



# Islands Trust Conservancy

## Minutes of Regular Meeting

**Date:** Tuesday, January 26, 2021  
**Time:** 10:00 a.m.  
**Location:** Electronic Zoom Meeting

**Board Members Present** Kate-Louise Stamford, Chair  
Sue Ellen Fast, Vice Chair  
Donald Clarke  
Doug Fenton  
Linda Adams

**Staff Present** Kate Emmings, ITC Manager  
Clare Frater, Director, Trust Area Services (joined the meeting at 11:50 a.m.)  
Carla Funk, Acting Fundraising Specialist  
Corlynn Strachan, Administrative Assistant/Recorder  
Erin Coulson, Acting Communications Specialist (left the meeting at 11:00 a.m.)  
Kathryn Martell, Acting Ecosystems Protection Specialist  
Nuala Murphy, Property Management Specialist

### 1. CALL TO ORDER

Chair Stamford called the meeting to order at 10:00 a.m. and acknowledged that the meeting was being held in Coast Salish First Nations territory.

#### 1.1 Election of Chair and Vice-Chair

As per Islands Trust Conservancy *Policy 1.2, Islands Trust Conservancy Board and Committee Elections*, all Islands Trust Conservancy members are eligible to be nominated and run for the positions of Chair and Vice Chair of the Islands Trust Conservancy Board. These members are: Linda Adams; Donald Clarke; Sue Ellen Fast; Doug Fenton; and Kate-Louise Stamford.

The Islands Trust Conservancy Manager reviewed the voting procedure and called for nominations for Islands Trust Conservancy Board Chair.

Trustee Adams nominated Kate-Louise Stamford as Chair of the Islands Trust Conservancy Board and Trustee Fast seconded the nomination. Trustee Stamford agreed to stand for the nomination of Chair of the Islands Trust Conservancy Board. The ITC Manager called for nominations a second time and third time, hearing none, she declared trustee Stamford Chair of the Islands Trust Conservancy Board, by acclamation.

The Islands Trust Conservancy Manager reviewed the voting procedure and called for nominations for Islands Trust Conservancy Board Vice-Chair.

Chair Stamford nominated Sue Ellen Fast as Vice-Chair of the Islands Trust Conservancy Board and Trustee Fenton seconded the nomination. Trustee Fast agreed to stand for the nomination of Vice-Chair of the Islands Trust Conservancy Board. The ITC Manager called for nominations a second and third time, hearing none, she declared trustee Fast Vice-Chair of the Islands Trust Conservancy Board, by acclamation.

## 1.2 Staffing Updates

The Board congratulated Kate Emmings on being the successful candidate for the ITC Manager position in a permanent role.

The ITC Manager provided the following updates:

- The Communications and Fundraising position has been split in half. Carla Funk has taken over the Fundraising Specialist role and Erin Coulson has taken over the Communications Specialist role, in addition to taking over the Islands Trust Communications role.
- The Ecosystem Protection Specialist position, formerly Kate Emmings' role, has been posted internally.
- Two new positions are being created, including a Species at Risk (SAR) Program Coordinator and a co-op position to assist. This SAR Program Coordinator role is currently under classification review with the Public Service Agency.

## 2. APPROVAL OF AGENDA

**By general consent**, the Islands Trust Conservancy Board approved the agenda as presented.

## 3. RISE AND REPORT

None

## 4. MINUTES/COORDINATION

### 4.1 Minutes of Meetings/Resolutions without Meetings

#### 4.1.1 Approval of November 24, 2020 Meeting Minutes

**By general consent**, the Islands Trust Conservancy meeting minutes of November 24, 2020 were adopted as amended.

- Under Item 5.4.1 Executive Committee update (page 7 of the draft minutes), change "Financial Advisory Committee" to "Executive Committee".

### 4.2 Follow-up Action List

The Islands Trust Conservancy Manager provided updates on the following:

- Staff are still working on adjustment to the Pender Island covenant related to the septic field. Staff are paused, trying to pinpoint the location of the septic field and the fieldwork required to complete this task has been halted due to CoViD-19 travel restrictions. Staff will come to the Board with further details when the septic field location is established.

- Trustee Adams questioned if the follow up action list could be reviewed for dated items, noting the importance of realistic targets and a meaningful list. The ITC Manager will review the document to provide suggestions on items that can be removed with Board consensus.

## 5. BUSINESS

### 5.1 Items for Approval

#### 5.1.1 Lasqueti Official Community Plan Referral, Bylaw 98 - Request for Decision

The ITC Manager advised the Official Community Plan (OCP) for Lasqueti is under revision and has been referred to the ITC through the referrals process. Staff have reviewed how the OCP will affect ITC lands.

The ITC Manager has spoken with the Regional Planning Manager (RPM) responsible for the OCP Review, and a draft of the request for decision and staff report were provided to the RPM.

#### **ITC-2021-001**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy indicate to the Lasqueti Island Local Trust Committee that it recommends approval of proposed Bylaw 98 (OCP), subject to the following conditions:

- 1) Development of a "Parks and Protected Areas" land use under Section 3.5 to clarify which uses are allowed on ITC Nature Reserves;
- 2) Addition of a Parks and Protected Areas land use designation to Schedule B to clarify uses available for protected lands; and,
- 3) Consultation between Islands Trust planning staff and ITC staff in the development of land use objectives for Parks and Protected Areas that are conducive to the uses in ITC Nature Reserves.

**CARRIED**

#### 5.1.2 Species at Risk Project Charter - Request for Decision

The ITC Manager provided a background and reviewed key items in the Species at Risk (SAR) Program project charter, highlighting the challenge of completing project planning while the project is already in progress, without a SAR Program Coordinator, and noted there may be requested changes moving forward.

Discussion ensued on the following:

- Program goals and what "big difference" we are making in the world?
- Opportunities for outreach to landowners and how to we communicate what we are doing.
- Measureable objectives, quantitative targets, or action items could be included in more detailed program planning.
- Using this as a "first" step charter to guide the SAR Program now, more to come once the SAR Program Coordinator is in place.

- Trustee Clarke congratulated the ITC team on securing this funding, expressed concern over micromanagement of projects, and noted this is a good opportunity to development relationships with First Nations.
- Strategy for reconciliation, relationship development, and the idea of using funds for property management for First Nation contractors.
- Trustee Fast suggested making this an “interim project charter” until the SAR Program Coordinator is in place, with a commitment to revisit this.
- United Nations and Federal level commitment to contribute to Canada’s goals; the 30 % land and ocean protection by 2030, 30x30 goal.
- Objectives and getting a firm grip on what species at risk in the Islands Trust Area with outreach to knowledge holders.
- Trustee Fenton provided the following links:  
Conservation through Indigenous Protected and Conserved Areas (IPCAs).  
<https://www.conservation2020canada.ca/who-we-are>.

We rise together - Read the Indigenous Circle of Experts report:  
[https://static1.squarespace.com/static/57e007452e69cf9a7af0a033/t/5ab94aca6d2a7338ecb1d05e/1522092766605/PA234-ICE\\_Report\\_2018\\_Mar\\_22\\_web.pdf](https://static1.squarespace.com/static/57e007452e69cf9a7af0a033/t/5ab94aca6d2a7338ecb1d05e/1522092766605/PA234-ICE_Report_2018_Mar_22_web.pdf)

**ITC-2021-002**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approve the Species at Risk Program Interim Project Charter, dated January 26, 2021.

**CARRIED**

**ITC-2021-003**

**It was MOVED and SECONDED,**

that the ITC Board request that staff provide recommendations about revised objectives to the Interim SAR Project Charter after a SAR Program Coordinator is in place.

**CARRIED**

**5.1.3 Deep Ridge Nature Reserve Management Plan, Salt Spring - Request for Decision**

The Property Management Specialist advised that the Deep Ridge Nature Reserve Management Plan and the following agenda item, the Lower Mt Erskine Nature Reserve Management Plan, were delayed due Covid-19 restrictions. She also noted that letters were sent to First Nations in December 2020, and thanked Lisa Wilcox, the Internal Government Liaison, for her instrumental work on these plans.

Trustee Adams questioned the procedure of communicating a section of trail would be closed off and if this is a contentious issue. The ITC Property Management Specialist noted the trail is erosion worn and in a steep section leading to private property. Additional signage will be added to reinforce the closure.

Trustee Fast requested staff add the island name added to resolutions moving forward.

**ITC-2021-004**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approve the 2020 update of the Deep Ridge Nature Reserve Management Plan dated December 14, 2020.

**CARRIED**

5.1.4 Lower Mt Erskine Nature Reserve Management Plan, Salt Spring - Request for Decision

The ITC Property Management Specialist presented the request for decision to the Board highlighting this is a larger property with many well-used trails, connectivity to parks and private property, and rare species found in surrounding protected areas.

The ITC Property Management Specialist noted the use of nature reserves has increased during COVID-19 which has resulted in further erosion and disturbance, noting trail improvement are planned, including rebuilding of trails and planting of species as deterrents.

Trustee Fast questioned which kinds of usage have been most damaging during Covid-19. The ITC Property Management Specialist noted there has been an increase of dogs off leash and mountain biking which is very difficult to deal with when we are not onsite, highlighting the need a good communication program, effective signage and presence.

Chair Stamford questioned if after we approve management plans, is there a way of going back to neighbors with report/plan and closing the loop. The ITC Property Management Specialist noted a survey is sent to neighbours and approved management plans are posted on ITC website.

**ITC-2021-005**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approve the 2020 update of the Lower Mount Erskine Nature Reserve Management Plan dated December 14, 2020.

**CARRIED**

5.1.5 ITC Town Hall - Request for Decision

The ITC Manager advised during the recent website update review, it became clear the ITC Board is the only corporate body within the Islands Trust without a town hall. The ITC Meeting Bylaw does not prevent this function and the ITC may wish to add a town hall component to its meetings to provide more options for public participation. This would require extra management from the Chair.

Trustee Fast commented liking the idea of inviting partners, transparency, and recommends changing the wording of "Town Hall" to "Public Comments" to distinguish between role of the Local Trust Committee (LTC) and the ITC Board.

**ITC-2021-006**

**It was MOVED and SECONDED,**

that the ITC Board direct staff to add “Public Comments and Delegations” to the standing agenda for ITC Board meetings, limiting the allocated total time to a maximum of 15 minutes, unless otherwise directed through Board resolution.

**CARRIED**

**ITC-2021-007**

**It was MOVED and SECONDED,**

that the ITC Board direct staff to develop guidelines for public participation during Islands Trust Conservancy meetings and bring them back to the ITC Board for approval.

**CARRIED**

**5.2 Items for Discussion/Direction**

None

**5.3 Correspondence**

5.3.1 Proposed VQOs for Lasqueti Island, Response to MFLNRORD

The Islands Trust Conservancy Board accepted the correspondence for information. The ITC Manager noted FLNRORD will make changes at some point, but we don't when those are.

**5.4 Updates for Information**

5.4.1 Executive Committee Updates

Trustee Fast advised Board members that Trust Council was held December 2-3, 2020. A number of letters resulted from meeting on advocacy topics including a coastal strategy and requesting powers to regulate tree cutting. Letters from the Chair can be viewed here: <http://www.islandstrust.bc.ca/trust-council/advocacy/>.

There are many projects underway including:

- groundwater
- strategic funding
- policy statement update
- regional growth strategy
- budget

These items are up for public comment. Links for policy statement and budget review:

<http://www.islandstrust.bc.ca/>

<http://www.islandstrust.bc.ca/trust-council/budget/>

At the last Trust Council meeting a Select Committee for Governance and Management Review was struck to review the overall management and governance of the Islands Trust as an external review. The first meeting was held January 18, 2021. Trust Council approved the terms of reference and a consultant will be hired. The Chair of Islands Trust is part of review committee

and the Staff Liaison is the CAO. Terms of reference notes ITC and BIM are not included in review.

#### 5.4.2 Public Acquisitions Report

The ITC Manager advised Board members of a declared conflict of interest regarding the Crystal Mountain conservation proposal on Galiano, and noted the file will be managed by the Trust Area Services Director, Clare Frater, and the Ecosystem Protection Specialist. The following updates were also provided:

Sandy Beach, Keats Island, officially transferred on December 18, 2020. Staff received \$12,000 as a contribution and will initiate development of a property management fund as previously directed by the ITC Board. A news release will be sent out Thursday and includes quotes from the Skwxwú7mesh (Squamish Nation) and the Minister of Municipal Affairs. The ITC Manager thanked the Communications staff and Lisa Wilcox for their work on this.

Trustee Fast noted congratulations on thirty properties in thirty years.

#### 5.4.3 Public Covenants Report

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

- The Acting Ecosystem Protection Specialist highlighted the Moss Mountain Covenant on Salt Spring, staff just put out an Invitation to Quote (ITQ) for a survey with the intent of moving forward on getting the survey and background pieces done this fiscal.

#### 5.4.4 Budget Report

The Islands Trust Conservancy Manager advised the budget is closing out the 3<sup>rd</sup> quarter, these numbers are not finalized due to entries still being done. Most budget lines are on track with a couple budget lines under spent, balanced by overspending in legal and property management areas. Staff are doing a good job on spending SAR program funding and anticipate fully spending the 2020/21 grant allocation.

The ITC Manager thanked to Carla Funk for putting out a call for donations for Opportunity Fund, putting out feelers, and rustling up funding.

A restricted budget line was added to reflect the newly establish property management fund. More news on impact investing to come.

#### 5.4.5 Guidance for Open Meetings and Electronic Meetings under Current PHO Orders and Ministerial Order 192

Item received for information.

## 6. **NEW BUSINESS**

There was no new business.

**7. NEXT MEETING**

The next meeting will take place on Tuesday, March 30, 2021 at 10:00 a.m.

**8. CLOSED MEETING**

**8.1 Motion to Close the Meeting**

**ITC-2021-008**

**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; and (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 board if they were held in public; and that staff be invited to remain in the meeting.

**CARRIED**

The Islands Trust Conservancy Board convened the closed portion of the meeting at 12:30 p.m. Rise and Report from the in camera session will occur during the next regular board meeting on March 30, 2021.

**9. ADJOURNMENT**

**By general consent,** the meeting adjourned at 11:59 p.m.

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Kate-Louise Stamford, Chair

Certified Correct:

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Corlynn Strachan, Recorder