



Islands Trust Conservancy Board

Minutes of the Regular Meeting

Date: Tuesday, March 19, 2024
Time: 10:00 a.m.
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Board Members Present Risa Smith, Chair
Lisa Gauvreau, Vice Chair
Charles Kahn, Trustee
Ken Thomas, Trustee (attended electronically and left the meeting at 11:20 a.m.)
Susan Yates, Trustee
Tobi Elliott, Trustee

Staff Present Clare Frater, Director, Trust Area Services (left the meeting at 1:55 pm)
Corlynn Strachan, Administrative Assistant/Recorder (attended electronically)
Erica Wheeler, Species at Risk Program Coordinator (attended electronically)
Jemma Green, Covenant Management & Outreach Specialist
Kate Emmings, Manager
Kathryn Martell, Ecosystem Protection Specialist
Mike Richards, Strategic Fund Development Specialist

Public Present There was one member of the public present as an attendee.

1. CALL TO ORDER

Chair Smith called the meeting to order at 10:09 a.m. Trustee Yates provided a land acknowledgement.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- Under 8.0 New Business – Add Agenda Items for the Next Meeting (time permitting)

By general consent, the agenda was approved as amended.

2.1 Agenda Context Notes

Received for information.

3. CLOSED MEETING

ADOPTED

3.1 Motion to Close the Meeting

ITC-2024-007

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 islands Trust Conservancy Board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy; (g) litigation or potential litigation affecting the Islands Trust Conservancy; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff be invited to remain in the meeting.

CARRIED

The meeting was closed to the public at 10:14 a.m. and recessed from 12:05 p.m. until 1:00 p.m. The meeting reconvened in open meeting at 1:07 p.m. to rise and report.

4. RISE AND REPORT

From the January 23, 2024 in-camera meeting

- The Islands Trust Conservancy Board instructed staff to proceed with the development of a risk management policy for all nature reserves, which includes warning users of the risk of danger trees.
- The Islands Trust Conservancy Board directed staff to begin work on signage for the S'ul-hween X'pey (Elder Cedar) Nature Reserve on Gabriola Island, to address risk management efforts.

From the March 19, 2024 in-camera meeting

- There were no items for rise and report.

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Approval of the January 23, 2024 Regular Meeting Minutes

The following amendment to the minutes were presented for consideration:

Remove "on the Natural Area Protection Tax Exemption Program (NAPTEP)" in the first part of the sentence under Item 5.4.6.

By general consent, the minutes were adopted as amended.

5.2 Follow-up Action List

Received for information.

6. BUSINESS

6.1 Items for Approval

ADOPTED

6.1.1 Islands Trust Conservancy Plan – Minister’s Response & Project Charter – Request for Decision

Manager Emmings presented the request for decision and advised any new acquisitions or covenants need to come to the Minister for review before the Board signs off on them.

Discussion ensued on:

- If Islands Trust Conservancy (ITC) is able to work with the new Administrative Coordinator position for First Nation referrals. Director Frater advised the role of the Administrative Coordinator position is to manage the contacts and establish the contact database for First Nations, and the ITC Administrative Assistant would still be responsible for production of correspondence.
- Potential of filling the new Property Management Team Lead position with a current ITC member through a temporary assignment, to provide higher level experience and relieve the ITC Manager of some workload. Director Frater clarified the position needs to be classified first and decisions on when and how to post the position falls with the Chief Administrative Officer.
- Capacity of Trust Area Services and ITC, balancing priorities during hiring of the CAO position and policy statement work, and potentially hiring a consultant
- Including ITC Board priorities as an agenda item (new business item for next agenda)
- Requesting provincial funding to support ITC
- Not deferring the plan to 2027
- Advising the Minister that ITC is starting engagement with First Nations but may require an extension depending on First Nation response time
- Timeline and next steps to engage with First Nations, including sending a letter to First Nations from the ITC Chair, inviting them to co-write the plan and craft mutual priorities (this would not be treated as a referral process)
- Working together with First Nations to define and work on conservation
- Using a survey to determine First Nations main interests
- Taking an open approach and letting nations tell us what is important to them

ITC-2024-008

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board direct staff to respond to the Minister of Municipal Affairs letter, dated January 29, 2024, acknowledging directions in the letter regarding the ITC Plan and requesting:

- a. Authorization to invest ITC funds as permitted under the provisions of the *Trustee Act*; and,
- b. Direction regarding interaction with the Minister regarding management of new acquisitions of covenants and nature reserves.

CARRIED

ADOPTED

ITC-2024-009

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board approve the Project Charter, dated March 19, 2024, for the development of the 2026-2030 ITC Plan.

CARRIED

6.1.2 Land Securement Policy Revisions - Request for Decision

Manager Emmings presented the request for decision and noted that the policy amendments reflect the Board's direction for early First Nations engagement prior to approval of securement projects.

ITC-2024-010

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve Policy 2.2, Assessing Conservation Proposals, as revised.

CARRIED

ITC-2024-011

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve Policy 2.3, Acquisition and Management of Land, as revised.

CARRIED

ITC-2024-012

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve Policy 2.4, Conservation Covenants, as revised.

CARRIED

6.1.3 Doris McHardy NAPTEP Proposal (North Pender) – Request for Decision

Ecosystem Protection Specialist Martell presented the request for decision advising the parcel is smaller than allowed based on current policy, however the parcel is adjacent to the Lisa Baile Nature Reserve, provides continuation, and species at risk habitat. The application has been forwarded to the Minister for review.

ITC-2024-013

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the conservation proposal submitted by Sara Miles, Mike Timmins, and Vivian Mitchell, to place a NAPTEP covenant on approximately 0.6 ha of North Pender Island, PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and adjacent protected areas.

CARRIED

6.1.4 Trincomali Nature Sanctuary (Galiano) Groundwater Monitoring Request - Request for Decision

ADOPTED

**Chair Smith declared a conflict of interest and left the meeting at 2:33 pm.
Trustee Gauvreau stepped in as Vice-Chair.**

Manager Emmings presented the request for decision.

Discussion ensued on if there were residences on the nature reserve prior to the transfer and staff confirmed that there were not but that wells are sometimes drilled when development is being considered.

ITC-2024-014

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the request from the Galiano Conservation Association to install a water meter at the existing drilled well on Trincomali Nature Sanctuary to log water levels and temperature data to inform a water conservation project on Galiano Island, subject to:

- 1) Proper installation as guided by the Water Sustainability Act and Groundwater Protection Regulation regarding work in and around groundwater wells;
- 2) Removal of all equipment at the end of the project.

CARRIED

6.1.5 Galiano Conservation Association Funding Request for 2024 Salish Sea Conservation Forum – Request for Decision

Strategic Fund Development Specialist Richards presented the request for decision and advised the event was originally planned for April 2024, but due to lack of partner availability, Galiano Conservation Association is postponing to the fall of 2024.

Discussion ensued on which fund this would come from and preference is for this not to come from the Opportunity Fund.

ITC-2024-015

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve a contribution of \$3,500 to support the 2024 Salish Sea Conservation Forum on Galiano Island as it assists Islands Trust Conservancy to meet objectives 1.3 and 4.2 of the 2018-2027 Regional Conservation Plan.

CARRIED

Chair Smith returned to the meeting at 2:42 p.m.

6.2 Items for Discussion/Direction

6.2.1 Public Applications Update – Briefing

Manager Emmings provided the Board with a status update for conservation projects following the decision to decline approval of the ITC Plan by the Minister of Municipal Affairs.

ADOPTED

- Crystal Mountain Nature Reserve – waiting for updates regarding the concurrent rezoning application
- Robert Leader NAPTEP Covenant – not sent to First Nations, older application
- Koontz NAPTEP Covenant, received in 2023 – was sent to Minister’s office for review, requesting a quick response

6.3 Correspondence

6.3.1 ITC Plan, Minister’s Response Letter, dated 2024-01-29

Received for information.

6.3.2 Harrington Book Launch Request Letter, dated 2024-02-19

Manager Emmings advised Sheila Harrington has requested support for her book launch, there is no policy on this, and it would be good to have Board direction on a response.

Discussion ensued on not supporting financially, setting a precedence, and staff/board capacity.

ITC-2024-016

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board decline the request from Sheila Harrington to financially support the launch of her book.

CARRIED

6.3.3 SS-DVP-2023.5 Notice and Permit, received 2024-02-05

Received for information.

6.3.4 NP-DVP-2023.1 Notice, received 2024-02-05

Received for information.

6.3.5 NP-DVP-2023.5 Notice, received 2024-02-05

Received for information.

6.4 Updates for Information

6.4.1 Public Acquisitions Report

Received for information.

6.4.2 Public Covenants Report

Received for information.

ADOPTED

6.4.3 Budget Report

Received for information.

6.4.4 BC Kelp Resiliency Research Update

Received for information.

6.4.5 Elder Cedar Signage

Received for information.

6.4.6 Executive Committee Update

Trustee Elliott advised that Executive Committee (EC) really wants to keep meeting with the Islands Trust Conservancy (ITC) to strategize on how to gain support from the province. ITC communications and story telling at Trust Council and at Financial Planning Committee is needed. Next Trust Council is on Salt Spring, and will include the 50th Islands Trust anniversary celebration, where there is good opportunity to showcase ITC, and there will possibly be ministry attendance. EC will be looking at the Governance Report in June.

ITC-2024-017

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board request that the Executive Committee set aside 45 minutes for an ITC presentation to Trust Council at the June 2024 meeting.

CARRIED

6.4.7 Financial Planning Committee Update (none)

6.4.8 Trust Council Update (verbal)

Trustee Elliott advised the budget passed. The ITC report to Trust Council in this agenda packages is the summary that Manager Emmings provided.

Chair Smith also advised she gave a very short report to Trust Council and if anyone would like to view her speaking points, let her know.

6.4.9 ITC Report to Trust Council (quarterly report)

Received for information.

6.4.10 Governance Committee Update (verbal)

Trustee Gauvreau advised the Governance Committee is a standing committee that oversees the organization's governance structure, ensuring transparency and efficiency. Responsibilities include reviewing policies and communications, and providing recommendations to Trust Council, with the main goal is effective

ADOPTED

governance. The Committee is currently reviewing the 2022 governance review. Committee members are evaluating and summarizing the recommendations.

The current Trust Council has yet to assess the review formally and the report was recently forwarded to staff for input. Trustee Gauvreau commented it is important to hear from both staff and Trustees on the 15 recommendations on the report before proceeding further. The report needs to be reviewed and discussed at Trust Council before a letter is drafted to the province. A special meeting has been planned with Great Northern Management, the original consultants of the 2022 plan. A meeting date is anticipated for the end of June.

The Committee is gathering legal opinions that led to the September presentation at Trust Council and the legislative mandate under section 3 of the *Islands Trust Act*. In September, Islands Trust Council selected interpretations of the Islands Trust's mandate and released a statement about interpretation, which is available online.

At the January meeting, a Committee member raised a point of order regarding the voting procedure for the ITC ex-officio member. The committee discussed whether or not the ITC ex-officio is eligible to vote as the bylaw is unclear given that the Trust Council Chair ex-officio is not eligible to vote. This matter and the Committee's Terms of Reference will be added to a future meeting as Committee Chair Gedye has ruled that unless the bylaw states otherwise, the ex-officio member will have voting rights. Trustee Gauvreau advised she is enjoying being a full member of the Governance Committee.

6.4.11 Trustee Roundtable (none)

7. PUBLIC COMMENTS AND DELGATIONS

One member of the public from Gabriola joined the meeting as an attendee but did not have specific items to address.

8. NEW BUSINESS

Agenda Items for the Next Meeting:

- Discussion on ITC priorities
- ITC work plan

9. NEXT MEETING

The next meeting will be held electronically on May 28, 2024 at 10:00 a.m.

10. ADJOURNMENT

ITC-2024-018

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board meeting adjourn at 3:09 p.m.

CARRIED

ADOPTED

Risa Smith, Chair

Certified Correct:

Corlynn Strachan, Administrative Assistant/Recorder