



Islands Trust Conservancy Board

Minutes of the Regular Meeting

Date: Tuesday, November 21, 2023
Time: 10:00 a.m.
Location: Electronic Zoom Meeting
Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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

Board Members Regrets Ken Thomas, Trustee

Staff Present Clare Frater, Director, Trust Area Services
Carla Funk, A/Strategic Fund Development Specialist
Corlynn Strachan, Administrative Assistant/Recorder
Jemma Green, Covenant Management & Outreach Specialist
Kathryn Martell, Ecosystem Protection Specialist
Micaela Yawney, Communications Specialist
Nuala Murphy, Property Management Specialist

Public Present No members of the public were present as attendees.

1. CALL TO ORDER

Chair Smith called the meeting to order at 10:02 a.m. and Trustee Yates provided a land acknowledgement.

2. APPROVAL OF AGENDA

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

3. RISE AND REPORT from the October 3, 2023 IC meeting

The Islands Trust Conservancy Board reported on the following items:

- The Islands Trust Conservancy Board approved an Opportunity Fund Grant of up to \$7,000 be awarded to Gabriola Land and Trails Trust from the Opportunity Fund for costs associated with placing a NAPTEP conservation covenant on a Gabriola property.

ADOPTED

- The Islands Trust Conservancy endorsed the Operational Plan for the eradication of Fallow Deer from Sidney Island, dated September 5, 2023, subject to terms and conditions to mitigate risk of damage to Islands Trust Conservancy covenant areas.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

4.1.1 Approval of the October 3, 2023 Regular Meeting Minutes

By general consent, the Islands Trust Conservancy regular meeting minutes of October 3, 2023 were adopted, as amended.

Trustee Yates requested the Elder Cedar item on the Follow-up Action List Report changed from “completed” to “in-progress”. Director Frater advised she would review the items on the document and amend completion dates where required.

4.2 Follow-up Action List

Trustee Elliott questioned the status of the Islands Trust Conservancy Reconciliation Action Plan. Director Frater advised that the Conservancy does not have an individual action plan, and that Trust Council had a Reconciliation Action Plan, dated 2018-2022, that is still considered active. The Conservancy Board requested an individual action plan for the Conservancy. Director Frater will update the target date, the item will remain on the list, and staff will make it a priority when the resources are available.

5. BUSINESS

5.1 Items for Approval

5.1.1 2024 ITC Annual Board Meeting Schedule - Request for Decision

Administrative Assistant Strachan presented the Request for Decision.

Discussion ensued on holding two in-person meetings.

ITC-2023-035

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board adopt the proposed meeting dates for the 2024 calendar year, as presented.

CARRIED

ITC-2023-036

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to schedule the 2024 Islands Trust Conservancy Board meeting dates of January 23rd, May 28th, October 1st, and November 19th, 2024 as electronic meetings, and list the Victoria office board room as the public meeting location.

CARRIED

ADOPTED

ITC-2023-037

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to schedule two in-person meetings on March 19 and July 23, 2024, as amended.

CARRIED

Trustee Elliott commented that for the ITC-EC Liaison meeting there is a list of topics to be discussed, and requested that staff provide a full report on the mapping and technical needs for the Islands Trust Conservancy in time for the first meeting with the Executive Committee. Chair Smith requested that strengths be included in the report.

ITC-2023-038

It was MOVED and SECONDED,

that the ITC Board request staff to provide a report on the status of mapping and technical needs, challenges and strengths, in time for the January 23, 2024 Board meeting.

CARRIED

5.1.2 ITC Nature Reserves Monitoring Report 2023 - Request for Decision

Property Monitoring Specialist Murphy presented the report.

Discussion ensued on:

- Burren's Acres Nature Reserve, replacement of the boundary fence
- public engagement in nature reserve monitoring, as appropriate
- communication and raising awareness of nature reserves to improve public image
- advertising nature reserve trails that are open to the public
- Board member attendance during monitoring for reporting to local trust committees and the public
- adding a section on communications to the report in future
- including the Communications Specialist in two or three monitoring visits over the next year to showcase the Conservancy and communicate initiatives
- interest in better communication on ITC initiatives
- finding better ways to collect monitoring data directly into a database and produce reporting efficiently
- ensuring consistency in S'ul-hween X'pey (Elder Cedar) Nature Reserve reporting on cutting of danger trees, 40 in one report, 45 in another

ITC-2023-039

It was MOVED and SECONDED,

that the ITC Board request staff to explore opportunities for engaging the public in nature reserve monitoring, as appropriate.

CARRIED

ADOPTED

ITC-2023-040

It was MOVED and SECONDED,

that the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2023.”

CARRIED

5.2 Items for Discussion/Direction

5.2.1 Islands Trust Conservancy Plan Approval

Director Frater advised Ministry of Municipal Affairs staff were not available to attend the meeting. The proposed 2023-2025 Plan remains with the Minister for approval. Staff will advise once the Plan is approved, and will continue to operate under the 2018-2022 plan, particularly for any applications that were approved under the last plan. Director Frater also noted feedback results from engagement with First Nations were provided to the Minister.

5.2.2 Property Management Resources Business Case

Director Frater advised that she has begun drafting the business case looking at human resources for property management but has not completed it due to other workload. To date, Director Frater has interviewed Conservancy staff, the former GIS Information Services Manager, and other Islands Trust staff. She is collating results and developing themes on the needs of property management.

Discussion ensued on Director Frater providing a verbal report to Trust Council, including an analysis to date, and providing a one page briefing on the status.

ITC-2023-041

It was MOVED and SECONDED,

that the ITC Board request that staff produce a one page briefing of the business case for new resources for ITC to be presented as a late item for the December 5th Trust Council, to be reviewed by the ITC Chair.

CARRIED

5.2.3 Climate Change Briefing to Trust Council - Briefing

Director Frater advised Board members that Trust Council will receive a briefing with the climate change emergency materials, produced in 2019, to support a discussion about further action regarding the climate change emergency.

Chair Smith commented that Trust Council should be made aware the Province of British Columbia has started a Disaster and Climate Risk, and Resilience Assessment (DCRRA) project with a comprehensive process to develop disaster risk protection and resilience for the whole Province. She indicated the first meetings will happen in November. Chair Smith will provide Director Frater with brief details, by email, to update Trust Council.

ADOPTED

Trustee Elliott advised that Executive Committee meets November 22nd, the schedule is packed, and the discussion on climate change planned for the December Trust Council meeting may not happen.

Chair Smith suggested having someone from the Ministry of Environment and Climate Change Strategy come to a Trust Council meeting to provide an update on the Disaster and Climate Risk, and Resilience Assessment (DCRRA) project.

Trustee Elliott advised she attended panel at the Union of British Columbia Municipalities Convention in September that included reports from the Ministry of Forests on climate change, forest management practices, and forest fire statistics. She suggested reaching out to Ministry of Forests for further information would be helpful.

Trustee Yates initiated discussion on a previous Islands Trust 2018-2022 Council Strategic Plan project requesting the Province to increase the Natural Area Protection Tax Exemption Program (NAPTEP) exemption from a 65% to a 100%. Director Frater noted the Province required further analysis, the project was never funded, and the advocacy did not proceed.

5.2.4 Islands Trust 50th Anniversary Activities Briefing to Trust Council

Director Frater presented the briefing as an information sharing item.

5.2.5 Eelgrass Mapping Phase II - Briefing

Director Frater provided background on the eelgrass mapping project and current status of budget requests.

Discussion ensued on funding for phase II, and that the Alliance of Canadian Land Trust has a grant if staff have time to make an application.

5.2.6 Islands Trust Conservancy Board Member Appointment to Governance Committee

Director Frater advised that the Islands Trust Conservancy has the opportunity to provide a representative to the Governance Committee.

ITC-IC-2023-042

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board appoint Trustee Gauvreau as a representative to the Governance Committee.

CARRIED

5.2.7 Koontz NAPTEP Application Fee Sponsorship Request to EC

Director Frater advised that Executive Committee will be considering a request to sponsor a Natural Area Protection Tax Exemption Program (NAPTEP) fee and staff will report back at the next meeting.

5.3 Correspondence

None.

5.4 Updates for Information

5.4.1 Public Acquisitions Report

Received for information.

5.4.2 Public Covenants Report

Received for information.

5.4.3 Budget Report

Director Frater advised the report is not up to date. She is aware there have been some expenses associated with the Ruby Alton house to replace appliances.

Received for information.

5.4.4 Executive Committee Update

Trustee Elliott provided comments and updates:

- It would be welcome to have Chair Smith, or another board representative, provide a report on the Natural Area Protection Tax Exemption Program (NAPTEP) at Trust Council.
- The Executive Committee reply to Minister Kang, Ministry of Municipal Affairs, to revisit the mandate and support for the Islands Trust, is being developed with other standing committees for a strategic approach. The Executive Committee wanted to remind the Conservancy Board that this work is one of the stronger, brighter, more visible examples of what the Islands Trust mandate is accomplishing, and part of the strategy needs to include the work the Conservancy is doing.
- Executive Committee is working on a communications strategy around housing and housing affordability.
- In the next Trust Council package, Board members may wish to look for a report to Trustees on the recent Union of B.C. Municipalities conference.
- Executive Committee is considering a different approach to Trust Council discussions on the vision statement, and engaging with First Nations.

Discussion ensued on Chair Smith including a NAPTEP presentation at Trust Council.

5.4.5 Financial Planning Committee Update

ADOPTED

Trustee Yates commented on the Financial Planning Committee meeting, at which both Trustee Yates and Trustee Elliott had communicated the need for additional funding for the Conservancy budget.

5.4.6 Conservancy Quarterly Report to Trust Council

Director Frater advised staff will provide the Trust Council quarterly report to the Board in future for information.

5.4.7 Trustee Roundtable (time permitting)

None.

6. PUBLIC COMMENTS AND DELGATIONS

None.

7. NEW BUSINESS

There was no new business.

8. NEXT MEETING

The next meeting will take place on January 23, 2024 at 10:00 am.

9. CLOSED MEETING

9.1 Motion to Close the Meeting

ITC-2023-043

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) (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; (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Islands Trust Conservancy if they were held in public; and that staff be invited to remain in the meeting.

CARRIED

10. ADJOURNMENT

By general consent, the meeting adjourned at 12:00 p.m.

Risa Smith, Chair

ADOPTED

Certified Correct:

Corlynn Strachan, Administrative Assistant/Recorder