



# Islands Trust Conservancy

## Minutes of Regular Meeting

**Date:** Tuesday, October 6, 2020  
**Time:** 10:00 am  
**Location:** Electronic Zoom Meeting

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

**Staff Present** Kate Emmings, Acting ITC Manager  
Clare Frater, Director, Trust Area Services (joined the meeting at 10:56 am)  
Lisa Wilcox, Senior Intergovernmental Policy Advisor, Trust Area Services  
Carla Funk, Acting Communications & Fundraising Specialist  
Jemma Green, Covenant Management & Outreach Specialist  
Kathryn Martell, Acting Ecosystems Protection Specialist  
Nuala Murphy, Property Management Specialist  
Corlynn Strachan, Recorder

**Guest Shauna Doll** Joined the meeting at 10:07 am

### 1. CALL TO ORDER

Chair Stamford called the meeting to order at 10:02 am and acknowledged that the meeting was being held in Coast Salish First Nations territory.

### 2. APPROVAL OF AGENDA

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

#### 2.1 Continuation of Electronic Meetings

##### ITC-2020-022

**It was MOVED and SECONDED,**

that in accordance with *Ministerial Order M192 – Local Government Meetings & Bylaw Process* and *Province of BC Bill 19 – 2020*, Islands Trust Conservancy cannot conduct public in-person meetings at this time because the meeting venues traditionally used have limited access or do not meet the legislated requirements for the protection of the community, trustees and staff; and therefore in order to meet the principles of openness, transparency, and accessibility, meetings of the Islands Trust Conservancy Board will be held electronically over the period August 26 to October 31, 2020, will be live streamed, and the public invited to participate in meetings by connecting to the link

or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

**CARRIED**

## **2.2 Staff Updates**

The acting ITC Manager welcomed back Corlynn Strachan, who recently returned to the Administrative Assistant position from a temporary assignment with the Ministry of Forests, Lands and Natural Resource Operations and Rural Development, noted a nice goodbye for Alexandra Trifonidis who acted in the Administrative Assistant position for the last two years, and thanked both for a smooth transition.

The acting ITC Manager advised that the ITC Manager, Jennifer Eliason, has taken a permanent position with BC Parks, as a Senior Parks and Protected Areas Planner. Kate Emmings has been acting in the ITC Manager position for the last two years. Planning is underway to fill the position and questions can be directed to Clare Frater, Director of Trust Area Services.

## **3. RISE AND REPORT**

The Islands Trust Conservancy Board provided a rise and report:

- a) on the content of the letter dated July 22, 2020 from Environment and Climate Change Canada (ECCC); and
- b) that it is in negotiation with ECCC on a Contribution Agreement for an Islands Trust Conservancy Species at Risk Program.

## **4. MINUTES/COORDINATION**

### **4.1 Minutes of Meetings/Resolutions without Meetings**

#### **4.1.1 Approval of July 14, 2020 Meeting Minutes**

**By general consent**, the Islands Trust Conservancy meeting minutes of July 14, 2020 were adopted.

**CARRIED**

#### **4.1.2 Approval of July 14, 2020 Executive Committee Liaison Meeting Minutes**

**By general consent**, the Islands Trust Conservancy meeting minutes of July 14, 2020 were adopted.

**CARRIED**

### **4.2 Follow-up Action List**

The acting ITC Manager provided an update on the items in the Follow-up Action List. Trustee Fast requested staff to add the name of the island to the list, adding Salt Spring Island to the Cunningham Covenant as an example. The Acting ITC Manager noted this would be done moving forward.

The Property Management Specialist noted there has been no further decision or movement from the Comox Valley Regional District on the final route for the Lindsay Dickson Nature Reserve on Denman Island.

## 5. BUSINESS

### 5.1 Items for Approval

#### 5.1.1 Sandy Beach, Keats Island, Financial Contribution – RFD

The acting ITC Manager presented the recommendation to the Board and advised Board members that the transfer of “Sandy Beach” on Keats Island to the Islands Trust Conservancy as part of a development process will go through shortly.

Discussion ensued on the following:

- consideration of the conservancy participating in ad-hock support for Salmon Rock on Keats Islands
- consideration for fundraising for Sandy Beach and Salmon Rock
- news on Keats Island is “hot”, benefit of a good news story
- potential fundraising opportunities in conjunction with a news release

#### **ITC-2020-023**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy (ITC) Board direct staff to:

- 1) use \$10,000 of the contribution provided as part of the Sandy Beach Nature Reserve transfer to create a Property Management Fund with the purpose of providing for long term management of ITC Nature Reserves;
- 2) use the remaining \$2,000 of the contribution provided as part of the Sandy Beach Nature Reserve transfer to revise and finalize the conservation covenant and baseline report for the Sandy Beach Nature Reserve; and,
- 3) direct any remaining funds to the newly created Property Management Fund.

**CARRIED**

#### 5.1.2 Species at Risk Funding – RFD

The acting ITC Manager presented the recommendation and noted this was the subject of an in camera Resolution without Meeting last month due to the receipt of almost \$600,000 in funding for the Species at Risk Program (see Rise and Report, above). There are large organizational implications which include the addition of a SAR Program Coordinator position as well as a Summer Co-op position and significant adjustments to the ITC budget. A news release has been issued regarding the program and once the contribution agreement has been finalized, staff will launch into the program. Some staff time and budget line items have been allocated to the project already.

Discussion ensued on the following:

- impacts to staff time, administrative and financial
- annual reporting on funding and administrative requirements

- Indigenous engagement in contract, internal versus external, and suggested the advertisement go to the Board and local First Nations
- importance of First Nations engagement, organizational connection and long term relationships with staff
- for further recommendations or suggestions, contact acting ITC Manager Emmings
- augmenting the Opportunity Fund
- communications to include the restrictions on this fund do not include the purchase of land

**ITC-2020-024**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board direct staff to sign a contribution agreement for \$597,000 with Environment and Climate Change Canada for a Species at Risk Program that will last until March 31, 2023 and will include the following work:

- Conduct surveys and monitoring
- Restore critical habitat
- Provide outreach materials and events
- Assist with costs associated with land securement
- Engage and work with First Nations

**CARRIED**

5.1.3 Budget Process – RFD

The acting ITC Manager provided a background and presented the 2021/22 Budget request to the Board highlighting an increased cost in legal services, and a possible impact of CoViD-19 on the meeting budget, noting there could be a slight adjustment to recommendation due to changes in salaries and administrative costs. The acting ITC Manager also noted revisions to budgeting for land management and changes associated with the influx of funding for the Species at Risk Program.

Discussion ensued on the following:

- the process of adding anticipated property management increases to average annual costs
- Chair Stamford is the ITC representative to Financial Planning Committee and Vice Chair Fast also sits on Financial Committee
- impacts of Covid-19 and support for 50% or more meetings online
- using the reduction of the meeting expense budget to increase the communications and fundraising budget

**ITC-2020-025**

**It was MOVED and SECONDED,**

that the Board reduce the 2021/22 budget associated with Board meeting expense by 50% to pilot a reduced in person meeting schedule.

**CARRIED**

**ITC-2020-026**

**It was MOVED and SECONDED,**

that the Board increase the 2021/22 budget associated with communications and fundraising by \$7,000.

**CARRIED**

**ITC-2020-027**

**It was MOVED and SECONDED,**

that the Board approve the draft 2021/22 ITC Budget as amended, with the understanding that budget items for salaries and benefits and administrative allocation will be adjusted, and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2021/22 budget.

**CARRIED**

5.1.4 ITC Vision Statement – RFD

The acting Communications and Fundraising Specialist presented the recommendation to the Board, noting the Islands Trust Senior Policy Analyst recommends removal of “Canada” from tagline to simplify and give due respect to the reconciliation process.

Discussion ensued on the following:

- wording of the vision statement, importance of simplicity, length, and tense
- the recently adopted Islands Trust tagline’s similarity to the Islands Trust Conservancy tagline, the possibility of using ecosystems and biodiversity wording in the tagline, protecting islands versus the sea, and appealing to a broad audience

**ITC-2020-028**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board revise its vision statement as follows:

*The Islands Trust Conservancy vision is for a network of protected areas that preserve in perpetuity the natural systems of the islands in the Salish Sea.*

**CARRIED**

**ITC-2020-029**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approve the removal of “Canada’s” from the ITC tagline so that the tagline reads “Protecting islands in the Salish Sea”.

**CARRIED**

5.1.4 Reconciliation Action Plan – RFD

The Senior Intergovernmental Policy Analyst and acting ITC Manager reviewed the background of the Reconciliation Action Plan, noting this first step in the process outlines what we would strive for over time, allows steps to be formally

recorded, allows staff to report on yearly basis, and creates a structure for staff to help them meet the goals.

Discussion ensued on the following:

- procurement planned for this reconciliation document
- need for a separate ITC reconciliation action plan from the Islands Trust reconciliation action plan
- support for First Nations inclusion and engagement, and working with First Nations

**ITC-2020-030**

**It was MOVED and SECONDED,**

that the ITC Board direct staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan.

**CARRIED**

5.1.6 Referral - Proposed Bylaw 108,109 (Thetis Island) – RFD

The acting ITC Manager presented the referral to Board members, noted interests of the ITC are unaffected, and the Local Trust Committee has referred the applications to all First Nations listed on the referral.

Discussion ensued on the following:

- timelines noted on ITC Policy 3.1, and which land use bylaws, OCPs, environmental development permit areas that affect ITC properties
- timing of referrals, planners typically informally flag earlier

**ITC-2020-031**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board direct the Acting Islands Trust Conservancy Manager to indicate to the Thetis Island Local Trust Committee that the Islands Trust Conservancy interests are unaffected by bylaws 108 and 109.

**CARRIED**

**5.2 Items for Discussion/Direction**

5.2.1 ITC Land Distribution (histogram) – BRF

The acting Ecosystem Protection Specialist briefed the Board on a scatter plot illustrating the size distribution of ITC properties and noted this was in response to the Board's request for a histogram showing size distribution of ITC Nature Reserves and Covenants over time.

Staff noted that there is a limited amount of information that can be obtained from scatter plots due to the how many different factors are involved. To look more deeply at size distribution, staff would need to look at protected area complexes and anomalies in terms of small properties. Staff would also need further direction on what questions are being asked and more significant staff resources would be required.

The Board accepted the document for information and noted that further action from staff is not required at this time.

#### 5.2.2 Forest Conservation Outreach – BRF

The Covenant Management and Outreach Specialist briefed the Board on completion of 2020 forest outreach campaign, noting NAPTEP information was mailed to landowners. The campaign has resulted in two significant NAPTEP Covenant enquiries to date.

Discussion ensued on the following

- size of properties included, priority for larger tracks, and consideration of smaller parcels in combination to include a larger track of land
- moving forward, the preference for smaller landowners to be included
- goals of ITC, to bring landowners to conservation on their land
- doing a follow up campaign – through LTC work or Trust Area Services
- extra prints of info sheets will be sent to Local Trust Area offices
- providing the location of link to the PDF versions online for Trustee reference
- staff will also provide a briefing on the outreach to LTCs, Executive Committee and the Bowen Island Municipality

#### 5.2.3 ITC Board Appointment – BRF

The acting ITC Manager provided the Board with information about the board appointment process following the resignation of board member, Dr. Susan Hannon, and requested review of the process for appointments to the ITC Board, including the competency matrix.

Discussion ensued on the following:

- three components required of appointed members including:
  - 1) continued broadening of FN reconciliation
  - 2) biology and conservation
  - 3) expertise in fundraising
- board members were also asked to consider people that could fill the position and to circulate information within their contacts

#### 5.2.4 2021 ITC Board Meeting Dates

The acting ITC Manager requested Board members provide feedback on dates they are not able to attend by email within the next week.

### 5.3 **Correspondence**

#### 5.3.1 2020-07-27 LTABC Standards Email

The Board accepted the correspondence for information. The acting ITC Manager noted the Islands Trust Conservancy is largely compliant with the standards, with the exception of a couple of technical places, does not have any concerns, and a full review is not recommended at this time.

## 5.4 Updates for Information

### 5.4.1 Executive Committee Updates (verbal)

No update was provided.

### 5.4.2 Public Acquisitions Report

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

- Crystal Mountain application is becoming more active. Nothing formal at this time, will bring to Board as it progresses.
- Sandy Beach transfer is getting closer.

### 5.4.3 Public Covenants Report

The Islands Trust Conservancy Board reviewed the Public Covenants Report for information. The acting Ecosystems Protection Specialist noted the covenant and baseline report for the Batista Covenant were updated.

### 5.4.4 Budget Report

The acting ITC Manager noted a new line for Species at Risk on the report and noted recent discussion with the Director of Administrative Services on socially responsible investing, and looking at moving funds into impact investments.

Discussion ensued on the following:

- timelines, the importance of targets, an action plan, and goals
- pooling funds with Islands Trust for a better rate of investment
- having the Director of Administrative Services provide the Board with further information and targets setting
- obligations as a Government agency
- insurance, lumped in with Islands Trust

#### **ITC-2020-032**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy Board direct staff to provide the Board with information related to ethical or high impact investing and assist in investment targets.

**CARRIED**

### 5.4.5 ITC Annual Report 2019-2020

The Islands Trust Conservancy Board reviewed the ITC Annual Report for information.

### 5.4.6 Land Trusts Standards and Practices

The Islands Trust Conservancy Board reviewed the CLTA Standards and Practices Report for information.

### 5.4.7 Raincoast Conservation Foundation Presentation

Shauna Doll, Gulf Islands Forest Conservation Project Coordinator, from the Raincoast Conservation Foundation, provided a presentation to the Board on recommendations for policy reform to protect endangered forests and habitats within the Islands Trust Area.

**6. NEW BUSINESS**

There was no new business.

**7. NEXT MEETING**

The next meeting will take place on November 26, 2020 at 10:00 am.

**8. CLOSED MEETING**

The Islands Trust Conservancy Board convened the closed portion of the meeting at 3:01 pm. The Rise and Report will occur at the November 24, 2020 meeting.

**ITC-2020-033**

**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; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and (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**

**9. ADJOURNMENT**

**By general consent,** the meeting adjourned at 1:54 pm.

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Kate-Louise Stamford, Chair

Certified Correct:

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Corlynn Strachan, Recorder