



Islands Trust Conservancy Regular Meeting Minutes

Date: Tuesday, November 23, 2021
Time: 10:00 am
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Board Members Present Doug Fenton, Board Member, attended electronically
Kate-Louise Stamford, Chair, attended electronically
Linda Adams, Board Member, attended electronically
Risa Smith, Board Member, attended in person
Sue Ellen Fast, Vice-Chair, attended electronically

Staff Present Carla Funk, A/Strategic Fund Development
Clare Frater, Director, Trust Area Services, joined meeting at 11:35 am
Corlynn Strachan, Administrative Assistant
Jaime Dubyna, Island Planner, joined the meeting at 11:10 am and left the meeting at 11:38 am
Jemma Green, Covenant Management & Outreach Specialist
Kate Emmings, Manager
Kathryn Martell, Ecosystem Protection Specialist
Nuala Murphy, Property Management Specialist
Wendy Tyrrell, Species at Risk Program Coordinator

1. CALL TO ORDER

Chair Stamford called the meeting to order at 10:25 am and acknowledged that the meeting was being held electronically from locations across the treaty and unceded territories of the Coast Salish people. The meeting start was delayed due to technical difficulties.

1.1 Staff Updates

The Islands Trust Conservancy Manager welcomed Carmen Smith as the new acting Communications Specialist, noting she was not able to make this meeting, but will be introduced at the January 25, 2022 meeting.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- Addition of Correspondence item 5.3.1 Letter from Margaret Taylor

By general consent, the agenda was approved as amended.

3. RISE AND REPORT

There were no items for rise and report.

4. MINUTES/COORDINATION

4.1 Minutes of Meetings/Resolutions without Meetings

4.1.1 Approval of October 5, 2021 Regular Meeting Minutes

By general consent, the Islands Trust Conservancy meeting minutes of October 5, 2021 were adopted.

Board members requested staff record how Board members attended the meeting on meeting minutes using “attended electronically” or “attended in person”.

4.1.2 Approval of revised August 24, 2021 Special Meeting Minutes

ITC-2021-046

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the revised Islands Trust Conservancy August 24, 2021 Special Meeting minutes.

4.1.3 Moss Mountain NAPTEP Covenant Revision (Salt Spring) Resolution without Meeting (RMW)

Recorded for information.

ITC-2021-045

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board authorizes the Chair to sign the revised covenant with Gaylene Young, over the Land described as PID 006-760-112, Lot 12, Sections 64, 65, 66, 67, and 68, South Salt Spring Island, Cowichan District, Plan 1914, through the Natural Area Protection Tax Exemption Program (NAPTEP).

4.2 Follow-up Action List

The Islands Trust Conservancy Board accepted the Follow-up Action List for information.

5. BUSINESS

5.1 Items for Approval

5.1.1 Revised Climate Change Project Charter – Request for Decision

The Ecosystem Protection Specialist presented the project charter. The Islands Trust Conservancy Manager advised this is a phased project and the project charter is for the first stage of the project.

Board members discussed contributions, mitigation and adaptation to climate change, criteria for projects, costs, and staff time.

ITC-2021-047

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approves the revised Climate Change Impacts Project—Phase I Project Charter v2, with the following changes:

The replacement of the purpose statement with the following:

To conduct a pilot analysis of climate change impacts, including the opportunities for ITC properties to contribute to climate change mitigation and adaptation where possible, for 2—3 ITC Nature Reserves, as a first step in adapting ITC's work to best protect local species and ecosystems through climate futures.

CARRIED

5.1.2 ITC Nature Reserve Monitoring Report 2021 - Request for Decision

The Property Management Specialist provided a summary of the report to Board members.

Board members discussed scanning of cedar species and status of stream beds during future monitoring trips. Board members noted that islands are unique in their species assemblages; some species are notably absent, and these need to be considered in restoration planning. Board members also noted impacts of climate change and invasive species, including holly.

ITC-2021-048

It was MOVED and SECONDED,

that the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2021,” as presented.

CARRIED

5.1.3 ITC Natural Area Protections Tax Exemption Program (NAPTEP) Monitoring Report 2021 – Request for Decision

The Covenant Management and Outreach Specialist presented the report to Board members and identified three covenant breaches.

Board members questioned if landholders who are not in compliance are agreeable to suggestions, and safety of visits. Staff noted most breaches are accidental and manageable through conversations and follow up with landowners.

ITC-2021-049

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board accept the Islands Trust Conservancy NAPTEP Covenant Monitoring Report 2021 and direct staff to address breaches as identified in the report.

CARRIED

5.1.4 Conservation Proposal: Nighthawk Hill NAPTEP expansion (North Pender) – Request for Decision

The Ecosystem Protection Specialist present the proposal to Board members and noted this is an extension of the current covenant.

Board members and staff discussed legal costs, policy on property size, staff time required to pursue proposals, and ecological benefits.

ITC-2021-050

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the conservation proposal submitted by Andreas Nowak and Mary Reher to add approximately 1 ha to the existing NAPTEP conservation covenant over a portion of the land described as Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333, PID 001-081-110, to protect small seasonal wetlands and connectivity to the already-protected mature dry Douglas-fir forests.

CARRIED

5.1.5 Species at Risk Project Charter – Request for Decision

The Species at Risk Project Coordinator presented the request to Board members and provided an update on the project.

ITC-2021-051

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board approve the revised Species at Risk Program Project Charter, dated November 23, 2021.

CARRIED

5.1.6 Development Variance Permit Referral (Hornby) – Request for Decision

The Islands Trust Conservancy Manager presented the referral to Board members.

Board members discussed pool location, landowner motivation, potential risks to Garry oak habitat, questioned if the property owner is familiar with best practices for prairie oak (Garry oak) protection, and need for a buffer area.

Island Planner Dubyna advised this application has not been presented to the Hornby Island Local Trust Committee yet, the owner's intention is keeping distance between septic and the pool and planning staff share information on best practices with the landowner.

ITC-2021-052

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to draft a letter to the Hornby Island Local Trust Committee regarding HO-DVP-2021.3:

- a. indicating that the Board recommends that the Development Variance Permit be declined because the distance of the proposed development from the Fischer Covenant is an insufficient setback from the protected prairie oak (Garry oak) habitat; and,
- b. recommending that the Hornby Island Local Trust Committee encourage the landowner to cancel their plans for construction of a pool in Garry oak habitat.

CARRIED

ITC-2021-053

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to request that, should the Hornby Island Local Trust Committee proceed with approving Development Permit Application HO-DVP-2021.3, the applicant be required to:

- a. install a barrier within their property line that does not significantly shade the covenant area, is not a collision risk for birds, and prevents trespass into, and impacts to, the covenant area;
- b. install temporary fencing during construction to prevent trespass into the covenant area; and,
- c. dispose of the fill from any excavation away from the property to avoid covering sensitive habitats and to prevent establishment of invasive plants.

CARRIED

ITC-2021-054

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board direct staff to request that, should the Hornby Island Local Trust Committee proceed with approving Development Permit Application HO-DVP-2021.3, the applicant be required to dispose of concrete washout (cleaning of equipment, tools, and chutes) off site to the place of origin.

CARRIED

5.1.7 ITC Meeting Procedure Bylaw Amendment – Request for Decision (late item)

Deferred to the January 25, 2022 ITC Board regular meeting.

5.1.8 2022 ITC Meeting Schedule – Request for Decision

The ITC Manager advised that since the meeting procedure bylaw amendment has been deferred to January 25th, the January meeting will need to be in person.

Board members discussed Financial Planning Committee direction to reduce budget costs and footprint for greenhouse gases, travel restrictions due to weather, and possible need for newly elected members to attend an in-person meeting.

ITC-2021-055

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board adopt the proposed meeting dates for the 2022 calendar year, as presented.

CARRIED

ITC-2021-056

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board (ITCB) direct staff to schedule the 2022 ITCB meeting dates of March 15th, May 24th, October 4th, and November 22nd, 2022 as electronic meetings, and list the Victoria office board room as the public meeting location.

CARRIED

ITC-2021-057

It was MOVED and SEONDED,

that the Islands Trust Conservancy Board direct staff to schedule two in-person meetings on January 25 and July 12, 2022.

CARRIED

5.1.9 2022 Salish Sea Ecosystem Conference – Request for Decision

The ITC Manager provided a brief overview of the conference, noted that this cross-border conference is a great training opportunity for Board members.

ITC-2021-058

It was MOVED and SEONDED,

that the Islands Trust Conservancy Board approve attendance at the Salish Sea Ecosystem Conference for Trustees Fast, Fenton, Stamford and Smith, and allocate up to \$200 for registration.

CARRIED

5.2 Items for Discussion/Direction

5.2.1 ITC Workloads and Projects – Briefing

The ITC Manager provided an overview to Board members of current staff workloads, and changes over the last three years, and commented that there have been several changes in Islands Trust and ITC administrative systems. The plan is to bring suggestions to the Board in January on how to prioritize work items and manage staff workload, to prevent staff burnout and best meet the goals of the ITC Board.

Board members commended staff for their level of commitment, dedication, and hard work.

Board members commented on accelerating change, keeping responses to climate change and reconciliation overarching priorities, the importance of health/well-being of staff, and questioned if the increase in hiring processes and leaves is Trust wide.

5.3 Correspondence

5.3.1 Island Ecosystems Protection Letter, Margaret Taylor, dated November 17, 2021

The ITC Manager advised Margaret Taylor is a property donor of the Burren's Acres Nature Reserve, and her letter is to raise concern of development on Gabriola Island.

Board members commented on the importance of ITC Board follow up through a letter of response.

ITC-2021-059

It was MOVED and SEONDED,

that the Islands Trust Conservancy Board direct staff to forward the letter from Margaret Taylor to the Gabriola Islands Local Trust Committee and that the Chair write a letter in response.

5.4 Updates for Information

5.4.1 Executive Committee Updates

Trustee Fast reported news releases have gone out regarding the upcoming Trust Policy Statement engagement and the recent changes to the *Islands Trust Act*. The news releases are posted on the Islands Trust website and Board members can subscribe to news updates on the website.

5.4.2 Public Acquisitions Report

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

5.4.3 Public Covenants Report

The Ecosystems Protection Specialist reported both the Moss Mountain (Salt Spring) Pare-Baile (North Pender) NAPTEP covenants were successfully signed and registered in October.

5.4.4 Budget Report

The ITC Manager reported the completion of investing restricted funds into an impact GIC.

5.4.5 Kelp Mapping - Briefing

The Ecosystem Protection Specialist briefed board members on bull kelp mapping for the Islands Trust area.

Board members suggested making the mapping public and available to researchers, and keeping track of data requests.

5.4.6 ITC Budget Request - Briefing

The ITC Manager presented the briefing to Board members noting the business case to split the Communications & Fundraising position was reframed to focus on the Strategic Fundraising position as requested by the ITC Board in its October meeting.

Chair Stamford commented that Financial Planning Committee is looking at the tax increase, the pressure is high to pull back on budget items requests, and, while the ITC budget request has been included in current budget planning for 2022/23, ITC was not included in a request to modernize planning database (TAPIS).

6. PUBLIC COMMENTS AND DELGATIONS

There were no public attendees.

7. NEW BUSINESS

There was no new business.

8. NEXT MEETING

The next meeting will take place January 25, 2022 at 10:00 am.

9. CLOSED MEETING

The Islands Trust Conservancy Board convened the closed portion of the meeting at 1:44 pm. Rise and report to take place at the January 22, 2022 meeting.

9.1 Motion to Close the Meeting

ITC-2021-060

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; and that staff be invited to remain in the meeting.

CARRIED

10. ADJOURNMENT

By general consent, the meeting adjourned at 1:44 pm.

Kate-Louise Stamford, Chair

Certified Correct:

Corlynn Strachan, Recorder