

Adopted



## Islands Trust Conservancy Board

### Minutes of a Regular Meeting

**Date:** Tuesday, May 27, 2025  
**Location:** Electronic Meeting, and physical location to view the livestream of the meeting:  
Islands Trust Victoria Office  
#200 - 1627 Fort Street  
Victoria, BC V8R 1H8

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

**Staff Present:** Clare Frater, Director, Trust Area Services  
Corlynn Strachan, Administrative Assistant/Recorder  
Erica Wheeler, Species at Risk Program Coordinator  
Joe Elliott, Senior Indigenous Relations Advisor, Trust Area Services  
Kathryn Martell, Ecosystem Protection Specialist  
Micaela Yawney, Communications Specialist  
Mike Richards, Strategic Fund Development Specialist  
Nuala Murphy, Property Management Specialist  
Wendy Tyrrell, Acting ITC Manager

**Guests** Lenora Lee, KPMG  
Winnie Tam, KPMG

**Staff Regrets:** Jemma Green, Covenant Management and Outreach Specialist  
Carlie Aston, Conservation Technician Coop

**Members of the Public Present:** No members of the public were in attendance

#### 1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

#### 2. TERRITORIAL ACKNOWLEDGEMENT

Chair Gauvreau acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations and initiated introductions.

#### 3. APPROVAL OF AGENDA

##### 3.1 Review of Agenda and Introduction of New Items

## Adopted

The following item was added from the agenda:

- Item 9.1 Staffing Updates under 9.0 New Business

### 3.2 Approval of Agenda

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

## 4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

There were no items for rise and report.

## 5. ADOPTION OF MINUTES

### 5.1 Draft ITC Board Meeting Minutes of March 18, 2025

The following amendment to the minutes was presented for consideration:

On page seven of the minutes, item 7.4.9 Funding our Future: Financing Conservation on Private Lands Conference Highlights, replace the word “province” with “Capital Regional District”.

**By general consent** the minutes of the March 18, 2025 meeting were adopted as amended.

## 6. FOLLOW UP ACTION LIST

Board members noted that direction from the Board about exploring options and researching potential climate change projects, to address the climate change emergency on ITC Protected Areas, was not included in the FUAL report, and requested that staff reinstate the item for inclusion on the next agenda.

## 7. BUSINESS

### 7.1 Items for Approval

#### 7.1.1 ITC 2024-25 Audited Financial Statements - KPMG Presentation and Request for Decision

KPMG representatives Lenora Lee and Winnie Tam reviewed the draft financial statements and presented highlights from the audit findings, noting that the audit is now complete.

Discussion took place on:

- If an internal whistleblower policy exists, and if not, should they consider the establishment of a process for staff, elected officials, and Board members to report concerns. The Board requested that this topic be added to a future meeting agenda.
- On the use of artificial intelligence (AI). A suggestion was made to have a Board discussion on the topic.

## Adopted

- Reference was made to Appendix 6 of the audit report – Board Leadership Center training opportunities. KPMG staff commented there are online resources available, including common terms of reference, good practices, and trend information. It was suggested that the ITC Board members explore these resources further.

### **ITC-2025-016**

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

that the Islands Trust Conservancy Board approve the Audited Financial Statements for the 2024/25 fiscal year, and refer the statements to Islands Trust Council for information.

**CARRIED**

#### 7.1.2 Islands Trust Conservancy Submission for 2024-2025 Annual Report - Request for Decision

Communications Specialist Yawney presented the request for decision.

Trustee Smith suggested revising the paragraph on page 72 of the agenda package, under the section on the protected area goal. The proposed changes included removing the word “only” before “20%” and replacing “The Government of Canada and British Columbia” with “The United Nations and the Government of Canada.”

### **ITC-2025-017**

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

the Islands Trust Conservancy (ITC) Board approve the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

**CARRIED**

#### 7.1.3 DVP/DP Referral - 212 Narrows West, Salt Spring Island - Request for Decision

A/Manager Tyrrell presented the request for decision.

Discussion took place regarding First Nations archaeological sites and the proposed significant expansion of a dock. Concerns were raised about the addition of new docks, considering a request from First Nations that the Islands Trust not support further dock developments. A question was raised as to whether First Nations have been consulted on this matter as the staff report does not indicate whether this development variance permit has been referred to First Nations for comment.

It was suggested that the ITC Board would like to make note of this potential gap in consultation. The Board agreed it would be appropriate for ITC staff to include a comment in the response back to the Salt Spring Island Local Trust Committee specifically regarding the importance of receiving feedback from First Nations for expansions and additions of docks in the Islands Trust Area.

### **ITC-2025-018**

## Adopted

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

that the Islands Trust Conservancy Board request staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Development Variance Permit Application PLDVP20250029.

The Islands Trust Conservancy Board recommends that the Salt Spring Island Local Trust Committee ensure that affected First Nations have been asked to comment on this proposed dock expansion.

**CARRIED**

#### 7.1.4 Galiano LTC Bylaw 291 Referral – Request for Decision

A/Manager Tyrrell presented the request for decision.

Staff advised that the wording of resolutions should use “request” staff rather than “direct” staff.

### **ITC-2025-019**

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

that the Islands Trust Conservancy Board request staff to notify the Galiano Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw 291.

**CARRIED**

#### 7.1.5 S'ul-hween X'pey (Elder Cedar) Nature Reserve, Gabriola Island - Provincial Groundwater Observation Well - Request for Decision

Property Management Specialist Murphy presented the request for decision.

There was no discussion.

### **ITC-2025-020**

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

that the Islands Trust Conservancy Board approve the request from the Ministry of Water, Lands and Resource Stewardship to upgrade Provincial Groundwater Observation Well 197, in S'ul-hween X'pey (Elder Cedar) Nature Reserve, with a new well box and the addition of equipment for satellite telemetry.

**CARRIED**

### **ITC-2025-021**

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

that the Islands Trust Conservancy Board request staff to begin negotiations for a Well Access Agreement with the Ministry of Water, Lands and Resource Stewardship (WLRS) and the two covenant holders Gabriola Land & Trails Trust and Nanaimo & Area Land Trust.

**CARRIED**

#### 7.1.6 2026/27 ITC Budget Request Update – Trust Council Resolution – Request for Decision

## Adopted

A/Manager Tyrrell presented the request for decision.

Discussion ensued on:

- Board members expressed support for separating the budget lines for Conservation Planning and Land Securement and for splitting Management budget into Property Management Planning and Property Management Operations.
- There was discussion on the recommendation for a business case for a permanent Indigenous Relations position for the Islands Trust Conservancy, noting the recent addition of new Nations the Islands Trust engages with. It was acknowledged that the organizational structure and reporting lines for the position still need to be determined.
- Support was expressed for the proposed increase to the staff travel budget, recognizing the need for accommodation during extended monitoring work and the value of co-op student positions.

### ITC-2025-022

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy (ITC) Board request staff to prepare an Islands Trust Conservancy 2026/27 budget request, including:

- An increase to the property management budget to reflect new nature reserves and covenants, archeological assessments, and increasing costs; and rename this budget line item to Property Management Operations budget;
- Creation of a Property Management Planning budget line;
- An increase to the ITC staff travel budget to accommodate additional travel needs for newly acquired covenants/nature reserves, and increasing costs in travel;
- Consideration of increases to multiple ITC budget lines associated with engagement and relationship building with First Nations, and potential payment of referral fee requests from Nations;
- Separation of budget lines for Conservation Planning and Land Securement;
- Development of a business case for a conservation technician co-op position and/or a seasonal conservation technician position; and
- Development of a business case for a permanent Indigenous relations position.

**CARRIED**

## 7.2 Items for Discussion/Direction

### 7.2.1 Executive Committee - Islands Trust Conservancy Joint Meeting Discussion

Chair Gauvreau provide a recap of the Executive Committee/ IslandsTrust Conservancy joint session held April 23<sup>rd</sup> including:

- Discussion about a potential conservation fund that would allow property owners to apply for grants for conservation and restoration projects.

## Adopted

Executive Committee passed a resolution to work with ITC Board to strike an informal working group with members from each respective body to start developing a vision for a conservation fund, with the intent to expand the working group to interested First Nations and others.

- Arranging a guest speaker for the July 22<sup>nd</sup> ITC/EC liaison meeting. Suggestions were Brodie Guy – Islands Coastal Economic Trust, Bonnie Norton a UBC Professor-storytelling, and Eli Ennis, expert in Indigenous Protected and Conserved Areas (IPCA).
- The goal is to inspire and educate the Board around conservation efforts and collaboration, and how we can enhance our approach on collaborating with First Nations.
- Promoting the Islands Trust and the 35<sup>th</sup> Anniversary, engaging local trust committees with ITC updates at meetings, including quarterly reports.
- Director Frater will assist with finding a speaker for the July 22<sup>nd</sup> liaison meeting.

### 7.2.2 Victoria Foundation – Administration Fee Increase to Ruby Alton Property Endowment Fund – Briefing

The Strategic Fund Development Specialist Fundraising Specialist provided the briefing.

Board members commented on the minimal disbursements received by the Islands Trust Conservancy from the Victoria Foundation, and whether the Victoria Foundation is the most suitable institution to manage the ITC's endowment fund. Staff can review this.

## 7.3 Correspondence

### 7.3.1 2025-03-11 Letter regarding MOU between Islands Trust Council and the WSÁNEĆ Leadership Council

Director Frater explained that the letter from the Executive Committee will be shared with Trust Council.

#### **ITC-2025-023**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board request staff to cooperate with Tsartlip First Nation and Tseycum First Nation, via the WSÁNEĆ Leadership Council Society, to develop an agreement for Islands Trust Conservancy Board consideration.

**CARRIED**

### 7.3.2 2025-04-28 Letter from Minister Kahlon to Trust Council Chair Patrick regarding Islands Trust Review

Received for information.

Discussion ensued on:

## Adopted

- If the letter should be considered a mandate letter.
- The letter's impact on revisions to the Policy Statement.
- That the Ministry has not yet communicated with Trust Council regarding this matter.

### 7.3.3 2025-05-23 ITC Board Chair Letter to Minister Kahlon regarding ITC Five-Year Plan Requirement

Received for information.

## 7.4 Updates for Information

### 7.4.1 Public Acquisitions Report

Received for information.

### 7.4.2 Public Covenants Report

Received for information.

### 7.4.3 Budget Report: April 1, 2024 - March 31, 2025

Received for information.

Discussion ensued regarding underspending in certain line items.

A/Manager Tyrrell noted that the delay in filling the Team Lead position has contributed to the underspending. Additionally, three planned celebrations were postponed due to capacity constraints and weather conditions. Staff training initiatives have also been impacted, as current workloads have limited staff participation in training opportunities. Several projects remain on hold pending the recruitment of the Team Lead.

### 7.4.4 ITC Quarterly Report to Trust Council - 1st Quarter 2025-2026

Received for information

### 7.4.5 Executive Committee Update (verbal)

Trustee Elliott provided on the following topics:

- There was a joint Meeting with Bowen Island Municipality held on April 30, in person. Update to follow.
- Direction given to proceed with two professional development workshops on addressing Indigenous-specific racism. These workshops, proposed by Indigenous Relations Advisor Joe Elliott, are part of the Reconciliation Action Plan and the Cultural Safety Program. Workshops will accommodate 20 participants, with priority for the Chair, Vice Chairs, Conservancy Chair, and members of the Reconciliation Learning Group. Target timeframe is October–November.

## Adopted

- Staff were requested to work with Tsartlip and Tseycum First Nations, via the WSÁNEĆ Leadership Council Society, to develop a proposed agreement.
- Policy Statement Amendment Project - Progress was slowed due to quorum challenges in Committee of the Whole. However, final Trust Programs Committee meeting for policy advice is scheduled for May 29. There is a revised timeline:
  - Town hall and final revisions in late July.
  - First reading anticipated for July 30.
  - Letters to Bowen Island Municipality and other referral bodies to go out early August.
  - A significant number of meetings are expected to support this work.

### 7.4.6 Trust Council Update (verbal)

Trustee Yates advised the last Trust Council meeting was held in March in Nanaimo, an update was provided at the last ITC meeting, including highlights of a meeting with B.C. Ferries on their engagement plan.

The next Trust Council is scheduled from June 17-19, 2025 on Salt Spring Island and will include the ITC 35<sup>th</sup> Anniversary celebration.

### 7.4.7 Financial Planning Committee Update (verbal)

Trustee Yates advised there was no report from the last meeting and that she will support the proposed ITC budget items going to the committee.

### 7.4.8 Governance Committee Update (verbal)

Chair Gauvreau advised the next meeting August 10<sup>th</sup>.

### 7.4.9 Conservation Fund Working Group – Chair Gauvreau (verbal)

Chair Gauvreau advised this is an informal joint working group between Executive Committee and Islands Trust Conservancy Board members, in an early exploratory stage. The goal is to develop a shared vision, co-created with First Nations. A meeting date has not been set yet. Ned Taylor (WSÁNEĆ Leadership Council Society) has been invited to attend.

Discussion ensued on:

- Appointing an ITC Board member to the working group.
- Adding this to the next agenda.
- Trustee Smith offered to be back up for Chair Gauvreau to attend meeting.

### 7.4.10 ITC 35th Anniversary Communication Activities and Promotion Update (verbal)

ITC Communications Specialist Yawney provided the following updates on the Islands Trust Conservancy 35<sup>th</sup> Anniversary:

- A news release was issued in January, featuring a newly designed anniversary logo for use on the website and social media.

## Adopted

- The new ITC blog “*The Journal*” was launched this week - <https://islandstrust.bc.ca/welcome-to-the-journal/> .
- A winter social media awareness campaign celebrating the 35<sup>th</sup> Anniversary reached over 40,000 people.
- A celebration is planned at the June Trust Council meeting, including cupcakes.
- Plans are underway for ITC booths at fall fairs and community events in August.
- The Spring edition of the *Heron* newsletter was launched this month, reaching over 150 households and 800 online subscribers.

Board members suggested celebrating again at the September Trust Council on Gabriola Island. Staff will consider.

### 7.4.11 Bowen Island Municipality/Executive Committee April 30th Meeting Update (verbal)

Minutes and recording are posted on the BIM website:

<https://bowenislandmunicipality.ca/events/on/2025/04/30/>

Trustee Elliott provided a summary of topics:

- Director Frater presented the background and the current status on the Policy Statement Amendment Project.
- Bowen Island Municipality had written a letter advising that they are not engaging on further Policy Statement amendment work, in terms of a referral, until there is further spirit of cooperation, as they were not consulted on the request to the Minister for a provincial review of the Islands Trust.
- An update from the Conservancy was provided on nature reserves, management plans, and the Natural Area Protection Tax Exemption Program (NAPTEP).
- Currently there are no NAPTEP properties on Bowen, which could be an opportunity to explore.
- Bowen Island Municipality topics of note were:
  - Strategic Plan 2025
  - Official Community Plan update
  - BC Ferries - issues on ferry performance and delivery of better service to island communities – for residents and tourists

## 8. PUBLIC COMMENTS AND DELGATIONS

No members of the public were in attendance.

## 9. NEW BUSINESS

### 9.1 Staffing Updates

A/Manager Tyrrell provided the following updates:

## Adopted

- A/Manager Tyrrell's auxiliary position is scheduled to end September 26, 2025; no new updates at this time.
- The ITC Administrative Assistant has moved to a temporary assignment as the Executive Administrative Assistant; staff are currently working on finding a replacement.
- Carlie Aston has been hired for the summer co-op student Conservation Technician position and is currently assisting the Property Management Specialist and the Covenant Management and Outreach Specialist with monitoring.
- The initial Team Lead position competition was unsuccessful, the job profile was reclassified by PSA and the position was posted internally. Applicants were screened in and staff are scheduling interviews.
- Communications Specialist Yawney has submitted her resignation and will complete her term at the end of June 2025. Staff will move forward with posting the Communication Specialist position in June.

### 10. NEXT MEETING

The next meeting will be held in-person on July 22, 2025 at 10:00 a.m. at the Victoria office.

### 11. CLOSED MEETING

#### 11.1 Motion to Close the Meeting

##### ITC-2025-024

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

that the Islands Trust Conservancy 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; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and that staff remain in the meeting.

**CARRIED**

### 12. ADJOURNMENT

**By general consent**, the meeting adjourned at 12:58 p.m.

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Lisa Gauvreau, Chair

Certified Correct:

**Adopted**

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Corlynn Strachan, Administrative Assistant/Recorder

Minutes are not official until adopted at a subsequent meeting.