



Islands Trust Conservancy

Minutes of the Regular Meeting

Date: Tuesday, March 30, 2021
Time: 10:00 am
Location: Electronic Zoom Meeting

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

Regrets Donald Clarke

Staff Present Kate Emmings, ITC Manager
Jemma Green, Covenant Management and Outreach Specialist
Carla Funk, Acting Fundraising Specialist
Erin Coulson, Acting Communications Specialist
Kathryn Martell, Ecosystem Protection Specialist
Nuala Murphy, Property Management Specialist
Corlynn Strachan, Administrative Assistant/Recorder

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- Addition of item 2.1 Staff Updates

By general consent, the agenda was approved as amended.

2.1 Staff Updates

The Islands Trust Conservancy Manager provided a staffing update, noting Kathryn Martell's position as the Ecosystem Protection Specialist is now permanent, the Species at Risk Coordinator position has been posted, and a student co-op position has been drafted with a term from May until August.

3. RISE AND REPORT

The Islands Trust Conservancy Board reported on the following items from its January 26, 2021 meeting:

3.1 Item 4.1.1 Fund Development Action Plan

The Islands Trust Conservancy Board approved an internal Fund Development Action Plan.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

4.1.1 Approval of the January 26, 2021 Regular Meeting Minutes

By general consent, the Islands Trust Conservancy meeting minutes of January 26, 2021 were adopted.

4.2 Follow-up Action List

The Islands Trust Conservancy Manager commented on the following action items:

- November 27, 2018 - the policy statement is in progress and we anticipate a presentation to the ITC board in May, with a referral in July.
- October 6, 2020 - removing Canada's from the ITC Tagline is complete with the exception of one publication. The Reconciliation Action Plan is in progress with plans to bring a draft to the May meeting.
- November 24, 2020 - through legal advice, it was determined we are not able to continue with fully electronic format after Covid-19 ends, based on our current legislation and regulations. We are looking at amending the bylaw to accommodate as many remote options as legally possible.
- November 24, 2020 - Impact GICs paperwork has been signed with plans to move the money into the fund into the next few months.

5. BUSINESS

5.1 Items for Approval

5.1.1 Request for Decision - NAPTEP Fee Waiver Request

The Islands Trust Conservancy Manager presented the NAPTEP fees waiver request to Board members and noted the ITC Board has a policy to allow this request; however, NAPTEP is a program of Trust Council and TC does not have a mechanism for approval, highlighting a policy gap.

ITC-2021-009

It was MOVED and SECONDED, that the ITC Board approve payment of up to \$450 from its Conservation Planning and Land Securement Budget to cover NAPTEP fees for the Baile/Pare NAPTEP Application (NP-NAP-2021.1).

CARRIED

ITC-2021-010

It was MOVED and SECONDED, that the ITC Board request that Trust Council develop policy guidance for sponsorship of Natural Area Protection Tax Exemption Program (NAPTEP) applications.

CARRIED

5.1.2 Staff Report – Paré-Baile NAPTEP Covenant Application Proposal

The Ecosystem Protection Specialist presented the staff report to Board members and highlighted there is a cairn on the property with a statutory right of way, in favour of the CRD, enabling public access and maintenance of the cairn.

There is an additional community used trail that is formalized through an agreement with Moving around Pender (MAP). Staff and Board members discussed whether formalizing the trail through a Statutory Right of Way was advisable. Staff will consider options with the applicant.

ITC-2021-011

It was MOVED and SECONDED, that the Islands Trust Conservancy Board approve the conservation proposal submitted by Peter Paré and Lisa Baile to place a conservation covenant on approximately 3.7 ha on North Pender Island, 3209 Armadale Road (PID 029-414-890) and 3210 Clam Bay Road (PID 000-543-527).

CARRIED

ITC-2021-012

It was MOVED and SECONDED, that the Islands Trust Conservancy pay registration costs for the Paré-Baile covenant.

CARRIED

5.1.3 Request for Decision - Follow Up Action List Revisions

The Islands Trust Conservancy Manager updated Board members that she was not able to provide Board training options in this agenda, however with Carla Funk on staff, there are plans to provide fund development training at a future meeting.

Board members commented on the importance of having a mechanism for bringing follow up action list items, such as Crown Land, back with a written resolution.

ITC-2021-013

It was MOVED and SECONDED, that staff remove the items from the Follow up Action List as indicated in the Request for Decision Item 5.1.3 document, dated March 30, 2021.

CARRIED

5.1.4 Request for Decision - Property Management Fund Guidelines

The Islands Trust Conservancy Manager presented the request for decision.

Board member discussed the wording of the policy and suggested changing the “biological reports” to broader wording “natural features reports” on page two of the policy document, under Use of Moneys held in the Property Management Fund, bullet six.

ITC-2021-014

It was MOVED and SECONDED, that the ITC Board approve the Property Management Fund Guidelines as amended and request that staff refer them for review to the Legislative Services Manager.

CARRIED

5.1.5 Request for Decision - Regional Conservation Plan Evaluation Deferral

The Ecosystem Protection Specialist presented the request to Board members noting the existing work plan is delayed due to staff changes and workload, and deferral of the work plan will allow staff to better incorporate work items from the developing Reconciliation Action Plan, the Fund Development Plan and the Climate Change Project.

Staff and Board members discussed timing challenges created by COVID-19, length of deferral, and the importance of project review overall.

ITC-2021-015

It was MOVED and SECONDED, that the Islands Trust Conservancy Board direct staff to:

1. defer evaluation of the Regional Conservation Plan (2018-2027) until January 2022;
2. extend the current 3-year Work Plan #1 until December 2021; and
3. defer development of the next 3-year Work Plan #2 until February/March 2022.

CARRIED

5.1.6 Request for Decision - Baile Nature Reserve Naming

The ITC Manager presented the naming request to Board members noting it is at the Board's discretion to approve the name and/or include a First Nations name in the future.

Board members discussed nature reserve naming within the context of the Reconciliation Declaration and pending Reconciliation Action Plan, and suggested staff note to the landowner that the Board may adopt a First Nations place name for the land at a future date.

ITC-2021-016

It was MOVED and SECONDED,

that the four-hectare property on North Pender Island (SDAY,ES), most recently added as Islands Trust Conservancy's 31st nature reserve (PID 024-289-582), be known as "Lisa Baile Nature Reserve", per the wishes of the donor.

CARRIED

5.2 Items for Discussion/Direction

5.2.1 Briefing - Executive Committee/Islands Trust Conservancy Board Liaison Meeting Agenda

The ITC Manager provided a history of the annual ITC-EC meeting process, provided options for focussing the meeting within the scheduled two hours, and provided topic suggestions.

Based on input from Board members, the ITC Manager summarized the following suggestions and options for the improving the annual ITC-EC meeting process:

- Frame roundtable around collaborations between ITC–EC working together including: what collaboration is, topics to collaborate on, and how to collaborate better (20 minutes)
- Create a presentation with a focus on visuals summarizing ITC work
- Approach EC via senior staff for an update on the provincial funding requests and NAPTEP ask, and confirm if EC would like any additional agenda items
- Provide update on the Fund Development Action Plan and question if this is a potential topic for future Trust Council meeting
- Forestry issues update, what is EC hearing back on from Crown Agencies and crown land meetings?
- Staff presentations on Species at Risk (SAR), climate change, and reconciliation will provide updates
- Include sections of the Strategic Plan that have ITC work in them
- Staff will come back in May for approval of agenda

5.2.2 Briefing - Climate Change Project Update

The Ecosystems Protection Specialist updated Board members on delays in implementing the project due to reduced capacity as a result of COVID-19. Staff will return to the Board with next steps after reviewing the work plan.

Board members commented the project charter format is difficult to read, questioned if there is a better system, and noted climate change and reconciliation are a component of all ITC work and need to be highlighted.

5.2.3 Briefing - Kelp Mapping

The Ecosystems Protection Specialist provided an update to Board members about Islands Trust Conservancy involvement with the BC Kelp Resiliency Project, a University of Victoria led coalition research project, to define bull kelp dynamics across the BC Coast. ITC staff are working with Dr. Costa to define how ITC staff will contribute to this partnership.

5.3 **Correspondence**

5.3.1 Letter - Nancy Gordon re: Mt Trematon, Lasqueti, dated March 6, 2021

The ITC Manager updated Board members that staff are working through the project proposal.

5.3.2 FLNRORD Referrals Letter to Sidney Island First Nations, dated March 8, 2021

Board members accepted the letter for information.

5.3.3 FLNRORD Referrals Letter to Lasqueti Island First Nations, dated March 8, 2021

Board members accepted the letter for information and questioned if there is any benefit to posting this on the Lasqueti island webpage or providing to the Local Trust Committee. The ITC Manager will speak with Islands Trust staff.

5.4 Updates for Information

5.4.1 Executive Committee Updates

Trustee Fast noted the Executive Committee spent time reviewing Trust Council, highlighted the meeting with the Minister of Municipal Affairs, and noted if ITC Board members would like to put any items on the next agenda, to let her know.

5.4.2 Public Acquisitions Report

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

5.4.3 Public Covenants Report

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

The Ecosystems Protection Specialist highlighted everything is ready for the Batista Covenant (Salt Spring), and as soon as the subdivision is registered, the covenant will be registered.

5.4.4 Budget Report

The ITC Manager highlighted the following:

- There was a spreadsheet calculation error under Property Management, noting \$25,000 overspent, this is not the case. We are approximately on budget for Property Management.
- There are a number of recent expenses under the Ruby Alton maintenance budget, bringing the total outstanding expenses closer to \$12,000. The house requires some repairs and staff anticipate further expenses. Staff are contemplating contracting out building management pieces to free up the ITC Property Management Specialist.
- We have a number of donations coming into the Opportunity Fund in memory of Betty Swift.

5.4.5 Islands Trust Tax Assessment Notice 2021 Insert

Chair Stamford advised the insert will be going into the July 1st tax notices. Trustee Fast advised the 4.7% tax requisition increase to Bowen Island Municipality is an error and should be changed to 2.7%. It will be corrected.

5.4.6 The Heron 2021 Spring Edition

Board members commented they like the new format of the Heron, appreciate the info graphic approach, and like the brief and fresh format.

The Acting ITC Communications Specialist noted there are more format changes coming. The next issue will be release in July. The planned format will be shorter with more frequent releases, up to four times per year.

6. PUBLIC COMMENTS AND DELEGATIONS

There were no attendees.

7. NEW BUSINESS

There was no new business.

8. NEXT MEETING

The next meeting is scheduled for Tuesday, May 25, 2021 at 10:00 am.

9. CLOSED MEETING

ITC-2021-017

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) (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 1:00 p.m. Rise and Report from the in camera session will occur during the next regular board meeting on May 25, 2021.

10. ADJOURNMENT

By general consent, the meeting adjourned at 12:23 pm.

Kate-Louise Stamford, Chair

Certified Correct:

Corlynn Strachan, Recorder