



## Islands Trust Conservancy Board Minutes of the Regular Meeting

**Date:** Tuesday, January 23, 2024  
**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  
Corlynn Strachan, Administrative Assistant/Recorder  
Jemma Green, Covenant Management & Outreach Specialist  
Kate Emmings, Manager  
Kathryn Martell, Ecosystem Protection Specialist  
Mike Richards, Strategic Fund Development Specialist  
Nuala Murphy, Property Management Specialist  
Aislyn King, Temporary GIS Technician

**Public Present** There were no members of the public present as attendees

### 1. CALL TO ORDER

Chair Smith called the meeting to order at 10:05 a.m.

Trustee Gauvreau provided a territorial acknowledgement, noting the meeting was being held on the territory of many Coast Salish Nations. Trustee Yates volunteered to provide a territorial acknowledgement at the next meeting.

#### 1.1 Elections

##### 1.1.1 Election of Chair

Director Frater reviewed the election process and asked for nominations for Islands Trust Conservancy Board Chair. Trustee Yates nominated Trustee Smith and Trustee Kahn seconded the nomination. Trustee Smith accepted the nomination.

Director Frater called a second and third time for nominations and, hearing none declared, Trustee Smith acclaimed as Islands Trust Conservancy Board Chair.

## ADOPTED

### 1.1.2 Election of Vice-Chair

Director Frater called for nominations of Islands Trust Conservancy Board Vice-Chair. Trustee Kahn nominated Trustee Gauvreau and Trustee Yates seconded the nomination. Trustee Gauvreau accepted the nomination.

Director Frater called a second and third time for nominations and hearing none declared Trustee Gauvreau acclaimed as Islands Trust Conservancy Board Vice-Chair.

## 2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

Addition of item 1.1.1 Elections of Chair and item 1.1.2 Election of Vice-Chair

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

## 3. RISE AND REPORT

The Islands Trust Conservancy Board reported on the following item from the November 21, 2023 in camera meeting:

The Islands Trust Conservancy Board requested staff to review the Islands Trust Conservancy Board's policies, and provide the Board with draft revisions that require engagement with First Nations prior to approval of acquisitions of land, conservation covenants or leases, and that applicants be required to waive confidentiality for the purpose of engagement with First Nations, at the following Islands Trust Conservancy Board meeting.

## 4. MINUTES/COORDINATION

### 4.1 Minutes of Meetings/Resolutions without Meetings

#### 4.1.1 Approval of November 21, 2023 Regular Meeting Minutes

The following amendments to the minutes were presented for consideration:

- Item 5.2.3 and 5.4.4 add "protection" to the NAPTEP references
- Item 5.4.4 on the fourth line of the 2<sup>nd</sup> bullet change wording to "that this work is one of"
- Item 5.4.4 strike the Governance Committee reference and change wording to "is being developed with other standing committees for a strategic approach"

**By general consent**, the minutes were adopted as amended.

Chair Smith clarified that typo edits can be sent directly to the Administrative Assistant.

### 4.2 Follow-up Action List

Received for information.

## ADOPTED

Director Frater provided updates on the following:

- 30-May-2023 - Item 2, Staff to conduct an analysis of property management needs relative to available staff hours and return to the Board with a summary of the analysis and available options, is considered complete.
- 21-Nov-2023 - Item 4, to inform ITC-EC joint meetings, 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, is considered complete.
- 21-Nov-2023 - Item 1, Director Frater to review the Elder Cedar, ITC Reconciliation Action Plan, and other items on the Follow up Action List report and amend completion dates where required – dates need to be updated.

## 5. BUSINESS

### 5.1 Items for Approval

#### 5.1.1 ITC Board Attendance at the Governing in the Public Interest Conference - April 26, 2024, Vancouver - Request for Decision

Chair Smith advised that she and Trustee Kahn both expressed interest in attending, and the cost for two nights of accommodation would be required due to conference timing and ferry schedules.

Discussion ensued on accommodation and travel costs.

#### **ITC-2024-001**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board members, Trustee Smith and Trustee Kahn, attend the Governing in the Public Interest Conference on April 26, 2024 in Vancouver, and that their travel be funded.

**CARRIED**

#### 5.1.2 ITC NAPTEP Covenant Monitoring Report 2023 – Request for Decision

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

Discussion ensued on unleashed dogs in the McRae NAPTEP Covenant on Gabriola and having signage noting dogs must be leashed.

#### **ITC-2024-002**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy accept the Islands Trust Conservancy Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2023 and direct staff to address violations and ecological concerns as identified in the report.

**CARRIED**

#### 5.1.3 ITC Budget Request - Property Management Resources - Request for Decision

Director Frater presented the request for decision.

## ADOPTED

Discussion ensued on the following:

- Islands Trust Conservancy's (ITC) inability to meet the needs of an increasingly complex property management environment
- Adding emphasis that ITC has been operating below what it needs in terms of resources and staff hours
- This not a solution to expand workload, only a solution to contain and strategically implement the work we are already undertaking
- Suggestion to change the Protected Areas Manager title to Protected Areas Operations Manager to avoid confusion with the ITC Manager role, and be clear there is no overlap with these positions, and using the word coordinator instead of manager in the title
- Database management, Information Systems support for technical issues, training and maintenance, and adding ongoing maintenance to the request
- Temporarily pausing acquisition and covenants until after the Protected Areas Manager is hired, the database is initiated, and funding is secured
- Reviewing other options including reducing monitoring, increasing funding, and amending the ITC Plan
- Putting ITC in the best position possible to navigate the next year
- Potential Financial Planning Committee tax increases in the Trust Area, impacts on Bowen Island Municipality, and support for the Conservancy

### ITC-2024-003

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

that the Islands Trust Conservancy Board recommend to the Islands Trust Council that the 2024-2025 budget include funding for:

- a permanent Protected Areas Manager; and
- selection and implementation of a protected area management database.

**CARRIED**

### ITC-2024-004

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

that the Islands Trust Conservancy Board will have to pause acquiring new properties and conservation covenants, as well as developing new Natural Area Protection Tax Exemption Program (NAPTEP) covenants until the capacity and funding challenges in property management are resolved.

**CARRIED**

## 5.2 Items for Discussion/Direction

### 5.2.1 ITC Mapping and Technical Needs – Briefing

Director Frater presented the briefing which was a collaborative effort of ITC staff.

Discussion ensued on:

- software incompatibility issues are challenging for staff

## ADOPTED

- huge competition for Information Systems and GIC technology positions in the province
- mapping layers generate by the Conservancy are used by Planning to inform planning advice

### **ITC-2024-005**

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

that the Status Report on Mapping and Technical Needs, Challenges and Strengths briefing be forwarded to the Executive Committee for the January 31<sup>st</sup> meeting.

**CARRIED**

#### 5.2.2 Municipal Insurance Association Agreement Update

Director Frater reported that on January 1<sup>st</sup> the Islands Trust signed on with the Municipal Insurance Authority, a non-profit organization that provides insurance services to approximately 90% of local governments in British Columbia. Their mandate is broader than an insurance company so they are able to provide a more wrap around services, including policy advice. Insurance coverage for the Conservancy is changing and staff are now accessing online resources to see what is available. Practices for volunteers will require a waiver and coverage levels have changed. Staff will also review the risk-management policy and possibly bring information back to the Board for the May meeting.

#### 5.2.3 ITC Plan – Minister’s Response

Director Frater advised the plan was provided to the Minister at the end of 2022. Ministry staff recently indicated that they would provide an update regarding Ministerial review of the plan on January 17<sup>th</sup>, but staff have not yet received a response. Staff will provide an update when available.

Chair Smith advised she was approached by ministry staff as the Chair of the Board for further discussion, but had not heard back for today’s 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

## ADOPTED

Director Frater advised the Conservancy is on track for spending this year and is overspent in travel and legal, and noted there are no concerns.

### 5.4.4 Executive Committee Update

Trustee Elliott advised Executive Committee met January 17<sup>th</sup> and topics of interest to the Conservancy included:

- Discussion on the policy statement amendment project. Trustee Elliott commented that no one has seen the draft yet because it's gone out to First Nations for comment which is in line with the Islands Trust commitment to reconciliation.
- Islands Trust Conservancy Board (ITCB) members are invited to attend the regular Executive Committee meeting on January 31<sup>st</sup>. The Executive Committee Chair is considering agenda timing and feedback is welcome from ITC Board members. Chair Luckham (EC) and Chair Smith (ITCB) will meet to discuss what items to add to the joint meeting agenda. Chair Smith requested Board members email her discussion topics by Thursday.
- The following resolution was passed and would be good to bring forward to the Executive Committee January 31<sup>st</sup> meeting.

*It was MOVED and SECONDED, that discussion on a coordinated approach by Islands Trust Conservancy and Executive Committee to advance the request to the Province to review the funding model and governance structure of the Islands Trust, highlighting the successes of the Conservancy in protecting and preserving valuable ecological areas for the benefit of the Province and residents of BC, be added to the agenda for the January 31, 2024 Executive Committee/Islands Trust Conservancy Board Joint Meeting.*

Chair Smith indicated that the ITC Board reviewed an earlier version of the Policy Statement but indicated that it wished to provide further comment before approval. Chair Smith asked for further information on when the draft Policy Statement would be referred to the ITC Board for a further review. Director Frater indicated that the document is currently with First Nations for comment. Once all comments are in from First Nations, the Policy Statement will be revised. It is anticipated that it will be at least a year before it is ready for further review. It will be referred to ITC Board following first reading of the Policy Statement bylaw.

### 5.4.5 Financial Planning Committee Update

Trustee Yates noted Financial Planning Committee is meeting January 24<sup>th</sup> and will provide an update at March ITC Board meeting.

### 5.4.6 Trust Council Update

## ADOPTED

Trustee Elliott advised Chair Smith's presentation to Trust Council in September was well received and they would like Chair Smith to come back in March to talk about Natural Area Protection Tax Exemption Program (NAPTEP) Covenants.

### 5.4.7 Trustee Roundtable

Trustee Yates advised she has been to two meetings for the Gabriola Official Community Plan visioning sessions and noted the topic of costs and difficulty to get Natural Area Protection Tax Program Exemptions (NAPTEP) in place seems almost insurmountable.

Trustee Gauvreau advised she is now on the Governance Committee and could provide updates. One topic that came up an issue was Policy 2.3.1 and if ex-officio members are able to vote. There is nothing specific in the policy that states yes or no. Further discussion will happen at the next meeting.

**By general consent**, the Islands Trust Conservancy Board directed staff to add a Governance Committee Update item to the agenda template.

## 6. PUBLIC COMMENTS AND DELGATIONS

There were no members of the public in attendance.

## 7. NEW BUSINESS

There was no new business.

## 8. NEXT MEETING

The next meeting will take place on March 19, 2024 at 10:00 am in Victoria.

## 9. CLOSED MEETING

### 9.1 Motion to Close the Meeting

#### ITC-2024-006

**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 11:59 p.m.

**ADOPTED**

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Risa Smith, Chair

Certified Correct:

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Corlynn Strachan, Administrative Assistant/Recorder