian Land Trust Alliance - Standards and Practices 19 - 48

6.4 Updates for Information

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7. NEW BUSINESS

8. NEXT MEETING

9. ADJOURNMENT

Islands Trust Conservancy

DRAFT Minutes of Regular Meeting

Date:	**Tuesday, November 27, 2018**
Time:	**10:00 am**
Location:	**Islands Trust Victoria Boardroom 200-1627 Fort Street, Victoria, BC**
Board Members Present	**Kate-Louise Stamford, Chair Sue Ellen Fast Doug Fenton Hoops Harrison (by teleconference), joined at 10:14 am Linda Adams Robin Williams**
Staff Present	**Kate Emmings, a/Manager Nuala Murphy, a/Ecosystems Protection Specialist, left meeting at 10:20 am and returned at 11:07 am Crystal Oberg, Communications & Fundraising Specialist Clare Frater, Director, Trust Area Services left the meeting at 2:05 pm David Marlor, Director, Local Planning Services joined meeting for item 6.1.2 at 12:12 pm and left the meeting at 12:22 pm Alexandra Trifonidis, a/Administrative Assistant**

1. CALL TO ORDER

Islands Trust Conservancy Acting Manager called the meeting to order at 10:00 am and acknowledged that the meeting was being held in Coast Salish First Nations territory.

1.1 Introduction of new Islands Trust Conservancy Board Members

Board members and staff each introduced themselves.

1.2 Staffing Update

The ITC Board received a staffing update for information.

1.3 Election of new Islands Trust Conservancy Board Members

As per Islands Trust Conservancy Bylaw No. 1, A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board all Islands Trust Conservancy members are eligible to be nominated and run for the position of Chair of the Islands Trust Conservancy.

The Islands Trust Conservancy Acting Manager called for nominations for Islands Trust Conservancy Board Chair. Trustee Stamford was elected by acclamation as Islands Trust Conservancy Board Chair.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

6.1.3 Discussion of Bylaw 1 amendment

6.4.6 New Zealand MP Eugenie Sage

6.4.7 Retreat Review Discussion

By general consent, the agenda was approved as amended.

3. CLOSED MEETING

The Islands Trust Conservancy convened the closed portion of the meeting at 10:23 am and resumed in open meeting at 11:22 am to Rise and Report.

ITC-2018-031
It was MOVED and SECONDED,
that the 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; and,

(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 board if they were held in public.

CARRIED

4. RISE AND REPORT

The Islands Trust Conservancy reported on the following items:

- Record of Resolution without Meeting, ITC Budget Submission

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Approval of the September 25, 2018 Regular Meeting Minutes

By general consent, the Islands Trust Conservancy meeting minutes of September 25, 2018 were adopted.

5.2 Follow-up Action List

The Islands Trust Conservancy Manager provided an update on each of the items in the Follow-up Action List.

6. BUSINESS

6.1 Items for Approval

6.1.1 RFD - 2019 ITC Meeting Dates

Board chose dates within the original document of March 26th, May 21st, October 1st and November 26th.

ITC-2018-032
It was MOVED and SECONDED,
that the Islands Trust Conservancy approves the 2019 Meeting Schedule, as attached.

CARRIED

6.1.2 RFD - Regional Conservation Plan and LTC/BIM Communications

Trustee Stamford presented the request to board members. The A/Manager identified staff requirements for the request and the LPS Director provided background on local planning considerations.

ITC-2018-033
It was MOVED and SECONDED,
that the ITC Board direct staff to continue to pursue the following options and report back to the ITC board regarding their status at future board meetings until they are complete:

1. Work with Islands Trust and BIM staff to link individual LTC/BIM webpages with their RCP Local Area Profiles located on the ITC website;
2. Provide community engagement tools for LTCs, including an LTC/BIM profile information sheet for each LTC highlighting a few fun facts about the ecology specific to their island. Include a link to the appropriate section of the RCP;
3. Integrate reminders into planning processes that provide opportunities for the RCP to inform the work of the LTCs and BIM such as integration of RCP consideration into LTC Staff Report and Site Context Report templates and investigate with BIM to see if they can be integrated into BIM templates;
4. Coordinate with Islands Trust Council to ensure that RCP goals are recognized in the Islands Trust Policy Statement and the Islands Trust Strategic Plan; and,

5. Incorporate RCP actions as a regular part of the Chair's ITC Report to LTCs and BIM, possibly bi-annually or on alternating reports. Include how the RCP is being used within the Islands Trust and how others are using the RCP (i.e. David Suzuki Foundation, SeaChange Marine Conservation Society).

CARRIED

ITC-2018-034

It was MOVED and SECONDED,
that the ITC board members provide further ideas for LTC incorporation of the RCP to staff for further discussion of "Strategies to reach out to LTCS and BIM" at the January 2019 meeting.

CARRIED

6.1.3 Discussion of Bylaw 1 amendment

The A/ Manager noted that revision to Bylaw 1 would be required to address the Islands Trust Conservancy name change. The Board considered the limitations of needing to convene a meeting to address making decisions in absence of a Chair.

ITC-2018-035

It was MOVED and SECONDED,
that the ITC board direct staff to provide recommendations for revision of Bylaw 1 to add options for an alternate chair and bring back to the next meeting.

CARRIED

6.2 Items for Discussion/Direction

6.2.1 ITC Budget Submission

The A/ Manager provided the final Islands Trust Conservancy budget submission to the board. Trustees Williams and Fast provided an update on the budget discussions that took place at the Financial Planning Committee.

6.4.5 Budget Report

The Islands Trust Conservancy reviewed the Budget Report for information. The Islands Trust Conservancy Board reviewed the ITC Budget Submission.

6.3 Correspondence

6.3.1 ITC letter to North Pender LTC

The Board received correspondence sent by ITC staff to the North Pender LTC regarding Medicine Beach Nature Reserve.

6.3.2 CVRD Correspondence re Denman Trail

The Board received correspondence from the Cowichan Valley Regional District regarding the Denman Cross Island Trail.

6.4 Updates for Information

6.4.1 BRF ITC Name Change

The Islands Trust Conservancy Board reviewed the ITC Name Change Briefing for information.

6.4.2 Public Acquisitions Report

The Islands Trust Conservancy reviewed the Public Acquisitions Report for information.

6.4.3 Public Covenants Report

The Islands Trust Conservancy reviewed the Public Covenants Report for information.

6.4.4 Regional Conservation Plan Progress Report

The Islands Trust Conservancy reviewed the Regional Conservation Plan Progress Report for information.

6.4.5 Budget Report

The Islands Trust Conservancy reviewed the Budget Report for information.

6.4.6 New Zealand MP Eugenie Sage

Trustee Fast informed the Board that New Zealand MP Eugenie Sage visited Bowen Island. The MP was very interested in the area and its natural environment and requested covenant information. Staff will provide information to Trustee Fast to pass along.

6.4.7 Retreat Review Discussion

Trustee Williams provide background information to new trustees regarding the Islands Trust Conservancy Board Retreat that took place in October 2017. Staff will bring the notes from the retreat to the Board in January as part of follow up on the discussion paper on funding options that was provided to the board in July 2018.

7. NEW BUSINESS

There was no new business.

8. NEXT MEETING

The next meeting will take place on January 29, 2019 at 10:00 am.

9. ADJOURNMENT

By general consent, the meeting adjourned at 2:07 pm.

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Trustee Stamford, Chair

Certified Correct:

____

Alexandra Trifonidis, Acting Administrative Assistant (Recorder)

Follow Up Action Report

Trust Conservancy Board

24-Sep-2010

No	Activity	Responsibility	Target Date	Status
1	Staff to work with landowners to clarify wording of Cunningham Covenant regarding vegetation removal, while maintaining conservation as a priority.	Jennifer Eliason	30-Sep-2011	On Going

31-Mar-2015

No	Activity	Responsibility	Target Date	Status
1	Staff to prepare possible revisions to the Trust Council Procedure 2.1.xxi Administration of the Crown Land Acquisition Initiative.	Clare Frater Kate Emmings	15-Mar-2019	On Going

20-Jun-2017

No	Activity	Responsibility	Target Date	Status
1	TC-2017-029 - Investigate options for increased use of federal or provincial stewardship agreements for species at risk in the Islands Trust Area.	Clare Frater Kate Emmings Lisa Wilcox	19-Mar-2019	On Going

18-Jul-2017

No	Activity	Responsibility	Target Date	Status
1	Staff to provide a report regarding the organizational implications of acting on the Trust Council request to investigate provincial and federal stewardship agreements as a protection tool	Clare Frater Kate Emmings	15-Mar-2019	On Going

Follow Up Action Report

29-May-2018

No	Activity	Responsibility	Target Date	Status
1	Provide a summary of the Medicine Beach Mgmt Plan to the Pender Post to identify management issues and raise awareness in the community	Crystal Oberg	29-Jan-2019	On Going

17-Jul-2018

No	Activity	Responsibility	Target Date	Status
1	Staff to bring amended discussion paper on funding option to ITC board in January 2019 along with suggested next steps	Kate Emmings	29-Jan-2019	On Going

25-Sep-2018

No	Activity	Responsibility	Target Date	Status
1	Staff to recommend a process to annually report to the Executive Committee and Trust Council on implementation of the Regional Conservation Plan.	Kate Emmings	29-Jan-2019	On Going
2	Staff to issue an Opportunity Fund for the purchase of Salish View on Lasqueti Island up to $4,500, amount dependent on matching funds received.	Kate Emmings	29-Mar-2019	On Going
3	Staff to follow up regarding David Otter Nature Reserve management.	Nuala Murphy	18-Jan-2019	On Going

ISLANDS TRUST CONSERVANCY

Print Date: January 17, 2019

Follow Up Action Report

27-Nov-2018

No	Activity	Responsibility	Target Date	Status
1	Staff to continue to pursue the following options and report back to the ITC board regarding their status at future board meetings until they are complete: 1. Work with Islands Trust and BIM staff to link individual LTC/BIM webpages with their RCP Local Area Profiles located on the ITC website; 2. Provide community engagement tools for LTCs, including an LTC/BIM profile information sheet for each LTC highlighting a few fun facts about the ecology specific to their island. Include a link to the appropriate section of the RCP;	Crystal Oberg	26-Mar-2019	On Going
2	Staff to provide recommendations for revision of Bylaw 1 to add options for an alternate chair and bring back to the next meeting.	Kate Emmings Clare Frater	29-Jan-2019	On Going
3	The ITC board members to provide further ideas for LTC incorporation of the RCP to staff for further discussion of "Strategies to reach out to LTCS and BIM" at the January 2019 meeting.	Kate-Louise Stamford Sue Ellen Fast	29-Jan-2019	On Going
4	Staff to continue to pursue the following options and report back to the ITC board regarding their status at future board meetings until they are complete: ... 3. Integrate reminders into planning processes that provide opportunities for the RCP to inform the work of the LTCs and BIM such as integration of RCP consideration into LTC Staff Report and Site Context Report templates and investigate with BIM to see if they can be integrated into BIM templates...	Kate Emmings David Marlor	29-Jan-2019	On Going
5	Staff to continue to pursue the following options and report back to the ITC board regarding their status at future board meetings until they are complete: ... 4. Coordinate with Islands Trust Council to ensure that RCP goals are recognized in the Islands Trust Policy Statement and the Islands Trust Strategic Plan; ...	Kate Emmings Clare Frater	31-Dec-2019	On Going

6	Staff to continue to pursue the following options and report back to the ITC board regarding their status at future board meetings until they are complete:... 5. Incorporate RCP actions as a regular part of the Chair's ITC Report to LTCs and BIM, possibly bi-annually or on alternating reports. Include how the RCP is being used within the Islands Trust and how others are using the RCP (i.e. David Suzuki Foundation, SeaChange Marine Conservation Society).	Kate Emmings Kate-Louise Stamford	26-Mar-2019	On Going
7	Staff to communicate with authors of Spatial Decision Support System regarding scholarly article.	Kate Emmings	29-Jan-2019	On Going
8	Staff to coordinate signing of Salish View agreements.	Kate Emmings Kate-Louise Stamford	29-Jan-2019	On Going

ISLANDS TRUST CONSERVANCY

REQUEST FOR DECISION

To:	Islands Trust Conservancy Board	**For the Meeting of:**	January 29, 2019
From:	Staff	**Date Prepared:**	January 21, 2019

SUBJECT: **Route Location of the Denman Cross-Island Trail, Lindsay Dickson Nature Reserve**

RECOMMENDATION: That the Islands Trust Conservancy Board approve in principle a portion of the Denman Cross-island Trail in the Lindsay Dickson Nature Reserve adjacent to East Road and reiterate its approval of using the existing established trail in the southwest corner of the Lindsay Dickson Nature Reserve as an alternate route and its objection to trail development along Corrigal Road on the western boundary of the Nature Reserve.

That the Islands Trust Conservancy Board direct staff to work with the Comox Valley Regional District and the Denman Conservancy Association on the location and design of the Lindsay Dickson Nature Reserve portion of the Denman Cross-island Trail and return to the Board for approval of the trail location and design prior to dedicating resources to developing the associated legal agreements.

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1 **PURPOSE:** To give permission in principle to build a new trail on the Lindsay Dickson Nature Reserve (LDNR) adjacent to East Road as part of the Comox Valley Regional District's Denman Cross-Island Trail and to direct staff to work on appropriate trail design and location.

2 BACKGROUND:

For many years the Comox Valley Regional District (CVRD) has been in the process of determining a route and constructing a Denman Cross-island trail. The trail is multi-use, including horses, bicycles and other non-motorized uses, and will connect the two ferry terminals on Denman Island. To date the trail goes from the Buckley Bay- Denman Ferry Terminal along Denman Road, then heads south along East Road until Corrigal Road. The remainder of the route is unconstructed. Please see the attached map from the Comox Valley Regional District showing the existing trail (heavy blue line) and potential routes for the remaining sections (red dashed line), with Lindsay Dickson Nature Reserve (LDNR) labelled and coloured in light green.

As the landholder of the LDNR, Islands Trust Conservancy (ITC) has been consulted on route options through the LDNR and has approval over any routes through the Nature Reserve. The Denman Conservancy Association (DCA) holds the conservation covenant on the LDNR and must also give their approval to any routes through the covenant area. Staff have been in contact with the DCA and they are aware of the proposal. DCA input for each trail option is in the table below.

At its November 17, 2015 meeting, Trust Fund Board (now the Island Trust Conservancy Board) passed the following recommendation:

> *That the Trust Fund Board approve in principle including an existing trail within the Lindsay Dickson Nature Reserve as part of the Denman Cross-Island trail and direct staff to work with the Comox Valley Regional District and the Denman Conservancy Association to determine an appropriate route.*

At its May 10, 2016 meeting, Trust Fund Board (now the Island Trust Conservancy Board) passed the following recommendations:

> *That the Trust Fund Board approves utilizing the existing established trail in the southwest corner of the Lindsay Dickson Nature Reserve as part of the Denman Cross-Island Trail.*
>
> *That the Trust Fund Board request staff communicate with the Comox Valley Regional District that the Board does not support new trail development along the Corrigal Road Right-of-Way because of the additional disturbance the trail could bring to the nature reserve.*

From East Road and Corrigal Road, the CVRD are investigating three route choices to get to Owl Crescent (Options A through C on the attached map):

Option	Factors
Along East Road, **Option C** in CVRD map. This would involve approximately 480 metres of new trail being built on the LDNR with a statutory right of way in favour of the CVRD. DCA is in favour as long as significant vegetation and trees are not removed, the trail and resulting engineering does not affect the hydrology and that the trail width be reduced from 2.2 metres to approximately 1 metre. Having a statutory right of way would allow for more flexibility to preserve the ecological integrity of LDNR than using the confined area of the road allowance to avoid cutting trees etc. Trail building and maintenance costs would be the responsibly of the CVRD.	This came out as the top choice from the CVRD public open houses in the Fall of 2018, 50% of the respondents favoured this route. Steep slopes along the water side of East Road and ditches on the inland side, as well as the logistics of obtaining easements from the multiple property owners along East Road make this a difficult choice. There are 3 property owners along East Road who are not interested in allowing a statutory right of way over their property. The CVRD just discovered that the road has been dedicated in that area and the road allowance could be used and a statutory right of way from each landowner is not required.
Option A in CVRD map, along Jemima Road and then linking to an existing trail in the southwest corner of LDNR which is based on an old logging road (called main skidder trail or Central Road) which already connects to Mallard Way. See Figure 3 where the proposed trail along Jemima Road would link in with the existing trail on the LDNR (solid red line).	Only 11 % of the public favoured this choice. It would have the least effect on the Nature Reserve and was the favoured route for the ITC board decision of May 10, 2016. The existing trail is wide and compacted and it appears it could withstand an increase in use with minimal impact. However, it may result in the trail along the road right of way on the LDNR side of Mallard Way or a statutory right of way on LDNR to allow flexibly in the trail placement.
Option B in CVRD map, along Corrigal Road and then building new trail along the right-of-way. Currently Corrigal Road is built until Marcus Road (see Figure 2) and beyond Marcus the Right of Way is undeveloped (though shown in maps as existing) along the northwest boundary on the LDNR. DCA, ITC and the direct neighbours are not in favour of opening up this undisturbed area due to the conservation concerns. However, CVRD have a legal right to use the Right of Way as they see fit.	The second most popular choice with 37% favouring this route. The current LDNR management plan states that trails should avoid the north central wetland area and the undisturbed forest in the northwest. If the Corrigal right-of-way was cleared it would run all along this northwest boundary of the LDNR. Clearing for the trail in this undisturbed area would fragment the present forest, reduce conservation values and increase risk of invasive species colonization. The existing skid trail through LDNR would also be utilized with this route.

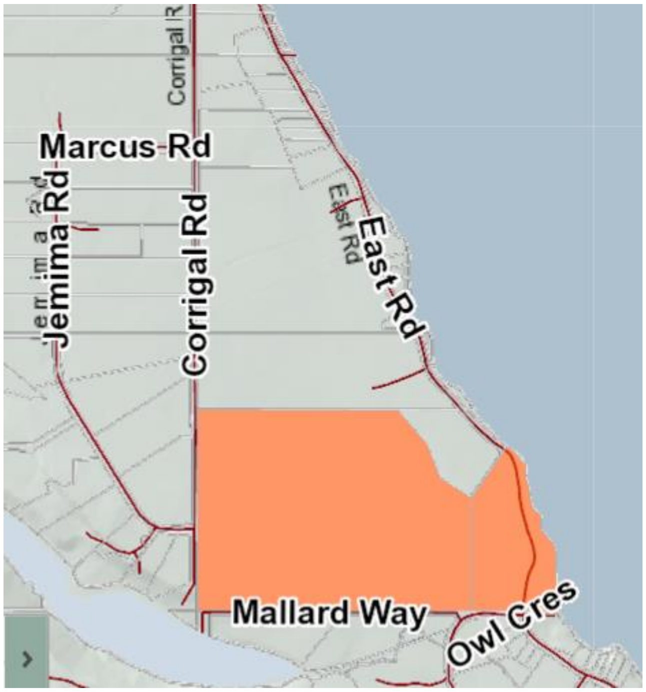


Figure 2: Roads and Route choices around Lindsay Dickson Nature Reserve

Figure 3: Existing trail that crosses the southwest corner of Lindsay Dickson Nature Reserve

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Review of trail location and design will require staff time. To ensure that time is allocated wisely, ITC staff will require that the trail location and design be determined prior to engaging on the development of required legal agreements. ITC does not currently have any multi-use trails and conservation covenants typically do not allow for multi-use trails through ITC reserves; however, the community has indicated that a Cross-island trail would be a community benefit. In terms of maintaining the ecological values of LDNR, and causing the least disturbance, the route from Jemima Road and then linking to an existing trail in the southwest corner of LDNR to Owl

Crescent (Option A) would be the first choice. However, to allow for flexibility for the community the East Road option (Option C) is also a possibility that would not negatively impact LDNR as much as opening up the Corrigal Road Right of Way (Option B). Seven representatives of the DCA (assessing as conservation covenant holders and the management group) recently walked the East Road portion of the LDNR. They are in favour of allowing a trail in this area as long as significant vegetation and trees are not removed, the trail and resulting engineering does not affect the hydrology and that the trail width be reduced from 2.2 metres to approximately 1 metre. A new trail would involve asking DCA for a priority agreement for a Statutory Right of Way for the trail over the Conservation Covenant.

FINANCIAL: The Comox Valley Regional District (CVRD) will fund trail construction and appropriate signage and establish a trail maintenance program for whichever trail option is selected. Staff will also request that the CVRD fund the development of any required legal agreements, including ITC legal costs. The increase in use will likely lead to increased management costs through the LDNR. With proper legal agreements some of these costs could be assigned to the CVRD.

POLICY: Policy 2.3 (13) states that "Property management activities will focus on the preservation of the ecological integrity of the Nature Reserve. Low-impact recreational access will be accommodated only where the ecological integrity is not significantly compromised." It is unusual for the ITC to consider a request for a multi-use trail given its emphasis in policy and in practice of low-impact recreation. Allowing horses, bicycles and other non-motorized uses will increase the impacts to the nature reserve. Both horses and bicycles damage trail bases and multi-use trails are typically wider than foot trails. Also, use of the trails by horses will increase exposure to non-native plant seeds spread through fecal matter.

IMPLEMENTATION/COMMUNICATIONS: ITC staff will continue to work with the Comox Valley Regional District and the Denman Conservancy Association to determine the location and design of the trail and will return to the ITC Board for approvals as needed.

FIRST NATIONS: CVRD is communicating with First Nations. ITC has not been informed on the results yet and will request a summary of the communication.

OTHER: The Denman Island Parks and Greenways Master Plan was developed by the CVRD based on input received through a community survey, public open houses and comments on a draft plan by affected government agencies and community organizations. Safe, multi-use trails, particularly to travel ferry to ferry, were highlighted as the most important action for Denman by the majority of respondents.

4 **RELEVANT POLICY(S):**

ITC Policy 2.3 Acquisition and Management of Land

5 **ATTACHMENT(S):**

Map – Denman Cross-island Trail
Denman Cross-island Trail information (CVRD)
Denman Island Parks and Greenways Master Plan

RESPONSE OPTIONS

Recommendation:

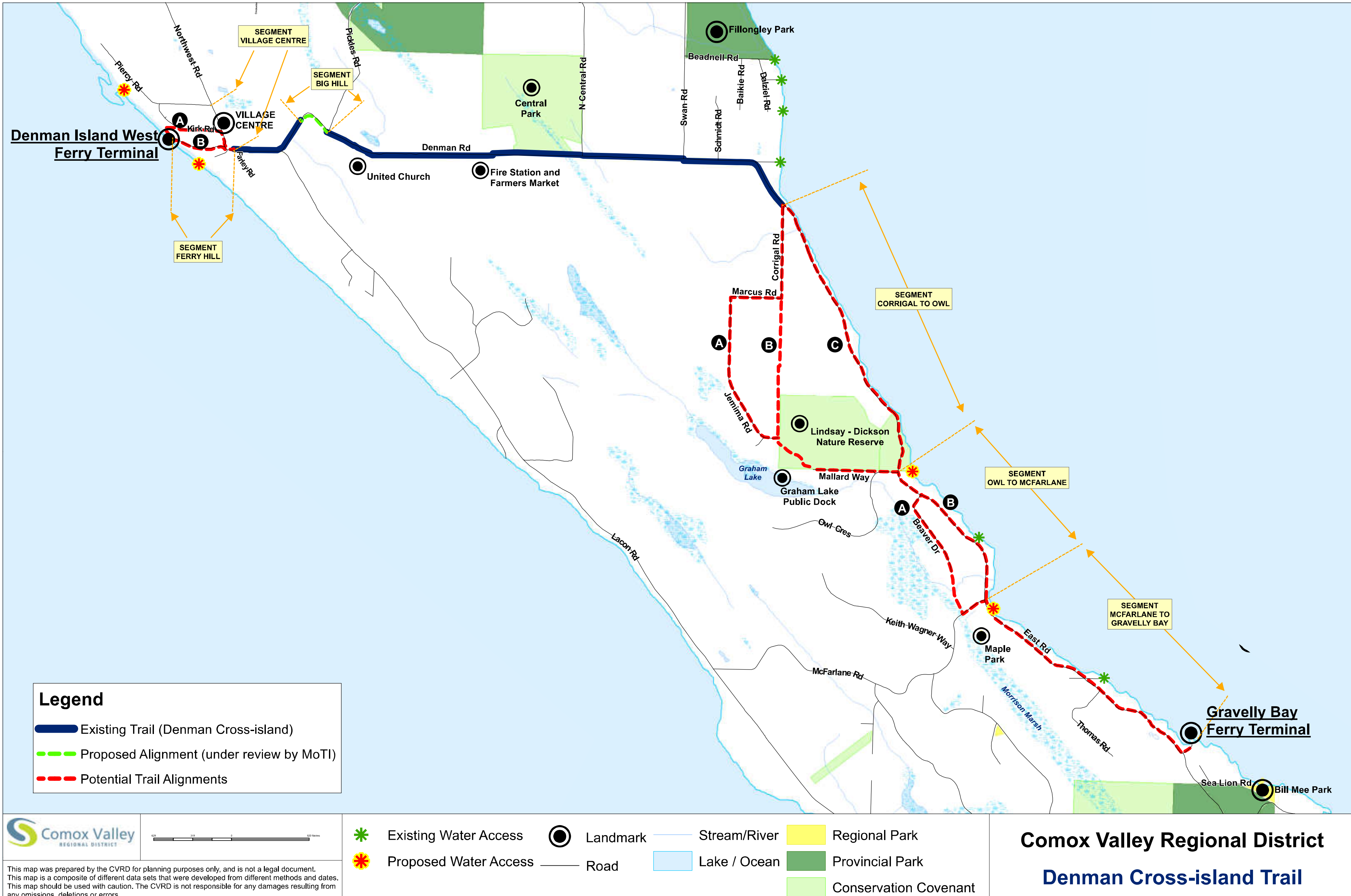
That the Islands Trust Conservancy Board approve in principle a portion of the Denman Cross-island Trail in the Lindsay Dickson Nature Reserve adjacent to East Road and reiterate its approval of using the existing established trail in the southwest corner of the Lindsay Dickson Nature Reserve as an alternate route and its objection to trail development along Corrigal Road on the western boundary of the Nature Reserve.

That the Islands Trust Conservancy Board direct staff to work with the Comox Valley Regional District and the Denman Conservancy Association on the location and design of the Lindsay Dickson Nature Reserve portion of the Denman Cross-island Trail and return to the Board for approval of the trail location and design prior to dedicating resources to developing the associated legal agreements.

Alternative: Do not recommend East Road as a route choice and reiterate the use of Jemima Road (Option A).

Prepared By: Nuala Murphy, A/ Ecosystem Protection Specialist

Reviewed By/Date: Kate Emmings, A/Manager, Islands Trust Conservancy / January 23, 2019


Denman Island West Ferry Terminal
SEGMENT VILLAGE CENTRE
SEGMENT BIG HILL
SEGMENT FERRY HILL
SEGMENT CORRIGAL TO OWL
SEGMENT OWL TO MCFARLANE
SEGMENT MCFARLANE TO GRAVELLY BAY
VILLAGE CENTRE
Fillongley Park
Central Park
United Church
Fire Station and Farmers Market
Lindsay - Dickson Nature Reserve
Graham Lake
Graham Lake Public Dock
Maple Park
Gravelly Bay Ferry Terminal
Bill Mee Park
Piercy Rd
Northwest Rd
Kirk Rd
Farley Rd
Pickles Rd
Denman Rd
N Central Rd
Beadnell Rd
Swan Rd
Schmidt Rd
Baikie Rd
Dalziel Rd
Corrigal Rd
Marcus Rd
Jemima Rd
Mallard Way
Owl Cres
Beaver Dr
Lacon Rd
Keith Wagner Way
McFarlane Rd
East Rd
Morrison Marsh
Thomas Rd
Sea Lion Rd
A
B
C
Legend
Existing Trail (Denman Cross-island)
Proposed Alignment (under review by MoTI)
Potential Trail Alignments
Comox Valley Regional District
Existing Water Access
Proposed Water Access
Landmark
Road
Stream/River
Lake / Ocean
Regional Park
Provincial Park
Conservation Covenant
Comox Valley Regional District
Denman Cross-island Trail
This map was prepared by the CVRD for planning purposes only, and is not a legal document.
This map is a composite of different data sets that were developed from different methods and dates.
This map should be used with caution. The CVRD is not responsible for any damages resulting from any omissions, deletions or errors.

From:	Canadian Land Trust Standards and Practices <info@cltstandardspracticesrevision.ca>
Sent:	Friday, January 18, 2019 6:22 AM
To:	sp-revision@cltstandardspracticesrevision.ca
Cc:	kcooper@drache.ca; Tim Sopuck; James Brennan
Subject:	It's a big day! / C'est un grand jour!
Attachments:	CLTSP_2019_EN_Final.pdf; CLTSP_2019__FR_Final.pdf; CLTSP_2019__FR_Final.pdf

This is a big day! After a 15-month consultation process, the Canadian Land Trust Alliance is happy to release the revised version of the Canadian Land Trust Standards and Practices! It means that the land trust community in Canada benefits from more readable, accessible and up-to-date industry standards. It will help land trusts to uphold public trust, and build stronger and more effective land conservation programs.

While the Canadian Land Trust Standards and Practices are designed primarily for land trusts with charitable status, they also provide important guidance for any organization or government agency that holds lands or conservation agreements for the benefit of the public.

We invite you to save the revised version now (attached) and ensure it is accessible and visible to all your staff and volunteers!

The CLTA would like to thank the Expert Committee members for their expertise and support in this importance process, and all the land trusts across the country that provided input.

Thank you.

Aujourd'hui est un grand jour! Après un processus de consultation de 15 mois, l'Alliance des organismes de conservation du Canada est heureuse de publier la version révisée des Normes et pratiques des organismes de conservation du Canada! Cela signifie que les organismes bénéficient de normes plus lisibles, accessibles et à jour. Cela aidera les organismes de conservation à préserver la confiance du public et à mettre en place des programmes de conservation plus solides et plus efficaces.

Bien que les Normes et pratiques des organismes de conservation du Canada visent principalement les organisations ayant le statut d'organisme de bienfaisance, elles sont également utiles à toute organisation ou agence gouvernementale qui détient des terres ou des accords de conservation pour le bien du public.

Nous vous invitons à sauvegarder la version révisée dès maintenant (en pièce jointe) et à vous assurer qu'elle soit accessible et visible pour tout votre personnel et vos bénévoles!

L'ADOCC souhaite remercier les membres du comité d'experts pour leur expertise et leur soutien dans cet important processus, ainsi que tous les organismes du pays qui ont fourni des informations

Merci.

Canadian Land Trust Alliance
Alliance des organismes de conservation du Canada
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You received this message because you are subscribed to the Google Groups "S&P Revision" group.
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Canadian Land Trust Standards and Practices

2019

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Acknowledgements

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Introduction

The need for standards and practices is imperative for all land trusts, regardless of where they operate. A strong land trust community depends on the long-term viability and management of its organizations. By working towards a consistent set of standards and practices, land trusts can continue to thrive and be successful in perpetuity.

Land Trust Standards and Practices are the ethical and technical guidelines for the responsible operation of a land trust. The U.S. Land Trust Alliance released an updated version in 2017 that was informed by conservationists and land trust professionals throughout the United States. These many voices were an invaluable asset throughout the revision process.

The Canadian Land Trust Alliance recognizes the advantage in using such a rigorously-developed set of Standards and Practices to maintain alignment of industry practices in Canada with the most current, internationally-recognized standards. Further, the recent U.S. revision had to be tailored to the Canadian context. A 15-month consultation within the Canadian land trust community was designed to develop practices that are more readable, accessible and up-to-date.

The Canadian Land Trust Alliance acknowledges that emerging practices, such as engagement of Indigenous communities, may not have been fully explored or resolved under this revision. The scope of the 2018 revision was limited to updating *Canadian Land Trust Standards and Practices* as a result of the US 2017 revisions (from which *Canadian Land Trust Standards and Practices* are both licensed and derived), as well as changes to relevant Canadian legislation. Given the very limited resources and time available to CLTA, the significant and emerging question of Indigenous community engagement could not be appropriately addressed at this time.

The Canadian Land Trust Alliance recognizes that, going forward, the manner in which land trusts engage with Indigenous communities is a high priority at the governance and operational levels of work undertaken by Canadian land trusts, and should be further explored. With this in mind, the CLTA encourages all Canadian land trusts to actively reach out to and engage with Indigenous partners when engaging in their land conservation activities.

While the *Canadian Land Trust Standards and Practices* are designed primarily for land trusts with charitable status, they also provide important guidance for any organization or government agency that holds lands or conservation agreements for the benefit of the public.

Implementing the *Canadian Land Trust Standards and Practices* helps land trusts uphold public trust and build strong and effective land conservation programs. Securing the confidence and support of donors and landowners is key to sustaining land trusts over the long term. This is as true for individual organizations as it is for the land trust community as a whole.

STANDARD 1

Ethics, Mission and Community Engagement

Land trusts maintain high ethical standards and have a mission committed to conservation, community service and serving the public interest[1].

PRACTICES

A. Ethics

1. Adopt a written code of ethics and/or values statement and adhere to it in implementing the land trust's mission, in its governance and in its operations
2. Adopt a written whistleblower policy that protects individuals who come forward with information on illegal practices or unethical behavior
3. Do not participate in transactions that are potentially fraudulent or abusive

B. Mission, Planning and Evaluation

1. Adopt a mission that advances conservation and serves the public interest
2. Establish strategic goals for implementing the mission, and then review and update them, as needed, at least once every five years
    a) Revisit the mission during the strategic review to confirm it is relevant
3. Review programs and activities at least annually to ensure they are advancing the strategic goals and make adjustments, as appropriate

C. Community Engagement

1. Develop an inclusive, welcoming organizational culture that respects diversity
2. Seek to engage people who are representative of the community in which the land trust works and foster opportunities to connect them with the land
3. Develop an understanding of the land trust's community, and communicate the land trust's work, services and impact in a manner that resonates with and engages that community
4. Build, maintain and enhance relationships with community leaders and other groups interacting with the land trust community
    a. When applicable, engage with local Indigenous communities to discuss how traditional knowledge and practices can inform the land trust's programs and activities.

[1] In this context, serving the public interest is understood as benefitting the public in general or a sufficient segment of the public, as opposed to conferring private benefits to individuals, corporations or a limited group of persons.

STANDARD 2

Compliance with Laws

Land trusts fulfill their legal requirements as not-for-profit organizations and comply with all laws and regulations.

PRACTICES

A. Compliance with Laws

1. Comply with all applicable federal, provincial and municipal laws and regulations

B. Not-for-profit Incorporation and Bylaws

1. Incorporate or organize according to the requirements of provincial or federal law and maintain legal status
2. Operate in accordance with established bylaws
3. Review the bylaws at least once every five years to ensure consistency with current operations, the organizing documents and provincial and/or federal law

C. Tax Status

1. Maintain status as a non-profit, registered charity or qualified donee under the *Income Tax Act* (Canada)
    a) File a complete and accurate annual information return with the Canada Revenue Agency and/or federal/provincial government
2. Comply with applicable rules regarding business activity and private or undue benefit
3. Where applicable, comply with federal requirements regarding political activities

STANDARD 3

Board Accountability

Land trust boards act ethically in conducting the affairs of the organization and carry out their legal and financial responsibilities as required by law.

PRACTICES

A. Board Responsibility

1. Individual board members are informed of and understand their role and their responsibilities as not-for-profit board members, including their legal and fiduciary duties
2. The board reviews and approves the land trust's mission and strategic plans, and is responsible for evaluating them
3. The board provides oversight of the land trust's finances and operations by:
   a) Reviewing and approving an annual budget
   b) Working to ensure sufficient financial resources are available for the long-term operations of the land trust
   c) Receiving and reviewing financial reports and statements in a form and with a frequency appropriate for the scale of the land trust's financial activity
   d) Reviewing the independently prepared financial audit, review or compilation
   e) Adopting written policies or procedures for the responsible and prudent investment, management and use of financial assets
4. The board hires, oversees and evaluates, at least annually, the performance of any executive director (or chief staff person)
5. The board may delegate decision-making and management functions to committees, provided that committees have clearly defined roles and report to the board or staff

B. Board Composition and Structure

1. Have a board of sufficient size, skills, backgrounds and experiences to conduct its work effectively
2. Have a board substantially composed of independent members to reduce risk arising from conflicts of interest
3. Have a board development process that includes procedures for recruiting and training board members
4. Ensure the board's presiding officer and treasurer are not the same individual
5. If, in rare circumstances, a staff member serves on the board, clearly define the staff role and ensure that any exercise of decision-making authority complies with rules regarding conflicts of interest

C. Board Governance

1. Provide board members with written expectations for their service on the board
2. The board meets a minimum of three times per year and maintains adopted minutes of each meeting
3. Provide board members with sufficient and timely informational materials prior to each meeting to make informed decisions
4. Board members evaluate their performance annually as a group and as individuals at least once every three years
5. Adopt procedures for removing board members who are not fulfilling their responsibilities
6. Have governing documents that contain policies and procedures (such as provisions for a quorum and adequate meeting notices) to encourage broad participation and to prevent a minority of board members from acting for the land trust without proper delegation of authority

D. Board Approval of Transactions

1. The board reviews and approves every land and conservation agreement transaction
    a) However, the board may delegate decision-making authority on transactions if:
        i. It establishes written policies or has bylaw provisions that define the limits to the authority given to the delegated entity
        ii. The delegated entity provides timely notification in writing to the full board of any completed transactions

STANDARD 4

Conflicts of Interest

Land trusts have policies and procedures to avoid or manage real or perceived conflicts of interest.

PRACTICES

A. Dealing with Conflicts of Interest

1. Adopt a written conflict of interest policy that addresses, for all insiders, how conflicts are identified and avoided or managed
2. Document the disclosure and management of actual and potential conflicts
3. When engaging in any transaction with an insider,
    a) Follow the conflict of interest policy
    b) Contemporaneously document that there is no private or undue benefit

B. Payments to Board Members

1. Do not financially compensate board members for board service, except for reimbursement of expenses[2]
2. If, in limited circumstances[3], the land trust compensates a board member for professional services that would otherwise be contracted out,
    a) Document the circumstances surrounding the decision to do so
    b) Document how the land trust uses appropriate comparability data to determine the amount to be paid and to confirm that there is no private or undue benefit
3. Do not provide loans to members, directors, officers or trustees

C. Land and Conservation Agreement Transactions with Insiders

1. When engaging in land and conservation agreement transactions with insiders
    a) Follow all transaction policies and procedures
    b) For land and conservation agreement transactions with insiders, obtain an independent appraisal by a qualified appraiser to justify the purchase or sale price

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[2] This best practice is not a legal requirement. Some land trusts may be able to/choose to pay an honorarium.
[3] Special regulation applies in Ontario. Land trusts should obtain legal advice or consult with the Ontario Land Trust Alliance.

STANDARD 5

Fundraising

Land trusts conduct fundraising activities in a lawful, ethical and responsible manner.

PRACTICES

A. Legal and Ethical Practices

1. Conduct an analysis of provincial and federal charitable fundraising laws and register where the land trust determines it is appropriate
2. Do not compensate internal or external fundraisers based on a commission or a percentage of the amount raised

B. Accountability to Donors

1. Provide accurate fundraising materials and other communications to donors and the public
2. Provide timely written acknowledgment of all gifts, including land and conservation agreements, in keeping with Canada Revenue Agency charitable receipting requirements, as appropriate
3. Maintain financial and other systems to document and comply with any donor restrictions on gifts
4. Have a written policy or procedure to ensure donor privacy concerns are honored

C. Fundraising Plan

1. Develop and implement a fundraising plan or program appropriate to the land trust's size and scope to secure adequate support for its activities

D. Non-conservation Real Property for Resale

1. When acquiring non-conservation real property with the intent of selling it to advance the land trust's mission,
    a) Obtain a written acknowledgment from any donor of the land trust's intent to sell before accepting the property
    b) Follow applicable transaction policies and procedures
    c) Maintain the property while in the land trust's ownership in a manner that retains the land trust's public credibility, manages community expectations and minimizes risk

STANDARD 6

Financial Oversight

Land trusts are responsible and accountable for how they manage their finances and assets.

PRACTICES

A. Fiscal Health

1. Establish a financial plan for the long-term operations of the land trust by
    a) Developing an annual budget that reflects the land trust's annual programs and activities
    b) Developing and implementing a strategy to address any deficit-spending trends
    c) Assessing the nature and variability of revenue and seeking to diversify funding sources
2. Build and maintain sufficient operating reserves to sustain operations
3. Adopt and implement a plan to build and maintain dedicated or restricted funds sufficient to cover the long-term costs of stewarding and defending the land trust's land and conservation agreements

B. Financial Records

1. Keep financial records in accordance with Generally Accepted Accounting Principles (GAAP) and, where applicable, Canada Revenue Agency requirements

C. Independent Financial Evaluation

1. Obtain an annual financial audit, review or compilation by an independent certified public accountant or a qualified accounting professional, in a manner appropriate for the scale of the land trust

D. Written Internal Controls

1. Establish written internal controls and accounting procedures, including segregation of duties, in a form appropriate for the scale of the land trust, to prevent the misuse or loss of funds

E. Risk Management and Insurance

1. Routinely assess and manage risks so that they do not jeopardize the land trust's financial health and its ability to carry out its mission and legal responsibilities
2. Carry general liability, directors' and officers' liability, property and other insurance, all as appropriate to the land trust's risk exposure or as required by law

STANDARD 7

Human Resources

Land trusts have sufficient skilled personnel to carry out their programs, whether volunteers (including board members), staff and/or consultants/contractors.

PRACTICES

A. Capacity

1. Regularly evaluate whether the land trust has sufficient volunteers, staff and/or consultants/contractors to achieve its strategic goals and carry out its programs, and then add capacity as needed

B. Volunteers

1. Provide volunteers with training, supervision and recognition

C. Consultants or Contractors

1. Clearly define relationships with consultants or contractors, ensure they are consistent with provincial and federal law and document them in a written contract, as appropriate

D. Transition Planning

1. Develop a written process or plan to provide for continuity in the leadership and management of the land trust's functions

E. Staff

1. Have a written job description for each staff member and conduct periodic performance reviews
2. Document the lines of authority, communication and responsibility between board and staff
3. Ensure staff have appropriate training and experience for their responsibilities and/or opportunities to gain the necessary knowledge and skills
4. Adopt written personnel policies that conform to provincial and federal laws
5. Provide fair and equitable compensation and benefits

F. Occupational Health and Safety

1. Provide staff and volunteers with safe working conditions
2. Comply with provincial and federal occupational health and safety regulations

STANDARD 8

Evaluating and Selecting Conservation Projects

In advance of every land and conservation agreement transaction, land trusts carefully evaluate and select their conservation projects.

PRACTICES

A. Strategic Conservation Planning

1. Identify specific conservation priorities consistent with the land trust's mission and goals

B. Project Selection Criteria

1. Develop and implement a written process to select land and conservation agreement projects
2. Develop and apply written project-selection criteria that are consistent with the land trust's conservation priorities
3. Document the conservation benefit of every land and conservation agreement project

C. Project Evaluation

1. Visually inspect properties before buying or accepting donations of conservation land or conservation agreements to determine and document whether:
    a) There are important conservation values on the property
    b) The project meets the land trust's project-selection criteria
2. Evaluate and document potential threats to the conservation values on the property and structure the project to best protect those conservation values
3. Evaluate and document any current or potential risks and liabilities associated with the project, including to the land trust's reputation or to the land trust community, and modify or decline the project if the risks outweigh the benefits

D. Project Planning

1. Individually plan all land and conservation agreement projects so that:
    a) The land trust identifies the best available conservation strategy for the property
    b) The property's important conservation values are protected
    c) The project furthers the land trust's mission and goals
2. Assess the stewardship implications of each project and the land trust's capacity to meet those obligations

E. Partnership Documentation

1. When engaging in a partnership on a joint acquisition or long-term stewardship project or when co-holding conservation agreement, create written agreements to clarify:
    a) The goals of the project
    b) The roles and responsibilities of each party
    c) Legal and financial arrangements
    d) Communications to the public and between parties

STANDARD 9

Ensuring Sound Transactions

Land trusts work diligently to see that every land and conservation agreement transaction is legally, ethically and technically sound.

PRACTICES

A. Legal Review and Technical Expertise

1. Obtain a legal review of every land and conservation agreement transaction, appropriate to its complexity, by a lawyer or notary experienced in real estate law
2. As dictated by the project, secure appropriate technical expertise, such as in financial, real estate, tax, scientific, indigenous and land and water management matters

B. Legal and Financial Advice

1. Do not give individualized legal, financial or tax advice when providing transaction-related information
2. Recommend in writing that each party to a land or conservation agreement transaction obtain independent legal, financial and tax advice

C. Environmental Due Diligence

1. For every land and conservation agreement transaction, conduct or obtain a preliminary environmental investigation to identify whether there are any conditions that pose environmental risks
2. If evidence of environmental risks is found, conduct or obtain a more thorough investigation, such as a Phase 1 assessment, and take steps to address any significant concerns

D. Determining Property Boundaries

1. Determine both the legal description and physical boundaries of each property or conservation agreement
2. If a conservation agreement contains restrictions or permitted rights that are specific to certain zones or areas within the property, include the locations of these areas in the agreement document so that they can be identified in the field

E. Conservation Agreement Drafting

1. For every conservation agreement[4],
    a) Individually tailor it to the specific property
    b) Identify the conservation values being protected
    c) Allow only uses and permitted rights that are consistent with the conservation purposes and that will not significantly impair the protected conservation values
    d) Avoid restrictions and permitted rights that the land trust cannot monitor and/or enforce
    e) Include all necessary and appropriate provisions to ensure it is legally enforceable
2. Review each conservation agreement for
    a) Consistency with enabling legislation[5] of conservation agreements and other provincial and federal applicable legislation
    b) Internal consistency, omissions and absence of errors within the conservation agreement documents

F. Title Investigation and Registration

1. Prior to closing and preferably early in the process, have a title company, lawyer or notary investigate title for each property or conservation agreement the land trust intends to acquire
    a) Update the title at or just prior to closing
2. Evaluate any encumbrance and title exception and document how the land trust addressed mortgages, liens, severed mineral rights and other encumbrances prior to closing
    a) Mortgages, liens and other encumbrances that could result in extinguishment of the conservation agreement or significantly undermine the important conservation values on the property are discharged or properly subordinated to the conservation agreement
3. Promptly register land and conservation agreement transaction documents, including baseline documentation reports or summaries when required, at the appropriate registration office

G. Recordkeeping

1. Adopt a written records policy that governs how and when organization and transaction records are created, collected, retained, stored and destroyed
2. Keep originals of all documents essential to the defense of each real property transaction in a secure manner and protected from damage or loss

[4] Future interpretation of conservation agreements rests on how clearly the document explains the core elements and their intent. The core elements include provisions, schedules, definitions and other components which may impact the enforceability and readability of the conservation agreement.
[5] Federal or provincial legislation that sets out the legislative rules for conservation agreements and that gives specific powers to certain body, individuals or organizations with respect to conservation agreements.

3. Create and keep copies of these documents in a manner such that both originals and copies are not destroyed in a single calamity

H. Purchasing Land or Conservation Agreements

1. When buying land, conservation agreements or other real property interests, below, at or, in limited circumstances, above the appraised value, contemporaneously document:
    a) The justification for the purchase price
    b) That there is no private or undue benefit
2. Obtain an independent appraisal by a qualified appraiser in advance of closing to support the purchase price based on the fair market value
    a) However, a short narrative, a letter of opinion or other documentation from a qualified real estate professional may be obtained in the limited circumstances when:
        i. A property has a very low economic value
        ii. A full appraisal is not feasible before a public auction
        iii. Or the amount paid is significantly below the fair market value

I. Selling or Transferring Land or Conservation Agreements

1. When selling land, conservation agreements or other real property interests,
    a) Establish protections as appropriate to the property
    b) If the sale is to a party other than another charitable organization or public agency, obtain an independent appraisal by a qualified appraiser or a short narrative, a letter of opinion or other documentation from a qualified real estate professional to determine the value of the asset and to support the selling price
    c) Select buyers in a manner that avoids any actual or appearance of impropriety
2. When selling or transferring conservation land or conservation agreements to another charitable organization or public agency, consider whether the new holder can fulfill the long-term stewardship and enforcement responsibilities
3. For the sale or transfer of land or conservation agreements certified as ecological gifts, request authorization from the Minister of Environment and Climate Change Canada, or its replacement.

STANDARD 10

Tax Benefits and Appraisals

Land trusts work diligently to see that every charitable gift of land or conservation agreement meets provincial and federal tax law requirements, to avoid fraudulent or abusive transactions and to uphold public confidence in land conservation.

PRACTICES

A. Landowner Notification

1. Inform potential land or conservation agreement donors who may claim a provincial or federal income tax deduction or credit, in writing and early in project discussions, of the following:
    a) Canada Revenue Agency strongly recommends an independent appraisal prepared by a qualified appraiser for gifts of property valued at more than $1,000, including information on the timing of the appraisal
    b) As the beneficiary of the tax receipt, the donor has the primary responsibility for any determination of the value of the donation (even in the case where the appraisal has been arranged for or commissioned by the land trust)
    c) An independent appraiser who is certified by the Appraisal Institute of Canada and who follows the Canadian Uniform Standards of Professional Appraisal Practice should perform the appraisal, or, in Québec, Les normes de pratique professionnelle des évaluateurs agréés (Les normes de pratique)
    d) The land trust requires a copy of the completed appraisal in order to issue a charitable donation receipt
    e) The land trust will not participate in projects where it has significant concerns about the potential for false receipting, tax avoidance, tax abuse or tax fraud
2. Where appropriate, inform potential donors about the Ecological Gifts Program including
    a) The increased tax benefits associated with making a gift under the program
    b) The consequences of unauthorized disposition or change in land use of ecological gifts
    c) That appraisals of ecological gifts must comply with the Ecological Gifts Program Guidelines for Appraisals and will be reviewed independently by the Appraisal Review Panel
3. Do not make assurances as to:
    a) Individualized legal or tax implications
    b) Whether a particular land or conservation agreement donation will be eligible for a donation tax deduction or credit
    c) What monetary value of the donation the Canada Revenue Agency and/or province will accept
    d) What the resulting tax benefits of the deduction or credit will be, if any

B. Legal Requirements: Land Trust Responsibilities

1. If the land trust holds charitable donations of land or conservation agreements, it meets the requirements for a qualified donee under the applicable provisions of the Income Tax Act
2. Issue donation tax receipts only in accordance with the provisions of the Income Tax Regulations

C. Avoiding Fraudulent or Abusive Transactions

1. Review, on the land trust's own behalf, each transaction for consistency with provincial and federal income tax deduction or credit requirements
2. Evaluate any appraisal to determine whether the land trust has substantial concerns about the appraised value or the appraisal
3. Discuss substantial concerns about the appraisal, the appraised value or other terms of the transaction with legal counsel and take appropriate action, such as:
    a) Documenting that the land trust has shared those concerns with the donor
    b) Seeking additional substantiation of value
    c) Withdrawing from the transaction prior to closing

STANDARD 11

Conservation Agreement Stewardship

Land trusts have a program of responsible stewardship for their conservation agreements.

PRACTICES

A. Funding Conservation Agreement Stewardship

1. Estimate the long-term stewardship and enforcement expenses of each conservation agreement transaction
2. Track stewardship and enforcement costs

B. Baseline Documentation Report

1. For each conservation agreement, have a baseline documentation report signed-off by the necessary technical expertise, with written descriptions, maps and photographs, that documents:
   a) The conservation values protected by the agreement
   b) The relevant conditions of the property as necessary to monitor and enforce the agreement
2. Prepare the baseline documentation report prior to closing and have it signed by the landowner and land trust at or prior to closing
   a) Baseline documentation reports that require technical data collection are prepared with the support of professional(s) having appropriate background and expertise
   b) In the event that seasonal conditions prevent the completion of a full baseline documentation report by closing, the landowner and land trust sign a schedule for finalizing the full report and an acknowledgement of interim data at closing
3. In the limited circumstances when there are significant changes to the land (such as a result of a wildfire or bank erosion) or the conservation agreement (such as a result of an amendment or the exercise of a permitted right), document those changes in an appropriate manner, such as through monitoring reports, a baseline supplement or current conditions report
4. The landowner and the land trust each hold at least one original copy of the signed baseline documentation report

C. Conservation Agreement Compliance Monitoring

1. Adopt a written policy and/or procedure for compliance monitoring of conservation agreements that establishes consistent monitoring protocols and recordkeeping procedures
2. Monitor each conservation agreement property at least once per calendar year

a) If the land trust uses aerial monitoring, conduct on-the-ground monitoring at least once every five years
b) Promptly document the outcomes of annual compliance monitoring activities for each conservation agreement, including communications to and from owners of conservation agreement properties
c) Conduct on-the-ground verification in a timely manner for any suspected violation or breach of conservation agreements

D. Landowner Relationships

1. Maintain regular contact with owners of conservation agreement properties to maintain relationships and avoid potential agreement conflicts
2. Establish systems to track changes in land ownership
3. When the property changes hands, attempt to meet with the new owner or property manager to ensure the new owner obtains:
    a) A copy of the conservation agreement documents
    b) Information in writing about the conservation agreement
    c) Copies of the land trust's stewardship policies and procedures

E. Conservation Agreement Enforcement

1. Adopt a written policy and develop written procedures for documenting and responding to potential conservation agreement violations
2. Investigate potential violations in a timely manner and promptly document all actions taken
3. Involve pertinent parties, authorities and legal counsel as appropriate to the severity of the violation and the nature of the proposed resolution
    a) For conservation agreements that have been certified as an ecological gift, report violations that have impacted the natural features of the property to Environment and Climate Change Canada

F. Approvals and Permitted Rights

1. Respond to landowner required notices or requests for interpretation or approvals in a timely and consistent manner, as specified in the conservation agreement deed or in a written procedure
2. Establish written procedures to guide the land trust's decision-making regarding approvals and permitted rights
3. Maintain a permanent record of all notices, approvals, denials, interpretations and the exercise of any significant permitted rights

G. Contingency Strategy

1. Establish a contingency plan for all conservation agreements in the event the land trust ceases to exist or can no longer steward and administer them
2. Maintain contact with the backup holder as appropriate to ensure the ability of the holder to hold conservation agreements is still valid

H. Amendments

1. Adopt and follow a written policy or procedure addressing conservation agreement amendments so that they are consistent with the following principles:
    a) Are consistent with the land trust's mission
    b) Comply with all applicable provincial and federal laws
    c) Do not jeopardize the land trust's charitable status
    d) Do not result in a private or undue benefit
    e) Are consistent with the conservation purpose(s) and intent of the conservation agreement
    f) Are consistent with the documented intent of the donor, grantor and any funding source
    g) Have a net beneficial or neutral effect on the relevant conservation values protected by the conservation agreement
2. Evaluate all conservation agreement amendment proposals with due diligence sufficient to satisfy the above principles
3. If an amendment is used to adjust conservation agreement boundaries (such as to remedy disputes or encroachment) and results in a *de minimis* extinguishment, document how the land trust's actions address the terms of J.1. below
4. Request authorization from the Minister of Environment and Climate Change Canada for amendments to conservation agreements certified as ecological gifts

I. Expropriation

1. If a conservation agreement is threatened with expropriation,
    a) Work diligently to avoid a net loss to conservation values and document the actions taken
    b) Have or obtain appropriate documentation of the percentage of the full value of the property represented by the conservation agreement
    c) In circumstances where a net loss of conservation values cannot be avoided, document the land trust's attempts to receive its proportional share of the proceeds and use any proceeds in a manner consistent with the conservation agreement deed
    d) Provide prompt notification to relevant parties, including the expropriating authority and Environment and Climate Change Canada, if the conservation agreement is certified as an ecological gift

J. Partial or Full Extinguishment

1. In the rare case that it is necessary to extinguish a conservation agreement, in whole or in part,
    a) Follow the terms of the conservation agreement with respect to taking appropriate action, and obtain provincial authorization when required by law
    b) Ensure there is no undue benefit
    c) Take steps to avoid or to mitigate harm to conservation values and/or use any proceeds in a manner consistent with the conservation agreement deed
    d) Consider the land trust's actions in the context of its reputation and the impact on the land conservation community at large
    e) Provide prompt notification relevant parties, including donors and funders involved in the land transaction
    f) Request prior authorization from Environment and Climate Change Canada if the conservation agreement is certified as an ecological gift

STANDARD 12

Land Stewardship

Land trusts have a program of responsible stewardship for lands held for conservation purposes.

PRACTICES

A. Funding Land Stewardship

1. Determine the immediate financial and management implications of each conservation property acquisition or contractual stewardship commitment and estimate the long-term implications
2. Anticipate and track costs associated with long-term land management, stewardship and enforcement of conservation properties

B. Land Management and Stewardship

1. Develop a written land management plan for each conservation property within 12 months after acquiring the land to:
    a) Identify the property's conservation values, including any significant cultural, Indigenous, historical and natural features, and identify threats to those features
    b) Identify the overall management goals for the property
    c) Identify activities and timeline to achieve the goals and to reduce any risks or threats to the conservation values
    d) Specify the uses that are appropriate for the property, in keeping with the property's conservation values, any restrictions and donor or funder requirements
2. Manage each conservation property in accordance with its management plan, and review and update the plan periodically
3. Perform administrative duties (such as paying insurance, filing required forms, keeping records) in a timely and responsible manner
4. Maintain the property in a manner that retains the land trust's public credibility, manages community expectations and minimizes risk consistent with the land trust's mission

C. Inspecting Land Trust Properties

1. Determine the boundaries of land trust properties and physically mark them to the extent possible or necessary
2. Inspect properties at least once per calendar year for potential management problems and promptly document the outcomes of the inspection
3. Address management problems, including encroachments, trespass and other ownership challenges, in an appropriate and timely manner and document the actions taken

a) For lands that have been certified as an ecological gift, report detected changes or impacts to the natural features of the property to Environment and Climate Change Canada

D. Contingency Strategy

1. Establish a contingency plan for conservation lands in the event the land trust ceases to exist or can no longer own or manage them

E. Expropriation

1. If a conservation property is threatened with expropriation:
    a) Work diligently to avoid a net loss to conservation values and document the actions taken
    b) Provide prompt notification to relevant parties, including expropriating authority and Environment and Climate Change Canada, if the conservation agreement is certified as an ecological gift

GLOSSARY

Board: The governing entity that manages the business of the land trust. The term ‘board members’ is used interchangeably to refer to the administrators, governors, directors or trustees that compose the board.

Capacity: The ability to perform all the actions required to acquire and manage conservation land and manage other programs by having adequate human and financial resources and organizational systems in place.

Conflict of interest: A conflict of interest arises when an employee, director, officer, manager or other “insider,” is in a position, or perceived to be in a position, to be able to benefit personally (or to create a benefit to a family member or other organization with which he or she is associated) from a decision he or she could make or influence.

Conservation agreement: A legally binding agreement voluntarily entered into between a landowner and a land trust to restrict the use of subject real property to protect the conservation values of the property, and may include a servitude for the use and benefit of dominant land, a covenant or an easement.

Conservation values: The key values on a site that are the focus of protection efforts. Important conservation values are determined during property evaluation and project planning.

Enabling legislation: The collection of federal or provincial rules imposed by authority that gives appropriate officials the authority to implement or enforce the law.

GAAP: The Chartered Professional Accountants of Canada (CPA) issues Generally Accepted Accounting Principles (GAAP). CPA Canada Handbook: Standard and Guidance Collection provides standards for financial statements for Not-for-Profit Organizations.

Independent board member: Independent board member means an individual serving on a board who does not have a material or pecuniary relationship with the company or related persons.

Independent appraisal: An independent appraisal prepared in compliance with the Canadian Uniform Standards of Professional Appraisal Practice by a qualified appraiser who has verifiable conservation agreement or conservation real estate experience.

Insiders: Board and staff members, substantial contributors, parties related to the above within the meaning of the *Income Tax Act* (Canada), those who have an ability to influence decisions of the organization and those with access to information not available to the general public.

Land: Conservation properties held in fee simple ownership and any interest or right, including subsurface, surface, air, mineral, water and development rights and any other interests or rights in real property. Conservation agreements are excluded from this definition and are treated separately.

Land trust: A not-for-profit conservation organization that, as all or part of its mission, actively works to conserve land by acquiring land or conservation agreements (or assisting with their acquisition) and/or stewarding/managing land or conservation agreements. May include other types of conservation organizations, including federal, provincial or municipal entities.

Phase I assessment: A formal investigation conducted by a qualified environmental consultant or engineer into the presence or absence of hazardous and toxic materials on or near a property.

Policy: A written, board-adopted document specifying a course of action to guide and determine present and future decisions.

Preliminary environmental investigation: An informal investigation conducted by land trust staff, consultant or volunteer into the presence or absence of hazardous and toxic materials or other environmental threats on or near a property.

Private or undue benefit: A private benefit includes any part of the income, rights, property or resources of a land trust that comes to benefit, directly or indirectly, any member, director/trustee, staff member, or other person other than a reasonable compensation for property acquired or services rendered to the land trust. For registered charities, private benefits are called "undue benefits" and are prohibited.

Public benefit: In the context of the Canadian Land Trust Standards and Practices, serving the public interest is understood as benefitting the public in general or a sufficient segment of the public, as opposed to conferring private benefits to individuals, corporations or a limited group of persons.

Qualified donee: Under the *Income Tax Act* (Canada), qualified donees are organizations that can issue official donation receipts for gifts they receive from individuals and corporations. Registered charities can also make gifts to them.

Short narrative: A written estimation of a property's value most often prepared by a qualified appraiser and occasionally prepared by a highly experienced real estate professional. A letter of opinion is not considered an acceptable type of appraisal.

ISLANDS TRUST CONSERVANCY

Public Acquisitions Update
January 29, 2019

Property Name and Island	Date (yyyy/mm/dd)	Notes
PUBLICLY CONSIDERED PRIVATE LAND ACQUISITIONS		
Crystal Mountain (Galiano) 18.3 ha.	2017/11/21	ITF has previously considered a conservation covenant proposal and land transfer proposal for this property.
	2017/11/21	TFB-2017-031 It was MOVED and SECONDED, that the Trust Fund Board accept the updated Conservation Proposal from the Crystal Mountain Society, agreeing to accept transfer of approximately 18.3 hectares of Lot 9, District Lot 90, Galiano Island, Cowichan District, Plan 31200, (PID 000-851-035) and part of Lot A, District Lots 88 and 89, Galiano Island, Cowichan District, Plan VIP68079, (PID 024-351-041), subject to: 1. The release of the rent charge and related easements on the title of Lot A and any other charges determined, through legal review, to be problematic for the Trust Fund Board; 2. Establishing legal access for the Trust Fund Board to the most eastern part of Lot A; 3. Receipt of $30,000 upon transfer of the land, with at least $15,000 to be held in a pooled Nature Reserve Management Fund, and $10,000 to $15,000 to be put towards the development of a management plan and management activities for the nature reserve; 4. Staff reaching mutual agreement with the water license holders to limit the impact of accessing and maintaining the permitted water works; 5. Agreement with the Society that the portion of the proposed Emergency Access over the nature reserve would be used only in the case of emergency; 6. Written agreement with the Society about the use and maintenance of the pagoda; 7. Installation of boundary and corner pin markers at the time of survey at the expense of the applicant (locations to be determined in consultation with ITF staff); and 8. Final approval of the Trust Fund Board of the final survey plan, transfer agreement and all other associated agreements.
	2018/03/01	Contacted by CMS re: next steps, and confirmed importance of having preliminary survey completed, and ensuring proposed layout is registrable.
Valens Brook Nature Reserve addition (Hermanutz-Innes proposal) (Denman) 2.55 ha.	2014/09/18	It was MOVED and SECONDED, that the Trust Fund Board accept the conservation proposal submitted by Henning Nielsen on behalf of Luise Hermanutz and David Innes, to transfer approximately 2.545 hectares of Lot 17, Plan 6404, Section 6 Denman Island, Nanaimo District, PID 005-851-122 to the [ITC] to be protected as a nature reserve.
	2017/05/22	Landowners informed ITF that rezoning is complete and they wish to proceed with land donation.

ISLANDS TRUST CONSERVANCY

	2017/06/07	Draft transfer agreement provided to landowners for review
	2017/07/18	It was MOVED and SECONDED that the Trust Fund Board direct a board member to sign a transfer agreement between the Trust Fund Board and the owners of Lot 17, Section 6, Denman Island, Nanaimo District, Plan 6404 PID 005-851-122 and authorize staff to move forward with the transfer of approximately 2.54 hectares of this property, using section 99 of the Land Titles Act.
	2017/09/05	Landowner working with surveyor, notary and credit union to prepare land for transfer.
	2017/09/27	Landowner submitted application to Ecological Gifts program (EGP).
	2018/02/26	Updates from appraiser submitted to EGP appraisal review panel(ARP) in response to queries.
	2018/03/14	EGP ARP was not satisfied with the response to the memo and requires additional information. Staff are working with EGP staff and the landholders to determine next steps.
	2018/05/01	ITC contracted new appraisal with new firm; working with appraiser and EGP to resolve issues.
	2018/06/18	New appraisal submitted to EGP for review.
	2018/07/31	EGP Appraisal Review Panel approves appraisal.
	2018/08/01	Landowners confirm willingness to proceed with transfer. ITC staff to prepare and coordinate transfer.
	2018/08/21	Updated transfer agreement provided to landholders.
	2018/09/11	Signed transfer agreement received from landholders. Transfer date set for November 7, 2018.
	2018/09/25	ITC signs transfer agreement. Staff engage ITC legal counsel to complete the land transfer.
	2018/11/07	Land transfer submitted to the Land Titles Office.
	2018/12/20	Land transfer registered and completed.
	2019/01/09	Certificate of Fair Market Value received from the Ecological Gifts Program.
Sandy Beach (Area E) (Keats) 3.3 ha.	2014/09/18	It was MOVED and SECONDED, that the Trust Fund Board approve the conservation proposal submitted by the Convention of Baptist Churches of British Columbia to transfer Area E (Sandy Beach), approximately 3.3 hectares of DL 696, Group 1 NWD, Keats Island (PID: 014-385-694) to the Trust Fund Board for protection as a nature reserve.
	2015/03/02	Consultant has indicated that the landowners would like a covenant registered on the land at the time of transfer. ITC has approached Gambier Island Conservancy (GIC) and Sunshine Coast Conservation Association (SCCA). GIC has declined, but SCCA is potentially interested.
	2015/05/07	SCCA agrees to hold covenant; suggests TLC as a co-holder as they have worked together before.
	2015/08/18	Draft conservation covenant provided to ITC staff for review.
	2015/08/26	Edits to covenant provided to applicant and covenant holders for review.
	2015/12/15	Comments on covenant draft received from TLC.

ISLANDS TRUST CONSERVANCY

Public Acquisitions Update
January 29, 2019

	2015/01/12	Covenant revised with TLC edits and returned to TLC and SCCA for comment. TLC is happy with the draft. SCCA has sent the covenant for legal review, still awaiting SCCA comments.
	2016/02/10	SCCA comments received.
	2016/03/04	ITF responded to SCCA edits. SCCA reviewing with lawyer.
	2016/04/11	Requested that landowner contract development of baseline report for covenant.
	2016/06/05	SCCA comments received for covenant.
	2016/10/05	Draft 3 covenant sent to covenant holders for review. TLC and SCCA have agreed to the draft.
	2016/02/10	Draft Bylaws for DL 696 received.
	2017/03/02	Covenant sent for legal review.
	2017/04/13	Revised covenant draft sent to TLC and SCCA. Comments received from both agencies.
	2017/08/31	Edits made to covenant and reviewed by legal. Draft 5 sent to TLC and SCCA for review. TLC has no further comment; awaiting SCCA comment. Both TLC and SCCA have requested a site visit.
	2017/09/07	Draft baseline report received from the applicant.
	2017/10/24	Feedback on baseline report submitted to applicant and revisions requested.
	2018/03/13	Email from Island Planner indicates that the rezoning application will move to a community information meeting and public hearing for bylaw 143 on April 18, 2018. The Island Planner has requested that the applicant contact ITC staff regarding requirements for land transfer and covenant prior to April 18.
	2018/04/24	Notice received from GM Planner that GM LTC gave third reading to Proposed Bylaw No. 143 and that applicant is now finalizing plans to subdivide/transfer the Sandy Beach Nature Reserve.
	2018/05/28	Site visit with ITC staff, trustees & SCCA
	2018/06/14	Staff requested applicant provide legal access to Sandy Beach through private land from the proposed Sandy Beach Nature Reserve (to utilize exising trail).
	2018/07/19	Next draft of baseline received and provided to covenant holders for feedback.
	2018/08/01	Applicant confirms that they are willing to provide a Statutory Right of Way for Sandy Beach access. ITC to draft agreement.
	2018/08/28	Baseline report feedback provided to applicant and biologist for review and revision.
	2018/09/12	ITC lawyer drafting Statutory Right of Way.
	2019/01/04	Applicant's biologist provided revised draft baseline report. Forwarded baseline to covenant holder for review.
Current Total ITC Acquisitions:		**29**

ISLANDS TRUST CONSERVANCY

PUBLIC COVENANTS UPDATE
January 29, 2019

Property Name and Island	Date (yyyy/mm/dd)	Notes
NAPTEP COVENANTS		
25 NAPTEP Covenants on title, no current applications.		
Swift Family Link Island NAPTEP Covenant Link Island ECOGIFT (Gabriola LTA) (19.3 ha)	2016/04/05	TFB-2016-011 It was MOVED and SECONDED that the Trust Fund Board approve Elizabeth Working Swift's proposal to covenant approximately 20 ha of the land described as "Section 25, Nanaimo District (Part of DeCourcy Group of Islands), Parcel Identifier 009-772-138" through the Natural Area Protection Tax Exemption Program (NAPTEP).
	2016/04/07	Request sent to the Nanaimo & Area Land Trust inquiring about their willingness to co-hold covenant.
	2016/04/15	ITF decision letter sent to landowner.
	2016/05/26	NAPTEP Briefing received by Gabriola LTC.
	2016/05/27	Site visit with landowner and co-covenant holder.
	2016/06/16	Trust Council approves NAPTEP application.
	2016/07/13	Draft Covenant and Phase 2 letter sent to applicant for review.
	2016/12/12	Revised covenant draft sent to the applicant for review.
	2017/01/06	Survey completed, residential area will be 2.15 ha. The family intend to apply to the Ecological Gifts Program.
	2017/01/25	NALT agrees to co-hold NAPTEP covenant with the ITF.
	2017/05/16	Legal review of covenant received.
	2017/06/21	Draft baseline report received and reviewed by ITF staff.
	2017/07/13	Revised covenant sent to landowner and NALT for review.
	2018/01/12	Landowner working with Ecological Gifts program coordinator to complete appraisal of covenant by end of March 2018.
	2018/02/28	NALT board agrees to covenant language in Link Island NAPTEP covenant draft
	2018/03/13	EcoGift Appraisal received. Landowner has 6 mos. to complete covenant donation under EcoGift Program.
	2018/03/14	Final ITF legal review completed. Awaiting final legal review from applicant.
	2018/04/19	Landowner has requested an extension to the NAPTEP Application (which expires in June) from Trust Council. Applicant hopes to register covenant in September 2018.
	2018/06/21	Trust Council approved extension of NAPTEP application.
	2018/09/07	Landholder and ITC staff agree to final covenant. NALT provided with final draft, awaiting confirmation of their agreement. Their board will approve the covenant Sept 26.

Property Name and Island	Date (yyyy/mm/dd)	Notes
	2018/09/11	Covenant and application submitted to Appraisal Review Panel for Ecological Gift.
	2018/09/25	**ITC-2018-028** **It was MOVED and SECONDED,** that the Islands Trust Conservancy authorizes the Chair to sign a NAPTEP covenant with Elizabeth Working Swift and the Nanaimo & Area Land Trust Society, over the Land described as PID 009-772-138, Section 25 (Part of Decoury Group of Islands) Nanaimo District, through the Natural Area Protection Tax Exemption Program (NAPTEP).
	2018/09/27	NAPTEP Covenant Registered
	2018/10/25	Issued Natural Area Exemption Certificate awaiting Certificate of Fair Market Value from the Ecological Gifts program to issue tax receipt.
REGULAR COVENANTS UPDATE		
(51 regular covenants on title, 1 regular public covenants in progress, 3 in-camera covenants in progress.)		
Brooks Point Covenant South Pender Island (1.17 ha, 6.02 ha if combined with surrounding covenants)	2014/03/23	It was MOVED and SECONDED, that the Trust Fund Board agrees to hold a covenant on the 2010 addition to Brooks Point Regional Park, South Pender Island, subject to agreement on the terms of the covenant and a satisfactory baseline report, and directs staff to continue working with CRD Parks and partners to determine the best way to covenant the three protected areas at Gowlland and Brooks Points.
	2014/04/08	Staff provide CRD staff with a template covenant for review.
	2014/04/15	Staff met with partners to discuss combining covenants for the Brooks Point and Gowlland Point properties.
	2014/05/22	Covenant Draft 1 sent to PICA, Friends of Brooks Point, HAT and CRD.
	2014/08/01	CRD response to Covenant Draft 1 received.
	2014/08/19	ITC/HAT/PICA express concerns to CRD with respect to Management Plan approval and other selected clauses.
	2014/08/20	Baseline Report completed.
	2014/08/22	CRD respond to ITC/HAT/PICA concerns.
	2014/09/17	ITF/HAT/PICA response re draft covenant sent to CRD.
	2014/10/08	Kate Emmings appointed to the Brooks Point Management Plan advisory group by the CRD.
	2014/10/16	ITF staff attended CRD Parks Open House for public review of the Brooks Point Management Plan update.
	2014/12/03	CRD submit revised covenant draft to ITC and HAT.
	2014/12/10	CRD Board approves revised Management Plan.
	2014/12/12	Covenant sent to legal counsel for review.

Property Name and Island	Date (yyyy/mm/dd)	Notes
	2014/12/18	Covenant revisions and comments sent to CRD.
	2015/07/29	Met with the CRD to discuss the covenant. There are several unresolved clauses.
	2015/08/28	Met with PICA and HAT. Agreed that we were at an impasse and required more direction from PICA.
	2015/09/02	CRD returned a covenant draft for review, staff are concerned with several clauses, including the strength of restrictions and the enforcement mechanisms.
	2015/09/09	Staff provided a briefing to PICA requesting info about the type of covenant contemplated. Staff updated the CRD that a response to the covenant draft would be post-poned until further information is available from PICA.
	2015/09/24	Staff met with HAT, Friends of Brooks Point (Paul Petrie) and the CRD to discuss covenant concerns. CRD staff agreed to revise covenant and circulate.
	2015/10/28	Staff met with HAT and CRD staff to review revised covenant draft and CRD will do further revision and circulate.
	2015/12/18	CRD Staff provided revised covenant.
	2016/01/25	ITF/HAT responded to CRD revisions.
	2016/07/15	CRD Staff provide a revised version of the covenant for further review.
	2016/08/16	HAT/ITF/CRD staff meet to discuss CRD edits. HAT/ITC agree to add definition regarding the permitted activities and will forward legal edits. CRD to re-approach NCC and TLC regarding process for discharge of prior covenants.
	2016/11/28	ITF/HAT forwarded the draft list of restricted and permitted uses for CRD review.
	2016/01/11	CRD response received, ITF/HAT to forward revised covenant draft for CRD review. Conversations ongoing regarding details.
	2017/09/07	Brooks Point covenant revised and reviewed by ITF legal and HAT.
	2017/09/21	Revised Brooks Point covenant sent to CRD Parks for review
	2018/06/14	Revised covenant received from the CRD, currently under review.
	2018/07/06	Legal review of covenant identifies ongoing concerns.
	2018/07/31	CRD notified of ITC covenant concerns and meeting of all parties with legal represenatives requested.
ITC NATURE RESERVES WITH COVENANTS OUTSTANDING		
(22 Nature Reserves have covenants, 6 Nature Reserves are without covenants, 2 ITC Nature Reserve covenants in progress (1 is under negotiation).		
Sandy Beach Nature Reserve (Proposed)	2017/01/10	ITC staff are currently negotiating a conservation covenant concurrently with the Sandy Beach Conservation Proposal (see Public Acquisitions Updates).

Property Name and Island	Date (yyyy/mm/dd)	Notes
Keats Island (3.3 ha.)		
Fairyslipper Forest Nature Reserve Thetis Island (16.6 ha)	2018/03/20	ThINC Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/03/21	CCLT Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/04/03	TFB approves negotiation of conservation covenant in favour of ThINC and CCLT.
	2018/04/06	First draft of ITF template covenant sent to partners. Relocation of trail necessary before finalizing the baseline report and management plan.
	2018/05/04	Contract issued for management plan. Anticipated completion date is March 1, 2019.
	2018/10/13	Hosted Management Plan Open House on Thetis Island.
	2018/12/18	Draft management plan received.
Total	**76 covenants registered**	

Regional Conservation Plan (2018-2027) Progress Highlights for ITC Board - May 30, 2018 - Jan 28, 2019

Goal 1. Identify, investigate and communicate about important natural areas to generate action on conservation priorities

Completed (since January)

Completed 2018 update of protected areas in the BC NGO Conservation Areas Database
Met with landholders on Keats Island, Keats Conservation Group and Sunshine Coast Conservation Association (May 28, 2018)
Reviewed WWF Forage Fish Modelling as an information source for Forage Fish Mapping
Issued E-News with information about updated RCP
Issued E-News with information on the name change, Salish View campaign and board position
Issued Heron newsletter with information about updated RCP and Salish View campaign
Issued Conservancy E-News on the Opportunity Fund deadline, staff changes, name change and Salish View campaign
Issued two Salish View news releases, news and social media posts
Awarded $4,500 Opportunity Fund Grant for Salish View matching campaign
Issued RFP for continued Forage Fish Mapping
Issued Forage Fish Habitat Assessment contract for Sidney and James Islands
Provided ecosystem mapping to Island Planner for use in communications with the Mt. Arrowsmith Biosphere Region Roundtable

Current

PAUSED: Working with DFO to provide marine data for Coastal Resource Information Management System (Data sharing agreement in review with DFO)

Managing Forage Fish Mapping Contract and coordinating delivery of Forage Fish Habitat Assessment data for Gabriola and Saturna with previous contractor
ON HOLD: Working with GaLTT and GB Planner to deliver a public presentation on GB Island ecosystems and conservation priorities
Working with GIS Staff to update Species at Risk data in internal mapping system (TAPIS) (ongoing)
ON HOLD: Working with GIS Staff to update ecosystems mapping in internal mapping system (TAPIS) and on MapIT

Upcoming

Staff to update Species at Risk Critical Habitat data upon finalization of Western Painted Turtle Recovery Plan
Issue E-News on the Valens Brook addition, Link Island and Salish View
ON HOLD: Deliver GB public presentation re GB Island ecosystems and conservation priorities

Goal 2. Strengthen relationships with First Nations to identify and collaborate on shared conservation goals

Completed (since January)

Revised Baseline Report and Management Plan Templates to better reference First Nation history, cultural significance and ecological knowledge
Letter sent to newly elected Penelakut Tribe council requesting collaboration on naming and management planning for Moore Hill (Thetis)
Letters sent to First Nations with information about the new RCP and available ITF resources. ITF offered to meet with First Nations at their request
Language developed for covenants that further protects existing and potential archaeological sites and contemplates traditional uses in covenant areas
Two meetings with IT and ITF staff on Penelakut, one with the elected council and one with the Elders committee to discuss Management Plans for Thetis Island Nature Reserve
Letters sent to First Nations regarding Thetis Island Management Plans
Current
Archaeological field reconnaisance contracted for Moore Hill which includes Penelakut Tribe involvement
ON HOLD: Drafting a Conservation Proposal Assessment Procedure that contemplates archaeological sites and other First Nation interests
Upcoming
Subject to response to letters about RCP, ITC staff will arrange meetings with First Nations
Coordinate meeting with Halalt First Nation and Lyackson First Nation as follow up to RCP workshops
Review and make recommendations on the language and inclusion in ITC communications materials, incl. website, to to better reference First Nation history, cultural significance and ecological knowledge
ON HOLD: Produce a special 2-page newsletter with a story on the importance of language
Goal 3. Continue to secure and manage Islands Trust Conservancy lands and conservation covenants to maximize ecological integrity
Completed (since January)
2018 monitoring of all ITC properties and covenants complete
Awarded contract to revise management plans on the 3 nature reserves on Gambier
Completed restoration event with tree planting and caging on Brigade Bay Bluffs and Long Bay Nature Reserves (Gambier).
Completed Morrison Marsh (Denman) management plan; waiting for edits from conservation partners to finalize
Approved Medicine Beach (North Pender) management plan
Completed application to covenant land in the ALR
Completed appraisal of Valens Brook land donation
Sent NAPTEP mailout to high priority landowners and followed up with interested individuals
Registered NAPTEP covenant on Link Island
Finalized transfer of Valens Brook Nature Reserve addition
Completed site visit with project partners to proposed Sandy Beach Nature Reserve (Keats Island)
Finalized discharge of BIM covenants on Singing Woods Nature Reserve
Evaluated conservation proposal for Dragonfly Commons (SSI)

Awarded $4,500 Opportunity Fund Grant for Salish View matching campaign & an Opportunity Fund Grant for a Saturna Project
Updated Baseline Report and Management Plan Templates following review of other available templates
Transferred the Valens Brook Nature Reserve Addition to ITC
Current
Fairyslipper Forest Nature Reserve management plan in process
Three Gambier Nature Reserves management plans in process
Working to finalize Sandy Beach Nature Reserve land transfer and trail right of way
Supporting campaign for Salish View (ongoing)
Negotiating subdivision and transfer of Salish View (ongoing)
Negotiating conservation covenants on priority conservation lands (ongoing)
Negotiating covenant on Fairyslipper Forest Nature Reserve with ThINC and CCLT
ON HOLD: Determining next steps for working with the ALC/providing feedback to the ALC regarding covenants on ALR land
Negotiating covenant for Salish View Covenant and obtaining the baseline inventory for the covenant to be ready when the transfer goes through
Upcoming
Begin management plan revisions for two Denman Nature Reserves and complete ecological inventory for the new Valens Brook Nature Reserve
Research an information storage tool (database) to manage property information
Finalize land transfer for Sandy Beach Nature Reserve
Register Salish View transfer and covenant
Goal 4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area
Completed (since Janaury)
Mailed out appeal letters for Salish View campaign to ~100 previous donors
Assisted with LINC's funding proposal to Sitka Foundation for Salish View
Provided letter of support for biologists seeking federal funding for further Species at Risk work on Lasqueti Island
Provided letter for support Salt Spring Island Conservancy's application to federal Habitat Stewardship Program
ITF cover story published in AQUA magazine
Assisted IT to evaluate RFI responses for website
Upgrading signage on all 3 Denman Island nature reserves with new logo and property signs
Social media posts and information sharing on ITF Facebook and Twitter accounts (ongoing)
Worked with IS, Finance departments and web contractor to update e-news and paypal to new ITC name
Worked with designer and web provider to update ITC website and communications materials with name change and refresh, launched updated website
Worked with LPS to develop CDF Tool Kit for Islands Trust

Developed business case for additional ITC staff and property management support for budget consideration
Developed Islands Trust Trustee orientation materials for November Trust Council and provided orientation package to new ITC trustees
Issued news release on name change and Salish View campaign half-way mark
Updated PDFs on the website with new ITC branding
Worked with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to develop resources for land use planners working in
Current
Working with LPS staff to create resources for Islands Trust planners and LTCs to assist them to protect island ecosystems in the CDFCP region
ON HOLD: Working with LPS staff to revise Sensitive Ecosystems Fact Sheets
Working with mapping and designer in developing 2-page RCP profiles for each LTA (with infographics)
Working with IS department to improve technology use in the field
Continuing to work with CDFCP to advance conservation of the CDF and associated ecosystems
Social media posts and information sharing on ITC Facebook and Twitter accounts (ongoing)
Participating on project team for Islands Trust/Islands Trust Conservancy website review
Transition planning for new donor management software program (expires 2020)
Attending webinars on digitally optimizing websites and content to generate online donations
Upcoming
Amend discussion paper on long term funding options for January with suggested next steps
Issue news releases for Link Island NAPTEP, Valens Brook Addition and Salish View
Arrange celebrations for Link Island NAPTEP, Valens Brook Addition and Salish View
Work with Trust Area Services on Link Island NAPTEP promotinal video script
Research client management database options
Develop presentation to trustees for January Trust Council highlighting the work of the ITC
Redesigning ITC covenant signs
Arrange print and delivery of key ITC communication documents and promotional materials

Islands Trust Conservancy Budget Tracking 2018-2019

GL	Description	Budget	Revenue	Total Available	Spent	Remaining	% Remaining	Additional Commited Funds
54500-210	Communications	$ 13,000		$ 13,000	$ 13,317	$ (317)	-2%	*$ 2,769*
61100-210	Board Honoraria	$ 8,000		$ 8,000	$ 5,150	$ 2,850	36%	*$ 2,450*
61200-210	Board Meeting Expense	$ 10,000		$ 10,000	$ 8,294	$ 1,706	17%	
61210-210	Board Training & Conferences	$ 2,000		$ 2,000	$ 94	$ 1,907	95%	
61300-210	Property Management	$ 65,000		$ 65,000	$ 40,000	$ 25,000	38%	*$ 16,513*
73001-210-8027	Property Management Plans	$ 30,000		$ 30,000	$ 14,634	$ 15,366	51%	*$ 15,675*
61500-210	Cons Planning / Land Securement	$ 18,000		$ 18,000	$ 6,344	$ 11,656	65%	*$ 8,620*
63000-210	Legal	$ 15,000		$ 15,000	$ 5,519	$ 9,481	63%	*$ 2,210*
61600-210	Ecosystem Mapping	$ 15,000		$ 15,000	$ -	$ 15,000	100%	*$ 22,500*
80300-210	Mobile Devices	$ 1,800		$ 1,800	$ 1,292	$ 508	28%	
81300-210	Training & Conferences	$ 7,000		$ 7,000	$ 614	$ 6,386	91%	
81305-210	Travel for Training	$ 2,500		$ 2,500	$ 2,030	$ 470	19%	*$ 557*
82300-210	Travel	$ 4,000		$ 4,000	$ 1,741	$ 2,259	56%	*$ 145*
		$ 191,300	$ -	$ 191,300	$ 99,028	$ 92,272	48%	*$71,439*
	Restricted Funds	**Opening Balance**						
	Alton Maintenance Account	$ 66,677	$ 13,812	$ 80,488	$ 2,674	$ 77,814		*$ 425*
	Ruby Alton Endowment Fund	$ 137,776		$ 137,776		$ 137,776		
	Opportunity Fund	$ 29,214	$ 2,709	$ 31,924	$ 4,462	$ 27,461		*$ 4,500*
	Covenant Mgmt and Defence Fund	$ 103,949	$ 4,123	$ 108,072	$ 1	$ 108,070		
	Lasqueti Island Acq Fund	$ 34,114	$ 21,498	$ 55,612	$ 319	$ 55,293		
	Gambier Island Acq Fund	$ 116,138	$ 1,329	$ 117,467		$ 117,467		
	Morrison Waxler Legacy Fund	$ 20,070	$ 47	$ 20,118	$ -	$ 20,118		
	Thetis Island Acq Fund	$ 1,285	$ 2	$ 1,287	$ -	$ 1,287		
	McFadden Creek	$ 23,439	$58.91	$ 23,498	$ -	$ 23,498		

NB - Contingency budget removed as it is not an ITC budget item. Islands Trust has a contingency budget which may be accessed subject to discussion with Director of Administrative Services.