



Islands Trust Conservancy

DRAFT Minutes of Regular Meeting

Date: Tuesday, October 1, 2019
Time: 10:02 am
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

Board Members Present: Kate-Louise Stamford, Chair (by teleconference)
Linda Adams (by teleconference)
Doug Fenton (by teleconference)
Robin Williams (by teleconference)

Board Member Regrets: Sue Ellen Fast

Staff Present: Kate Emmings, Acting Islands Trust Conservancy (ITC) Manager
Nuala Murphy, Property Management Specialist
Jemma Green, Covenant Management and Outreach Specialist
Wayne Bourque, Acting Ecosystems Protection Specialist
Clare Frater, Director of Trust Area Services joined the meeting at 11:40 am and left at 12:01 pm returning at 1:13 pm.
Alexandra Trifonidis, Acting Administrative Assistant

1. CALL TO ORDER

Chair Stamford called the meeting to order at 10:02 am and acknowledged that the meeting was being held in Coast Salish First Nations territory.

1.1 Electronic Meeting Participation

ITC-2019-030

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board agree to waive section 10.1 (b) of the meeting procedures bylaw for Trustee Fenton to attend the meeting by phone for the second time in a row this year.

CARRIED

1.2 Election of Vice Chair

The ITC Acting Manager called for nominations for the position of Islands Trust Conservancy Vice Chair. Chair Stamford nominated Trustee Fast from Bowen Island. Prior to the meeting Trustee Fast had confirmed her willingness to act as Vice Chair by email. ITC Acting Manager called a second and third time for nominations. No other nominations were brought forward. Trustee Fast was elected by acclamation as Islands Trust Conservancy Vice Chair.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 1.1 Electronic Meeting Participation

By general consent, the agenda was approved as amended.

3. CLOSED MEETING

ITC-2019-031

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) (d) the security of the property of the Islands Trust Conservancy board; (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; (f) law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; (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 Islands Trust Conservancy convened the closed portion of the meeting at 10:15 am and resumed in open meeting at 11:15 am to Rise and Report.

4. RISE AND REPORT

The Islands Trust Conservancy reported on the following items:

- The ITC Board rise and report to the landowners affected regarding the decision of the Board.

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Approval of July 16, 2019 Meeting Minutes

By general consent, the Islands Trust Conservancy meeting minutes of July 16, 2019 were adopted.

5.1.2 Approval of July 16, 2019 ITC/EC Liaison Meeting Minutes

By general consent, the Islands Trust Conservancy/Executive Committee Liaison meeting minutes of July 16, 2019 were adopted.

5.1.3 Approval of August 7, 2019 Special Meeting Minutes

By general consent, the Islands Trust Conservancy Special meeting minutes of August 7, 2019 were adopted.

5.1.4 Resolution without Meeting - UBCM

The Islands Trust Conservancy Board reviewed resolution number: ITC-2019-029 CARRIED August 21, 2019.

It was **MOVED** and **SECONDED** that the Islands Trust Conservancy Board supports the attendance of Chair Stamford to the 2019 Union of British Columbia Municipalities and that the related expenses of up to \$1,300 be paid out of the Islands Trust Conservancy Board Training and Conferences budget.

Islands Trust Conservancy Acting Manager noted the RWM will need to be amended in item 6.1.7 later in the agenda.

5.2 Follow-up Action List

The Islands Trust Conservancy Acting Manager provided an update on each of the items in the Follow-up Action List.

Trustee Williams expressed his appreciation of the Acting Manager regarding her work load and extended managerial role.

6. BUSINESS

6.1 Items for Approval

6.1.1 Reconciliation Action Plan

The Islands Trust Conservancy Acting (ITC) Manager provided the Board with a backgrounder and conveyed the Islands Trust Senior Intergovernmental Policy Advisor suggestion that the ITC wait and see how the Islands Trust Reconciliation Action Plan develops prior to making a decision on what ITC would like to do.

ITC-2019-032

It was **MOVED and **SECONDED**,** that resolution ITC-2019-018 be amended by deleting the words “and action plan” so that the resolution reads as follows:

“That the Islands Trust Conservancy Board direct staff to develop a specific draft reconciliation declaration for the Islands Trust Conservancy.”

CARRIED

ITC-2019-033

It was **MOVED and **SECONDED**,** that the Islands Trust Conservancy Board endorse the participation of board members and staff in training and development opportunities provided through Trust Council’s Reconciliation Action Plan.

CARRIED

ITC-2019-034

It was **MOVED and **SECONDED**,** that the Islands Trust Conservancy Board direct staff to review the Islands Trust Reconciliation Action Plan and provide feedback to the Board prior to the ITC Board / Executive Committee Liaison Meeting for possible discussion at the 2020 Liaison Meeting.

CARRIED

6.1.2 Budget Requests (late item)

ITC Acting Manager presented the proposal for a permanent Covenant Management and Outreach Specialist Position. In previous years, the property monitoring has been done out of house by contracted individuals. This year, part of the monitoring was done in house by the Covenant Management and Outreach Specialist position with the intention of doing all the monitoring in house in years to come. The continued growth of ITC's protected properties, including new factors such as climate change impacts, fire management concerns and prevention, ecosystem shifts, cultural significant areas and more, brings higher management costs and a need for more resources. With this new permanent position a nice division of labour will occur between the Covenant Management and Outreach Specialist and Property Management Specialist as well as targeted outreach to existing and new landowners.

The Board questioned what will make a good argument for this additional full time position when bringing the budget proposal to Trust Council. Some suggestions were as follows:

- strengthen language
- infographic (one pager) for a communications tool that includes the properties protected compared to the number of staff
- amplify climate change and First Nations aspect
- clean confident affirmative approach
- accountable
- note - work is now all in house

ITC-2019-035

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board recommend to the Islands Trust Council that the 2019-2020 budget include funding for a permanent Covenant Management and Outreach Specialist position.

CARRIED

6.1.3 ITC Nature Reserve and NAPTEP Covenants Monitoring

The Covenant Management and Outreach Specialist gave the Board a backgrounder on this years monitoring report highlighting that there was one case of potential trespass, one confirmed trespass, and no breaches in the past year.

ITC-2019-036

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board accept the "Islands Trust Conservancy Nature Reserve and NAPTEP Monitoring Report 2019."

CARRIED

The meeting broke for lunch at 12:07 pm and returned at 12:32 pm.

6.1.4 Brigade Bay Bluffs Management Plan

The Covenant Management and Outreach Specialist presented the Board with a thorough summary of the Brigade Bay Bluffs Nature Reserve management plan.

Chair would like the report to go to Gambier LTC.

Discussion ensued on the following:

- use of motorized vehicles (local activity)
- trails and paths
- ITC wild fire strategies approach (ecosystems in mind) vs. BC WildFire approach.

The Chair noted that the dock is not owned by the Regional District and the reference to dock ownership should be revised.

ITC-2019-037

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the 2019 update of the Brigade Bay Bluffs Nature Reserve Management Plan as amended dated September 18, 2019.

CARRIED

6.1.5 Long Bay Wetland Nature Reserve Management Plan

The Covenant Management and Outreach Specialist (CMOS) stated there is a lot of overlap between the Long Bay Wetland Nature Reserve Management Plan and the Brigade Bay Bluffs Management Plan. In the past, the two management plans were combined in a single plan. This year they have been separated into two plans. The CMOS gave the Board an overview of the nature reserve noting the trails are in good condition.

The Chair noted that the dock is not owned by the Regional District and the reference to dock ownership should be revised.

ITC-2019-038

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the 2019 update of the Long Bay Wetland Nature Reserve Management Plan as amended dated September 20, 2019.

CARRIED

6.1.6 Video Recording and Streaming of Meetings

ITC Acting Manager presented the item to the Board.

Discussion ensued on the following:

- public attendance at meetings
- transparency
- comments and responses from public
- formal delegation policy

ITC-2019-039

It was MOVED and SECONDED,

that Islands Trust Conservancy Board communicate to Trust Council its interest in filming and streaming its public meetings.

CARRIED

6.1.7 Board attendance at LTABC Seminar Series

ITC Acting Manager brought to attention of the Board the upcoming Land Title Alliance British Columbia seminar series for interest in attending. Prior to the meeting Trustee Fast expressed her desire to attend this years series.

ITC-2019-040

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board supports the attendance of trustee Fast at the 2019 Land Trust Alliance of British Columbia Seminar Series (November 4-5, 2019) and that the related expenses of up to \$1,000 be paid out of the Islands Trust Conservancy Board Training and Conferences budget.

CARRIED

ITC-2019-041

It was MOVED and SECONDED,

that resolution ITC-2019-029 be amended by changing the words “up to \$1,300” to “up to \$2,000” so that the resolution reads as follows:

“That the Islands Trust Conservancy Board supports the attendance of Chair Stamford at the 2019 Union of British Columbia Municipalities Convention and that the related expenses of up to \$2,000 be paid out of the Islands Trust Conservancy Board Training and Conferences budget.”

CARRIED

Clare Frater, Director of Trust Area Services, joined the meeting at 1:13 pm.

6.2 Items for Discussion/Direction

6.2.1 UBCM Update (Chair Stamford)

Chair Stamford attended the breakfast at UBCM and gave a 7-minute presentation to around 10 people in attendance including 4 MLA’s. Chair Stamford felt it went very well.

6.2.2 Ruby Alton House History and Status

Trustee Williams requested an overview of the Ruby Alton Nature Reserve to provide information about recent and past activity on the property.

ITC’s Property Management Specialist provided a briefing on the Ruby Alton Nature Reserve history and endowment, including information regarding the use and management of the house. Key points brought up were as follows:

- condition of the house
- rental circumstances

- benefits of on site care taker
- maintenance
- management plan
- public use has risen within the last year

Discussion ensued on the following:

- rainwater collection – filtration system – demonstration center
- ITC can own rental properties
- meeting space for community events
- Ruby's will and wishes
- CRD website / ITC website rainwater catchment tours
- land issues vs/ house issues
- management plan update and public process

6.2.3 Meeting Dates

ITC Acting Manager presented potential meeting dates for 2020. The Board reviewed the dates and presented the following comments for consideration:

- Trustee Williams - Tuesdays work better
- Chair Stamford - Sept 29th does not work
- Trustee Fenton - Sept 29th does not work/Oct 6th does work
- Trustee Adams - Feb 13th works better than the 12th

6.3 **Correspondence**

6.3.1 ITC Chair to First Nations

The Islands Trust Conservancy Board received correspondence for information.

6.4 **Updates for Information**

6.4.1 Executive Committee Updates (Verbal)

No updates from Executive Committee (EC) were received this meeting as Trustee Fast, our EC representative, was not in attendance.

ITC Acting Manager informed the Board that the website work is moving along and carries a heavy schedule but is to be complete in March 2020.

Director of Trust Area Services gave an update on the Islands 2050 engagement process. The director and her staff are pleasantly surprised by how many people are turning out. The open houses are a great way to showcase ITC work.

For everyone's information the Islands Trust is now on Facebook.

6.4.2 Public Acquisitions Report

The Islands Trust Conservancy Board reviewed the Public Acquisitions Report for information. ITC held three celebration events for newly protected properties this summer: Swift Family Link Island NAPTEP Covenant, Salish View Nature Reserve and Valens Brook Nature Reserve. The Salish View Nature Reserve celebration was a public event held during Lasqueti Island's Squitty Bay Day and

was attended by approximately 80 people. There was also an open house held for the Salish View Nature Reserve Management Plan.

6.4.3 Public Covenants Report

The Islands Trust Conservancy Board reviewed the Public Covenants Report for information.

6.4.4 Regional Conservation Plan Progress Report

The Islands Trust Conservancy Board reviewed the Regional Conservation Plan Progress Report for information.

6.4.5 Budget Report

The Islands Trust Conservancy Board reviewed the Budget Report for information. ITC Acting Manager informed the Board that the Annual Report is now complete is online and includes this fiscal year's financial audit statements.

6.4.6 Board Appointment and Staff Updates (Verbal)

- ITC Acting Manager welcomed back Nuala Murphy who has been away travelling for 6 months.
- At this time, the Covenant Management and Outreach Specialist position continues until the end of March 2020.
- Wayne Bourque and Kate Emmings will continue in their roles until November 15.
- Jennifer Eliason is on temporary assignment with BC Parks until 2022.
- Trustee Adams' appointment has been extended for an additional two years.
- There is currently a vacancy on the ITC Board. Crown Agencies and Board Resourcing Office (CABRO) does have someone waiting in the wings that they are hoping to announce in November. Currently the candidate is away and cannot confirm yet but hopefully will before the next board meeting.
- The Communications and Fundraising Specialist position has been posted and has now closed; interviews are being held October 1 and 2.

7. **NEW BUSINESS**

There was no new business.

8. **NEXT MEETING**

The next meeting will take place on November 26, 2019 at 10:00 am.

9. **ADJOURNMENT**

By general consent, the meeting adjourned at 2:06 pm.

Kate-Louise Stamford, Chair

Certified Correct:

Alexandra Trifonidis, Recorder

DRAFT