



# Islands Trust Conservancy Board - Executive Committee Liaison Meeting Agenda

Date: Tuesday, July 18, 2023  
Time: 1:00 p.m. - 3:00 p.m.  
Location: Electronic Zoom Meeting  
Islands Trust Victoria Boardroom, 200-1627 Fort Street, Victoria, BC

Pages

1. **CALL TO ORDER**
  - 1.1 **Introductions and context for annual meeting**
2. **APPROVAL OF AGENDA**
3. **MINUTES/COORDINATION**
  - 3.1 **July 13, 2022 ITC-EC Liaison Meeting Minutes (Adopted, for information only)** 2 - 6
4. **BUSINESS**
  - 4.1 **Items for Information**
    - 4.1.1 ITC 2022/23 Year in Review - Presentation
      - ITC Plan Updates
      - Regional Conservation Plan Updates
      - Species at Risk Program
      - Donor Engagement
    - 4.1.2 2022/23 Executive Committee Updates
      - Trust Council Update (verbal)
  - 4.2 **Roundtable: Focus on Collaboration**
  - 4.3 **Items for Discussion**
    - 4.3.1 ITC Board -Executive Committee Areas of Responsibility - Briefing 7 - 7
    - 4.3.2 Trust Council Decisions Related to Conservation - Discussion
    - 4.3.3 Provincial Funding Request - Discussion
    - 4.3.4 First Nations Referral Process Review - Discussion
    - 4.3.5 FireSmart Advice to Landowners - Discussion
    - 4.3.6 Biologist Support for Planning - Briefing 8 - 9
5. **NEXT MEETING**
6. **ADJOURNMENT**

ADOPTED



**Islands Trust Conservancy - Executive Committee  
Liaison Meeting  
Minutes of Regular Meeting**



**Date:** Wednesday, July 13, 2022  
**Time:** 1:00 p.m.  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**ITC Board Members Present** Doug Fenton (attended in-person)  
Kate-Louise Stamford, Chair (in-person)  
Linda Adams (attended in-person)  
Sue Ellen Fast, Vice Chair (attended electronically)

**EC Members Present** Dan Rogers, Vice-Chair (attended electronically)  
Laura Patrick, Vice-Chair (attended in-person)  
Peter Luckham, Chair (attended in-person)  
Sue Ellen Fast, Vice Chair (attended electronically)

**Regrets** Risa Smith, ITC Board Member

**Staff Present** Aislyn King, Conservation & GIS Technician Co-op Student  
Carmen Smith, Acting Communications Specialist  
Corlynn Strachan, Administrative Assistant/Recorder  
Heather Kauer, Regional Planning Manager, joined the meeting at 2:15 p.m.  
Kate Emmings, ITC Manager  
Kathryn Martell, Ecosystems Protection Specialist  
Nuala Murphy, Property Management Specialist  
David Marlor, Director, Local Planning Services  
Russ Hotsenpiller, Chief Administrative Officer  
Wendy Tyrrell, Species at Risk Coordinator

**1. CALL TO ORDER**

The meeting was called to order at 1:00 p.m. Chair Stamford acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

**1.1 Introductions and Context for Annual Meeting**

Chair Stamford welcomed the guests and initiated introductions.

**2. APPROVAL OF AGENDA**

By **general consent** the agenda was approved.

### 3. MINUTES

#### 3.1 July 13, 2021 ITC-EC Liaison Meeting Minutes (Approved October 2021)

Received for information.

### 4. BUSINESS

#### 4.1 Items for Information

##### 4.1.1 ITC 2021/22 Year in Review (presentation)

Islands Trust Conservancy staff provided a presentation on the following topics:

- Regional Conservation Plan
- Property Management
- Reconciliation with First Nations
- Species at Risk Program
- Climate Change Project
- Communications and Engagement
- Fund Development
- Looking Ahead to 2022/23

Executive Committee members thanked staff for a professional and informative presentation. Discussion ensued on:

- invasive species management, including Japanese knotweed
- First Nations consideration of islands as family, marine protected area clusters around small islets, biodiversity protection priorities, and potential partnerships with other agencies for acquisition
- fallow deer management on Mayne Island and deer management in the Islands Trust area
- whether climate zones are moving north by 20 km per year

##### 4.1.2 2021/22 Executive Committee Updates

###### **Governance Report Follow Up**

Trustee Luckham advised Trust Council (TC) created a standing governance committee consisting of seven elected members, including CAO Hotsenpiller.

CAO Hotsenpiller advised the first meeting is scheduled for July 29<sup>th</sup> where the committee will review current policy framework, develop questions and analysis, and consider funding. Islands Trust Conservancy (ITC) was not a part of the scope of the governance report. CAO Hotsenpiller recommends ITC track and provide input that informs the process due to potential impacts on ITC. There will be room for discussion and reflection on the nature of how IT governs.

Trustee Luckham noted TC has not yet discussed or debated the governance report and due to election timing, the committee will develop terms of reference to pass on to a future TC.

Trustee Luckham acknowledged it is not a good time globally/socially for TC to approach the Province for additional funding for ITC.

**Trust Council Update**

No update provided.

**Policy Statement Update**

Trustee Rogers advised that, after June Trust Council, there was a Special Meeting of the Trust Programs Committee to address issues raised through community consultation and First Nations engagement regarding the draft Islands Trust Policy Statement. Recommendations were put forward to staff on structure and policies contained within the draft policy statement. Another meeting of Trust Programs Committee is scheduled for August, but it is unlikely that there will be a revised draft policy statement and associated bylaw ready for first reading at the September Trust Council meeting.

**4.2 Roundtable: Focus on Collaboration**

**4.3 Items for Collaboration**

4.3.1 ITC Plan (2023-2025) – Briefing

The ITC Manager presented the briefing to Board and Executive members and provided background.

Discussion ensued on:

- bundling requests to First Nations together to make one approach, not overburdening nations
- support for the three-year plan
- using protocol agreements and letters of understanding and challenges associated with upholding agreements
- role of Crown Lands in the islands, First Nations interests and the use of “Crown Lands” colonial language
- using the Heron Newsletter as an information tool for ITC updates versus formal reports
- sharing social media updates with trustees to share ITC information
- ITC staff presentations at local trust committee meetings annually (as a delegation), in-person or over Zoom, using videos and or visual presentations to tell ITC stories
- adding the role of ITC Board members to elections communications

4.3.2 Communications with Trustees/LTCs

Discussed during item 4.3.1

4.3.3 Governance Review Opportunities

Chair Stamford advised she has been elected as a trustee on the standing Governance Committee and recommended ITC be included in the committee.

The ITC Manager suggested a formalized request through the committee for ITC participation, noting, due to limited staff resources, a formalized request would help determine how ITC staff time would be allocated for participation. Trustee Stamford will make the request to the Governance Committee to clarify ITC involvement.

#### 4.3.4 Working with Crown Agencies to Protect Forests

The ITC Manager noted Executive Committee had met with the Ministry of Forests, Lands and Natural Resource Operations discussing topics on how to protect Coastal Douglas-fir Forests, tree protection bylaws, and Crown Land securement, which is currently not an active program for ITC due to limited resources for First Nations engagement.

Discussion ensued on use of “Crown Land” terminology and suggestion of use “Provincially Managed Lands”,

Trustee Patrick advised Salt Spring is building relationships with the Private Forest Landowners Association (PFLA) with biologists on staff.

#### 4.3.5 Species at Risk Program Update – Briefing

The ITC Species at Risk Program Coordinator provided an update and overview of the Species at Risk Program.

Discussion ensued on cultural species, the abundance of camas fields this year, and adaptation of SAR to climate change.

#### 4.3.6 Working with First Nations

Trustee Stamford is encouraged to note that First Nation engagement actions and opportunities and goals have been discussed throughout these agenda items and it is no longer a stand alone section. Trustee Stamford also noted that in the Howe Sound area, with respect to the Squamish Nation, there seems to be an intent by their staff to see initiatives through the framework of the Átl'ka7tsem / Howe Sound Regional Biosphere and data compatible with the Marine Stewardship Initiative (formally the Marine Reference Guide).

#### 4.3.7 Biologist Support for Regional Planning Committee – Briefing

The ITC Manager welcomed Heather Kauer, Regional Planning Manager, and provided a background on available biologist support for planners over the last fifteen to twenty years.

Discussion ensued on strategic planning, creating management practices, better integration of land use planning with biodiversity goals, and the idea of having an expert panel of professionals to channel projects through.

Trustee Rogers commented this needs to be funded through Islands Trust, this is not an Islands Trust Conservancy issue, and that Trust Council should pick this up.

4.3.8 ITC Information for Ministry Staff

The ITC Manager advised this item came from the Executive Committee as an addition to the agenda and is related to moving funding requests forward as discussed earlier.

Trustee Patrick highlighted interest from Minister Cullen's office for Islands Trust to provide materials including Islands Trust area photos and publications, such as the ITC Impact Report. There is opportunity for Islands Trust to have a presence in ministry offices.

**5. NEXT MEETING**

To be determined in late 2022.

**6. ADJOURNMENT**

**By general consent**, the meeting adjourned at 3:06 p.m.

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Kate-Louise Stamford, Chair

Certified Correct:

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Corlynn Strachan, Administrative Assistant/Recorder



# BRIEFING

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**To:** ITC Board / Executive Committee      **For the Meeting of:** July 18, 2018  
**From:** Staff      **Date Prepared:** July 11, 2023  
**SUBJECT:** ITC Board / Executive Committee Areas of Responsibility

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**PURPOSE:** To provide the ITC Board and the Executive Committee with information about their areas of responsibility under internal policy and bylaw.

**BACKGROUND:** Islands Trust Conservancy and Trust Council have a Memorandum of Understanding (MOU) that guides their interactions and communication. The MOU has been formalized as Islands Trust Council Bylaw No. 86, which was adopted in July 2002. The MOU outlines the responsibilities of each corporate body under the *Islands Trust Act* and states that “The [Trust] Council has no authority to direct or otherwise affect the [Islands Trust Conservancy] Board's discharge of its responsibilities.”

The MOU promotes coordination of activities between the ITC Board and the Trust Council and requires that the ITC Board and the Trust Council meet at least annually. For many years, this commitment has been addressed through an annual meeting of the ITC Board and the Executive Committee of Trust Council. The MOU also states that “Communication between Trust Council, Council Committees, and the Board will be facilitated by the Council Chairperson and the Board Chairperson.”

In addition to clarifying the formal lines of communication, the MOU includes guidance on:

- Referral of policies, procedures and proposed legislative changes
- Internal staff liaison
- External communications with the Provincial Government or with the media
- Budget submissions
- Islands Trust Policy Statement Amendments

**ATTACHMENT(S):**

1. [Islands Trust Council Bylaw No. 86](#)

**FOLLOW-UP:** Staff will follow up as directed.

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**Prepared By:** Kate Emmings, Islands Trust Manager



# BRIEFING

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**To:** ITC/EC Liaison Meeting                      **For the Meeting of:** July 13, 2022  
**From:** Staff    **Date Prepared:** June 28, 2022  
**SUBJECT:** **Biologist Support for Regional Planning Committee**

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**PURPOSE:** To provide background information to support a discussion about biologist support for Regional Planning Committee (RPC).

**BACKGROUND:**

At its June 8, 2022 meeting, Executive Committee (EC) reviewed the proposed agenda for the ITC/EC Liaison meeting and requested the addition of an item regarding biologist support for RPC. ITC staff have provided an overview of current support and some discussion of needs. This information is preliminary and doesn't include a robust investigation of the needs of LPS or RPC.

Current ITC Support for LPS/RPC

ITC staff do not currently have direction from the ITC Board to support LPS or RPC. ITC staff manage projects and programs identified in the Regional Conservation Plan and the ITC Five-Year Plan. Many of these projects and programs offer benefits to LPS and RPC; however, ITC staff do not provide analysis or support to LPS or RPC to determine how ITC projects and programs might support LPS and RPC priorities. ITC communicates about its projects through briefings and regular ITC Reports to local trust committees, Bowen Island Municipality and Trust Council.

ITC staff review referrals from local trust committees (LTCs), Trust Council and Trust Council committees as outlined in existing policy and agreements. When reviewing referrals, ITC filters its responses based on interests identified in the Regional Conservation Plan and impacts to ITC managed conservation areas. For example, a referral of a Land Use Bylaw (LUB) will be reviewed primarily for impacts to ITC managed conservation areas. ITC does not provide a full review of impacts of the LUB on the ecology of the island.

Biologist Support for RPC and LPS

Planners and trustees frequently seek professional guidance regarding impacts of applications and projects to the ecology of the islands. Below is a timeline of professional support for Local Planning Services:

- |          |   |
|----------|---|
| Pre 2007 | Prior to November 2007, the Ecosystem Protection Specialist (EPS) position included a 0.25 FTE allocation to assist Local Planning Services with applications and OCP/LUB work. At that time, the EPS assessed conservation proposals, did conservation planning, negotiated covenants and administered property management, in addition to its support of LPS. An example of project support offered to LTCs at that time is the technical support provided to the North Pender Local Trust Committee to bring in Development Permit Areas for sensitive ecosystems. |
| 2008     | ITC work had grown and the 0.25 FTE for LPS was removed from the EPS job description. No added support was provided to planners and the EPS continued to provide some support, where possible, and where there was overlap with the goals of the Regional   |

Conservation Plan. There was continued demand, but no clear support for LPS staff and trustees.

2010 (approx.) Trust Council increased the contract funding available to LPS with \$40,000 earmarked for “Scientific and Technical” contracts. The intent was to use the funding to provide expertise to planners for a variety of technical needs. The budget wasn’t fully used and much of it went to surplus or to other costs.

April, 2014 The Scientific and Technical budget was reduced to \$15,000.

April, 2021 The Scientific and Technical budget was eliminated.

#### Professional Biologist Support for LPS and RPC

ITC staff are able to provide some basic resources and training to LPS staff regarding the ecology of the Islands Trust Area, but do not have capacity to act as a significant resource to LPS and do not provide any support to RPC. A full review of the needs of LPS and RPC has not been conducted, but the observed needs identified by ITC staff include:

1. Acting as an general information resource to planners, including coordination of training;
2. Coordination and management of strategic projects, such as eelgrass mapping and forest contiguity mapping;
3. Participation in and support of OCP and LUB review teams;
4. Support for LTC projects;
5. Application reviews as needed for LTCs;
6. Review of professional reports submitted to LTCs by applicants; and
7. Support for integration of Islands Trust priorities for major projects (i.e. overlap of First Nations, Water Conservation and Ecological priorities).

Staff have not been in contact with Bowen Island Municipality to determine if there might be similar needs for staff and Council on Bowen.

**ATTACHMENT(S):** None.

**FOLLOW-UP:** Staff will follow up as directed.

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**Prepared By:** Kate Emmings, Manager, Islands Trust Conservancy