



# Islands Trust Conservancy Minutes of Regular Meeting

**Date:** Tuesday, January 25, 2022  
**Time:** 10:00 am  
**Location:** Islands Trust, Victoria Office Boardroom  
200-1627 Fort Street, Victoria, BC

**Board Members Present** Kate-Louise Stamford, Chair (attended electronically, left the meeting at 2:28 pm)  
Sue Ellen Fast, Vice-Chair (attended electronically)  
Doug Fenton, Board Member (attended electronically)  
Linda Adams, Board Member (attended electronically)  
Risa Smith, Board Member (attended electronically)

**Staff Present** Carla Funk, Acting Strategic Fund Development  
Carmen Smith, Acting Communications Specialist  
Clare Frater, Director, Trust Area Services (joined the meeting at 12:27 pm)  
Corlynn Strachan, Administrative Assistant/Recorder  
Jemma Green, Covenant Management & Outreach Specialist  
Kate Emmings, Islands Trust Conservancy Manager  
Kathryn Martell, Ecosystem Protection Specialist  
Nuala Murphy, Property Management Specialist

## 1. CALL TO ORDER

Chair Stamford called the meeting to order at 10:00 am and acknowledged that the meeting was being held virtually from locations across the treaty and unceded territories of the Coast Salish peoples.

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

The Islands Trust Conservancy Manager reviewed the voting procedure, and noted that 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: Doug Fenton, Linda Adams, Kate-Louise Stamford, Risa Smith, and Sue Ellen Fast.

The Islands Trust Conservancy Manager called for nominations for Islands Trust Conservancy Board Chair.

Trustee Fast nominated Trustee Stamford as Chair and Trustee Smith seconded the nomination. Trustee Stamford agreed to stand for the nomination of Chair of the Islands Trust Conservancy Board. The Islands Trust Conservancy 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 called for nominations for Islands Trust Conservancy Board Vice-Chair.

Chair Stamford nominated Trustee Fast as Vice-Chair and Trustee Adams seconded the nomination. Trustee Fast agreed to stand for the nomination of Vice-Chair of the Islands Trust Conservancy Board. The Islands Trust Conservancy 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.

## 2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- Item 1.1 Election of Chair and Vice-Chair
- Item 6.1.5 Board Training Approval – Request for Decision
- Item 8.1 Board Member Updates

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

## 3. CLOSED MEETING

The Islands Trust Conservancy Board convened the closed portion of the meeting at 10:05 am and resumed in open meeting at 12:30 pm to Rise and Report.

### 3.1 Motion to Close the Meeting

#### ITC-2022-001

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

**CARRIED**

## 4. RISE AND REPORT

Chair Stamford reported that at the November 23, 2021 Islands Trust Conservancy Board closed meeting, the Islands Trust Conservancy Board authorized the Chair to sign a covenant with Douglas Hopwood and Christine Ferris, Lasqueti Island, and directed staff to register the covenant subject to approval of the Agricultural Land Commission.

## 5. MINUTES/COORDINATION

### 5.1 Minutes of Meetings/Resolutions without Meetings

#### 5.1.1 Approval of November 23, 2021 Meeting Minutes

**By general consent**, the Islands Trust Conservancy meeting minutes of November 23, 2021 were adopted.

## 5.2 Follow-up Action List

Accepted for information.

## 6. BUSINESS

### 6.1 Items for Approval

#### 6.1.1 2022-23 Islands Trust Conservancy Work Planning - Request for Decision

The Islands Trust Conservancy Manager presented the request for decision to Board members, summarizing a long period of growth at ITC, the addition of multiple staff positions, and a required review of administrative systems.

Board members and staff discussed outreach and communication, a need to focus on Reconciliation and development of relationships with First Nations, the delayed Climate Change Project, increases in property values and potential increase in NAPTEP applications, the need to address system maintenance, Islands Trust Conservancy inclusion in Islands Trust software upgrades, policy evaluation, placing covenants on nature reserves, the need for process review, and pressure on administrative positions.

#### **ITC-2022-002**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board direct staff to:

- 1) Focus work for the 2022/23 fiscal year on:
  - the Climate Change Project;
  - land management and targeted outreach components of the Species at Risk Program;
  - development of a Reconciliation Action Plan; and
  - administrative needs, including: policy updates, review of staff roles/structure/training, maintenance and updates to internal databases, review of the new website and technology used in the field; and
- 2) Delay the following work items until the 2023/24 fiscal year:
  - revision of property management plans;
  - monitoring of lands that are protected by other conservation agencies (i.e. parks and nature reserves) or that are considered at low risk of covenant breach or trespass;
  - outreach and communications that generate new conservation proposals;
  - work on conservation proposals for lands not considered a very high priority for conservation, including those under 8 ha in size; and,
  - placing of covenants on ITC Nature Reserves.

**CARRIED**

#### 6.1.2 Conservation Proposal – Larmour NAPTEP Covenant (Salt Spring) - Request for Decision

The Ecosystem Protection Specialist presented the request for decision.

Board members discussed the timeline for deferral and requested “early 2023” be added to the resolution.

**ITC-2022-003**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approves the conservation proposal submitted by Rodney Polden, on behalf of Skye Larmour, to donate a 2.45 ha NAPTEP covenant on Salt Spring Island, over a portion of Lot 1, Section 87, South Salt Spring Island, Cowichan District, Plan VIP 27894, PID: 000-138-452, to protect mature forests, wetlands, and connectivity to other protected areas, and advise the applicant that ITC will defer this securement project until late 2022/early 2023 due to staff capacity constraints.

**CARRIED**

6.1.3 Moore Hill Management Plan (Thetis) - Request for Decision

Board members thanked the Nuala Murphy and Biologist, Carrina Maslovat, for their work on the report, noting this is great way to understand the property.

Board members discussed cultural significance, public opinion regarding closure of public access, and relationship building with First Nations.

**ITC-2022-004**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approve the Moore Hill Nature Reserve Nature Reserve Management Plan, dated October 28, 2021.

**CARRIED**

6.1.4 Islands Trust Conservancy Meeting Bylaw - Request for Decision

The Islands Trust Conservancy Manager reviewed the bylaw approval process, advised that the bylaw was reviewed by the Legislative Services Manager, and highlighted the purpose of the review is to update the bylaw in respect to remote and electronic meeting attendance.

Board members discussed and clarified the definition of “guest” in regards to inviting a speaker, and delegation.

Resolution without Meeting (RWM) to follow.

**ITC-2022-005**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy Bylaw No. 3, cited as “Islands Trust Conservancy Meeting Procedures Bylaw, 2019, Amendment Bylaw No. 1, 2022”, be read a first time.

**CARRIED**

**ITC-2022-006**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy Bylaw No. 3, cited as “Islands Trust Conservancy Meeting Procedures Bylaw, 2019, Amendment Bylaw No. 1, 2022”, be read a second time.

**CARRIED**

**ITC-2022-007**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy Bylaw No. 3, cited as “Islands Trust Conservancy Meeting Procedures Bylaw, 2019, Amendment Bylaw No. 1, 2022”, be read a third time.

**CARRIED**

**6.1.5 Board Training Approval – Request for Decision**

Trustee Smith advised registration cost for the Salish Sea Ecosystem Conference and the Summit of the Pan Canadian Parks and Protected Areas Research Network are higher than the amounts approved by the Board.

**ITC-IC-2022-008**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board rescind resolution ITC-2021-058 and approve attendance at the Salish Sea Ecosystem Conference for Trustees Fast, Fenton, Stamford and Smith, and allocated up to \$200 USD for registration.

**CARRIED**

**ITC-IC-2022-009**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approves attendance at e-Summit of the Pan Canadian Parks and Protected Areas Research Network for Trustees Stamford and Smith, and allocate up to \$300 for registration.

**CARRIED**

**6.2 Items for Discussion/Direction**

**6.2.1 2021 Covenant Management Projects - Briefing**

The Islands Trust Conservancy Covenant Management & Outreach Specialist provided a slide presentation to Board members, highlighting the top six projects completed in 2021 and commented this was a great learning experience.

Trustee Stamford commented the report is useful and requested items like this be communicated broadly, for example, posted on the Islands Trust website to show the work of Islands Trust Conservancy.

**6.2.2 Islands Trust Conservancy Nature Reserve Restoration Report 2021 - Briefing**

The Islands Trust Conservancy Property Management Specialist presented a slide presentation to Board members highlighting the top restoration projects completed in 2021, noting partners, local conservancies and volunteers have been instrumental in doing this work.

Board members commented the report was very exciting and refreshing.

**6.3 Correspondence**

**6.3.1 Gabriola Landholder Outreach Letter, dated 2022-01-21**

The Islands Trust Conservancy Manager advised this letter has been sent to Gabriola landholders, the Gabriola Local Trust Committee was notified.

Accepted for information.

6.3.2 Sheila Harrington Letter, dated 2022-01-17, re: Partnership Consideration

The Islands Trust Conservancy Manager advised the letter was received late and staff have not had a chance to consider this yet, noting that we could offer to connect her with partners, including past Board members

Board members agreed that Staff could follow up by providing background information and contacts.

**6.4 Updates for Information**

6.4.1 Public Acquisitions Report

Accepted for information.

6.4.2 Public Covenants Report

Accepted for information.

6.4.3 Budget Report

Accepted for information.

6.4.4 Leroux Building Permit Referral, NP-BP-2021.52, Irene Bay Rd

The Islands Trust Conservancy Manager advised staff do not have any concerns regarding the location of the greenhouse.

Accepted for information.

**7. PUBLIC COMMENTS AND DELGATIONS**

There were no public attendees.

**8. NEW BUSINESS**

8.1 Board Member Updates

- Trustee Smith provided a verbal update noting that Galiano recently completed the new Cable Bay conservation area, including 25 hectares, linking to other conservation areas, totalling 500 hectares of Coastal Douglas-fir forests, and wetlands. Trustee Smith noted this is an exciting project and was a dream that fell into place. There will be a celebration in the spring.
- Trustee Fast advised that Board members are welcome to join the Islands Trust budget consultation webinar, to see how trustees respond to the Islands Trust Conservancy's budget request. The Zoom webinar is scheduled for Thursday at

7:00 pm. Director Frater noted that Chair Stamford will be a member of the webinar panel.

- Trustee Fenton advised that the Thetis Island Local Trust Committee is trying to pull together a program to bring community engagement, stewardship and education. Thetis is working towards community composting.
- Trustee Adams advised she signed up for LTABC Indigenous Engagement session and will provide an update.

**9. NEXT MEETING**

The next Islands Trust Conservancy Board meeting is scheduled for March 15, 2022, starting at 10:00 am. A resolution without meeting (RWM) regarding the Meeting Procedure Bylaw will occur prior to the next meeting.

**10. ADJOURNMENT**

**By general consent**, the meeting adjourned at 2:55 pm.

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**Kate-Louise Stamford, Chair**

**Certified Correct:**

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**Corlynn Strachan, Administrative Assistant/Recorder**