



Islands Trust Conservancy

Regular Meeting Agenda

Date: Tuesday, May 21, 2019
Time: 10:00 am - 2:30 pm
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

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None

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7. NEW BUSINESS

8. NEXT MEETING

9. ADJOURNMENT



Islands Trust Conservancy

DRAFT Minutes of Regular Meeting

Date: Tuesday, March 26, 2019
Time: 11:50 am
Location: Oak Bay Recreation Centre
1975 Bee St, Victoria, BC

Board Members Present: Kate-Louise Stamford, Chair
Robin Williams
Linda Adams
Sue Ellen Fast

Board Member Regrets: Doug Fenton
Hoops Harrison

Staff Present: Kate Emmings, Acting Manager
Crystal Oberg, Communications & Fundraising Specialist
Wayne Bourque, Acting Ecosystems Protection Specialist
Jemma Green, Acting Property Management Specialist
Lisa Wilcox, Senior Inter-governmental Policy Advisor left
at 1:18 pm
Alexandra Trifonidis, Recorder

1. **CALL TO ORDER**

Chair Stamford called the meeting to order at 11:50 am and acknowledged, with gratitude, that the meeting was being held in Lekwungen and WSANEC Saanich people's territories.

2. **APPROVAL OF AGENDA**

By general consent, the Islands Trust Conservancy Board approved the agenda as presented.

3. **CLOSED MEETING**

ITC-2019-005

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board meeting be closed to the public pursuant in accordance with the Community Charter, Part 4, Division 3, section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the board or another position appointed by the board; and, (e) the acquisition, disposition or expropriation of land or improvements; and that the following

individuals be invited to remain in the meeting: Wayne Bourque, Kate Emmings, Jemma Green, Crystal Oberg, Alexandra Trifonidis and Lisa Wilcox.

CARRIED

The Islands Trust Conservancy convened the closed portion of the meeting at 11:51 am and resumed in open meeting at 1:01 pm to Rise and Report.

4. RISE AND REPORT

That the Islands Trust Conservancy Board direct staff to communicate the decisions of the in-camera meeting to relevant parties as necessary to implement them.

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Approval of January 29, 2019 Regular Meeting Minutes

By general consent, the Islands Trust Conservancy meeting minutes of January 29, 2019 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 North Pender Island Local Trust Committee Bylaw NO. 220 Referral

The Islands Trust Conservancy Acting Manager gave background information to the Board on item 6.1.1. The ITC Board discussed the impact of the rezoning on the Medicine Beach Nature Sanctuary and also noted the effect of light pollution on many animal species, including bats.

ITC-2019-006

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board indicate to the North Pender Island Local Trust Committee (NPLTC) that approval of by Bylaw 220 (NP-RZ-2018.2) is recommended subject to conditions outlined below:

- a) that, due to the sensitivity of the salt marsh in the Medicine Beach Nature Sanctuary, the ITC Board requests that the NPLTC consider options for ensuring that toxic materials are not stored on site or that they are minimized and stored in safe locations; and
- b) that exterior lighting is managed according to best practices for nocturnal wildlife (e.g. bats).

CARRIED

6.1.2 Salt Spring Island Local Trust Committee Referral

Islands Trust Conservancy Acting Manager provided information to the ITC Board regarding a referral from the Salt Spring Island planning staff regarding a request for a Development Variance Permit for lands adjacent to the Lower Mount Erskine Nature Reserve. The ITC Board discussed:

- the importance of connection between Mount Erskine and the shoreline for movement of wildlife
- opportunities to engage the landowner in conservation to provide a buffer to the Lower Mount Erskine Nature Reserve

ITC-2019-007

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board indicate to the Salt Spring Island Local Trust Committee (SSI LTC) that its interests are not significantly impacted by Development Variance Permit Application SS-DVP-2019.1 for Section 3, Range 2 West, North Salt Spring Island, Cowichan District, Except Part In Plan 3955 (200 Collins Rd, PID:009-595-694).

CARRIED

ITC-2019-008

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to work with the Salt Spring Planner to follow up with the landowner to provide information about covenants and land donation as an option for the lands on the east side of the road.

CARRIED

6.2 Items for Discussion/Direction

6.2.1 Standards and Practices for Land Trusts

Islands Trust Conservancy Acting Ecosystem Protection Specialist provided information on the revised Canadian Land Trust Alliance Standards and Practices to the Islands Trust Conservancy Board and how Islands Trust Conservancy complies.

6.2.2 CVRD First Nations Engagement, Denman Trail

Islands Trust Conservancy Acting Property Management Specialist provided a briefing on the Comox Valley Regional District Engagement with First Nations on Denman Cross-island Trail Route Location.

6.3 Correspondence

6.3.1 Islands Trust Re: letter of intent, PICS Theme Partnership Program

The Islands Trust Conservancy Board received correspondence for information.

6.3.2 Nature Conservancy Re: EGP-LASF Application (Valens Brook)

The Islands Trust Conservancy Board received correspondence for information.

6.3.3 Islands Trust Reconciliation Declaration

The Islands Trust Conservancy Board received correspondence for information.
The ITC Board discussed options for endorsement or participation in the Islands Trust Reconciliation Declaration.

6.4 Updates for Information

6.4.1 Trust Council Budget Survey Results (Briefing) and Update (Verbal)

Islands Trust Conservancy Communications and Fundraising Specialist provided the Islands Trust Conservancy Board with the results of the public consultation process for the Islands Trust Council's draft 2019/20 budget, with a focus on results relevant to the Islands Trust Conservancy.

6.4.2 Website Renewal Project

Islands Trust Conservancy Communications and Fundraising Specialist provided the Islands Trust Conservancy Board with information about the website renewal project and website phases.

6.4.3 Trust Council Chair Correspondence - Legislative Change

The Islands Trust Conservancy Board received correspondence for information.

6.4.4 Public Acquisitions Report

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

6.4.5 Public Covenants Report

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

6.4.6 Regional Conservation Plan Progress Report

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

6.4.7 Budget Report

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

6.4.8 Island Profiles

The Islands Trust Conservancy Board received the Island Profiles for information.

7. NEW BUSINESS

There was no new business.

8. NEXT MEETING

The next meeting will take place on May 21st, 2019 at 10:00 am.

9. ADJOURNMENT

By general consent, the meeting adjourned at 2:37 pm.

Kate-Louise Stamford, Chair

Certified Correct:

Alexandra Trifonidis, Recorder



Islands Trust Conservancy - Executive Committee Liaison Meeting DRAFT Regular Meeting Minutes



Date: Tuesday, July 17, 2018
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC
Time 1:00 – 2:30 pm

ITC Board Members Present Tony Law, Chair
Hoops Harrison
Kate-Louise Stamford
Robin Williams
Susan Morrison

EC Members Present Peter Luckham, EC Chair
George Grams
Laura Busheikin

ITC Board Members Regrets Ronald Bertrand

Staff Present Jennifer Eliason, ITC Manager
Corlynn Strachan, Administrative Assistant
Clare Frater, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Julia Mobbs, Director, Administrative Services

1. CALL TO ORDER

The meeting was called to order at 1:00 pm. Chair Law acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

1.1 Introductions and Context for Annual Meeting

Chair Law welcomed the guests and initiated introductions.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. MINUTES/COORDINATION

3.1 Record of the July 18, 2017 Meeting Minutes

The following edit to the minutes was presented for consideration:

- Correct the wording under Item 5. NEXT MEETING to: “To be determined in Victoria in early 2018.”

By general consent, the minutes were approved as amended.

4. BUSINESS

4.1 Items for Information

4.1.1 Name Change Implementation

ITC Chair Law acknowledged and thanked the Executive Committee for their pursuit of the legislative amendment. The ITC Manager reported on the process to change the organizational name, and provided a Name Change Communications Plan for information.

4.1.2 Funding

ITC board members reported on current and future funding needs of the organization.

Chair Luckham commented that many moving pieces need to work together; including budget requests and a communication piece about “who we are and what we are doing”. Trustees noted the audit and budget shows ITC is in a great position and that ITC brings in significant assets to this organization.

4.2 Items for Discussion/Direction

4.2.1 Working with Trust Council

Trustee Orientation for Next Term

Trustees discussed the importance of providing new trustees with a clear message on the mandate of the Islands Trust and Islands Trust Conservancy. ITC board members recommended a separate orientation session for trustees and the importance of getting trustees on board as ambassadors for ITC.

Budget

The ITC Manager commented on a need to increase the property management budget due to new property acquisitions and upcoming changes to the annual monitoring program.

ITC trustees discussed potentially adding a staff position, and trustees commented that the ITC does an exceptional job with limited staff.

4.2.2 Working with Local Trust Committees

Regional Conservation Plan

ITC board members and EC members discussed the following:

- Trustee Stamford noted that LTCs and Bowen Island Municipality will soon receive a briefing from ITC that outlines how the Regional Conservation Plan can support land use planning and be integrated into Official Community Planning
- Chair Law suggested the briefing might be added to a resource page on the website for trustees and LTCs
- Director Marlor reported that reference to the RCP is being added into all planning staff reports to incorporate consideration of the RCP into each project/application

ITC Reports and LTC Agendas

ITC board members and EC members discussed the following:

- Trustee Morrison recommended ITC and trustee reports be placed earlier on LTC meeting agendas
- Chair Luckham noted LTCs can be instrumental in forwarding the ITC message. The workload of LTCs is a challenge; we need to get LTCs to embrace work of RCP, but there is fundamental bylaw work required for many LTCs

4.2.3 Working with First Nations

Relationship Building

ITC board members noted it would be helpful to work collaboratively with LTCs on relationship building with First Nations.

Chair Luckham suggested it would be beneficial to have a guideline for LTCs to share with First Nations, demonstrating “how can we align our work with you?” The ITC Manager noted possibly using the RCP Summary, which describes ITCs work and current goals around First Nations engagement.

Trustee Busheikin suggested trustee training or orientation on working with First Nations should include conservation-related topics.

4.2.4 Working with the Province

Request to Meet with Minister of Municipal Affairs and Housing

ITC board members and EC members discussed:

- The importance of collaboration between the Executive Committee and the Islands Trust Conservancy board, and having a clear, well prepared message
- Potential for the ITC chair and an appointed ITC trustee to participate in meetings with minister, possibly at UBCM
- The importance of relationship building, and possibly with other ministers as well as Minister Robinson

5. NEXT MEETING

To be determined in early 2019 in Victoria

6. ADJOURNMENT

By general consent, the meeting adjourned at 2:26 pm

Tony Law, Chair

Certified Correct

Corlynn Strachan, Administrative Assistant (Recorder)

Follow Up Action Report

Trust Conservancy Board

24-Sep-2010

Activity	Responsibility	Dates	Status
1 Staff to work with landowners to clarify wording of Cunningham Covenant regarding vegetation removal, while maintaining conservation as a priority.	Jennifer Eliason	Target: 30-Sep-2011	In Progress

31-Mar-2015

Activity	Responsibility	Dates	Status
2 Staff to prepare possible revisions to the Trust Council Procedure 2.1.xxi Administration of the Crown Land Acquisition Initiative.	Clare Frater Kate Emmings	Target: 21-Mar-2019	In Progress

20-Jun-2017

Activity	Responsibility	Dates	Status
3 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	Target: 18-Jun-2019	In Progress

18-Jul-2017

Activity	Responsibility	Dates	Status
4 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	Wayne Bourque	Target: 21-May-2019	Completed



Follow Up Action Report

Trust Conservancy Board

25-Sep-2018

Activity	Responsibility	Dates	Status
5 Staff to recommend a process to annually report to the Executive Committee and Trust Council on implementation of the Regional Conservation Plan.	Kate Emmings	Target: 21-May-2019	In Progress
6 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	Target: 29-Mar-2019	In Progress

Follow Up Action Report

Trust Conservancy Board

27-Nov-2018

Activity	Responsibility	Dates	Status
7 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	Target: 21-May-2019	In Progress
8 Staff to provide recommendations for revision of Bylaw 1 to add options for an alternate chair and bring back to the next meeting.	Carmen Thiel Kate Emmings	Target: 29-Jan-2019	Completed
9 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	Target: 29-Jan-2019	In Progress
10 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...	David Marlor Kate Emmings	Target: 29-Jan-2019	In Progress

Follow Up Action Report

Trust Conservancy Board

27-Nov-2018

Activity	Responsibility	Dates	Status
11 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; ...	Clare Frater Kate Emmings	Target: 31-Dec-2019	In Progress
12 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).	Crystal Oberg Kate-Louise Stamford	Target: 26-Mar-2019	In Progress
13 Staff to coordinate signing of Salish View agreements.	Kate Emmings Kate-Louise Stamford	Target: 06-Jun-2019	In Progress

Follow Up Action Report

Trust Conservancy Board

29-Jan-2019

Activity	Responsibility	Dates	Status
14 Staff to outline the Islands Trust policy regarding First Nations engagement and Islands Trust Conservancy's commitment to reconciliation and request more information from the Comox Valley Regional District regarding their First Nations engagement to determine if it meets Islands Trust Conservancy principles and an interest in naming and recognition.	Jemma Green Lisa Wilcox	Target: 31-Dec-2019	Completed
15 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.	Jemma Green	Target: 18-Sep-2019	In Progress
16 Staff to investigate options for professional advice that supports advancement of fund development for the Islands Trust Conservancy.	Kate Emmings	Target: 31-Dec-2019	In Progress
17 ITC to fund an Opportunity Fund grant request from the GCA for \$3000	Crystal Oberg	Target: 21-May-2019	Completed

Follow Up Action Report

Trust Conservancy Board

26-Mar-2019

Activity	Responsibility	Dates	Status
18 Staff to indicate to the North Pender Island Local Trust Committee (NPLTC) that approval of bylaw 220 (NP-RZ-2018.2) is recommended subject to conditions outlined below: a) that, due to the sensitivity of the salt marsh in the Medicine Beach Nature Sanctuary, the ITC Board requests that the NPLTC consider options for ensuring that toxic materials are not stored on site or that they are minimized and stored in safe locations; and b) that exterior lighting is managed according to best practices for nocturnal wildlife (e.g. bats).	Kate Emmings	Target: 21-May-2019	Completed
19 Staff to indicate to the Salt Spring Island Local Trust Committee that its interests are not significantly impacted by Development Variance Permit Application SS-DVP-2019.1 for Section 3, Range 2 West, North Salt Spring Island, Cowichan District, Except Part In Plan 3955 (200 Collins Rd, PID:009-595-694).	Kate Emmings	Target: 21-May-2019	Completed
20 Staff to work with the Salt Spring Planner to follow up with the landowner to provide information about covenants and land donation as an option for the lands on the east side of the road.	Kate Emmings	Target: 31-Dec-2019	Completed
21 Staff to recommend to CABRO ITC Board appointment renewal information.	Kate Emmings	Target: 16-Jul-2019	Completed
22 Staff to investigate options for endorsement of Islands Trust Reconciliation Declaration.	Kate Emmings	Target: 21-May-2019	Completed



Follow Up Action Report



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 21, 2019
From: Staff **Date Prepared:** May 7, 2019
SUBJECT: ITC Meeting Procedures Bylaw, 2019

RECOMMENDATION:

1. That Islands Trust Conservancy Bylaw No. 2, cited as "Islands Trust Conservancy Meeting Procedures Bylaw, 2019", be read a first time.
 2. That Islands Trust Conservancy Bylaw No. 2, cited as "Islands Trust Conservancy Meeting Procedures Bylaw, 2019", be read a second time.
 3. That Islands Trust Conservancy Bylaw No. 2, cited as "Islands Trust Conservancy Meeting Procedures Bylaw, 2019", be read a third time.
-

1 PURPOSE: To revise 'Trust Fund Board Meeting Procedures Bylaw, 2004' to:

- 1) update it to the new Islands Trust Conservancy name;
- 2) include references to committees; and,
- 3) to add a Vice Chair position.

BACKGROUND: The Trust Fund Board Meeting Procedures Bylaw, 2004 was last updated in 2018 to relax some of the limitations of electronic meeting attendance and to make some housekeeping amendments. Since that time, the following items have emerged, requiring edits to the Bylaw.

- In May 2018 the Trust Fund Board name was changed to the Islands Trust Conservancy (ITC) through an amendment to the *Islands Trust Act*.
- On October 25, 2018, the ITC Chair resigned and the ITC experienced a gap without a Chair until November 27. Mechanisms existed to call a vote remotely, but would have been challenging for staff to implement in a timely fashion. A delay in securing a Chair might have made execution of land transfer documents challenging.
- At its January 2019, meeting the ITC Board created a Fund Development Advisory Committee. Upon review of ITC bylaws and policy, a lack of guidance for Committees was discovered. The revised bylaw addresses committee structure and organization.

Other housekeeping and corrective amendments to the bylaw are proposed as well.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The new bylaw will recognize the ITC name change, provide a Vice Chair, who can act quickly on time sensitive issues in the absence of a Chair, and will provide guidance for ITC committees.

FINANCIAL: None.

POLICY: The proposed bylaw will require edits to the ITC Election of Chair Policy. These have been considered by staff and a revised policy is being proposed to the ITC Board.

IMPLEMENTATION/COMMUNICATIONS: Staff will prepare a Request for Decision for the ITC Board to consider final adoption of Bylaw No. 2 at the July 16, 2019 meeting.

FIRST NATIONS: None.

OTHER: The proposed amendments regarding committee structure are generally consistent with other units of the Trust, but allow for full remote attendance by committee members if desired.

- 3 RELEVANT POLICY(S):**
[Islands Trust Electronic Meetings Regulation](#)
[Local Government Act s.225](#)

- 4 ATTACHMENT(S):**
1. Proposed ITC Bylaw No. 2, A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the Islands Trust Conservancy Board
 2. Proposed ITC Bylaw No. 2, A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the Islands Trust Conservancy Board (with markup)

RESPONSE OPTIONS

Recommendation:

1. That Islands Trust Conservancy Bylaw No. 2, cited as “Islands Trust Conservancy Meeting Procedures Bylaw, 2019”, be read a first time.
2. That Islands Trust Conservancy Bylaw No. 2, cited as “Islands Trust Conservancy Meeting Procedures Bylaw, 2019”, be read a second time.
3. That Islands Trust Conservancy Bylaw No. 2, cited as “Islands Trust Conservancy Meeting Procedures Bylaw, 2019”, be read a third time.

Alternative: That the Islands Trust Conservancy Board request further amendments

Prepared By: Kate Emmings, A/Manager

Reviewed By/Date: Carmen Thiel, Legislative Services Manager / May 10, 2019

ISLANDS TRUST CONSERVANCY

BYLAW NO. 2

A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the Islands Trust Conservancy Board

Adopted May 14th, 2004

Revised May 13th, 2010

Revised April 3, 2018

Revised XXXX, 2019

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ISLANDS TRUST CONSERVANCY

BYLAW NO. 2

A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the Islands Trust Conservancy Board

The Islands Trust Conservancy, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

PART 1 - INTERPRETATION

Definitions

1.1 In this bylaw

"Act" means the *Islands Trust Act*;

"Board" means the board of trustees constituted as the Islands Trust Conservancy Board as provided in Part 6 of the Act;

"Chair" means the Chair of the Islands Trust Conservancy Board;

"Committee" means a standing, advisory, select or other committee of the Board and includes sub-committees;

"Committee Chair" means the Chair of a Committee;

"improper conduct" includes conduct which obstructs the deliberations of the Board, or statements considered by the Chair or person presiding as defamatory or profane;

"meeting" means the assembly of trustees as duly constituted under Parts 2 and 3 and called to order by the Chair in accordance with Part 6;

"point of order" means an interruption of the debate or proceedings, during a meeting of the Board, with an inquiry whether something being said or done is in or out of order according to a statute, this bylaw or rules referred to in this bylaw;

"point of privilege" means an interruption of the debate or proceedings, during a meeting of the Board, with an inquiry respecting privilege under Section 7.5 of this bylaw or under the rules of order referred to in Section 7.6 of this bylaw;

"quorum" means at least one half of the members of the Board;

"Secretary" means the Islands Trust employee appointed and acting as Secretary to the Board or Committee and includes, for the purposes of the provisions of this bylaw dealing with minutes, an employee designated by the Secretary for that purpose;

"trustee's address" means the address given to the Secretary by each trustee; and

"Vice-Chair" means the Vice-Chair of the Islands Trust Conservancy Board.

Incorporation of Act's Definitions

- 1.2 Any term defined in the Act and used in this bylaw has the meaning given to it in the Act as of the date of adoption of this bylaw.

Interpretation of Bylaw

- 1.3 (a) Nothing in this bylaw, and no failure to comply with this bylaw, affects the validity of an act of the Board.

Application of Rules of Procedure

- 1.4 The provisions of this bylaw govern the proceedings of the Board and of all committees, as applicable.

Severability

- 1.5 If any section or lesser portion of this bylaw is held invalid by a Court of competent jurisdiction, the invalid portion shall be severed from the bylaw without affecting the validity of the remainder.

Citing this Bylaw

- 1.6 This bylaw is cited as "Islands Trust Conservancy Meeting Procedures Bylaw, 2019".

PART 2 – REGULAR MEETINGS

Schedule and Notice of Regular Meetings

- 2.1 The first regular meeting of the Board of each calendar year shall be held in January or February.
- 2.2 At the last meeting of each calendar year, the Board shall establish the schedule of the date, time and place of regular Board meetings for the following calendar year, scheduling six meetings spread evenly over the year (e.g. January, March, May, July,

September, and November), and the meeting schedule and any revision to the schedule shall be posted at the places specified in Part 9 of this bylaw.

Quorum

- 2.3 Once the meeting is called to order, the Chair is responsible to ensure a quorum is maintained for the purposes of conducting the meeting.

Postponement if no Quorum

- 2.4 If there is no quorum of trustees at the meeting within one hour of the time set for the beginning of the meeting:
- (a) the regular meeting is cancelled;
 - (b) all business on the agenda for that regular meeting is cancelled; and
 - (c) all business on the agenda for that regular meeting must be dealt with at the next regular meeting or a special meeting.

PART 3 - SPECIAL MEETINGS

Calling a Special Meeting

- 3.1 (a) The Chair, or two trustees, may direct the Secretary to conduct a vote by resolution without meeting for the purposes of the Board calling a special meeting. Within seven (7) days, the Secretary shall conduct a vote on whether the Board should hold a special meeting for a specified purpose at a specified time and place.
- (b) In the event the resolution without meeting referred to in Section 3.1(a) is passed by a majority of trustees, the Secretary shall give notice of the special meeting to every trustee in writing at the place to which the trustee has directed that notices be sent, and to the public by posting a copy of the notice at places specified in Section 9, at least 48 hours before the time of the meeting. The notice will indicate the day, hour, place and purpose of the special meeting.

Postponement if no Quorum

- 3.2 Section 2.4 applies to special meetings.

PART 4 - OTHER MATTERS REGARDING MEETINGS

Recessing and Reconvening a Meeting

- 4.1 The Board may by resolution adjourn any special or regular meeting for purposes of reconvening on a date and at a time and location specified in the resolution.

Cancellation of Regular Meetings

- 4.2 The Board may by resolution at a regular or special meeting or by resolution without meeting cancel any regular meeting by causing the Secretary to provide:
- a) written notice to trustees confirming cancellation of the meeting 48 hours before the scheduled start of the meeting, using procedures stated in Section 3.1 (b); and
 - b) public notice of the cancellation of the regular meeting by posting notice of the cancellation at the regular meeting location and the places specified in Part 9 of this bylaw.

Cancellation of Special Meetings

- 4.3 The Chair and/or any two Trustees may request a cancellation of a special meeting of the Board following the procedures outlined in Section 4.2.

PART 5 - PROCEDURE FOR BOARD MEETINGS

Chair to Open Meetings

- 5.1 If there is a quorum of the Board, the Chair must call the meeting to order. If there is a quorum of the Board but the Chair is not present within 15 minutes of the scheduled meeting starting time, the Vice Chair must take the chair and call the meeting to order.

Appointment of Acting Chair

- 5.2 If there is a quorum of the Board but neither the Chair nor the Vice Chair is present within 15 minutes of the scheduled meeting starting time, the Islands Trust Conservancy Manager must call the meeting to order and by resolution, the Board must appoint a trustee to act as Chair for that meeting until the Chair or Vice Chair arrives. The Acting Chair of a meeting has the powers and duties of the Chair in respect of that meeting until the Chair arrives.

Regular Meeting Agenda

- 5.3 The Board may by resolution adopt a standard agenda format.
- 5.4 The Secretary must prepare an agenda for each regular meeting, which must:
- (a) be consistent with any standard agenda format as determined in Section 5.3;
 - (b) state the general nature of each business item to be dealt with at the regular meeting; and
 - (c) be provided to each trustee electronically at least seven (7) days before the scheduled meeting date.
- 5.5 Any trustee or the Islands Trust Conservancy Manager may propose an item of business for the agenda of a regular meeting by giving written notice of the item, in reasonable detail, to the Secretary three (3) weeks prior to the meeting, for agenda consideration by the Chair.

Special Meeting Agenda

- 5.6 The Chair shall provide the trustees with an agenda stating the specific items of business to be considered at a special meeting.

Addition of Agenda Items

- 5.7 The Board may by resolution place urgent items on the agenda at the beginning of the meeting during agenda adoption.

Notice to Secretary of Petitions and Delegations

- 5.8 A person who wishes to present a petition to, or a delegation who wants to appear before the Board at a regular meeting of the Board shall, at least three weeks prior to the meeting, deliver the request in writing to the Secretary. The request shall include the name of each petitioner with his or her residential address and the subject of the petition or delegation.
- 5.9 At the discretion of the Chair, the petitioner or delegation may be given a space on the agenda.
- 5.10 No petition may be presented to, nor delegation appear before the Board unless Section 5.8 and 5.9 has been complied with unless otherwise agreed to by resolution of the Board at the meeting.

Correspondence

- 5.11 Anyone who wishes correspondence to be considered at a meeting of Board shall, at least three weeks prior to the meeting, deliver the correspondence to the Secretary. At the discretion of the Chair, the correspondence shall be attached to the agenda or where it deems it appropriate, the correspondence shall be identified on the agenda and copies made available to trustees who request it at the meeting.

Time Allowed for Petitions and Delegations

- 5.12 The maximum time for presentation of a petition or appearance of a delegation before the Board is ten (10) minutes unless otherwise approved by resolution of the Board at the meeting.

Confidential Resolutions Without Meeting

- 5.13 The Chair may direct the Secretary to conduct a resolution without meeting in a confidential manner where the matter to be considered comes within the scope of s.90 of the *Community Charter*, and to record the resolution without meeting in a minute book to which the public may not have access.

Minutes

- 5.14 The Secretary shall keep legible minutes of every regular and special meeting of the Board and shall record any declarations made in relation to a conflict of interest and any resolutions closing a meeting to the public.
- 5.15 The minutes of every meeting must be adopted by resolution of Board. If each trustee has received a copy of the minutes of a meeting, those minutes may be adopted by resolution of the Board. Any changes to the minutes as stipulated by a Board resolution must first be made by the Secretary before adoption. All approved Board minutes shall be distributed to all Trustees.

Inspection and Copying of Board Approved Minutes

- 5.16 The minutes for every Board meeting are open for inspection by any person. Any person may make copies of minutes at reasonable times. This Section does not apply to a meeting from which the public has been excluded or a resolution without meeting that has been recorded in the manner specified in Section 5.12.

PART 6 - RULES OF CONDUCT

Recognition of Speakers

- 6.1 A trustee may speak in a meeting after the trustee has raised his or her hand and the Chair has recognized the trustee. If two or more trustees wish to speak, the Chair may designate the order in which each is to speak. If the Chair wishes to speak in a meeting, the Chair need only address the meeting.

Rules Regarding Trustees When Speaking

- 6.2 Except as otherwise resolved by the Board, a trustee may:
- (a) speak only to a matter being debated by the Board;
 - (b) speak only to a motion that has been moved and seconded;
 - (c) not speak to a matter already resolved by the Board and;
 - (d) not speak when called to order by the Chair.

Enquiries by Guests of the Board and Members of the Public Attending the Meeting

- 6.3 At the discretion of the Chair, or by resolution of Board, any person attending a meeting may address the Board to enquire about any item of business on the agenda in the manner set out in Section 6.2.

PART 7 - POINTS OF ORDER AND PRIVILEGE

No Interruption of Speaker or Meetings

- 7.1 No trustee may interrupt another trustee who is speaking except to raise a point of order.

Chair to Keep Order

- 7.2 The Chair is to preserve order at every meeting of the Board and has the power to make such rulings as are necessary to do so, including the power to rule on all points of order and expel a trustee for improper conduct.

Chair to Give Basis for Rulings

- 7.3 At the time any ruling is made by the Chair on a point of order, the Chair must inform the Board of the ground upon which the ruling is made.

Appeal to the Board on Point of Order

- 7.4 A trustee may appeal any ruling of the Chair on a point of order to the Board. The Chair must put to the Board the question "Should the ruling of the Chair be sustained?". The question must be put to the meeting at once by the Chair and the question must be immediately voted upon by the Board without debate. If the votes for and against the question are equal, the Chair is sustained. The Chair is governed by the vote of the trustees on the question.

Points of Privilege

- 7.5 A trustee may:
- (a) require that a motion being debated be read for the trustee's information, but may not interrupt another trustee who is speaking unless that other trustee consents;
 - (b) require the Chair to state the reasons for the Chair's ruling on a point of order, which the Chair must do at once without debate; and
 - (c) put a question to the Chair regarding any matter connected to the affairs of the Board, which the Chair may require be put in writing.

Robert's Rules of Order Apply

- 7.6 All matters of order or privilege not provided for in this bylaw are governed by the rules in the current edition of *Robert's Rules of Order*.

PART 8 - RESOLUTIONS

Resolutions and Bylaws

- 8.1
- (a) Resolutions may be passed on a motion moved by a trustee and seconded by another trustee.
 - (b) Resolutions for consideration at a Board meeting must be received in writing by the Secretary for consideration by the Board.

Effect of Question Under Consideration

- 8.2 When a question is under consideration, no motion may be made except a motion to:
- (a) call the question;
 - (b) postpone the question indefinitely;

- (c) table or postpone the question for a specified time;
- (d) amend the question;
- (e) refer the question to a committee;
- (f) limit or extend debate on the question; or
- (g) put a previous question to the vote.

Motion to Table

- 8.3 A trustee may make a motion to table a matter at any time unless a motion to adjourn has already been made. The Board may debate the motion to table, but may not debate the matter which is the subject of the motion to table.

Motion to Adjourn

- 8.4 A trustee may make a motion to adjourn a meeting at any time. The motion must be put to a vote at once without debate. If a motion to adjourn is defeated, no further motion to adjourn may be made unless some business or another matter intervenes between the defeat of the first motion to adjourn and the further motion.

Motion to Postpone a Question

- 8.5 A trustee may make a motion to postpone consideration of a question until later in the same meeting, to another meeting, or indefinitely. A motion to postpone until later in the same meeting must be put to a vote without debate. A motion to postpone until another meeting or indefinitely may be debated and, if that motion is passed, the question which is postponed may not be considered again during that meeting.

Inadmissible Motion

- 8.6 If the Chair or a trustee considers that a motion is contrary to a bylaw or the Act, the Chair must inform the Board at once and may refuse to put the question to a vote. The Chair must give reasons for any such refusal at once.

Recording and Reading of Motions

- 8.7 The Secretary must record in the minutes the text of every motion. After a motion has been recorded and seconded by another trustee, the Secretary, if requested by a trustee, must read the motion aloud to the meeting before the motion is debated or put to the vote by the Chair. A motion may not be withdrawn after it has been voted on by the Board at that meeting.

Amendment of Motions

- 8.8 (a) A trustee may move to amend a motion being considered by the Board, but the amendment must be seconded before further consideration. That trustee may not move any further amendments to that motion. A trustee may move to amend an amendment already moved, but only one motion to amend an amendment may be made.
- (b) No motion to amend a motion may be made if the amendment negates the motion which would be amended. If any trustee asserts that a proposed amendment to a motion would negate that motion, the Chair must at once rule whether that would be the case. That ruling may be appealed to the Board as a ruling on a point of order.

Effect of Motion to Amend

- 8.9 If a motion to amend a motion is:
- (a) carried, the motion is to be voted on as amended; or
- (b) defeated, the motion is to be voted on unamended.
- 8.10 A motion to amend must either be withdrawn, with the permission of the seconder, or voted on before the motion which would be amended may be voted on.

Question to be Put After Debate

- 8.11 The Chair must put every question to a vote immediately after debate on that question is closed. Where the votes of the trustees, including the vote of the chair or other person presiding, are equal for and against a question, the motion shall fail, and it shall be the duty of the Chair or other presiding person to so declare.

Voting by Show of Hands

- 8.12 Each trustee voting on a question must do so by raising his or her hand, or by yeas and nays if attending the meeting by phone/teleconference.

Recording of Votes

- 8.13 A trustee may require his or her vote on any question to be recorded by the Secretary. The Secretary in such case must record in the meeting minutes the name of the trustee and which way the trustee voted.

Recording Abstentions

- 8.14 When a trustee abstains from voting on any question, he or she shall be regarded as having voted in the affirmative and at the request of the trustee abstaining, or the Chair, the abstention must be recorded in the minutes of the meeting. When a trustee leaves the meeting temporarily after declaring a conflict of interest, the trustee shall not be regarded as having abstained.

Resolutions Without Meeting

- 8.15 (a) Trustees moving or seconding a motion to be considered as a resolution without meeting shall inform the Chair, or in the absence of the Chair, a Vice Chair, in writing or by telephone.
- (b) The Chair shall direct the Secretary to conduct the vote, which the Secretary or his/her delegate may then conduct in writing or by telephone by providing trustees with a copy of the resolution in accordance with Section 3.1 (d).
- (c) The Secretary or his/her delegate shall record the results of the resolution without meeting vote.

PART 9 - PUBLIC ACCESS

Open to the Public

- 9.1 Regular and special meetings of the Board and Committees will be open to the public, and no person may be excluded except when the Board resolves to exclude members of the public in accordance with Section 90 of the *Community Charter*.

Public Notice

- 9.2 Notices of the meetings of the Board and of other Board business shall be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust Conservancy website.

Part 10 – ELECTRONIC MEETINGS

- 10.1 (a) An individual member of the Board who is not able to be at the physical location of a regular or special meeting of the Board due to special circumstances may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.
- (b) A member of the Board may not participate by means of electronic communication facilities in:

- (i) two consecutive regular meetings of the Board,
or
- (ii) more than three regular meetings of the Board in one calendar year.

(c) The Board may waive the restrictions in 10.1 (b) by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

(d) Board members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

(d) A special meeting of the Board may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Board have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.

10.2 (a) A regular or special meeting of a Committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Committee have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.

(b) If an individual Committee member is not able to be at the physical location of a regular or special committee meeting, he or she may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.

10.3 (a) Where a Board or Committee member is participating in a meeting electronically, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.

(b) Where any meeting participant is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

(c) For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear or watch and hear the participants.

10.4 If communication is lost to one or more electronic participants during a meeting:

(a) the affected participants will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting, and this will be recorded in the minutes;

- (b) if there is not a quorum, the Board Chair or person presiding will call a recess until the link is reestablished; and
- (c) if, after 15 minutes, a link cannot be reestablished and there is not a quorum of the Board, the meeting will be deemed adjourned and the remaining items for discussion at the time of loss of communication will be added to the next Board meeting agenda.

10.5 The costs of electronic participation in a Board (or Committee) meeting will be borne by the Islands Trust if the trustee is participating from a location within Canada or has otherwise received the approval of the majority of the Islands Trust Conservancy Board.

Part 11 – COMMITTEE MEETINGS

Duties of Standing Committees

11.1 Standing committees of the Board must follow the terms of reference established for them by the Board in terms of membership and responsibilities.

Duties of Select Committees and Advisory Committees

11.2 Select and advisory committees must consider, inquire into, report and make recommendations to Council about the matter referred to them by the Board within the period specified by the Board.

Schedule of Committee Meetings

11.3 (a) At its first meeting after its establishment, and at least annually after that, a committee must establish a regular schedule of meetings, consistent with the terms of reference established by the Board.

(b) The Committee Chair may cancel a meeting, or may call a special meeting of the Committee in addition to the scheduled regular meetings, subject to approved budgets for meeting costs and staff resources.

Notice of Committee Meetings

11.4 (a) Subject to subsection (c), after a Committee has established the regular schedule of Committee meetings, including the times, dates and places of Committee meetings, notice of the schedule must be given by:

(i) posting a copy of the schedule at the principal office of the Islands Trust in Victoria and on the Islands Trust website; and

(ii) providing a copy of the schedule to each member of the Committee.

(b) Where either a regular or special Committee meeting is conducted entirely through electronic communication facilities under section 10.2(a), the meeting notice must include notice of the way the meeting is to be conducted and the place(s) where the public may attend to hear, or watch and hear, the part of the proceedings that is open to the public.

(c) Where revisions are necessary to the annual schedule of Committee meetings, the Secretary must, as soon as possible, post a notice at the principal office of the Islands Trust in Victoria and on the Islands Trust website.

(d) The Committee Chair must cause a notice of the day, time and place of a meeting called under section 11.3(b) to be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust website and to be given to all members of the committee at least 10 days before the scheduled start of a Committee meeting.

(e) The Committee Chair must cause a notice of the day, time and place of a meeting cancelled under section 11.3(b) to be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust website and to be given to all members of the Committee at least 48 hours before the scheduled start of the meeting.

Attendance at Committee Meetings

11.5 Board members who are not members of a Committee may attend open meetings of a Committee, but may only attend closed meetings if permitted by resolution of the Committee.

Minutes of Committee Meetings

11.6 The Secretary shall keep legible minutes of every regular and special meeting of a Committee.

11.7 The Committee Chair or member presiding at the meeting must sign Committee minutes.

Quorum

11.8 The quorum of a Committee is half of all of its members.

Conduct and Debate

11.9 (a) The rules of Board procedure must be observed during Committee meetings, so far as is possible and unless otherwise provided in this bylaw.

(b) If Board members attend a meeting of a Committee of which they are not a member, they may participate in the discussion only with the permission of the majority of the Committee members present and must not vote on a question.

PART 12 – REPEAL

- 12.1 Bylaw No. 1, being “Islands Trust Conservancy Meeting Procedures Bylaw, 2004” is repealed in its entirety.

READ A FIRST TIME THIS DAY OF , 2019

READ A SECOND TIME THIS DAY OF , 2019

READ A THIRD TIME THIS DAY OF , 2019

ADOPTED THIS DAY OF , 2019

SECRETARY

CHAIR

ISLANDS TRUST CONSERVANCY

BYLAW NO. 2

**A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and
Committees of the Islands Trust Conservancy Board**

Adopted May 14th, 2004

Revised May 13th, 2010

Revised April 3, 2018

Revised XXXXXX, 2019

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ISLANDS TRUST CONSERVANCY

BYLAW NO. 2

A Bylaw to Regulate the Meetings of the **Islands Trust Conservancy Board** and [Committees of the Islands Trust Conservancy Board](#)

The **Islands Trust Conservancy**, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

PART 1 - INTERPRETATION

Definitions

1.1 In this bylaw

"Act" means the *Islands Trust Act*;

"Board" means the board of trustees constituted as the **Islands Trust Conservancy Board** as provided in Part 6 of the Act;

"Chair" means the Chair of the **Islands Trust Conservancy Board**;

"Committee" means a standing, advisory, select or other committee of the Board and includes sub-committees;

"Committee Chair" means the Chair of a Committee;

"improper conduct" includes conduct which obstructs the deliberations of the Board, or statements considered by the Chair or person presiding as defamatory or profane;

"meeting" means the assembly of trustees as duly constituted under Parts 2 and 3 and called to order by the Chair in accordance with Part 6;

"point of order" means an interruption of the debate or proceedings, during a meeting of the Board, with an inquiry whether something being said or done is in or out of order according to a statute, this bylaw or rules referred to in this bylaw;

"point of privilege" means an interruption of the debate or proceedings, during a meeting of the Board, with an inquiry respecting privilege under Section 7.5 of this bylaw or under the rules of order referred to in Section 7.6 of this bylaw;

"quorum" means at least one half of the members of the Board;

"Secretary" means the Islands Trust employee appointed and acting as Secretary to the Board or Committee and includes, for the purposes of the provisions of this bylaw dealing with minutes, an employee designated by the Secretary for that purpose; ~~and~~

"trustee's address" means the address given to the Secretary by each trustee; and-

"Vice-Chair" means the Vice-Chair of the Islands Trust Conservancy Board.

Incorporation of Act's Definitions

- 1.2 Any term defined in the Act and used in this bylaw has the meaning given to it in the Act as of the date of adoption of this bylaw.

Interpretation of Bylaw

- 1.3 (a) Nothing in this bylaw, and no failure to comply with this bylaw, affects the validity of an act of the Board.

Application of Rules of Procedure

- 1.4 The provisions of this bylaw govern the proceedings of the Board and of all committees, as applicable.

Severability

- 1.54 If any section or lesser portion of this bylaw is held invalid by a Court of competent jurisdiction, the invalid portion shall be severed from the bylaw without affecting the validity of the remainder.

Citing this Bylaw

- 1.65 This bylaw is ~~to be~~ cited as "Islands Trust Conservancy Meeting Procedures Bylaw, ~~2004~~2019".

PART 2 – REGULAR MEETINGS

Schedule and Notice of Regular Meetings

- 2.1 The first regular meeting of the Board of each calendar year shall be held in January or February.
- 2.2 At the last meeting of each calendar year, the Board shall establish the schedule of the date, time and place of regular Board meetings for the following calendar year,

scheduling six meetings spread evenly over the year (e.g. January, March, May, July, September, and November), and the meeting schedule and any revision to the schedule shall be posted at the places specified in Part 9 of this bylaw.

Quorum

- 2.3 Once the meeting is called to order, the Chair is responsible to ensure a quorum is maintained for the purposes of conducting the meeting.

Postponement if no Quorum

- 2.4 If there is no quorum of trustees at the meeting within ~~three~~one hours of the time set for the beginning of the meeting:
- (a) the regular meeting is cancelled;
 - (b) all business on the agenda for that regular meeting is cancelled; and
 - (c) all business on the agenda for that regular meeting must be dealt with at the next regular meeting or a special meeting.

PART 3 - SPECIAL MEETINGS

Calling a Special Meeting

- 3.1 (a) The Chair, or two trustees, may direct the Secretary to conduct a vote by resolution without meeting for the purposes of the ~~Islands Trust Conservancy~~ Board calling a special meeting. Within seven (7) days, the Secretary shall conduct a vote on whether the Board should hold a special meeting for a specified purpose at a specified time and place.
- (b) In the event the resolution without meeting referred to in Section 3.1(a) is passed by a majority of trustees, the Secretary shall give notice of the special meeting to every trustee in writing at the place to which the trustee has directed that notices be sent, and to the public by posting a copy of the notice at places specified in Section 9, at least 48 hours before the time of the meeting. The notice will indicate the day, hour, place and purpose of the special meeting.

Postponement if no Quorum

- 3.2 Section 2.4 applies to special meetings.

PART 4 - OTHER MATTERS REGARDING MEETINGS

Recessing and Reconvening a Meeting

- 4.1 The Board may by resolution adjourn any special or regular meeting for purposes of reconvening on a date and at a time and location specified in the resolution.

Cancellation of Regular Meetings

- 4.2 The Board may by resolution at a regular or special meeting or by resolution without meeting cancel any regular meeting by causing the Secretary to provide:
- a) written notice to trustees confirming cancellation of the meeting 48 hours before the scheduled start of the meeting, using procedures stated in Section 3.1 (b) ~~and (c)~~; and
 - b) public notice of the cancellation of the regular meeting by posting notice of the cancellation at the regular meeting location and the places specified in Part 9 of this bylaw.

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- 4.3 The Chair and/or any two Trustees may request a cancellation of a special meeting of the Board following the procedures outlined in Section 4.2.

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- 5.1 If there is a quorum of the Board, the Chair must call the meeting to order. If there is a quorum of the Board but the Chair is not present within 15 minutes of the scheduled meeting starting time, the Vice Chair must take the chair and call the meeting to order.

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- 5.2 If there is a quorum of the Board but neither the Chair nor the Vice Chair ~~is not~~ present within 15 minutes of the scheduled meeting starting time, the Islands Trust Conservancy Manager must call the meeting to order and by resolution, the Board must appoint a trustee to act as Chair for that meeting until the Chair or Vice Chair arrives. The Acting Chair of a meeting has the powers and duties of the Chair in respect of that meeting until the Chair arrives.

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- 5.5 Any trustee or the Islands Trust Conservancy Manager may propose an item of business for the agenda of a regular meeting by giving written notice of the item, in reasonable detail, to the Secretary three (3) weeks prior to the meeting, for agenda consideration by the Chair.

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- 5.9 At the discretion of the Chair, the petitioner or delegation may be given a space on the agenda.
- 5.10 No petition may be presented to, nor delegation appear before the [Islands Trust Conservancy](#) Board unless Section 5.8 and 5.9 has been complied with unless otherwise agreed to by resolution of the Board at the meeting.

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- 6.1 A trustee may speak in a meeting after the trustee has raised his or her hand and the Chair has recognized the trustee. If two or more trustees wish to speak, the Chair may designate the order in which each is to speak. If the Chair wishes to speak in a meeting, the Chair need only address the meeting.

Rules Regarding Trustees When Speaking

- 6.2 Except as otherwise resolved by the Board, a trustee may:
- (a) speak only to a matter being debated by the Board;
 - (b) speak only to a motion that has been moved and seconded;
 - (c) not speak to a matter already resolved by the Board and;
 - (d) not speak when called to order by the Chair.

Enquiries by Guests of the Board and Members of the Public Attending the Meeting

- 6.3 At the discretion of the Chair, or by resolution of Board, any person attending a meeting may address the Board to enquire about any item of business on the agenda in the manner set out in Section 6.2.

PART 7 - POINTS OF ORDER AND PRIVILEGE

No Interruption of Speaker or Meetings

- 7.1 No trustee may interrupt another trustee who is speaking except to raise a point of order.

Chair to Keep Order

- 7.2 The Chair is to preserve order at every meeting of the Board and has the power to make such rulings as are necessary to do so, including the power to rule on all points of order and expel a trustee for improper conduct.

Chair to Give Basis for Rulings

- 7.3 At the time any ruling is made by the Chair on a point of order, the Chair must inform the Board of the ground upon which the ruling is made.

Appeal to the Board on Point of Order

- 7.4 A trustee may appeal any ruling of the Chair on a point of order to the Board. The Chair must put to the Board the question "Should the ruling of the Chair be sustained?". The question must be put to the meeting at once by the Chair and the question must be immediately voted upon by the Board without debate. If the votes for and against the question are equal, the Chair is sustained. The Chair is governed by the vote of the trustees on the question.

Points of Privilege

- 7.5 A trustee may:
- (a) require that a motion being debated be read for the trustee's information, but may not interrupt another trustee who is speaking unless that other trustee consents;
 - (b) require the Chair to state the reasons for the Chair's ruling on a point of order, which the Chair must do at once without debate; and
 - (c) put a question to the Chair regarding any matter connected to the affairs of the Board, which the Chair may require be put in writing.

Robert's Rules of Order Apply

- 7.6 All matters of order or privilege not provided for in this bylaw are governed by the rules in the current edition of *Robert's Rules of Order*.

PART 8 - RESOLUTIONS

Resolutions and Bylaws

- 8.1 (a) Resolutions may be passed on a motion moved by a trustee and seconded by another trustee.
- (b) Resolutions for consideration at a Board meeting must be received in writing by the Secretary for consideration by the Board.

Effect of Question Under Consideration

- 8.2 When a question is under consideration, no motion may be made except a motion to:
- (a) call the question;
 - (b) postpone the question indefinitely;

- (c) table or postpone the question for a specified time;
- (d) amend the question;
- (e) refer the question to a committee;
- (f) limit or extend debate on the question; or
- (g) put a previous question to the vote.

Motion to Table

- 8.3 A trustee may make a motion to table a matter at any time unless a motion to adjourn has already been made. The Board may debate the motion to table, but may not debate the matter which is the subject of the motion to table.

Motion to Adjourn

- 8.4 A trustee may make a motion to adjourn a meeting at any time. The motion must be put to a vote at once without debate. If a motion to adjourn is defeated, no further motion to adjourn may be made unless some business or another matter intervenes between the defeat of the first motion to adjourn and the further motion.

Motion to Postpone a Question

- 8.5 A trustee may make a motion to postpone consideration of a question until later in the same meeting, to another meeting, or indefinitely. A motion to postpone until later in the same meeting must be put to a vote without debate. A motion to postpone until another meeting or indefinitely may be debated and, if that motion is passed, the question which is postponed may not be considered again during that meeting.

Inadmissible Motion

- 8.6 If the Chair or a trustee considers that a motion is contrary to a bylaw or the Act, the Chair must inform the Board at once and may refuse to put the question to a vote. The Chair must give reasons for any such refusal at once.

Recording and Reading of Motions

- 8.7 The Secretary must record in the minutes the text of every motion. After a motion has been recorded and seconded by another trustee, the Secretary, if requested by a trustee, must read the motion aloud to the meeting before the motion is debated or put to the vote by the Chair. A motion may not be withdrawn after it has been voted on by the Board at that meeting.

Amendment of Motions

- 8.8 (a) A trustee may move to amend a motion being considered by the Board, but the amendment must be seconded before further consideration. That trustee may not move any further amendments to that motion. A trustee may move to amend an amendment already moved, but only one motion to amend an amendment may be made.
- (b) No motion to amend a motion may be made if the amendment negates the motion which would be amended. If any trustee asserts that a proposed amendment to a motion would negate that motion, the Chair must at once rule whether that would be the case. That ruling may be appealed to the Board as a ruling on a point of order.

Effect of Motion to Amend

- 8.9 If a motion to amend a motion is:
- (a) carried, the motion is to be voted on as amended; or
- (b) defeated, the motion is to be voted on unamended.
- 8.10 A motion to amend must either be withdrawn, with the permission of the seconder, or voted on before the motion which would be amended may be voted on.

Question to be Put After Debate

- 8.11 The Chair must put every question to a vote immediately after debate on that question is closed. Where the votes of the trustees, including the vote of the chair or other person presiding, are equal for and against a question, the motion shall fail, and it shall be the duty of the Chair or other presiding person to so declare.

Voting by Show of Hands

- 8.12 Each trustee voting on a question must do so by raising his or her hand, or by yeas and nays if attending the meeting by phone/teleconference.

Recording of Votes

- 8.13 A trustee may require his or her vote on any question to be recorded by the Secretary. The Secretary in such case must record in the meeting minutes the name of the trustee and which way the trustee voted.

Recording Abstentions

- 8.14 When a trustee abstains from voting on any question, he or she shall be regarded as having voted in the affirmative and at the request of the trustee abstaining, or the Chair, the abstention must be recorded in the minutes of the meeting. When a trustee leaves the meeting temporarily after declaring a conflict of interest, the trustee shall not be regarded as having abstained.

Resolutions Without Meeting

- 8.15 (a) Trustees moving or seconding a motion to be considered as a resolution without meeting shall inform the Chair, or in the absence of the Chair, a Vice Chair, in writing or by telephone.
- (b) The Chair shall direct the Secretary to conduct the vote, which the Secretary or his/her delegate may then conduct in writing or by telephone by providing trustees with a copy of the resolution in accordance with Section 3.1 (d).
- (c) The Secretary or his/her delegate shall record the results of the resolution without meeting vote.

PART 9 - PUBLIC ACCESS

Open to the Public

- 9.1 Regular and special meetings of the Board and Committees will be open to the public, and no person may be excluded except when the Board resolves to exclude members of the public in accordance with Section 90 of the *Community Charter*.

Public Notice

- 9.2 Notices of the meetings of the Board and of other Board business shall be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust Conservancy website.

~~Part 10 – PARTICIPATION IN BOARD MEETINGS USING ELECTRONIC COMMUNICATION~~ METHODS ELECTRONIC MEETINGS

- 10.1 (a) An individual trustee member of the Board who is not able to be at the physical location of a ~~Islands Trust Conservancy Board~~ regular or special meeting of the Board due to special circumstances may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.

(b) A ~~trustee~~member of the Board may not participate by means of electronic communication facilities in:

- (i) two consecutive regular meetings of the ~~Islands Trust Conservancy~~ Board, or
- (ii) more than three regular meetings of the ~~Islands Trust Conservancy~~ Board in one calendar year.

(c) The Board may waive the restrictions in 10.1 (b) by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

(d) Board members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

(d) A special ~~Islands Trust Conservancy meeting of the~~ Board ~~meeting~~ may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the ~~trustees~~members of the Board have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.

10.2 (a) A regular or special meeting of a ~~Islands Trust Conservancy Board~~ ~~Ce~~committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the ~~Ce~~committee have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.

(b) If an individual ~~Ce~~committee member is not able to be at the physical location of a regular or special committee meeting, he or she may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.

10.3 (a) Where a ~~trustee of the Islands Trust Conservancy Board~~ or a ~~Ce~~committee member is participating in a meeting electronically, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.

(b) Where any meeting participant is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

(c) For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear or watch and hear the participants.

Commented [CT1]: Note that this allows a committee member or members to participate electronically in ALL meetings; ie there are no limitations on committee members like there are on board members through 10.1(b).

10.4 If communication is lost to one or more electronic participants during a meeting:

(a) the affected participants will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting, and this will be recorded in the minutes;

(b) if there is not a quorum, the ~~Islands Trust Conservancy~~ Board Chair or person presiding will call a recess until the link is reestablished; and

(c) if, after 15 minutes, a link cannot be reestablished and there is not a quorum of the ~~Islands Trust Conservancy~~ Board, the meeting will be deemed adjourned and the remaining items for discussion at the time of loss of communication will be added to the next ~~Islands Trust Conservancy~~ Board meeting agenda.

10.5 The costs of electronic participation in an ~~Islands Trust Conservancy~~ Board (or ~~Islands Trust Conservancy Board~~ Committee) meeting will be borne by the Islands Trust if the trustee is participating from a location within Canada or has otherwise received the approval of the majority of the Islands Trust Conservancy Board.

Part 11 – COMMITTEE MEETINGS

Duties of Standing Committees

11.1 Standing committees of the Board must follow the terms of reference established for them by the Board in terms of membership and responsibilities.

Duties of Select Committees and Advisory Committees

11.2 Select and advisory committees must consider, inquire into, report and make recommendations to Council about the matter referred to them by the Board within the period specified by the Board.

Schedule of Committee Meetings

11.3 (a) At its first meeting after its establishment, and at least annually after that, a committee must establish a regular schedule of meetings, consistent with the terms of reference established by the Board.

(b) The Committee Chair may cancel a meeting, or may call a special meeting of the Committee in addition to the scheduled regular meetings, subject to approved budgets for meeting costs and staff resources.

Notice of Committee Meetings

11.4 (a) Subject to subsection (c), after a Committee has established the regular schedule of Committee meetings, including the times, dates and places of Committee meetings, notice of the schedule must be given by:

(i) posting a copy of the schedule at the principal office of the Islands Trust in Victoria and on the Islands Trust website; and

(ii) providing a copy of the schedule to each member of the Committee.

(b) Where either a regular or special Committee meeting is conducted entirely through electronic communication facilities under section 10.2(a), the meeting notice must include notice of the way the meeting is to be conducted and the place(s) where the public may attend to hear, or watch and hear, the part of the proceedings that is open to the public.

(c) Where revisions are necessary to the annual schedule of Committee meetings, the Secretary must, as soon as possible, post a notice at the principal office of the Islands Trust in Victoria and on the Islands Trust website.

(d) The Committee Chair must cause a notice of the day, time and place of a meeting called under section 11.3(b) to be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust website and to be given to all members of the committee at least 10 days before the scheduled start of a Committee meeting.

(e) The Committee Chair must cause a notice of the day, time and place of a meeting cancelled under section 11.3(b) to be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust website and to be given to all members of the Committee at least 48 hours before the scheduled start of the meeting.

Attendance at Committee Meetings

11.5 Board members who are not members of a Committee may attend open meetings of a Committee, but may only attend closed meetings if permitted by resolution of the Committee.

Minutes of Committee Meetings

11.6 The Secretary shall keep legible minutes of every regular and special meeting of a Committee.

11.7 The Committee Chair or member presiding at the meeting must sign Committee minutes.

Quorum

11.8 The quorum of a Committee is half of all of its members.

Conduct and Debate

11.9 (a) The rules of Board procedure must be observed during Committee meetings, so far as is possible and unless otherwise provided in this bylaw.

(b) If Board members attend a meeting of a Committee of which they are not a member, they may participate in the discussion only with the permission of the majority of the Committee members present and must not vote on a question.

PART 12 – REPEAL

12.1 Bylaw No. 1, being “Islands Trust Conservancy Meeting Procedures Bylaw, 2004” is repealed in its entirety.

READ A FIRST TIME THIS DAY OF , 2019

READ A SECOND TIME THIS DAY OF , 2019

READ A THIRD TIME THIS DAY OF , 2019

ADOPTED THIS DAY OF , 2019

SECRETARY

CHAIR



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 21, 2019
From: Staff **Date Prepared:** May 13, 2019
SUBJECT: ITC Meeting Procedures Bylaw, 2019

RECOMMENDATION: That Islands Trust Conservancy approve the revisions to Policy 1.2: Islands Trust Conservancy Board and Committee Elections as drafted.

- 1 PURPOSE:** To revise update the Islands Trust Conservancy Policy 1.2 to include addition of a Vice Chair position and reference to committee elections.

BACKGROUND: The Islands Trust Conservancy is updating its Meeting Procedures Bylaw and the proposed revisions have highlighted a need to update the ITC Election of Chair policy to include addition of a Vice Chair position and reference to committee elections. The addition of a Vice Chair position is to address any gaps in Board leadership, especially where needs arise to execute legal documents (e.g. property transfer documents). The addition of a committee reference is to provide guidance to committees. Other housekeeping and corrective amendments to the bylaw are proposed as well.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The updated policy will provide guidance to elect a Vice Chair, who can act quickly on time sensitive issues in the absence of a Chair, and will provide guidance for Chair elections for ITC committees.

FINANCIAL: None.

POLICY: None. This policy review accompanies a revised bylaw, the "Islands Trust Conservancy Meeting Procedures Bylaw, 2019."

IMPLEMENTATION/COMMUNICATIONS: Staff will update the policy on the ITC website and will initiate a Vice Chair election at the July 2019 ITC Board meeting.

FIRST NATIONS: None.

OTHER: The proposed election amendments are generally consistent with Trust Council elections. The revised policy was reviewed by the Islands Trust Legislative Services Manager.

- 3 RELEVANT POLICY(S):**
Proposed Islands Trust Conservancy Meeting Procedures Bylaw, 2019

- 4 ATTACHMENT(S):**
Revised ITC Policy 1.2 Islands Trust Conservancy Board and Committee Elections (with markup)

RESPONSE OPTIONS

Recommendation: That Islands Trust Conservancy approve the revisions to Policy 1.2: Islands Trust Conservancy Board and Committee Elections as drafted.

Alternative: That Islands Trust Conservancy approve revisions to Policy 1.2: Islands Trust Conservancy Board and Committee Elections as amended.

Prepared By: Kate Emmings, A/Manager



ISLANDS TRUST CONSERVANCY BOARD POLICY

Policy number: 1.2

Title: ~~Election of~~ Islands Trust Conservancy Board and Committee Elections Chair

Approved By: Islands Trust Conservancy Board

Date: March 15, 2001

Resolution #: TFB 01/389

Revised

Date: May XX, 2019

Resolution #: ITC XX/XXX

PURPOSE

To establish an election process for the Islands Trust Conservancy Board Chair (the “Chair”) and Vice Chair from among Islands Trust Conservancy Board (the “Board”) members and to establish an election process for Islands Trust Conservancy Committee (“Committee”) Chairs.

BACKGROUND

The *Islands Trust Act*, in section 40 (3), indicates that the Minister of Municipal Affairs and Housing may appoint up to 3 persons to serve at pleasure as members of the ~~Islands Trust Conservancy~~ Board. The Act also indicates that 2 members will be elected from Trust Council and 1 member from Trust Council’s Executive Committee. From time to time, the Board may establish Committees to assist with its work.

Policy

~~Chair~~ Election Timing for Board Chair and Vice Chair

1. The election ~~s of for~~ ~~Islands Trust Conservancy Board~~ Chair and Vice Chair will be held at the first regular meeting of the Board of each calendar year.
2. Should a vacancy in the Chair or Vice Chair positions arise for any reason, ~~the election of the Chair of the Islands Trust Conservancy Board~~ an election will be held at the next regularly scheduled meeting.
3. If both the Chair ~~or~~ and Vice Chair positions becomes vacant between regular Board meetings, and operations will be disrupted by waiting for the next Board meeting to elect

a new Chair ~~or Acting~~ and Vice Chair, the Islands Trust Conservancy Manager (the "Manager") or his/her designate will poll Board members as to their willingness to serve as Acting Chair ~~or Vice Chair~~. If necessary, an election will be held by confidential e-mail ballot to the Manager.

Chair and Vice Chair Election Procedure

4. The Manager, or staff person designated by the Manager, will act as Presiding Officer for the purpose of conducting the election.
5. The Presiding Officer will call for nominations and accept and record each nomination for Chair that is:
 - a. made by a Board member, other than the nominee;
 - b. seconded by a Board member, other than by the nominee; and,
 - c. accompanied by an indication of the nominee's willingness to stand as a candidate
6. The Presiding Officer will call three times for nominations, after which time nominations will be closed.
7. If only one nomination is accepted and recorded for the ~~Islands Trust Conservancy Board~~ Chair position, the nominated candidate is elected to that position by acclamation.
8. After recording nominations and if an election is required, the Presiding Officer will call a recess to prepare ballots showing all candidates' names in alphabetical order. Once the ballots are prepared, the Presiding Officer will reconvene the election and distribute the ballots to the Board Members.
9. Voting is by secret ballot, and proxy voting is not permitted.
10. The Presiding Officer will collect and count the ballots, and will announce the election of the successful candidate.
11. The Presiding Officer will destroy the ballots when the election is completed.
- 11-12. Following the election of the Chair, the Board shall elect a Vice Chair. The procedure for the election of Vice Chair shall be as set out in sections 4 to 11.

Tied Vote

- 12-13. If the votes for the top two candidates are tied and there were more than two candidates, the election process will be repeated among the top two candidates. If there is again a tied vote, the Chair or the Vice Chair will be selected by lot.
- 13-14. If the votes for the top two candidates are tied and there are only two candidates, the Chair or the Vice Chair will be selected by lot.

No Willing Candidates

~~14.15.~~ If there are no candidates willing to stand for election for the position of Chair or Vice Chair, and the outgoing Chair or Vice Chair ~~is~~are still serving on the Board, the outgoing Chair has the option of serving as Acting Chair and the outgoing Vice Chair has the option as service as Acting Vice Chair until such time as a candidate is willing and an election may be held.

~~15.16.~~ If there are no candidates willing to serve as Chair or ViceActing Chair, including the outgoing Chair or outgoing Vice Chair, the Acting Chair position may rotate among Board members by alphabetical order by last name (excluding those who cannot be reached for signing documents), until such time as a member agrees to serve as Chair or Vice Chair for the remainder of the year.

Designating a Temporary Chair

17. If the Chair is unable to attend a meeting of the Board, the Vice Chair will act as Chair.

~~16.18.~~ At a regular Islands Trust Conservancy Board meeting ~~which~~ where the Chair ~~or~~ and ViceActing Chair cannot attend, the Chair or Acting-Vice Chair may appoint a Board member to act on his/her behalf for that meeting. If this appointment is not made, the Board will choose a Board member ~~to act as~~ temporary Chair of the meeting, by resolution.

Committee Chairs

19. The Chair of a Committee will be elected from among the members of the Committee.

20. The election for a Committee Chair shall be administered in the same manner as an election for the Board Chair as set out in sections 4-11.

21. Sections 13-17 of this policy apply to Committee meetings and Committee Chairs.

References

Bylaw 1: A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the Islands Trust Conservancy Board

1.3 Islands Trust Conservancy Board Roles and Responsibilities

1.4 Board Standards of Conduct



REQUEST FOR DECISION

To: ITC Board **For the Meeting of:** May 21, 2019
From: Fund Development Advisory Committee **Date Prepared:** May 13, 2019

SUBJECT: Fund Development Advisory Committee Operations

RECOMMENDATION:

- 1) That the ITC Board approve the Fund Development Advisory Committee Terms of Reference and Operating Guidelines as drafted.
- 2) That the ITC Board approve remuneration of the Fund Development Advisory Committee members in the amount of \$100 per committee member retroactive to April 1, 2019.

-
- 1 **PURPOSE:** To provide guidance to the Fund Development Advisory Committee and remuneration for it members.

BACKGROUND: At its January 29, 2019 meeting, the ITC Board struck a Fund Development Advisory Committee (FDAC) and instructed the FDAC to create a Terms of Reference. At its April 25, 2019 meeting the FDAC passed the following resolution:

ITC-FDAC-2019-003

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

that the FDAC forward the Draft Terms of Reference and Operating Guidelines to the ITC Board for approval, subject to review from the Legislative Services Manager and amended as follows:

- Item 6, FDAC Chair shall be the ITC Board Chair for the term of the FDAC Committee
- Item 9, will work to meet the following deadlines by March 31, 2020 at which point the committee will dissolve
- Item 9, Add reference to joint executive committee in the timeline

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The Terms of Reference will guide the operations of the FDAC.

FINANCIAL: The remuneration will be \$100/member/meeting and Committee expenses will be funded. The ITC Board currently has a \$4,000 budget for the FDAC.

POLICY: Upon review of ITC bylaws and policy, it has come to the attention of staff that ITC committees are not well referenced. Staff have proposed edits to ITC's Bylaw 1 and Policy 1.2 Election of ITC Board Chair.

IMPLEMENTATION/COMMUNICATIONS: The Terms of Reference and Operating Guidelines will be used to communicate to prospective Committee members regarding the FDAC. Staff will provide information to Islands Trust Administrative Services regarding remuneration.

FIRST NATIONS: None.

OTHER: The Terms of Reference and Operating Guidelines have been reviewed by the Islands Trust Legislative Services Manager. There is a discrepancy between the Terms of Reference and Operating Guidelines and the Draft Policy 1.2 ITC Board Chair and Committee Elections in that the policy describes a procedure for election of a Committee Chair and the Terms of Reference and Operating Guidelines appoints the existing ITC Board Chair as the Chair of the FDAC.

3 **RELEVANT POLICY(S):**

[Bylaw 1: A Bylaw to Regulate Meetings of the ITC Board](#)

[ITC Policy 1.2: Election of ITC Board Chair](#)

4 **ATTACHMENT(S):** Draft FDAC Terms of Reference and Operating Guidelines

RESPONSE OPTIONS

Recommendation:

- 1) That the ITC Board approve the Fund Development Advisory Committee Terms of Reference and Operating Guidelines as drafted.
- 2) That the ITC Board approve remuneration of the Fund Development Advisory Committee members in the amount of \$100 per committee member retroactive to April 1, 2019.

Alternative:

- 1) That the ITC Board approve the Fund Development Advisory Committee Terms of Reference and Operating Guidelines as amended.
 - 2) That the ITC Board approve remuneration of the Fund Development Advisory Committee members in the amount of \$100 per committee member going forward.
-

Prepared By: Kate Emmings, A/ITC Manager



ISLANDS TRUST CONSERVANCY

Fund Development Advisory Committee Terms of Reference and Operating Guidelines May 21, 2019

BACKGROUND

At its 2017 Board Retreat, the Islands Trust Conservancy Board (ITC Board) (Trust Fund Board at that time) discussed follow up for its Long-term Funding Strategy. In 2018, the ITC Board approved its 2018-2027 Regional Conservation Plan and completed its name change from Islands Trust Fund to Islands Trust Conservancy. With these two large projects complete, the ITC Board is well poised to consider ongoing funding.

At its January 2019 meeting, the ITC Board created a Fund Development Advisory Committee (the Committee) and requested and received funds from the Trust Council, to fund the Committee.

1. PURPOSE

1.

1.1.

1.1 To provide advice to the ITC Board, the Committee will focus on the creation of a strategy and an action plan to meet ITC funding needs, including:

~~To provide advice to the ITC Board, the Committee will focus on the creation of a strategy and an action plan to meet ITC funding needs, including:~~

- clear statement of funding need;
- financial analysis;
- key fundraising strategies;
- staff roles;
- ITC Board member roles;
- Budget requirements; and,
- timelines.

1. GUIDING PRINCIPLES

2.

2.1

1.1 The Committee will be guided by the general principle that efforts to secure funding should respect the values of the Islands Trust and local trust committees (e.g., retaining the social diversity and rural character of the islands).

2.2 The Committee will adhere to bylaws and be guided by policies of the Islands Trust Conservancy, including policies that address communications with other agencies of the Islands Trust.

2.3 The ~~e~~Committee will remain committed to maintaining the ITC's positive relationships with other conservancies by being sensitive to the competitive nature of fundraising.

2.3. ADVICE

3.1 The ~~C~~committee is an advisory body of the ITC Board. The ~~C~~committee's advice will inform decisions of the ITC Board.

3.4. MEETINGS

4.1. Notification

4.1.1 The date, time and agenda for an upcoming meeting will be provided to ~~C~~committee members at least five working days in advance.

4.2. Type

4.2.1 As required by the *Community Charter*, Committee meetings will be open to the public ~~to observe~~ and will be subject to public notice. The ~~C~~committee may move to close meetings to the public in order to discuss matters pursuant to s. 90 of the *Community Charter* (meetings that may or must be closed to the public).

4.2.2 When the Chair considers an issue to be urgent and that calling a regular or special meeting to conduct the voting is impractical, the ~~e~~Committee may hold a vote on an urgent matter and pass a resolution without meeting.

4.5. COMMUNICATIONS

5.1 Communications with the media and members of the public regarding the activities of the Islands Trust Conservancy, including the activities of ~~the Committee~~, are the responsibility of the ITC Board Chair. The ITC Board Chair will be the designated spokesperson regarding the activities of the Committee, unless otherwise determined by the ITC Board.

5.2 While other members of the Committee are free to have informal conversations with members of the public regarding the activities of the ~~Committee~~, they will refer media enquiries, formal enquiries from organized groups and correspondence regarding the activities of the Committee to the Chair of the ITC Board.

5.3 The ITC's Communications and Fundraising Specialist will provide communications assistance to the Committee in regards to any communications plans, news releases, website postings and other communication matters requested by the Committee.

5.4 Staff will coordinate the public postings of Committee meeting agendas and minutes.

5.5 The ITC Board will coordinate political liaison with other governments regarding the work of the Committee, including liaison with the Minister of Municipal Affairs and Housing, other provincial ministers, chairs of Regional Districts and political heads of First Nations.

5.6 The Islands Trust's Chief Administrative Officer or the ITC Manager will coordinate liaison with the staff of regional districts, provincial agencies, First Nations and other third parties.

5.6. MEMBERSHIP

6.1 Membership is voluntary. The Committee ~~members will~~ consist of at least three ITC Board members, ~~one of which shall be the ITC Board Chair~~, at least one Trust Council member and at least one resident of the Trust Area. The Committee may invite additional members of the ITC Board, Trust Council or members of the public to join the ~~C~~committee.

6.2 The Committee ~~Chair~~ shall ~~be the Board Chair for the terms of the Committee~~. ~~elect a Committee Chair from among its members. The term of the first Chair shall be until November 26, 2019 or as otherwise decided by the committee.~~

6.3 ~~An new~~ election will be triggered if a vacancy in the Chair position arises for any reason. Elections for Chair shall be guided by the procedures outlined in ITC Policy 1.2 Election of ITC Board Chair policy.

6.7. ROLES AND RESPONSIBILITIES

7.1 The Chair of the Committee will be responsible for the coordination of meeting agendas and for conducting meetings in accordance with Robert's Rules of Order.

7.2 Committee members will attend meetings as agreed and will participate in the work of the Committee as assigned by the ~~C~~committee. Missing two consecutive meetings may trigger replacement on the ~~C~~committee.

7.8. STAFF RESOURCES

8.1 The ITC Manager and/or the Communications and Fundraising Specialist will provide staff support to the ~~Committee~~, subject to other on-going responsibilities and other requests of the ITC Board.

8.2 All Islands Trust staff activities in regards to the Committee require resolutions from the ~~C~~committee. Staff may not respond to requests from individual Committee members.

8.9. TIMELINES

9.1 The Committee will work to meet the following deadlines by March 31, 2020, at which point the Committee will dissolve:

July 1, 2019

Recommendations to ITC Board regarding any activities that would require additional resources in the 2020-

July 16, 2019

2021 fiscal year.

[Report out to the ITC Board / Executive Committee
Liaison Meeting regarding the progress of the
Committee](#)

November 10, 2019
January 2020

Draft action plan complete
Finalize an action plan with achievable, assigned
activities and present it to the ITC Board for
approval.

March 31, 2020

[Committee dissolution](#)

9.10. BUDGET

10.1 The Trust Council has allocated \$4,000 to the ITC Board for use by the Committee. The ITC Board will allocate funds from this budget for the operations of the Committee.

10.2 Annually, the Committee will approve a budget for its activities. An honorarium of up to \$100 per meeting may be available to [Committee](#) members for meeting preparation and attendance. Committee members will be reimbursed for ferry costs and vehicle travel at the Trustee rate established by the Islands Trust.

¹ At its March 2019 meeting the Trust Council voted to allocate \$4,000 to the ITC Board to support honoraria, travel and meeting costs associated with the Committee in the 2019-2020 fiscal year. The ITC Board will decide on how to allocate these funds to the Committee.



REQUEST FOR DECISION

To: Islands Trust Conservancy
Board

For the Meeting of: May 21, 2019

From: Staff

Date Prepared: May 9, 2019

SUBJECT: Islands Trust Conservancy Submission for 2018-2019 Annual Report

RECOMMENDATION:

That the Islands Trust Conservancy Board approves the attached text for inclusion in the 2018-2019 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.

- 1 **PURPOSE:** To approve the Islands Trust Conservancy section of the 2018-2019 Annual Report.

BACKGROUND: Staff prepared a draft of the Islands Trust Conservancy section of the 2018-2019 Annual Report, reporting achievements against the goals of the Regional Conservation Plan. Chair Kate-Louise Stamford will review and approve a letter from the Chair for the May 23 Trust Council submission deadline. Graphics and images as well as sidebars and callout boxes will be added to the final report. See the [2017-2018 Annual Report](#).

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's Annual report Policy 6.10.i, undertake Preparation of the Islands Trust Annual Report.

Under Trust Council's Policy, all LTCs, Council committees and ITC are expected to review and approve their sections at regular meetings. To comply with the schedule indicated in the policy, the Executive Committee has adopted the following schedule for submission of the Islands Trust Conservancy report: May 21, 2019.

FINANCIAL: None

POLICY: This approach complies with section 19 of the Islands Trust Act and Trust Council's Annual Report Policy 6.10.i.

IMPLEMENTATION/COMMUNICATIONS: Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and consideration of Trust Council in June, 2019. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs and Housing and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: None

OTHER: The Islands Trust Conservancy extracts its component of the Islands Trust Annual Report to create its own Annual Report. These reports are maintained on the ITC website at www.islandstrustconservancy.ca/about-us/our-publications/.

3 **RELEVANT POLICY(S):** [Islands Trust Policy 6.10.i: Annual Report Policy](#)

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

RESPONSE OPTIONS

Recommendation: The Islands Trust Conservancy Board approves the attached text for inclusion in the 2018-2019 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.

Alternative: The Islands Trust Conservancy Board approves the attached text, as amended, for inclusion in the 2018-2019 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.

Prepared By: Crystal Oberg, Communications and Fundraising Specialist

Reviewed By/Date: Kate Emmings, A/ITC Manager / May 10, 2019

Role

The Islands Trust Conservancy was established in 1990 by the *Islands Trust Act* to preserve natural landscapes and ecosystems in the Islands Trust Area, which covers most of the Gulf and Howe Sound Islands. As the regional land trust for the Islands Trust Area, the Islands Trust Conservancy works with landowners and communities to protect places of natural significance in perpetuity. The Islands Trust Conservancy receives donations of land, conservation covenants and cash, monitors and manages land to conserve and restore biodiversity and works with islanders on private land stewardship. As a *qualified donee* the Islands Trust Conservancy provides receipts for income tax purposes for all eligible donations.

Members

Kate-Louise Stamford, Gambier Island (2014-2018, Chair, 2018-present)

Sue Ellen Fast, Bowen Island Municipality (2018-2019)

Doug Fenton, Lasqueti Island (2018-2019)

Hoops Harrison, Vancouver and Saturna Island (Appointed Member, 2016-2019)

Robin Williams, Salt Spring Island (Appointed Member, 2017-2019)

Linda Adams, Salt Spring Island (Appointed Member, 2018-2019)

Protected Places in the Islands Trust Area

As of March 2019, the Islands Trust Conservancy reached an important milestone, protecting over 1,290 hectares of natural and historic values on 105 properties. By the same date, public and non-profit conservation organizations (including the Islands Trust Conservancy) had protected 15,309.66 hectares (19.37 per cent) of the Islands Trust Area.

Protected Places in Each Local Trust Area and Bowen Island Municipality as of March 31, 2019

Local Trust Areas and Bowen Island Municipality	% of Land Protected
Ballenas - Winchelsea	14%
Bowen	20%
Denman	24%
Gabriola	12%
Galiano	24%
Gambier	16%
Hornby	23%

Lasqueti	12%
Mayne	6%
North Pender	19%
Salt Spring	23%
Saturna	45%
South Pender	32%
Thetis	4%

Types of Protected Places in the Island Trust Area

Type of Protected Area	Protected Places (Hectares)	% of Trust Area	% of Protected Places
Conservation Covenant	712.43	0.90%	4.65%
Ecological Reserve	1400.90	1.77%	9.15%
Nature Reserve	1367.72	1.73%	8.93%
Park Community/Municipal	1029.09	1.30%	6.72%
Park Federal	2901.23	3.67%	18.95%
Park Provincial & Protected Area	4815.57	6.09%	31.45%
Park Regional	1138.27	1.44%	7.43%
Watershed Protection	297.75	0.38%	1.94%
Heritage Forest	125.33	0.16%	0.82%
Old Growth Management Area	840.03	1.06%	5.49%
Coastal Douglas-fir (Land Use Order area)	681.36	0.86%	4.45%
TOTAL	15,309.66	19.37%	100.00%

Regional Conservation Plan

On January 30, 2018 the Islands Trust Conservancy Board approved its new ten-year, 2018-2027 Regional Conservation Plan to guide the work of the Islands Trust Conservancy to protect ecosystems in the islands in the Salish Sea. The science-based and community-informed 2018-2027 Plan has four long-term goals with 25 objectives to focus its efforts and resources on the species and habitats most urgently in need of protection. Over the course of the 2018-2027 Regional Conservation Plan, the Islands Trust Conservancy will reassess the priorities and goals to continue to move towards effective protection of the natural landscape of the islands.

The Regional Conservation Plan sets ten-year objectives for the Islands Trust Conservancy that will help achieve the broader vision and long-term goals of the Plan. The following is a summary of the Islands Trust Conservancy's progress in reaching the four long-term goals defined in the Regional Conservation Plan in 2018-2019:

Goal 1: Science-based Conservation Planning

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

In order to contribute to effective conservation of biological diversity and ecological integrity in the Islands Trust Area, the Islands Trust Conservancy seeks to understand the status of ecosystems and species in the region. The Islands Trust Conservancy utilizes data to support careful decisions on how to manage and steward these lands.

Mapping and Data Analysis

The Islands Trust Conservancy acquires and analyzes data and shares it with others. In 2018-2019, the Islands Trust Conservancy:

- Completed forage fish mapping (surf smelt and pacific sand lance) for James Island and Sidney Island. Forage fish are a key organism in marine food chains, feeding coho salmon and in turn many marine mammals, including the critically endangered southern resident killer whales, or Salish Sea orcas.
- Updated protected area mapping for the region and contributed to the British Columbia Non-Governmental Organization Conservation Areas Database.
- Coordinated updates of species at risk data with federal and provincial governments.
- Shared data with six organizations.

Goal 2: Collaboration with First Nations

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

The Islands Trust Area is situated within the territories of the *Coast Salish* peoples and sits at the center of many First Nations gathering places and villages. First Nations have lived and cared for the beautiful lands and waters of the Salish Sea since time immemorial. The Islands Trust Conservancy acknowledges the traditional and treaty territories of the Coast Salish peoples, on whose lands and waters the Islands Trust Conservancy

works and lives. The Islands Trust Conservancy commits to identifying and collaborating on shared conservation goals and projects of mutual interest.

Change How We Work

The Islands Trust Conservancy is working to better engage with First Nations and is seeking opportunities to integrate traditional knowledge, identify and protect culturally significant species, and work together to improve stewardship of cultural and natural heritage.

- **Islands Trust Conservancy Board Training and Recruitment**

On March 26, 2019, the Islands Trust Conservancy Board received a half day of reconciliation training and understanding. The Islands Trust Conservancy Board also identified experience in First Nations relations and engagement as a primary attribute for board candidates and worked with the Crown Agencies and Board Resourcing Office to add this attribute to its 2018 board recruitment process.

- **Management for Cultural Heritage and Sacred Significance**

Through its understanding and training in reconciliation, the Islands Trust Conservancy reviewed its management planning processes related to properties acquired on Thetis Island and conducted a related archaeological review. The Islands Trust Conservancy also developed language for covenants that further protects existing and potential archaeological sites and contemplates traditional uses in covenant areas.

- **Relationship Building**

The Islands Trust Conservancy shared the 2018-2027 Regional Conservation Plan and expressed its goal of strengthening relationships with First Nations. The Islands Trust Conservancy also reached out to First Nations for management planning on Denman and Thetis Islands.

Goal 3: Protect Core Conservation Areas

Continue to secure and manage Islands Trust Conservancy lands and conservation covenants to maximize ecological integrity

The core of the Islands Trust Conservancy work is to secure conservation areas that conserve biodiversity priorities within the Islands Trust Area. The Islands Trust Conservancy has developed systematic approaches rooted in science and best practices to determine which areas are most in need of protection and focusses its land securement and property management efforts in these areas.

2018-2019 Conservation Covenants

Covenants are a tool that permanently protects natural features on private property while allowing landholders to retain ownership of their land. The Islands Trust Conservancy manages the Natural Area Protection Tax Exemption Program (NAPTEP), which provides island landholders with an annual 65% property tax reduction on the portions of their land protected by a conservation covenant. This incentive is unique to the Islands Trust Area.

- **Swift Family Link Island NAPTEP Covenant, Northern Coast Salish Territory, Link Island**

The Swift Family Link Island NAPTEP Covenant protects 19.3 hectares (47 acres) in the Gabriola Island Local Trust Area. This covenant protects 2.9 kilometers of shoreline which is rich in marine life and supports cliff-nesting birds such as Pigeon Guillemot. On shore, two seasonal wetlands support breeding populations of Northern Pacific Tree Frogs and are used extensively by bats for foraging. The covenant also protects Garry oak outcrops and five provincially red and blue-listed plant communities.

2018-2019 Land Acquisitions

- **Valens Brook Nature Reserve Addition (2.5 hectares), Northern Coast Salish Territory, Denman Island**

The Valens Brook Nature Reserve addition increases the size of the protected area to 6.3 hectares adding protection to Valens Brook – a salmon-bearing creek that runs through a maturing forest and a lush sword fern gully into Baynes Sound. The Valens Brook Nature Reserve is a story of neighbours inspiring neighbours to protect fragile island ecosystems.

- **Salish View Nature Reserve (11.5 hectares), Northern Coast Salish Territory, Lasqueti Island**

On December 21, 2018, the Islands Trust Conservancy and the Lasqueti Island Nature Conservancy successfully fundraised \$250,000 to purchase and protect Salish View Nature Reserve. The Salish View Nature Reserve connects with Squitty Bay Provincial Park, creating a contiguous shoreline to skyline-protected area. Salish View boasts a 270-degree vista of the Salish Sea from the summit and is home to peregrine falcons and ancient groves of arbutus and Coastal Douglas-fir trees. The acquisition of the property is planned to conclude in the 2019-2020 fiscal year.

Opportunity Fund

The Opportunity Fund provides support for ‘hard to fundraise’ costs associated with land protection or leverages donations through matching funds for land acquisition campaigns. The disbursement of funds is guided by the Regional Conservation Plan and the Islands Trust Conservancy Board considers applications twice per year.

In 2018-2019, the Opportunity Fund received \$2,334.16 in donations and calendar sales. The Islands Trust Conservancy awarded the following Opportunity Fund grants:

- \$3,990 to the Saturna Wetland Conservation Project for a phase one ecological assessment of a candidate conservation property.
- \$2,720 to the Galiano Conservancy Association for an ecological assessment associated with the acquisition of a candidate conservation property.

Stat for sidebar infographic: \$6,710 distributed to projects to protect biodiversity in the Islands Trust Area.

Geographically Restricted Funds

Some Islands Trust Conservancy donors prefer to designate their gift to a specific island. To accommodate this request, the Islands Trust Conservancy has the ability to hold geographically-specific accounts, and currently

maintains acquisition funds for Lasqueti Island, Gambier Island and Thetis Island. Interested donors can donate to an existing fund or set up an island specific fund.

Take Care of What We Have

Acquiring a property or signing a conservation covenant is just the first step in ecosystem protection. The Islands Trust Conservancy monitors and manages its nature reserves according to management plans that identify long-term conservation, as well as restoration goals. In 2018-2019 the Islands Trust Conservancy undertook many property management projects in partnership with island conservancies, including:

- Monitoring all Islands Trust Conservancy nature reserves to assess property management needs.
- Monitoring all Islands Trust Conservancy covenants to maintain relationships with landowners and ensure compliance.
- Revised management plans for the Medicine Beach Nature Sanctuary (North Pender Island) and the Morrison Marsh Nature Reserve (Denman Island).
- Initiated revision for the Mount Artaban, Brigade Bay Bluffs, and Long Bay Wetland Nature Reserves (Gambier Island), which involved surveying for species at risk, updating ecological inventories, assessing current management challenges, and undertaking public engagement through a online questionnaire and web conference.
- Removing exotic and invasive species from conservation covenants and nature reserves on Denman, Galiano, and Salt Spring Islands.
- Continuing trail improvement projects at Elder Cedar Nature Reserve (Gabriola Island).
- Planting and caging trees to restore 0.3 ha of coastal western hemlock forest in Brigade Bay Bluffs Nature Reserve (Gambier Island). Since 2017, 0.55 ha of forest have been restored at this reserve.
- Monitoring forest restoration projects at Singing Woods and David Otter Nature Reserves (Bowen Island), Lindsay Dickson Nature Reserve (Denman Island), Mt Trematon and John Osland Nature Reserves (Lasqueti Island), Trincomali Nature Sanctuary (Galiano Island), and Long Bay Wetland and Brigade Bay Bluffs Nature Reserves (Gambier Island).
- Participating in a Parks Canada-led Sidney Island Restoration project that will benefit Islands Trust Conservancy covenants.

Goal 4: A Strong Voice for Nature Conservation

Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area

The Islands Trust Conservancy has been a consistent presence in the conservation of species and ecosystems for almost 30 years. In order to remain a long lasting, stable agency the Islands Trust Conservancy must continually adapt to changing circumstances, both on the landscape and as an organization, while maintaining a stable base.

Tell Our Story

The impacts and pressures on natural systems and habitats today is extreme. The work of securing and leaving a legacy for future generations has never been more urgent. That is why telling a compelling story about the

important work of Islands Trust Conservancy and our partners is so critical to the work we all do. The Islands Trust Conservancy is engaging audiences in and beyond the Islands Trust Area to inspire conservation of the Islands in the Salish Sea – an area well loved by many.

- **Islands Trust Conservancy Name Change**

In May 2018, the provincial legislature amended the *Islands Trust Act*, renaming the Islands Trust Fund to the Islands Trust Conservancy. For many years, the Islands Trust Conservancy felt that its name was a barrier to effective communication and fundraising. The new name more clearly tells the story of the work the Islands Trust Conservancy does and will assist the Islands Trust Conservancy in its fundraising efforts. The name change was launched in September with a revised website and communications materials.

- **Island Profiles**

Each island area now has a conservation status information sheet telling its conservation story. These attractive information sheets convey the scientific baselines the Islands Trust Conservancy uses to measure conservation progress in the Islands Trust Area.

Up to Date Tools and Strategies

The Islands Trust Conservancy needs to engage with the latest technology and best practices to be relevant and effective. Up to date tools will enable the Islands Trust Conservancy to tell compelling stories to connect with donors and supporters to inspire conservation in the Islands Trust Area. Likewise, advancing technology in the field builds efficiencies and saves important dollars for use elsewhere.

- **Islands Trust Conservancy Website Discovery Project**

The Islands Trust Conservancy worked with the Islands Trust in a phase one-discovery review of their websites to inform a successful budget request for a website rebuild in the next fiscal year. The discovery included reaching out to key audiences to listen and learn how the Islands Trust Conservancy can do a better job of communicating with our key audiences.

- **Technology in the Field**

The Islands Trust Conservancy is developing technology in the field to streamline data collection and storage of the growing number of properties it manages.

- **Islands Trust Conservancy Board Fund Development Advisory Committee**

In March 2018, the Islands Trust Conservancy Board elected to form a special Fund Development Advisory Committee to create of a strategy and an action plan to meet Islands Trust Conservancy funding needs.

Build Strong Conservation Partners

The Islands Trust Conservancy strives to support and enhance the work of the Islands Trust and conservation partners working in the Islands Trust Area.

- **Encourage Local Governments to Prioritize Biodiversity**

The Islands Trust Conservancy strives to work with the Islands Trust Council, local trust committees and island municipalities to share ecological data to help implement regional conservation goals and objectives within Official Community Plans and Land Use Bylaws. In 2018-2019, the Islands Trust Conservancy provided ongoing support for Islands Trust Local Planning Services' use of sensitive ecosystem mapping, shoreline mapping (eelgrass and forage fish) and Species at Risk mapping. It also assisted with the production of the Conservation Planning in Coastal Douglas-fir Ecosystems: A Quick Guide for Local Government handbook.

- **British Columbia Parks and Protected Areas Forum (BCPARF)**

Islands Trust Conservancy staff participated in the British Columbia Protected Areas Forum hosted by the University of Northern British Columbia in 2018. Staff learned about integrating climate change models into conservation planning and indigenous conservation initiatives, including co-management of land.

- **Island Outreach**

Islands Trust Conservancy staff and Islands Trust Conservancy Board members co-hosted board-to-board and community celebrations for the completion of the Fairsylipper Forest Nature Reserve on Thetis Island. Staff and board members reached over 250 people, educating children, locals and visitors about the role of protecting habitat to conserve sensitive island species.

- **Coastal Douglas-fir and Associated Ecosystems Conservation Partnership**

The Islands Trust Conservancy Ecosystem Protection Specialist sits on the Steering Committee for the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP). In 2018-2019, the Islands Trust Conservancy collaborated with the Province of British Columbia on the Coastal Douglas-fir land use order to identify and scope in priority lands for protection in the Islands Trust Area.

- **Stewardship Education**

The Islands Trust Conservancy encourages islanders to get involved in conserving and stewarding private land by supporting conservation education and sharing information on best practices. In 2018-2019, the Islands Trust Conservancy promoted private land conservation through its website, the Heron newsletter (printed and online), e-news updates to subscribers, Facebook posts and Twitter. Islands Trust Conservancy brochures are also available in local libraries, real estate offices and Islands Trust offices throughout the islands.



REQUEST FOR DECISION

To: Islands Trust Conservancy Board **For the Meeting of:** May 21, 2019

From: Staff **Date Prepared:** May 8, 2019

SUBJECT: Fairyslipper Forest Nature Reserve Management Plan, Thetis Island

RECOMMENDATION:

That the Islands Trust Conservancy Board approve the 2019 Fairyslipper Forest Nature Reserve Management Plan dated May 8, 2019

1 **PURPOSE:** To approve the first management plan for Fairyslipper Forest Nature Reserve.

2 **BACKGROUND:**

Islands Trust Conservancy policy (ITCB 2.3) indicates “The Board will prepare and approve a management plan for each property it acquires as a Nature Reserve. The Board will approve a management plan for its properties within one year of acquisition, and will update each management plan approximately every 10 years.” Islands Trust Conservancy management plans:

- Provide general and descriptive information on the property, including location, history, and land use;
- Set out the conservation goals and objectives for the property;
- Identify the property's ecological and/or cultural values and features;
- Describe the management issues associated with the property;
- Provide short and long-term management recommendations (action items or tasks) on issues such as: invasive species management; species at risk protection; public access and safety; educational and research opportunities; and
- Signage needs

Fairyslipper Forest Nature Reserve protects 16.58 hectares (40.96 acres) of rare Coastal Douglas-fir forest on Thetis Island, which is recognized by ITC as having very high conservation priority within the Islands Trust Area. The reserve is located along North Cove Road on lower Burchell Hill. The property was acquired in 2018 by the Islands Trust Conservancy, the Thetis Island Nature Conservancy (ThINC), and the Cowichan Community Land Trust (CCLT) after a three-year fundraising campaign. The property is held by ITC and covenanted by ThINC and CCLT.

Fairyslipper Forest Nature Reserve, which is named after the fairy-slipper orchids that bloom throughout the reserve in the spring, is the first and only publicly accessible protected area on Thetis Island. The reserve protects maturing Coastal Douglas-fir forests that harbour many older, veteran trees. The reserve also protects watershed values, as there are two seasonal creeks in the northwestern part of the reserve. Eight rare species (including one bat, four birds, one frog, one plant, and one lichen species) have been observed on or near the Fairyslipper Forest Nature Reserve (Table 1), and four provincially-listed ecological communities were noted in the reserve (Table 2).

This is the first management plan for Fairyslipper Forest Nature Reserve. ITC will continue to take into consideration new information about First Nations interests, species at risk and invasive species, and management techniques over the course of the lifetime of the plan. This Management Plan was prepared by Carrina Maslovat, RPBio, and was provided to ThINC and CCLT for their input and initial approval.

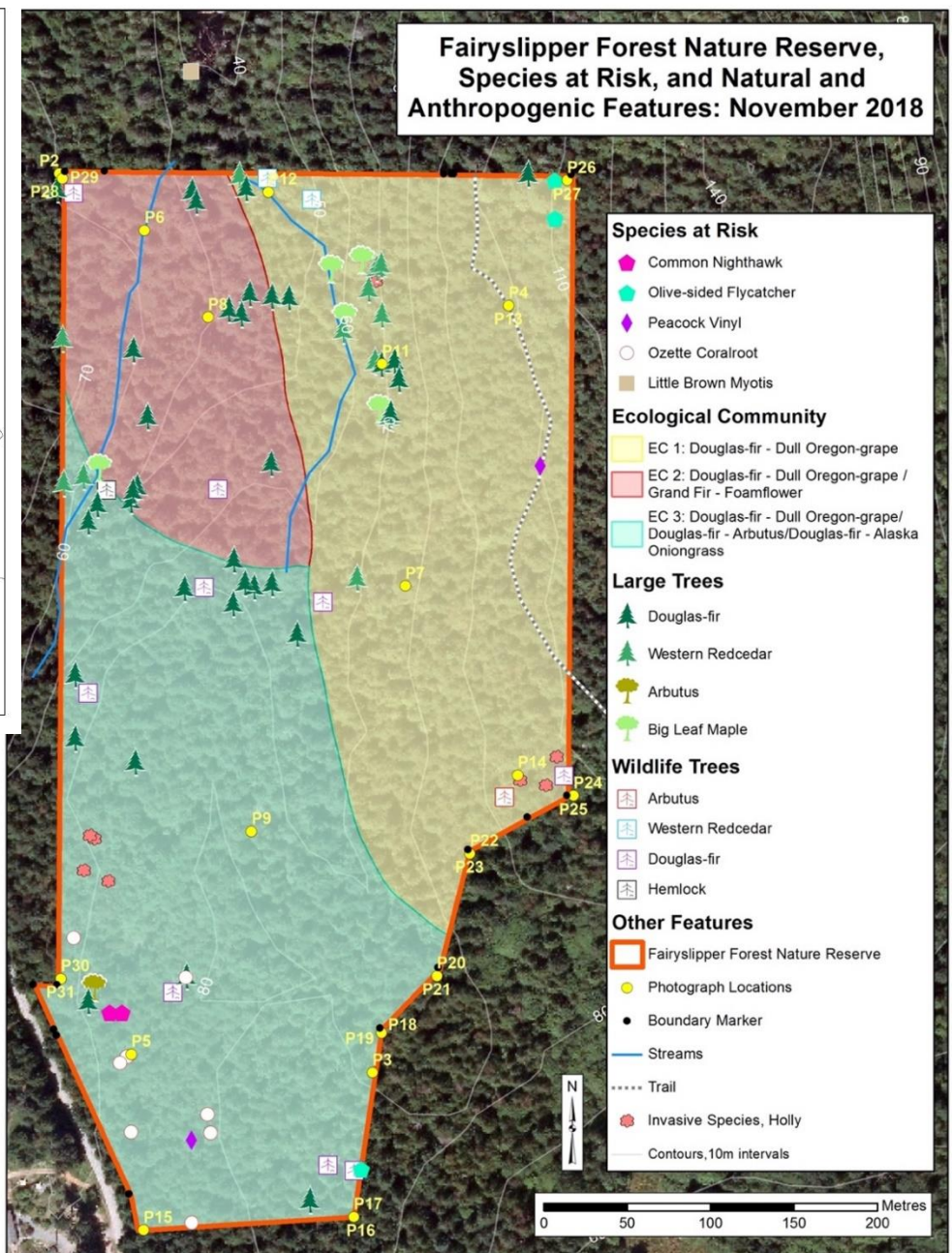
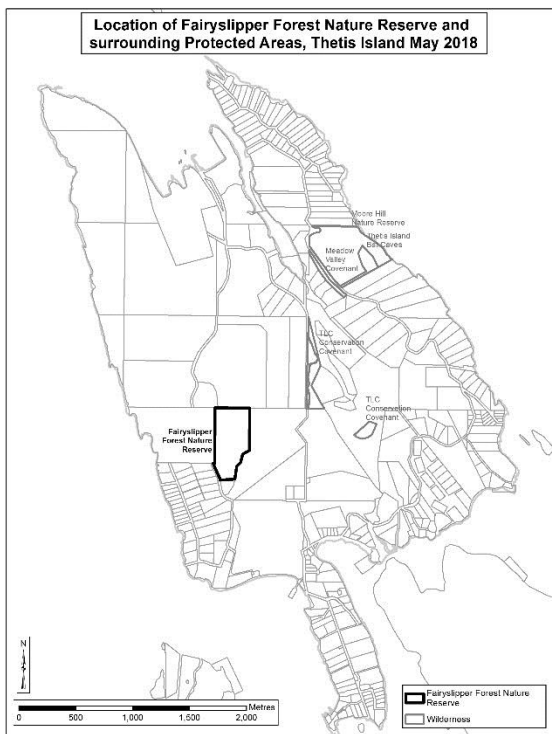


Table 1. Species of conservation concern within Fairyslipper Forest Nature Reserve

Species common name	Species scientific name	Provincial Rank ¹	COSEWIC Rank ²	SARA	Global
Little brown myotis	<i>Myotis lucifugus</i>	Yellow, S4 (2015)	E (2013)	1-E (2014)	G3 (2015)
Common Nighthawk	<i>Chordeiles minor</i>	Yellow, S4B (2015)	SC (2018)	1-T (2010)	G5 (2014)
Great Blue Heron	<i>Ardea Herodias fannini</i>	Blue, S2S3B (2018)	SC (2008)	1-SC (2010)	G5T4 (2017)
Olive-sided Flycatcher	<i>Contopus cooperi</i>	Blue, S3S4B (2015)	SC (2018)	1-T (2010)	G4 (2008)
Purple Martin	<i>Progne subis</i>	Blue, S3B (2015)			G5 (2014)
Northern red-legged Frog	<i>Rana aurora</i>	Blue, S3 (2016)	SC (2015)	1-SC (2005)	G4 (2015)
Ozette coralroot	<i>Corallorhiza maculata</i> var. <i>ozettensis</i>	Blue, S3 (2018)			G5T1T3 (2014)
Peacock vinyl	<i>Leptogium polycarpum</i>	Yellow, S4 (2018)	SC (2011)	1-SC	GNR (2000)

¹ BC Conservation Data Centre

² Committee on the Status of Endangered Wildlife in Canada

Table 2. Provincially listed ecological communities in Fairyslipper Forest Nature Reserve

Ecological Community Name		Status		
English	Scientific	Provincial	BC List	Global
Douglas-fir/dull Oregon-grape (CDFmm01)	<i>Pseudotsuga menziesii</i> – <i>Berberis nervosa</i>	S1 (2018)	Red	G2
Douglas-fir/alaska oniongrass (CDFmm03)	<i>Pseudotsuga menziesii</i> – <i>Melica subulata</i>	S1 (2018)	Red	G1
Grand fir/three-leaved foamflower (CDFmm06)	<i>Abies grandis</i> – <i>Tiarella trifoliata</i>	S1(2013)	Red	G1
Douglas-fir/arbutus (CDFmm02)	<i>Pseudotsuga menziesii</i> – <i>Arbutus menziesii</i>	S2 (2004)	Red	GNR

The objectives of the management of Fairyslipper Forest Nature Reserve are:

- Preserve the forested areas as an undisturbed natural area and wildlife sanctuary;
- Protect the distinct ecological communities and the species at risk that depend on them;
- Protect and, where necessary and feasible, restore the plant and animal communities and ecological processes at the site;
- Provide low impact public access in areas where such uses are compatible with protection of ecological and archeological values;
- Support and enhance continued use of areas of sacred and cultural significance by First Nations where such uses are compatible with protection of ecological values;
- Support ongoing inventory, mapping and monitoring to guide management provided it does not interfere with species at risk protection; and
- Allow the natural ecological processes and functions to proceed unimpeded without human intervention, except in the case of wildfire or other exceptional situations where remediation is considered imperative.

Immediate Actions (1-2 years)

1. Determine the location for trail access to the reserve from North Cove Road to provide public access to the reserve and a link to the existing trail.

2. Keep abreast of the work of management partners and the Thetis Island Rate Payers Association (TIRRA) to license trails on privately-managed lots.
3. Create a barrier and restore any unlicensed trails to/from adjacent privately-managed properties. A “trail closed” sign should be installed at the property boundary of all unlicensed trails.
4. Identify opportunities for First Nations co-management.
5. Establish a volunteer warden program and designate a warden to visit the site regularly and work with ThINC to monitor the property and identify management concerns.
6. Remove invasive, non-native woody species through cooperation between ThINC and ITC. Prompt removal will make future management more cost effective. Establish a regular monitoring schedule to assess effectiveness of invasive species removal.
7. If funding is available, survey for Western Screech-owl to determine if this blue-listed species is present on the reserve.

Short term Actions (3-5 years)

1. Install a low-impact trail from North Cove Road to provide access to the reserve for hiking and nature appreciation.
2. Install boundary signs at key access points and trail map and usage signs at the trailhead.
3. Consult with the Thetis Island Fire Department and the BC Wildfire Service to identify best management practices for wildfire managementsuppression.
4. Initiate development of parallel Management Plan for Areas of Cultural Heritage and Sacred Significance documents with First Nations.
5. If funding is available, conduct a more intensive wildlife survey, with a focus on species at risk, over a range of seasons to more fully document the biodiversity of the reserve.

Ongoing or Annual Action Items

1. Conduct annual monitoring to identify and address management concerns.
2. Work with the Penelakut Tribe towards co-management of the reserve using the *2018 Islands Trust Conservancy-Penelakut Tribe Management Plan for Areas of Cultural Heritage and Sacred Significance* as a guide.
3. Continue ongoing invasive species removal and management. Monitor to determine effectiveness of management and to identify new locations of invasive species that can be targeted for removal.
4. Conduct ongoing maintenance and management of signs and trails, once installed.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This management plan will guide the management of this property and assist staff in budgeting property management funds over the next 10 years.

FINANCIAL: The property management budget is allocated each year depending on available funds and the work that is most needed, balanced between all ITC Board properties. As the only publicly accessible protected area on Thetis Island, Fairyslipper Forest Nature Reserve is expected to experience moderate use. Impacts from public use will be contained to a low-impact hiking trail loop. A McLean Foundation grant application has been submitted by the CCLT, on behalf of all partners, to fund trail building activities and the construction of an information kiosk and signage; however, the trail and signage will need to be maintained by ITC over the long term. Other management costs are expected to be low, as the ecological condition of the property is good and there are minimal invasive species requiring control.

POLICY: Consistent with policy.

IMPLEMENTATION/COMMUNICATIONS: Staff will provide the final version of the management plan to the covenant holders, Thetis Island Nature Conservancy and Cowichan Community Land Trust, for their final approval. Staff will also provide the final version to the volunteer warden, once confirmed. ITC's property monitors will be provided with the Management Plan and it will be posted to the ITC website.

FIRST NATIONS: As part of the community engagement process, letters were sent to First Nations to solicit input to ensure that the management plan is informed by the cultural significance and traditional use of the reserve site. In its first year, Fairyslipper Forest Nature Reserve has provided an opportunity for collaboration with the Penelakut Tribe. To date, ITC staff have met with Penelakut elders to draft a Management Plan for Areas of Cultural Heritage and Sacred Significance and conservation partners have expressed a shared desire to collaborate with the Penelakut Tribe on the design of the trail and signage.

OTHER: None.

- 4 **RELEVANT POLICY(S):** Islands Trust Conservancy Board Policy 2.3 - Acquisition and Management of Land
- 5 **ATTACHMENT(S):** Fairyslipper Forest Nature Reserve Management Plan

RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy Board approve the Fairyslipper Forest Nature Reserve Management Plan as above.

Alternative: That the Islands Trust Conservancy Board approve the Fairyslipper Forest Nature Reserve Management Plan as amended.

Prepared By: Jemma Green, Acting Property Management Specialist

Reviewed By/Date: Kate Emmings, A/ ITC Manager / May 13, 2019

**Fairyslipper Forest Nature Reserve
Thetis Island**

Management Plan



Prepared for:



Prepared By:

Carrina Maslovat, RPBio #1407, 175 Stewart Road, Salt Spring Island, BC

Approved by the Trust Fund Board, Date

Executive Summary

Islands Trust Conservancy acknowledges and respects that Thetis Island is within the traditional territory of many Coast Salish peoples, whose historical relationship to the land, culture, and spirit of this place continues to this day. Islands Trust Conservancy is committed to honoring the rich history of Indigenous stewardship in the lands and waters of the Islands Trust Area and to building mutually respectful relationships between Indigenous and non-Indigenous partners in conservation. Therefore, this Management Plan for Fairyslipper Forest Nature Reserve is a living document that will evolve as opportunities for knowledge sharing arise and understanding grows.

Fairyslipper Forest Nature Reserve protects 16.58 hectares (40.96 acres) of land on southern Thetis Island. It was acquired in 2018 by the Islands Trust Conservancy (ITC), the Thetis Island Nature Conservancy (ThINC), and the Cowichan Community Land Trust (CCLT) after a three-year fundraising campaign.

Fairyslipper Forest is currently the only publicly accessible protected area on Thetis Island. It protects maturing Coastal Douglas-fir forests with many older veteran trees. There are two seasonal creeks in the northwestern part of the reserve. Eight rare species (one bat, four birds, one frog, one plant, and one lichen species) have been observed in or near the reserve. The reserve is named after the fairy-slipper orchids (*Calypso bulbosa*) that bloom throughout the reserve in the spring.

There is a public hiking trail through the eastern portion of the reserve, which currently passes through adjacent privately-managed land. A key management action is to provide public access to the reserve directly from North Cove Road by constructing a low-impact hiking trail that links up with the existing trail. Any unlicensed trails on adjacent privately-managed lots that connect with the reserve will be closed at the boundary, with boundary signage and trail decommissioning to limit ongoing use. Once the trail route has been determined, signage should be installed to identify trailheads and outline permitted uses.

The number of non-native invasive woody plants in the reserve is currently low and removal efforts should focus on Scotch broom and English holly since they are in early stages of invasion. Establishment of a volunteer warden program would help monitor the property and provide early detection of management concerns.

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Table 1. The primary author and other contributors to the management plan, and their contributions, affiliations, and professional qualifications.

Name	Position/Affiliation	Professional Accreditation or subject expertise	Contribution
Carrina Maslovat	Biologist, Consultant	R.P. Bio.	Author, rare plant inventory 2015, 2018
Nuala Murphy	Ecosystem Protection Specialist, Islands Trust Conservancy		Review of document, public consultation
Jemma Green	Property Management Specialist, Islands Trust Conservancy		Review of document
Ann Eriksson	Thetis Island Nature Conservancy (ThINC)	Biologist	On site guidance and expertise
Ryan Batten	Biologist, Beacon Consulting	Biologist	Inventory of lichens, mosses and rare plants, 2015
James Clowater	Consultant	M.Sc. Biologist	Inventory of avian species, 2015

1.0 Introduction

Thetis Island is situated within the traditional territory of the Coast Salish peoples, who share a rich history of stewardship in the lands and waters of the Islands Trust Area that inspires the work of Islands Trust Conservancy and its partners. Fairyslipper Forest Nature Reserve, located on lower Burchell Hill, southern Thetis Island, was protected in 2018 by the Islands Trust Conservancy (ITC), the Thetis Island Nature Conservancy (ThINC), and the Cowichan Community Land Trust (CCLT) after a three-year fundraising campaign that raised over half the purchase amount from generous resident donors and other individual supporters. The remaining half of the purchase price was raised through grant contributions and funding from the CCLT (Islands Trust Conservancy 2018b). The property is held by Islands Trust Conservancy and the ITC is currently negotiating a covenant with ThINC and CCLT. ITC will co-manage the reserve with these partners, the Thetis Island community, and First Nations.

Fairyslipper Forest is currently the only publicly accessible protected area on Thetis Island. It protects maturing Coastal Douglas-fir forests and there are significant watershed values in the reserve. The reserve is named after the fairy-slipper orchids (*Calypso bulbosa*) that bloom throughout the reserve in the spring. There is a pre-existing public hiking trail through the eastern part of the reserve that will be incorporated into a new trail loop within the reserve.

1.1 Islands Trust Conservancy

Since time immemorial, the lands and waters between Vancouver Island and mainland British Columbia have been home to the Coast Salish people, whose ecological, cultural, and spiritual connections to this place continue to this day. In 1974, the Province of British Columbia recognized this region as a special place within the province where the unique beauty, rural character and diverse ecosystems should be protected for future generations. Through the Islands Trust Act, the province established the Islands Trust, a local government, with the following mandate (known as the Object of the Islands Trust):

To preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia. (Islands Trust 2018a)¹

In 1990, through the enactment of a section of Islands Trust Act, the Islands Trust Conservancy (originally called the Islands Trust Fund) was established as a conservation land trust to assist in carrying out the “preserve and protect” mandate. Part 6 of the Islands Trust Act establishes the corporate status, responsibilities, and governance structure of the Islands Trust Conservancy. The Islands Trust Conservancy is one of fifteen corporate entities charged to uphold the Object of the Islands Trust and, since 1990, has protected 1,292 hectares (3,191 acres) of land as nature reserves and conservation covenants.

¹ As well, on March 14, 2019 the Islands Trust Council passed unanimously a Reconciliation Declaration to acknowledge First Nations (Islands Trust 2019)

The vision of the Islands Trust Conservancy is that the islands and waters of the Strait of Georgia and Howe Sound/Atl'ka7tem will be a vibrant tapestry of culture and ecology where humans live and work in harmony with the natural world. This special place will have a network of protected areas that preserve in perpetuity the native species and natural systems of the islands. Engaged residents and conservation partners will work together to protect large natural areas and key wildlife habitat. Viable ecosystems will flourish alongside healthy island communities.

The mission of the Islands Trust Conservancy is to protect special places by encouraging, undertaking and assisting in voluntary conservation initiatives within the Islands Trust Area. Islands Trust Conservancy nature reserves are managed to maintain, preserve and protect the natural features and values of ecosystems. This level of protection is similar to the International Union for Conservation of Nature (IUCN) protected area Category 1B: Wilderness area: "a large area of unmodified or slightly modified land and/or sea; retaining its natural character and influence, without permanent or significant habitation, which is protected and managed in order to preserve its natural condition" (Lockwood 2006).

1.2 Purpose of Islands Trust Conservancy Management Plans

ITC management plans provide background information and set out the direction of property management as follows:

- Provide general and descriptive information on the property, including location, history, and land use.
- Set out the conservation goals and objectives for the property.
- Identify the property's ecological and/or cultural values and features.
- Describe the management issues associated with the property.
- Provide short, medium and long-term management recommendations (action items or tasks) on issues such as: Species at Risk protection; ecological restoration; public access; educational and research opportunities; invasive species management; and signage needs.
- Preserve and protect cultural, spiritual, and sacred locations.

Once the management plan process is complete, the ITC will work to carry out the management actions or strategies identified in the plan, as resources allow. Following general practice and as outlined in the draft conservation covenant and statutory right of way, the ITC will revise the Management Plan every ten years.

1.3 Scope of Islands Trust Conservancy Management Plans

Consistent with the Islands Trust Reconciliation Declaration (Islands Trust 2019), ITC recognizes that its nature reserves may be places of great cultural and spiritual significance to First Nations. Co-management of these protected places will provide opportunities to establish and maintain mutually respectful relationships between the Islands Trust Conservancy and First Nations. Relationship-building, knowledge-sharing, healing, and establishment of trust are long-term processes that do not necessarily conform to the timeline required for many management activities (e.g. protecting species at risk, maintaining trails and signage, controlling invasive species, etc.); therefore, Islands Trust

Conservancy is committed to developing a parallel *Management Plan for Areas of Cultural Heritage and Sacred Significance* with a flexible timeline. This parallel Management Plan sets out guiding principles for cooperative collaboration between ITC and those First Nations with historical and cultural interests in the area defined by one or more nature reserves.

Moreover, the Management Plan defines the common vision, objectives, policies, and best management practices for the nature reserve(s) to ensure that its natural values and cultural and sacred heritage are maintained for future generations.

1.4 Protected Area Purpose

The purpose of Fairyslipper Forest Nature Reserve is to protect, in perpetuity, the upland forest and seasonal creeks for the benefit of the flora and fauna of the reserve, and to allow for low impact recreation and nature appreciation opportunities for visitors to the reserve.

1.5 Protected Area Objectives

The objectives for the Fairyslipper Forest Nature Reserve are:

1. Preserve the forested areas as an undisturbed natural area and wildlife sanctuary;
2. Protect the distinct ecological communities and the species at risk that depend on them;
3. Protect and, where necessary and feasible, restore the plant and animal communities and ecological processes at the site;
4. Provide low impact public access in areas where such uses are compatible with protection of ecological and archeological values;
5. Support and enhance continued use of areas of sacred and cultural significance by First Nations where such uses are compatible with protection of ecological values;
6. Support ongoing inventory, mapping and monitoring to guide management provided it does not interfere with species at risk protection; and
7. Allow the natural ecological processes and functions to proceed unimpeded without human intervention, except in the case of exceptional situations where remediation is considered imperative.

2.0 Property Information

The Fairyslipper Forest Nature Reserve is 16.58 hectares (40.96 acres) in size. The property was surveyed in October 2017 by Edwin Wilson, Duncan, BC.

2.1 Location

From the Thetis Island ferry dock travel 66 m northwest to Pilkey Point Road. Travel north on Pilkey Point Road for 300 m as it veers northeast, then turn left (north) on North Cove Road. Travel 400 m north on North Cove Road then veer left, staying on



Photo 2. Ann Eriksson (ThINC) looks at the brass monument in the northwest corner of the reserve.

the road as it curves west and then north. Fairyslipper Forest Nature Reserve is approximately 800 m along North Cove Road on the east side of the road.

2.2 Legal description

The legal description of the property is: Lot A District Lots 6 and 10 Township Thetis, Cowichan District, Plan EPP76866 (PID: 030-332-184).

2.3 Legal Access

The property is accessed via North Cove Road.

2.4 Landscape Context

Fairyslipper Forest is the second-largest of six protected areas on Thetis Island, which is itself recognized by ITC as being of Very High conservation priority within the Islands Trust Area based on factors such as the need for sensitive ecosystem protection, level of unprotected land, and disturbance threat (ITC 2018a). Fairyslipper Forest is also the only publicly accessible protected area on Thetis Island. Other protected areas on the island are located within approximately 1-1.5 km of the reserve, to the northeast (Figure 1).

Fairyslipper Forest is surrounded by privately-managed lots that range in size from 1.0 hectares (2.5 acres) to 37.8 hectares (93.4 acres). The adjacent privately-managed lots to the south and southwest of the reserve are smaller with single large parcels on each of the north, west and east sides of the reserve. The southwestern corner of the property lies along North Cove Road (Figure 1). The adjacent lots east of North Cove Road are undeveloped next to the reserve.



Figure 1. Location of Fairyslipper Forest Nature Reserve and other protected areas, Thetis Island.

2.5 Site History²

Thetis Island is within the traditional territory of several Coast Salish First Nations who have called this place home since time immemorial. The Coast Salish peoples maintained a vital, dynamic, and sustainable connection to their territory and developed rich cultural, spiritual, and traditional ecological knowledge. However, cultural heritage and sacred sites of Thetis Island and the greater Islands Trust Area were severely impacted by European settlement. Past archeological activities, vandalism, and land use have disturbed sites of cultural and spiritual importance. Nevertheless, the land and the greater territory remains an embodiment of the stories, oral history, and culture of these First Nations.

Europeans first settled on Thetis Island in 1873 and the early settlers built the roads and homesteads that delineate the island today (Islands Trust 2011). The land on which the Nature Reserve now sits was formerly part of the Burchell Farm and was later sold to become part of Overbury farm in approximately 1910 (Kasting pers. comm. 2018). The site was first logged over 100 years ago. It was selectively logged in the 1960s (Kasting pers. comm. 2019), when many of the larger trees were left standing. There are remnants of the old logging skid road on the property which have regenerated to forest. Fire scars on the veteran Douglas-firs indicate that the last wildfire occurred approximately 150 years ago (Kasting pers. comm. 2019). There are no mapped historical fires in the reserve, although small fires were recorded elsewhere on southern Thetis Island in 1950, 1955 and 1966 (iMap BC 2019).

2.6 Anthropogenic Features

There are no buildings or structures in the reserve and no known archeological sites. One of the old skid roads is now a trail, which is located in the eastern part of the property close to the property line. The trail is currently accessed via the privately-managed properties to the north and east of the reserve (Figure 2). A new trail will be developed to connect this trail to North Cove Road as the primary access to the reserve, though one or both pre-existing trails on the adjacent properties may be licensed to allow continued use.

² The Islands Trust Conservancy recognizes that the language commonly used to refer to land may be disrespectful to First Nations. For example, notions of 'private' and 'Crown' land do not appropriately recognize aboriginal title. The words "provincially managed land" or "federally managed land" will be used in place of "Crown." "Privately managed" will be used in place of "private" and "land holder" instead of "land owner."

There are other old skid roads on the property and many of them have become revegetated with trees and shrubs, making them difficult to map. A seasonal creek now flows along an old road in the northwest part of the property: it is unclear if the creek has been diverted and now flows over the road or if the road was built over the creek.

There is a rotting pile of lumber along the eastern property line. Details are provided in the table below.



Photo 3. Rotting abandoned lumber to the eastern boundary of the Nature Reserve.

Table 2. Anthropogenic features in Fairyslipper Forest Nature Reserve

Anthropogenic Feature	Description	Condition	Photopoint Location
Trail	Walking trail in the eastern portion of the property, which was once a skid road.	30 cm average cleared width.	P4, P14, Figure 2
Old skid road	Old road has become a seasonal creek.	Some trees and shrubs have established on the old road.	P6, Figure 2
Lumber	Abandoned pile of decomposing lumber.	Pile is moss-covered and decomposing.	P3, Figure 2

An archeological assessment, completed in partnership with First Nations knowledge holders, would be required to identify archeological sites on the property.

2.7 Undersurface Rights

There is no mention of undersurface rights on the state of title certificate.

2.8 Notations, Charges, Liens and Interests

There is a Right of Way in favour of the British Columbia Hydro and Power Authority (Registration Number 246383G). This Right of Way is not currently used.

A Conservation Covenant and associated Statutory Right of Way have not yet been registered on the property.

2.9 Local Planning Designations

The property is zoned R2 (Rural) (Islands Trust 2017). The eastern part of the property has been identified as a Water Resource Area (W) (Islands Trust 2016). There are no Development Permit Areas on Thetis Island.

2.10 Existing Public, First Nations and Other Use

Fairyslipper Forest Nature Reserve falls within the territory of several First Nations, including the core territory of the Penelakut Tribe, and as such has been a site of cultural activity for thousands of years. There is knowledge and oral history relating to this site that may or may not be shared outside of the membership of a First Nation. As a first step toward strengthening cultural connections to the land that were negatively impacted by European settlement, ITC is working with the Penelakut Tribe to draft a Management Plan for Areas of Cultural Heritage and Sacred Significance that will support and enhance the continued use of the site by the Penelakut community.

The current access trail to the reserve from North Cove Road trespasses over one adjacent privately-managed property to the south and east (Figure 2). To remedy this, there are plans to install a low-impact hiking trail from North Cove Road which will connect with the existing trail to provide an authorized public access point to the reserve. Signs will be installed at the trailhead after completion of the connector trail and parking will be limited to a pullout at the side of North Cove Road. If trails on adjacent properties become licensed, their connection to the authorized Fairyslipper Forest Nature Reserve trail may remain open. There is currently no other infrastructure within the reserve.



Photo 4. Foot trail in the eastern part of the Nature Reserve.

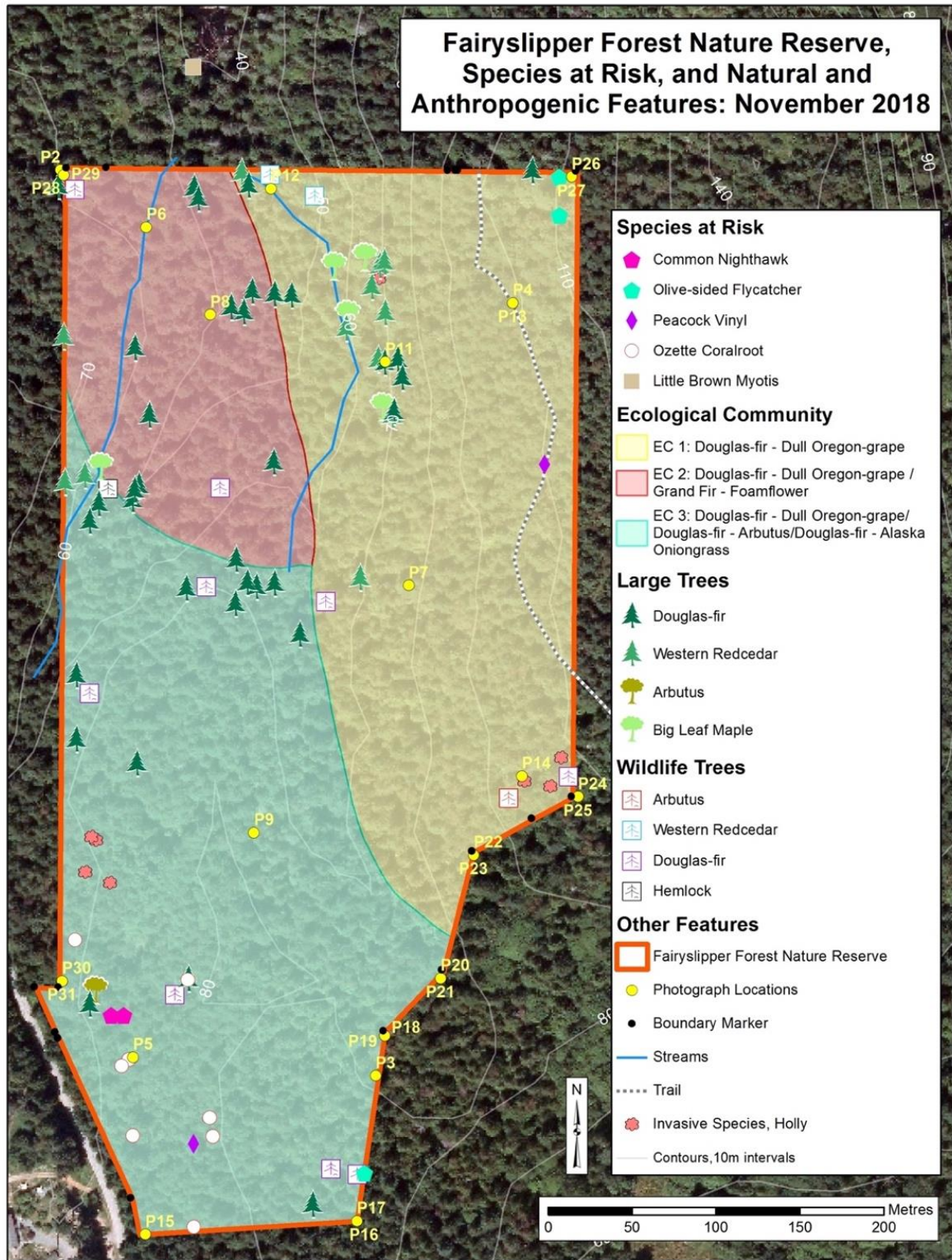


Figure 2. Map showing rare species, vegetation types, wildlife trees, trail and other features

3.0 Inventory by Ecological Community

3.1 Ecological Significance

Fairyslipper Forest Nature Reserve is made up of maturing Coastal Douglas-fir forests with large veteran trees that provide excellent wildlife habitat (Figure 2). There are two seasonal creeks in the northwestern part of the property that flow into Hunter pond to the north (Figure 2). The reserve protects significant watershed values on the island. The reserve is named after the fairy-slipper orchids that bloom throughout the reserve in the spring. It is currently the only publicly accessible protected area on Thetis Island.

Eight species of conservation concern are confirmed or likely to occur within Fairyslipper Forest Nature Reserve (Table 3, Figure 2). Purple Martin and Great Blue Heron were observed flying over the property (Clowater 2015). Common Nighthawks may forage over the property but there is little nesting habitat for them in the reserve (Clowater 2015). Little brown myotis was detected at Hunter's Pond just north of Fairyslipper Forest Nature Reserve but likely uses the reserve as well. Northern red-legged frog was noted in the reserve (Ann Eriksson, pers. comm.), though coordinates of the location were not taken.

Islands Trust Conservancy acknowledges that there is a wealth of traditional ecological knowledge and a long history of ecosystem stewardship among the First Nations whose territory encompasses the nature reserve. ITC will strive to work with First Nations knowledge holders to deepen its understanding, improve its stewardship practices, and, ultimately, support the transfer of traditional ecological knowledge to younger generations within First Nations communities to ensure that it is not lost. At this time, the ecological information presented in this management plan was formed using systems that are based in foundations of Western science.

Table 3. Species at Risk found in Fairyslipper Forest Nature Reserve (ranks from Province of British Columbia 2018).

Species Name		Status				
English	Scientific	Provincial	BC List	COSEWIC	SARA	Global
Little brown myotis*	<i>Myotis lucifugus</i>	S4 (2015)	Yellow	E (2013)	1-E (2014)	G3 (2015)
Common Nighthawk	<i>Chordeiles minor</i>	S4B (2015)	Yellow	SC (2018)	1-T (2010)	G5 (2014)
Great Blue Heron	<i>Ardea Herodias fannini</i>	S2S3B (2018)	Blue	SC (2008)	1-SC (2010)	G5T4 (2017)
Olive-sided Flycatcher	<i>Contopus cooperi</i>	S3S4B (2015)	Blue	SC (2018)	1-T (2010)	G4 (2008)
Purple Martin	<i>Progne subis</i>	S3B (2015)	Blue			G5 (2014)
Northern red-legged Frog	<i>Rana aurora</i>	S3 (2016)	Blue	SC (2015)	1-SC (2005)	G4 (2015)
Ozette coralroot	<i>Corallorhiza maculata</i> var. <i>ozettensis</i>	S3 (2018)	Blue			G5T1T3 (2014)
Peacock vinyl	<i>Leptogium polycarpum</i>	S4 (2018)	Yellow	SC (2011)	1-SC	GNR (2000)

* Detected just north of the nature reserve at Hunter's Pond and inferred to be present.

There are four listed ecological communities that are found within the reserve (Table 4).

Table 4. Ecological communities found in Fairyslipper Forest Nature Reserve.

Ecological Community Name		Status		
English	Scientific	Provincial	BC List	Global
Douglas-fir/dull Oregon-grape (CDFmm01)	<i>Pseudotsuga menziesii</i> – <i>Berberis nervosa</i>	S1 (2018)	Red	G2
Douglas-fir/alaska oniongrass (CDFmm03)	<i>Pseudotsuga menziesii</i> – <i>Melica subulata</i>	S1 (2018)	Red	G1
Grand fir/three-leaved foamflower (CDFmm06)	<i>Abies grandis</i> – <i>Tiarella trifoliata</i>	S1(2013)	Red	G1
Douglas-fir/arbutus (CDFmm02)	<i>Pseudotsuga menziesii</i> – <i>Arbutus menziesii</i>	S2 (2004)	Red	GNR

3.2 Climate

The southern Gulf Islands have a climate pattern of warm, dry summers and mild, wet winters with little snowfall. The maritime influence moderates the effect of elevation, latitude, and aspect on local temperature and precipitation.

The weather statistics for Nanaimo A (the closest weather station), show that the annual precipitation from 1981-2010 averaged 1165 mm/year and most of it comes in the form of rain rather than snow (Environment Canada 2018). Precipitation is highest in the winter months from November to January (averaging 190 mm/month) with July and August being the driest months (averaging 27 mm/month). Average daily temperatures peak in the summer months (July and August), with an average daily temperature of 18°C, and are lowest in the winter at 3°C (December and January) (Environment Canada 2018; Figure 3).

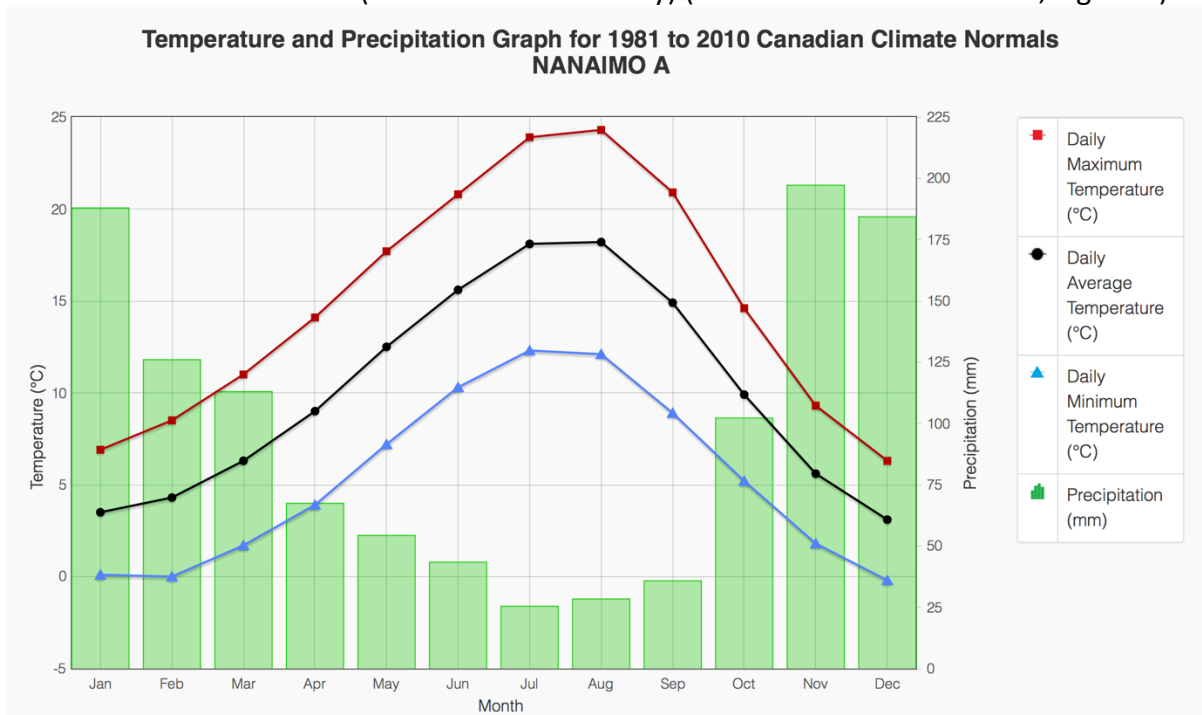


Figure 3. Average temperature and precipitation at Nanaimo A (nearest weather station to Thetis Island).

The future impacts from climate change are unknown although a summer drying trend and an increase in storm events are predicted (Mauger et al. 2015). More powerful storms may cause increasing erosion, especially in areas with exposed soil, such as trails, and in riparian areas due to increased flows. Drier summers may impact riparian hydrology causing premature drying. Over time, there may be shifts in the riparian vegetation community away from western redcedar (*Thuja plicata*) and towards the spread of Douglas-fir (*Pseudotsuga menziesii*). Higher temperatures and less precipitation may lead to localized stress on trees and understory plants. Maintaining habitat connectivity, biodiversity and ecosystem resilience may assist flora and fauna adaptation to climate change stresses.

3.3 Geology and Physiology

Thetis Island was formed 42 to 55 million years ago as plate tectonic movement pushed the seabed sediments towards the mainland, resulting in the island's characteristic horseshoe shape (Islands Trust 2011). The island is composed of sedimentary rock in the Nanaimo Group that ranges from sandstone to shale (Islands Trust 2011). At Fairyslipper Forest Nature Reserve, the parent material is in the Northumberland formation which consists of a massive mudstone layer with thinner embedded sandstone layers (Islands Trust 2011). The island was glaciated 11,000 to 13,000 years ago (Islands Trust 2011).

3.4 Hydrology

There are two seasonal creeks in the northwestern part of the property that flow north to Hunter's Pond, a large wetland on an adjacent property. The highest elevation areas in the nature reserve are along the eastern boundary and most surface flow is shed to the west. The property is the southern portion of a watershed that flows north to Cufra Inlet on northern Thetis Island (Islands Trust 2018b).



Photo 5. Creek with skunk cabbage and ferns along old road bed in Fairyslipper Forest Nature Reserve.

3.5 Soils

There are two soil types mapped in the reserve. Brigantine (BE) soils are found in the northwest corner of the reserve. These soils are loamy sand to sandy loam marine or fluvial deposits, 30-100 cm thick over silty clay loam to silty clay marine deposits over 100 cm deep. Slopes are gentle to moderate (6-15%). They are imperfectly drained with seasonal fluctuations in the water table (Green et al. 1989).

The remainder of the reserve has Saturna (ST) very shallow lithic (sl) soils, which are described as channery sandy loam to loamy sand, colluvial and glacial drift materials less than 50 cm deep over sandstone bedrock. Slopes are gentle to strong (6-30%). Soils are well drained, becoming droughty in the summer months (Green et al. 1989).

3.6 Ecological Classifications

The reserve is within the moist maritime subzone of the Coastal Douglas-fir biogeoclimatic zone (CDFmm) (Green & Klinka, 1994) within the Pacific Maritime Ecozone and the Georgia Puget Basin Ecoregion.

3.7 Ecological Communities and Site Series

An ecological inventory of biological features was conducted in the nature reserve on April 26, 2018 by the author. Three site series were identified using *A Field Guide for Site Identification and Interpretation for the Vancouver Forest Region* (Green and Klinka, 1994) and structural stage was determined as defined in *Standards for Terrestrial Ecosystems Mapping in British Columbia* (Province of British Columbia 1998). The site series and corresponding ecological communities are described below, mapped in Figure 2, and summarized in Tables 5-10.

A list of all plant species observed is included in Appendix A. A total of 37 bird species have been recorded in Fairyslipper Forest Nature Reserve and a list is included in Appendix B (Clowater 2015). Locations of photopoints and other photograph locations are included in Appendix C.



Photo 5. Blue-listed Ozette Coralroot in the Nature Reserve.

3.7.1 Ecological Community 1

This ecological community consists of maturing Douglas-fir/Dull Oregon-grape (*Pseudotsuga menziesii*/*Mahonia nervosa*) forest with many scattered veteran trees. The dominant canopy tree is Douglas-fir with smaller numbers of western redcedar, arbutus (*Arbutus menziesii*) and western hemlock (*Tsuga heterophylla*). This community includes areas with open understory and there are pockets of salal (*Gaultheria shallon*) in moister sites and dull Oregon-grape (*Berberis nervosa*) in drier locations. There is a thick moss layer in areas with few shrubs. There are many wildlife trees that provide habitat for cavity nesters and other wildlife and there is a large number of older veteran trees. A small number of non-native English holly (*Ilex aquifolium*) occur in the southern part of the ecological community.

This ecological community slopes to the west and although most of the terrain has gentle to moderate slopes, in some areas the slopes are steep. The soils are mapped as Saturna (ST) very shallow lithic (sl) soils, which are described as channery sandy loam to loamy sand, colluvial and glacial drift materials less than 50 cm deep over sandstone bedrock. Soils are well drained, becoming droughty in the summer months (Green et al. 1989).



Photo 6. Ecological Community 1 showing representative dense understory vegetation.

Table 5. Summary description of Ecological Community 1.

Polygon ID:	1
Ecological Community:	Douglas-fir/Dull Oregon-grape
Classification:	CDFmm/01
Structural Stage:	5 – Young Forest
Status (BC List):	Red listed (S1)
Photopoint(s):	P7
Ecological Community Description:	Mixed age (60 – 100 years old) Douglas-fir forest with scattered mature Douglas-fir with western redcedar. The understorey is dominated by salal, dull Oregon-grape and mosses, primarily step moss (<i>Hylocomium splendens</i>) and Oregon beaked moss (<i>Kindbergia oregana</i>).
Disturbance Notes:	The polygon includes some historical disturbance from logging (old stumps present) with an old skid road through the east side which is used as a trail. There are burn scars on the older Douglas-fir. There are some small English holly (<i>Ilex aquifolium</i>) plants in the south of the ecological community along the eastern boundary.
Anticipated Change/Succession:	Deer grazing may restrict recruitment of understorey species. Dominant vegetation is likely to continue to be Douglas-fir trees, except in drier areas where arbutus will persist and in wetter areas which will support western redcedar.
Wildlife observations:	Black-tailed deer (<i>Odocoileus hemionus</i>) scat and browse, American Robin (<i>Turdus americanus</i>) observed; Olive-sided Flycatcher (<i>Contopus cooperi</i>) observed by Ann Eriksson in northeast corner; peacock vinyl (<i>Leptogium polycarpum</i>) observed on arbutus tree along trail by Ryan Batten.

Table 6. Species associated with Ecological Community 1.

ITC Management Plan for Fairyslipper Forest Nature Reserve - May 2019

VEGETATION SPECIES	PERCENT COVER (%)						NOTES
	Main Canopy	Secondary Canopy	Shrub Layer	Herb Layer	Moss, Lichen Layer	Non-natives	
<i>Pseudotsuga menziesii</i> (Douglas-fir)	40	2					MC: uneven-aged, 60-100yrs, ht: 25-35m DBH: 30-50cm SC: 15-20 years, ht: 5-7m, DBH: 5-10cm
<i>Thuja plicata</i> (western redcedar)	15	1					MC: uneven-aged, 40-60yrs, ht: 25-35m DBH: 25-40cm SC: 8-10 years, ht: 3m, DBH: 2-5cm
<i>Arbutus menziesii</i> (arbutus)	5						MC: 50-60yrs, ht: 20m, DBH: 40-50cm
<i>Tsuga heterophylla</i> (western hemlock)	2						MC: 40-60yrs, ht: 30-40m, DBH: 30-40cm
<i>Abies grandis</i> (grand fir)		1					SC: 8-10yrs, ht: 3m, DBH: 2-5cm
<i>Gaultheria shallon</i> (salal)			20				
<i>Mahonia nervosa</i> (dull Oregon-grape)			10				
<i>Vaccinium parvifolium</i> (red huckleberry)			T				
<i>Lysimachia latifolia</i> (broad-leaved starflower)				2			
<i>Achlys triphylla</i> (vanilla-leaf)				1			
<i>Lonicera hispidula</i> (pink honeysuckle)				T			
<i>Polystichum munitum</i> (sword fern)				T			
<i>Linnaea borealis</i> (twinline)				T			
<i>Calypso bulbosa</i> (fairy-slipper orchid)				T			Only leaves visible
<i>Eurhynchium oreganum</i> (Oregon beaked-moss)					30		
<i>Hylocomium splendens</i> (step moss)					50		
<i>Eurhynchium praelonga</i> (slender beaked-moss)					5		
<i>Rhytidiadelphus triquetrus</i> (electrified cat's-tail moss)					3		
Cover by Layer (%)	70	4	30	3	85		Total Canopy Cover: 50-60%

T stands for Trace or less than 1%

3.7.2 Ecological Community 2

Ecological Community 2 is found at lower elevations in the reserve in moisture-receiving sites. It includes a mix of Douglas-fir/dull Oregon-grape in slightly drier sites and grand fir/three-leaved foamflower (*Abies grandis*/*Tiarella trifoliata*) in lower, wetter areas. Soils are richer in the grand fir/three-leaved foamflower sites than in the Douglas-fir/dull Oregon-grape areas; although no foamflower was observed in the reserve, because of the moisture level and soil nutrient levels, the grand fir/three-leaved foamflower community is the closest fit. There are scattered large veteran Douglas-fir trees throughout the community which provide excellent habitat for wildlife and maturing western redcedar. Understory vegetation is dominated by salal and sword fern with patches of dull Oregon-grape in drier areas. A seasonal creek flows along the low areas of the community, along the old logging road (now the trail) (Photo 6).

The soils are mapped as Brigantine (BE), loamy sand to sandy loam marine or fluvial deposits over silty clay loam to silty clay marine deposits. The soils are imperfectly drained with seasonal fluctuations in the water table. The ecological community has a western aspect and gentle slopes (10%).



Photo 7. Vegetation Type 2 showing large western redcedar tree and mixed understory vegetation in wetter portions of Ecological Community 2.

Table 7. Summary description of Ecological Community 2.

Polygon ID:	2
Ecological Community:	Douglas-fir/dull Oregon-grape; Grand fir/three-leaved foamflower
Classification:	CDFmm/01; CDFmm/06
Structural Stage:	5 – Young Forest
Status (BC List):	Red listed (S1)
Photopoint(s):	P8
Ecological Community Description:	Mixed age (60 – 100 years old) Douglas-fir forest with scattered mature Douglas-fir and a few scattered mature bigleaf maple (<i>Acer macrophyllum</i>) and western redcedar (<i>Thuja plicata</i>). Grand fir (<i>Abies grandis</i>) forms the secondary canopy. The understorey is dominated salal (<i>Gaultheria shallon</i>), sword fern (<i>Polystichum munitum</i>) and mosses, primarily step moss (<i>Hylocomium splendens</i>) and Oregon beaked moss (<i>Kindbergia oregana</i>).
Disturbance Notes:	The polygon includes some historical disturbance from logging. There are burn scars on the older Douglas-fir.
Anticipated Change/Succession:	Deer grazing may restrict recruitment understorey species. Dominant vegetation is likely to continue to be Douglas-fir trees, except in wetter areas which will support western redcedar and red alder. Grand fir may become more dominant over time.
Wildlife observations:	Black-tailed deer (<i>Odocoileus hemionus</i>) scat

Table 8. Species associated with ecological community 2

VEGETATION SPECIES	PERCENT COVER (%)						NOTES
	Main Canopy	Secondary Canopy	Shrub Layer	Herb Layer	Moss, Lichen Layer	Non-natives	
<i>Pseudotsuga menziesii</i> (Douglas-fir)	20						MC: uneven aged, 60-100yrs, ht: 25-35m DBH: 30-50cm Vet: 150-250 years, ht: 50-65m, DBH: 130-140cm
<i>Thuja plicata</i> (western redcedar)	15	3					MC: uneven-aged, 40-80yrs, ht: 25-35m DBH: 40-65cm SC: 20-30 years, ht: 3-5m, DBH: 5-15cm
<i>Acer macrophyllum</i> (big-leaf maple)	5						MC: 30-50yrs, ht: 15m, DBH: 40cm
<i>Alnus rubra</i> (red alder)	2						MC: 10-15yrs, ht: 10-15m, DBH: 10-15cm
<i>Abies grandis</i> (grand fir)		5					SC: 10-15yrs, ht: 3-5m, DBH: 2-5cm
<i>Gaultheria shallon</i> (salal)			60				
<i>Mahonia nervosa</i> (dull Oregon-grape)			5				
<i>Vaccinium parvifolium</i> (red huckleberry)			2				
<i>Lonicera ciliosa</i> (orange honeysuckle)			1				Climbing on trees
<i>Polystichum munitum</i> (sword fern)				15			
<i>Achlys triphylla</i> (vanilla-leaf)				2			
<i>Galium triflorum</i> (three-flowered bedstraw)				T			
<i>Rubus ursinus</i> (trailing blackberry)				T			
<i>Adenocaulon bicolor</i> (pathfinder)				T			
<i>Eurhynchium oreganum</i> (Oregon beaked-moss)					40		
<i>Hylocomium splendens</i> (step moss)					20		
<i>Rhytidiadelphus triquetrus</i> (electrified cat's-tail moss)					T		
Cover by Layer (%)	40	8	68	17	60		Total Canopy Cover: 40%

T stands for Trace or less than 1%

3.7.3 Ecological Community 3

This ecological community is a mix of Douglas-fir/dull Oregon-grape, with Douglas-fir/arbutus (*Pseudotsuga menziesii*/*Arbutus menziesii*) in drier, well drained locations such as small knolls or in areas with greater southern exposure. There are a few very small pockets of Douglas-fir/Alaska oniongrass (*Pseudotsuga menziesii*/*Melica subulata*). The stand is dominated by Douglas-fir with smaller amounts of western redcedar and arbutus and a developing secondary canopy of grand fir and western hemlock. The age class is young forest although there are veteran Douglas-fir in the northern part of the community and along the western boundary. The veteran trees are important for wildlife.

The aspect faces west and the land is gently sloping (15%). The soils are mapped as Saturna (ST), very shallow lithic (sl) soils which are described as channery sandy loam to loamy sand, colluvial and glacial drift materials less than 50 cm deep over sandstone bedrock. Soils are well drained, becoming droughty in the summer months (Green et al. 1989).



Photo 8. Ecological Community 3, young forest.

Table 9. Summary description of Ecological Community 3.

Polygon ID:	3
Ecological Community:	Douglas-fir/dull Oregon-grape; Douglas-fir/arbutus; Douglas-fir/Alaska oniongrass
Classification:	CDFmm/01; CDFmm/02; CDFmm/03
Structural Stage:	5 – Young Forest
Status (BC List):	Red listed (S1)
Photopoint(s):	P9
Ecological Community Description:	Young (30 – 50 years old) Douglas-fir (<i>Pseudotsuga menziesii</i>) forest with scattered mature Douglas-fir and a few scattered arbutus (<i>Arbutus menziesii</i>). The understorey is dominated by dense salal (<i>Gaultheria shallon</i>) with mosses, primarily step moss (<i>Hylocomium splendens</i>) and Oregon beaked-moss (<i>Kindbergia oregana</i>).
Disturbance Notes:	The polygon includes some historical disturbance from logging (old stumps present).
Anticipated Change/Succession:	Deer browsing may restrict recruitment of understorey species. Dominant vegetation is likely to continue to be Douglas-fir trees although dominance may shift to western hemlock (<i>Tsuga heterophylla</i>) over time.
Wildlife observations:	Black-tailed deer (<i>Odocoileus hemionus</i>) scat observed, Pacific wren (<i>Troglodytes pacificus</i>) heard, ozette coralroot (<i>Corallorhiza maculata</i> var. <i>ozettensis</i>) in many locations in the southern part of the ecological community, and Olive-sided Flycatcher (<i>Contopus cooperi</i>) observed in southeast part of ecological community; Common Nighthawk (<i>Chordeiles minor</i>) observed flying over southern part of ecological community by James Clowater; peacock vinyl (<i>Leptogium polycarpum</i>) observed on arbutus tree by Ryan Batten.

Table 10. Species associated with ecological community 3

VEGETATION SPECIES	PERCENT COVER (%)						NOTES
	Main Canopy	Secondary Canopy	Shrub Layer	Herb Layer	Moss, Lichen Layer	Non-natives	
<i>Pseudotsuga menziesii</i> (Douglas-fir)	30						MC: 30-50yrs, ht: 18-25m DBH: 20-50cm
<i>Thuja plicata</i> (western redcedar)	10	2					MC: 30-50yrs, ht: 20-30m DBH: 30-50cm SC: 10-15yrs, ht: 3m; DBH: 2-5cm
<i>Arbutus menziesii</i> (arbutus)	5						MC: 60-100yrs, ht: 20-25m, DBH: 50-80cm
<i>Abies grandis</i> (grand fir)		5					SC: 20-40yrs, ht: 12-15m, DBH: 20cm
<i>Tsuga heterophylla</i> (western hemlock)		2					SC: 5-10yrs, ht: 3-4m, DBH: 2-5cm
<i>Gaultheria shallon</i> (salal)			75				
<i>Vaccinium parvifolium</i> (red huckleberry)			5				
<i>Mahonia nervosa</i> (dull Oregon-grape)			2				
<i>Polystichum munitum</i> (sword fern)				2			
<i>Eurhynchium oreganum</i> (Oregon beaked-moss)					15		
<i>Hylocomium splendens</i> (step moss)					15		
Cover by Layer (%)	45	9	82	2	30		Total Canopy Cover: 40%

3.8 Wildlife Species

There are mature Douglas-fir trees in Fairyslipper Forest Nature Reserve that provide food for woodpeckers, sapsuckers, nuthatches and creepers (Clowater 2015). Some of the wildlife trees have cavities for cavity-nesting birds and provide perch sites that may be used by raptors. One location in the reserve had whitewash (guano) below a tree suggesting birds of prey use the area, although the tree above the whitewash was relatively young. The old-growth veteran trees may provide nesting habitat for marbled murrelets (*Brachyramphus marmoratus*) (Clowater 2015). A list of bird species observed in the reserve is included in Appendix B.

Wildlife trees also provide roost sites for bats and decaying wood provides habitat for invertebrates, amphibians, reptiles and other wildlife.

The wildlife species that have been observed in or near the reserve are listed in Table 11. Bat species were observed north of the property in Hunter's Pond and likely use the habitat in the reserve as well.



Photo 9. Raptor bones, possibly from a Bald Eagle.



Photo 10. Veteran Douglas-fir tree in the Nature Reserve with diameter at breast height of approximately 2 m.

Table 11. Wildlife species observed in Fairyslipper Forest Nature Reserve

Common Name	Latin Name
Black-tailed deer	<i>Odocoileus hemionus</i>
Red squirrel	<i>Tamiasciurus hudsonicus</i>
Garter snake	<i>Thamnophis</i> sp.
Northern red-legged Frog ⁺	<i>Rana aurora</i>
Banana slug	<i>Ariolimax columbianus</i>
Pacific sideband	<i>Monadenia fidelis</i>
Big brown bat*	<i>Eptesicus fuscus</i>
California myotis*	<i>Myotis californicus</i>
Hoary bat*	<i>Lasiurus cinereus</i>
Little brown myotis**	<i>Myotis lucifugus</i>
Long-eared myotis*	<i>Myotis evotis</i>
Silver-haired bat*	<i>Lasionycteris noctivagans</i>
Yuma myotis*	<i>Myotis yumanensis</i>
Common nighthawk ⁺	<i>Chordeiles minor</i>
Great blue heron ⁺	<i>Ardea Herodias fannini</i>
Olive-sided flycatcher ⁺	<i>Contopus cooperi</i>
Purple martin ⁺	<i>Progne subis</i>

* Bat species were detected using an Anabat Express bat detector from August 14th - 22nd, 2015 at Hunter's Pond (on the adjacent property to the north). Examination of acoustic spectrograms was done by Peter Ommundsen (report in Appendix D). Townsend's big-eared bat (*Corynorhinus townsendii*), which is well known on the island, was not detected; however, the detector was not full-spectrum, which is preferred for confirmation of this species.

⁺Species of conservation concern

3.9 Expected Change Over Time

The upland forests will continue to mature and biological diversity will increase over time. In areas with heavy deer browsing, conifer regeneration may be impeded, and an open stand or gap may result. Over-browsing by deer will continue to impact biodiversity of shrub and herb layers. There will be development of old forest characteristics over time as trees mature and gaps develop through natural mortality and wind. In areas with dense growth, there will be self-thinning due to density related mortality.

4.0 Threats

Table 12. Summary of Threats to the Nature Reserve.

Threats	Coastal Douglas-fir Forest	Seasonal Creeks	Overall Threat Rank
Recreational Activities: Trail development to connect the existing trail through the reserve to North Cove Road and subsequent hiking may impact conservation targets through wildlife disturbance, soil disturbance and erosion. Careful placement of the new trail will help mitigate the threat. With increasing population and development pressure on Thetis Island, this threat is expected to	Medium	Low	Medium

increase, especially since Fairyslipper Forest is the only nature reserve with public trails on the island.			
Wildfire: Coastal Douglas-fir ecosystems are adapted to low-intensity wildfires that historically occurred every 100-300 years, maintaining the dominance of Douglas-fir by controlling the growth of competing species and preventing tinder-dry debris from building up on the forest floor. The last fire in Fairyslipper Forest was in the late 1800s and scars from this fire are visible on the older Douglas-fir trees. Fire suppression results in a change of fire regime to lower frequency and higher intensity fires. Higher intensity fires are also generally larger in size. A more intense fire could potentially replace Coastal Douglas-fir forests. High-intensity fires would destroy the ecosystem's herbaceous species, which are adapted to frequent, low-intensity fires and could result in stand replacement. Vegetation recovery post-catastrophic fire is slow and invasive terrestrial species are likely to invade areas with bare soil. Stand-replacing fires will also have potential impacts on riparian areas due to subsequent soil erosion.	High	Low	High
Invasive Non-Native Species: Currently, there are low numbers of invasive species in the reserve. There are a few scattered, small English holly (<i>Ilex aquifolium</i>), negligible Scotch broom (<i>Cytisus scoparius</i>) and small amounts of non-native grasses and forbs. According to the International Union for Conservation of Nature (IUCN 2018), the threat of invasion by non-native species is second only to habitat loss. The impact on native ecosystems, habitats and species can be severe and often irreversible.	Low	Low	Low
Problematic Native Species: Hyper-abundant black-tailed deer (<i>Odocoileus hemionus</i>) in the reserve have dramatically altered understory vegetation structure and composition. Excessive deer herbivory can reduce songbird diversity (Martin et al. 2011).	Medium	Low	Medium
Erosion: Seasonal creeks flow along an old skid road and in some locations, erosion is occurring because the flow is now straight along the road. Over time, with extreme flooding events, erosion may become more severe, causing high levels of silt to be deposited into the wetland on the adjacent property to the north.	N/A	Medium	Medium
Climate Change: The impacts of changing climate are difficult to predict and are likely to impact every ecosystem type differently. An increase in storm events with high rainfall will cause increased erosion in creek beds and in upslope areas. Prolonged summer droughts may cause shifts in species composition, such as the declining western redcedar trees noted in other protected areas on the Gulf Islands.	Low?	Low?	Low?
Overall Threat Status for Protected Area	Medium	Low	Medium

High: The threat is likely to seriously degrade the biodiversity target.

Medium: The threat is likely to moderately degrade the biodiversity target.

Low: The threat is likely to only slightly impair the biodiversity target

4.1 Expected Change to Threats Over Time

The human population on Thetis Island is growing slowly, from a total population of 340 in 2011 to 389 in 2016 (Statistics Canada, 2016). This increase is compounded by visitors to the island, especially over the summer months. With an increasing number of people, pressure on the trail is expected to increase, as Fairyslipper Forest is currently the only publicly-accessible nature reserve on the island. Impacts may include increased trampling, erosion and the potential for the spread of non-native invasive species.

Bigger fuel loads associated with fire suppression increase the risk of catastrophic, stand-replacing fires if a wildfire occurs.

The risks associated with climate change, including vegetation shifts and increased erosion associated with more extreme storm events, are likely to increase over time.



Photo 11. Erosion caused by seasonal creek flowing along old road.

5.0 Community Engagement

5.1 Adjacent Landholders

In preparation for the development of the Management Plan, letters were sent to all landholders and neighbours within a 100 m radius of the reserve. A total of 12 letters were sent by email on October 1st, 2018 (Appendix E). The letters contained information about Fairyslipper Forest Nature Reserve, an invitation to an open house and a link to the online survey (see Appendix F).

5.2 First Nations

Letters were sent to the following First Nations on October 12th, 2018 by email (Appendix G):

- Cowichan Tribes
- Halalt First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus (Chemainus) First Nation

The letters acknowledged First Nation treaty and territorial rights and title and expressed the intention for the management plan to reflect reconciliation and conservation goals. The letter asked for input to ensure the management plans are informed by cultural significance and traditional use of the reserve site. The letters contained information about Fairyslipper Forest and welcomed any information to help understand and manage the reserve.

5.3 Conservation Partners and Community Members

The Islands Trust Conservancy held a public consultation meeting on October 13th, 2018 to coincide with the Thetis Island Nature Conservancy annual general meeting. People attending this open house were asked to provide input on the draft Management Plan and management planning for the reserve. Maps and photographs were on display and residents were asked for their input at that time. Between 20 and 25 people attended.

An online survey was made available and was completed by 22 people.

5.4 Engagement Results

To date, ITC has met with the Penelakut First Nation to discuss management of the two ITC nature reserves on Thetis Island.

Survey respondents were primarily residents, of which 32% are based off-island. Most respondents (36%) have visited the reserve a few times and most engage in hiking and wildlife observation activities. The most important values for respondents were protection of habitat for at-risk species (73%), conservation for the sake of the intrinsic value of nature (68%), ecosystem services (64%), and education and research opportunities (64%). Several respondents expressed concern about threats associated with the potential overuse of the nature reserve by large groups of people.

6.0 Management Recommendations

This document is the first management plan developed for the reserve. The purpose of Fairyslipper Forest Nature Reserve is to protect, in perpetuity, the Coastal Douglas-fir forests and seasonal creeks for the benefit of the flora and fauna of the reserve and to allow for low impact recreation and nature appreciation opportunities for visitors to the reserve.

The ecological condition of the property is good; there are maturing forests with diverse understory vegetation and riparian areas that provide excellent wildlife habitat. The seasonal creeks and surrounding riparian areas provide significant watershed values. The threats to the reserve are assessed as moderate since there are few anthropogenic features and minimal invasive species to impact ecological function. The most serious threats are associated with wildfire, hyper-abundant black-tailed deer browse, and impacts associated with public use.

Ongoing monitoring and management is required to ensure that ecosystems and species continue to remain protected from threats and to ensure public safety. Key management issues include mitigating impacts associated with trail use, preventing unauthorized activities that may result from public access and controlling the spread of invasive species. Communication and planning to reduce the risk of future wildfires is also recommended.

All management within the reserve must consider the specific sensitivities of the species at risk and their habitat. This will include ensuring new trail placement avoids rare species, wildlife trees or riparian areas. Signage will be used to inform visitors about permitted and

prohibited uses within the reserve and to identify reserve boundaries. Ongoing wildlife surveys and monitoring will be used to inform management.

An early management action is to provide public access to Fairyslipper Forest Nature Reserve by constructing a low-impact hiking trail which will reduce trespass on adjacent privately managed lots. It is recognized that there are trails on adjacent privately managed properties that are used by the public. If those trails are licensed for public use by the landholder, a connection with the nature reserve trail may be maintained. Any unlicensed trails on adjacent privately managed property that connect with the nature reserve will be closed at the boundary with boundary signage and trail decommissioning to limit ongoing use. To ensure public safety, trails should be built to ITC standards to avoid danger trees and riparian areas. The installation of boundary and trail signs will instruct visitors to stay on designated trails to prevent impact to off-trail areas.

6.1 Management Roles

Islands Trust Conservancy is the sole landholder of Fairyslipper Forest Nature Reserve and will work in partnership with the Thetis Island Nature Conservancy to implement on-the-ground management. The ITC is negotiating a covenant with ThINC and CCLT and the covenant holders will be responsible for monitoring the covenant.

6.2 Permitted and Prohibited Uses

The Nature Reserve is open to the public for hiking and nature appreciation. Visitors are requested to keep dogs on a leash, pick up after their dogs, and dispose of dog waste off-site.

The following activities by the public are prohibited:

- Use of motorized vehicles
- Bicycling
- Horseback riding
- Camping
- Fires
- Hunting
- Smoking
- Trail development
- Tree cutting
- Collection or harm of plants, fungi or animals

6.3 Proposed Monitoring Program

Most public use will be restricted to a designated trail system. Annual monitoring should focus on assessing the trail for areas of erosion and to identify any new unauthorized side-trails or off-trail use. Monitoring should also determine whether trail use continues to be restricted to hiking or if any unauthorized uses are occurring such as off-road vehicles or mountain bikes. The recommended monitoring route will be determined after finalization of the trail.

An ecological monitoring program could be developed to assess creek bed erosion over time, should resources become available. If resources are available, invasive species monitoring and further wildlife inventories are recommended.

6.4 Public Access

A trailhead and public trail will be developed on the reserve from North Cove Road which will connect to the existing trail in the eastern part of the property. If trails on adjacent privately-managed lots become licensed, access to the reserve trail network may remain open via these routes. Any unlicensed trails on adjacent privately-managed land that connect with the reserve should be blocked with signage, and debris should be piled on the unlicensed trail to discourage access.

Alternative access opportunities for First Nations co-management may be established through a separate Management Plan for Areas of Cultural Heritage and Sacred Significance.

6.5 Signage

There are currently no signs on the property. It is recommended that a sign be installed to show the location of any trailheads created on North Cove Road and to request that visitors stay on designated trails and notify of prohibited activities. Boundary signs should be placed at main access points and outline permitted activities in the reserve. A sign should be installed on the trail at the property boundary to block access to unlicensed trails on privately-managed land.

6.6 Trail Use, Maintenance and Development

There is a low-impact hiking trail that enters the reserve from privately-managed property to the north and east and passes through the eastern portion of the reserve. ITC and ThINC plan to develop a trail from North Cove Road through the reserve to connect with this trail. A connection between the ITC trail and trails on adjacent privately-managed properties may remain open if those trails become licensed. Any unlicensed trail that continues onto privately-managed property should be closed and restored.

Any new trails should be designed to avoid areas that will be wet in the winter and will cause future trail widening as hikers look for dry footing. Trail route should also avoid steep grades and areas prone to erosion. If possible, the trail should also avoid wildlife trees to minimize impacts to wildlife and prevent their removal as danger trees. Areas with species at risk, particularly ozette coralroot, should be avoided.



Photo 12. Existing trail in the Nature Reserve.

6.7 Protection Initiatives for Sensitive Ecosystems and Species and Ecosystems at Risk

Maintaining the forests will be sufficient to support species at risk and their current use of the property. Care should be taken to avoid trail placement in locations next to ozette coralroot and wet areas that support northern red-legged frog. Peacock vinyl is unlikely to be impacted by any activities within the reserve. Protection of existing forest cover will maintain foraging habitat for Olive-sided Flycatcher and little brown myotis. There is limited foraging habitat for Olive-sided Flycatcher and limited nesting habitat for Common Nighthawk (Clowater 2015), so activities within the reserve are unlikely to impact these species.

If funding is available, surveys for Western Screech-owl (*Megascops kennicottii*) would be beneficial.

Increasing connectivity between the Fairyslipper Forest Nature Reserve and other protected areas would help ensure the persistence of species at risk.

6.8 Ecological Restoration Options

The seasonal creek along the skid road should be carefully monitored for erosion. It is unclear if the creek has been diverted and now flows along the road or if the road was placed over the creek but the straight path and lack of meanders or swales is causing erosion where the creek has cut into the road bed. Although ecological restoration would be beneficial to the creek, accessing the site with heavy equipment would cause significant damage to the adjacent forest.

6.9 Scientific Research/Education Opportunities

There have been preliminary species at risk inventories within the reserve to support the acquisition of the property. A visual and auditory avian survey was done by James Clowater over a period of five days in June 2015 with morning, afternoon, and late evening observations (Clowater 2015). A one day survey for rare plants, lichens and mosses was done by Carrina Maslovat and Ryan Batten in April 2015 (Maslovat and Batten 2015). Ann Eriksson has also surveyed the reserve for rare species (Eriksson pers. comm. 2018). There has been no formal research. Scientific research plays a critical role in understanding natural processes and shaping potential management options. All research in the reserve should be approved by ITC and should ensure there is no associated harm to species at risk and/or their habitat.

6.10 Exotic and Invasive Species Management

There are very few invasive and exotic species in the reserve in comparison to most sites in the Gulf Islands. Management efforts should focus on the removal of English holly and Scotch broom wherever they are encountered within the reserve. Because both species are at early stages of invasion, prompt removal will greatly decrease maintenance efforts in the future. English holly plants are small and the entire plant should be removed, rather than cut, because the plants can re-establish from cut stems or root fragments.



Photo 13. Non-native English holly seedlings in the Nature Reserve.

6.11 Wildfire Risk Management

Wildfire and wildfire suppression can be extremely damaging to sensitive ecosystems. It is recommended that a fire management plan be developed in consultation with the Thetis Island Fire Department and the BC Wildfire Service to identify best management practices for wildfire suppression.

6.12 Climate Change Impacts and Management

Climate change may impact the distribution of ecosystems across the landscape, affecting vegetation patterns, hydrology, and outbreaks of pests. Trends that may prevail in this region include up-slope migration of tree lines and ecosystem boundaries, and increased fire frequency. Predicted climate change scenarios indicate that Douglas-fir-dominated stands will expand and western redcedar stands will diminish (Hebda, 1997).

Ensuring ongoing protection of the site and creating connectivity between large areas of protected ecosystems will facilitate dispersal of species into new habitats and across elevations as vegetation patterns shift. These protected area matrices will provide potential reservoirs for dispersal into suitable habitats in adjacent areas as climate change shifts the distribution of ecosystem types (McCloskey et. al. 2009).

Ongoing monitoring is important to determine if climate change is impacting the ecosystems in the reserve. Restoration of the creek bed would help prevent future erosion, but the benefits of this action must be weighed against the high level of impact caused by accessing the site with heavy equipment.

7.0 Action Items

Management Plan action items are measurable and achievable specific tasks that the ITC and partners can complete to ensure that the protected area is managed in the best possible

way. The following management action items are based on the recommendations made in this Management Plan and listed in priority sequence, subject to available funding resources.

7.1 Immediate Actions (1-2 years)

1. Determine the location for trail access to the reserve from North Cove Road to provide public access to the reserve and a link to the existing trail.
2. Keep abreast of the work of management partners and the Thetis Island Rate Payers Association (TIRRA) to license trails on privately-managed lots.
3. Create a barrier and restore any unlicensed trails to/from adjacent privately-managed properties. A “trail closed” sign should be installed at the property boundary of all unlicensed trails.
4. Identify opportunities for First Nations co-management.
5. Establish a volunteer warden program and designate a warden to visit the site regularly and work with ThINC to monitor the property and identify management concerns.
6. Remove invasive, non-native woody species through cooperation between ThINC and ITC. Prompt removal will make future management more cost effective. Establish a regular monitoring schedule to assess effectiveness of invasive species removal.
7. If funding is available, survey for Western Screech-owl to determine if this blue-listed species is present on the reserve.

7.2 Short term Actions (3-5 years)

1. Install a low-impact trail from North Cove Road to provide access to the reserve for hiking and nature appreciation.
2. Install boundary signs at key access points and trail map and usage signs at the trail head.
3. Consult with the Thetis Island Fire Department and the BC Wildfire Service to identify best management practices for wildfire management.
4. Initiate development of parallel Management Plan for Areas of Cultural Heritage and Sacred Significance documents with First Nations.
5. If funding is available, conduct a more intensive wildlife survey, with a focus on species at risk, over a range of seasons to more fully document the biodiversity of the reserve.

7.3 Ongoing or Annual Action Items

1. Conduct annual monitoring to identify and address management concerns.
2. Work with the Penelakut Tribe towards co-management of the reserve using the *2018 Islands Trust Conservancy-Penelakut Tribe Management Plan for Areas of Cultural Heritage and Sacred Significance* as a guide.
3. Continue ongoing invasive species removal and management. Monitor to determine effectiveness of management and to identify new locations of invasive species that can be targeted for removal.
4. Conduct ongoing maintenance and management of signs and trails, once installed.

8.0 Conclusion

Fairyslipper Forest Nature Reserve is located within an area of high ecological value, both within Thetis Island and the greater Islands Trust Area. The reserve protects two seasonal creeks and four rare Coastal Douglas-fir ecosystems that provide important habitat for five confirmed species of conservation concern and many other native species.

There are few anthropogenic features within the reserve and current public use is limited to a low-impact trail in the eastern portion of the property. The overall impact of assessed threats to the property is moderate, with the greatest threats being stand-replacing wildfire caused by wildfire suppression, understory overbrowsing by hyper-abundant native black-tailed deer, and soil disturbance caused by heavy trail use.

A key action item for the reserve's first management plan is the provision of a formalized public access route to the the reserve from North Cove Road. Other recommended management actions include establishing a volunteer warden program and identifying First Nations co-managers, managing invasive non-native woody plants that are in the early stages of invasion, and ongoing trail maintenance.

The Islands Trust Conservancy will work towards the management actions identified in this Plan to achieve the vision, objectives and purpose of the Fairyslipper Forest Nature Reserve. Future management issues may lead to further action items that will be identified in work plans and in future revisions of this Management Plan.

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10.0 Appendices

Appendix A. Plant species recorded in Fairyslipper Forest Nature Reserve April 15, 2015

Recorded by Ryan Batten, Carrina Maslovat and Ann Eriksson

Latin Name	Common Name	
Vascular Plants		
<i>Abies grandis</i> (Douglas ex D. Don) Lindl.	Grand fir	
<i>Acer macrophyllum</i> Pursh	Big-leaved maple	
<i>Achlys triphylla</i> (Sm.) DC.	Vanilla-leaf	
<i>Adenocaulon bicolor</i> Hook.	Pathfinder	
<i>Aira caryophyllea</i> L.	Silver hairgrass	
<i>Aira praecox</i> L.	Early hairgrass	
<i>Arbutus menziesii</i> Pursh	Arbutus	
<i>Bellis perennis</i> L.	English daisy	Introduced
<i>Bromus hordeaceus</i> L.	Soft brome	Introduced
<i>Calypso bulbosa</i> (L.) Oakes	Fairy-slipper orchid	
<i>Carex deweyana</i> Schwein.	Dewey's sedge	
<i>Carex inops</i> ssp. <i>inops</i> L.H. Bailey	Long-stolon sedge	
<i>Carex obnupta</i> L.H. Bailey	Slough sedge	
<i>Cerastium arvense</i> L.	Field chickweed	
<i>Claytonia parviflora</i> Douglas ex Hook.	Streambank spring beauty	
<i>Clinopodium douglasii</i> (Benth.) Benth.	Yerba buena	
<i>Collinsia parviflora</i> Lindl.	Small-flowered blue-eyed Mary	
<i>Corallorhiza maculata</i> var. <i>maculata</i> (Raf.) Raf.	Spotted coralroot	
<i>Corallorhiza maculata</i> var. <i>ozettensis</i>	Ozette coralroot	Blue-list (S3)
<i>Cytisus scoparius</i> (L.) Link	Scotch broom	Introduced
<i>Dactylis glomerata</i> L.	Orchard grass	Introduced
<i>Daucus pusillus</i> Michx.	American wild carrot	
<i>Elymus glaucus</i> Buckley	Blue wildrye	
<i>Festuca occidentalis</i> Hook.	Western fescue	
<i>Frangula purshiana</i> A. Grey ex J.G. Cooper	Cascara buckthorn	
<i>Galium aparine</i> L.	Common bedstraw	
<i>Galium triflorum</i> Michx.	Three-flowered bedstraw	

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<i>Gaultheria shallon</i> Pursh	Salal	
<i>Goodyera oblongifolia</i> Raf.	Menzie's rattlesnake plantain	
<i>Hieracium albiflorum</i> Hook.	White hawkweed	
<i>Holcus lanatus</i> L.	Common velvetgrass	Introduced
<i>Holodiscus discolor</i> (Pursh) Maxim.	Oceanspray	
<i>Hypochaeris radicata</i> L.	Hairy cat's-ear	Introduced
<i>Ilex aquifolium</i>	English holly	Introduced
<i>Jacobaea vulgaris</i> Gaertn.	Tansy ragwort	Introduced
<i>Juncus effusus</i> L.	Common rush	
<i>Lapsana communis</i> L.	Common nipplewort	Introduced
<i>Leucanthemum vulgare</i> Lam.	Oxeye daisy	Introduced
<i>Linnaea borealis</i> L.	Twinflower	
<i>Lonicera ciliosa</i> (Pursh) Poir. ex DC	Orange honeysuckle	
<i>Lonicera hispidula</i> (Lindl.) Douglas ex Torr. & A. Gray	Pink honeysuckle	
<i>Lysimachia latifolia</i> (Hooker) Cholewa	Broad-leaved starflower	
<i>Mahonia aquifolium</i> Pursh	Tall Oregon-grape	
<i>Mahonia nervosa</i> Pursh	Dull Oregon-grape	
<i>Melica subulata</i> (Griseb.) Scribn.	Alaska oniongrass	
<i>Moehringia macrophylla</i> (Hook.) Fenzl	Large-leaved sandwort	
<i>Monotropa uniflora</i> L.	Indian pipe	
<i>Montia parvifolia</i> (Moc. ex DC.) Greene	Small-leaved montia	
<i>Mycelis muralis</i> (L.) Dumort.	Wall lettuce	
<i>Nemophila parviflora</i> var. <i>Parviflora</i> Douglas ex Benth.	Small-flowered nemophila	
<i>Pentagramma triangularis</i> (Kaulf.) Yatsk., Windham & E. Wollenw.	Goldenback fern	
<i>Plantago lanceolata</i> L.	English plantain	Introduced
<i>Plantago major</i> L.	Common plantain	Introduced
<i>Polystichum munitum</i> (Kaulf.) C. Presl	Sword fern	
<i>Prunella vulgaris</i> L.	Common self-heal	
<i>Pseudotsuga menziesii</i> (Mirb.) Franco	Douglas-fir	
<i>Pteridium aquilinum</i> (L.) Kuhn	Bracken fern	
<i>Quercus garryana</i> Douglas ex Hook.	Garry oak	
<i>Ranunculus occidentalis</i> Nutt.	Western buttercup	
<i>Ranunculus repens</i> L.	Creeping buttercup	Introduced
<i>Rosa gymnocarpa</i> Nutt.	Bald-hip rose	
<i>Rubus spectabilis</i> Pursh	Salmonberry	
<i>Rubus ursinus</i> Cham. & Schtdl.	Pacific trailing blackberry	
<i>Rumex acetosella</i> L.	Sheep sorrel	Introduced
<i>Sanicula crassicaulis</i> Poepp. ex DC.	Pacific sanicle	
<i>Selaginella wallacei</i> Hieron.	Wallace's spikemoss	
<i>Symphoricarpos albus</i> (L.) S.F. Blake	Common snowberry	
<i>Thuja plicata</i> Donn ex D. Don	Western redcedar	
<i>Trifolium repens</i> L.	White clover	Introduced
<i>Trifolium willdenovii</i> Spreng.	Wildenow's clover	
<i>Triteleia hyacinthina</i> (Lindl.) Greene	White triteleia	
<i>Tsuga heterophylla</i> (Raf.) Sarg.	Western hemlock	
<i>Vaccinium parvifolium</i> Sm.	Red huckleberry	

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<i>Vulpia myuros</i> (L.) C.C. Gmel.	Rat-tail fescue	Introduced
Mosses		
<i>Amphidium californicum</i> (Hampe ex C. Müll.) Broth.	California yoke-moss	
<i>Anacolia menziesii</i> (Turn.) Par.	Menzies' anacolia moss	
<i>Atrichum selwynii</i> Aust.	Crane's-bill moss	
<i>Claopodium crispifolium</i> (Hook.) Ren. & Card.	Rough-moss	
<i>Dicranoweisia cirrata</i> (Hedw.) Lind.	Curly thatch-moss	
<i>Dicranum fuscescens</i> Turn.	Curly heron's-bill moss	
<i>Dicranum scoparium</i> Hedw.	Broom-moss	
<i>Eurhynchium oreganum</i> (Sull.) Jaeg.	Oregon beaked-moss	
<i>Eurhynchium praelongum</i> (Hedw.) Schimp	Slender beaked-moss	
<i>Homalothecium nuttallii</i> (Wils.) Jaeg.	Nuttall's homalothecium moss	
<i>Hylocomium splendens</i> (Hedw.) Schimp.	Step moss	
<i>Hypnum circinale</i> Hook.	Coiled-leaf claw-moss	
<i>Isothecium myosuroides</i> Brid.	Variable moss	
<i>Leucolepis acanthoneuron</i> (Schwaegr.) Lindb.	Palm tree moss	
<i>Metaneckera menziesii</i> (Hook.) Steere	Menzie's neckera	
<i>Neckera douglasii</i> Hook.	Douglas' neckera	
<i>Plagiomnium insigne</i> (Mitt.) T. Kop.	Coastal leafy moss	
<i>Plagiomnium venustum</i> (Mitt.) T. Kop.	Magnificent leafy moss	
<i>Plagiothecium undulatum</i> (Hedw.) Schimp.	Flat-moss	
<i>Pleurozium schreberi</i> (Brid.) Mitt.	Red-stemmed feathermoss	
<i>Polytrichum juniperinum</i> Hedw.	Juniper haircap moss	
<i>Racomitrium canescens</i> (Hedw.) Brid.	Grey rock-moss	
<i>Rhizomnium glabrescens</i> (Kindb.) T. Kop.	Large leafy moss	
<i>Rhytidiadelphus loreus</i> (Hedw.) Warnst.	Lanky moss	
<i>Rhytidiadelphus triquetrus</i> (Hedw.) Warnst.	Electrified cat's-tail moss	
<i>Zygodon viridissimus</i> (Dicks.) Brid.	Green yoke-moss	
Lichens		
<i>Buellia muriformis</i> A.Nordin & Tønsberg	Coastal buttons	
<i>Buellia punctata</i> (Hoffm.) A.Massal.	Common buttons	
<i>Chaenotheca ferruginea</i> (Turner ex Sm.) Mig.	Blood whiskers	
<i>Cladonia coniocraea</i> (Flörke) Spreng.	No common name	
<i>Cladonia fimbriata</i> (L.) Fr.	No common name	
<i>Cladonia transcendens</i> (Vainio) Vainio	No common name	
<i>Evernia prunastri</i> (L.) Ach.	No common name	
<i>Fuscopannaria pacifica</i> P.M.Jørg.	Silver-rimmed crackers	
<i>Hertelidea botryosa</i> (Fr) Printzen & Kantvilas	No common name	
<i>Hypocenomyce scalaris</i> (Ach. ex Lilj.) M.Choisy	Charcoal clamshell	
<i>Hypogymnia inactiva</i> Krog	No common name	
<i>Hypogymnia physodes</i> (L.) Nyl.	No common name	
<i>Hypogymnia tubulosa</i> (Schaer.) Hav.	No common name	
<i>Lepraria torii</i> Pérez-Ortega & T. Sprib.	No common name	
<i>Leptogium polycarpum</i> P.M.Jørg. & Goward	Peacock vinyl	COSEWIC Special Concern
<i>Parmelia saxatilis</i> (L.) Ach.	No common name	
<i>Parmelia sulcata</i> Taylor	No common name	

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<i>Peltigera britannica</i> (Gyeln.) Holt.-Hartw. & Tønsberg	No common name	
<i>Peltigera collina</i> (Ach.) Schrad.	No common name	
<i>Peltigera membranacea</i> (Ach.) Nyl.	No common name	
<i>Physcia tenella</i> Moberg	No common name	
<i>Platismatia glauca</i> (L.) W.L.Culb. & C.F.Culb.	No common name	
<i>Platismatia herrei</i> (Imshaug) W.L.Culb. & C.F.Culb.	No common name	
<i>Protoparmelia ochrococca</i> (Nyl.) P.M.Jørg, Rambold & Hertel	Honey curds	

Appendix B. Avian Species Observed in Fairyslipper Forest Nature Reserve

Species list taken from Clowater 2015.

Species Common Name	Species Latin Name	Status
Great Blue Heron	<i>Ardea Herodias fannini</i>	COSEWIC: Special Concern BC CDC: Blue-listed
Turkey Vulture	<i>Cathartes aura</i>	
Bald Eagle	<i>Haliaeetus leucocephalus</i>	
Red-tailed Hawk	<i>Buteo jamaicensis</i>	
Barred Owl	<i>Strix varia</i>	
Common Nighthawk	<i>Chordeiles minor</i>	COSEWIC: Special Concern
Belted Kingfisher	<i>Megaceryle alcyon</i>	
Red-breasted Sapsucker	<i>Sphyrapicus ruber</i>	
Hairy Woodpecker	<i>Picoides villosus</i>	
Northern Flicker	<i>Colaptes auratus</i>	
Pileated Woodpecker	<i>Dryocopus pileatus</i>	
Pacific-slope Flycatcher	<i>Empidonax difficilis</i>	
Olive-sided Flycatcher	<i>Contopus cooperi</i>	COSEWIC: Threatened BC CDC: Blue-listed
Warbling Vireo	<i>Vireo gilvus</i>	
Common Raven	<i>Corvus corax</i>	
Purple Martin	<i>Progne subis</i>	BC CDC: Blue-listed
Violet-green Swallow	<i>Tachycineta thalassina</i>	
Chestnut-backed Chickadee	<i>Poecile rufescens</i>	
Red-breasted Nuthatch	<i>Sitta canadensis</i>	
Brown Creeper	<i>Certhia Americana</i>	
House Wren	<i>Troglodytes aedon</i>	
Pacific Wren	<i>Troglodytes pacificus</i>	
Golden-crowned Kinglet	<i>Regulus satrapa</i>	
Swainson's Thrush	<i>Catharus ustulatus</i>	
American Robin	<i>Turdus migratorius</i>	
Cedar Waxwing	<i>Bombycilla cedrorum</i>	
Orange-crowned Warbler	<i>Oreothlypis celata</i>	
Townsend's Warbler	<i>Setophaga townsendi</i>	
Wilson's Warbler	<i>Cardellina pusilla</i>	
Western Tanager	<i>Piranga ludoviciana</i>	
Spotted Towhee	<i>Pipilo maculatus</i>	
Song Sparrow	<i>Melospiza melodia</i>	
Dark-eyed Junco	<i>Junco hyemalis oreganus</i>	
Brown-headed Cowbird	<i>Molothrus ater</i>	
Purple Finch	<i>Carpodacus purpureus</i>	
Red Crossbill	<i>Loxia curvirostra</i>	
Pine Siskin	<i>Spinus pinus</i>	

Appendix C. Photographic Documentation

PHOTO STATION	LOCATION (UTM Coordinates)	DIRECTION	PHOTO-GRAPHER	DATE YYYY-MM-DD	DESCRIPTION
Anthropogenic Features as noted on Figure 2					
P4	10U 449907 5427018	180°	CM	2018-04-26	Hiking trail in eastern portion of the property
P13	10 U 449907 5427018	360°	CM	2018-04-26	Hiking trail in eastern portion of the property
P3	10 U 449829 5426558	315°	CM	2018-04-26	Abandoned rotting lumber now decomposing
Natural Features as noted on Figure 2					
P1	Not taken		CM	2018-04-26	Fairy-slipper orchid
P2	10 U 449638 5427097	90°	CM	2018-04-26	Ann Eriksson with brass monument corner pin
P5	10U 449679 5426568	0°	CM	2018-04-26	Ozette coralroot
P6	10 U 449689 5427063	360°	CM	2018-04-26	Seasonal creek with skunk cabbage and ferns along old road bed
P7	10 U 449845 5426850	180°	CM	2018-04-26	Representative of Ecological Community 1. Douglas-fir forest with salal understorey
P8	10 U 449727 5427011	270°	CM	2018-04-26	Representative of Ecological Community 2 – mixed Douglas-fir/dull Oregon-grape and grand fir/three-leaved foamflower
P9	10 U 449753 5426703	270°	CM	2018-04-26	Representative of Ecological Community 3 – mixed Douglas-fir/dull Oregon-grape and Douglas-fir/arbutus
P10	Not taken		CM	2018-04-26	Raptor bones
P11	10 U 449831 5426983	90°	CM	2018-04-26	Extremely large veteran Douglas-fir
P12	10 U 449763 5427086	360°	CM	2018-04-26	Erosion on old road bed

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P14	10 U 449914 5426734	310°	CM	2018-04-26	Small English holly plants
P15	10 U 449690 5426462	90°	CM	2018-04-26	Photopoint 1, southwest corner
P16, P17	10U 449793 5426471	270° 360°	CM	2018-04-26	Photopoint 2, southeast corner
P18, P19	10U 449837 5426577	180° 340°	CM	2018-04-26	Photopoint 3, on eastern boundary
P20, P21	10U 449873 5426603	200° 360°	CM	2018-04-26	Photopoint 4, on eastern boundary
P22, P23	10U 449885 5426691	180° 360°	CM	2018-04-26	Photopoint 5, on eastern boundary
P24, P25	10U 449945 5426728	225° 360°	CM	2018-04-26	Photopoint 6, on eastern boundary
P26, P27	10U 449942 5427093	180° 270°	CM	2018-04-26	Photopoint 7, northeast corner
P28, P29	10U 449638 5427079	90° 180°	CM	2018-04-26	Photopoint 8, northwest corner
P30, P31	10U 449644 5426625	180° 360°	CM	2018-04-26	Photopoint 9, along western boundary

* CM = Carrina Maslovat

Acoustic Survey of Bat Species Diversity:

Hunter's Pond, Thetis Island

August 2015

Prepared for:

Thetis Island Nature Conservancy
PO Box 18-2
Thetis Island, BC V0R 2Y0

Ann Eriksson¹ and Peter Ommundsen²
October 15, 2015

¹ Thetis Island Nature Conservancy

² Salt Spring Island Community Bat Program

Introduction

The goal of this survey was to sample bat species diversity at a wetland adjacent to a 17.8 ha property of conservation value on Thetis Island, British Columbia. Bats are attracted to wetlands as a source of insect prey and can utilize adjacent forest as roosting habitat. Half of the bat species in British Columbia are considered species at risk, and protection of ecosystems that support bats is of high conservation priority.

Site Description

The survey was conducted at the south end of Hunter's Pond, adjacent to a potential nature reserve (Lot 1, District Lots 6 and 10, Thetis Island, Cowichan District), which is primarily maturing second growth Douglas-fir/Arbutus forest with a scattering of old-growth trees and snags. The site is located in the coastal Douglas-fir moist maritime biogeoclimatic zone and sampling was conducted lakeside.

Methods

A point location was sampled during eight nights (see Table 1) using a tree-mounted Anabat Express zero-crossings bat detector set for "night-only" recording, with the microphone sensitivity set at "115," and frequency division set at "8." The elevation of the bat detector was 2.0 metres. All acoustic files were visually inspected and species identifications made using the criteria of Humboldt State University Bat Lab (2011). Rare species were searched using Analook W filtered scans.

Results

The bat detector recorded 15,263 files during eight nights of sampling. One file usually represents a recording triggered by a single bat passing the detector, but in some cases two or more passing bats were recorded in a single file. The number of files per night is shown in Table 1. Bat species detected are listed in Table 2.

Table 1. Number of files recorded per night at Hunter's Pond, Thetis Island, by the bat detector.

Date	Number of files	Time of first/last bat passing	Temperature degrees C evening/morning
2015 08 14	1848	2042 / 0600	20.25 / 17.00
2015 08 15	1453	2041 / 0556	18.75 / 14.75
2015 08 16	1987	2022 / 0602	21.25 / 17.75
2015 08 17	2023	2021 / 0602	23.50 / 19.5
2015 08 18	2025	2021 / 0603	26.00 / 21.00
2015 08 19	2079	2026 / 0604	25.00 / 17.50
2015 08 20	1918	2020 / 0600	20.25 / 17.00
2015 08 21	1929	2030 / 0608	19.75 / 14.25

Table 2. Bat species detected at Hunter's Pond, Thetis Island.

List of species inferred from examination of sonograms.

Big Brown Bat *Eptesicus fuscus*
 Hoary Bat *Lasiurus cinereus*
 Silver-haired Bat *Lasionycteris noctivagans*
 Long-eared Myotis *Myotis keenii* or *Myotis evotis*
 California Myotis *Myotis californicus*
 Little Brown Myotis *Myotis lucifugus*
 Yuma Myotis *Myotis yumanensis*

Discussion

At least seven bat species were detected at Hunter's Pond, including the Little Brown Myotis which has a COSEWIC rank of "Endangered." It is possible that other species were present, such as the Townsend's Big-Eared Bat *Corynorhinus townsendii*, as that species is known to inhabit Thetis Island. Some calls were consistent with those of a Townsend's Big-eared Bat but no diagnostic sequences were observed.

The number of recordings (number of files) triggered by passing bats equals or exceeds results at other Gulf Island lakes and indicates the presence of large numbers of bats. The acoustic data from this short sampling period demonstrate that Hunter's Pond is very productive bat foraging habitat, and preservation of adjacent forest in its natural state would be a valuable complement to the wetland.

Literature Cited

Humboldt State University Bat Lab. 2011. Echolocation Call Characteristics of Western US Bats. http://www.sonobat.com/download/WesternUS_Acoustic_Table_Mar2011.pdf

Acknowledgements

The authors wish to thank the Salt Spring Island Conservancy for loan of a bat detector for this project.

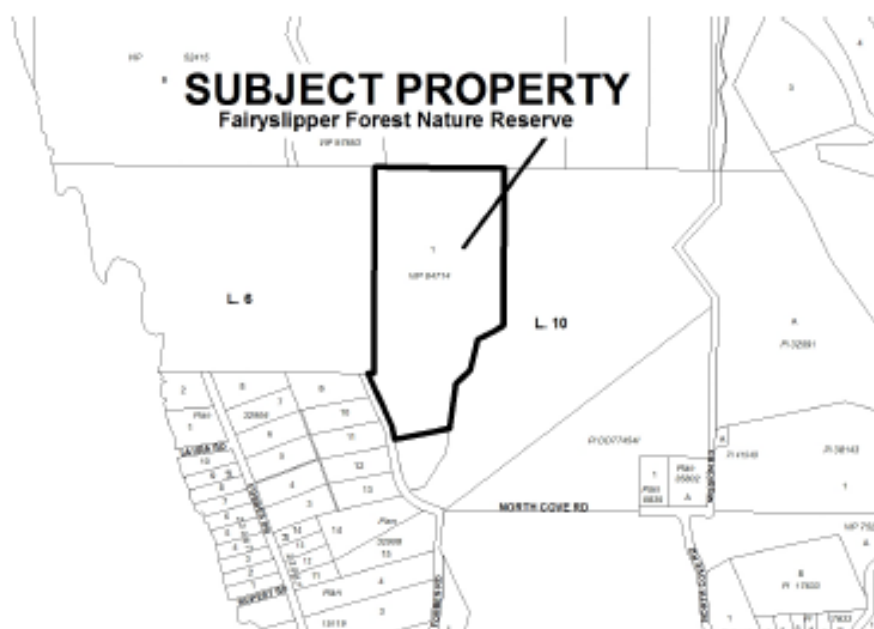
Appendix E. Letter to Residents of Thetis Island



October 1, 2018

Dear Neighbour,

The Islands Trust Conservancy is creating a management plan for the Fairyslipper Forest Nature Reserve on Thetis Island and we are interested in hearing from you.



Fairyslipper Forest Nature Reserve (PID 030-332-184, Lot A, District Lots 6 and 10, Township Thetis, Cowichan District; District Plan EPP76866) is a 16-hectare (40 acre) protected area on lower Burchell Hill. The Islands Trust Conservancy is working with the Thetis Island Nature Conservancy (ThINC) and the Cowichan Community Land Trust (CCLT) to manage the property in order to protect its unique ecological values. Fairyslipper Forest Nature Reserve is the first publicly accessible protected area on Thetis Island and is named after the fairyslipper orchid that dots the forest floor with its pink blossoms every spring.



Fairyslipper Forest Nature Reserve has significant watershed values and contains sensitive Douglas-fir and arbutus woodland which is considered to be endangered or threatened in British Columbia. It is home to several species at risk, including the red-legged frog.

The management for the nature reserve focuses on protecting the natural values of the property. There will be restrictions on the use of the property outlined in a conservation covenant which will be held by ThINC and CCLT put in place to protect all of the native plants and animals on the reserve.

We would like to hear from the neighbours of the Fairyslipper Forest Nature Reserve with your ideas and concerns regarding the long-term management of this special place. Please complete a questionnaire on our website:

<http://www.islandstrustconservancy.ca/survey/>

or complete the enclosed questionnaire and scan and send it to me by email or mail, or drop off at the open house. There will be a drop in style open house on October 13, 2018 from 1:30-3:30 pm at the Forbes Hall Community Centre (292 North Cove Road) in conjunction with the ThINC AGM.

Many thanks for taking the time to consider the management of this nature reserve. For more information, please contact me at the number or email below.

Yours sincerely,



Nuala Murphy
Property Management Specialist, Islands Trust Conservancy
Phone: 250-405-5193
Email: nmurphy@islandstrust.bc.ca

*The Islands Trust Fund has changed its legal name to the **Islands Trust Conservancy**. Please visit us on our updated website at www.islandstrustconservancy.ca.*

...2



Appendix F. Management Planning Questionnaire for Fairyslipper Forest Nature Reserve

Fairyslipper Forest Nature Reserve Questionnaire

Fairyslipper Forest Nature Reserve is a 16-hectare (40 acre) protected area on lower Burchell Hill. It has significant watershed values and contains sensitive Douglas-fir and arbutus woodland which is considered to be endangered or threatened in British Columbia. It is home to several species at risk, including the red-legged frog.

Fairyslipper Forest Nature Reserve was protected in 2018 in partnership with the Thetis Island Nature Conservancy and the Cowichan Community Land Trust, thanks to the incredibly generous support of donors and granting organizations. It is the first publicly accessible protected area on Thetis Island. The Islands Trust Conservancy's primary goal is to protect and nurture the sensitive ecosystems on this land. To do that, we create a management plan, with revisions approximately every 10 years, to guide the management of the property. We are asking you to help us develop this plan. Please share your thoughts on the protection and long-term management of Fairyslipper Forest Nature Reserve.

1. Where do you live?

- ☐ North Thetis Island
- ☐ Mid Thetis Island
- ☐ South Thetis Island
- ☐ Off-island

2. Have you ever visited Fairyslipper Forest Nature Reserve? If so, how often?

- ☐ No, never
- ☐ Once
- ☐ A few times
- ☐ Once a year or less
- ☐ Once a month or more

3. If you have visited Fairyslipper Forest Nature Reserve, what did you do there?

- ☐ Hiking/walking
- ☐ Dog walking
- ☐ Wildlife viewing
- ☐ Other (please list)

4. Please list any wildlife and unique plant species you have seen at or near Fairyslipper Forest Nature Reserve?

5. What do you believe to be the most important values of nature reserves (choose three)

- ☐ Protection of habitat for at-risk species
- ☐ Ecosystem services (e.g. clean water and air, erosion control, groundwater recharge, etc.)
- ☐ Recreational opportunities
- ☐ Education and research opportunities
- ☐ Tourism
- ☐ Aesthetic appeal
- ☐ Conservation for the sake of the intrinsic value of nature
- ☐ Other (please specify):

6. What activities do you believe are incompatible with the protection of natural features, and should not be allowed within the Fairyslipper Forest Nature Reserve?

7. What do you feel could be the greatest threat to the health of this nature reserve, and should be the highest management priority for the Islands Trust Conservancy?

8. Please provide any other relevant information that will help us make the best management decisions for Fairyslipper Forest Nature Reserve.

9. Please share with us any history you know about this property or any knowledge you have about unique cultural or other special features on the property or nearby.

10. If you would like to receive periodic updates from the Islands Trust Conservancy on this and other conservation projects on the islands, please provide your name and email address:

Thank you for your time spent helping us plan the future of the Fairyslipper Forest Nature Reserve.

Appendix G. Letter to First Nations



October 12, 2018

Dear Chief and Council,

Re: Thetis Island Nature Reserves

The Islands Trust Conservancy, through its work as a land trust, is working on draft management plans for two protected areas on Thetis Island. These management plans would ensure long-term nature conservation of the lands. The protected areas include Fairyslipper Forest Nature Reserve and Moore Hill Nature Reserve (please see information and map below).

The Islands Trust and the Islands Trust Conservancy wish to acknowledge First Nations treaty and rights within the Islands Trust area and ensure that the direction of our management plans is reflective of reconciliation and conservation goals.

As well, we would like to ensure that the management plans are informed by the cultural significance and traditional use of the area to ensure that this significance and use is protected now and into the future. We understand that the cultural significance of the areas may be confidential and we would like to work with you to ensure the management plans reflect this significance appropriately.

Moore Hill Nature Reserve

The Moore Hill Nature Reserve (PID 000-324-671, Lot 9, District Lot 23, Thetis Island, Cowichan District, Plan 35106, Except Part in Plan 39716) a 21 hectare (52 acre) reserve protecting maturing Coastal Douglas-fir forest and rocky shoreline. Moore Hill forms one of the highest peaks on Thetis Island and contains a rich mix of habitat types. It is closed to the general public due to its cultural significance and dangerous terrain.

[REDACTED] Because of the ecological and cultural significance of the area, we would like to know if limited access is acceptable and if so, what terms of reference should guide this. [REDACTED]

[REDACTED] We would welcome any information to help us better understand and manage the Nature Reserve.



significance of this location. We would welcome any information to help us better understand and manage the Nature Reserve.

The name Moore Hill does not recognize the historical or cultural significance of this location. As part of recognition and reconciliation the Islands Trust Conservancy would like to work with the Nations to rename the Natural Reserve either to its traditional name, or to a name that would be appropriate.

Fairyslipper Forest Nature Reserve

Fairyslipper Forest Nature Reserve (PID 030-332-184, Lot A, District Lots 6 and 10, Township Thetis, Cowichan District; District Plan EPP76866) is a 16-hectare (40 acre) protected area on lower Burchell Hill. Presently, the Islands Trust Conservancy is working with the Thetis Island Nature Conservancy and the Cowichan Community Land Trust to manage the property to protect its unique ecological values. Fairyslipper Forest Nature Reserve is the first publicly accessible protected area on Thetis Island and is named after the fairyslipper orchid that dots the forest floor with its pink blossoms every spring. Fairyslipper Forest Nature Reserve has significant watershed values and contains sensitive Douglas-fir and arbutus woodland which is considered to be endangered or threatened in British Columbia. It is home to several species at risk, including the red-legged frog.

The Conservancy's management for the Fairyslipper Forest Nature Reserve focuses on protecting the natural values of the property. We would welcome any information to help us better understand and manage the Nature Reserve.

Thank you for your kind attention to this matter. We look forward to hearing from you and beginning a conversation, please feel free to contact me at the number below.

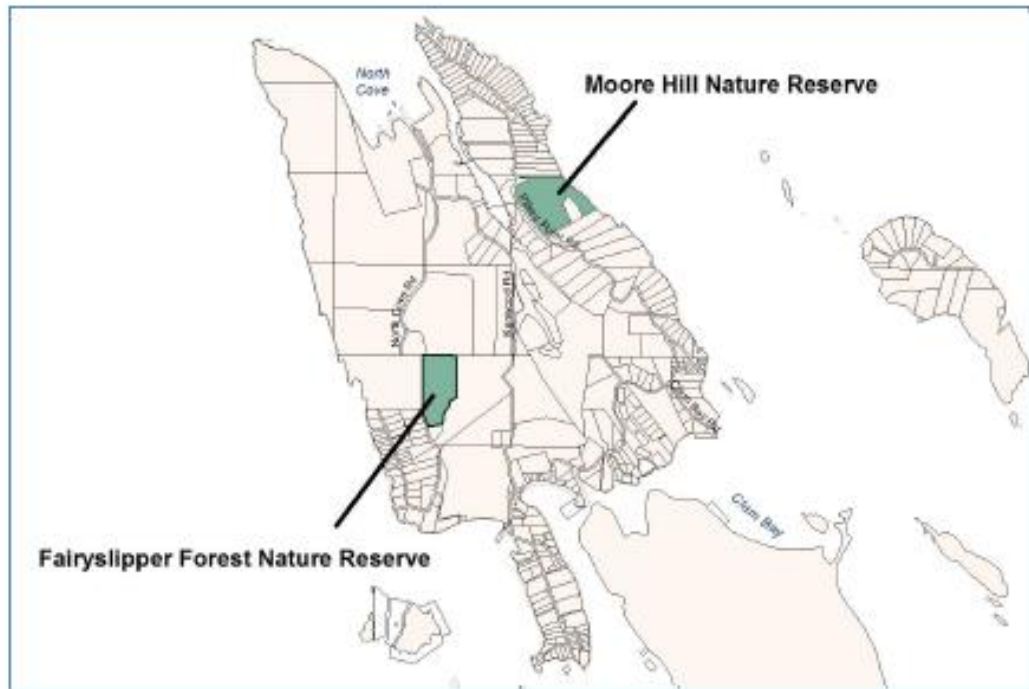
Yours sincerely,



Nuala Murphy
Property Management Specialist, Islands Trust Conservancy
Phone: 250-405-5193
Email: nmurphy@islandstrust.bc.ca

The Islands Trust Fund has changed its legal name to the Islands Trust Conservancy. Please visit us on our updated website at www.islandstrustconservancy.ca.





Appendix H. Photopoint Photographs of Reserve Boundaries



Photo 15. Photopoint 1 at southwest corner of the reserve, taken at 90°



Photo 16. Photopoint 2 at southeast corner of the reserve, taken at 270°



Photo 17. Photopoint 2 at southeast corner of the reserve, taken at 360°



Photo 18. Photopoint 3 on eastern property line, taken at 180°



Photo 19. Photopoint 3 on eastern property line, taken at 340°



Photo 20. Photopoint 4 on eastern property line, taken at 200°



Photo 21. Photopoint 4 on eastern property line, taken at 360°



Photo 22. Photopoint 5 on eastern property line, taken at 180°



Photo 23. Photopoint 5 on eastern property line, taken at 360°



Photo 24. Photopoint 6 on eastern property line, taken at 225°



Photo 25. Photopoint 6 on eastern property line, taken at 360°



Photo 26. Photopoint 7 at northeast corner of the reserve, taken at 180°

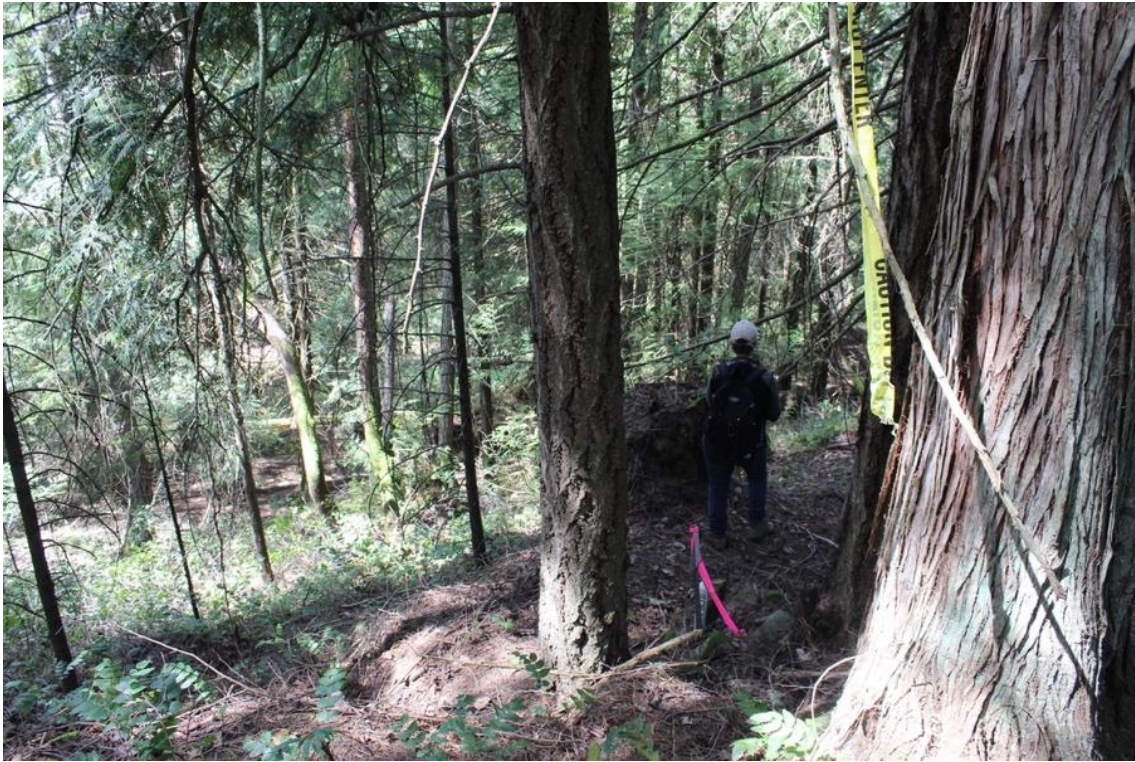


Photo 27. Photopoint 7 at northeast corner of the reserve, taken at 270°

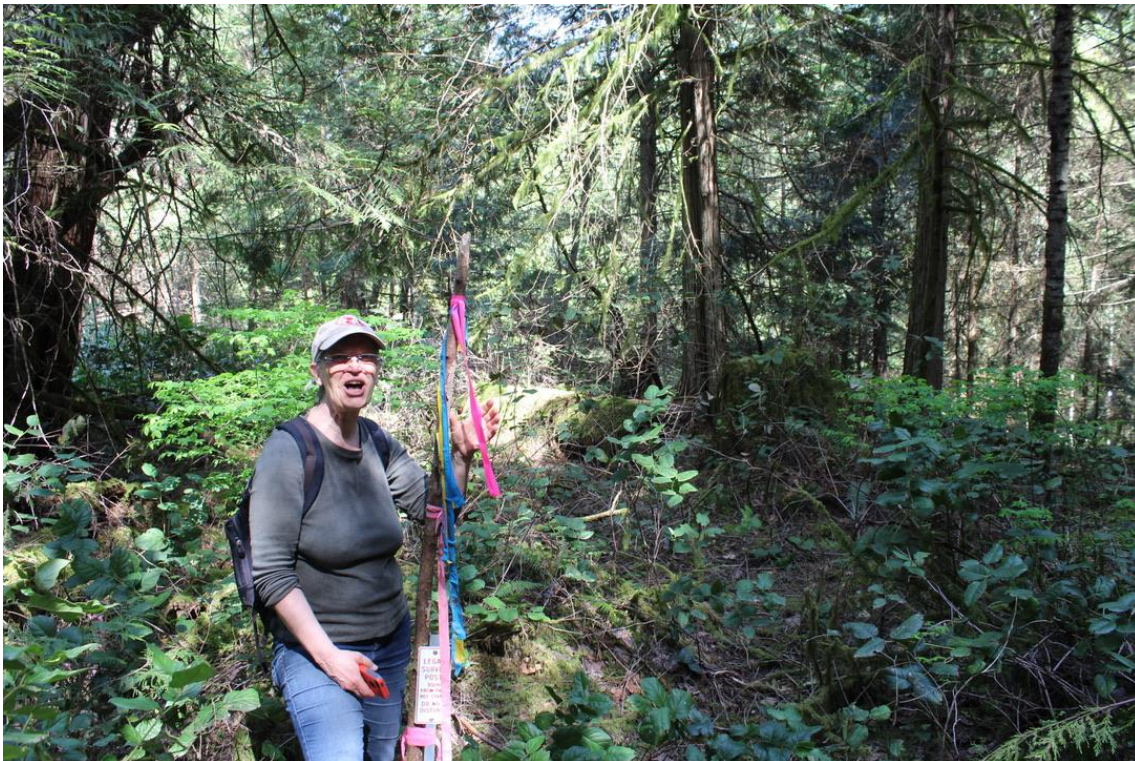


Photo 28. Photopoint 8 at northwest corner of the reserve, taken at 90°



Photo 29. Photopoint 8 at northwest corner of the reserve, taken at 180°



Photo 30. Photopoint 9 on western boundary, taken at 180°



Photo 31. Photopoint 9 on western boundary, taken at 360°



BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** May 21, 2019
From: Staff **Date Prepared:** May 7, 2019
SUBJECT: Canada Nature Fund

PURPOSE:

This paper provides an update on the Canada Nature Fund announced in 2018. It provides information on each funding stream, its purpose and status.

BACKGROUND:

The Canada Nature Fund announced in June 2018 by the federal government, provides multi-stream funding of \$500 million over five years¹. Through leveraged partnerships supported from foundations, provinces, territories, corporate and not-for-profit sectors and others, the government anticipates at least another \$1 billion in matching funds for conservation action. The fund makes it possible to establish protected and conserved areas, secure private land and support terrestrial-and aquatic-species protection efforts by the provinces, territories, Indigenous Peoples, and stakeholders. Funds are allocated directly for identified federal priorities, or through a call for proposals or application-based process with philanthropic foundations and other funding partners. The Fund has two streams: spaces and species.

Canada Nature Fund: Spaces Stream

The spaces stream provides close to \$300 million toward increasing the protected and conserved areas in Canada, their connectivity, and their ecological integrity to contribute to Canada Target 1. This target commits Canada to conserving at least 17% of terrestrial and inland waters and 10% of marine and coastal areas by 2020. Canada is currently at 10.55%. To reach 17%, Canada must conserve new areas that collectively would be the size of Saskatchewan.

In 2018, three funding components were launched for the spaces stream:

The **Quick Start** component to advance nearly ready projects and support capacity to help build momentum towards achieving biodiversity target commitments. This component has closed with over 20 sites funded across Canada². The ITC submitted a proposal for the Salish View campaign, but was not successful.

The **Challenge** component launched with a call for proposals of interested partners who can make significant progress (large tracts of land) towards the target, including the establishment of Indigenous protected and conserved areas. The call for proposals is now closed and proposals are currently under evaluation.

¹ Information presented this paper was gathered from a variety of Government of Canada websites and recent presentations made by Environment Climate Change Canada staff. General information on the Canada Nature Fund is found at: <https://www.canada.ca/en/environment-climate-change/services/nature-legacy/fund.html>

² Quick Start funded project are posted on the Government of Canada website at: <https://www.canada.ca/en/environment-climate-change/services/nature-legacy/quick-start-map.html>

The **Natural Heritage Conservation Program** component enables a coordinated pan-Canadian approach to private land and private interest in land acquisition for purposes of establishing new protected and conserved areas. A third party NGO will deliver this program with a \$25 million/ year fund for four years. This program focuses on two objectives: the contribution of at least 200,000 hectares to the biodiversity target; and contribution to the protection of habitat for the recovery of species. The intent is to secure ecologically sensitive lands by expanding corridors to various spaces, including national parks, national wildlife areas and migratory bird sanctuaries. This program replaces the Natural Areas Conservation Program, which ended on March 2019. In that program, more than 450,000 hectares of land were secured through the work of non-government organizations.

On April 23, 2019, a news release issued by Canada announced that the Nature Conservancy of Canada (NCC) would lead the administration of the Natural Heritage Conservation Program fund. NCC will work in partnership with Ducks Unlimited Canada, Wildlife Habitat Canada and the Canadian Land Trust Working Group. The Canadian Land Trust Working Group is an ad hoc working group with representation from regional and community land trust from BC, Alberta, Ontario, Quebec, New Brunswick, Nova Scotia and Prince Edward Island. The group formed to provide a unified voice for the sector in current discussions with the Federal Government around conservation programs and funding. As a follow up to the announcement, Paul McNair with the Land Trust Alliance of BC stated further details would be announced shortly in regards to the land trust sector portion of the program. The Alliance news release indicated \$20 million would be directed to regional and local land trusts. NCC announced the program will focus on multi-species at risk conservation, including establishing protected habitat for 25 Canadian terrestrial species at risk that are currently not found in any public or privately protected areas.

Canada Nature Fund: Species Stream

The Species stream includes \$155 million over a 5-year funding program. Under this stream, partners will contribute to the protection and recovery of species at risk and other biodiversity for priority species, places and sectors. The program will support priorities for action and build relationships with Indigenous peoples, other governments and organizations, industry and other resource users. In Canada as of January 2019 there were 521 species listed under the federal *Species at Risk Act*. Each province through their own system identifies species they consider to be at risk. In British Columbia, the provincial government lists 1,619 species at risk, but currently has no species at risk act. In 2017, the Province mandated the enactment of an endangered species law and the legislation is under development.

As part of Canada's Nature Legacy and supported by the Canada Nature Fund, the federal, provincial and territorial governments decided to transform the approach to species at risk by shifting to ecosystem-based, multispecies approaches. This is a fundamental shift, described in the Pan-Canadian Approach to Transforming Species at Risk Conservation in Canada, is intended to improve the outcomes of species at risk programs in Canada. The species stream of the Canada Nature Fund supports this shift, and under this funding stream, directed and application-based funding will contribute to the protection and recovery of priority species as well as priority areas.

Identified Priority Places for species at risk will be supported through directed funding. The attached map highlights the places identified in 2018, including the dry interior and southwest BC. A call for proposals was released for multi-stakeholder groups to identify Community-Nominated priority places (CNPP), with the expectation that a third priority place would likely be nominated in BC. CNPP is a 4 year, \$15.6 million fund administered by Environment and Climate Change Canada (ECCC). The purpose of this fund is to identify defined priority places where multiple terrestrial species at risk could be protected and recovered. It will be coordinated through multi-partner conservations actions in these priority places.

The Pan-Canadian Approach to Transforming Species at Risk Conservation in Canada also focusses on priority species and has identified the Boreal Caribou, Southern Mountain Caribou,

Peary Caribou, Barren Ground Caribou, Greater Sage Grouse and Wood Bison as priority species to date³. The intent is to broaden the set of priority species to a national representative set.

The **Canada Nature Fund for Aquatic Species at Risk**, administered by the Department of Fisheries and Oceans, supports projects with a focus on seven priority freshwater places and two priority marine threats. None of the freshwater places occur in the Islands Trust Area, but funds are available to address the following marine priority threats:

1. Fishing interactions (includes entanglement and bycatch of aquatic species at risk)
2. Physical and acoustic disturbance (includes vessel collisions and marine noise)

Opportunities for Funding to the Islands Trust Area

Within the southwest priority area in BC, there are more than 100 federal listed species at risk. The federal government acknowledges there are good conservation partners and activities already in place, and are seeking efficiencies, aligning capacity, priorities and funding opportunities in this priority area. Opportunities for the Islands Trust Conservancy are as follows:

Species Stream - Directed Funding: Species at Risk Act, section 11 Conservation Agreements are viewed as a viable tool to achieve effective protection for priority at risk species and places. It is possible that these agreements could be used to leverage funding to support the actions required to realize the outcomes of these agreements.

Natural Heritage Conservation Program: there may be funding available to the Islands Trust Conservancy and its partners through the \$20 million allocation of funds to local and regional land trusts. Details for these funds are still unavailable; however, the funding amount, distributed over four years and the entire country may not be a significant contributor to land conservation in the Islands Trust Area where land prices are high.

ATTACHMENT(S):

1. 2018 Map of Current and Proposed Priority Places.

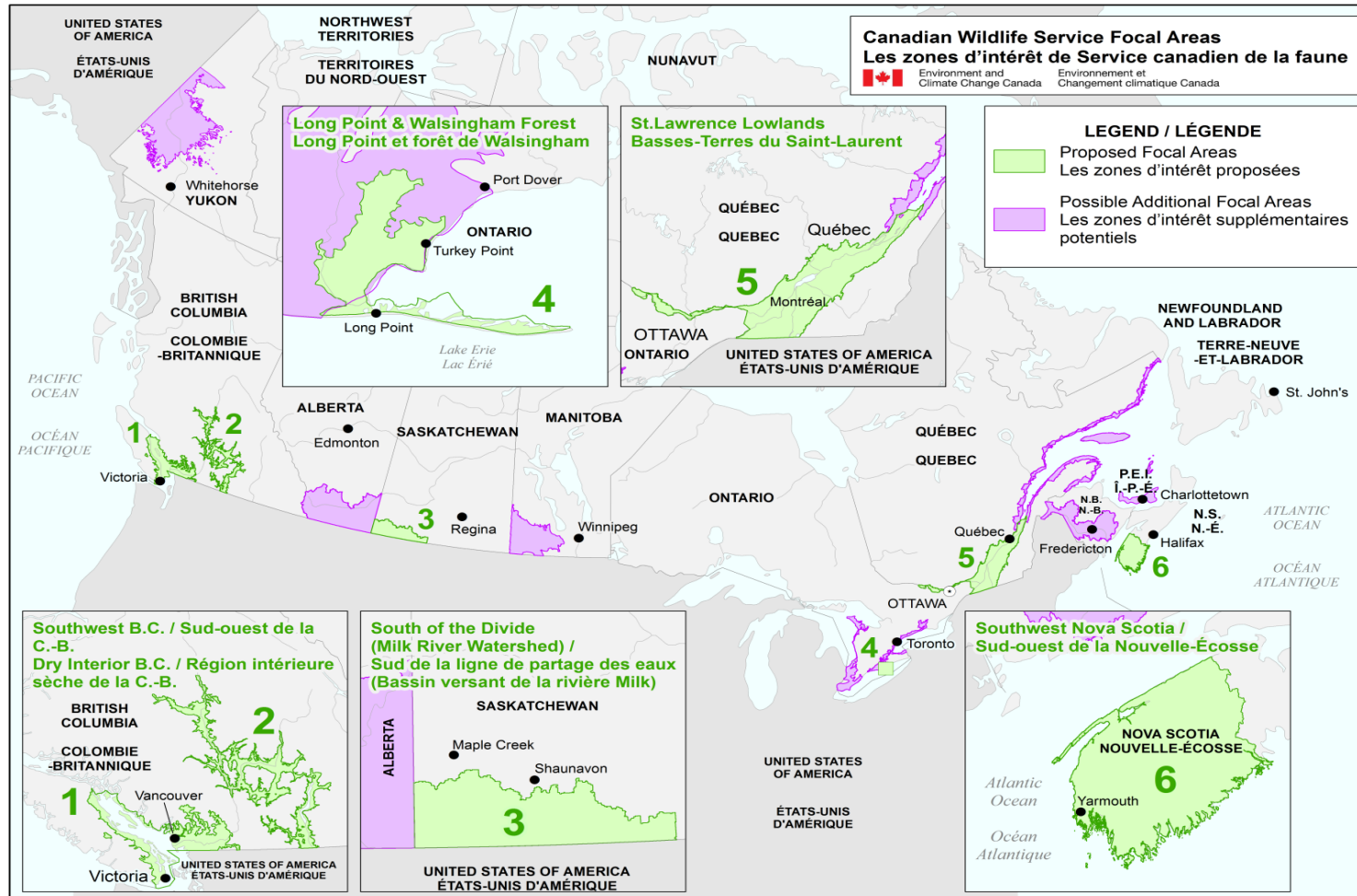
FOLLOW-UP: Staff will keep informed on upcoming funding and partnership opportunities and will update the ITC Board as opportunities emerge.

Prepared By: Wayne Bourque, A/Ecosystem Protection Specialist

Reviewed By/Date: Kate Emmings, ITC Manager / May 8, 2019

³ ECCC presentation to International Union for the Conservation of Nature, January 24, 2019.
https://cciucndotca.files.wordpress.com/2019/01/lewiscciucnupdate_d1_pancanadianapproachcnfspeciesstream_250119.pdf

CANADA NATURE FUND: 2018 CURRENT AND PROPOSED PRIORITY PLACES



To:	Islands Trust Conservancy	For the Meeting of:	May 21, 2019
From:	Lisa Wilcox, Senior Intergovernmental Policy Advisor	Date Prepared:	May 9, 2019
SUBJECT:	Reconciliation Action Plan		

PURPOSE:

To seek feedback on the draft Islands Trust Reconciliation Action Plan (RAPlan) prior to it being presented to Trust Council for adoption.

BACKGROUND:

On March 14, 2019, Trust Council unanimously passed the Reconciliation Declaration that outlined the commitment to reconciliation that Trust Council would be undertaking into the future. This historic declaration acknowledged the presence of Indigenous peoples within the Islands Trust Area since time immemorial; committed to the processes and policies of reconciliation; and set the stage for the Islands Trust to strive to reach those goals. The declaration provides a narrative document that underpins the efforts and dialogue for reconciliation into the future, and helps define the intent to support the work that will be undertaken at all levels of the organization, community, and with other agencies toward the work of reconciliation.

In order to reach these goals, the next step is to provide a clear, comprehensive, and measurable path that supports the organization as a whole. A Reconciliation Action Plan provides this outline of how to move forward in a good way. A RAPlan allows objectives to be measured against the principles, calls to action, and articles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Truth and Reconciliation Calls to Action (TRC), and the Draft Principles that Guide the Province of British Columbia Relationship with Indigenous Peoples (Draft Principles). Without a guiding process outlined in a RAPlan an organization can be subject to “best guesses” versus “best practices”.

On May 8, Executive Committee reviewed the draft plan and passed the following resolution:

That the Executive Committee endorse the draft Islands Trust Reconciliation Action Plan and refer the plan to Trust Programs Committee, Local Planning Committee and Islands Trust Conservancy Board for review and comment.

The attached RAPlan is a four-year plan, with specific education and training objectives for the first two years. It is intended to create a foundation for the reconciliation work that staff and trustees will undertake into the future, and provides a framework for implementing reconciliation for the organization as a whole. It is key that staff and trustees strengthen and develop the skills needed to feel confident and supported while initiating and maintaining respectful relationships with First Nations communities. The RAPlan is intended to ensure that Islands Trust’s efforts to undertake intergovernmental cooperation are founded in best practices and cultural sensitivity and that improvements are enshrined in policies and procedures. Adhering to best practices when working

collaboratively towards respective community goals with First Nations and the Indigenous community is fundamental to reconciliation and successful outcomes.

The plan's goal is to ensure that all staff and the organization as a whole have a level of competency and cultural safety sufficient to understand elements of reconciliation, Indigenous rights and title, Indigenous law and protocol, and historically oppressive legislation, policies, and processes that lead to the necessity of the Truth and Reconciliation Commission work. As a government entity, Islands Trust can play a leadership role in providing guidance and demonstrate best practices and principles as part of Canadian society's efforts to reach for meaningful reconciliation and recognition.

ATTACHMENT(S):

1. Draft Reconciliation Action Plan

FOLLOW-UP: Staff will incorporate edits as requested and forward the draft plan to Executive Committee for review prior to including it in the Trust Council agenda package.

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services/May 9, 2019

*Reconciliation Action Plan
2019 – 2022*



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Statement from Trust Council

On March 14, 2019, Trust Council, on Gabriola Island, unanimously passed the Reconciliation Declaration:



The Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

The Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

Adopted: March 14, 2019 Trust Council on Gabriola Island

This historic declaration acknowledged the presence of Indigenous peoples within the Islands Trust Area since time immemorial; committed to the processes and policies of reconciliation; and set the stage for the Islands Trust to strive to reach those goals. The declaration provides a narrative document that underpins the efforts and dialogue for reconciliation into the future, and helps define the intent to support the work that will be undertaken at all levels of the organization, within the community, and with other agencies toward the work of reconciliation.

The following Reconciliation Action Plan (RAPlan) will outline ways to support the Reconciliation Declaration in the years to come.

Acknowledgement

The Islands Trust acknowledges the traditional and treaty territories of the Coast Salish Peoples, on whose lands and waters the Islands Trust works and lives.

Terminology

The terms Aboriginal, Indigenous, First Nations, status and non-status, Nation, band, membership, et al. are used interchangeably throughout this document, according to context. Aboriginal is used in the context of historical legal terminology. Terms used are not exclusive and do not encompass or describe the rich history, culture, language, or protocol that is the depth of Indigenous law, naming, place,

knowledge, peoples and/or traditional ways of knowing. Islands Trust acknowledges that its understanding and knowledge base is limited and that this is a living document subject to change and learning and will be informed and made aware by Indigenous perspectives and interests into the future.

Introduction

The Islands Trust strives to be a progressive and thoughtful organization that from its creation in 1974 has attempted to uphold and govern based on the principles of the *Islands Trust Act* to preserve and protect the unique amenities and environment of the lands and waters of the Salish Sea. The Islands Trust Area boundaries reside within Coast Salish territory. First Nations have a vital, long-standing and future-looking interest in the environment of their traditional territories and treaty lands. Indigenous people used and occupied the various islands located within the Islands Trust Area for all time and maintain rights and title over their territories. First Nations have always maintained a holistic vision for their territories and treaty lands that encompass the Salish Sea. First Nations express concerns related to loss of access to resources, concerns about pressures on ecosystems, and opportunities and issues related to ecosystem recovery and sustainability.

Islands Trust supports Reconciliation, including engagement and education within the community as part of a larger Canada-wide Reconciliation process. Reconciliation requires a fundamental re-imagining and reframing of the individual and collective relationships we hold with Indigenous and non-Indigenous people based upon our shared history - a process that will span multiple generations.

Islands Trust confirms a foundation for intergovernmental cooperation and mutual support to work collaboratively towards respective community goals and objectives with First Nations and the Indigenous community. Through future protocol agreements and MOUs, Islands Trust hopes to establish processes to share information and engage government to government on matters of shared community interest with First Nations.

Vision

Islands Trust bodies seek to support and preserve relationships that will create vibrant communities working together for the protection of the islands and waters for all through policies, processes, and governance models.

Guiding Principles

This Islands Trust Reconciliation Action Plan is based on the following principles:

[Islands Trust First Nations Engagement Principles Policy](#)

- Policy F.4.c: commit to supporting the development of a Reconciliation Action Plan.

[Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples](#) (relevant Principles)

- 2. The Province of British Columbia recognizes that reconciliation is a fundamental purpose of section 35 of the *Constitution Act, 1982*.
- 3. The Province of British Columbia recognizes that the honour of the Crown guides the conduct of the Crown in all of its dealings with Indigenous peoples.

- 5. The Province of British Columbia recognizes that treaties, agreements, and other constructive arrangements between Indigenous peoples and the Crown have been and are intended to be acts of reconciliation based on mutual recognition and respect.
- 9. The Province of British Columbia recognizes that reconciliation is an ongoing process that occurs in the context of evolving Crown-Indigenous relationships.
- 10. The Province of British Columbia recognizes that a distinctions-based approach is needed to ensure that the unique rights, interests and circumstances of Indigenous peoples in B.C. are acknowledged, affirmed, and implemented.

[United Nations Declaration on the Rights of Indigenous Peoples \(relevant Articles\)](#)

- Article 8
 - 1. Indigenous peoples and individuals have the right not to be subjected to forced assimilation or destruction of their culture.
 - 2. States shall provide effective mechanisms for prevention of, and redress for:
 - (a) Any action which has the aim or effect of depriving them of their integrity as distinct peoples, or of their cultural values or ethnic identities;
 - (b) Any action which has the aim or effect of dispossessing them of their lands, territories or resources;
 - (c) Any form of forced population transfer which has the aim or effect of violating or undermining any of their rights;
 - (d) Any form of forced assimilation or integration;
 - (e) Any form of propaganda designed to promote or incite racial or ethnic discrimination directed against them.
- Article 11
 - 1. Indigenous peoples have the right to practise and revitalize their cultural traditions and customs. This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.
 - 2. States shall provide redress through effective mechanisms, which may include restitution, developed in conjunction with indigenous peoples, with respect to their cultural, intellectual, religious and spiritual property taken without their free, prior and informed consent or in violation of their laws, traditions and customs.
- Article 19
 - States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free, prior and informed consent before adopting and implementing legislative or administrative measures that may affect them.
- Article 27
 - States shall establish and implement, in conjunction with indigenous peoples concerned, a fair, independent, impartial, open and transparent process, giving due recognition to indigenous peoples' laws, traditions, customs and land tenure systems, to recognize and adjudicate the rights of indigenous peoples pertaining to their lands, territories and resources, including those which were traditionally owned or otherwise occupied or used. Indigenous peoples shall have the right to participate in this process.
- Article 29
 - 1. Indigenous peoples have the right to the conservation and protection of the environment and the productive capacity of their lands or territories and resources. States shall establish and

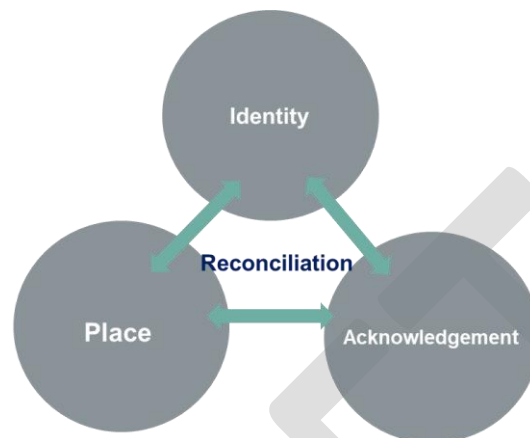
- implement assistance programmes for indigenous peoples for such conservation and protection, without discrimination.
- 2. States shall take effective measures to ensure that no storage or disposal of hazardous materials shall take place in the lands or territories of indigenous peoples without their free, prior and informed consent.
 - 3. States shall also take effective measures to ensure, as needed, that programmes for monitoring, maintaining and restoring the health of indigenous peoples, as developed and implemented by the peoples affected by such materials, are duly implemented.
- Article 32
 - 1. Indigenous peoples have the right to determine and develop priorities and strategies for the development or use of their lands or territories and other resources.
 - 2. States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free and informed consent prior to the approval of any project affecting their lands or territories and other resources, particularly in connection with the development, utilization or exploitation of mineral, water or other resources.
 - 3. States shall provide effective mechanisms for just and fair redress for any such activities, and appropriate measures shall be taken to mitigate adverse environmental, economic, social, cultural or spiritual impact.

Truth and Reconciliation Commission: Calls to Action (relevant Calls to Action)

- #47: We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.
- #57: We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

The Branches of the Reconciliation Action Plan

The components of reconciliation support each other and link to the guiding principles that form the basis of this RAPlan:



- Identity – learning about identity is based on the principles of Coast Salish and Indigenous introductions in which people begin by saying “who they are, and where they come from”. This connects a person to place, and acknowledges their heritage and name, the history of their family, and the importance of their lineage. It is also based on the principles that when we learn about ourselves we are more open to understanding and learning about others. Realizing that change and awareness comes from within and that strategies and materials must help people identify themselves and others and to develop skills to facilitate change within their society and community through the process of knowing who they are.

This component recognizes:

- Draft Principles of BC #3
- TRC #47
- Place – In this place we all call home we recognize the need for respect and commit to caring for this place through processes of reconciliation, relationship building, and healing. We also recognize that as a federation of local governments guided by legislation and policy, Islands Trust works in cooperation with First Nations, other government bodies, organizations, communities, and people. The jurisdiction of Islands Trust covers islands and waters that have been home to Indigenous peoples since time immemorial and that over time the understanding of legislation, acts, and policy and have changed, and will change over time. Case law, UNDRIP, TRC, and other decisions, amendments, and commitments by government and society as a whole have and will change and shape the past, present, and future understanding of nation to nation, government to government, and individual to individual interactions.

In review of its role, Islands Trust recognizes that the following components apply to the organization in relation to lands and waters under its jurisdiction:

- Islands Trust First Nations Engagement Plan policy F.4.c.
 - Draft Principles of BC #2
 - UNDRIP Article 11
 - UNDRIP Article 19
 - UNDRIP Article 27
 - UNDRIP Article 29
 - UNDRIP Article 32
 - TRC #47
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- Acknowledgement – Islands Trust Council through its commitment to reconciliation acknowledges the importance of training, recognition, and awareness. Components of this process include acknowledgement of place and history, along with culture competency and cultural safety training for the organization. As well, through discussions with the Indigenous community, trustees and staff have become aware of the duty to provide education to the general public and constituents on the history and narrative of the islands and waters within the Islands Trust Area. Through its Reconciliation Declaration, Islands Trust Council also acknowledges that Trust bodies must ensure that affiliations and partnerships uphold the principles of reconciliation in their interactions.

Islands Trust recognizes the following components apply in its fulfillment of acknowledgement:

- UNDRIP Article 8
- TRC #57

Islands Trust bodies has a very important role to play in reconciliation as one of the few government bodies with a mandate to preserve and protect the area within which it governs. Reconciliation is a way forward together. Reconciliation recognizes and acknowledges the dignity and well-being of everyone, not just some, and provides methodology and processes that create paths of respect, partnership, and collaboration. Reconciliation will require a fundamental shift in processes, education, and relationships through the recognition and acknowledgement of past flawed legislation, history, bias, prejudice, and racism.

Goals, Action Items, Timelines, and Leads

1. Education/Training - Cultural Competency, Cultural Safety – 2-year Plan		
Goal/Action Item	Timeline	Leads
1.1 One to One Dialogue Sessions – to allow staff and trustees to discuss core concerns related to reconciliation, work, society, and other issues related to Indigenous understanding Participants: all staff & trustees	- Gabriola Office – March 5, 2019 – 5 staff, 2 trustees attended - Salt Spring Office – April 1, 2019 – 6 staff, 1 trustee attended - Victoria Office - May to June 2019	SIPA
1.2 Facilitated Workshop – in-depth discussion on the role of leaders in reconciliation work; understanding what land means to First Nations; legislative oppression, and legal cases; and the timeline to reconciliation past, present, and future Participants: senior staff and trustees	- Denman LTC – March 7, 2019 – 2 trustees and Chair attended - Islands Trust Conservancy Board – 5 Board members and Manager 2019-2020 – additional workshops at the request of Islands Trust bodies	SIPA
1.3 All Staff Learning Session – session one – introduction to concepts of identify, place, and acknowledgement, brief history of oppressive legislation, and the role we have in reconciliation work Participants: All staff	Session One – April 3, 2019 – 45 staff attended	SIPA
1.4 Gathering to Learn About the Past – Residential School – session two - Truth and Reconciliation Calls to Action #57¹ calls upon all levels of government to provide education to public servants on the history and legacy of residential schools. Presentation of the TRC Report and discussion on what this means and how this learning will inform our work. Completion of this component of learning is fundamental to reconciliation.	2019-2020	SIPA

¹ TRC Calls to Action #57: We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

Participants: All Staff		
1.5 Learning about the Land – The importance of place. Two sessions - Facilitated workshop on land use, management, planning, and Indigenous understanding of the land. Review of crown land co-management agreements, parks agreements, cultural, spiritual, and sacred place understanding. Review of challenges and documents to inform perspectives. Participants: CAO, Directors, Managers, & Planners	• 2019	• SIPA
1.6 Speaker Series - year 2 Speakers to present a one-hour session on various topics that are relevant to the work done by Islands Trust, reconciliation, traditional knowledge, and other topics.	• 2020	• SIPA • Speakers/Knowledge Holders
1.7 Lunch & Learn Series – year 2 This series will provide lunch. Staff and trustees can attend to learn about a specific topic that they might all decide on (through voting) eg: Learn about Cedar, Learn about Weaving.	• 2020	• SIPA
1.8 Indigenous Learning Series – year 2 - This series will take staff and trustees out onto the land to learn about various topics, as well as interactive session such as drum making, weaving a headband, cedar weaving, plant knowledge and storytelling and other topics.	• 2020	• SIPA • Presenters
1.9 New Employee Orientation – Develop employee orientation materials and include as part of standard orientation process.	• Beginning in June 2019 and ongoing as needed	• SIPA • HR team
1.10 Annual Employee Performance Development and Development process – amend the required training list to include at least one course/session on Indigenous issues/culture.	• May 2019	• HR team • SIPA

1.11 Monthly Learning Series – develop a learning series in the form of a video, reading material, TV show, etc. on Coast Salish or other Indigenous learning that provides in-depth understanding of particular topics.	On-going	- SIPA - Communication Specialists - Programs Coordinator
1.12 External Presentations/Education – when invited or requested will present the work and processes that Islands Trust is undertaking.	- April 29, 2019 – Presentation to Royal Roads University Land Use and Environmental Planning class – 38 participants - As requested	- SIPA - Other staff
1.13 Indigenous Law – speaking and learning about current Indigenous law issues and how that relates to the Islands Trust. Participants: Trustees, Directors, Managers, CAO	2020	- SIPA - Guest speaker

Training and education should be based on the following principle:

EAGLE – Learning to Soar

The EAGLE Engagement Process stands for:

- Engaging – we come together to engage and learn from each other.
- Acknowledging – we acknowledge that we have lots to learn and offer.
- Gathering – we gather together to support each other.
- Learning – we recognize that learning is a life-long process.
- Excelling – when we come together to learn we excel in the work we do and as individuals.

The purpose of EAGLE is to create confidence and understanding for all staff and trustees within Islands Trust. Training is positive based and is done on principles of safe spaces and healing. The methodology is based on the concept of all peoples being in the canoe together and learning to paddle as one. Participants will receive a small paddle for each increment of the training process and will receive acknowledgement on their progress based on Coast Salish protocol.

2. Standardization of Reconciliation Standing Resolutions		
Goal/Action Item	Timeline	Leads
The intent of standing resolutions is to provide guidance and frameworks for work done by Local Trust Committees and staff. Standardization of this process into a common standing resolution creates a consistent and manageable process that is success-based and positive. The	- Denman LTC – Feb 7, 2019 - Gabriola LTC – Feb 28, 2019 - Thetis LTC – April 23, 2019	- SIPA - Regional Managers

timeline for processes is non-linear and not deadline-based. It intends to lessen the demand on First Nations to act, provide resources, or to engage particularly in demands of time, and limited resources. The resolution also recognizes the educational and learning components of the TRC and UNDRIP principles and allows trustees, staff and the community time to learn about reconciliation as part of the process of cultural competency.		
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Reconciliation Standing Resolution text:

Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:

- a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities;**
- b) For various Local Trust Committee meetings, invite First Nations to attend meetings; as well as, provide a traditional welcome to their territory if they would like;**
- c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history;**
- d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols;**
- e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.**

3. Policy & Procedures – 4-year Plan		
Goal/Action Item	Timeline	Leads
3.1 Policy Statement and <i>Islands Trust Act</i> – development of engagement process and implementation to create an inclusive Policy Statement and <i>Islands Trust Act</i> that is reflective of history, acknowledgement, and reconciliation.	Ongoing	- SIPA - CAO & Directors - Regional Managers - TAS Team
3.2 Land Use Planning – Local Trust Committees and Local Planning Services should, and Bowen Island Municipality is encouraged to, strive to incorporate Indigenous perspectives, knowledge, stewardship, and understanding into their land use planning and management plans. Islands Trust management will ensure that planning staff are trained in this area and that the methodology regarding land use planning aligns with the Planning Associations commitment to Reconciliation, along with the TRC and UNDRIP. Land use decisions must be informed by First Nations core concerns and knowledge and be reflective of preserving and protecting Indigenous cultural heritage and sacred sites.	2019 - 2020	- SIPA - Directors - Regional Managers - Managers - Planners
3.3 Marine Use Planning – Strive to incorporate Indigenous marine use planning into its advocacy work, zoning, and foreshore reviews. Create understanding around rights related to marine harvesting and use are preserved and protected.	2019-2022	- SIPA - Directors - Regional Managers - Planners
3.4 Cultural Sites Preservation & Protection – Islands Trust staff will develop a comprehensive cultural site preservation and protection procedure for review by First Nations and provincial agencies within the Islands Trust Area. This will include understanding of cultural sites, repatriation of	2019-2022	- SIPA - Director - Regional Managers - Planners

remains, protection and preservation of sites, middens, and heritage. Islands Trust staff will work with other agencies to ensure that the process is comprehensive and cooperative with possible elements of enforcement.		
3.5 Review of Current Initiatives – Staff will undertake a gap analysis for current initiatives to identify if any processes or initiatives require changes to be more inclusive and reflective of reconciliation. Example: Stewardship award criteria.	• 2019-2020	• SIPA provide staff reports
3.6 Database – development of a contact information database for use by staff, trustees. Format to be determined.	• Developed in October 2018 in excel format • On-going	• SIPA • Directors • IT Staff

4. Cultural, Naming & Recognition Work – 4-year Plan		
Goal/Action Item	Timeline	Leads
4.1 Naming and Recognition – over time Islands Trust will work with First Nations communities and councils to recognize and acknowledge traditional names and placenames for islands, areas, locations, plants, species, etc. Once a name has been identified and confirmed by a First Nation, Islands Trust will attempt to incorporate placenames and use Indigenous languages where possible.	• 2020-2022	• SIPA • CAO & Directors • Regional Managers • Planners • Individual LTCs • Advocacy Groups
4.2 Signage – over time Staff will work with Trust bodies and First Nations to recognize and acknowledge First Nations territory and treaty areas with First Nations language, logos, signage, and placenames that is supported by First Nations Chief and Councils where possible.	• 2020-2022	• SIPA • Advocacy Groups • Individual LTCs • Regional Managers • Planners

4.3 Cultural and Archaeological Acknowledgement - Islands Trust bodies will acknowledge the presence and importance of cultural and archaeological locations identified through meetings with First Nations and through the TAPIS mapping system. Staff reports will be reflective of cultural and archaeological areas and will ensure that best practices are incorporated into reporting decisions.	• 2019-2022	• SIPA • Directors • Planners • Regional Managers
4.4 Cultural and Sacred Site Protocol – Staff will create a protocol for management of cultural and sacred sites (including archaeological sites). The protocol will include design of referrals (see 3.2/3.4) to inform First Nations on cultural and sacred site potential, assessment based on core concerns and knowledge, best practices to incorporate for cultural and sacred site areas, First Nations protocol knowledge related to these sites, basic knowledge on how to interact with other agencies and homeowners, and document management and templates development.	• 2019-2022	• SIPA • Regional Managers • Planners • Conservancy staff

5. Liaison and Engagement with First Nations & Others		
Goal/Action Item	Timeline	Leads
5.1 Crown Agreements – Islands Trust will work with ministries to integrate various crown agreements into one cooperative agreement to improve ways of working together and improve communications and sharing of engagement processes related to Crown land and lands subject to aboriginal rights and title, including treaty and traditional territories.	• 2020	• SIPA • CAO & Directors • Bowen Island Municipality • Other Ministries

5.2 Community to Community Engagement – staff and trustees will work with communities and with individual LTCs to create greater understanding and education around the history and rights of Indigenous peoples and First Nations within the Islands Trust Area. Islands Trust will ensure that meetings are respectful and that core concerns related to First Nations are reflected in the work that is presented for decision-making.	• 2019-2022	• SIPA
5.3 Regional Districts & Islands Trust – staff will request to meet with Capital Regional District on a quarterly basis to coordinate initiatives and policies that involve mutual core concerns related to First Nations within the two agencies jurisdictions. Staff will begin process with CRD and expand this initiative to other regional districts in time.	• 2019-2022	• SIPA • CRD Staff
5.4 Ministry Indigenous Relations and Reconciliation (MIRR) & Islands Trust – Islands Trust will seek to create a stronger relationship with MIRR and other ministries to collaborate on First Nations engagement principles, best practices, learning, and consultation requirements.	• 2020-2022	• SIPA • Directors
5.5 First Nations & Islands Trust – Islands Trust staff will meet and work with First Nations to identify core concerns, work together to understand policy and process concerns, and work to align First Nation core concerns with concerns of the general public.	• On-going	• SIPA • Directors • Planners • Trustees
5.6 Treaty Table – Islands Trust will coordinate with other ministries and agencies to improve communications regarding treaty negotiations and land selection that may require Islands Trust zoning and by-law processes.	• 2020-2022	• SIPA • Directors • Planners

5.7 Advocacy – Islands Trust, when seeking to partner or work with advocacy groups, will ensure that those advocacy groups meet a standard of engagement with First Nations and have an understanding of reconciliation and best practices related to aboriginal rights and title. Islands Trust Council will ensure that when working with advocacy groups, those advocacy groups have an understanding of reconciliation, TRC Calls to Action, or UNDRIP. SIPA will work to provide guiding principles related to this initiative.	• 2019-2020	• SIPA • Directors
5.8 Protocol Agreements – Staff will develop a plan for implementing the two existing protocol agreements and to revitalize and develop new protocol agreements with other First Nations that would like to develop this process. The purpose of protocol agreements should be to seek ways of developing knowledge and technology sharing between a First Nation and Islands Trust as well as creating better communications, community relations, and understanding about core concerns.	• Snuneymuxw December 4, 2008 • Lyackson First Nation August 21, 2000 • Halalt First Nation – in progress	• SIPA • CAO • Directors • Executive Committee • Trust Council

6. Communications and Messaging		
Goal/Action Item	Timeline	Leads
6.1 Creation of Public Materials – development of storyboards that provide education and acknowledgement of Indigenous treaty, traditional territories, and rights within the Islands Trust Area to be made available (format to be determined) to each LTC and available for display at meetings.	• 2019	• TAS Team • LTCs

6.2 Webpage – ensure website is reflective of reconciliation and acknowledgement messaging. On-going updates process to be developed for Events & News.	Initial review and changes completed April 17, 2019	- SIPA - Directors - Lori Foster - Maple Hung
6.3 News Releases – territorial or treaty area acknowledgement incorporated into news releases.	Begun on April 6, 2019	- SIPA - Communications Specialists
6.4 On-going review - on-going review of reports, briefings, or other writing to assist with understanding of bias or prejudice in language.	As needed	SIPA

Cultural Working Group

A Cultural Working Group will be formed to liaison with homeowners, communities other agencies, and First Nations in the event of cultural items being found, ancestral remains being found, or sensitive issues related to heritage. The Working Group will operate using an incident management methodology as appropriate. The Cultural Working Group members will be trained in Coast Salish cultural site and sacred site protocol and concerns so that they are able to interact, liaison, provide assistance and understanding, as well as create opportunities for communications and support for First Nations, other agencies, homeowners, or the public. The roles are diplomatic and assist with lessening the loss of trust that has arisen in the past in relation to cultural heritage, cultural understanding, and cultural competency.

7. Cultural Working Group		
Goal/Action Item	Timeline	Leads
7.1 Cultural Working Group formation – determine who within Islands Trust would be suitable members of a cultural committee.	2019-2022	- SIPA - Directors - Trustees
7.2 Cultural Working Group Training – members of the cultural committee would be trained in understanding of cultural heritage, sacred sites, protocol, repatriation of remains, cultural safety, and competency, and challenges.	2020	- SIPA - Chief
7.3 Incident-based Liaison – members of the cultural working group would manage issues as they arise working with LTCs, Planners, homeowners, other agencies, and First Nations.	On-going	Members of Cultural Committee

Conclusion

The intent and commitment of this Reconciliation Action Plan is a willingness to work in new ways and to take the time needed to implement reconciliation at an organizational level. Taking responsibility for reviewing methodologies, having conversations, and developing new processes and policies is a key aspect of change management. Realizing that reconciliation work is not a checklist or a conventional assessment process with time-lined outcomes is important. Part of the success of reconciliation is to act on the commitment with an open heart and mind and to embrace the challenges and value of working together. The principles of reconciliation are clear in the work of the Truth and Reconciliation Commission, and of the United Nation Declaration on the Rights of Indigenous Peoples. These principles provide a roadmap of how to journey forward in conjunction with the work that had been undertaken by the Islands Trust and the Province of BC in the past few years.

An important aspect of this process is to realize that reconciliation is a learning and healing process and that it is supported by two fundamental features: the work that is required internally within an organization; and the work that is done externally by society, by governments, and by individuals. The responsibility of reconciliation does not lie with Indigenous people alone but rests with the many layers of Canadian society and organizations. Given this understanding, the RAPlan is phased over a 4-year timeframe.

Phase One could be termed “learning who we are and where we come from”. Phase One involves developing internal competencies and education to empower and develop staff and organizational knowledge and skills. Phase One recognizes the important requirement of UNDRIP and the TRC Calls to Action of learning about Indigenous history, residential schools, Indigenous land and laws. Phase One also begins the internal processes of reviewing current policies and processes in juxtaposition to reconciliation, TRC Calls to Action, UNDRIP, and the Draft Principles Province of BC.

The goal is to ensure that all staff and the organization as a whole has a level of competency and cultural safety to understand elements of reconciliation, Indigenous rights and title, Indigenous law and protocol, and historically oppressive legislation, policies, and processes that lead to the necessity of the Truth and Reconciliation Commission work. Islands Trust, as a government entity, provides guidance and demonstrates best practices and principles as Canadian society reaches for meaningful reconciliation and recognition.

Phase One also ensures that the work required to reach a certain level of knowledge and understanding is not placed on Indigenous peoples. Hence, reviews and training will seek external resources at year 2 to ensure that the burden of education and awareness is not unduly placed on Indigenous people in year 1. Phase One allows for determination and review in preparation of Phase Two implementation.

Phase Two is the implementation phase. With staff and the organization at a place of awareness after year one we reach out to begin the elements “gathering together to share knowledge and understanding”. Staff and the organization as a whole will feel confident in understanding how to learn about First Nation core concerns, how those concerns are incorporated into the work we do and how we are supported in the work we do as an organization.

Phase Two will include the implementation of process and policies that meet the needs and engagement best practices of First Nations, and will see the development of cooperative process for Indigenous and

non-Indigenous communities. The Islands Trust as an organization will in Phase Two build on the foundational work that has been undertaken toward reconciliation and will strive to build trust and demonstrate their commitment to the long-term relationships needed to facilitate reconciliation. Phase Two will see the development of procedures to support long-term reconciliation process through protocols, agreements, engagement processes, and change management.

Phase Two ensures that support to Local Trust Councils is facilitated to assist them in the work they endeavor. The principle will be to hear, advise, reflect and comment while building and developing the foundational work of the Islands Trust as a whole.

The journey of reconciliation is one in which we commit to work within a context and framework that is inclusive, respectful, and humble. Realizing that for generations processes and policies have brought us to a place in which we recognize the damage, harm, and failure of division, racism, prejudice, and stereotypes, we strive to find ways of coming together. Reconciliation Action Plans are a way of setting the terms of reference for how we will move forward as an organization, and provide the support that is needed for individuals to do their best work.

The Reconciliation Action Plan (RAPlan) will be an evolving process and a living document that is fluid to the reality of First Nations, staff, Trustees, and communities of the Islands Trust Area. The purpose is to be present to the cultural, historical, and modern realities of Indigenous peoples and to build and nurture the places we call home, and the places we work.



BRIEFING

To: ITC Board **For the Meeting of:** May 21, 2019
From: Staff **Date Prepared:** May 14, 2019
SUBJECT: Islands Trust Reconciliation Declaration

PURPOSE: To provide background regarding the Islands Trust Reconciliation Declaration so that the ITC Board can consider potential follow-up.

BACKGROUND: On March 14, 2019, the Islands Trust passed the following declaration regarding reconciliation:

The Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

The Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

The reconciliation declaration prompted the Islands Trust Chair to write to First Nations in the Islands Trust Area and the Islands Trust Conservancy was copied on the correspondence bringing the matter to the attention of the ITC Board at its March 25, 2019 meeting. At that time the ITC Board requested that the reconciliation declaration be brought to the Board for further consideration.

ATTACHMENT(S):

1. Trust Council Request for Decision: Reconciliation Declaration
2. Chair Correspondence, March 19, 2019

FOLLOW-UP: The ITC may wish to consider endorsement of the Reconciliation Declaration. Staff will follow-up as directed.

Prepared By: Kate Emmings, A/ITC Manager

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** March 14, 2019

From: Lisa Wilcox, Kwakwemtenaat,
Senior Intergovernmental Policy
Advisor **Date Prepared:** February 22, 2019

SUBJECT: Reconciliation Declaration

RECOMMENDATION:

1) That Trust Council make the following declaration regarding reconciliation:

The Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

The Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

2) That the Islands Trust Council request the Chair to write to First Nations in the Islands Trust Area to provide Trust Council's declaration regarding reconciliation.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Making a declaration about Reconciliation allows the Islands Trust to develop a foundation upon which other processes, projects and interests can be built. For instance, the Policy Statement amendment process and our request for collaboration with First Nations, needs a tempered introduction which is achieved by adopting a Reconciliation declaration. Similarly, if we want to develop cooperative strategies to address sea level rise, we have a foundation to stand on for developing relationships.

- 1 PURPOSE:** To provide Trust Council with the opportunity to make a declaration regarding Reconciliation.
- 2 BACKGROUND:** The Islands Trust Council has adopted Policy 6.1.1 First Nations Engagement Principles and the Executive Committee has adopted a Policy Statement Amendment engagement plans as measures to guide reconciliation and relationships with local First Nations. These have created a strong foundation on which to build decisions and programs. However, the Islands Trust has not issued a formal declaration regarding reconciliation to date.

The proposed declarative statement provides a narrative for the Islands Trust with a clear intent regarding Reconciliation. The Declaration is a concise message that functions as a mandate or vision statement. Declarations are used to help resolve emotionally charged conflicts, and/or situations in which there is a lack of trust and past hurt. A Declaration underpins the work going forward and provides those using it with a blueprint for successful and mutually beneficial dialogue into the future. (See Appendix A for examples of Declarations). The intent of a declaration is to provide clear messaging to guide reconciliation and relationship building with First Nations and communities in the Trust Area.

By providing a clear declaration regarding the intent of the Islands Trust to move forward with reconciliation there is a clear concise message that can be used to develop narratives, acknowledge a new path forward, support education and growth, and align the work of the Islands Trust with other government and municipal agencies. Consideration of the declaration can clarify the respective hopes and values of staff and trustees and create a common path forward to developing positive and productive relationships with local First Nations.

The draft declaration also aligns more carefully with key documents such as the Truth and Reconciliation Commission Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the BC Draft Principles and Islands Trust Engagement Principles. It is intended to spark meaningful dialogue without demands or exchanges for First Nations to act, provide resources, or to engage. The declaration addresses the three key components of reconciliation:

1. Identity – Indigenous peoples have called this place home since time immemorial and we value their stewardship, cultural heritage and rich history.
2. Place – In this place we all call home we recognize the need for respect and commit to caring for this place through processes of reconciliation relationship building and healing.
3. Acknowledgement – We acknowledge the value of working together and that this is the time in which we must all work toward reconciliation.

Additionally, the declaration provides a consistent approach that is achievable throughout the Islands Trust Area and by all bodies of the Trust.

Similar to organizational mandates or vision statements the declaration provides a narrative message that is simpler than a policy statement or standing resolution. During processes of engagement the declaration can be used to centre future dialogue, state the commitment of the Islands Trust, create messaging to build on when facing conflict situations or situations in which affiliation is lacking.

The declaration is an exploration that sorts through multiple ways of adopting a set of ideals to create continuity of purpose. For example, the Islands Trust has adopted the Islands Trust First Nations Engagement Principles, along with standing resolutions with individual LTCs, and policy frameworks. However, a declaration allows for a fluid narrative that can be a foundation piece to build and grow with as a reconciliation framework or action plan grows.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The declaration will provide an organizational narrative that people can draw on in situations of uncertainty or conflict with others. It allows for a clear narrative for the organization to build on, and allows the organization to present this message to other government agencies to show the commitment and alignment with work being done within those other agencies.

FINANCIAL: None.

POLICY: None. The declaration will be recorded in the Islands Trust resolutions database.

IMPLEMENTATION/COMMUNICATIONS: Staff will draft a letter for the Chair to First Nations in the Islands Trust Area about the declaration and will send the declaration to Trust Council e-mail subscribers. The declaration will also be provided to all staff with information about how a declaration such as this can support reconciliation.

FIRST NATIONS: The declaration is expected to advance relationship building with First Nations.

OTHER: Should the Trust Council adopt the recommended declaration, staff will draft letters of introduction to all First Nations within interests in the Trust Area, outlining the declaration and (a) asking for any input, dialogue and opportunities to address concerns or questions (b) if concerns arise staff will report back to EC with an update (c) if no concerns arise staff will move forward with implementation and an operational process for the declaration announcement publically.

4 RELEVANT POLICY(S):

Key documents to guide the Islands Trust journey of reconciliation with local First Nations include:

- Truth and Reconciliation Commission (TRC) Calls to Action
https://nctr.ca/assets/reports/Calls_to_Action_English2.pdf
- United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP);
https://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf
- Draft Principles that Guide the Province of BC's Relationship with Indigenous Peoples;
https://www2.gov.bc.ca/assets/gov/careers/about-the-bc-public-service/diversity-inclusion-respect/draft_principles.pdf
- Islands Trust First Nations Engagement Principles Policy:
<http://www.islandstrust.bc.ca/media/342128/firstnationsengagementprinciples.pdf>

5 ATTACHMENT(S): Examples of Declarative Statements

RESPONSE OPTIONS

Recommendation:

1) That Trust Council make the following declaration regarding reconciliation:

The Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

The Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

- 2) That the Islands Trust Council request the Chair to write to First Nations in the Islands Trust Area to provide Trust Council's declaration regarding reconciliation.

Alternative:

1. Request further information
2. Amend the draft declaration
3. Do not pass the proposed declaration

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services, February 21, 2019

ATTACHMENT 1

EXAMPLES OF DECLARATIVE STATEMENTS ETC.

Coast Salish Gathering Water Declaration:

As Coast Salish peoples, we are all intertwined in space, family, spirit, culture, and language. Time has not changed for us and we honor who we are and where we come from. We must not forget that our ancestors have always stood to uphold the rights of the land and waters that are the home to all of creation. So, it is once again that this is our declaration that we Gather together to protect our land from water to water, as was granted by the Creator.¹ We have never ceded these lands and waters and it is our inherent responsibility to take care of the natural resources we value because it is our way of life and the way of all life. This responsibility is grounded in the ancient belief in who we are as a people, grounded in the rights to hunt, to fish, to protect the sacred balance of the cycle of life not only for now but for all those to come. For it will not be for us to live the impacts but for our grandchildren and our great-grandchildren into the future.

Salish Sea Declaration:

We are the Coast Salish People of the Salish Sea and we declare

Whereas, as Coast Salish peoples, we are all intertwined in space, family, spirit, culture, and language. We have never ceded the waters and it is our inherent responsibility to take care of the natural resources we value because it is our way of life and the way of all life. This responsibility is grounded in the ancient belief in who we are as a people, grounded in the rights to hunt, to fish, to protect the sacred balance of the cycle of life not only for now but for all those to come.

We will:

- Be dedicated to the revitalization of the Salish Sea;
- Minimize the impacts of growth and industry related to resource extraction;
- Respect and protect all species dependent on a healthy environment;
- Honor our relationship with wild salmon, and all other fish species;
- Ensure there are ample resources available for resident orcas;
- Uphold our Indigenous laws, cultural and spiritual values, and teachings in relation to stewardship and management of our homelands and waters;
- Work collaboratively to ensure there is counter balance to Western practices and regimes;
- Walk in unity with all Coast Salish tribes in achieving our goals and objectives to see a healthy Salish Sea for perpetuity;
- Commit to tell our story and share our knowledge.

Therefore, we call on all to affirm that the Salish Sea is threatened and that we are all intertwined and must stand unified to protect and sustain the health of the Salish Sea for now and into the future.

Declared at the Coast Salish Gathering, Tulalip, Washington, February 28, 2017.

Treatise Coast Salish Gathering

We have seen those peaks of mountains kneeling quiet snow capped. From the snow of the peaks goes the water cascading to meet the white capped sea. From sky, river, to the waters is the home of the Coast Salish people. This is the home of our Ancestors that we have walked for millennium.

So it is our declaration that we, Gather together to protect our land from water to water, as was granted by the Creator.

These are our teachings for we are Coast Salish people.

Musqueam, Tseil-waututh, Squamish Declaration

DECLARATION

WE THE MUSQUEAM, TSLEIL-WAUTUTH, AND SQUAMISH NATIONS HAVE LIVED THE MEMORIES OF OUR GATHERINGS AND CELEBRATIONS UPON THIS LAND SINCE TIME IMMEMORIAL. IT IS OUR INTENTION THROUGH OUR TEACHINGS AND TRADITIONS TO CELEBRATE TOGETHER AS ONE FAMILY TO RENEW OUR ANCIENT CONNECTIONS.

WE WALK IN THE FOOTSTEPS OF OUR ANCESTORS TO PROTECT AND SUSTAIN THE LAND THAT IS OUR LEGACY. WE WALK THIS LAND IN OUR TRADITIONS AND OUR STRENGTH, ACROSS OUR TRADITIONAL TERRITORIES THAT TOGETHER STRETCH FROM MOUNTAIN PEAK TO RIVER DELTA. WE HAVE PROTECTED OUR HOME SINCE TIME IMMEMORIAL AND WILL STAND TOGETHER UNITED FOR AND ON BEHALF OF OUR FUTURE GENERATIONS.

WE ARE NOT INVISIBLE ON OUR OWN LANDS BUT ARE A THRIVING VIBRANT PEOPLE THAT ARE CONNECTED TO THE LAND THROUGH OUR SPIRITUAL, CULTURAL, AND TRADITIONAL KNOWLEDGE.



200-1627 Fort Street, Victoria BC V8R 1H8
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Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

March 19, 2019

BOKÉCEN (Pauquachin) First Nation
Cowichan Tribes
Halalt First Nation
Homalco First Nation
Klahoose First Nation
K'ómoks First Nation
Lake Cowichan First Nation
Lekwungen (Songhees) Nation
Lyackson First Nation
MÁLEXEL (Malahat) Nation
Penelakut Tribe
Qualicum First Nation
Scia'new (Beecher Bay) First Nation
SEMYOME (Semiahmoo) First Nation
shíshálh First Nation

Snuneymuxw First Nation
Skwxwú7mesh (Squamish) Nation Council
Snaw-naw-as (Nanose) First Nation
SÁÁUTW (Tsawout) First Nation
Stz'uminus First Nation
SXIMELEL (Esquimalt) Nation
Tla'amin (Sliammon) Nation
Tsawwassen First Nation
Tsleil-Waututh Nation
T'Sou-ke Nation
Wei Wai Kum (Campbell River) First Nation
We Wai Kai (Cape Mudge) First Nation
WJOŁŁP (Tsartlip) First Nation
WŚIKEM (Tseycum) First Nation
xʷməθkʷəy̓əm Musqueam

Dear Chief & Councils/Hegus and Legislators:

Re: Reconciliation Declaration

On March 14, 2019, the Islands Trust Council unanimously passed a Declaration regarding Reconciliation at our Trust Council meeting on Gabriola Island attended by our 26 Trustees, our Chief Administrative Officer, and senior staff. The resolution was Moved by Trustee Stamford of the Gambier Island Local Trust Area and Seconded by Trustee Peterson of the Lasqueti Island Local Trust Area.

The Islands Trust, as an organization, commits to and acknowledges the important work required toward Reconciliation and will strive through the Declaration to weave the words and intentions into the work that we do. As I stated in our press release regarding the Reconciliation Declaration, it provides a clear and unequivocal message that we will be guided by this historical critical step; this is the way forward for our organization and the community as a whole.

.../2

Reconciliation Declaration
March 19, 2019
Page 2

As we move forward we would like to meet to discuss opportunities to advance the commitment the Islands Trust has to Reconciliation and how we can amend processes and policy now and into the future. My staff will be working on policy, processes, training, and education within the Islands Trust Area for our organization and community and we would like to work on this important work with you.

I look forward to hearing from you. Please do not hesitate to contact me or Lisa Wilcox (Kwakwemtenaat), our Senior Intergovernmental Policy Advisor at lwilcox@islandstrust.bc.ca, if you have any questions.

With great respect,



Peter Luckham
Chair, Islands Trust Council
250-210-2553
pluckham@islandstrust.bc.ca

cc:	Hul'qumi'num Treaty Group	Minister of Indigenous Relations & Reconciliation
	Laich-kwil-tach Treaty Society	Bowen Island Municipal Council
	Nanwakolas Council	Islands Trust Conservancy
	Naut'sa mawt Tribal	Islands Trust Trustees
	Te'mexw Treaty Association	Islands Trust webpage
	Minister of Municipal Affairs & Housing	

Attachments: 1. Reconciliation Declaration
2. Press Release Reconciliation Declaration



The Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

The Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

Adopted: March 14, 2019 Trust Council on Gabriola Island

March 19, 2019

2019-08-IT

ISLANDS TRUST COUNCIL MAKES RECONCILIATION DECLARATION

Lekwungen Territory, Victoria—On March 14, 2019, on Gabriola Island, the Islands Trust Council passed a Declaration regarding Reconciliation:

The Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

The Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

The Declaration acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial, and outlines the commitment the Islands Trust has to Reconciliation. The journey to this historic declaration has been long. The Islands Trust honours the rich history, stewardship, and cultural heritage of Coast Salish peoples—now and into the future.

“Reconciliation with First Nations is an ongoing process, and for me, this Declaration is a crucially important step in that process,” said Islands Trust Council Chair, Peter Luckham. “The Islands Trust Council had already adopted a policy on First Nations engagement, which has been useful in guiding our work, but we had yet to make a formal declaration about Reconciliation. A declaration like this acts as a mandate or vision statement. It is an expression of intent that provides a clear and unequivocal message that will guide and underpin the work we do towards reconciliation and relationship building with First Nations and communities in the Trust Area.”

The Declaration takes guidance from key documents such as the Truth and Reconciliation Commission Calls to Action (TRC), the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust Council’s First Nations Engagement Principles.

The Islands Trust Council Chair will be writing to First Nations in the Islands Trust Area to provide Trust Council’s Reconciliation Declaration.

- 30 -

The Islands Trust is a federation of local government bodies representing 26,000 people living within the Islands Trust Area and another 10,000 non-residents. The Islands Trust is responsible, as mandated by the *Islands Trust Act*, for preserving and protecting the unique environment and amenities of the Islands Trust Area through planning and regulating land use, development management, education, co-operation with other agencies, and land conservation. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major islands and more than 450 smaller islands covering 5200 square kilometres.

Contact: Peter Luckham, Chair, Islands Trust Council 250.210.2553
Russ Hotsenpiller, Chief Administrative Officer, via Andrew Templeton, Communications Specialist
250.405.5156



Islands Trust Conservancy - Executive Committee Liaison Meeting Agenda

DRAFT

Date: Tuesday, July 16, 2019
Time: 1:00 pm - 3:00 pm
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

1. CALL TO ORDER

1.1 Introductions and Context for Annual Meeting

2. APPROVAL OF AGENDA

3. MINUTES/COORDINATION

3.1 Review of the July 17, 2018 Meeting Minutes

4. BUSINESS

4.1 Items for Information

4.1.1

4.2 Items for Discussion/Direction

4.2.1 Working with Trust Council

- Fund Development Advisory Committee
- Budget:
 - Covenant Management and Outreach Position
 - Property Management Formula
- Regional Conservation Plan Reporting

4.2.2 Working with Local Trust Committees

- CDF Tool Kit

4.2.3 Working with First Nations

- Crown Land Policy

4.2.4 Working with the Province

-

5. NEXT MEETING

To be determined in late 2019; in Victoria

6. ADJOURNMENT



Freedom of Information and Protection of Privacy Act (FOIPPA) – The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector organizations under the authority of section 26(c) of the FOIPPA. Questions about the collection or use of this information can be directed to the Crown Agencies and Board Resourcing Office by email at abc@gov.bc.ca or by telephone at 604 660-0465.

Business and Structure

In 1974 the Province of British Columbia recognized the islands between Vancouver Island and the mainland as a special place within the province where the unique beauty, rural character and diverse ecosystems should be protected for future generations. Through the *Islands Trust Act*, the province established the Islands Trust, a local government, with the following mandate:

To preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

In 1990, through the enactment of a section of *Islands Trust Act*, the Islands Trust Conservancy (previously the Islands Trust Fund) was established as a conservation land trust to assist in carrying out the “preserve and protect” mandate. Part 6 of the *Islands Trust Act* establishes the corporate status, responsibilities, and governance structure of the Islands Trust Conservancy.

The Conservancy is a separate corporate entity within the Islands Trust, empowered to acquire and hold money, land and interest in land within the trust area and to administer and manage the Islands Trust Conservancy. The Islands Trust Conservancy has six staff and an annual budget of over \$450,000 and manages funds for property management, land acquisition, covenant defense and grants in excess of \$575,000. The main office of the Islands Trust Conservancy is in Victoria and it serves constituents in the Islands Trust Area. More information about the Islands Trust Conservancy is available at www.islandstrustconservancy.ca.

Strategic Direction

The Conservancy’s work is directed by a five-year “*Trust Fund Plan*” (see http://www.islandstrustconservancy.ca/media/84795/itc_2018-07-18_5-year-plan_web_fnl.pdf) approved by the Minister of Municipal Affairs and Housing, and its goals are set by a “*Regional Conservation Plan*” (see <http://www.islandstrustconservancy.ca/initiatives/planning-for->

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Islands Trust Conservancy Board

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[conservation/](#)). Based on scientific information and local knowledge, the Regional Conservation Plan identifies priorities for conservation within the Islands Trust Area and sets goals and objectives for achieving better levels of land conservation. To protect biodiversity in the islands, the 2018-2027 Regional Conservation Plan focuses the Islands Trust Conservancy's future conservation efforts on these priorities:

- Sensitive ecosystems such as cliffs, wetlands, old forests, woodlands, riparian, herbaceous, and freshwater ecosystems
- Healthy forests
- Species and ecosystems at risk
- Marine shorelines and nearshore areas
- Islets and small islands
- Size, connectivity and corridors

The 2018-2027 Regional Conservation Plan sets out four long-term goals that reflect the enduring aspirations of the Islands Trust Conservancy to work with First Nations, island landholders and partner organizations to protect the rich biodiversity of the Islands Trust Area:

1. Identify, investigate and communicate about important natural areas to generate action on conservation priorities
2. Strengthen relationships with First Nations to identify and collaborate on shared conservation goals
3. Continue to secure and manage Islands Trust Conservancy lands and conservation covenants to maximize ecological integrity
4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area

There are many challenges to reaching these goals, including the high land values in the Gulf/Howe Sound Islands and the high costs of managing protected areas, whether they are protected by conservation covenants or fee simple ownership. These challenges mean that each board decision requires sophisticated analysis of complex ecological, legal, financial and political variables. Board members are also encouraged to assist with fundraising strategies to help address high cost of land and land management.

Vacant Position(s)

Experience and Qualifications

While previous experience as a director is not required, it is important that candidates for positions understand the roles and responsibilities of a member of a board and have the necessary experience and demonstrated skills to enable them to contribute to board decision-

making and oversight.

Part of the organization's commitment to good governance includes the provision of a comprehensive orientation for new board members and ongoing professional development for new members.

Diversity and Inclusion

People from all regions of our province are invited to help renew B.C.'s public sector boards. Consideration will be given to qualified individuals with a broad range of backgrounds in community, labour and business environments. The selection process will recognize lived experience and volunteer roles as well as paid employment and academic achievements.

To support strong boards that reflect the diversity of our province, women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in public sector board appointments are encouraged to put their names forward for appointments.

Competencies/Attributes

There is currently one vacancy on the Board. The following are the attributes sought for the position(s) currently under consideration:

- *First Nations relations and engagement*
- *Fundraising and donor development*
- *Biology/ecology of coastal British Columbia*

Time Commitment

The Board typically meets 6 times per year, generally on a weekday between Tuesday and Thursday from approximately 10 am to 3 pm. Meetings take place at Suite 200, 1627 Fort Street, Victoria, B.C.

In addition, board members may serve on board committees. There is currently one Board committee, the Fund Development Advisory Committee, and it typically meet every 6 weeks at times convenient to all members. Most committee meetings occur after Board meetings or remotely, by phone and online. Board members also attend various functions such as:

- Training events;
- Annual conferences, such as the Lands Trust Alliance of BC Seminar Series;
- Board retreats and strategic sessions;

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Islands Trust Conservancy Board

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- Celebration events for land acquisitions and conservation covenant registrations;
- Events to promote Islands Trust Conservancy work, such as the Salt Spring Island Fall Fair; and,
- Events held by funding agencies and community partners.

Term

The Minister sets the term of appointment for Islands Trust Conservancy board members and shall be consistent with CABRO guidelines.

Compensation

Travel expenses are reimbursed and an honorarium of \$150 per meeting is provided (\$250 for the chair).

Governance Structure

The Islands Trust Conservancy is composed of one member elected by and from the Islands Trust Executive Committee; two members elected by and from Trust Council; and up to three persons appointed by the Minister to represent the public interest. Board members are individuals with an interest in or knowledge of the Islands Trust region and conservation of natural ecosystems. The Board currently has one committee – the Fund Development Advisory Committee.

Board Responsibilities and Accountabilities

Role

The Board's role is that of:

- Leader - set the strategic direction, and empowering senior management to implement Board direction;
- Overseer - evaluate performance measures and hold senior management accountable;
- Steward - provide stewardship for the effective delivery of the organization's mandate; and;
- Reporter - report to government, stakeholders, public, and others.

Responsibilities

Board responsibilities fall into the following general categories:

Managing Board Affairs: Establish the processes and structures necessary to ensure the effective functioning and renewal of the board. This includes: monitoring and improving the quality of the board and ensuring appropriate board committees are in place; ensuring appropriate board orientation and ongoing professional development; articulating roles and responsibilities for the board, committees, and chair individual governors; defining board process and guidelines; evaluating the board, committees, directors and chair; and identifying potential director candidates.

Organization's Mandate: Fully understand the organization's mandate set by government, review, and make recommendations to government regarding the mandate to reflect changing circumstances.

Strategy and Plans: Participate in the development, review and approval of the organization's strategic plan to ensure consistency with the organization's mandate as set by government.

Human Resources: Subject to government legislation and guidelines, select, appoint, compensate, evaluate and terminate the Chief Executive Officer (the President); oversee management succession and development.

Financial and Corporate Issues: Review financial, accounting and control systems to ensure appropriate risk management systems, code of ethical conduct and conflict of interest guidelines are set in place.

Monitor and Report: Monitor organizational performance against strategic plans and compliance with applicable legislation and government direction; account to government and stakeholders through appropriate reporting.

Communications: Oversee organization's communications policy.

Accountabilities

In carrying out its work, the board operates within the broad policy direction and budget set by the Ministry of Municipal Affairs and Housing. The board must also adhere to policies and bylaws of the Islands Trust Conservancy and Islands Trust (see

<http://www.islandstrustconservancy.ca/about-us/our-policies-and-agreements/> and <http://www.islandstrust.bc.ca/trust-council/policies-and-procedures/> respectively).

Board Composition

The individuals who make up the Board should, collectively, have the necessary personal attributes and competencies required to:

- add value and provide support for management in establishing strategy and reviewing risks and opportunities;
- effectively monitor the performance of management and the organization; and
- account for the performance of the organization.

Personal Attributes

All directors should possess the following personal attributes:

- high ethical standards and integrity in professional and personal dealings;
- appreciation of the responsibilities to the public;
- able and willing to raise potentially controversial issues in a manner that encourages dialogue;
- flexible, responsive and willing to consider others' opinions;
- capable of a wide perspective on issues;
- ability to listen and work as a team member;
- no direct or indirect conflict of interest with the member's responsibility to the organization;
- strong reasoning skills;
- able and willing to fulfill time commitment required to carry out responsibilities;
- may include personal attributes relevant to organization; and
- commitment to continuous learning about the organization and the relevant sector or industry.

Competencies

Collectively, the Board should comprise the following core competencies:

- operational or technical expertise relevant to the operation of the organization including:
 - strategic management and organizational change,
 - operations,
 - internal control and accounting,
 - technology,
 - communications,
 - public sector administration,

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Islands Trust Conservancy Board

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- human resources,
 - labour relations, and
 - risk management.
- financial expertise;
- legal expertise;
- knowledge of government and the public sector environment;
- knowledge of current and emerging issues affecting the organization and its industry or sector; and
- knowledge of the community served by the organization.

List of Current Governors and Senior Executives

	First Appointed	Term Ends	Occupation
Appointed:			
Linda Adams	August 27, 2018	August 26, 2019	Local Government Consultant and Educator
Hoops Harrison	August 3, 2016	August 3, 2019	Lawyer
Robin Williams	January 18, 2017	December 31, 2019	Property Developer
Elected:			
Sue-Ellen Fast	November 9, 2018	November 2022	Island trustee
Kate-Louise Stamford	November 9, 2018	November 2022	Island trustee
Doug Fenton	November 9, 2018	November 2022	Island trustee

Senior Executives:

Russ Hotsenpiller, CAO, Islands Trust

Clare Frater, Director, Trust Area Services, Islands Trust

Kate Emmings, A/Manager, Islands Trust Conservancy

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Islands Trust Conservancy Board

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Process for Submitting Expressions of Interest

You may submit an Expression of Interest in serving on this board by clicking on the “Apply Online Now” button at the bottom of this page. For more information on the board, refer to the [Directory of Agencies](#) website.

British Columbia Appointment Guidelines

Appointments to British Columbia’s public sector organizations are governed by written [appointment guidelines](#).



Public Acquisitions Update May 21, 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.
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



Public Acquisitions Update May 21, 2019

		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.
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 existing 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.



Public Acquisitions Update May 21, 2019

	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.
	2019/02/22	Statutory Right of Way reviewed by legal council and forwarded to covenant holder for review
Current Total ITC Acquisitions:		29



PUBLIC COVENANTS UPDATE **May 21, 2019**

Property Name and Island	Date (yyyy/mm/dd)	Notes
NAPTEP COVENANTS		
<i>25 NAPTEP Covenants on title, no current applications.</i>		
REGULAR COVENANTS UPDATE		
<i>(51 regular covenants on title, 1 regular public covenants in progress, 3 in-camera covenants in progress.)</i>		
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.
	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



PUBLIC COVENANTS UPDATE

May 21, 2019

Property Name and Island	Date (yyyy/mm/dd)	Notes
		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 representatives requested.
	2019-05-01	ITC provided reviewed covenant to CRD with a request to meet with all parties and legal counsel.
ITC NATURE RESERVES WITH COVENANTS OUTSTANDING		
<i>(22 Nature Reserves have covenants, 6 Nature Reserves are without covenants, 2 ITC Nature Reserve covenants in progress (1 is under negotiation)).</i>		
Sandy Beach Nature Reserve (Proposed) Keats Island (3.3 ha.)	2017/01/10	ITC staff are currently negotiating a conservation covenant concurrently with the Sandy Beach Conservation Proposal (see Public Acquisitions Updates).



PUBLIC COVENANTS UPDATE May 21, 2019

Property Name and Island	Date (yyyy/mm/dd)	Notes
Fairyslipper Forest Nature Reserve Thetis Island (16.6 ha)	2018/03/20	ThINC Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/03/21	CCLT Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/04/03	TFB approves negotiation of conservation covenant in favour of ThINC and CCLT.
	2018/04/06	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.
	2019/02/19	Draft management plan review completed by ITC staff, sent to contractor for revisions.
	2019/02/22	Revised draft management plan sent to ThINC and CCLT staff for review.
	2019/03/07	Draft management plan reviewed by ThINC and CCLT staff and requested revisions sent to contractor.
Total	76 covenants registered	

Regional Conservation Plan (2018-2027) Progress Highlights for ITC Board - May 30, 2018 - May 21, 2019

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

Completed

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
Joined the steering committee of the Parks Canada-led Sidney Island Restoration Project, which will eradicate fallow deer on Sidney Island
Provided comment on Mt. Tuam SMART's draft brochure on species at risk protection on Mt. Tuam, designed to discourage illegal off-road vehicle activities
Received Forage Fish Habitat Assessment data for Sidney and James Islands

Current

PAUSED: Working with DFO to provide marine data for Coastal Resource Information Management System (Data sharing agreement in review with DFO)
Reviewing Forage Fish Habitat Assessment Report for Sidney and James Islands
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
Contacting the local conservancy groups to identify priorities for 2019-2020 management contracts
Issued E-News for Valens Brook addition

Upcoming
Staff to update Species at Risk Critical Habitat data upon finalization of Western Painted Turtle Recovery Plan Issue E-News on 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
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 Archeological survey completed for Moore Hill Nature Reserve Drafted Management Plan for Areas of Cultural Heritage and Sacred Significance on Thetis Island Nature Reserves
Current
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 better reference First Nation history, cultural significance and ecological knowledge Contact Penelakut for comment on Fairyslipper Forest draft management plan and to collaborate on naming for Fairyslipper Forest signage Revise management plan template to include acknowledgement, greater emphasis on First Nations history and cultural values, and reference to collaboration with First Nations stakeholders on parallel management plans for Areas of Cultural Heritage and Sacred Significance (e.g. Thetis) 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
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
 Completed fundraising campaign for Salish View

Current

Fairyslipper Forest Nature Reserve management plan in process
 Three Gambier Nature Reserves management plans in process
 Salish View Nature Reserve management plan in process
 Working to finalize Sandy Beach Nature Reserve land transfer and trail right of way
 Negotiating subdivision and transfer of Salish View
 Negotiating conservation covenants on priority conservation lands
 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
 Working with IS to design a database to store and manage property information
 Beginning management plan revisions for two Denman Nature Reserves and ecological inventory for the new Valens Brook Nature Reserve
 Negotiating covenant for Salish View Covenant and obtaining the baseline inventory for the covenant to be ready when the transfer goes through

Upcoming

Work with IS to create and test a property information database
 Finalize Brooks Point Regional Park Covenant
 Finalize land transfer for Sandy Beach Nature Reserve
 Register Fairyslipper Forest covenant
 Register Valens Brook covenant
 Management planning for Salt Spring, Denman, and Gabriola nature reserves

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

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
Assisted LPS staff with CDF Tool Kit
Created Island Profiles for each local trust area
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 the

Current

ON HOLD: Working with LPS staff to revise Sensitive Ecosystems Fact Sheets
Working with IS department to improve technology use in the field
Drafting News Release for Valens Brook Nature Reserve Addition donation
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)
Drafting job description for Covenant Management and Outreach Coordinator position
Redesigning covenant signs
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 and Salish View

Arrange celebrations for Link Island NAPTEP, Valens Brook Nature Reserve and Salish View Nature Reserve donations

Work with Trust Area Services on Link Island NAPTEP promotional video script

Post and hire for Covenant Management and Outreach Specialist position

Research client management database options for a September 2019 budget request

Arrange print and delivery of key ITC communication documents and promotional materials to island offices

Islands Trust Conservancy Budget Tracking 2019-2020

GL	Description	Budget	Revenue	Total Available	Spent	Remaining	% Remaining	Additional Committed Funds
54500-210	Communications	\$ 13,000		\$ 13,000	\$ -	\$ 13,000	100%	\$ -
61100-210	Board Honoraria	\$ 8,000		\$ 8,000	\$ -	\$ 8,000	100%	
61200-210	Board Meeting Expense	\$ 10,000		\$ 10,000	\$ -	\$ 10,000	100%	
61210-210	Board Training & Conferences	\$ 2,000		\$ 2,000	\$ -	\$ 2,000	100%	
61300-210	Property Management	\$ 65,000		\$ 65,000	\$ -	\$ 65,000	100%	\$ 18,276
61500-210	Cons Planning / Land Securement	\$ 18,000		\$ 18,000	\$ -	\$ 18,000	100%	
63000-210	Legal	\$ 15,000		\$ 15,000	\$ -	\$ 15,000	100%	\$ 1,450
61600-210	Ecosystem Mapping	\$ 15,000		\$ 15,000	\$ -	\$ 15,000	100%	
80300-210	Mobile Devices	\$ 1,800		\$ 1,800	\$ -	\$ 1,800	100%	
81300-210	Training & Conferences	\$ 7,000		\$ 7,000	\$ -	\$ 7,000	100%	
81305-210	Travel for Training	\$ 2,500		\$ 2,500	\$ -	\$ 2,500	100%	
82300-210	Travel	\$ 4,000		\$ 4,000	\$ -	\$ 4,000	100%	
		\$ 161,300	\$ -	\$ 161,300	\$ -	\$ 161,300	100%	\$19,726
Restricted Funds		Opening Balance						
	Alton Maintenance Account	\$ 79,615	\$ 34	\$ 79,650		\$ 79,650		\$ 425
	Ruby Alton Endowment Fund			\$ -		\$ -		
	Opportunity Fund	\$ 27,592	\$ 1,027	\$ 28,619	\$ 2,721	\$ 25,899		\$ 4,500
	Covenant Mgmt and Defence Fund	\$ 111,475	\$ 18	\$ 111,493		\$ 111,493		
	Lasqueti Island Acq Fund	\$ 57,361	\$ 23	\$ 57,383		\$ 57,383		\$31,316
	Gambier Island Acq Fund	\$ 120,392	\$ 364	\$ 120,756		\$ 120,756		
	Morrison Waxler Legacy Fund	\$ 20,140	\$ 7	\$ 20,148		\$ 20,148		
	Thetis Island Acq Fund	\$ 1,288	\$ 0	\$ 1,289		\$ 1,289		
	McFadden Creek	\$ 23,525	\$8.85	\$ 23,534		\$ 23,534		