



# Islands Trust Conservancy

## Minutes of Regular Meeting

**Date:** Tuesday, November 27, 2018  
**Time:** 10:00 am  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**Board Members Present** Kate-Louise Stamford, Chair  
Sue Ellen Fast  
Doug Fenton  
Hoops Harrison (by teleconference), joined at 10:14 am  
Linda Adams  
Robin Williams

**Staff Present** Kate Emmings, a/Manager  
Nuala Murphy, a/Ecosystems Protection Specialist, left meeting at 10:20 am  
and returned at 11:07 am  
Crystal Oberg, Communications & Fundraising Specialist  
Clare Frater, Director, Trust Area Services left the meeting at 2:05 pm  
David Marlor, Director, Local Planning Services joined meeting for item 6.1.2  
at 12:12 pm and left the meeting at 12:22 pm  
Alexandra Trifonidis, a/Administrative Assistant

### 1. CALL TO ORDER

Islands Trust Conservancy Acting Manager called the meeting to order at 10:00 am and acknowledged that the meeting was being held in Coast Salish First Nations territory.

#### 1.1 Introduction of new Islands Trust Conservancy Board Members

Board members and staff each introduced themselves.

#### 1.2 Staffing Update

The ITC Board received a staffing update for information.

#### 1.3 Election of Chair

As per Islands Trust Conservancy Bylaw No. 1, A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board all Islands Trust Conservancy members are eligible to be nominated and run for the position of Chair of the Islands Trust Conservancy.

The Islands Trust Conservancy Acting Manager called for nominations for Islands Trust Conservancy Board Chair. Trustee Stamford was elected by acclamation as Islands Trust Conservancy Board Chair.

## 2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

6.1.3 Discussion of Bylaw 1 amendment

6.4.6 New Zealand MP Eugenie Sage

6.4.7 Retreat Review Discussion

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

## 3. CLOSED MEETING

### ITC-2018-031

**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;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

(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 board if they were held in public.

**CARRIED**

The Islands Trust Conservancy convened the closed portion of the meeting at 10:23 am and resumed in open meeting at 11:22 am to Rise and Report.

## 4. RISE AND REPORT

The Islands Trust Conservancy reported on the following items:

- Record of Resolution without Meeting, ITC Budget Submission

## 5. MINUTES/COORDINATION

### 5.1 Minutes of Meetings/Resolutions without Meetings

#### 5.1.1 Approval of the September 25, 2018 Regular Meeting Minutes

**By general consent**, the Islands Trust Conservancy meeting minutes of September 25, 2018 were adopted.

## 5.2 Follow-up Action List

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

## 6. BUSINESS

### 6.1 Items for Approval

#### 6.1.1 RFD - 2019 ITC Meeting Dates

Board chose dates within the original document of January 29, March 26, May 21, July 16, October 1, and November 26.

#### **ITC-2018-032**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy approves the 2019 Meeting Schedule, as attached.

**CARRIED**

#### 6.1.2 RFD - Regional Conservation Plan and LTC/BIM Communications

Trustee Stamford presented the request to board members. The A/Manager identified staff requirements for the request and the LPS Director provided background on local planning considerations.

#### **ITC-2018-033**

**It was MOVED and SECONDED,**

that the ITC Board direct staff to continue to pursue the following options and report back to the ITC board regarding their status at future board meetings until they are complete:

1. Work with Islands Trust and BIM staff to link individual LTC/BIM webpages with their RCP Local Area Profiles located on the ITC website;
2. Provide community engagement tools for LTCs, including an LTC/BIM profile information sheet for each LTC highlighting a few fun facts about the ecology specific to their island. Include a link to the appropriate section of the RCP;
3. Integrate reminders into planning processes that provide opportunities for the RCP to inform the work of the LTCs and BIM such as integration of RCP consideration into LTC Staff Report and Site Context Report templates and investigate with BIM to see if they can be integrated into BIM templates;
4. Coordinate with Islands Trust Council to ensure that RCP goals are recognized in the Islands Trust Policy Statement and the Islands Trust Strategic Plan; and,
5. Incorporate RCP actions as a regular part of the Chair's ITC Report to LTCs and BIM, possibly bi-annually or on alternating reports. Include how the RCP is being used within the Islands Trust and how others are using the RCP (i.e. David Suzuki Foundation, SeaChange Marine Conservation Society).

**CARRIED**

### **ITC-2018-034**

**It was MOVED and SECONDED,**

that the ITC board members provide further ideas for LTC incorporation of the RCP to staff for further discussion of “Strategies to reach out to LTCS and BIM” at the January 2019 meeting.

**CARRIED**

#### 6.1.3 Discussion of Bylaw 1 amendment

The A/ Manager noted that revision to Bylaw 1 would be required to address the Islands Trust Conservancy name change. The Board considered the limitations of needing to convene a meeting to address making decisions in absence of a Chair.

### **ITC-2018-035**

**It was MOVED and SECONDED,**

that the ITC board direct staff to provide recommendations for revision of Bylaw 1 to add options for an alternate chair and bring back to the next meeting.

**CARRIED**

## **6.2 Items for Discussion/Direction**

### 6.2.1 ITC Budget Submission

The A/ Manager provided the final Islands Trust Conservancy budget submission to the board. Trustees Williams and Fast provided an update on the budget discussions that took place at the Financial Planning Committee.

### 6.4.5 Budget Report

The Islands Trust Conservancy reviewed the Budget Report for information. The Islands Trust Conservancy Board reviewed the ITC Budget Submission.

## **6.3 Correspondence**

### 6.3.1 ITC letter to North Pender LTC

The Board received correspondence sent by ITC staff to the North Pender LTC regarding Medicine Beach Nature Reserve.

### 6.3.2 CVRD Correspondence re Denman Trail

The Board received correspondence from the Cowichan Valley Regional District regarding the Denman Cross Island Trail.

## **6.4 Updates for Information**

### 6.4.1 BRF ITC Name Change

The Islands Trust Conservancy Board reviewed the ITC Name Change Briefing for information.

### 6.4.2 Public Acquisitions Report

The Islands Trust Conservancy reviewed the Public Acquisitions Report for information.

6.4.3 Public Covenants Report

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

6.4.4 Regional Conservation Plan Progress Report

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

6.4.5 Budget Report

The Islands Trust Conservancy reviewed the Budget Report for information.

6.4.6 New Zealand MP Eugenie Sage

Trustee Fast informed the Board that New Zealand MP Eugenie Sage visited Bowen Island. The MP was very interested in the area and its natural environment and requested covenant information. Staff will provide information to Trustee Fast to pass along.

6.4.7 Retreat Review Discussion

Trustee Williams provide background information to new trustees regarding the Islands Trust Conservancy Board Retreat that took place in October 2017. Staff will bring the notes from the retreat to the Board in January as part of follow up on the discussion paper on funding options that was provided to the board in July 2018.

**7. NEW BUSINESS**

There was no new business.

**8. NEXT MEETING**

The next meeting will take place on January 29, 2019 at 10:00 am.

**9. ADJOURNMENT**

**By general consent**, the meeting adjourned at 2:07 pm.

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Kate-Louise Stamford, Chair

Certified Correct:

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Alexandra Trifonidis, Acting Administrative Assistant (Recorder)