



# Islands Trust Conservancy

## Minutes of Special Meeting

**Date:** Tuesday, August 24, 2021  
**Time:** 1:00 pm  
**Location:** Electronic Zoom Meeting

**Board Members Present** Kate-Louise Stamford, Chair  
Doug Fenton  
Linda Adams

**Board Members Regrets** Sue Ellen Fast, Vice Chair  
Donald Clarke

**Staff Present** Kate Emmings, Islands Trust Conservancy Manager  
Carla Funk, Acting Fundraising Specialist  
Clare Frater, Trust Area Services Director, joined the meeting at 1:10 pm  
Corlynn Strachan, Administrative Assistant/Recorder  
Devin Hentschel, Conservation Technician  
Julia Mobbs, Administrative Services Director  
Kathryn Martell, Ecosystem Protection Specialist  
Wendy Tyrrell, Species at Risk Program Coordinator

**Guests** Lenora Lee, KPMG Auditor

### 1. CALL TO ORDER

Chair Stamford called the meeting to order at 1:00 pm and acknowledged that the meeting was being held in Coast Salish First Nations territory.

### 2. APPROVAL OF AGENDA

The following change and additions to the agenda were presented for consideration:

- Move the Audit Report item 5.0 up to after item 2.0 Approval of Agenda, to accommodate the Auditor's schedule
- Addition of item 6.4.1 Updates for information - Staff/Board Updates
- Addition of item 6.4.2 Covid-19 Update

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

### 3. MINUTES/COORDINATION

#### 3.1 Minutes of Meetings/Resolutions without Meetings

3.1.1 Approval of July 13, 2021 Regular Meeting Minutes

**By general consent**, the Islands Trust Conservancy meeting minutes of July 13, 2021 were adopted.

3.1.2 Approval of the July 13, 2021 ITC-EC Liaison Meeting Minutes

The following change to the minutes was presented:

- Identify Trustee Fast as a member of both the ITC Board and the Executive Committee

**By general consent**, the Islands Trust Conservancy meeting minutes of July 13, 2021 were adopted, as amended.

**3.2 Follow-up Action List**

The Islands Trust Conservancy Manager provided an update on the following:

- The Species at Risk (SAR) project charter will come to the Board in October since we now have the SAR Program Coordinator on staff.
- The NAPTEP item requesting that Trust Council provide policy guidance on NAPTEP fees will go into the September Trust council package.

**4. RISE AND REPORT**

There were no items for rise and report.

**5. AUDIT REPORT**

The Islands Trust Conservancy Manager provided a background on the process involved in the audit of Islands Trust Conservancy's financial statements and highlighted notes regarding grant funding and creation of new property management fund.

Auditor Lenora Lee presented the highlights in the Financial Statements for 2020-2021, noting that its status is complete and without any matters of significance that are outstanding, the report is consistent with previous years.

Board members commented the financial statements were provided the day before the meeting and it would be beneficial to see statements earlier in future.

Trustee Adams thanked Lenora, the audit group, and staff for their work in the audit.

**ITC-2021-029**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy approve the Audited Financial Statements for the 2020/21 fiscal year, and refer the statements to Islands Trust Council for information.

**CARRIED**

**6. BUSINESS**

**6.1 Items for Approval**

6.1.1 Sidney Island Ecological Restoration Plan - Request for Decision

The ITC Manager presented the request and highlighted additions to the deer eradication plan and the community engagement results.

Board members and staff discussed Sallas Strata individual member feedback, different views and voting process within strata, added ethics for deer, and mindful herbicide use for managing hawthorn.

**ITC-2021-030**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approve the Sidney Island Ecological Restoration Project Plan, including the Sidney Island Forest Restoration Strategy (Part A) and Fallow Deer Eradication on Sidney Island (Part B), dated July 2021 and provided to staff August 18, 2021.

**CARRIED**

**ITC-2021-031**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board direct staff to work with the Steering Committee of the Sidney Island Ecological Restoration Project to develop appropriate waivers to the Sidney Island conservation covenants for the Sallas Forest Strata once an operations plan is developed to implement the Sidney Island Ecological Restoration, and to return to the Board for approval of proposed waivers.

**CARRIED**

6.1.2 Property Management Fund Guidelines - Request for Decision

The ITC Manager presented the request and highlighted minor formatting edits and feedback from the Legislative Services manager noting it was unusual to request feedback from public for policies.

Board members drafted and presented the following resolution:

**ITC-2021-032**

**It was MOVED and SECONDED,**

that the ITC Board approve the revised Property Management Fund Guidelines with the following amendments:

1. Removal of the word “generally” from Section 5.
2. Removal of section 8.

**CARRIED**

**6.2 Items for Discussion/Direction**

There were no items.

**6.3 Correspondence**

There were no items.

## 6.4 Updates for Information

### 6.4.1 Staff and Board Updates

The Islands Trust Conservancy Manager updated the Board on the following:

- Erin Coulson left the Communications Specialist position early to pursue a permanent full time position with Brentwood College, we are short staffed in that area, and the Conservancy is currently looking for a replacement.
- Devin Hentschel's summer co-op position is drawing end to end, thanked him for his significant contribution, and noted it has been a pleasure to have him on staff.
- Linda Adams was reappointed by the Board Resourcing office until Aug 2023.
- Dr. Risa Smith was appointed to the Board. Her work has mainly been with the International Union of Conservation for Nature (IUCN) and natural climate solutions.
- Chair Stamford acknowledged Trustee Clark's term has ended. She thanked him for his service, noted the importance of an exit interview, and requested a thank you card sent.

### 6.4.2 Covid-19 Update

The ITC Manager updated Board members of the provincial announcement regarding vaccine and masking mandates, noting that all Islands Trust offices will return to a masking requirement as part of the Covid safety plan. Islands Trust senior management is staying updated on provincial requirements and how they impact our work.

## 7. PUBLIC COMMENTS AND DELGATIONS

There were not public comments or delegations.

## 8. NEW BUSINESS

There was no new business.

## 9. NEXT MEETING

The next meeting will take place on October 5, 2021 at 10:00 am.

## 10. CLOSED MEETING

### 10.1 Motion to Close the Meeting

**ITC-2021-033**

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

**CARRIED**

**11. ADJOURNMENT**

**By general consent**, the meeting adjourned at 2:10 pm.

---

Kate-Louise Stamford, Chair

Certified Correct:

---

Corlynn Strachan, Recorder

DRAFT