



Islands Trust Conservancy

Minutes of Regular Meeting

Date: Tuesday, November 24, 2020
Time: 10:00 am
Location: Electronic Zoom Meeting

Board Members Present Kate-Louise Stamford, Chair
Sue Ellen Fast, Vice Chair
Linda Adams
Donald Clarke
Doug Fenton (joined the meeting at 12:45 pm)

Staff Present Kate Emmings, Acting ITC Manager
Clare Frater, Director, Trust Area Services (joined the meeting at 12:45 pm)
Julia Mobbs, Director, Administrative Services (joined the meeting at 12:45 pm and left the meeting at 1:05 pm)
Carla Funk, Acting Communications & Fundraising Specialist
Jemma Green, Covenant Management & Outreach Specialist
Kathryn Martell, Acting Ecosystems Protection Specialist
Nuala Murphy, Property Management Specialist
Corlynn Strachan, Administrative Assistant/Recorder

1. CALL TO ORDER

Chair Stamford called the meeting to order at 10:01 am and acknowledged that the meeting was being held in Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

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

2.1 Continuation of Electronic Meetings

ITC-2020-034

It was MOVED and SECONDED,

That in order to meet the principles of openness, transparency, and accessibility, meetings of the Islands Trust Conservancy Board will be held electronically until Ministerial Orders under the Emergency Program Act and requirements or recommendations under the Public Health Act change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

CARRIED

3. RISE AND REPORT

Chair Stamford reported on the following items from the in-camera ITC Board meeting held October 6, 2020:

- The Trust Conservancy approved an Opportunity Fund Grant of \$5,000 to be awarded to the Bowen Island Conservancy.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

4.1.1 Approval of the October 6, 2020 Meeting Minutes

The following amendment(s) to the minutes were presented for consideration:

- Under Item 5.2.2 the word “acting” be removed from the title of the Covenant Management and Outreach Specialist.

By general consent, the minutes were adopted as amended.

4.2 Follow-up Action List

The acting Islands Trust Conservancy Manager provided an update on items in the Follow-up Action List. ITC Manager noted a briefing was sent to all the local trust committees and the Bowen Island Municipality regarding the forest outreach staff completed over the summer.

Trustee Fast advised she provided verbal updates to the Hornby, Denman and Gambier LTCs, and the Bowen Island Municipality on forest stewardship and forwarded information sheets.

Trustee Fast questioned if this may be a good time to revisit the direction to Integrate reminders into planning processes that provide opportunities for the Regional Conservation Plan to inform the work of the LTCs and BIM. The acting ITC Manager will follow up regarding integration of the RCP plan and noted a formal request from the Board is not required at this time.

Chair Stamford questioned how staff will report out for Species at Risk project and if there is a plan to provide a more detailed updates. The acting ITC Manager suggested creating a project charter to provide updates. A proposal to hire a SAR Coordinator was recently sent to Trust Council.

5. BUSINESS

5.1 Items for Approval

5.1.1 ITC Board 2021 Meeting Dates – RFD

The acting ITC Manager commented it is challenging to find meeting dates that work due to coordination of meeting schedules with multiple units. Trustee Fast commented electronic meetings make it easier to accommodate tight meeting schedules. Board members did not identify any conflicts.

ITC-2020-035

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approves the 2021 Meeting Schedule, as attached.

CARRIED

5.1.2 Electronic Meetings – RFD

The acting ITC Manger advised other units are considering electronic meetings post COVID-19, noting logistical changes, consideration of legislation, and a revised bylaw would need to go through an approval process. Board members expressed interest in electronic meetings as regular practice, and discussion ensued on:

- importance of flexibility, and option to hold in-person meetings when necessary, as needed
- benefits including reduction of travel time, costs, and carbon footprint
- the role of the Conservancy and promoting best green practices
- guests, public, and potential collaborators can easily attend, and potential availability of meetings for donor outreach
- clarifying rules regarding public comments, and meeting procedures
- accommodating guests, or delegations, similar guidelines to council's meeting bylaw, subject to amendment by the Board
- Trustee Fast provided a link to the Gambier Island Local Trust Committee document, Guidelines for Public Participation During Local Trust Committee Meetings, http://www.islandstrust.bc.ca/media/348536/gm-ltc_2019-05-03_meetingguidelines.pdf
- A desire to review two options for a revised meeting bylaw, one that allows for complete electronic participation with optional

ITC-2020-036

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to investigate the use of electronic meetings and return to the Board with a revised meeting bylaw to increase use of electronic meetings if possible.

CARRIED

5.1.3 Moss Mountain NAPTEP Proposal, Salt Spring – RFD

The acting Ecosystem Protection Specialist presented the proposal to Board members commenting the property is largely undeveloped, provides connectivity to multiple parks and is an excellent match for Species at Risk funding.

ITC-2020-037

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the conservation proposal submitted by Gay Young to place a NAPTEP covenant on approximately 45 ha on Salt Spring Island, PID: 006-760-112, LOT 12, SECTIONS 64, 65, 66, 67 AND 68, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 1914.

CARRIED

ITC-2020-038

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve spending of up to \$20,000 to assist the landowner with surveying and appraisal costs.

CARRIED

5.1.4 R. Leader NAPTEP Proposal, SS – RFD

The acting Ecosystem Protection Specialist presented the proposal highlighting this property is already covenanted, and even though it is a small parcel, there is value of conservation in the wetland, based on climate change perspectives.

ITC-2020-039

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the conservation proposal submitted by Robert Leader to place a NAPTEP covenant on approximately 5 ha on Salt Spring Island, PID: 000-395-081, LOT 2, SECTION 72, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 36292 Except Plan 40974

CARRIED

5.1.5 Nature Reserve Monitoring – RFD

The Property Management Specialist summarized the report and advised the Medicine Beach Nature Sanctuary, North Pender, was accidentally omitted from the report. The following information was added to page three on the report:

Medicine Beach (E,HO,) Nature Sanctuary was visited on October 22, 2020 by Nuala Murphy accompanied by G. Boffey (Pender Islands Conservancy Association). The management objectives for the reserve are being met and no public safety issues were identified.

Recommendation: Work with Pender Islands Conservancy Association to repair a rotten fence post and improve signage. Repair a few of the steps to the forest trail from the parking lot and install two water-bars (a diagonal channel across the trail that will divert surface water off the trail) on the steep portion of the forest trail from Aldridge Road to the parking lot.

ITC-2020-040

It was MOVED and SECONDED,

that the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2020” with the addition of the Medicine Beach Nature Sanctuary update, as provided at the November 24, 2020 meeting.

CARRIED

5.1.6 NAPTEP Monitoring – RFD

The Covenant Management and Outreach Specialist summarized the report and highlighted this was the first NAPTEP report to be prepared fully in house.

Board members noted the number of invasive species issues in the report and appreciated the information provided by the Covenant Management and Outreach Specialist regarding plans to send out educational information to landowners.

Chair Stamford thanked the Property Management Specialist, Nuala Murphy and the Covenant Management and Outreach Specialist, Jemma Green for carrying out their monitoring work during the pandemic and the extra effort they took to safely engage with property owners and organizations.

ITC-2020-041

It was MOVED and SECONDED,

that the Islands Trust Conservancy accept the Islands Trust Conservancy NAPTEP Covenant Monitoring Report 2020 and direct staff to address breaches as identified in the report.

CARRIED

5.2 Items for Discussion/Direction

5.2.1 ITC Board Training Options - BRF

The acting ITC Manager advised there is currently a \$4,000 training budget available for ITC Board members, noting that due to COVID-19 many training opportunities have moved online and suggested that providers could be brought in to conduct training through Zoom or electronically.

Discussion ensued on the following topics:

- Training on cultural sites, property management, considerations and confidentiality
- Training related to the Fund Development Strategy and communication with donors
- First Nations and reconciliation webinars
- Celebrating conservation achievements such as Salish View
- Desire for training on Species at Risk
- Potential Board member visits to properties in spring, once COVID-19 restrictions are lifted including Sandy Beach and/or new prospects

The Board indicated a preference for training on the following topics:

- Fund Development and Speaking with Donors
- Cultural Sites and Property Management
- Species at Risk in the ITC Area

5.2.2 Sustainable Investing – BRF

The acting ITC Manager reviewed the background, fundraising policies, and guidelines for investing highlighting that ITC is required to follow guidance in its Five-Year Plan, and noted that ITC needs to do its due diligence to ensure investments are robust and that it can receive monies back.

The Islands Trust Administrative Services Director noted the Islands Trust is limited by the Community Charter section 183 for investments and highlighted the “Impact GIC” offered by Cash Management Group at Canaccord Genuity Group (CGI) as a potential vehicle for investing noting rates of return on impact GICs are currently higher than big banks. The Islands Trust recently set up accounts with CGI.

The acting ITC Manager advised typically investing is done by staff with guidance of investment policy, noted this is a new direction we are pursuing and will report back to board on progress unless otherwise directed by the Board.

Board members commented they support this direction and noted this fits with impact investing, and addresses sustainable and ethical development on a global scale.

5.2.3 Budget Process Update – BRF

The acting ITC Manager reviewed the background and resolutions from the October 6, 2020 meeting.

Director Mobbs clarified the budget reduction exercise was requested of the organization as a whole and not targeted at the Conservancy Board noting potential reductions from other units were incorporated into the draft budget. The Conservancy budget request currently remains the same but is going to Trust Council in December, so there may be further changes.

Discussion ensued on the following:

- Fund Development Report delayed until January 2020.
- The Importance of keeping Fund Development in the budget.
- The acting Commination's and Fundraising Specialist stressed that due to COVID-19, we need to boost engagement in digital ways, increase frequency of Heron Newsletter, foster wills and gift planning, create our own outreach and advertising to financial planners, lawyers, and tax accounts.
- \$7,000 for Fund Development is a small figure to gain funds.
- The ITC could reduce its budget request in some areas to reflect budget reductions in other units.

ITC-2020-042

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board direct staff to request the following edits to the ITC Budget:

- \$2,000 reduction in board training;
- \$1,050 reduction in staff training; and
- \$550 in associated travel

for a total of \$3,600 in reduced spending.

CARRIED

5.3 Correspondence

5.3.1 ITC to FLNRORD re: Visual Quality, LA

The acting ITC Manager noted the Visual Quality Objectives (VQO) for Lasqueti Island were being revised by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and that the area adjacent to the ITC Mt. Trematon Nature Reserve was being removed from the VQO. Staff felt it was important to respond with the backing of our Regional Conservation Plan.

Board members commented that these type of changes can have serious impact to conservancy lands and communities as a whole and that this demonstrates the importance of building stronger relationships with the Province for better communication.

5.4 Updates for Information

5.4.1 Executive Committee Update

Trustee Fast provided an update noting Executive Committee has been busy with the upcoming Trust Council meeting. The agenda is posted on the Islands Trust website. Highlights of interest to the Conservancy include:

- Budget
- forest protection briefing
- community land trust briefing regarding holding land for affordable housing
- heritage preservation overlaid mapping
- review of trust Governance and Management
- accelerating staffing shifts in the planning department
- climate change stewardship webinars – eelgrass webinar

5.4.2 Public Acquisitions Report

The acting ITC Manager advised the Sandy Beach Nature Reserve, Keats Island, transfer is not complete, and currently sitting with the Land Title Office. A news release is being drafted.

5.4.3 Public Covenants Report

The acting ITC Manager advised Brooks Point Covenant, South Pender, is a complex file and ongoing with the CRD since 2014. The Pender Islands Conservancy has contacted CRD requesting a status update for the file.

The acting Ecosystem Protection Specialist noted we are waiting for the Batista Covenant applicant to sign the required documents and submit to the Land Titles Office.

Trustee Fast questioned if covenant and landowner information for nearby land is more readily available from the Land Title Office, through new digital mapping. The acting Ecosystems Protection Specialist noted new landowner transparency offered by LTO, notations on title and landowner information could be pulled.

5.4.4 Budget Report

The acting ITC Manager highlighted a new Species at Risk line has been added to the report, noting we are largely on track for most of budget lines, but over in legal expenses due to change in legal services provider, additionally we cut our budget last year. An increase has been reflected in a proposal for next fiscal year.

The Opportunity Fund has an additional committed funds of \$10,000 for grants not claimed yet by the Denman Island Conservancy and Bowen Island Conservancy, which reduces the fund to \$10,000. The ITC has done an appeal for fund donations through the Heron mail out and soon to come out via E-news. We will continue with fund development options in the New Year.

The acting ITC Manager noted the Morrison Waxler Legacy Fund has had no uptake due to strict conditions on the fund, and staff are reviewing how to proceed with the fund following a direction from the Board at an earlier meeting.

Chair Stamford suggested a Christmas appeal to Trustees in early December and volunteered to work with the acting Communications and Fundraising Specialist to send out an appeal.

5.4.5 Heron Newsletter

The acting ITC Manager advised the Heron Fall 2020 edition was recently mailed to all constituents, is posted on the ITC website, and will go out digitally soon through E-News.

The acting ITC Communications and Fundraising specialist noted changes to the Heron are science based changes to appeal to donors including:

- Increase font size, less formal and corporate looking
- more personalized, conversational and chatty feel, goal of more approachable, people stories, engaging
- inspirational, encourages readers to look inside
- key facts, news worthy, timely calls to action
- shift to 3 times per year
- move to 4 pager rather than 8

Board members commented on the following:

- appealing for potential donors, likes idea of more often
- likes new format and layout, faces of staff make it personable
- importance of a social media page and sharing partners

6. NEW BUSINESS

There was no new business.

7. NEXT MEETING

The next meeting will take place on January 26, 2021 at 10:00 am.

8. CLOSED MEETING

The Islands Trust Conservancy Board convened the closed portion of the meeting at 1:00 pm. Rise and Report will be carried out at the next regular meeting if applicable.

8.1 Motion to Close the Meeting

ITC-2020-043

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the Community Charter, Part 4 Division 3, section: 90 (1) (d) the security of the property of the Islands Trust Conservancy board; and (e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy board; and that staff be invited to remain in the meeting.

CARRIED

9. ADJOURNMENT

By general consent, the meeting adjourned at 1:20 pm.

Kate-Louise Stamford, Chair

Certified Correct:

Corlynn Strachan, Recorder