



Islands Trust Conservancy Board

Minutes of a Regular Meeting

Date: Tuesday, July 23, 2024
Location: Islands Trust Office Boardroom
200 - 1627 Fort Street, Victoria, BC

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

Member Regrets: Ken Thomas, Trustee

Staff Present: Clare Frater, Director, Trust Area Services
Carolyn Stewart, Acting ITC Manager
Corlynn Strachan, Administrative Assistant/Recorder
Kathryn Martell, Ecosystem Protection Specialist
Micaela Yawney, Communications Specialist (attended electronically)
Mike Richards, Strategic Fund Development Specialist (attended electronically)

Staff Regrets: Emily McLean, Conservation Technician (Co-op Student)
Erica Wheeler, Species at Risk Program Coordinator
Jemma Green, Covenant Management and Outreach Specialist
Nuala Murphy, Property Management Specialist

1. CALL TO ORDER

Chair Smith called the meeting to order at 10:04 a.m. Trustee Elliott provided a land acknowledgement.

2. APPROVAL OF AGENDA

By general consent the agenda was approved.

3. RISE AND REPORT

Trustee Yates reported on the following item from the May 28, 2024 in camera meeting:

- The Islands Trust Conservancy Board approved an Opportunity Fund Grant of \$8,000 be awarded to the Bowen Island Conservancy.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

ADOPTED

4.1.1 Islands Trust Conservancy Minutes of May 28, 2024

ITC-2024-034

It was MOVED and SECONDED,

that the Islands Trust Conservancy minutes of May 28, 2024 be adopted.

CARRIED

4.1.2 Islands Trust Conservancy Special Meeting Minutes of June 12, 2024

ITC-2024-035

It was MOVED and SECONDED,

that the Islands Trust Conservancy minutes of June 12, 2024 be adopted.

CARRIED

4.1.3 ITC-RWM-2024-002 Schedule of Special Meeting for June 12, 2024

Received for information.

4.1.4 ITC-RWM-2024-003 Cancellation of the July 23, 2024 ITC-EC Liaison Meeting

Received for information. Chair Smith reported she spoke with the Chair of Trust Council and determined that since the ITC Board had attended recent Executive Committee meetings, there was no need to meet in July.

4.2 Follow-up Action List

Received for information.

5. BUSINESS

5.1 Items for Approval

5.1.1 Islands Trust Conservancy Freedom of Information and Protection of Privacy Bylaw No. 4 – Request for Decision

Manager Stewart presented the request for decision, advised this bylaw brings the Conservancy in line with the way Freedom of Information and Protection of Privacy is done with other entities of the Islands Trust, and updates the fees.

ITC-2024-036

It was MOVED and SECONDED,

that Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a first time.

CARRIED

ITC-2024-037

It was MOVED and SECONDED,

that Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a second time.

CARRIED

ADOPTED

ITC-2024-038

It was MOVED and SECONDED,

that Islands Trust Conservancy Bylaw No. 4, cited as “Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”, be read a third time.

CARRIED

ITC-2024-039

It was MOVED and SECONDED,

that Islands Trust Conservancy Board rescind Islands Trust Conservancy Policies 3.8 and 3.9 as they are now redundant.

CARRIED

5.1.2 ITC Communications and Engagement Strategy – Request for Decision

Communications Specialist Yawney presented the request for decision.

Discussion ensued on:

- Changing landowner to landholder throughout document.
- Expanding the Heron newsletter to include more content/articles to promote Conservancy work.
- ITC staff reporting to the Board annually on the strategy, possible at the May ITC meeting, reporting on previous year’s accomplishments, noting budget changes are needed, and seeking Board ideas on potential stories.
- If ITC can be highlighted/included in Islands Trust Council’s newsletters.
- Creating a distinction between the Islands Trust and the Islands Trust Conservancy and identifying this in the Engagement Strategy.
- In sections that talk about relationship building, use separate lines for First Nations relationship building and for public relationship building.
- Changing sections that talk about using authentic vulnerable voice – take out vulnerable and consider using ‘authentic voice rather than corporate voice’.
- In the audiences section, move #16 First Nations into primary audience and use ‘First Nations Peoples’, keep FN/Indigenous Governing Bodies in Secondary audience section with other government audiences.
- Benefits, effectiveness, and staff time to manage the Volunteer Warden’s program; Terms of Reference for this volunteer program is needed.
- Whether or not a strategy for a blog is required.
- Listing stewardship educational webinars separately on the subscription page of the IT website.

ITC-2024-040

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the 2024-2026 Islands Trust Conservancy Communications and Engagement Strategy, as amended.

CARRIED

ADOPTED

5.1.3 Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) Terms of Reference and Statement of Cooperation Endorsement – Request for Decision

Ecosystem Protection Specialist Martell reported the CDFCP has revamped its Terms of Reference and Statement of Cooperation to include First Nations prominently in recognition of their rights and responsibilities, and to clarify administrative roles. It was noted that the Islands Trust Conservancy has been part of the CDFCP essentially since its inception.

Discussion ensued on support for sharing this with Trust Council, staff time on the Steering Committee, and benefits of the conservation partnership.

ITC-2024-041

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board endorse the Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) revised Terms of Reference and Statement of Cooperation and direct the Chair to sign the Statement of Cooperation on behalf of the Islands Trust Conservancy.

CARRIED

ITC-2024-042

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board continues to endorse the participation of staff on the CDFCP steering committee and/or working groups as authorized by the Islands Trust Conservancy Manager.

CARRIED

5.1.4 ITC 2025/26 Budget Submission – Request for Decision

Discussion ensued on:

- Rationale for the budget line item for Land Securement and Conservation Planning.
- Correcting the \$ Change column for the ITC Plan First Nations Engagement budget line item from \$10,000 to \$20,000.
- Adequacy of Islands Trust budget for ongoing relationships with First Nations.
- Increasing the Board Training and Conference line by \$2,000 for a Board training retreat on a local Islands Trust island and possible use of an external facilitator.
- Adding a solid black line between 2024/25 and 2025/26 fiscal years.

Further discussion and vote was deferred to after item 5.4.3 on engagement.

The meeting recessed for a break from 11:05 to 11:15 p.m.

- Increasing the budget for Board training on Indigenous Protected and Conserved Areas (IPCAs).

ITC-2024-043

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the draft 2025/26 ITC Budget with the following amendment:

- Increase the Board training and conferences line to \$4,600

and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2025/26 budget, as amended.

CARRIED

5.2 Items for Discussion/Direction

5.2.1 Islands Trust Conservancy 2024/25 Work Plan - Briefing

Manager Stewart advised the 2024/25 Work Plan was not a specific direction of the Board but after reviewing the conversation from the May ITC Board meeting it seemed something that might be useful.

Discussion ensued on:

- Adding “conservation importance” to cultural sacred significance for First Nations, (Goal 1 - page 66 of agenda package/page 3 of work plan).
- Reviewing ITC properties suitable for co-management for Indigenous Protected and Conserved Areas (IPCAs).
- Adding bio cultural values and confidential cultural heritage mapping layers.
- Engaging with First Nations to have them tell us what they want for these properties, custom to each Nation.
- Low versus high priority of the Property Management Team Lead hiring.
- Phasing out of TAPIS maps, hiring of GIS Department staff, and replacement of applications with CityView.
- Sidney Island restoration support and that the ITC Board approved the Sidney Island Ecological Restoration Management Plan developed by the partnership groups.
- Under communications (Background - page 63) ways of reporting out to the public on the ITC 5 year plan and Conservancy work, including the Heron, news releases and regular reporting.

5.2.2 Referral for GB-TUP-2024.2 Burren’s Acres, Gabriola Island (verbal)

Manager Stewart advised there was not an official referral however that she was contact by an Islands Trust Planner regarding the temporary use permit application on a property close to a nature reserve. The Planner wanted to know if the Conservancy had comments. ITC staff had provided comments in previous years and the only concern was that the nature reserve, that is adjacent to the temporary use, is not open to the public and the Conservancy wanted to ensure that if a temporary use permit was issued, allowing visitors to come and stay on the residential property, that they were directed away from

ADOPTED

the nature reserve. Manager Stewart advised she didn't feel it was necessary to address the Board prior to providing comments as similar comments had been provided previously. When she checked policy it noted that all referrals should come to the ITC Board.

Discussion ensued clarifying that referrals should be brought to the Board.

5.2.3 Islands Trust Conservancy 5 Year Plan - Engagement Plan Outline - Briefing

Manager Stewart presented the briefing, noting the outline provides the Board with additional detail about the intended engagement process for development of the 2026-2030 Islands Trust Conservancy Plan.

Discussion ensued on:

- Appropriate ways to communication with First Nations beyond letters.
- The amount of correspondence First Nations receive, learning their priorities, and importance of follow ups.
- Director Frater advised Islands Trust/Conservancy will follow the Provincial standard, and share lessons learned.
- Having a Board workshop on Indigenous Protected and Conserved Areas and management in protected areas (IPCAs).
- Needed training on protocol agreements. Director Frater advised that the Islands Trust Act does not allow for the Islands Trust Conservancy to establish protocol agreements but other Islands Trust entities can, and ITC matters can be discussed through that mechanism.
- Scheduling a special meeting/training retreat for Provincial staff to speak to Board on IPCAs.

ITC-2024-044

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board request staff to provide a briefing on disposition of land to Indigenous Governing Bodies.

CARRIED

5.3 Correspondence

There was no correspondence.

5.4 Updates for Information

5.4.1 Public Acquisitions Report

Received for information.

5.4.2 Public Covenants Report

Received for information.

ADOPTED

5.4.3 Budget Report

There was no budget report.

5.4.4 Executive Committee Update (verbal)

Trustee Elliott reported that Executive Committee meets tomorrow, July 24, 2024, and there have been ongoing conversation regarding the request to the Province for review of Islands Trust.

5.4.5 Financial Planning Committee Update (verbal)

Trustee Elliott reported that Trust Council was asked to decide on budget assumptions, principles and guidelines to help set the budget. This will be discussed at the upcoming September Trust Council meeting.

5.4.6 Trust Council Update (verbal)

Chair Smith reported that she provided a presentation on the work of the Conservancy. The next Trust Council meeting is scheduled for September 24-26, 2024 and the location was changed from Gabriola Island to Nanaimo.

5.4.7 Governance Committee Update (verbal)

Trustee Gauvreau reported the last meeting was July 12th and the Committee discussed the need for the Provincial review, the Islands Trust mandate, governance and structure. The Committee agreed to use the original Request for Decision (RFD) document from June 2022 as a basis for the new request potential updates. Key issues to be included are: representation by population, reconciliation with First Nations, challenges of living in the Trust area, and the importance of Provincial support to address these matters. Trustee Gauvreau noted that a working group was formed. Looking ahead the Committee will focus on the final review and endorsement of a draft request. Trustee Gauvreau also advised that Trust Council decided that the ITC ex-officio member will be non-voting member.

6. PUBLIC COMMENTS AND DELGATIONS

There were no public attendees.

7. NEW BUSINESS

There was no new business.

8. NEXT MEETING

The next meeting will take place electronically on October 1, 2024 at 10:00 a.m.

9. CLOSED MEETING

ADOPTED

9.1 Motion to Close the Meeting

ITC-2024-045

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 the recorder and staff attend the meeting.

CARRIED

10. ADJOURNMENT

By general consent the meeting adjourned at 12:34 p.m.

Risa Smith, Chair

Certified Correct:

Corlynn Strachan, Administrative Assistant/Recorder