Appendix A

Islands Trust

DRAFT Islands Trust Council
Quarterly Meeting Agenda

Date:	Tuesday, June 17, 2025 to Thursday, June 19, 2025
Time:	1:00 p.m. start time on Tuesday
Location:	Harbour House Hotel - Crofton Room
	121 Upper Ganges Road, Salt Spring Island, BC, V8K 2S2

Pages

1. CALL TO ORDER 1:00 PM - 1:30 PM

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

3.1 Review of the Agenda

Late items, new items, and re-ordering of the agenda.

3.2 Approval of the Agenda

4. GENERAL BUSINESS ARISING 1:30 PM - 2:15 PM

4.1 Consent Agenda Items

By general consent Islands Trust Council adopt the recommendation as presented in items 4.1.1 - 4.1.4.5.

4.1.1 Draft March 2025 Trust Council Quarterly Meeting Minutes 6 - 33

THAT Islands Trust Council adopt the minutes as presented.

4.1.2 Trust Council Follow-Up Action List 34 - 42

Receive for information.

4.1.3 Resolution without Meeting Report 43 - 44

Receive for information.

4.1.4 Islands Trust Active Priorities Chart 45 - 47

4.1.4.1 Executive Committee Work Program Report

Chair Laura Patrick - verbal report

THAT Trust Council approve the Executive Committee Work Program Report as presented.

4.1.4.2 Governance Committee Work Program Report 48 - 50

Chair Judi Gedye - verbal report

THAT Trust Council approve the Governance Committee Work Program Report as presented.

4.1.4.3 Financial Planning Committee Work Program Report 51 - 52

Chair Sue Ellen Fast - verbal report

THAT Trust Council approve the Financial Planning Committee Work Program Report as presented.

4.1.4.4 Regional Planning Committee Work Program Report 53 - 56

Chair Mairead Boland - verbal report

THAT Trust Council approve the Regional Planning Committee Work Program Report as presented.

4.1.4.5 Trust Programs Committee Work Program Report 57 - 61

Chair Kristina Evans - verbal report

THAT Trust Council approve the Trust Programs Committee Work Program Report as presented.

4.1.4.6 Accessibility Committee Report

Trustee Lisa Gauvreau - verbal report

4.1.4.7 Islands Trust Conservancy Report

Chair Lisa Gauvreau - verbal report

5. NEW BUSINESS 2:15 PM - 3:00 PM

6. CORRESPONDENCE 3:00 PM - 3:15 PM

6.1 2025-03-11 W̱SÁNEĆ Leadership Council - MOU between Islands Trust Council and the W̱SÁNEĆ Leadership Council 62 - 63

6.2 2025-03-30 Transport Canada - Reply 64 - 66

6.3 2025-05-05 D Ellis - The Status of the Herring Populations Spawning around Denman-Hornby Islands 67 - 68

6.4 2025-05-30 Bowen Island Municipality Mayor Andrew Leonard - Convene Meeting with Ferry Dependent Communities 69 - 69

7. EXECUTIVE 3:30 PM - 4:30 PM

7.1 Consent Agenda Items

By general consent Islands Trust Council adopt the recommendation as presented in items 7.1.1, 7.1.2 and 7.1.3.

7.1.1 **Chief Administrative Officer's Report**

Receive for information.

7.1.2 **Strategic Plan Quarterly Report** 70 - 72

Receive for information.

7.1.3 **Continuous Learning Plan** 73 - 77

Receive for information.

7.2 Discussion / Decision Items

8. ENGAGEMENT / COLLABORATION 4:30 PM - 5:30 PM

8.1 Delegations

8.2 Public Comments

WEDNESDAY, JUNE 18

9. CLOSED MEETING 11:15 AM - 12:00 PM

THAT the meeting be closed to the public subject to Sections 90(1)(c) of the Community Charter in order to consider matters related to labour relations or other employee relations and that staff attend the meeting.

10. RISE AND REPORT

11. JARED "QWUSTENUXUN" WILLIAMS PRESENTATION 1:00 PM - 2:15 PM

12. TRUST AREA SERVICES 2:15 PM - 4:45 PM

12.1 Consent Agenda Items

By general consent Islands Trust Council adopt the recommendation as presented in items 12.1.1, 12.1.2 and 12.1.3.

12.1.1 **Director of Trust Area Services Report**

Receive for information.

12.1.2 **Notice of Natural Area Protection Tax Exemption Program Application Closure (SS-NAP-2020.3) - Briefing** 78 - 81

Receive for information.

12.1.3 **March 31, 2025 Islands Trust Conservancy Audited Financial Statements - Briefing** 82 - 101

Receive for information.

12.2 Discussion / Decision Items

12.2.1 **Request for Official Recognition Two Place Names on Bowen Island - Request For Decision** 102 - 106

To request staff to draft a letter from the Chair expressing Trust Council's support for official recognition of the Smí7mant Áyalhḵw and X̱éla7an placenames for beaches on Bowen Island.

13. MLA ROB BOTTERELL PRESENTATION 4:45 PM - 5:30 PM

14. LEGISLATIVE AND INFORMATION SERVICES 9:00 AM - 10:30 AM

THURSDAY, JUNE 19

14.1 Consent Agenda Items

By general consent Islands Trust Council adopt the recommendation as presented in item 14.1.1.

14.1.1 **Director of Legislative & Information Services Report**

Receive for information.

14.2 Discussion / Decision Items

14.2.1 **Trust Council Bylaw 197: Local Trust Committee Meeting Procedures Bylaw** 107 - 112

Previously tabled from the March 2025 Trust Council meeting.

15. FINANCIAL AND EMPLOYEE SERVICES 10:45 AM - 11:15 AM

15.1 Consent Agenda Items

By general consent Islands Trust Council adopt the recommendation as presented in items 15.1.1, 15.1.2 and 15.1.3.

15.1.1 **Director of Financial and Employee Services Report**

Receive for information.

15.1.2 **March 31, 2025 Financial Results - Briefing** 113 - 124

Receive for information.

15.1.3 **Forgone 2025/26 and 2026/27 Allocated Financial Statements - Briefing** 125 - 129

Receive for information.

15.2 Discussion / Decision Items

15.2.1 **March 31, 2025 Islands Trust Audited Financial Statements and Audit Report - Request For Decision** 130 - 152

THAT Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2025 and forward them to the Minister of Housing and Municipal Affairs.

16. PLANNING SERVICES 11:15 AM - 11:30 AM

16.1 Consent Agenda Items

By general consent Islands Trust Council adopt the recommendation as presented in item 16.1.1.

16.1.1 Director of Planning Services Report

Receive for information.

17. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT & CORRESPONDENCE — 11:30 AM - 12:00 PM

18. TRUSTEE UPDATES - Community Committee Participation — 12:30 PM - 1:00 PM

Written updates received for information only.

18.1 Association of Vancouver Island and Coastal Communities Convention 2025 — 153 - 157

18.2 Atl'ka7tsem/Howe Sound Biosphere Region

Spring 2025 Newsletter

April 2025 Forum Review

18.3 Baynes Sound/Lambert Channel Ecosystem Forum - None

None provided.

18.4 First Nations Relations

None provided.

18.5 Freighter Anchorages/Oceans Protection Plan (OPP)

None provided.

18.6 Shellfish Aquaculture Management Advisory Committee (SF AMAC)

None provided.

18.7 Southern Gulf Islands Forum

None provided.

18.8 Transportation/Ferry Group — 158 - 158

18.9 Vancouver Island Coastal Communities Climate Leadership Steering Committee (VICC-CL)

None provided.

19. NEXT MEETING

The next Islands Trust Council Quarterly meeting is scheduled to be held in-person on Gabriola Island September 16-18, 2025.

19.1 Draft September Trust Council Program — 159 - 159

Receive for information.

20. ADJOURNMENT — 1:00 PM

DRAFT

Trust Council

Minutes of a Regular Meeting

Date:	**March 11 – March 13, 2025**
Location:	**Best Western Dorchester Hotel, Opera Room** **70 Church Street, Nanaimo, BC, V9R 5H4**
Executive Members Present:	1. **Laura Patrick, Incoming Chair, Salt Spring Trustee** 2. **Tobi Elliott, Vice-Chair, Gabriola Trustee** 3. **David Maude, Vice-Chair, Mayne Trustee** 4. **Timothy Peterson, Vice-Chair, Lasqueti Trustee**
Members Present:	5. **Sue Ellen Fast, Bowen Municipal Trustee** 6. **Judith Gedye, Bowen Municipal Trustee** 7. **Sam Borthwick, Denman Trustee** 8. **David Graham, Denman Trustee** 9. **Susan Yates, Gabriola Trustee** 10. **Lisa Gauvreau, Galiano Trustee** 11. **Ben Mabberley, Galiano Trustee** 12. **Joe Bernardo, Gambier Trustee** 13. **Kate-Louise Stamford, Gambier Trustee** 14. **Alex Allen, Hornby Trustee** (in-person Mar. 11 electronic Mar. 12, 13) 15. **Grant Scott, Hornby Trustee** (electronic, attended March 11 only) 16. **Mikaila Lironi, Lasqueti Trustee** 17. **Jeanine Dodds, Mayne Trustee** (electronic attendance) 18. **Aaron Campbell, North Pender Trustee** (electronic attendance) 19. **Deb Morrison, North Pender Trustee** 20. **Jamie Harris, Salt Spring Trustee** (electronic attendance) 21. **Mairead Boland, Saturna Trustee** (electronic attendance) 22. **Lee Middleton, Saturna Trustee** 23. **Kristina Evans, South Pender Trustee** 24. **Dag Falck, South Pender Trustee** (electronic attendance) 25. **Ken Hunter, Thetis Trustee** 26. **Peter Luckham, Outgoing Trust Council Chair, Thetis Trustee**
Staff Present:	**Rueben Bronee, Chief Administrative Officer** **Stefan Cermak, Director, Planning Services** **Clare Frater, Director, Trust Area Services** **David Marlor, Director, Legislative and Information Services** **Julia Mobbs, Director, Financial and Employee Services** **Joe Elliott, Senior Indigenous Relations Advisor** **Chris Hutton, Regional Planning Manager** **Jeffery Lloyd, Senior Technical Analyst** **Alexandra Trifonidis, Executive Coordinator** **Morgana van Niekerk, Communications Specialist** **Lisa Millard, Meeting Administrator/Recorder**

Members of the public present: **There were five members of the public in attendance.**

TUESDAY, MARCH 11, 2025

The in-person meeting was recorded, livestreamed, and made available for electronic attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 1:03 p.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. TERRITORIAL ACKNOWLEDGEMENT

Elder Deborah Good, of Gitanyow Nation, welcomed members of Trust Council through drumming, song and prayer.

3. APPROVAL OF AGENDA

Trustee Boland arrived to the meeting at 1:16 p.m.

3.1 Review of the Agenda

Chief Administrative Officer Bronee advised that a request to add an item to the agenda had been brought forward prior to the meeting as part of the usual process of going through Executive Committee for approval; however, the nature of the motion would position all members of Executive Committee in a conflict of interest; therefore, the motion was brought forward as a late item addition to the agenda.

Chair Luckham appointed Trustee Evans as Acting Chair, the Executive Committee recused themselves and left the meeting at 1:31 p.m.

TC-2025-001
It was MOVED by Trustee Harris, and SECONDED by Trustee Middleton,
that Trust Council expresses its grateful appreciation to the Vice-Chairs for their service on the Executive Committee and respectfully requests that each of them resign their positions effective March 11, 2025 in order to give Trustees the opportunity to conduct a fully informed election to all four leadership positions on the Executive Committee, on the understanding that this resolution is no way intended as a criticism of any Vice-Chair's performance, conduct or character, and that each Vice-Chair who wishes to continue serving on the Executive Committee is invited and encouraged to stand for re-election.

DEFEATED

The Executive Committee members returned to the meeting at 1:39 p.m.

Chair Luckham asked if there were any additions or amendments to the agenda.

TC-2025-002
It was MOVED by Trustee Middleton, and SECONDED by Trustee Mabberley,
that Trust Council by 2/3 majority vote add a discussion about Islands Trust use of social media to the agenda.

CARRIED

TC-2025-003
It was MOVED by Trustee Borthwick, and SECONDED by Trustee Mabberley,
that Trust Council by 2/3 majority vote add a discussion about the use of generative artificial intelligence to the agenda.

CARRIED

The following items were added to the agenda:

16.2 Use of Social Media - Discussion
16.3 Use of Artificial Intelligence - Discussion

3.2 Approval of the Agenda

By general consent the agenda was approved, as amended.

4. ELECTION - ISLANDS TRUST COUNCIL CHAIR

Chief Administrative Officer Bronee thanked Chair Luckham for his service in the role of Chair of Islands Trust Council.

4.1 Expressions of Interest

4.1.1 Trustee David Maude Expression of Interest

4.1.2 Trustee Laura Patrick Expression of Interest

The Director of Legislative and Information Services, serving as Presiding Officer for the election, summarized the election requirements and voting process as set out in Trust Council Policy 2.4.3 and noted that the vote is done by secret ballot, if a member of Trust Council does not vote, their vote is not counted, and the individual that receives the most votes will be elected to the position of Chair.

The Director of Legislative and Information Services called for nominations for the position of Islands Trust Council Chair.

It was MOVED by Trustee Boland, and SECONDED by Trustee Gauvreau,
that Trustee Laura Patrick be nominated for the position of Chair.
Trustee Patrick agreed to stand.

It was MOVED by Trustee Allen, and SECONDED by Trustee Yates,
that Trustee Tim Peterson be nominated for the position of Chair.
Trustee Peterson agreed to stand.

It was MOVED by Trustee Yates, and SECONDED by Trustee Allen,
that Trustee David Maude be nominated for the position of Chair.
Trustee Maude agreed to stand.

It was MOVED by Trustee Middleton, and SECONDED by Trustee Borthwick,
that Trustee Ben Mabberley be nominated for the position for Chair.
Trustee Mabberley did not agree to stand.

The Director called three more times for nominations for the position of Islands Trust Council Chair and there were none.

Trustee Maude, Trustee Patrick, and Trustee Peterson each spoke stating their intention and interest. Questions and answers followed.

The meeting was recessed for a break at 2:34 p.m. and reconvened at 2:49 p.m.

The paper ballots were prepared and distributed by staff and, after marking their ballot, each trustee walked to the front of the room and cast their vote placing it in the ballot box.

TC-2025-004
It was MOVED by Trustee Yates, and SECONDED by Trustee Allen,
that Trustee Morrison be appointed scrutineer for this ballot.

CARRIED

Trustee Morrison and Director Marlor left the room to count the votes.

The Director returned and announced Trustee Patrick Chair of Islands Trust Council for the remainder of the 2022-2026 term.

Trustee Dodds left the meeting at 3:07 p.m.

The meeting was recessed for a break at 3:07 p.m. and reconvened at 3:27 p.m.

Chair Patrick commenced chairing the meeting.

5. GENERAL BUSINESS ARISING

5.1 Consent Agenda Items (see work program reports as per agenda for topics)

Each Committee Chair provided a verbal report on the work of their respective committees.

5.1.1 Draft December 2024 Trust Council Quarterly Meeting Minutes

That Trust Council approve the December, 2024 Trust Council Quarterly Meeting Minutes.

5.1.2 Trust Council Follow-Up Action List

Receive for information.

5.1.3 Islands Trust Active Priorities Chart

Receive for information.

5.1.3.1 Executive Committee Work Program Report

That Trust Council approve the Executive Committee Work Program Report as presented.

5.1.3.2 Governance Committee Work Program Report

That Trust Council approve the Governance Committee Work Program Report as presented.

5.1.3.3 Financial Planning Committee Work Program Report

That Trust Council approve the Financial Planning Committee Work Program Report as presented.

5.1.3.4 Regional Planning Committee Work Program Report

That Trust Council approve the Regional Planning Committee Work Program Report as presented.

5.1.3.5 Trust Programs Committee Work Program Report

That Trust Council approve the Trust Programs Committee Work Program Report as presented.

By general consent Trust Council adopted the recommendation as presented in items 5.1.1 to 5.1.3.5.

5.1.3.6 Chief Administrative Officer Hiring/Select Committee Report

Committee Vice-Chair Patrick provided a verbal report.

5.1.3.7 Islands Trust Conservancy Report

Chair Gauvreau provided a verbal report.

Trustee Dodds returned to the meeting at 3:38 p.m.

The agenda was reordered and Item 16.1 was heard following Item 5.

16.1 Dark Sky Principles Adoption Advocacy - Request For Decision

Discussion ensued and the following comments were noted:

- Clarification is not being sought to create bylaws but to determine which body has jurisdiction to regulate the issue;
- Staff, compared to a trustee working group, have a better understanding of the governmental jurisdictional areas that bylaws can fall within;
- The Director of Planning Services noted that a local trust committee has jurisdictional ability to control which way lights are pointed through designating form and character for commercial, industrial, institutional, and multifamily zones in terms of street and parking lot lighting, as well as within development permit areas such as the shoreline.

TC-2025-005
It was MOVED by Trustee Morrison, and SECONDED by Trustee Allen, that Trust Council encourages Trustees to work with their communities to develop and build awareness of the principles of Dark Sky International and encourage voluntary adoption of the principles of Dark Sky International.

CARRIED

TC-2025-006
It was MOVED by Trustee Morrison, and SECONDED by Trustee Yates, that Trust Council clarify its jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.

TC-2025-007
It was MOVED by Trustee Borthwick, and SECONDED by Trustee Allen, to amend the motion to add the words "request staff to" following the words "Trust Council".

CARRIED

The question on the following motion, as amended, was then called.

that Trust Council request staff to clarify its jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.

CARRIED

Trustee Dodds left the meeting at 4:23 p.m. and returned at 4:27 p.m.

Trustee Campbell left the meeting at 4:23 p.m.

6. ENGAGEMENT / COLLABORATION

6.1 Delegations

6.1.1 E March & M Smith

The delegation spoke to the following issues:

- Challenges of engaging with Islands Trust from a working-class perspective as almost all public engagement opportunities occur during a weekday creating an exclusionary environment resulting in a lack of diversity in viewpoints expressed;
- Lack of diversity in opinions is evident in the public engagement around the Trust Policy Statement whereby the same small number of people continue to attend meetings to express that the only consideration should be protection of the environment to the exclusion of the protection of housing and rural livelihoods;
- Fear of overdevelopment is used to prevent densification resulting in gentrification and unattainable housing for residents who are needed to provide the services necessary for functioning communities; and
- Asked that Islands Trust make greater efforts to support all members of the Trust Area, ensure delegations and town halls are accessible to all members of the public, and that the Trust Policy Statement balance environmental protection with protections of housing and livelihoods for working class residents.

6.2 Public Comments

A member of the public spoke in favour of the mandate, noted that expansion can not occur without impact to the environment, and that the preserve and protect mandate is a pillar of life in the Southern Gulf Islands. They requested Trust Council not conflate social inequalities with whether or not biodiversity and ecology should be maintained.

A member of the public spoke to the budget tax increase and presented their ideas for reducing future budgets including reducing staff turnover, providing trustees with true costs by incorporating costs of staff resources when project approvals are being considered, providing associated costs of approving grant funded work, and approving fewer contracts, grants and projects.

A member of the public spoke to an application under consideration of the City of Nanaimo to rezone 240 acres beside the Harmac mill to heavy industrial use resulting in potential and significant negative impacts to nearby islands. They noted the local trust committee wrote to the City of Nanaimo requesting referral status which was denied and they requested that Trust Council seek a memorandum of understanding agreement and address the concern of impacts to the local trust area.

The agenda was re-ordered and Items 7.1 and 19 were heard following Item 6.2.

7.1 Consent Agenda Items

7.1.1 Chief Administrative Officer's Report

Receive for information.

7.1.2 Strategic Plan Quarterly Report

Receive for information.

7.1.3 Trust Council Continuous Learning Plan

Receive for information.

By general consent Trust Council adopted the recommendation as presented in items 7.1.1, 7.1.2, and 7.1.3.

Trustee Bernardo left the meeting at 4:55 p.m.

Trustee Dodds left the meeting at 5:00 p.m.

Trustee Hunter left the meeting at 5:02 p.m.

Trustee Luckham left the meeting at 5:03 p.m. and returned at 5:06 p.m.

19. TRUSTEE UPDATES - Community Committee Participation

19.1 Atl'ka7tsem/Howe Sound Biosphere Region

None provided.

19.2 Baynes Sound/Lambert Channel Ecosystem Forum

Trustee Borthwick provided a verbal update and noted the group has become a society and are working on developing a State of the Sound report.

19.3 BC Ferries Advisory Committee - ex FAC member Trustee Yates

Received for information.

19.4 First Nations Relations

Trustee Fast and Trustee Peterson provided updates on local trust committee and Bowen Island Municipality First Nations engagement work in the Galiano, Lasqueti, and Bowen Island areas.

Director Frater provided an update on the agreement with Snaw'naw'as First Nation and noted Chief Edwards expressed interest in further discussions after which a signing ceremony will be arranged.

Trustee Borthwick congratulated K'omoks First Nation on the ratification of their treaty.

19.5 Freighter Anchorages/Oceans Protection Plan (OPP)

None provided.

19.6 Shellfish Aquaculture Management Advisory Committee (SF AMAC) - Trustee Lironi

Received for information.

19.7 Southern Gulf Islands Forum

Received for information.

Trustee Gedye noted attendance at the Rural Island Economic Partnership Conference, Trustee Elliott highlighted attendance at an online presentation about the Local Government Reformation project, and Trustee Morrison reported that she has recently represented Islands Trust for the Association of Vancouver Island Communities Climate Leadership group and Mount Aerosmith Biosphere Reserve group.

Trustee Bernardo returned to the meeting at 5:18 p.m.

Trustee Hunter returned to the meeting at 5:24 p.m.

The meeting was recessed for the day at 5:28 p.m.

WEDNESDAY, MARCH 12, 2025

Chair Patrick reconvened the meeting at 8:30 a.m.

7. EXECUTIVE

7.1 Consent Agenda Items

Item 7.1 was reordered on the agenda and was heard following Item 6.2.

7.2 Discussion / Decision Items

7.2.1 Trust Council Continuous Learning Plan - Request For Decision

Chief Administrative Officer Bronee summarized the Request for Decision and highlighted the following:

- Priority has been given to items that Trust Council had previously asked focus be placed including meeting management, meeting conduct, and structured decision making;
- Quarterly sessions to address key topics identified in the survey have been mapped out;
- Session details and proposals will be brought to Executive Committee for consideration;
- Grant funding has been secured to help fund the sessions on chairing and conduct; and
- The proposed budget allocation for trustee learning is $19,000 which includes a $15,000 grant for specific sessions leaving a balance of $4,000 of which a $3,000 quote has been received for a structured decision-making workshop.

TC-2025-008
It was MOVED by Trustee Evans, and SECONDED by Trustee Gedye,
that Trust Council approve the draft Continuous Learning Plan for the balance of the current council term.

CARRIED

Trustees Harris, Falck, and Dodds joined the meeting at 8:50 a.m.

Trustee Allen left the meeting at 8:53 a.m. and joined electronically at 8:57 a.m.

7.2.2 Approval of the Draft Islands Trust 2025-2028 Strategic Plan Core Elements - Request For Decision

Chief Administrative Officer Bronee summarized the Request for Decision and detailed items that were added to, or removed from, the plan of work since Trust Council determined key initiatives in March, 2024. He asked that Trust Council identify priority items for the balance of the term.

Discussion ensued and the following comments and clarifications were noted:

- The work plan represents 20% of the overall work of staff and trustees, and the remaining 80% of the work is done at the level of the local trust committees;
- The work of several items is already underway;
- Once high-level priorities are established senior staff will look at departmental work plans and map each of the initiatives and build project charters as appropriate;
- If priorities need to shift based on staff capacity, or other unanticipated challenges, the work plan will come back to Trust Council for direction or approval;

- The request for funding from the province remains separate from the request for a review as direction to include it in the overall review was not given;
- The intention is for Trust Council to review the four-year work plan annually;
- There are interdependencies between some of the work such as drafting the Trust Policy Statement and implementing it; and
- Items 3.2.4 and 4.3.4 are grant funded and both fall into the category of initiatives that are underway.

Trustee Borthwick left the meeting at 9:38 a.m.

Trustee Fast left the meeting at 9:38 a.m. and returned at 9:40 a.m.

Trustee Peterson left the meeting at 9:39 a.m. and returned at 9:41a.m.

TC-2025-009
It was MOVED by Trustee Morrison, and SECONDED by Trustee Fast,
that Trust Council make the following items on the April 2025-November 2026 Strategic Plan the highest priority:

1.1.1 the Islands Trust Policy Statement
1.2.1 a corporate planning process
1.2.3 revising bylaw enforcement practices and decisions
1.2.5 the review and implementation of accepted recommendations of the 2022 Governance Report

TC-2025-010
It was MOVED by Trustee Evans, and SECONDED by Trustee Bernardo,
that the motion be amended to add Project 1.3.3 Act on the Province's response to the request for a Provincial review.

CARRIED

The question on the following motion, as amended, was then called.

that Trust Council make the following items on the April 2025-November 2026 Strategic Plan the highest priority:

1.1.1 the Islands Trust Policy Statement
1.2.1 a corporate planning process
1.2.3 revising bylaw enforcement practices and decisions
1.2.5 the review and implementation of accepted recommendations of the 2022 Governance Report
1.3.3 act on the Province's response to the request for a Provincial review

CARRIED

Discussion ensued about the Trust Policy Statement amendment project and the following comments were noted:

- Following First Reading, the Trust Policy Statement will likely require significant amendments based on feedback received;
- The Policy Statement should not be worked on until a response from the Provincial government is received regarding the request for a review;
- Acting on the request to the Province may be a priority; however, the timing of receiving a response, and the content of the potential response, is unknown.

Trustee Mabberley left the meeting at 10:05 a.m. and returned at 10:20 a.m.

The meeting was recessed for a break at 10:10 a.m. and reconvened at 10:19 a.m.

TC-2025-011
It MOVED by Trustee Evans, and SECONDED by Trustee Middleton,
that Trust Council combine the following key initiatives in the strategic plan and read as follows:

1.3.1 Advance the following requests to the Province and develop advocacy and education strategies to support these:
  a) the Provincial review of the governance structure to enable reconciliation and better support Islands Trust's mandate; and
  b) request for increased Provincial funding.

CARRIED

TC-2025-012
It was MOVED by Trustee Evans, and SECONDED by Trustee Bernardo,
that Trust Council amend the draft Islands Trust Strategic Plan 2025-28 by replacing the text in item 1.2.3 with "Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence."

CARRIED

Discussion ensued regarding work being done on the Draft Policy Statement by the Committee of the Whole. Options that might allow the work to be advanced in a timelier manner were put forth as follows:

- A working group, under Trust Programs Committee, be struck;
- Poll trustees for better times and dates that would facilitate the work to continue within the Committee of the Whole Meetings; and/or
- Schedule Trust Council Special Meetings from March to May, 2025.

Trustee Dodds left the meeting at 10:28 a.m. and returned at 10:43 a.m.

Discussion on the options presented was undertaken and the following comments were noted:

- There are challenges in attending extra meetings;
- It should be determined why the Committee of the Whole meetings are not working;

The meeting was recessed for a break at 10:47 a.m. and reconvened at 11:05 a.m.

- Procedurally the Committee of the Whole is not functional as it limits conversation and requires making recommendations to Trust Council which is the same body;
- If there is commitment for Trust Council to attend a meeting in May in order to get to First Reading in June then those that do not attend need to understand they are allowing a small group to make the decisions on the Trust Policy Statement; and
- It is important to initiate the process of public and First Nations engagement.

TC-2025-013
It was MOVED by Trustee Morrison, and SECONDED by Trustee Bernardo,
that Trust Council table the item 7.2.2 to Thursday morning March 13th.

DEFEATED

TC-2025-014
It was MOVED by Trustee Peterson, and SECONDED by Trustee Mabberley,
that Trust Council assign the remainder of the Policy Statement work to Trust Programs Committee and that an electronic Special Meeting be scheduled for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.

CARRIED

TC-2025-015
It was MOVED by Trustee Peterson, and SECONDED by Trustee Evans,
that Trust Council solicit expressions of interest from trustees to join Trust Programs Committee to complete the Policy Statement work, and request the Chair of Trust Council to make appointments for ratification by Trust Council as soon as possible.

CARRIED

TC-2025-016
It was MOVED by Trustee Fast, and SECONDED by Trustee Middleton,
that Trust Council:

1. Approve the Goals & Desired Outcomes, Strategic Directions, and Key Initiatives identified in the document entitled *Draft Islands Trust Council Strategic Plan 2025-28* as amended; and
2. Endorse prioritization of the Key Initiatives identified for the balance of the current Trust Council term in the document entitled *Draft Islands Trust Council Strategic Plan 2025-28*.

CARRIED

8. PLANNING SERVICES

8.1 Consent Agenda Items

8.1.1 Director of Planning Services Report

Receive for information.

8.1.2 Bylaw Enforcement Statistical Reports - Briefing

Receive for information.

By general consent Trust Council adopted the recommendation as presented in items 8.1.1 and 8.1.2.

The meeting was recessed for a break at 11:57 a.m. and reconvened at 1:00 p.m.

Trustee Borthwick returned to the meeting at 1:00 p.m.

9. LEGISLATIVE AND INFORMATION SERVICES

9.1 Consent Agenda Items

9.1.1 Director of Legislative and Information Services Report

Receive for information.

By general consent Islands Trust Council adopted the recommendation as presented in item 9.1.1.

9.2 Discussion / Decision Items

9.2.1 Trust Council Bylaw 197 - Local Trust Committee Meeting Procedures Bylaw - Request For Decision

The Director of Legislative and Information Services summarized the Request for Decision and highlighted the following:

- In December 2023 Trust Council requested staff prepare draft amendments to the meeting procedure bylaw for local trust committees;
- Currently each local trust committee has a meeting procedure bylaw resulting in the administration of 13 bylaws and the intent of Bylaw 197 is to replace all of the individual local trust committee meeting procedures bylaws with one Trust Council bylaw; and
- The existing bylaw has been incorporated and the new bylaw includes changes outlined within the report.

Discussion ensued and the following comments were noted:

- One meeting procedures bylaw removes the autonomy of the local trust committee;
- The bylaw provides less opportunity to determine how members of the public can interact with local trust committees;
- A validated email address should be accepted as a petitioner's signature;
- Increasing the number of meetings a trustee can attend electronically is problematic due to potential connectivity and technical issues;
- If one trustee attends subsequent meetings electronically it reduces the flexibility of the other trustees who then must attend in person;
- A local trust committee can waive the restriction to attend in person on a meeting-by-meeting basis;
- There has been interest from Trust Council to harmonize and simplify processes and common standards for meetings will allow support of meetings easier to administer which reflects resource savings;
- One standardized bylaw would provide a fairness component across all local trust areas;
- The bylaw fills gaps in some areas that do not have policies regarding delegations, invited presentations, and public participation;
- Community Information Meetings are not regulated under this bylaw and can be scheduled to provide opportunity for public engagement; and
- Item 43 specifies that discussions must relate to items that are within the jurisdiction of a local trust committee; however, there is discretion, through the Chair, to allow or disallow topics that are outside of jurisdiction.

TC-2025-017
It was MOVED by Trustee Boland, and SECONDED by Trustee Morrison,
that Trust Council amend Bylaw No. 197 to read as follows for Item No. 29:

29. In the event of a delegation presenting a petition, the petition shall contain a petitioner's full name, residential address, telephone number, and a signature or valid email address. (Note: an email address may only be associated with one signatory).

CARRIED

Trustee Middleton left the meeting at 1:30 p.m.

Trustee Campbell left the meeting at 1:55 p.m.

TC-2025-018
It was MOVED by Trustee Morrison, and SECONDED by Trustee Borthwick,
that Trust Council Policy Bylaw No. 197, 2024 Item No. 43 be removed.

DEFEATED

TC-2025-019
It was MOVED by Trustee Borthwick, and SECONDED by Trustee Gauvreau,
that Trust Council table the discussion on Bylaw No. 197, 2024 until further notice.

CARRIED

9.2.2 Ratification of Appointment of Trustee Fast to Financial Planning Committee (FPC) - Request For Decision

TC-2025-020
It was MOVED by Trustee Gedye, and SECONDED by Trustee Evans,
that Trust Council ratify the appointment of Trustee Sue Ellen Fast to the Financial Planning Committee.

CARRIED

10. FINANCIAL AND EMPLOYEE SERVICES

10.1 Consent Agenda Items

10.1.1 Director of Financial and Employee Services

Receive for information.

10.1.2 December 31, 2024 Financial Report - Request For Decision

THAT Trust Council approve the December 31, 2024 Financial Report.

10.1.3 2024-25 Financial Forecast - Briefing

Receive for information.

By general consent Trust Council adopted the recommendation as presented in items 10.1.1, 10.1.2, and 10.1.3.

10.2 Discussion / Decision Items

10.2.1 Draft 2025/26 Islands Trust Budget

10.2.1.1 Budget Session Outline

Received for information.

10.2.1.2 Draft 2025/26 Budget: Changes Since Trust Council's December Review – Briefing

Received for information.

10.2.1.3 Overview of Draft 2025/26 Budget – Briefing

The Director of Financial and Employee Services introduced the budget discussion and highlighted the following:

- The planned spending represents a 1.4% increase over the previous fiscal year budget;
- The budget, as proposed, will result in a 5.2% general tax increase to local trust areas and an estimated 12.9% general tax levy increase to Bowen Island Municipality;
- Increased spending represents higher staff wages, legal fees, trustee renumeration, office leases, and Islands Trust Conservancy operating budget;
- Budget items that reflect decreases over previous years were summarized; and
- The Salt Spring Island office renovation has commenced and several unidentified, but required, renovation updates are necessary to bring the space up to current building code standards and this reflects a $22,000 expenditure not included in the budget; however, areas within the budget that could be reduced to offset this cost have been identified.

Discussion ensued and the following comments were noted:

- The budget has been superseded by tariff events which are being imposed for the purpose of destabilizing the economy and the current economic reality is different than the one in which the budget was drafted;
- Much of the budget is non-discretionary; and
- Adding two in-person Trust Council meetings back into the budget would result in a general tax increase of 5.8% and a levy of 15% for Bowen Island Municipality

The meeting was recessed for a break at 2:56 p.m. and reconvened at 3:15 p.m.

Trustee Middleton returned to the meeting at 3:15 p.m.

Trustee Morrison left the meeting at 3:30 p.m.

A Trustee spoke to the economic uncertainty resulting from the imposition of tariffs potentially resulting in an economic recession and noted that a reduction of approximately $225,000 in proposed expenditures would be required in order to limit the tax increase in the draft budget to no more that 2.5%.

It was MOVED by Trustee Bernardo
that Trust Council requests that Staff reduce the expenditures proposed by the draft 2025/26 budget as follows:

(a) Defer implementation of the Cityview bylaw portal and software upgrade to the next fiscal year ($98,400).

(b) Defer filling the Temporary Policy Advisor vacancy for six months ($64,025).

(c) Remove the amounts allocated for the funding of potential legal contingencies that may arise in connection with Denman, Gabriola, Mayne and North Pender Local Trust Committee projects ($10,000).
(d) Reduce the funding allocated to initiate the review of the Lasqueti Trust Area Official Community Plan ($7,500).
(e) Further to the options for reducing discretionary budget lines identified at page 365 of the draft 2025/2026 budget:
i. Reduce History and Heritage Grants in aid ($6,000).
ii. Reduce the number of development applications sponsored by Executive Committee ($7,725).
iii. Reduce the funding for the Stewardship Education Program ($9,500).
iv. Reduce the funding for Secretariat Services ($17,000).
v. Reduce the funding of Island Trust Conservancy Board meetings ($2,850).
vi. Reduce the funding of office equipment purchases ($2,000).

Discussion ensued about the merits of debating one item in the motion at a time or grouping them together.

TC-2025-021
It was MOVED by Trustee Bernardo, and SECONDED by Trustee Mabberley,
that Trust Council requests that Staff reduce the expenditures proposed by the draft 2025/26 budget by deferring implementation of the Cityview bylaw portal and software upgrade to the next fiscal year.
DEFEATED

Discussion ensued on the remaining items listed in the motion.

Trustee Bernardo withdrew his original motion.

TC-2025-022
It was MOVED by Trustee Bernardo, and SECONDED by Trustee Mabberley,
that Trust Council requests that Staff reduce the expenditures proposed by the draft 2025/26 budget as follows:
a) Defer filling the Temporary Policy Advisor vacancy for six months ($64,025).
b) Remove the amounts allocated for the funding of potential legal contingencies that may arise in connection with Denman, Gabriola, Mayne and

North Pender Local Trust Committee projects ($10,000).

c) Reduce the funding allocated to initiate the review of the Lasqueti Trust Area Official Community Plan ($7,500).

d) Further to the options for reducing discretionary budget lines identified at page 365 of the draft 2025/2026 budget:

vii. Reduce History and Heritage Grants in aid ($6,000).

viii. Reduce the number of development applications sponsored by Executive Committee ($7,725).

ix. Reduce the funding for the Stewardship Education Program ($9,500).

x. Reduce the funding for Secretariat Services ($17,000).

xi. Reduce the funding of Island Trust Conservancy Board meetings ($2,850).

xii. Reduce the funding of office equipment purchases ($2,000).

DEFEATED

Trustees Bernardo, Boland, Dodds, Falck, Harris, Hunter, and Mabberley voted in favor.

TC-2025-023

It was MOVED by Trustee Yates, and SECONDED by Trustee Borthwick,

that Trust Council increase the 2025/26 budget for Trust Council meetings by $67,500 to provide funding for four in-person Trust council meetings.

CARRIED

Trustees Boland and Falck opposed.

TC-2025-024

It was MOVED by Trustee Middleton, and SECONDED by Trustee Yates,

that Trust Council reinstate the line item for research into Trust Council Secretariat position for $15,000.

DEFEATED

TC-2025-025

It was MOVED by Trustee Borthwick, and SECONDED by Trustee Yates,

that Trust Council approve the proposed 2025/26 budget as amended and request staff to return with an updated financial plan bylaw for Trust Councils consideration.

CARRIED

Trustees Bernardo, Boland, Falck, Harris, Hunter, Mabberley, and Middleton opposed.

10.2.1.4 Budget Funding Requests

The following items are supporting materials for the Budget Funding Requests.

10.2.1.4.1 Strategic, Governance, and Programming Initiatives

10.2.1.4.1.1 Executive Committee 2025/26 Budget Submission - Briefing

10.2.1.4.1.2 EC: Policy Statement Amendment Project – Business Case

10.2.1.4.1.3 EC: Coast Salish Art – Business Case

10.2.1.4.1.4 TPC: Stewardship Education Program – Business Case

10.2.1.4.1.5 TPC: Secretariat Services – Business Case

10.2.1.4.1.6 GC: Trustee Remuneration Review – Business Case

10.2.1.4.1.7 GC: Trust Council Policies Review – Business Case

10.2.1.4.1.8 GC: Trust Council Secretariat – Business Case

10.2.1.4.2 Operational Requests and Staffing

10.2.1.4.2.1 Temporary Senior Policy Advisor – Business Case

10.2.1.4.2.2 IS Programmer Co-op – Business Case

10.2.1.4.2.3 Records Management & Freedom Of Information Protection Of Privacy Support – Business Case

10.2.1.4.2.4 Time Tracking Software – Business Case

10.2.1.4.2.5 Safety – GPS Locator Devices – Business Case

10.2.1.4.2.6 Cityview Bylaw Portal – Business Case

10.2.1.4.3 Islands Trust Conservancy Budget for 2025/26 - Trust Council Briefing

10.2.1.4.4 Local Trust Committee Projects

10.2.1.4.4.1 LTC Projects List

10.2.1.4.4.2 Planning Services – Projects Feasibility Assessment - Briefing

10.2.1.4.4.3 Denman – Housing Review (for OCP and LUB Amendments_ - Fina Phase

10.2.1.4.4.4 Gabriola – OCP and LUB Review – Phase 3

10.2.1.4.4.5 Gambier – OCP and LUB Amendments - Final

10.2.1.4.4.6 Hornby – Relationship Building Actions with K'ómoks First Nation

10.2.1.4.4.7 Lasqueti – CP and LUB Review – Phase 1

10.2.1.4.4.8 Mayne – Housing Options Project – Year 2

10.2.1.4.4.9 North Pender – Housing Access and Affordability Project

10.2.1.4.4.10 Salt Spring – Major Amendment to OCP and LUB

10.2.1.4.4.11 Salt Spring Island Water Sustainability Projects (SSIWPA)

10.2.1.4.4.11.1 Salt Spring – Watershed Protection Plan 2022-2032 Coordination

10.2.1.4.4.11.2 Salt Spring – Ground Water Sustainability (Well-Monitoring)

10.2.1.5 Unfunded Business Cases

10.2.1.5.1 Electronic Document Management Solution

10.2.1.5.2 Islands Trust Camera Addition

10.2.1.5.3 Building Footprint

10.2.1.6 2025-26 Budget Guidelines Assessment – Briefing

11. BC FERRIES - SHAPING FUTURE ENGAGEMENT SESSION

Amy Bronee, Director of Community Relations at BC Ferries introduced Zach Bulick, Director of Engagement at Spur Communication, and Sabrina Bearblock, External Engagement Coordinator at BC Ferries.

A presentation was provided and the speaker highlighted that BC Ferries is transitioning from the current ferry advisory committee engagement model and undertaking an engagement process to determine a new engagement framework. The presenter indicated that feedback will be analysed and the data and results will be shared publicly.

Trustee Harris left the meeting at 5:04 p.m.

A question-and-answer session ensued and the following comments were recorded:

- BC Ferries expects to continue to engage and collaborate with many of the same individuals that were on the ferry advisory committees using a different model;
- Feedback from island residents and tourists will not be weighted differently;
- Communities felt that ferry advisory committees had an impact which resulted in BC Ferries listening to feedback;
- Trustees that had been on ferry advisory committees expressed success of the process and disappointment in the dissolution of the committees and the manner in which the dissolution was managed which eroded trust in the engagement and accountability processes; and
- There are differences in larger ferry ridership and that of smaller routes which directly connect residents to their homes.

Trustee Morrison returned to the meeting at 5:46 p.m.

Trustee Evans and Lironi left the meeting at 5:47 p.m.

The meeting was recessed for the day at 5:55 p.m.

THURSDAY, MARCH 13, 2025

Chair Patrick reconvened the meeting at 8:36 a.m.

12. CLOSED MEETING

TC-2025-026
It was MOVED by Trustee Evans, and SECONDED by Trustee Fast,
that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the *Community Charter* in order to consider matters related to

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the Islands Trust; and

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

and that staff attend the meeting.

CARRIED

The regular meeting was closed to the public at 8:37 a.m. and reconvened in open session at 10:50 a.m.

13. RISE AND REPORT

Chair Patrick rose and reported that the *in-camera* minutes of the December, 2024 Trust Council quarterly meeting were adopted.

Trustee Allen left the meeting at 10:53 a.m.

14. FINANCIAL AND EMPLOYEE SERVICES

14.1 Discussion / Decision Items

14.1.1 2025/26 Islands Trust Budget Adoption

14.1.1.1 Financial Plan Bylaw - Request For Decision

TC-2025-027
It was MOVED by Trustee Morrison, and SECONDED by Trustee Borthwick,
that Islands Trust Council Bylaw 201, cited as the "Islands Trust Council Financial Plan Bylaw 2025-2026", be Read a First Time.

CARRIED

Trustees Bernardo, Boland, Falck, and Harris opposed.

TC-2025-028
It was MOVED by Trustee Borthwick, and SECONDED by Trustee Yates,
that Islands Trust Council Bylaw 201, cited as the "Islands Trust Council Financial Plan Bylaw 2025-2026", be Read a Second Time.

CARRIED

Trustees Bernardo, Boland, Falck, and Harris opposed.

TC-2025-029
It was MOVED by Trustee Morrison, and SECONDED by Trustee Fast,
that Islands Trust Council Bylaw 201, cited as the "Islands Trust Council Financial Plan Bylaw 2025-2026", be Read a Third Time.

CARRIED

Trustees Bernardo, Boland, Falck, and Harris opposed.

TC-2025-030
It was MOVED by Trustee Luckham, and SECONDED by Trustee Graham,
that Islands Trust Council Bylaw 201, cited as the "Islands Trust Council Financial Plan Bylaw 2025-2026", be forwarded to the Minister of Municipal Affairs for approval consideration.

CARRIED

Trustees Bernardo, Boland, Falck, and Harris opposed.

Trustee Allen returned to the meeting at 11:05 a.m.

14.1.1.2 Revenue Anticipation Borrowing Bylaw - Request For Decision

TC-2025-031
It was MOVED by Trustee Fast, and SECONDED by Trustee Yates,
that Islands Trust Council Bylaw 202, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026", be Read a First Time.

CARRIED

TC-2025-032
It was MOVED by Trustee Morrison, and SECONDED by Trustee Evans,
that Islands Trust Council Bylaw 202, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026", be Read a Second Time.

CARRIED

TC-2025-033
It was MOVED by Trustee Evans, and SECONDED by Trustee Yates,
that Islands Trust Council Bylaw 202, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026", be Read a Third Time.

CARRIED

TC-2025-034
It was MOVED by Trustee Fast, and SECONDED by Trustee Evans,
that Islands Trust Council Bylaw 202, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026", be forwarded to the Minister of Municipal Affairs for approval consideration.

CARRIED

15. TRUST AREA SERVICES

15.1 Consent Agenda Items

15.1.1 Director of Trust Area Services Report

Receive for information.

Trustee Peterson requested staff report the number of attendees at each of the stewardship educational webinars since February, 2025.

15.1.2 Legislative Monitoring Report - Briefing

Receive for information.

By general consent Trust Council adopted the recommendation as presented in items 15.1.1 and 15.1.2.

15.2 Discussion / Decision Items

15.2.1 Martin Natural Area Protection Tax Exemption (NAPTEP) Certificate, Salt Spring Island - Request for Decision

TC-2025-035
It was MOVED by Trustee Gauvreau, and SECONDED by Trustee Peterson,

that the Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption (NAPTEP) Certificate for the covenanted portion of the property described as PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption (NAPTEP).

CARRIED

The agenda was reordered and continuation of Item 9.2.1 was heard following Item 15.

9.2.1 Trust Council Bylaw 197 - Local Trust Committee Meeting Procedures Bylaw - Request For Decision

TC-2025-036
It was MOVED by Trustee Evans, and SECONDED by Trustee Morrison,
that the words "but other subjects may be permitted by majority vote of the Local Trust Committee" be added after the words "local trust committee" to Item 43 in Bylaw No. 197.

CARRIED

Discussion continued on the merits of increasing, or maintaining, the number of meetings a trustee can consecutively attend electronically and the following comments were noted:

- At the start of a meeting the local trust committee has the ability to waive the requirement of in-person attendance at that meeting;
- Increasing the number of times a trustee can attend electronically will reduce the frequency of resolutions without meetings;
- In terms of accountability to the public there are expectations that Trustees are available during scheduled meetings.

TC-2025-037
It was MOVED by Trustee Gedye, and SECONDED by Trustee Borthwick,
that the word "three" be changed to the word "two" in paragraph 48 of Bylaw No. 197.

CARRIED

Trustee Dodds left the meeting at 11:15 a.m.

Trustee Lironi left the meeting at 11:30 a.m. and returned at 11:45 a.m.

Debate continued regarding the autonomy provided by individual local trust committee meeting bylaws compared to the administrative efficiencies of one Trust Council bylaw for meeting procedures.

TC-2025-038
It was MOVED by Trustee Evans, and SECONDED by Trustee Gauvreau,

that Trust Council give Bylaw 197, cited as "Local Trust Committees Meeting Procedures Bylaw, 2024", First Reading as amended.

CARRIED
Trustee Peterson opposed.

TC-2025-039
It was MOVED by Trustee Yates, and SECONDED by Trustee Evans,
that Trust Council give Bylaw 197, cited as "Local Trust Committees Meeting Procedures Bylaw, 2024", Second Reading as amended.
CARRIED
Trustee Peterson opposed.

TC-2025-040
It was MOVED by Trustee Borthwick, and SECONDED by Trustee Evans,
that Trust Council give Bylaw 197, cited as "Local Trust Committees Meeting Procedures Bylaw, 2024", Third Reading as amended.
CARRIED
Trustee Peterson opposed.

By general consent the Bylaw will come back for adoption at the June 2025 Trust Council meeting.

The meeting was recessed for a break at 12:15 p.m. and reconvened at 12:50 p.m.

Trustees Mabberley and Hunter left the meeting at 12:50 p.m.

Trustee Dodds left the meeting at 12:50 p.m. and attended as a listener only.

TC-2025-041
It was MOVED by Trustee Morrison, and SECONDED by Trustee Yates,
that Trust Council by 2/3 majority vote amend the March 2025 agenda to include new business item:

- The voting for the vacancy on the Governance Committee

CARRIED

16. NEW BUSINESS

16.1 Dark Sky Principles Adoption Advocacy - Request For Decision

The agenda was reordered and Item 16.1 was heard following Item 5.

16.2 Use of Social Media – Discussion

The following discussion points were noted:

- Communications Specialist Morgana van Niekerk stated the following:

  - The organization uses X (formerly Twitter) infrequently; however, past content remains and the main post direct users to the website;
  - Accounts can be abandoned but this results in the Islands Trust user name being open to others;
  - It is important to strengthen internal channels of communication such as email notifications and the website; and
  - The top priority is to strengthen the existing subscriber list.
- Other platforms might be more socially conscious and consideration of establishing a presence on them could be undertaken;
- The use of local community email lists continues to be successful;
- If the website continues to be prioritized as the platform to find information, then people will continue to use it; and
- Evaluation of effective means of communication is ongoing.

16.3 Use of Artificial Intelligence – Discussion

The following discussion points were noted:
- There are concerns about the ethics of artificial intelligence use and issues about theft of intellectual property;
- Policy might need to be created around use of artificial intelligence;
- The environmental impacts of the development of artificial intelligence and the growth of large language models are significant due to the massive quantities of water required to cool high-performance servers;
- There is value to actual people writing bylaws, policy, and communications;
- Director Marlor is reviewing provincial policy about the use of artificial intelligence, where data is stored, and where software solutions are being developed; and
- If provincial policy applies to Islands Trust staff will advice Trust Council of said policy.

Trustee Allen left the meeting at 1:30 p.m.

16.4 Election for Vacancy on the Governance Committee

Director Marlor asked for nominations from the floor.

It was MOVED by Trustee Luckham, and SECONDED by Trustee Evans,
that Trustee Gauvreau be nominated to the Governance Committee.
Trustee Gauvreau agreed to stand.

It was MOVED by Trustee Peterson, and SECONDED by Trustee Yates,
that Trustee Borthwick be nominated to the Governance Committee.
Trustee Borthwick agreed to stand

It was MOVED by Trustee Middleton, and SECONDED by Trustee Boland,
that Trustee Morrison be nominated to Governance Committee
Trustee Morrison agreed to stand

It was MOVED by Trustee Harris, and SECONDED by Trustee Maude,
that Trustee Boland be nominated to Governance Committee

Trustee Boland agreed to stand and subsequently withdrew.

Director Marlor asked three times if there were further nominations for the vacancy on Governance Committee and there were none.

The paper ballots were prepared and distributed by staff and, after marking their ballot, each trustee walked to the front of the room and cast their vote placing it in the ballot box.

TC-2025-042
It was MOVED by Trustee Borthwick, and SECONDED by Trustee Yates,
that Trustee Evans be nominated as scrutineer for this ballot.

CARRIED

Trustee Evans and Director Marlor left the room to count the vote.

Director Marlor returned and announced Trustee Borthwick as the new member of the Governance Committee.

17. CORRESPONDENCE

17.1 2025-01-10 ICBA - Letter to Municipal Councils

Received for information.

18. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT & CORRESPONDENCE

It was noted that it is within the purview of the Accessibility Committee to undertake discussion on the issue.

TC-2025-043
It was MOVED by Trustee Peterson, and SECONDED by Trustee Morrison,
that Trust Council recommend that local trust committees consider how to respond to concerns raised about accessibility of meetings by members of the public, especially in terms of time of day, and day of the week, of meetings and other engagement opportunities.

CARRIED

TC-2025-044
It was MOVED by Trustee Yates, and SECONDED by Trustee Evans,
that Trust Council request staff to advise Trust Council regarding a Memorandum of Understanding or some means of referral for local trust committees to be able to comment on major rezoning of development applications adjacent to their local trust areas.

CARRIED

19. TRUSTEE UPDATES - Community Committee Participation

Item 19 was heard following item 7.1.

20. NEXT MEETING

The next Islands Trust Council Quarterly meeting is scheduled to be held in-person on Salt Spring Island, June 16-18, 2025.

20.1 Proposed Upcoming Trust Council Program

Received for information.

21. ADJOURNMENT

By general consent the meeting was adjourned at 2:10 p.m.

____

Laura Patrick, Chair

Certified Correct:

____

Lisa Millard Meeting Administrator / Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity		Responsibility	Dates	Status
0%	1	That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 01-Jun-2025	In Progress
50%	2	Staff to engage with the Province to analyse Section 7 of the Declaration on the Rights of Indigenous Peoples Act to see how it pertains to Islands Trust Council, Islands Trust Conservancy, the Local Trust Committees, and Bowen Island Municipality.	Rueben Bronee	Meeting: 25-Sep-2024 Target: 17-Sep-2025	In Progress
0%	3	Staff to schedule a Committee of the Whole meeting for Trust Council to discuss the September Meeting Conduct.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 01-Jun-2025	In Progress
86%	4	Staff to explore options for the December 2025 and March 2026 Trust Council meetings to be held in the Trust Area.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 20-Jun-2025	In Progress
100%	5	Staff to schedule a Committee of the Whole meeting for Trust Council to clarify its interpretation of unique amenities from Trust Council's discussion of September, 2023, in light of the updated legal opinion received.	Rueben Bronee	Meeting: 04-Dec-2024 Target: 01-Apr-2025	Completed
100%	6	Staff to schedule a Committee of the Whole meeting for Trust Council to review the 2022 Governance Review supported by analysis and recommendations by the Governance Committee, and staff, by no later than June, 2025.	Rueben Bronee	Meeting: 04-Dec-2024 Target: 01-Jun-2025	Completed

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity		Responsibility	Dates	Status
80%	7	Staff to set one of the upcoming bi-weekly Committee of the Whole meetings solely to discuss the draft Code of Conduct.	Rueben Bronee	Meeting: 05-Dec-2024 Target: 24-Jul-2025	In Progress
100%	8	Staff to mark the following items on the April 2025-November 2026 Strategic Plan as the highest priority: 1.1.1 the Islands Trust Policy Statement 1.2.1 a corporate planning process 1.2.3 revising bylaw enforcement practices and decisions 1.2.5 the review and implementation of accepted recommendations of the 2022 Governance Report 1.3.3 act on the province's response to the Request for a Provincial Review	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	Completed
100%	9	Staff to combine the following key initiatives in the strategic plan to read as follows: 1.3.1 advance the following requests to the province and develop advocacy and education strategies to support these a) the provincial review of the governance structure to enable reconciliation and better support Islands Trust's mandate; and b) request for increased Provincial funding.	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	Completed
100%	10	Staff to amend the draft Islands Trust Strategic Plan 2025-28 by replacing the text in item 1.2.3 with "Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence."	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	Completed
0%	11	Staff to schedule an electronic Special Meeting of Trust Council for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.	Clare Frater Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-May-2025	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
100%	**12** Staff to assist Trust Council Chair in calling for expressions of interest from trustees to join Trust Programs Committee to complete the Policy Statement work. (In Progress) And request the Chair of Trust Council to make appointments for ratification by Trust Council as soon as possible.	Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-Mar-2025	Completed

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress		Activity	Responsibility	Dates	Status
0%	1	5.2.2 Review of Trust Council Policies - Undertake review and and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director. Now with Governance Committee and budget request for 2025.	David Marlor	Meeting: 26-Sep-2023 Target: 12-Dec-2025	In Progress
75%	2	That Trust Council request Staff to prepare a draft amendment to the Trust Council Meeting Procedures Bylaw under Section 11 of the Islands Trust Act so that it also applies to all 13 local trust committees, and add amendments to require release of local trust committees' agenda outlines a minimum of two days before release date of full agenda. (for adoption in June 2025) THAT Trust Council request staff to prepare a draft Local Trust Committee Development Procedures Bylaw under Section 11 of the Islands Trust Act that will establish standard procedures applicable to all local trust committees. THAT Trust Council request Staff to prepare a Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw (for readings in June 2025)	David Marlor	Meeting: 07-Dec-2023 Target: 17-Jun-2025	In Progress
50%	3	Rename 'Islands Trust Council Goals' chart to 'Islands Trust Council Strategic Plan Goals' in the IT App and corresponding report. pending updates to ITApps, then code modification	David Marlor	Meeting: 24-Sep-2024 Target: 13-Nov-2024	In Progress
100%	4	Staff to amend Bylaw No. 197 to read as follows for Item 29: 29. In the event of a delegation presenting a petition, the petition shall contain a petitioner's full name, residential address, telephone number, and a signature or valid email address. (Note: an email address may only be associated with one signatory).	David Marlor	Meeting: 12-Mar-2025 Target: 15-Apr-2025	Completed

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
100%	**5** Staff to amend Bylaw No. 197 by adding the words "but other subjects may be permitted by majority vote of the Local Trust Committee" after the words "local trust committee" to Item 43.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	Completed
100%	**6** Staff to amend Bylaw No. 197 by changing the word "three" to the word "two" in paragraph 48.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	Completed
100%	**7** Staff to bring Bylaw No. 197 for adoption at the June 2025 Trust Council meeting.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	Completed
25%	**8** Staff to inform the Accessibility Committee that Trust Council recommend that local trust committees consider how to respond to concerns raised about accessibility of meetings by members of the public, especially in terms of time of day, and day of the week, of meetings and other engagement opportunities.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity		Responsibility	Dates	Status
49%	1	Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2025	In Progress
49%	2	Staff to report in the September (2024) and March (2025) Trust Council meetings about the tracking of planning staff time and application revenue with regards to cost recovery.	Stefan Cermak	Meeting: 14-Mar-2024 Target: 30-Sep-2025	In Progress
25%	3	Staff to: 1. Solicit First Nations to get their feedback about the referral processes, concerns and new initiatives; 2. Develop a work plan that captures planned actions advancing from this Referrals to First Nations - Request for Decision; and 3. Include this initiative in the Draft 2025-2028 Strategic Plan and the amended Reconciliation Action Plan.	Stefan Cermak	Meeting: 26-Sep-2024 Target: 30-Sep-2025	In Progress
79%	4	Staff to implement the Islands Trust Housing Action Plan into the 2025-2028 Strategic Plan, and prioritize implementation of Actions 23, 24 and 26, with a focus on enabling Tiny Homes On Wheels in the Trust Area. (RPC resolution 2024-020)	Stefan Cermak	Meeting: 26-Sep-2024 Target: 19-Feb-2025	In Progress
0%	5	Staff to clarify Trust Council's jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.	Stefan Cermak	Meeting: 11-Mar-2025 Target: 18-Aug-2025	In Progress

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
0%	**6** Staff to advise Trust Council regarding a memorandum of understanding or some means of referral for local trust committees to be able to comment on major rezoning of development applications adjacent to their local trust areas.	Stefan Cermak	Meeting: 13-Mar-2025 Target: 01-Aug-2025	In Progress

Director, Administrative Services

Progress	Activity	Responsibility	Dates	Status
100%	**1** Staff to amend the budget to reflect Trust Council increasing the 2025/26 budget for Trust Council meetings by $67,500 to provide funding for four in-person Trust council meetings.	Julia Mobbs	Meeting: 12-Mar-2025 Target: 31-Mar-2025	Completed
100%	**2** Staff to return with an updated financial plan bylaw for Trust Councils consideration.	Julia Mobbs	Meeting: 12-Mar-2025 Target: 13-Mar-2025	Completed
100%	**3** Staff to forward the Islands Trust Council Bylaw 201, cited as the "Islands Trust Council Financial Plan Bylaw 2025-2026", and the Islands Trust Council Bylaw 202, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026", to the Minister of Municipal Affairs for approval consideration.	Julia Mobbs	Meeting: 13-Mar-2025 Target: 31-Mar-2025	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
64%	1	Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions. (ONGOING)	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
5%	2	Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater	Meeting: 21-Sep-2022 Target: 31-Mar-2025	In Progress
0%	3	That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 01-Jun-2025	In Progress
0%	4	Staff to report to the Executive Committee on options to support renewed advocacy with San Juan County and Indigenous Governing Bodies that is directed to our respective federal and state/provincial bodies on oil spill prevention in the Salish Sea.	Clare Frater	Meeting: 05-Dec-2024 Target: 23-Sep-2025	In Progress
100%	5	Staff to advise the Trust Programs Committee that Trust Council assigned the remainder of the Policy Statement work to Trust Programs Committee.	Clare Frater	Meeting: 12-Mar-2025 Target: 14-Mar-2025	Completed
0%	6	Staff to schedule an electronic Special Meeting of Trust Council for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.	Clare Frater Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-May-2025	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
0%	7	Staff to report the number of attendees at each of the stewardship educational webinar since February, 2025 when the report was written.	Clare Frater	Meeting: 13-Mar-2025 Target: 17-Jun-2025	In Progress
100%	8	Staff to inform the Islands Trust Conservancy that Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption (NAPTEP) Certificate for the covenanted portion of the property described as PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption (NAPTEP).	Clare Frater	Meeting: 13-Mar-2025 Target: 31-Mar-2025	Completed

Islands Trust

Print Date: May 30, 2025

Resolutions Without Meetings Log

Trust Council

Resolution Number	Action	Date
2025-001	**Carried**	**28-Mar-2025**

The following matter is considered urgent and necessary in order to allow recently appointed members to the Trust

that Trust Council ratify the appointments of Trustees Gauvreau, Graham, Elliott, Maude, Morrison and Yates to the Trust Programs Committee.

RESOLUTION WITHOUT MEETING NO. TC-RWM-2025-01

The following matter is considered urgent and necessary in order to allow recently appointed members to the Trust Programs Committee to immediately participate in imminent Trust Programs Committee meetings.

Trustees were notified via email of the call for a motion on March 27, 2025.
Trustees were notified via email of the call for the vote on March 27, 2025.

It was MOVED by Trustee Peterson and SECONDED by Trustee Boland, that Trust Council ratify the appointments of Trustees Gauvreau, Graham, Elliott, Maude, Morrison and Yates to the Trust Programs Committee.

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
1. Joe Bernardo	March 27, 2025	In favour
2. Mairead Boland	March 27, 2025	In favour
3. Sam Borthwick	March 27, 2025	In favour
4. Jeanine Dodds	March 27, 2025	In favour
5. Tobi Elliott	March 27, 2025	In favour
6. Kristina Evans	March 27, 2025	In favour
7. Dag Falck	March 27, 2025	In favour
8. Sue Ellen Fast	March 27, 2025	In favour
9. Judith Gedye	March 27, 2025	In favour
10. Ken Hunter	March 28, 2025	In favour
11. Peter Luckham	March 27, 2025	In favour
12. Lee Middleton	March 27, 2025	In favour
13. Laura Patrick	March 27, 2025	In favour
14. Tim Peterson	March 27, 2025	In favour
15. Kate-Louise Stamford	March 27, 2025	In favour
16. Susan Yates	March 27, 2025	In favour

TRUSTEES VOTE NOT AVAILABLE

1. Alex Allen
2. Aaron Campbell
3. Lisa Gauvreau
4. David Graham
5. Jamie Harris
6. Mikaila Lironi
7. Ben Mabberley
8. David Maude
9. Deb Morrison
10. Grant Scott

FINAL VOTE COUNT (16) IN FAVOUR (0) OPPOSED DECISION: **CARRIED**

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON MARCH 28th, 2025.

____
CHAIR'S SIGNATURE
Trustee Laura Patrick

____
RECORDER'S SIGNATURE
Legislative Services Clerk Robert Barlow

Islands Trust

Island Trust Council
Active Projects Chart

Islands Trust Council Goals
• Preserve, protect and advocate for forest and terrestrial ecosystems. • Protect quality and quantity of fresh water resources of the Trust Area. • Mitigate and adapt to climate change impacts. • Improve community engagement and participation in Islands Trust work. • Strengthen housing affordability throughout the Islands Trust Area.

Executive Committee	Governance Committee	Financial Planning Committee
2. Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1) 3. Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1) 4. Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.	1. Review of Governance Report 2. Corporate Planning 3. Meeting process (Bylaw 101 and policies) 4. Secretariat and/or in-house legal counsel 5. Policy 7.2.1 Trustee Remuneration - Review and Update	1. Draft Budget Assumptions, Principles, Guidelines 2. Public Consultation on draft Budget 2026/27 3. 2026/27 Pre-Budget Public Engagement Project

Trust Programs Committee	Regional Planning Committee	Islands Trust Conservancy
1. Secretariat Role to Forums within the Trust Area 2. Stewardship Education Program 3. Trust Council Policy 1.2.1 (Policy Statement Amendment)	1. Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence (Strategic Plan Initiative 1.2.3) 2. Update and Implement Freshwater Sustainability Strategy (2022-2032) (Strategic Plan Initiative 2.1.3) 3. Monitor progress of protection of ecosystem health in all land use planning decisions (Strategic Plan Initiative 3.2.4)	1. Strategic Planning/Administration 2. Covenant and Property Acquisitions 3. Property and Covenant Management 4. Communications 5. Fundraising and Conservancy Support

Local Trust Committees

Northern Islands

Ballenas-Winchelsea, Denman, Gabriola, Gambier, Hornby, Lasqueti, Thetis

Denman Island

- Major Project - Denman Housing (OCP and LUB) Review Project - Stage 2, Phase 2
- Minor Project - Housing Related TUP Review

Gabriola Island

- Major Project - Gabriola Island Comprehensive OCP and LUB Review - Phase 2

Gambier Island

- Major Project - Gambier OCP & LUB Targeted Review - Phase 2
- Minor Project - Keats Island Shoreline Protection Project - Phase 3 (Continued)

Southern Islands

Galiano, Mayne, North Pender, South Pender, Saturna

Galiano Island

- Minor Project - Groundwater Sustainability
- Associated Islands Regulations Review

Mayne Island

- Major Project - Housing Options Project - Phase 2

North Pender Island

- Major project - Housing Access and Affordability Project
- Minor project - Update of Raptors Nest DPAs

Saturna Island

- Minor Project - Minor housing amendments review project

South Pender Island

- Minor Project - Minor LUB Review Project
- STVR Regulation & Policy Review

Northern Islands

Ballenas-Winchelsea, Denman, Gabriola, Gambier, Hornby, Lasqueti, Thetis

Hornby Island

- Major Project - Hornby Island Official Community Plan and Land Use Bylaw Review

Lasqueti Island

- Minor Project - Official Community Plan Review - Phases 2 & 3

Salt Spring

Salt Spring Island

- Extraordinary Project - OCP-LUB Update
- Minor Project - Housing Action Program - Implementation (Bylaw 537)
- Major Project - Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection.

Active Projects Report

Governance Committee

1. *Review of Governance Report*	Responsible	Dates
Activity: Prepare Trust Council session for review of Governance Report.		Rec'd: 09-Nov-2023 Target: 17-Jun-2025

2. *Corporate Planning*	Responsible	Dates
Activity: Continue implementation of enhanced corporate planning processes: Visioning - complete; Values - skipped; SWOT - complete; Strategic Plan - in progress; Departmental work plans - upcoming; incorporating work plans into the financial plan - upcoming.		Rec'd: 17-Apr-2023 Target: 16-Sep-2025

3. *Meeting process (Bylaw 101 and policies)*	Responsible	Dates
Activity: Review and recommend amendments to the Trust Council Meeting Procedure Bylaws 101 and related policies to address the concerns raised by Great Northern Management Consultants in the 2022 Governance Review Report of the Islands Trust.	David Marlor	Rec'd: 17-Apr-2023 Target: 16-Sep-2025

Active Projects Report

Governance Committee

4. *Secretariat and/or in-house legal counsel*	Responsible	Dates
Activity: Consider opportunities to hire a Trust Council secretariat or in-house legal counsel, and any associated implications to the Islands Trust.	David Marlor	Rec'd: 11-Apr-2023 Target: 02-Dec-2025

5. *Policy 7.2.1 Trustee Remuneration - Review and Update*	Responsible	Dates
Activity: Review and update Trust Council's Policy 7.2.1 Trustee Remuneration in line with the UBCM Council and Board Remuneration Guide.	Julia Mobbs	Rec'd: 12-Jan-2024 Target: 30-Sep-2025

Islands Trust
Governance Committee
Work Program Matrix

April 09, 2025

Forward to Trust Council

LEGEND:
- • Not Started
- ➢ In-progress
- ✓ Complete

Not Urgent, Important	**Urgent, High Priority**
• Committees Structure: Clear mandates, review of size, champion proposals to Trust Council • Make Mandate of Conservancy More Prominent	➢ Response to the Province Requesting A Review of Islands Trust • Meeting Process (Bylaw 101 & related policies) • Review of Trustee Compensation Policy ➢ Strategic/Corporate Planning/Visioning process and related operational review • Secretariat/hiring in-house legal counsel - needs research ➢ Prepare a Trust Council Session for review of Governance Report • Election of Executive Committee and possible re-election same term
Not Urgent, Lower Priority	**Urgent, Lower Priority**
• Information to Trustee Candidates Before Election • Recording of Negative Votes (forward to Executive Committee)	*These items require preparation of other policies before they can be effectively addressed.* • Communications • Advocacy

Non-Urgent, Important items under close examination by other Council Committees

- Local planning issues: OCP numbers & updates (Regional Planning Committee)
- Policy Statement Update (Trust Programs Committee and Executive Committee)
- Trustee Leadership Development

Matters Outside Our Jurisdictions

Urgent and Important

- First Nations representation (possible referral to First Nations committee if it gets established, otherwise multiple protocol agreements not considered in report)

Not Urgent, Not Priority

- Representation of provincial interest on TC - simple idea, complex in execution, multiple solutions.

Active Projects Report

Financial Planning Committee

1. *Draft Budget Assumptions, Principles, Guidelines*	Responsible	Dates
Activity: Draft Budget 2026/27 Assumptions, Principles, and Guidelines for Trust Council's review and approval.	Julia Mobbs	Rec'd: 28-May-2025 Target: 27-Aug-2025

2. *Public Consultation on draft Budget 2026/27*	Responsible	Dates
Activity: Discussion of the public consultation on the draft budget begins at FPC's August meeting each year. If a decision to proceed is made in August, review of planned consultation materials and engagement platforms is planned for FPC's January meeting prior to initiation of public consultation.	Clare Frater	Rec'd: 28-May-2025 Target: 27-Aug-2025

3. *2026/27 Pre-Budget Public Engagement Project*	Responsible	Dates
Activity: Implement a project to hear from the public about their priorities and views on the Islands Trust proposed spending in 2026/27 and the activities that are proposed to be funded.	Clare Frater	Rec'd: 05-Mar-2025 Target: 27-Aug-2025

Future Projects Report

Financial Planning Committee

1. *Financial Policy Review*	Responsible	Date Received
Review of select Trust Council financial policies: 6.5.2 Budget Control and Adjustment Authority (EC directed)	Julia Mobbs	12-Mar-2024

Active Projects Report

Regional Planning Committee

1. *Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence (Strategic Plan Initiative 1.2.3)*	Responsible	Dates
Activity: a. Review and amend Trust Council Policies 5.5.1 & 7.1.2 b. Create a plain language Best Practices Manual	Robert Kojima Stefan Cermak Warren Dingman	Rec'd: 13-Mar-2024 Target: 30-Sep-2025

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2. *Update and Implement Freshwater Sustainability Strategy (2022-2032)(Strategic Plan Initiative 2.1.3)*	Responsible	Dates
Activity: a. Independent review and update b. Draft an Implementation Plan c. Freshwater Atlas Update	Stefan Cermak William Shulba	Rec'd: 12-Feb-2020 Target: 31-Mar-2026

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3. *Monitor progress of protection of ecosystem health in all land use planning decisions (Strategic Plan Initiative 3.2.4)*	Responsible	Dates
Activity: a. Research and data collection b. Data analysis and integration c. Collaboration	Patricia Woodruff Stefan Cermak	Rec'd: 31-Mar-2025 Target: 31-Mar-2026

Regional Planning Committee

d. Apply/implement pilot monitoring

e. Build capacity and training

Staff Biologist drafting recommendations of how to integrate biological information into planning related decisions - emphasis on species at risk as per grant funding

Islands Trust

Print Date: May 30, 2025

Follow Up Action List

Future Projects Report

Regional Planning Committee

1. *Review all Trust Council policies, and where appropriate, amend, combine, or rescind (all committees) (Strategic Plan Initiative 1.2.5)*	Responsible	Date Received
Review and report to RPC. All Trust Council policies held by the Director of Planning Services: ·Policy 4.1.4; 4.1.9; 4.1.13; 4.1.14; 4.1.15 (General LTC policies) ·Policy 4.2.2 (APC Operating Policy)* ·Policy 5.3.1; 5.3.2; 5.3.3; 5.3.5 (Community Planning) ·Policy 5.4.1; 5.4.2; 5.4.3; 5.4.4 (Land Use Regulation) ·Policy 5.5.1 (Bylaw Compliance and Enforcement) ·Policy 5.6.1 (Application Processing)\n ·Policy 5.7.1 (Policy Statement Checklist) ·Policy 5.9.1; 5.9.2 (Best Management Practices and Outer Islands) ·Policy 6.1.1 (First Nations Engagement Principles) * jointly held with Director of Legislative and Information Services	Stefan Cermak	31-Mar-2025

2. *Improve processes for prioritizing funding for ongoing OCP reviews (Strategic Plan Initiative 2.2.1)*	Responsible	Date Received
	Stefan Cermak	31-Mar-2025

3. *Map Eelgrass and kelp forests (Strategic Plan Initiative 3.3.1)*	Responsible	Date Received

Future Projects Report

Regional Planning Committee

	Responsible	Date Received
Draft a business case to complete Phase 2: ·Phase 1 (GIS and aerial data review) done. ·Phase 2 - groundtruthing	Stefan Cermak	03-Feb-2020

4. ***Update OCPs and LUBs to incorporate new Policy Statement polices (Strategic Plan Initiative 2.2.2)***	**Responsible**	**Date Received**
	Stefan Cermak	31-Mar-2025

5. ***Develop a growth management planning framework that includes data on growth trends and projections, geological and hydrological capacities, infrastructure, and development rates (Strategic Plan Initiative***	**Responsible**	**Date Received**
Draft a business case	Stefan Cermak	31-Mar-2025

6. ***Update OCPs and LUBs to foster climate change resilience (considering topics such as Coastal Douglas-fir protection, foreshore and nearshore environments, and groundwater) (Strategic Plan Initiative 4.2.3)***	**Responsible**	**Date Received**
Strategic Plan assigned key initiative to: LTCs	Stefan Cermak	31-Mar-2025

Active Projects Report

Trust Programs Committee

1. *Secretariat Role to Forums within the Trust Area*	Responsible	Dates
Activity: Administer Secretariat Services program in accordance with Secretariat Services Policy.	Chloe Straw Clare Frater	Rec'd: 15-Apr-2025 Target: 31-Mar-2026

2. *Stewardship Education Program*	Responsible	Dates
Activity: Develop and implement a stewardship education activities in accordance with approved 2025/26 business case.	Clare Frater Morgana van Niekerk	Rec'd: 12-Mar-2025 Target: 31-Mar-2025

3. *Trust Council Policy 1.2.1 (Policy Statement Amendment)*	Responsible	Dates
Activity: Review of the Policy with the view of making recommendations to Trust Council for amendments if required.	Clare Frater Jason Youmans	Rec'd: 04-Nov-2024 Target: 30-Jul-2025

Future Projects Report

Trust Programs Committee

1. *Consider Community Benefit Land Trust concept for Islands Trust (Strategic Plan initiative 2.3.1)*	Responsible	Date Received
Initiation timeline: To be determined. (Should include further consideration of the Community Benefit Land Trust Concept briefing presented to TPC on February 5, 2021.)	Clare Frater	12-Mar-2025

2. *Implement Community Stewardship Awards Program*	Responsible	Date Received
Staff will initiate in February 2026. 2.1.11 Administration of Community Stewardship Awards Program Policy states: Islands Trust Programs Committee of Trust Council is responsible for initiating Islands Trust Community Stewardship Awards Program in February in the final year of each term.	Clare Frater	02-Dec-2021

3. *Review all Trust Council policies, and where appropriate, amend, combine or rescind (Strategic Plan initiative 1.2.5)*	Responsible	Date Received
TPC related policies to be reviewed this term of office (by October 2026): 1.2.1 Policy Statement Amendment Policy 2.1.11 Administration of the Community Stewardship Awards Program Policy 2.1.15 Secretariat Services Policy Initiation timeline: TPC has already requested amendments to policy 1.2.1. Project charters to amend policies 2.1.11 and 2.1.15 in 2026/27 will be initiated in 2026.	Clare Frater	12-Mar-2025

Trust Programs Committee

4. *Work with other agencies to facilitate data gathering / share in the development of environmental indicators (Strategic Plan initiative 2.1.1)*	Responsible	Date Received
Initiation timeline: To be determined.	Clare Frater	12-Mar-2025

5. *Identify indicators of ecosystem health and integrity (Strategic Plan initiative 3.2.1)*	Responsible	Date Received
Business case for funding due by September 2026. Project plan required for implementation in 2027/28.	Clare Frater	12-Mar-2025

6. *Update the State of the Islands Report (Strategic Plan initiative 3.2.2)*	Responsible	Date Received
Business case for funding due by September 2026. Project plan required for implementation in 2027/28.	Clare Frater	12-Mar-2025

7. *Develop a shared inter-agency ecosystem health indicator toolkit for citizen groups, conservancies, and other agencies (Strategic Plan initiative 3.2.3)*	Responsible	Date Received
Initiation timeline: To be determined	Clare Frater	12-Mar-2025

8. *Develop a climate action strategy, set baseline data and targets (Strategic Plan initiative 4.1.1)*	Responsible	Date Received
Initiation timeline: To be determined	Clare Frater	12-Mar-2025

Future Projects Report

Trust Programs Committee

9. *Partner with agencies and others to share climate data (Strategic Plan initiative 4.1.2)*	Responsible	Date Received
Project plan required for implementation in 2027/28. No anticipated funding request.	Clare Frater	12-Mar-2025

10. *Design and implement a climate action education plan (Strategic Plan initiative 4.2.1)*	Responsible	Date Received
Business case for funding due by September 2026. Project plan required for implementation in 2027/28.	Clare Frater	12-Mar-2025

11. *Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)*	Responsible	Date Received
To be determined. Staff is drafting new Reconciliation Action Plan and associated implementation plan for Trust Council approval.	Clare Frater	

12. *Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)*	Responsible	Date Received
To be determined. Regional Planning Committee is developing a Freshwater Sustainability Strategy Implementation Plan for Trust Council appoval.	Clare Frater	

13. *Recommend updates to Crown Land Agreements*	Responsible	Date Received

Future Projects Report

Trust Programs Committee

Implement Crown Land Protocol project charter V2 and engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements about Crown land into one agreement. Strategic Plan Initiative 1.2.7: Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind is assigned to EC. On April 23, 2025, Executive Committee requested staff forward April 23, 2025 and February 26th, 2025 briefings on Crown tenure application referrals to Trust Programs Committee for consideration for updating protocols and letters of understanding with the Crown.	Clare Frater	07-May-2025

Chief Don Tom
Chief Tanya Jimmy
W̱SÁNEĆ Leadership Council
800b Stelly's Cross Road
Saanichton, BC, V8M 1J4

Tuesday, March 11th, 2025

Chair Peter Luckham
Islands Trust Council
200 – 1627 Fort Street
Victoria, BC, V8R 1H8

RE: MOU between Islands Trust Council and the W̱SÁNEĆ Leadership Council

ÍY SȻÁĆEL Chair Luckham,

The W̱SÁNEĆ Leadership Council (WLC) is writing to the Islands Trust Council to request the establishment of a Memorandum of Understanding (MOU) between the Islands Trust Council and the WLC to strengthen our relationship and advance shared priorities.

With the support of Tsartlip and Tseycum First Nations, the WLC has an MOU with both the District of Saanich, and an approved MOU with the Capital Regional District (CRD). These agreements work to advance reconciliation and visibility of W̱SÁNEĆ people and culture in W̱SÁNEĆ Territory. Here are several priority topics for collaboration:

- Art, Place Names & Public Education
- Park Management
- Harvesting Opportunities
- Environmental Protection
- Economic & Employment Opportunities
- Land Acquisition
- Cultural Learning Opportunities for elected officials & staff
- Protection of Ancestral Sites
- Governance

This collaboration could aid in advancing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). We strongly encourage the Islands Trust Council, local trust committees, and the Islands Trust Conservancy Board to work with the WLC to recognize and implement UNDRIP the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). UNDRIP provides a framework for reconciliation and self-determination, ensuring that W̱SÁNEĆ lands and governance are acknowledged and respected in decision-making processes. Aligning Islands Trust policies with UNDRIP principles will further our collective efforts toward meaningful cooperation and long-term partnership.

We invite your staff to connect with Joni Olsen, Policy and Negotiations Manager (joni.olsen@wsanec.com), and Ned Taylor, Local Government Program Manager (ned.taylor@wsanec.com), to begin drafting a document for both of our Councils review.

HÍŚKWE, SI¸ÁM¸

Chief Don Tom

Chief Tanya Jimmy

cc. Islands Trust Conservancy Board
Clare Frater, Director Trust Area Services, Islands Trust
Joe Elliott, Senior Indigenous Relations Advisor, Islands Trust
Joni Olsen, Policy and Negotiations Manager, W̱SÁNEĆ Leadership Council
Ned Taylor, Local Government Program Manager, W̱SÁNEĆ Leadership Council

From: Do Not Reply Environmental Policy / Politique environnementales Ne Pas Répondre <DoNotReplyEnvPolicy-PolitiqueEnvNePasRepondre@tc.gc.ca>
Sent: Sunday, March 30, 2025 11:09 AM
To: Peter Luckham
Subject: TC Reply - XAQ-2025-538456

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Please note that this email address is not monitored / Veuillez noter que cette adresse e-mail n'est pas surveillée

Dear Peter Luckham,

Thank you for your letter dated March 3, 2025, to the Minister of Transport and the Minister of Fisheries, Oceans and the Canadian Coast Guard regarding the application of the *Wrecked, Abandoned or Hazardous Vessels Act* (WAHVA) in the Islands Trust Area.

As it regards reducing the period of action for vessels found in violation of the WAHVA, while officers from the Canadian Coast Guard and Transport Canada are working to monitor these vessels in Canadian waters, the federal government also relies on regional and local partners as well as individuals to report these vessels. Should a vessel pose a pollution or hazard threat, the Canadian Coast Guard is notified to allow them to act accordingly. This means that anyone who finds a wrecked, abandoned or hazardous vessel can report it directly to the Canadian Coast Guard's 24/7 Regional Operation Centers, which allows for action to be taken more quickly. For the Pacific region, this center can be reached by dialing 1-800-889-8852.

The two short-term funding programs are Transport Canada's Abandoned Boats Program and the Department of Fisheries and Oceans Small Craft Harbours Abandoned and Wrecked Vessels Removal Program. These initiatives conduct risk assessments to determine where to allocate resources based on the potential risk that the vessel may pose to the environment, public health and safety, and local economies.

Despite the prohibitions and the timelines for enforcement in WAHVA, the CCG will always respond, 24/7/365 with appropriate pollution prevention or response measures. All reported vessels are assessed to determine if they present a hazard to, for example, the coastline, shoreline, infrastructure, environment or the cultural sensitivities, economic interests, or the health and safety of citizens in the area. This assessment includes an attempt to determine the ownership of the vessels and ensure responsible ownership practices. If a vessel does present a significant hazard risk, the CCG may take compliance and enforcement action against the owner or remediation action against the vessel.

WAHVA addresses irresponsible vessel management and establishes the responsibility and liability of owners for their vessels. It also provides the CCG with authorities to ensure vessel owners address and are responsible for their vessels when they become hazardous, including the issuance of directions and administrative monetary penalties (AMPs), where necessary. The CCG has adopted a graduated approach to compliance and will work with the owner to ensure the hazard is addressed. However, if the owner cannot be found or fails to comply to solve the problem, the CCG can take direct or immediate action to prevent, mitigate or eliminate the risks posed by a hazardous vessel.

Vessels are assessed and triaged to ensure that the highest risk cases are addressed without delay and are prioritized. Since 2016, over 790 wrecked, abandoned, or hazardous vessels have been removed. Every effort is taken to ensure that problem vessels in Canadian waters are addressed in a timely way and to ensure the protection of communities and the environment.

At present, there remains a significant backlog of abandoned vessels throughout Canadian waters, most of which are legacy vessels, wrecked or abandoned prior to the WAHVA. Concerning Transport Canada and the Canadian Coast Guard increasing the funding available for monitoring and enforcement under the WAHVA, as part of the Oceans Protection Plan, the Government of Canada launched a comprehensive "*National Strategy to address Canada's wrecked and abandoned vessels".* Under the Strategy, two short-term funding programs have helped address wrecked and abandoned vessels: Transport Canada's Abandoned Boats Program and the Department of Fisheries and Oceans Small Craft Harbours Abandoned and Wrecked Vessels Removal Program. These initiatives conduct risk assessments to determine where to allocate resources based on the potential risk that the vessel may pose to the environment, public health and safety, and local economies.

Other measures under the Strategy include the development of a national inventory of problem vessels and Risk Assessment Methodology (RAM), the enhancement of vessel owner identification systems, the support of short-term funding programs, and the long-term development of an owner financed Vessel Remediation Fund (VRF). Jointly developed by the Transport Canada and the Canadian Coast Guard, the VRF will increase funds available for vessel remediation. The VRF would be a regulatory charge paid by owners of vessels that are registered or licensed in Canada. These funds would then be redirected to prevent, assess and address wrecked, abandoned or hazardous vessels in Canadian waters, and reduce the cost to taxpayers for remediation over the longer term. The creation of the Fund through regulatory amendments to the WAHVA is anticipated for 2026.

Thank you very much for taking the time to share your experience and concerns regarding the wrecked and abandoned vessels in the Islands Trust Area.

Sincerely,

Paula Vieira

Director General, Environmental Policy / Directrice générale, Politiques environnementales

Transport Canada / Transports Canada

Place de Ville, Tower C / Tour C

330 Sparks Street / 330 rue Sparks

Ottawa, ON K1A 0N5

From: davidellis222.de <[redacted]>
Sent: Monday, May 5, 2025 1:34 PM
To: Horn22 <[redacted]>; Horn2Cath <[redacted]>; Michael Berman <[redacted]>; Horn55 <[redacted]>; Conservancy Hornby Island <chihornby@gmail.com>; SportHornyhornbycharters@gmail com <hornbycharters@gmail.com>; LibraryHorn <hornbyisland@virl.bc.ca>; Hornwow <[redacted]>; Clare Frater <cfrater@islandstrust.bc.ca>; HornTony Law <tlaw@islandstrust.bc.ca>; HornTomdiver <[redacted]>; Hornsea4 <kait@sealegacy.org>; Hornsea3 <stein@sealegacy.org>; Hornsea2 <erich@sealegacy.org>; HornJo ann <[redacted]>; HornJanBevan <[redacted]>; Hornsea1 <ian@sealegacy.org>; Hornds sundoor@gmail. com <[redacted]>; hornDorrance Woodward <[redacted]>; Horndonpetersonphotography@gmail com <[redacted]>; Alex Allen <aallen@islandstrust.bc.ca>; HornAmandaHornby Island Diving <info@hornbyislanddiving.com>; HerrVICJim Shortreed <[redacted]>; TLC - The Land Conservancy of BC <admin@conservancy.bc.ca>; [redacted]; melissa@hornbyarts.com; Mary Laird <[redacted]>
Subject: Horn test

The Status of the

Herring populations

spawning around Denman-Hornby Islands, spring, 2025.

A report by David Ellis, Former Head

Pacific Fishes

Committee on the Status of Endangered Wildlife in Canada

Following a week long commercial roe herring seine and gillnet fishery, there was a herring spawn from Ford's Cove to the ferry.

THIS DOES NOT MEAN THAT THE HERRING STOCKS ARE STRONG

Actually we have at best 20% of the historical abundance of the Denman-Hornby herring, after continuing irresponsible dfo management, as a result of denial of the herring science discovery by Dr. Eleni L Petrou and her colleagues [see this paper, below]. Each spawning location and time, is "heritable" as conclusively found by Dr. Eleni L Petrou, who I and many of you heard speak at the Deep Bay Marine Field Station, a few years ago.

The First Nations have publicly testified, borne witness, to the fact that Canada now has less than 5% of the historical abundance of the "RESIDENT" herring, all around the edges, of the rest of the Strait of Georgia [goggle Wsanec herring".]

Here is why:

The Denman-Hornby

migratory herring are composed of about 100 unique and different "stocklets", that formerly spawned from February to April (see attached, these dfo data are from 1942, 12 years after the huge "reduction" fishery began)

Today their are less than 20, Denman-Hornby visible and viable "stocklets", the rest exist in remnant form, and are in need of many years of full protection, to fully rebuild them.

For the "RESIDENT" herring, all around the edges, of the rest of the Strait of Georgia, extensive study and community engagement, and many 100s of millions of DFO $, are now essential for rebuilding. I have prepared a "plan for a plan" for the full rebuilding of all BC herring, and this is available, on request.

Reference: THE NEW HERRING PAPER THAT NOW MUST MOVE DFO TO NEW HERRING MANAGEMENT

Functional genetic diversity in an exploited marine species and its relevance to fisheries management by Eleni L. Petrou, Angela P. Fuentes-Pardo, Luke A. Rogers, Melissa Orobko, Carolyn Tarpey, Isadora Jiménez-Hidalgo, Madonna L. Moss, Dongya Yang, Tony J. Pitcher, Todd Sandell, Dayv Lowry, Daniel E. Ruzzante and Lorenz Hauser 2021. The key paper that notes what First Nations elders have been trying to tell DFO; herring return to a certain place at a specific time, and the timing of reproduction influences key evolutionary and ecological processes.
"Variation in reproductive timing is an important evolutionary driver in the marine environment. Using genomic data collected from spawning aggregations of Pacific herring across 1600 km of coastline, the study showed that reproductive timing drives population structure, and within a specific spawning season, the authors observed isolation by distance, indicating that gene flow is also geographically limited over our study area. These results emphasize the importance of considering both seasonal and spatial variation in spawning when delineating management units for herring. On several chromosomes, we detected linkage disequilibrium extending over multiple Mb, suggesting the presence of chromosomal rearrangements. Spawning phenology was highly correlated with polymorphisms in several genes, in particular SYNE2, which influences the development of retinal photoreceptors in vertebrates. SYNE2 is probably within a chromosomal rearrangement in Pacific herring and
the results support conserving intraspecific genetic diversity for maintaining current and future ecosystem processes".

May 30, 2025

Laura Patrick, Chair
and Islands Trustees
Islands Trust Council

VIA E-MAIL: execadmin@islandstrust.bc.ca

Dear Chair Patrick and Islands Trustees,

Re: Meeting with elected officials in ferry-affected communities

On behalf of Bowen Island Council, I am writing to thank you and your colleagues on the Executive Committee for attending our Special Council meeting on April 30, 2025, here on Bowen Island. It was a fruitful meeting that left us feeling optimistic about our important relationship with the Islands Trust and our shared interests in island issues in the Trust area.

The portion of the meeting where we discussed the Trust's history of advocacy on ferry fares and service levels was particularly interesting, and it was suggested that the Trust could serve as a convener, bringing together ferry authorities, small communities, and elected officials to try to find solutions with the Province. It was further noted that a shared priority for all ferry dependent communities within the Trust area is assured loading for island residents.

We would like to request that the Islands Trust consider convening such a meeting. Bringing these voices together would be a meaningful step toward addressing long-standing transportation challenges in ferry-dependent communities across the Trust area.

We look forward to hearing your thoughts on this proposal and offer to support this initiative in any way we can.

Thank you for your consideration.

Sincerely,

Andrew Leonard
Mayor

Islands Trust

Updated: May 28, 2025

TRUST COUNCIL STRATEGIC PLAN PRIORITIES

(Reporting on Key Initiatives identified as priorities for the current Trust Council term)

1. Governance & Organizational Excellence				
STRATEGIC DIRECTION	**KEY INITIATIVE**	**COMMENTS**	**STATUS**	**Responsible Committee**
1.1 Updates and adopt a new policy statement	1.1.1 Finish and adopt Islands Trust Policy Statement in accordance with project work plans *	• The project is well underway with Trust Programs Committee continuing review of the document. • Trust Council will be considering a revised project charter to shift project timelines in response to the extended policy review period • Staff have developed a communications and engagement plan • Staff are preparing to issue 100+ referrals post-First Reading with concordance tables to agencies/First Nations who have already provided content in order to explain how their comments were addressed	80% complete	EC/TPC
1.2 Strengthen governance, decision-making and workflow processes	1.2.1 Develop a corporate planning process to enable decision-making, workflow efficiency, resource tracking and relevant policy consolidation *	• Draft corporate planning process approved by Trust Council • Strategic Plan approved in March 2025 • CAO working with senior staff to develop and implement departmental work plans	33% complete	GC
	1.2.3 Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence *	• May 9, 2025 RPC completed review of Policy 5.5.1 and Best Practices Manual • Staff to edit as requested and forward to Ombudspersons Office for review	75% complete	RPC
	1.2.4 Prioritise, analyse, and where appropriate, implement the 15 recommendations of the 2022 Governance Report *	• May 13, 2025 Committee of the Whole discussion. • Further direction expected from Governance Committee.	33% complete	GC
	1.2.5 Review all Trust Council policies, and where appropriate, amend, combine or rescind	• With Governance Committee – waiting for prioritization.	Not Started	GC

(* Denotes initiatives identified by Trust Council as their top priorities for the balance of the current council term)

1.3 Advocate to the Province for legislative changes to Islands Trust Act	1.3.1 Advance the following requests to the Province and develop advocacy and education strategies to support these: a) the Provincial review of the governance structure to enable reconciliation and better support Islands Trust's mandate; and b) request for increased Provincial funding *	• April 28 letter from Minister Kahlon confirms no Provincial action this council term • Next steps at the direction of Trust Council	25% complete	EC
2. Growth Management & Community Resiliency				
STRATEGIC DIRECTION	**KEY INITIATIVE**	**COMMENTS**	**STATUS**	
2.1 Support proactive land use planning and establish limits to growth using evidence-based data	2.1.3 Update and implement Freshwater Sustainability Strategy (2022-2032)	• May 9th, 2025 RPC requested staff to draft a business case for an independent review of the FWSS	25%	RPC
2.3 Explore innovative approaches to supporting diverse housing options and tenures	2.3.2 Design a plan to advocate to enhance community access to funding for housing in the Trust Area	• Not started	0%	EC
3. Ecosystem Health & Integrity				
STRATEGIC DIRECTION	**KEY INITIATIVE**	**COMMENTS**	**STATUS**	
3.1 Improve control of invasive species	3.1.1 Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting	• Not started • Related: Trust Programs Committee has asked staff to develop a project charter for a stewardship education webinar "Working towards a Fallow Deer Strategy"	0%	EC
3.2 Improve understanding and monitoring of ecosystem health	3.2.4 Monitor progress of protection of ecosystem health in all land use planning decisions	• May 9th, 2025 – RPC received presentation from Biologist on progress of implementing biological information into land use decisions • May 15th, 2025 – PS Pro-D Day, Workshop assessing research and tools to implement biological information		RPC

(* Denotes initiatives identified by Trust Council as their top priorities for the balance of the current council term)

4. Climate Change				
STRATEGIC DIRECTION	**KEY INITIATIVE**	**COMMENTS**	**STATUS**	
4.2 Improve community understanding about climate change mitigation and adaptation	4.2.4 Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) to act as an incentive for the protection of forest cover for climate change mitigation and adaptation	• Staff secured a $8,200 grant to produce a report on the implications of higher exemption amounts. • Staff procured a report from consultant on the implications of higher exemption amounts which is under internal review.	60%	EC

5. First Nations Relations & Reconciliation				
STRATEGIC DIRECTION	**KEY INITIATIVE**	**COMMENTS**	**STATUS**	
5.1 Enhance proactive planning and intentionality of reconciliation initiatives	5.1.1 Update and implement Reconciliation Action Plan	• Staff have begun drafting a new Reconciliation Action Plan based on prior staff and trustee input. • Staff have begun developing a process for internal review of the draft Reconciliation Action Plan.	50%	EC
	5.1.2 Clarify opportunities for co-governance and co-management of the Trust Area	• Staff have had initial conservations with Ministry staff	10%	GC
5.2 Engage with Indigenous Governing Bodies and Indigenous Peoples on governance, growth management, heritage and ecosystem protection, and climate change	5.2.2 Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples	• Not started	0%	EC

(* Denotes initiatives identified by Trust Council as their top priorities for the balance of the current council term)

Islands Trust Council Plan for Continuous Learning
2022-2026 Term

Islands Trust

	Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2022	October 25	New Term Orientation: Meeting the Trustees: Trust Council, Executive Committee and Council Committees overview			
	November 8	New Term Orientation: Trustee Roundtable - Getting to know each other and staff			
	TRUST COUNCIL MEETING November 17	New Term Orientation: Computer/HR Orientation, Trustee Tool kit and badges, Victoria staff greetings	New Term Orientation: Oath of Office / Swearing In		
	TRUST COUNCIL MEETING November 18-19	New Term Orientation: Overview of Islands Trust; Islands Trust Conservancy; Governance; Planning Services; Finance and Budgeting	New Term Orientation: Election of Chair, Executive Committee and Conservancy members		
	November 22	New Term Orientation: Trustee administration: remuneration, expenses, computer training			
	TRUST COUNCIL MEETING December 6-8	New Term Orientation: Islands 2050 Policy Statement Amendment Project Overview	New Term Orientation: Introduction to Standards of Conduct/Conflict of Interest/FOI Robert's Rules & Responsible Governance Presenter: Eli Mina, Registered Parliamentarian	New Term Orientation: Local Trust Committees Orientation	New Term Orientation: Reconciliation and First Nations Engagement Presenter: Reece Harding, Barrister & Solicitor, Young Anderson

Islands Trust Council Plan for Continuous Learning

2022-2026 Term

Date		Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2023	January 12		A Closer Look: Open meetings, Conflict of Interest, Freedom of Information		
	January 19			Local Trust Committees, Land Use Planning, Bylaw Enforcement	
	January 26	Website and Mapping			
	February 2	Species at Risk (SAR) and Critical Habitat Protection on non-federal lands***			
	February 9	Growing Native Plant Species for People and Places***			
	March 30	GINPR - Monitoring and Restoration of Rare Ecosystems***			
	April 5	BC Conservation Data Centre - BC CDC 101: Providing Information about Biodiversity in BC Presentation***			
	May 4	P'hwulhp (Garry Oak) Meadows: Understanding a Living Cultural Landscape***			
	May 19		Chair Training: Facilitated day-long session. Part 1 and Part 2 Presenter: Lisa Zwarn, Registered Parliamentarian & Public Administration Instructor		

Islands Trust Council Plan for Continuous Learning
2022-2026 Term

	Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2023	June 19	Forest classification and forest health of the Coastal Douglas-fir zone Presenters: Andy MacKinnon, RPBio (ret.), RPF (ret.) Forest Ecologist and Del Meidinger, M.Sc., RPBio, Research Ecologist			
	TRUST COUNCIL MEETING June 27 - 29 Recording	Local Governments in Reconcili-Action Presenters: Brent Mueller, Director, Governance Relations (MUNI) and Lisa Bhopalsingh, Manager of Community & Cultural Planning, City of Nanaimo #1PowerPoint #2PowerPoint			Gabriola Island field trips to Museum, Recycling Centre, Elder Cedar Forest
	TRUST COUNCIL MEETING September 26 – 28 Recording				Guided Visit to KELA_EKE Kingfisher Forest or Tour of Magic Lake Estates
	November 29			Cityview Bylaw Enforcement Extension	
	TRUST COUNCIL MEETING December 5 – 7 Recording				San Juan County Council Session

**General Local Election October 17, 2026. Trust Council Bylaw No. 101 (2.1). *The first regular meeting of the Council shall be held on the first Wednesday of November following a general local election.*

*** Webinars offered for both public and trustee benefit.

Islands Trust Council Plan for Continuous Learning
2022-2026 Term

	Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2024	**TRUST COUNCIL MEETING** March 12-14	Media and Social Media Training - Jan Enns, Communications Consultant			
	TRUST COUNCIL MEETING June 18 – 20 Recording				
	TRUST COUNCIL MEETING September 24 – 26				
	November 26				Xwe'et tay/Lasqueti Archeology Project
	TRUST COUNCIL MEETING December 3 – 4				San Juan County Council Session
2025	**TRUST COUNCIL MEETING** March 11-13				
	TRUST COUNCIL MEETING June 17-19		Facilitated Conduct Training Session		
	June-July (TBC)		Chair and Meeting Management Training		
	TRUST COUNCIL MEETING September 16-17		DRIPPA Implementation Update (TBC)		
	TRUST COUNCIL MEETING December		First Nations Relationship Building (TBC)		

Islands Trust Council Plan for Continuous Learning
2022-2026 Term

	Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2026	January – February (TBC)	Public Engagement Best Practices			
	TRUST COUNCIL MEETING March	Structured Decision-Making Workshop (TBC)			
	TRUST COUNCIL MEETING June				
	TRUST COUNCIL MEETING September				
	****NEW TERM TRUST COUNCIL MEETING** November	New Term Orientation	New Term Orientation	New Term Orientation	New Term Orientation
	TRUST COUNCIL MEETING December	New Term Orientation	New Term Orientation	New Term Orientation	New Term Orientation

++ Outstanding Continuous Learning Item from 2018-2022 Trust Council term on FUAL report – TC-2022-103 "*Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.*"

BRIEFING

To:	**Trust Council**	**For the Meeting of:**	June 17, 2025
From:	**Islands Trust Conservancy**	**Date Prepared:**	March 25, 2025

SUBJECT: **Notice of Natural Area Protection Tax Exemption Program Application Closure (SS-NAP-2020.3)**

PURPOSE: To inform Trust Council of an expired Natural Area Protection Tax Exemption Program (NAPTEP) application approval for a Salt Spring Island property, and subsequent closure of application file SS-NAP-2020.3.

BACKGROUND:

In August, 2020, Islands Trust Conservancy (ITC) received a Natural Area Protection Tax Exemption Program (NAPTEP) application from Robert Leader to covenant approximately 3.54 ha (8.75 acres) of Salt Spring Island. The ITC Board accepted this proposal in December 2020 and at its December 2020 meeting, Trust Council passed the following resolution:

> **2020-112**
> **It was Moved by Trustee Stamford and Seconded by Trustee Fast,**
> *That the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate for the covenanted portion of the property described as 'Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 Except Plan 40974, Parcel Identifier 000-395-081' subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.*

Trust Council policy 2.1.10, section 2 (h) sets a two-year timeframe for covenant registration following approval of the tax exemption. Covenant negotiations for this NAPTEP application were delayed by discussions with the mortgage provider, and the landholder requested an extension. In December 2022, Trust Council responded to this request by passing the following resolution:

> **2022-156**
> **It was Moved by Trustee Yates and Seconded by Trustee Patrick,**
> *That the Islands Trust Council extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.*

ITC staff continued to work with the landholder and the mortgage provider, however, active work on this project ceased in early 2023. The applicant did not reply to multiple ITC staff messages by e-mail and phone in 2024 or a letter to confirm continued interest in completing the covenant (June 28, 2024, see attached). The application file was closed when the NAPTEP approval expired on December 2, 2024.

ATTACHMENTS:

- Letter from ITC staff to Robert Leader, requesting confirmed intent to continue negotiations (28 June 2024)
- Letter from ITC staff to Robert Leader, informing of application expiry and file closure (20 February 2025)

FOLLOW-UP:

- ITC staff has closed the application file and has notified the applicant, Trust Council, Salt Spring Island Local Trust Committee, and project partners The Land Conservancy of BC and Salt Spring Island Conservancy. No further follow-up is required.

Prepared By: Kathryn Martell, Ecosystem Protection Specialist, Islands Trust Conservancy

Reviewed By/Date: Wendy Tyrrell, A/Manager, Islands Trust Conservancy, 28 April, 2025
Clare Frater, May 4, 2025

ISLANDS TRUST CONSERVANCY
Protecting Islands in the Salish Sea

June 28, 2024 File Number: SS-NAP-2020.1

Robert Leader
626 Stewart Road
Salt Spring Island, BC
V8K 2A2

Re: Natural Area Protection Tax Exemption Program (NAPTEP) Conservation Covenant Application

Dear Robert Leader,

We have been working together for several years now to complete and register a NAPTEP covenant for your Salt Spring Island property (PID: 000-395-081, Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 except Plan 40974). As you will recall, your initial application was due to expire on December 2, 2022, and we approached Trust Council to request an extension to address delays in the process. The extension was granted but will expire December 2, 2024 unless the covenant is registered by then.

In light of this upcoming deadline, Islands Trust Conservancy (ITC) needs to know if you want to proceed with this NAPTEP application. We last actively worked on this project with you in January 2023, when Islands Savings requested that you pay for their legal team to conduct a more thorough analysis of implications of a priority agreement for the covenant over the mortgage. Other components of the covenant agreement are complete except for obtaining this priority agreement.

I have not been able to reach you by email or phone to confirm your continued interest and to establish a timeline for completing the covenant. Please contact me at (250) 405-5176, either way, to let me know your intention. If ITC does not hear from you, the application file will be closed when the NAPTEP approval expires on December 2, 2024.

All the best,

Kathryn

Kathryn Martell
Ecosystem Protection Specialist
Islands Trust Conservancy

CC: Salt Spring Island Conservancy
TLC The Land Conservancy of BC

PHONE: (250) 405-5151 · FAX: (250) 405-5155 · 200-1627 FORT ST, VICTORIA, BC, V8R 1H8
ITCMAIL@ISLANDSTRUST.BC.CA · WWW.ISLANDSTRUSTCONSERVANCY.CA

ISLANDS TRUST CONSERVANCY

February 20, 2025 File Number: SS-NAP-2020.1

Robert Leader
626 Stewart Road
Salt Spring Island, BC
V8K 2A2

Re: Natural Area Protection Tax Exemption Program (NAPTEP) Conservation Covenant Application

Dear Bob,

The NAPTEP application approval for your Salt Spring Island property (PID: 000-395-081, Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 except Plan 40974) expired on December 2, 2024.

Since we were unable to complete and register the covenant before then, and I have not heard from you whether you are interested in continuing the project, ITC has closed your application file.

Please contact me at (250) 405 – 5176 if you are interested in re-opening this application and pursing NAPTEP again in the future. It was a pleasure to work with you over the past several years, and I'm pleased to know that the property is protected by the existing covenant and well-stewarded by you and your family.

All the best,

Kathryn Martell
Ecosystem Protection Specialist
Islands Trust Conservancy

CC: Salt Spring Island Conservancy
TLC The Land Conservancy of BC

PHONE: (250) 405-5151 · FAX: (250) 405-5155 · 200-1627 FORT ST, VICTORIA, BC, V8R 1H8
ITCMAIL@ISLANDSTRUST.BC.CA · WWW.ISLANDSTRUST.BC.CA/CONSERVANCY

BRIEFING

To:	Trust Council	**For the Meeting of:**	June 17, 2025
From:	Islands Trust Conservancy Board	**Date Prepared:**	May 29, 2025
SUBJECT:	March 31, 2025 Audited Financial Statements of the Islands Trust Conservancy		

PURPOSE: To provide Trust Council with the audited financial statements of the Islands Trust Conservancy (ITC) for the year ended March 31, 2025 for information.

BACKGROUND:

The *Islands Trust Act* Section 46 requires the ITC to prepare and submit to Trust Council a report respecting the previous fiscal year that includes an audited balance sheet, a statement of receipts and expenditures, and a schedule of all assets held in trust, with their valuation.

Of note for the 2024/25 fiscal year, the financial statements recognize the following:

- Approved and earned grant revenues, including a $220,000 grant from Environment and Climate Change Canada for the ITC Species at Risk Program.
- Note 1 (g) of the Financial Statements notes the importance of natural assets. The monetary value of natural assets from ITC lands is not quantified or shown in the financial statements. The Conservancy acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.
- Note 10 “Subsequent Event” highlights management’s assessment of the tariffs imposed by the United Statements government shortly after year-end on the operations and financial statements of the ITC.
- There were no new accounting standards implemented in the year.

ATTACHMENTS:

1. ITC Audited Financial Statements for the Year Ended March 31, 2025

FOLLOW-UP: The March 31, 2025 Audited Financial Statements of the Islands Trust Conservancy will be posted to the website at https://islandstrust.bc.ca/about-us/accountability/finance/ and will be included in the Annual Report at https://islandstrust.bc.ca/about-us/accountability/annual-report/.

Prepared By:	Wendy Tyrrell, A/Manager, Islands Trust Conservancy
Reviewed By/Date:	Clare Frater, Director of Trust Area Services / May 29, 2025 Rueben Bronee, CAO / May 29, 2025 Executive Committee / June 4, 2025

Financial Statements of

THE ISLANDS TRUST CONSERVANCY

Year ended March 31, 2025

INDEPENDENT AUDITOR'S REPORT

To the Trustees of The Islands Trust Conservancy Board, the Trustees of Islands Trust and the Minister of Municipal Affairs

Opinion

We have audited the financial statements of the Islands Trust Conservancy (the Entity) which comprise:

- the statement of financial position as at March 31, 2025
- the statement of operations for the year then ended
- the statement of changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2025, and its results of operations, its changes in fund balances and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"*Auditor's Responsibilities for the Audit of the Financial Statements*"** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada
____________________, 2025

THE ISLANDS TRUST CONSERVANCY

Statement of Financial Position

March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2025 Total	2024 Total
						(Schedule 1)
Assets:						
Current assets:						
Cash	$ 145,629	$ 234,986	$ -	$ -	$ 380,615	$ 174,339
Short-term investments (note 2)	-	402,004	-	88,000	490,004	661,897
Grants receivable	-	22,000	-	-	22,000	22,000
	145,629	658,990	-	88,000	892,619	858,236
Land (notes 3 and 6)	-	-	16,066,100	3,076,601	19,142,701	19,142,701
	$ 145,629	$ 658,990	$ 16,066,100	$ 3,164,601	$ 20,035,320	$ 20,000,937
Liabilities:						
Current liabilities:						
Deferred contributions	$ 28,138	$ -	$ -	$ -	$ 28,138	$ 28,138
Grants payable	6,715	-	-	-	6,715	1,400
Security deposit	-	425	-	-	425	425
Due to Islands Trust	49	87,130	-	-	87,179	100,457
	34,902	87,555	-	-	122,457	130,420
Asset retirement obligations (note 4)	-	84,424	-	-	84,424	82,854
	$ 34,902	$171,979	$ -	$ -	$ 206,881	$ 213,274
Fund Balances:						
Unrestricted	110,727	-	-	-	110,727	103,374
Investment in land (note 3)	-	-	16,066,100	-	16,066,100	16,066,100
Internally restricted (note 5)	-	30,493	-	-	30,493	30,141
Externally restricted (note 5)	-	456,518	-	-	456,518	423,447
Restricted for endowment purposes (note 6)	-	-	-	3,164,601	3,164,601	3,164,601
	110,727	487,011	16,066,100	3,164,601	19,828,439	19,787,663
Subsequent event (note 10)						
	$ 145,629	$ 658,990	$ 16,066,100	$ 3,164,601	$ 20,035,320	$ 20,000,937

The accompanying notes are an integral part of these financial statements.

Approved by the Islands Trust Conservancy Board:

Lisa Gauvreau
Board member

Board member

THE ISLANDS TRUST CONSERVANCY

Statement of Operations

Year ended March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2025 Total	2024 Total (Schedule 2)
Revenue:						
Donations:						
Cash	$ 14,058	$ 2,097	$ -	$ -	$ 16,155	$ 26,412
Land	-	-	-	-	-	721,000
Grants	-	220,000	-	-	220,000	220,007
Rental income	-	11,120	-	-	11,120	10,760
Investment income	8,010	40,926	-	-	48,936	45,622
	22,068	274,143	-	-	296,211	1,023,801
Expenses:						
Repairs and maintenance - Alton property	-	17,561	-	-	17,561	19,656
Property management	-	1,000	-	-	1,000	3,359
Accretion expense	-	1,570	-	-	1,570	2,146
Bank charges	-	589	-	-	589	190
Grants to external parties	14,715	-	-	-	14,715	-
Screech Owl management	-	-	-	-	-	16,910
Species at Risk	-	220,000	-	-	220,000	220,000
	14,715	240,720	-	-	255,435	262,261
Excess of revenue over expenses	$ 7,353	$ 33,423	$ -	$ -	$ 40,776	$ 761,540

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST CONSERVANCY

Statement of Changes in Fund Balances

Year ended March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	Total
Fund balances, March 31, 2023	$ 84,882	$ 431,540	$ 15,345,100	$ 3,164,601	$ 19,026,123
Excess of revenue over expenses	18,492	22,048	721,000	-	761,540
Fund balances, March 31, 2024	103,374	453,588	16,066,100	3,164,601	19,787,663
Excess of revenue over expenses	7,353	33,423	-	-	40,776
Fund balances, March 31, 2025	$ 110,727	$ 487,011	$ 16,066,100	$ 3,164,601	$ 19,828,439

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST CONSERVANCY

Statement of Cash Flows

Year ended March 31, 2025, with comparative information for 2024

		2025		2024
Cash provided by (used in):				
Operating activities:				
Excess of revenue over expenses	$	40,776	$	761,540
Item not involving cash:				
Donation of land		-		(721,000)
Accretion		1,570		2,146
Changes in non-cash operating working capital:				
Grants receivable		-		1,850
Deferred contributions		-		(16,911)
Grants payable		5,315		(17,565)
Security deposit		425		-
Due to Islands Trust		(13,703)		29,821
		34,383		39,881
Investing activities:				
Decrease (increase) in short-term investments		171,893		(222,698)
Increase (decrease) in cash		206,276		(182,817)
Cash, beginning of year		174,339		357,156
Cash, end of year	$	380,615	$	174,339

The accompanying notes are an integral part of these financial statements.

The Islands Trust Conservancy (the "Trust Conservancy") is incorporated under The Islands Trust Act of British Columbia and is empowered to accept donations, grants and bequests on behalf of The Islands Trust and to hold land and other property in compliance with a Trust Conservancy plan approved by the Ministry of Municipal Affairs.

The Islands Trust Council (the "Trust") is also incorporated under The Islands Trust Act of British Columbia. The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

The Trust Conservancy is administered by the Trust and for financial reporting purposes, the Trust and the Trust Conservancy are reported on separately. The Trust Conservancy's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These financial statements present the financial position and changes in fund balances of the Trust Conservancy.

1. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations:

(a) Fund accounting:

The Trust Conservancy follows the restricted fund method of accounting for contributions.

The Opportunity Fund reports unrestricted resources.

The Restricted Fund reports the assets, liabilities, revenue and expenses related to internally and externally restricted assets.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the Trust Conservancy's capital assets.

The Endowment Fund reports resources that are contributed for endowment purposes.

(b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. Fixed income securities are recorded at cost or amortized cost. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has elected to record short-term investments at fair value as they are managed and evaluated on a fair value basis. Investments in guaranteed investment certificates are recorded at amortized cost.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

1. Significant accounting policies (continued):

(b) Financial instruments (continued):

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations. During the years presented, there are no unrealized gains and losses, and as a result, no statement of remeasurement gains and losses has been included in these financial statements. Short-term investments held by the Trust Conservancy are classified as Level 2 investments for fair value measurement and there were no changes in classification in the years presented.

(c) Land:

Purchased land is recorded at cost. Contributed land is recorded at estimated fair value at the date of contribution.

(d) Revenue recognition:

Restricted contributions are recorded as revenue of the appropriate restricted fund when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions are recorded as revenue of the Opportunity Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Restricted contributions for which there is no restricted fund are recognized as revenue of the Opportunity Fund in the period in which related expenses are incurred.

Contributions for endowment are recorded as revenue in the Endowment Fund balance.

Interest income earned on Endowment Fund resources is restricted for the purpose of maintaining certain specified property and is recorded in the Restricted Fund. Interest income of internally restricted funds is recorded as revenue of the Restricted Fund. Other interest income is recorded as revenue of the Opportunity Fund when earned.

All other forms of income are recorded as revenue of the Opportunity Fund when received or receivable.

1. Significant accounting policies (continued):

(e) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

(*i*) an environmental standard exists;

(*ii*) contamination exceeds the environmental standard;

(*iii*) the Trust Conservancy is directly responsible or accepts responsibility;

(*iv*) it is expected that future economic benefits will be given up; and

(*v*) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(f) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

(*i*) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;

(*ii*) The past transaction or event giving rise to the liability has occurred;

(*iii*) It is expected that future economic benefits will be given up; and

(*iv*) A reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous materials in the Ruby Alton house owned by the Trust Conservancy has been recognized based on estimated expenses on remediation or demolition of the structure. The liability for costs to remove rustic structures on Link Island has been recognized based on contributed funds received for the purposes of future removal of the structures.

1. Significant accounting policies (continued):

(g) Natural assets:

The Trust Conservancy is fortunate to have, and to be mandated to protect, many natural assets in the Island Trust Area that reduce the need for engineered infrastructure that might otherwise be required by other government agencies to provide various services to the islands. This includes island aquifers (water storage and filtration); streams, ditches and wetlands (rain water management); forests (carbon sequestration); and foreshore areas (natural seawalls). Canadian public sector accounting standards do not provide for the valuation and recording of such assets in the financial statements. As such, these natural assets are not reported in these financial statements. Nevertheless, the Conservancy acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.

(h) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Estimates include assumptions used in estimating the fair value of contributed land at the date of contribution and asset retirement obligations. Actual results could differ from those estimates.

2. Short-term investments:

Short-term investments have a maturity date of less than one year consisting of guaranteed investment certificates, an endowment fund with the Victoria Foundation and Municipal Finance Authority of British Columbia ("MFA") Short Term Bond and Money Market Funds.

3. Land:

	Acquisition year	2025	2024
Inner Island Nature Reserve, Denman Island	1992	$ 70,000	$ 70,000
Coats Millstone Reserve, Gabriola Island	1994	100,000	100,000
E,HO, (Medicine Beach) Nature Sanctuary, North Pender Island	1996	477,000	477,000
Cunningham Nature Reserve, Salt Spring Island	1994	265,000	265,000
Deep Ridge Nature Reserve, Salt Spring Island	1992	255,000	255,000
Lower Mt. Erskine Nature Reserve, Salt Spring Island	1996	284,000	284,000
Kwel Nature Sanctuary, Lasqueti Island	1997	195,497	195,497
Singing Woods Nature Reserve, Bowen Island	1999	157,000	157,000
Trincomali Nature Sanctuary, Galiano Island	2001	242,406	242,406
Horton Bayviary Nature Reserve, Mayne Island	2002	210,000	210,000
Morrison Marsh Nature Reserve, Denman Island	2006	438,000	438,000
Brigade Bay Bluffs Nature Reserve, Gambier Island	2006	150,000	150,000
Long Bay Wetland Nature Reserve, Gambier Island	2006	305,000	305,000
S'ul-hween X'pey (Elder Cedar) Nature Reserve, Gabriola Island	2007	658,000	658,000
Mount Artaban Nature Reserve, Gambier Island	2009	1,177,000	1,177,000
Fairy Fen Nature Reserve, Bowen Island	2011	1,817,000	1,817,000
Laughlin Lake Nature Reserve, Galiano Island	2013	56,000	56,000
Vanilla Leaf Land Nature Reserve, Galiano Island	2014	217,000	217,000
Fairyslipper Forest Nature Reserve, Thetis Island	2017	550,266	550,266
Hoak-pus (Sandy Beach) Nature Reserve, Keats Island	2022	2,703,000	2,703,000
Link Island Nature Reserve, Link Island	2023	1,208,000	1,208,000
Larmour Nature Reserve, Salt Spring Island	2024	721,000	721,000
		12,256,169	12,256,169
Properties acquired under the Federal Government Ecological Gifts Program:			
Mt. Trematon Nature Reserve, Lasqueti Island	2006	320,000	320,000
David Otter Nature Reserve, Bowen Island	2007	620,000	620,000
John Osland Nature Reserve, Lasqueti Island	2012	890,000	890,000
Valens Brook Nature Reserve Lot A, Denman Island	2013	280,000	280,000
Burren's Acres Nature Reserve, Gabriola Island	2014	210,000	210,000
Moore Hill Nature Reserve, Thetis Island	2017	780,000	780,000
Valens Brook Nature Reserve Lot 1, Denman Island	2019	85,000	85,000
Salish View Nature Reserve, Lasqueti Island	2020	304,931	304,931
Lisa Baile Nature Reserve, North Pender Island	2023	320,000	320,000
		3,809,931	3,809,931
		$ 16,066,100	$ 16,066,100

3. Land (continued):

The Conservancy has a 99-year lease with BC Parks Foundation to manage Lands owned by the Foundation as a Nature Reserve, known as Saturnina Island Nature Reserve.

4. Asset retirement obligations:

The Trust Conservancy owns one building located on the Ruby Alton Nature Reserve that is known to contain asbestos and other hazardous materials, which represents a health hazard upon demolition or remediation of the building and there is a legal obligation to remove it. Estimated costs have been based the calculated current value of costs associated to address the future obligation. The Trust used a general inflationary rate of 1.60% (2024 – 3.00%) based on estimated labor and material costs in calculating the provision.

The Trust Conservancy received a contributed asset, Link Island Nature Reserve, which contains a rustic cabin structure that will require future removal as a result of an agreement with the donor family. This required removal represents an asset retirement obligation under PS 3280. Estimated costs have been based on the value of funds received from the donor to remove the structures. The Trust used a general inflationary rate of 2.25% (2024 – 2.25%) based on estimated labor and material costs in calculating the provision.

The asset retirement obligations is as follows:

	2025	2024
Opening balance	$ 82,854	$ 80,708
Accretion on provision	1,570	2,146
Closing balance	$ 84,424	$ 82,854

5. Restricted Fund balances:

	2025	2024
Internally restricted:		
McFadden Creek management fund	$ 18,450	$ 18,635
Property Management fund	12,043	11,506
	30,493	30,141
Externally restricted:		
Alton Nature Reserve - maintenance fund	135,577	121,761
Morrison Fund	11,096	10,838
Covenant Defense Fund	131,015	125,087
Lasqueti Acquisition Fund	35,319	31,934
Gambier Acquisition Fund	140,822	131,659
Thetis Island Acquisition Fund	1,467	1,403
Link Island Removal Fund	1,222	765
	456,518	423,447
	$ 487,011	$ 453,588

6. Restricted for endowment purposes:

	Acquisition year	2025	2024
Short-term investments			
Alton Nature Reserve - maintenance	2002	$ 88,000	$ 88,000
Land:			
Lindsay Dickson Nature Reserve, Denman Island	2001	2,200,00	2,200,000
Alton Nature Reserve, Salt Spring Island	2002	454,000	454,000
McFadden Creek Nature Sanctuary, Salt Spring Island	2015	422,601	422,601
		3,076,601	3,076,601
		$ 3,164,601	$ 3,164,601

Investment gains (losses) on endowment funds for the year of $13,512 (2024 - $6,502) have been recorded in the Restricted Fund.

Two properties owned by the Trust Conservancy, the Lindsay Dickson property on Denman Island, and the Alton property on Salt Spring Island, were donated on the condition that the properties be used and managed in certain ways. The Lindsay Dickson property was donated “for so long as the land is used as a nature reserve for the use, benefit and enjoyment of the residents of B.C.” The Alton property is to be held, managed and preserved for its ecological, environment and scenic features and not as a recreational park. The residence, gardens and driveway are to be preserved and managed for non-profit purposes.

6. Restricted for endowment purposes (continued):

In the event that these properties are not managed accordingly, the properties could revert to the Province of British Columbia in the case of the Lindsay Dickson Nature Reserve and to the Executors of the donor's estate in the case of the Alton Nature Reserve.

In 2015, the McFadden Creek Nature Sanctuary on Salt Spring Island was donated to the Trust Conservancy on the condition that the property was to be protected, preserved and maintained in its natural state. Should a disposition of this property ever be triggered, there is a Right of First Refusal on the property in favor of the Wild Bird Trust of BC.

7. Related party:

The Trust is related to the Trust Conservancy through the composition of the Trust Conservancy's Board. The Trust Conservancy's Board is comprised of three members from the Trust's Council and up to three members appointed by the Minister of Municipal Affairs.

The Trust Conservancy's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. The expenses are summarized as follows:

	2025	2024
Operations and property management	$ 1,019,945	$ 963,375
Board	9,876	9,747
Administration	327,615	289,113
	$ 1,357,436	$ 1,262,235

At March 31, 2025, amounts owing to Islands Trust were $87,179 (2024 - $100,457).

8. Financial risks and concentration of risk:

The Trust Conservancy's financial instruments consist of cash, short-term investments, investments, grants receivable, grants payable and amounts due to Islands Trust. It is management's opinion that the Trust Conservancy is not exposed to significant interest, currency or credit risk arising from these financial instruments. The maximum exposure to credit risk at March 31, 2025 is the carrying value of cash, short-term investments and investments and grants receivable. The Trust Conservancy deals with creditworthy counterparties to mitigate credit risk. The Trust Conservancy manages its liquidity risk by monitoring its operating requirements. Interest rate risk is not significant due to the short-term nature of investments held. There have been no significant changes to risk exposure in the years presented.

9. Comparative figures:

Certain comparative figures have been reclassified to conform to the classification used in the current year.

10. Subsequent event:

On April 4, 2025, the United States government imposed new tariffs on imports and exports from/to Canada. The Islands Trust Conservancy does not expect to experience operational disruption as a result of these tariffs as it does not rely on cross-border trade to provide its services. The tariffs have potential to impact the cost of purchased goods and services; this potential impact has been assessed as immaterial. The Islands Trust Conservancy continues to adopt practices that prioritize procurement from Canadian suppliers, further limiting the risk of impact to operations and the financial statements.

THE ISLANDS TRUST CONSERVANCY

Statement of Financial Position | Schedule 1

March 31, 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total
Assets:					
Current assets:					
Cash	$ 54,472	$ 116,867	$ -	$ -	$ 174,339
Short-term investments (note 2)	83,468	309,204	-	88,000	480,672
Grants receivable	-	22,000	-	-	22,000
	140,940	448,071	-	88,000	677,011
Investments (note 3)	-	181,225	-	-	181,225
Land (notes 5 and 7)	-	-	16,066,100	3,076,601	19,142,701
	$ 140,940	$ 629,296	$ 16,066,100	$ 3,164,601	$ 20,000,937
Liabilities:					
Current liabilities:					
Deferred contributions	$ 28,138	$ -	$ -	$ -	$ 28,138
Grants payable	1,400	-	-	-	1,400
Due to Islands Trust	8,028	92,854	-	-	100,882
	37,566	92,854	-	-	130,420
Asset retirement obligations (note 4)	-	82,854	-	-	82,854
Fund Balances:					
Unrestricted	103,374	-	-	-	103,374
Investment in land (note 5)	-	-	16,066,100	-	16,066,100
Internally restricted (note 6)	-	30,141	-	-	30,141
Externally restricted (note 6)	-	423,447	-	-	423,447
Restricted for endowment purposes (note 7)	-	-	-	3,164,601	3,164,601
	103,374	453,588	16,066,100	3,164,601	19,787,663
Subsequent event (note 11)					
	$ 140,940	$ 629,296	$ 16,066,100	$ 3,164,601	$ 20,000,937

***DRAFT** - May 22, 2025*

THE ISLANDS TRUST CONSERVANCY

Statement of Operations

Schedule 2

Year ended March 31, 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total
Revenue:					
Donations:					
Cash	$ 26,412	$ -	$ -	$ -	$ 26,412
Land	-	-	721,000	-	721,000
Grants	-	220,007	-	-	220,007
Rental income	-	10,760	-	-	10,760
Investment income (loss)	8,990	36,632	-	-	45,622
	35,402	267,399	721,000	-	1,023,801
Expenses:					
Repairs and maintenance - Alton property	-	19,656	-	-	19,656
Property management	-	3,359	-	-	3,359
Asset retirement cost (note 4)	-	-	-	-	-
Accretion expense	-	2,146	-	-	2,146
Bank charges	-	190	-	-	190
Grants to external parties	-	-	-	-	-
Screech Owl management	16,910	-	-	-	16,910
Species at Risk	-	220,000	-	-	220,000
	16,910	245,351	-	-	262,261
Excess (deficiency) of revenue over expenses	$ 18,492	$ 22,048	$ 721,000	$ -	$ 761,540

DRAFT *- May 22, 2025*

REQUEST FOR DECISION

To:	**Trust Council**	**For the Meeting of:**	June 17, 2025
From:	**Executive Committee**	**Date Prepared:**	May 5, 2025

SUBJECT: **Request for official recognition two place names on Bowen Island**

RECOMMENDATION: To request staff to draft a letter from the Chair expressing Trust Council's support for official recognition of the Smí7mant Áyalhḵw and X̱éla7an placenames for beaches on Bowen Island.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The recommendation is consistent with Trust Council's commitment to reconciliation.

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1 **PURPOSE:** To request a decision from Trust Council about an opportunity of comment on a request from the Bowen Island Municipality to officially recognize two placenames of geographical features.

2 **BACKGROUND:** On April 9, 2025 the Provincial Toponymist from the Ministry of Tourism, Arts, Culture, and Sport wrote to Islands Trust Council to advise that the BC Geographical Names Office has received a request from the Bowen Island Municipality, provided with support from Squamish Nation, to officially recognize two place names for geographical features within their municipal boundaries, and to invite comment on two proposed changes. (see attached)

This letter was provided to the Executive Committee on April 23, 2025. Executive Committee passed the following motion:

> **EC-2025-049**
> **It was MOVED and SECONDED,**
> that Executive Committee request item 12.4 Bowen Island request for comment be added to the June Trust Council agenda as a request for decision for their response.

3 **IMPLICATIONS OF RECOMMENDATION**

ORGANIZATIONAL: Drafting and sending a letter for the Chair will take up to two hours of Executive Office staff time**.** This can be accomplished within existing workloads.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will draft a letter for Chair review and issue once approved. It will be posted to the Advocacy Letters page on the website.

FIRST NATIONS RELATIONS: The recommendation is expected to support positive relations with Squamish Nation.

OTHER: None.

4 **RELEVANT POLICY(S):** Advocacy Policy

5 **ATTACHMENT(S):** April 9, 2025 letter from Ministry of Tourism, Arts, Culture and Sport re Geographical Name Request for Bowen Island

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RESPONSE OPTIONS

Recommendation: To request staff to draft a letter from the Chair expressing Trust Council's support for official recognition of the Smí7mant Áyalhḵw and X̱éla7an placenames for beaches on Bowen Island.

Alternative:

1. Request staff to draft a letter from the Chair expressing Trust Council's concern about official recognition of the Smí7mant Áyalhḵw and X̱éla7an placenames for beaches on Bowen Island.
2. Do not send a letter in response.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: CAO /May 5, 2025

April 9, 2025 File: 10280-60 (92G/6)

Islands Trust
Southern Office (Victoria)
200 – 1627 Fort Street, Victoria, BC, V8R 1H8
Sent by email to:
information@islandstrust.bc.ca

Dear Islands Trust:

The BC Geographical Names Office has received a request from the Bowen Island Municipality, with support from Squamish Nation, to officially recognize two place names for geographical features within their municipal boundaries. At this time, we are inviting you to comment on two proposed changes as detailed in Appendix A and on the attached map.

Official names are labelled on Provincial and Federal maps and charts and included in the Province's official names datasets. The history of all past and present official names is maintained in the BC Geographical Names Information System and accessible through the BC Geographical Names Web App: https://apps.gov.bc.ca/pub/bcgnws/web/.

In accordance with the BC Geographical Naming Policy and Procedures, before any naming decisions are made it is important to ascertain a) if there are known traditional names for these features, and b) that the proposed names reflect the heritage values in the area. Requesting input from governments, communities and relevant organizations potentially impacted by a feature's official name is a vital step in the geographical naming process.

As an identified organization, we are requesting any comments you have on behalf of your agency on these proposed official name changes.

Adoption of these names would not prejudice legitimate claims to the land.

Please redirect this request to the appropriate contact within your organization as needed or let me know if it should be sent elsewhere. Feel free to contact me directly if you have any questions. Thank you in advance for your comments; your response before July 13, 2025, would be appreciated.

Kind regards,

T Thomas

Trent Thomas
Provincial Toponymist
Trent.thomas@gov.bc.ca

Enclosure

cc: Distribution

Appendix A: Name Change Requests

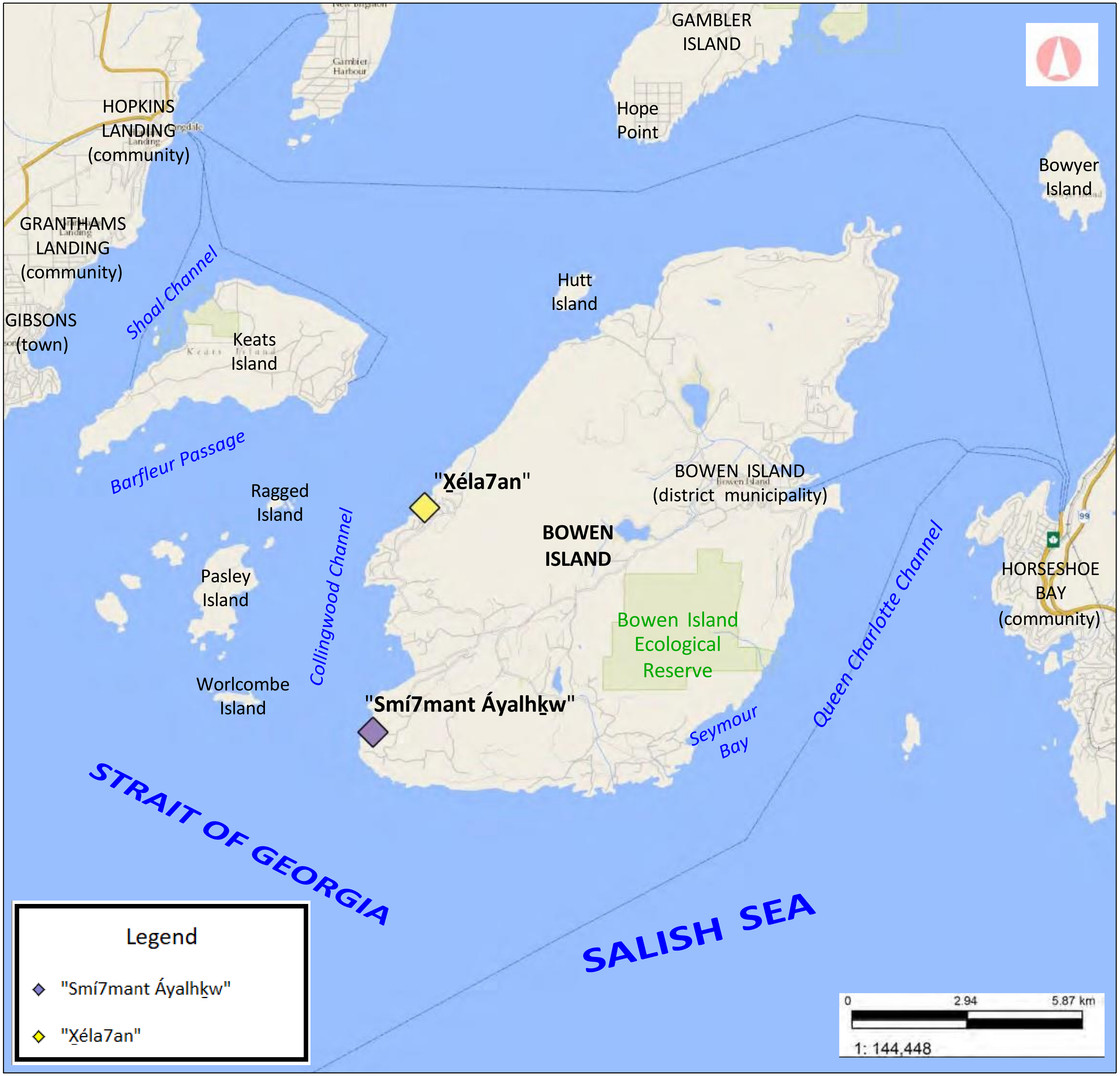
1. Make "**Smí7mant Áyalhḵw**" the official name of the beach north of Cape Roger Curtis, east of Worlcombe Island, southeast side of Collingwood Channel, on the southwest end of Bowen Island, Regional District
   - Current Official Name: N/A
   - "**Smí7mant Áyalhḵw**" is a Siwxwú7mesh name and means "place of pebbles" (information submitted by Bowen Island Municipality, 2025).
   - This beach has been known locally as "Pebble Beach" and "Roger Curtis Beach" (information submitted by Bowen Island Municipality, 2025).
   - This beach is located at: 49.3433, -123.4286.
   - "**Smí7mant Áyalhḵw**" name record: https://apps.gov.bc.ca/pub/bcgnws/names/76599.html

2. Make "**X̱él a7an**" the official name of the beach north of King Edward Bay, east of Ragged Island, east side of Collingwood Channel, on the west side of Bowen Island, Regional District
   - Current Official Name: N/A
   - "**X̱él a7an**" is a Siwxwú7mesh name and means "marked/coloured on the cheek/side" (information submitted by Bowen Island Municipality, 2025).
   - This beach has been known locally as "Crayola Beach" and "Bluewater Beach" (information submitted by Bowen Island Municipality, 2025).
   - This beach is located at: 49.3767, -123.4169.
   - "**X̱él a7an**" name record: https://apps.gov.bc.ca/pub/bcgnws/names/76619.html

For audio of the names being spoken and additional information visit the name records, linked above and accessible through the BC Geographical Names Web App.

Distribution List:

Bowen Island Heritage Preservation Association
Bowen Island Tourism
Canadian Coast Guard
Cowichan Tribes
Halalt First Nation
Islands Trust
Lions Bay Search and Rescue
Lyackson First Nation
Metro Vancouver Regional District
Museum and Archives Bowen Island British Columbia
Musqueam Indian Band
North Shore Emergency Management
North Shore Rescue
Royal Canadian Marine Search and Rescue
Stz'uminus First Nation
Tsleil-Waututh Nation
Ts'uubaa-asatx First Nation



BRITISH COLUMBIA

BC Geographical Names Office

Name Information

"Smí7mant Áyalhḵw"

Current Name: N/A

Lat, Long: 49.3433, -123.4286

Relative: Location: North of Cape Roger Curtis, east of Worlcombe Island, southeast side of Collingwood Channel, on the SW end of Bowen Island

"X̱éla7an"

Current Name: N/A

Lat, Long: 49.3767, -123.4169

Relative Location: North of King Edward Bay, east of Ragged Island, east side of Collingwood Channel, on the west side of Bowen Island

NTS Map: 92G/6

Copyright/Disclaimer

Datum: NAD83

Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

Key Map of British Columbia

TRUST COUNCIL
BYLAW NO. 197, 2024

A bylaw to establish procedures for meetings of local trust committees

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WHEREAS Section 11 of the *Islands Trust Act* states that Trust Council may, by bylaw adopted by at least 2/3 of its members present at the meeting at which the vote on adoption takes place, establish procedures that one or more local trust committees, as specified in the bylaw, must follow in exercising their authority and carrying out their responsibilities under this or any other enactment;

And WHEREAS The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as "Local Trust Committees' Meeting Procedure Bylaw No. 197, 2024".

APPLICATION

2. This bylaw applies to Denman Island Local Trust Committee, Gabriola Island Local Trust Committee, Galiano Island Local Trust Committee, Gambier Island Local Trust Committee, Hornby Island Local Trust Committee, Lasqueti Island Local Trust Committee, Mayne Island Local Trust Committee, North Pender Island Local Trust Committee, Salt Spring Island Local Trust Committee, Saturna Island Local Trust Committee, South Pender Island Local Trust Committee, Thetis Island Local Trust Committee and the Executive Committee Acting as a Local Trust Committee.

DEFINITIONS

3. "Principal Office" means the headquarters office location of the Islands Trust.

MEETINGS AND NOTICE OF MEETINGS

4. The first regular meeting of a local trust committee shall be held on a date to be determined by each Local Trust Committee by Resolution Without Meeting following a general local election.

5. At the first regular meeting referred to in Section 4, and at the last regular meeting of each of the first, second, and third years following a general election, or by Resolution Without Meeting, each Local Trust Committee shall establish a schedule of the date, time and place of its regular Local Trust Committee meetings for the following fiscal year, of which there shall be at least two held in-person except for the Executive Committee Acting as a Local Trust Committee, in which case all regular meetings may be electronic.

6. The meeting schedule:
    a. for the Galiano Island Local Trust Committee, Mayne Island Local Trust Committee, North Pender Island Local Trust Committee, Saturna Island Local Trust Committee, and South Pender Island Local Trust Committee, shall be posted on a bulletin board located at the Victoria Office of the Islands Trust, and the schedule shall be posted on a notice board on the relevant island that is accessible to the public;
    b. for the Denman Island Local Trust Committee, Gabriola Island Local Trust Committee, Gambier Island Local Trust Committee, Hornby Island Local Trust Committee, Thetis Island Local Trust Committee, and Lasqueti Island Local Trust Committee, shall be posted on a bulletin board

located at the Northern Office of the Islands Trust, and shall be posted on a notice board on the relevant island that is accessible to the public;

c. for the Salt Spring Island Local Trust Committee and Executive Committee Acting as a Local Trust Committee, shall be posted on a bulletin board located at the Salt Spring Island Office of the Islands Trust.

7. Public notice of the availability of the regular meeting schedule at the place specified in Section 6 shall be given at least once a year by publication in a newspaper circulating in the local trust area, or if the local trust committee has adopted an alternative means of public notice under s. 94.2 of the Community Charter, then the notice shall be provided once per year in accordance with that bylaw.

8. Advance public notice of a regular or special meeting that is to be conducted by means of electronic or other communication facilities shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, that the proceedings are open to the public and shall be posted at the places specified in Section 6 and delivered to trustees in accordance with Section 9. Notice of a special meeting which is to be conducted by means of electronic or other communication facilities shall be delivered to the trustee in accordance with Section 10.

9. Each local trustee shall provide to the Deputy Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee's Islands Trust email address or given to the trustee in person.

10. Any two members of a local trust committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered or emailed to the trustee's Islands Trust email address at least 48 hours before the time of the meeting, and by posting the notice at the places specified in Section 6, except that notice to Local Trust Committee members may be waived by unanimous vote.

11. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.

12. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.

13. A quorum of a local trust committee is two members, except for the Executive Committee Acting as a Local Trust Committee, in which case the quorum is three.

14. In the event that neither the Chairperson nor the alternate member of a local trust committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Planning Services, or their designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson

REGULAR MEETING AGENDA

15. The Deputy Secretary must prepare an agenda for each regular meeting, which must:
    a. state the general nature of each business item to be dealt with at the regular meeting;

b. be sent to each trustee's email address at least seven (7) days before the scheduled meeting date; and
c. the agenda outline to be released publically at least two (2) days before the release of the full agenda.

16. The Director of Planning Services or their designate shall legibly record the minutes of the meetings of each local trust committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or their designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.

17. The minutes are a record of decisions, and shall include a record of every resolution of the Committee, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

18. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act,* the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.

19. Motions shall be in writing~~,~~ and may be moved by any member of a local trust committee; the Chair may allow motions to be made verbally but must ensure the recorder reads it back correctly.

20. Bylaws may be read by title only, provided that each member of a local trust committee is in possession of a complete copy of the proposed bylaw at the meeting.

21. The Chairperson of a local trust committee, or other trustee who presided at the meeting at which it was adopted, and the Deputy Secretary of the Islands Trust, shall sign every bylaw adopted by a local trust committee, and the Deputy Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

DELEGATIONS

22. A Delegation period is limited to fifteen (15) minutes in duration, and may be scheduled for each regular meeting of a local trust committee. The time limit may be extended by unanimous vote of the members present.

23. An individual, or a representative of an organization, may request to address a local trust committee as a delegation.

24. A delegation requesting permission to appear before a local trust committee shall submit a written request in the form prescribed by the Deputy Secretary. The subject of the written request and the presentation must fall within the jurisdiction of the Local Trust Committee.

25. The written request must specify the subject matter of the presentation and include either a copy of the presentation or an overview of the information to be presented. The written request must also include the name and address of the person(s) speaking.

26. All written requests to appear before the Local Trust Committee must be received by the Deputy Secretary by 12:00 noon fourteen (14) calendar days prior to the meeting.

27. Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those Local Trust Committee members present

28. Any video presentations used as part of a delegation's address to a local trust committee will count toward the time limit permitted for the delegation.

29. In the event of a delegation presenting a petition, the petition shall contain a petitioner's full name, residential address, telephone number, and a signature or valid email address. (Note: an email address may only be associated with one signatory).

30. Where written requests have not been received by the Deputy Secretary as prescribed in section 34, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.

31. A local trust committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.

32. The Deputy Secretary, in consultation with the Chair, may schedule delegations to another Local Trust Committee meeting.

33. The Deputy Secretary, in consultation with the Chair, may refuse to place a delegation on the agenda.

34. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.

ORDER AND DECORUM

35. The Chair is to preserve order at every meeting of a local trust committee and has the power to make such rulings as are necessary to do so, including the power to rule on all points of order and may deny any individual or a delegation the right to address a meeting if, in the Chair's opinion, the individual or the delegation:
    a. makes defamatory remarks about any person or speaks disrespectfully of any person;
    b. addresses issues not contained within the written application of the individual or delegation, as prescribed in sections 25 and 42; or
    c. immoderately raises their voice, or uses profane, vulgar or offensive language, gestures or signs.

36. Individuals and delegations will not be heard at regular meetings of the Local Trust Committee on the following:
    a. the promotion of commercial products or services which have no connection to the business of the Local Trust Committee;
    b. matters on which a local trust committee has approved commencement of prosecution and on which judgment has not been rendered;
    c. publicly tendered contracts or proposal calls for the provision of goods and services for the Local Trust Committee, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by a local trust committee or Islands Trust staff; or

d. Topics which are normally dealt with by Islands Trust staff as a matter of routine.

37. A local trust committee member may, on recognition by the Chair, ask or answer questions of a member of the public who is addressing a local trust committee. Debate with, or by, any member of a local trust committee or staff is not permitted.

38. The Chair or person presiding may expel and exclude a person from a meeting of a local trust committee for improper conduct.

INVITED PRESENTATIONS

39. Members of a local trust committee may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.

PUBLIC PARTICIPATION

40. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of a local trust committee and may be extended by majority vote of the Local Trust Committee members present.

41. A member of the public may have three (3) minutes to address a local trust committee during the public participation period, unless extended by unanimous vote of the Local Trust Committee members present.

42. Persons wishing to address a local trust committee must state their first and last name and topic involved.

43. Subjects must relate strictly to matters under the jurisdiction of a local trust committee, but other subjects may be permitted by majority vote of the Local Trust Committee.

44. Subjects must be brief and to the point.

ELECTRONIC MEETINGS

45. Regular or special meetings of a local trust committee beyond the minimum number of in-person physical meetings identified in Section 5 may be conducted entirely by means of electronic or other communication facilities if a majority of the members of a local trust committee have agreed by resolution, and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

46. An individual Local Trust Committee member who is unable to attend at the physical location of a local trust committee meeting that is held in-person may choose to participate by means of electronic or other communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

47. For each local trust committee meeting, not more than one Local Trust Committee member may participate by means of electronic or other facilities when the meeting has been scheduled for an in-person meeting.

48. An individual member of a local trust committee may not participate by means of electronic or other communication facilities in two consecutive regular Local Trust Committee meetings that are held in-person.

49. A local trust committee may waive the restrictions in sections 47 and 48 by unanimous resolution, of the Local Trust Committee.

50. Members of a local trust committee who use electronic or other communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

51. Members of a local trust committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.

52. Where members of a local trust committee are participating in a meeting through electronic or other communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.

53. Where members of a local trust committee are participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

54. For the duration of a local Trust Committee meeting conducted by electronic or other communication means that is open to the public, a designated staff member shall be in attendance at the place specified in the meeting notice for the public to hear, or watch and hear, the meeting.

55. If communication is lost to one or more trustees participating electronically during the meeting:
    a. the affected trustee participating electronically will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes;
    b. if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and,
    c. if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication and the remainder of the agenda will be added to the next agenda.

READ A FIRST TIME THIS	13TH	DAY OF	MARCH,	2025
READ A SECOND TIME THIS	13TH	DAY OF	MARCH,	2025
READ A THIRD TIME THIS	13TH	DAY OF	MARCH,	2025
ADOPTED BY 2/3 VOTE THIS	__TH	DAY OF	___	2025

_______________________________ _______________________________

CHAIRPERSON DEPUTY SECRETARY

Islands Trust

BRIEFING

To:	**Trust Council**	**For the Meeting of:**	June 18, 2025
From:	**Financial Planning Committee**	**Date Prepared:**	May 28, 2025
SUBJECT:	**March 31, 2025 Financial Results**		

PURPOSE:

To provide high-level explanations of the financial results for the fiscal year ending March 31, 2025, with a focus on annual spending against the annual approved budget.

BACKGROUND:

The **Statement of Financial Position** presents a snap shot in time of the Islands Trust financial state, reflecting values of assets, liabilities and accumulated surplus as at the fiscal year-end date, March 31, 2025. Significant year over year changes in balances reflected on this statement are as follows:

Cash and Equivalents: Decrease of $2.4M over the previous year.

- In the prior year, excess cash normally held in locked-in investments was retained in interest-earning liquid cash accounts at year-end to ensure availability of financial resources in the event that Trust Council approved purchase of an office building as part of the budget approval in March 2024. In the current year-end, amounts were invested, reducing cash balances over the prior year.

Accounts Receivable: Decrease of $47,000 over the previous year.

- Higher value of grant funds approved and spent, but not received by the funder, were in accounts receivable in the prior year due to the significant Local Government Development Approvals Program (Cityview) grant.

Investments: Increase of $1.6M over the previous year.

- Excess cash was invested in long-term investments at year-end, whereas cash was retained in more liquid forms in the prior year for potential office purchase (see note on Cash above).

Accounts Payable and Accrued Liabilities: Increase of $109,000 over the previous year.

- Due primarily to an increase in amounts payable to external contractors working on the Housing Needs Assessment project and the Salt Spring Island Complete Communities project, whereby work was completed just prior to year-end, or invoicing for work completed earlier in the year was delayed in delivery to Islands Trust.

Wages and Benefits Payable: Decrease of $368,000 over the previous year.

- Due to 2.6 pay periods of staff compensation and benefits included in wages and benefits payable in the current year, compared to 4.5 pay periods in the prior year.

Deferred Revenue: Decrease of $146,000 over the previous year.

- In the prior year end, funding was received from the Ministry of Housing for housing needs assessments that was not spent by year-end. This amount was spent in 2025/26 and as such amounts were moved from deferred revenue into revenue lowing the deferred revenue closing balance at current year end.

Employee Benefits Obligations: Decrease of $29,000 over the previous year.

- The vacation and overtime banks of three long-term employees of Islands Trust were paid out upon their retirements in the year, reducing future obligations.

Obligations Under Capital Lease: Increase of $3,000 over the previous year.

- One new equipment lease was signed in the year increasing this balance. Payments made against existing equipment leases in the year offset the increase.

Tangible Capital Assets: Increase of $137,000 over the previous year.

- The Islands Trust converted to Windows 11 in the fiscal year, which saw significant purchases of new computer hardware and software. These costs are capitalized and amortized over their useful life in the financial statements. These additions are offset by amortization expense in the year.

Prepaid Expenses: Increase of $111,000 over the previous year.

- Upfront payment of capacity funding to First Nations for Denman Island, Gabriola Island, and Hornby Island LTC projects ($40,000) not seen in the prior year.
- Salt Spring Island office renovation deposit ($56,000) not seen in the prior year.
- Pre-payment for Planning and Bylaw Cityview annual support and maintenance costs ($52,000) not seen in the prior year.

The Islands Trust consolidated **Statement of Financial Operations** represents financial activities that have taken place over the course of the fiscal year. Financial operations for the fiscal year ending March 31, 2025 resulted in a decrease in accumulated surplus of $195,780 for Islands Trust, broken down as follows:

Increase in amounts invested in tangible capital assets	133,762
Transfer (from) General Revenue Fund	(380,753)
Contribution to LTC Project Specific Reserve Fund	51,211
Transfer to (from) Special Property Tax Requisition Fund	-

Details of the activities and transfers between funds leading to these fund balance changes is outlined in this report.

The total accumulated surplus balance as of March 31, 2025 is $2.7M. This accumulated surplus balance consists of the following balances by fund:

	2025	2024
Invested in tangible capital assets	$ 294,533	$ 160,771
General Revenue Fund	2,156,487	2,537,240
Local Trust Committee Project Specific Reserve Fund	210,746	159,535
Special property tax requisition fund	83,515	83,515
Accumulated Surplus	$ 2,745,281	$ 2,941,061

Amounts invested in tangible capital assets represent funds spent on capital assets that are not yet fully amortized, and thus not fully expensed through the Statement of Operations. This results in balances in accumulated surplus that are not readily accessible given they are tied up in non-financial assets. The change in this balance represents assets purchased in the year, less annual amortization expense, losses on disposal (if any) and amounts owing under capital lease. This balance increased by $133,762 in the fiscal year, due mainly to hardware and software purchases for the upgrade to Windows 11 and amortization expense recognized on purchased assets in use.

The General Revenue Fund decreased by $380,753 due to draws from surplus to pay for spending in the fiscal year (as approved in the Financial Plan Bylaw) and the impact of activities associated with amounts invested in tangible capital assets.

The LTC Project Specific Reserve Fund balance increased by $51,211. This reflects a transfer in the year of $105,000 from the General Revenue Fund (per the approved Financial Plan Bylaw), less spending of $53,789 on LTC projects paid for by the LTC reserve fund. The remainder of LTC project spending ($139,084) was funded by grants.

The Special Property Tax Requisition (SSIWPA) Fund balance remained the same as prior year at $83,515. There was no special tax requisition received nor money spent on SSIWPA projects in the year.

CONSOLIDATED REVENUES

Total reported revenue is lower than budget by approximately $171,000 (2%) due mainly to reduced grant revenue and fees revenue. Details of all revenues as follows:

Property tax revenues from local trust areas and Bowen Island Municipality were fully received in the year, thus no variations from budget are noted.

Government transfers relate to funds received and recognized from other governing bodies, mainly within provincial and federal government. These transfers totaled approximately $766,000 in the year, representing various grants approved and spent. Total transfers were lower than budget by $68,000 (8%) due primarily to grant funds approved and received in the year, but not spent in the year as planned.

Grant revenue that came in at amounts lower than budget includes:

- Environment and Climate Change Canada grant under budget by $51,000 due to delay in hiring of the new temporary Registered Biologist staff.
- First Nations Engagement grant under budget by $55,000 due to First Nations capacity funding distributed that will only be recognized as work is completed by the First Nations.
- Ministry of Housing grant under budget by $27,000 due to the contractor's delay in completing the housing needs assessments.
- Local Government Climate Action grant under budget by $38,000 due to these grant funds received and spent the year prior due to revised payment schedules form the Province.

This lower than anticipated grant revenue is offset by higher than anticipated grant revenue in the following areas:

- Regional District Basic Operating grant – additional $19,000 received from the Province.
- Healthy Watersheds Initiative grant – unused grant funds of $24,000 from the prior year freshwater project were spent on new work in the year. This work was not discussed in the budget cycle thus was not included in the approved budget.
- Local Government Development Approvals Program grant – this project was not completed in the prior year as anticipated and thus $53,000 of the project spending took place in the current year.
- Complete Communities grant - $8,000 of work that was anticipated to be complete in the prior year did not take place until 2024/25.

Fees revenue from land-use applications and bylaw tickets were lower than budget by approximately $101,000 (37%). Actual fees received in the year agree almost exactly to the amount budgeted; however, the impact of the new Revenue Recognition Accounting Standard was not appropriately adjusted for in the 2024/25 budget, resulting in a budget-to-actual variance for this revenue stream.

CONSOLIDATED EXPENSES

Total expenses in the financial statements are reported at $10.3M which includes amortization expense and excludes spending on tangible capital assets, which is recorded as an increase to the Tangible Capital Asset balance on the Statement of Financial Position, in accordance with Public Sector Accounting Standards. This is not the same methodology used to develop the budget, which treats capital spending as an expense. To adjust reported expenses to reflect a proper basis of comparison, we adjust as follows:

Total Expenses per March 31, 2025 Financial Statements	$10,340,113
Plus, Spending on Capitalized Assets	238,817
Total Annual Spending	10,578,930
Total Approved Spending in Budget	11,203,219
Spending Over (Under) Budget	$(624,289)

Total spending was lower than budget by approximately $624,289 (6%) due mainly to:
- Underspending on salaries and benefits ($219,000) due to vacancies:
- Underspending on projects in Planning and Bylaw Services ($403,000), Trust Area Services ($48,000) and Islands Trust Conservancy Services ($20,000)
- Underspending on capital ($108,000) due to delayed progress on the SSI office renovation.

A breakdown of comparison between approved budget and actual results, by functional area where there are significant areas of over(under)spending, are as follows:

TRUST COUNCIL SERVICES

Trust Council expenses include costs related to three main areas (outlined below) plus as an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately $223,000 (13%).

Trust Area Services (TAS) trust-wide communications costs, contracted TAS services and temporary staffing, legal costs relating to trust-wide issues, memberships, subscriptions, mobile devices, training, travel, salaries and benefits for TAS staff, Policy Statement Review project costs, Secretariat Function project costs, and Stewardship Education project costs, subscriptions costs, all salaries and benefits, mobile devices, training & conference, travel for training and travel costs for TAS staff.

TAS expenses were lower than budget by approximately $133,000 (19%) due to the following:
- Underspending on salaries and benefits ($39,000, 7%) due primarily to a five-month vacancy in the Program Coordinator position. This underspending is offset by ($11,000, 100%) on contracted temporary staffing for a part time Program Coordinator through a temp agency.
- Underspending in Communications ($36,000, 65%) due primarily to the Financial Planning Committee’s decision to forgo public engagement on the draft 2025/26 budget, no advancement of the branded clothing initiative, and less reliance on contracted graphic designers.
- Underspending on the Policy Statement Amendment project ($48,000, 59%) due primarily to review of the draft Policy Statement taking longer than anticipated. A revised project timeline was approved by Trust Council to acknowledge this.

- Underspending on Stewardship Education ($13,000, 86%) due primarily to the Living in the Trust Area mailing not completed in the year, and a planned webinar delivered in-house reducing external costs.
- Underspending in Training & Conferences, Travel for Training and Travel ($10,000, 67%) due primarily to staff workloads impeding staff's ability to engage in training opportunities, as well as vacant staff positions not requiring training or travel funds.

Other areas of spending in the Trust Council Services category did not deviate significantly from budget and thus are not reported on.

LOCAL TRUST COMMITTEE SERVICES

Local Trust Committee Services expenses include costs related to five main areas (outlined below) plus as an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately $439,000 (6%).

Local Trust Committee costs are comprised of the rent, phone, internet and office service for on-island trustee offices, the LTC portion of insurance costs, general legal costs, bylaw enforcement legal costs, legal litigation costs, LTC statutory notices, local trustee expenses, Executive expenses for travel to chair meetings of the LTC, LTC and APC meeting expenses, LTC communications, and the LTC portion of trustee remuneration and benefits.

Local Trust Committee expenses were higher than budget by approximately $357,000 (43%) due primarily to legal expenditures. Trust Council's approved budget intentionally approved reduced budgets with the understanding that overages would be funded by surplus. This was a move to reduce tax increases in the Trust Area as part of the 2024/25 budget approval process.

Expenditures compared to budget is as follows:

- Overspending on LTC legal bylaw enforcement of $200,000 (265%) due primarily to EC special-approved property clean-up on Thetis Island ($125,000), non-permitted dock and shipping container bylaw file North Pender Island ($24,000), and enforcement on unlawful kennels and non-permitted commercial resort on Salt Spring Island ($68,000).
- Overspending on legal litigation defense of $199,000 (489%) due primarily to three significate legal files, one each on Gabriola Island, Galiano Island, and Salt Spring Island.
- Overspending is slightly offset by underspending on LTC legal general of $25,000 (48%) due to fewer legal opinions sought on LTC matters.

Projects costs are comprised of all LTC projects, Regional Freshwater Management project costs, Housing Strategy project costs, Groundwater Recharge Mapping project costs, Local Government Development Approvals project costs, Housing Needs Assessment project costs, Building Footprint Data Update costs and includes all Salt Spring Island Water Protection Authority (SSIWPA) expenses.

LPS project spending was less than budget by approximately $339,000 (46%) due mainly to:

Local Trust Committee Projects:

- SSIWPA: Underspending of $73,000 (100%) due primarily to lack of capacity in the Salt Spring Island Office and available staff time directed to other significant priorities.
- Salt Spring Island OCP/LUB Review: Underspending $174,000 (57%) due primarily to delays in the Complete Communities Assessment work and issuing the request for proposal for the project.
- Underspending on the Denman Island Housing Review major project of $10,000 (69%) due primarily to First Nations capacity funding work not complete by end of fiscal that will be continued in next fiscal.

- Gabriola Island OCP/LUB Review: Underspending of $40,000 (52%) due primarily to delays advancing the freshwater footprint component of this project, as well as First Nations capacity funding work not complete in the year that will be continued in next fiscal.
- Hornby Island First Nations Relationship Building: Underspending of $31,500 (100%) under the direction of the LTC this budget was redirected to the Hornby OCP/LUB project. This underspending was due primarily to First Nations capacity funding work not complete by end of fiscal that will be continued in next fiscal.
- Mayne Island Housing Review Project: Underspending of $8,000 (82%) due primarily to First Nations group not responding to request for feedback resulting in First Nations capacity funding being unspent and a legal review that was budgeted for being unnecessary.
- North Pender Island Housing Access & Affordability Project: Underspending of $13,000 (86%) due primarily to First Nations groups not responding to request for feedback resulting in First Nations capacity funding being unspent and a legal review that was budgeted for being unnecessary.
- Minor LTC Projects: Combined underspending of $24,000 (65%) due primarily to projects that weren't advanced by various LTCs, public hearings deferred into 2025/26 and actual costs were lower than anticipated.

Regional Projects:

- Housing Strategy: Underspending of $10,000 (34%) due primarily to Regional Planning Committee's budget request lacking clearly defined, specifically-costed activities/deliverables associated with advancing the housing strategy. The funds spent in the year were directed to the emerging topic of Tiny Homes on Wheels which did not require as much funding as approved in the budget.
- Housing Needs Assessments: Underspending of $26,000 (20%) due primarily to delays by the contractor due to their volume of work. Work has been completed in early 2025/26.
- Building Footprint Data Update: No spending took place on this project in the year, saving $10,000 (100%). This project has now been abandoned.
- Local Government Development Applications Approvals project: This project had no funds in the approved budget as it was expected to be complete in 2023/24. However, this project experienced delays and thus project completion spilled into 2024/25 rendering an overspend against the zero budget of $57,000 (100%).
- Regional Freshwater Management: This project had no funds in the approved budget, however $24,000 was spent on this initiative. The development of a suitable land analysis methodology with watershed resilience mapping cost $15,000, paid for by grant funds not spent in prior years. Beginning implementation of the Freshwater Atlas cost $9,000.

Planning Staff costs include planning staff salaries, benefits, training and travel costs, as well as any contracted temporary human resources associated with planning work. Planning staff costs were less than budget by $77,000 (2%) due to the following:

- A 6-month vacancy in the Registered Professional Biologist position who reports to the Director of Planning Services.
- The northern office planning team was fully staffed during the fiscal year and reports salaries and benefits expense at 97% of budget. This slight variance is primarily due to the office administrative assistant hired below budgeted amounts, a fully budgeted Island Planner working at 0.6FTE, and the planned co-op student for this team reallocated to the southern team.
- The southern planning team has been fully staffed during the fiscal year and reports salaries and benefits expense at 112% of budget due to a SSI Island Planner working on Regional Planning Committee initiatives for 6 months, as well as a co-op student joining the southern team rather than the northern team.

- The Salt Spring Island planning team has not been fully staffed, and salaries and benefits expense reports at 89% of budget. There have been several staff movements within this team to cover for temporary assignments, but despite best effort to recruit an Island Planner, this team has experienced a vacancy in an Island Planner role for 6 months, as well as a two-month vacancy in the Office Administrative Assistant position.

Bylaw enforcement costs are comprised of all meeting expenses for bylaw staff meetings, safety equipment, salaries, benefits, training, and travel costs associated with bylaw enforcement staff or contractors used to cover staff vacancies. Bylaw enforcement expenses were under budget by approximately $62,000 (12%) due primarily to late contract execution in the year coupled with contractor delays on the Ciyview Bylaw project.

Other areas of spending in the planning services category did not deviate significantly from budget and thus are not reported on.

ISLANDS TRUST CONSERVANCY (ITC) SERVICES

ITC expenses include costs related to ITC Board, Conservancy Staff & associated costs and Property Management cost plus an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately $200,000 (13%).

Board costs are comprised of all ITC Board honoraria, Meeting expenses, and training and conference attendance costs. Board expenses were under budget by $1,600 (14%) due primarily to forgone training and savings in meeting attendance remuneration due to member absences.

Conservancy Staff and Associated Costs are comprised of communications, legal, subscriptions, and mobile and safety devices, salaries, benefits, training, and travel costs associated with ITC staff or contractors used to cover staff vacancies.

Conservancy staff and associated costs were under budget by $79,000 (9%) due primarily to underspending in the following areas:

- Communications $7,000 (14%) primarily due to a delay of three celebrations for new covenants and the Species at Risk publication being shifted to a blog post rather than a printed mail out.
- Contracted Temporary Staffing $20,000 (100%). This budget was redirected to professional consultant fees incurred under property management costs.
- Staff salaries and benefits $43,000 (5%) primarily due to the hiring of the ITC Team Lead not advancing in the year as planned.
- Training and Conferences, Travel for Training and Travel $8,000 (24%) due primarily to staff workloads preventing the ability to engage in training opportunities, as well as the Team Lead vacancy leading to one less staff to provide training and travel for.

Property Management costs are comprised of property management and conservation planning and land securement. These expenses were under budget by approximately $30,000 (14%) as follows:

- Property Management: Underspending of $8,000 (5%) primarily due to staff capacity issues because of vacancy in the Team Lead position.
- Conservation Planning & Land Securement: Underspending of $21,000 (80%) primarily due to three covenant securements in the year applying for NAPTEP, restricting ITC's ability to spend funds to support landowner costs associated with the covenant process. In addition, climate related projects were put on hold due to the vacancy in the Team Lead position.
- First Nations Engagement Plan: Underspending of $20,000 (100%). This budget was to be used for First Nations capacity funding to encourage engagement on the creation of ITC's

next 5-year Plan (2028-2032). Due to staff turn-over and capacity issues, the engagement process has been delayed. ITC plans to initiate engagement in fiscal 2026.

- Professional Consultant Fees: Overspending of $19,000 (100%), funded by the contracted temporary staffing budget line under conservancy staff and associated costs.

GENERAL ADMINISTRATION

General administrative expenditures include costs related to six main areas (executive and legislative services, finance and employee services, information services, office operations, computers and equipment, and amortization expense) plus as an allocation of administrative expenses. General administration costs are allocated to the three functional areas of the Trust (Council Services, LTC Services, and ITC Services) based on their relative dollar magnitudes for the period.

Senior Management costs are comprised of memberships, FOI and Records Management contracted services, subscriptions for legislative services publications, mobile devices, and training and conference and travel costs for staff. These expenses were over budget by $63,000 (10%) due primarily to overspending in salaries and benefits resulting from the new Chief Administrative Officer, Executive Coordinator and Executive Administrative Assistant hired at amounts greater than the amount budgeted for those positions, as well as 6.5 weeks of vacation paid out to the retiring CAO.

Administrative services costs are comprised of training, travel, contract services, salaries and benefits for finance and human resources staff. Administrative services expenses were under budget by approximately $176,000 (27%) due primarily to underspending on salaries and benefits due to the full-year vacancy of the Manager of Finance and Accounting position and a six-month vacancy in the Director of Financial and Employee Service position while this staff was appointed Interim CAO.

Computer/Furniture & Equipment costs are assessed for capitalization upon purchase. $238,817 of spending on asset purchases was capitalized in the year, reducing expenses to report at $332,000 below budget.

Amortization expense is an estimation of the use/wear and tear on capital assets in use for Islands Trust and Islands Trust Conservancy operations. Amortization expense was under budget by approximately $106,000 (47%) due the Windows 11 upgrade taking place late in the fiscal year, and due to the SSI office leasehold improvements not yet incurred amortization expense.

Other areas of spending in the general administration category did not deviate significantly from budget and thus are not reported on.

CONSOLIDATED EXPENSES BY OBJECT

Public Sector Accounting Standards determine that financial reporting for government entities be reported “by function” (i.e.: service area) in the Statement of Financial Operations as discussed in the earlier section of this report. Expenses “by object” (i.e.: type) are reported in accompanying financial statements notes. For purposes of great transparency and understanding of Islands Trust financial results, March 31, 2025 expenses by object are shown as follows:

Description	2025 Approved Budget	March 31, 2025	*% of Budget Consumed*	$ Over (Under) Budget
Staff Salaries and benefits	6,652,424	6,433,396	*97%*	*(219,028)*
Travel/training and recruitment	284,370	238,482	*84%*	*(45,888)*
Council and trustee costs	1,089,218	1,063,917	*98%*	*(25,301)*
Office Operations	1,190,627	1,159,983	*97%*	*(30,644)*
Programs	1,185,277	708,159	*60%*	*(477,118)*
Legal - General	96,101	92,258	*96%*	*(3,843)*
Legal - Bylaw Enforcement	75,701	276,037	*365%*	*200,336*
Legal - Litigation	41,801	240,191	*575%*	*198,390*
Legal - Statutory Notices	17,000	10,396	*61%*	*(6,604)*
Gain/Loss on Disposal of Assets	-	(650)	*100%*	*(650)*
Amortization	224,000	117,944	*53%*	*(106,056)*
Total*	10,856,519	10,340,113	*95%*	*(516,406)*
Capital Purchases	346,700	238,817	*69%*	*(107,883)*
Total Including Capital	11,203,219	10,578,930	*94%*	*(624,289)*

**Excludes capital spending to align with March 31, 2025 financial statements presentation.*

Staff salaries and benefits were under budget mainly due to the following:

DEPARTMENT	BUDGET	ACTUAL	OVER (UNDER)	PRIMARY REASON
Trust Area Services	524,631	496,609	(28,021)	Vacancies: Program Coordinator, Senior Policy Advisor
Islands Trust Conservancy Services	835,459	770,909	(64,550)	Vacancies: ITC Team Lead
Southern Planning Services	859,134	963,210	104,076	SSI IP working on RPC, Co-op student
SSI Planning Services	792,793	704,761	(88,033)	Vacancies: Island Planner
Northen Planning Services	970,278	939,607	(30,672)	Co-op Student given to Southern Team
Planning Services Director & Specialists	608,205	557,063	(51,142)	Vacancies: Registered Professional Biologist
Information Services	499,204	528,162	28,958	Staff overtime
Financial & Employee Services	643,545	461,606	(181,939)	Vacancies: Manager, Finance & Accounting; Director, Financial & Employee Services
Executive Office	516,857	596,127	79,270	6.5 weeks of leave payout for retiring CAO. New CAO, EC, and EAA hired at amounts above budget.
Bylaw Compliance & Enforcement Services	402,318	415,343	13,025	Staff overtime
TOTAL	6,652,424	6,433,396	(219,028)	

Amounts in this table include costs for any contracted temporary staff secured through temporary staffing agencies.

Travel/training and recruitment costs were under budget primarily due to workloads preventing staff from taking advantage of training opportunities, and staff vacancies generating fewer staff seeking training/travelling.

Council and trustee costs did not deviate significantly from budget.

Office operations spending was under budget due primarily to expenditures that were capitalized.

Programs were under budget due mainly to underspending on LTC projects, ITC property management and conservation planning and land securement, policy statement review, stewardship education, Salt Spring office renovation, Cityview Bylaw implementation, RPC housing strategy funds, housing needs assessment, and building footprint data update.

Legal expenses were over budget primarily due to high litigation costs for bylaw legal actions and legal actions against LTCs in combination with Trust Council's approved budget intentionally approving reducing legal budgets with the understanding that overages would be funded by surplus. This was a move to reduce tax increases in the Trust Area as part of the 2024/25 budget approval process.

Amortization was under budget due to anticipating that information systems projects would be completed earlier in the fiscal year than occurred, thereby including a great number of months of amortization in the budget calculation especially for large projects like Windows 11.

Capital spending was over budget due primarily to higher costs than anticipated for new server installations to ready Islands Trust systems for Windows 11.

ATTACHMENT:

- March 31, 2025 Detailed Income Statement

FOLLOW-UP: As directed.

Prepared By: N. Roggers, Finance Officer
J. Mobbs, Director, Financial and Employee Services

Reviewed By/Date: CAO/ March 23, 2025
Financial Planning Committee/May 28, 2025

Islands Trust
Detailed Statement of Financial Operations
For The Year Ending March 31, 2025

Description	Approved 2025 Budget	At March 31, 2025	At March 31, 2024	*$ Over (Under) Budget*	*% Over (Under) Budget*
REVENUE:					
Fees & Sales	275,500	174,745	190,178	*(100,755)*	*-37%*
Provincial Grant - Unrestricted	180,000	199,000	180,000	*19,000*	*11%*
Federal and Provincial Grants - Restricted	653,919	567,158	552,733	*(86,761)*	*-13%*
General Property Tax Levy - All LTAs	8,555,040	8,555,040	8,046,628	-	*0%*
Special Property Tax Requisition - SSI LTA	-	-	43,500	-	*0%*
Municipal Property Tax Levy - Bowen Island Municipality	391,260	391,260	345,989	-	*0%*
Investment Income	260,000	257,129	319,602	*(2,871)*	*-1%*
Total Revenue	**10,315,719**	**10,144,334**	**9,678,630**	***(171,385)***	***-2%***
EXPENSES:					
Trust Council Services					
Trust Council	432,309	434,134	438,199	*1,825*	*0%*
Executive Committee	138,171	137,513	140,005	*(658)*	*0%*
Trust Area Services	714,456	581,830	554,981	*(132,626)*	*-19%*
General Admin Allocation - 15%	458,762	366,952	346,131	*(91,810)*	*-20%*
Total Council Services	1,743,698	1,520,429	1,479,316	*(223,269)*	*-13%*
Local Trust Committee Services					
Local Trust Committees	830,937	1,187,519	954,885	*356,582*	*43%*
Projects (**Note 1**)	733,837	395,064	240,707	*(338,773)*	*-46%*
Planning Staff	3,270,446	3,193,009	2,987,956	*(77,437)*	*-2%*
LPS Facilities	414,518	418,237	407,195	*3,719*	*1%*
Bylaw Enforcement	529,432	467,407	437,351	*(62,025)*	*-12%*
General Admin Allocation - 72%	2,122,574	1,801,014	1,494,793	*(321,560)*	*-15%*
Total Local Trust Committee Services	7,901,744	7,462,249	6,522,886	*(439,495)*	*-6%*
Trust Conservancy Services					
Board	11,450	9,876	9,747	*(1,574)*	*-14%*
Conservancy Staff and Associated Costs	916,120	837,258	814,612	*(78,862)*	*-9%*
Property Management	212,690	182,687	148,763	*(30,003)*	*-14%*
General Admin Allocation - 13%	417,517	327,615	289,113	*(89,902)*	*-22%*
Total Trust Conservancy Services	1,557,777	1,357,436	1,262,235	*(200,341)*	*-13%*
General Administration Services					
Senior Management	614,239	677,424	478,674	*63,185*	*10%*
Admin Services	649,529	473,415	499,093	*(176,114)*	*-27%*
Office Operations	329,450	365,638	342,077	*36,188*	*11%*
Information Systems	834,935	846,885	642,603	*11,950*	*1%*
Computer/Furniture & Equipment	346,700	14,272	13,166	*(332,428)*	*-96%*
Amortization Expense	224,000	117,945	154,425	*(106,055)*	*-47%*
General Admin Recovery	(2,998,853)	(2,495,579)	(2,130,037)	*503,274*	*-17%*
Net General Administration Services Expenses	-	(0)	0	*(0)*	*0%*
Total Expenses	**11,203,219**	**10,340,114**	**9,264,437**	***(863,105)***	***-8%***
Annual Surplus (Deficit)	**(887,500)**	**(195,780)**	**414,193**		
(Increase) decrease in amounts Invested in Capital Assets	224,000	(133,762)	32,392		
Transfer (to) from General Surplus Fund	371,500	380,753	(347,101)		
Transfer (to) from LTC Project Specific Reserve Fund	219,000	(51,211)	(56,784)		
Transfer (to) from Special Tax Requisition Fund	73,000	-	(42,699)		
Unallocated Annual Surplus (Deficit)	-	(0)	0		

Note 1: Planning Services Project Spending

Description	Approved 2025 Budget	At March 31, 2025	At March 31, 2024	*$ Over (Under) Budget*	*% of Budget Received/*
LTC Projects:					
LTC Projects funded by Reserve Fund	1,001	-	-	*(1,001)*	*0%*
Denman Housing Review	15,000	4,627	16,422	*(10,373)*	*31%*
Denman Farming Regulations Review	500	-	932	*(500)*	*0%*
Denman TUP Review	2,500	47	-	*(2,453)*	*2%*
Gabriola OCP/LUB	77,000	37,225	11,348	*(39,775)*	*48%*
Gabriola Ecological Protection Zone	2,000	-	-	*(2,000)*	*0%*
Galiano Groundwater Strategy Implementation	1,500	1,241	434	*(259)*	*83%*
Gambier OCP/LUB	-	-	16,000	-	*100%*
Gambier Keats Island Shoreline Protection Review	5,000	4,976	1,680	*(24)*	*100%*
Hornby OCP/LUB	0	3,961	15,315	*3,961*	*100%*
Hornby Community Heritage Register	1,500	-	-	*(1,500)*	*0%*
Hornby First Nations Relationship Building	31,500	-	-	*(31,500)*	*0%*
Lasqueti OCP/LUB	4,000	-	-	*(4,000)*	*0%*
Mayne Island Housing	10,000	1,836	274	*(8,164)*	*18%*
Mayne LUB Minor Amendments	2,000	1,241	-	*(759)*	*62%*
North Pender OCP/LUB	-	-	1,392	-	*-100%*
North Pender Raptor Nest DPA update	5,000	90	5,000	*(4,910)*	*2%*
North Pender Housing Access & Affordability	15,000	2,173	-	*(12,827)*	*14%*
Salt Spring OCP/LUB	222,000	134,084	-	*(87,916)*	*60%*
Salt Spring Ganges Village Area Planning	86,500	-	-	*(86,500)*	*0%*
SSIWPA Events & Communications Expense	-	-	800	-	*-100%*
Salt Spring Housing Action Program	5,000	-	1,255	*(5,000)*	*0%*
SSIWPA Plan Coordination	55,000	-	-	*(55,000)*	*0%*
Salt Spring Groundwater Sustainability Strategy	16,500	-	-	*(16,500)*	*0%*
Salt Spring Proof of Water - Subdivision	1,500	-	-	*(1,500)*	*0%*
Saturna Minor Housing Review	2,000	250	-	*(1,750)*	*13%*
South Pender LUB Minor Amendments	3,500	1,121	364	*(2,379)*	*32%*
Thetis Unzoned Marine Area LUB Amendment	1,000	-	698	*(1,000)*	*0%*
Total LTC Projects	**566,501**	**192,873**	**71,914**	***(373,628)***	***34%***
Regional Projects:					
Regional Freshwater Management	-	23,900	34,149	*23,900*	*100%*
Housing Strategy	30,000	19,946	26,779	*(10,054)*	*66%*
Groundwater Recharge Mapping	-	-	721	-	*-100%*
Cityview Planning Portal (LGDAP)	-	56,943	107,144	*56,943*	*100%*
Housing Needs Assessments	127,336	101,402	-	*(25,934)*	*80%*
Building Footprint: Data Update	10,000	-	-	*(10,000)*	*0%*
Total Regional Projects	**167,336**	**202,191**	**168,793**	***34,855***	***246%***
Total Planning Services Projects	**733,837**	**395,064**	**240,707**	***(338,773)***	***54%***

BRIEFING

To:	**Trust Council**	**For the Meeting of:**	June 18, 2025
From:	**Financial Planning Committee**	**Date Prepared:**	May 28, 2025
SUBJECT:	**Forgone Allocated Financial Statements for 2025/26 & 2026/27**		

PURPOSE:

To inform Trust Council about Executive Committee's (EC) endorsement to forgo the Allocated Financial Statements (AFS) for the 2025/26 and 2026/27 fiscal years.

BACKGROUND:

At its April 2025 meeting, the EC received a staff report outlining key roadblocks to preparing the AFS for the 2025/26 and 2026/27 fiscal years. A primary issue identified was the unavailability of timesheet data from planning and bylaw staff - an essential input for developing the AFS - due to a failure in the Islands Trust time tracking system during the year. The report also highlighted broader challenges and systemic flaws within the AFS process and results.

In response to the staff report, EC passed the following resolution:

2025-047

That Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.

As a result, no AFS have been prepared for the recently completed fiscal year ending March 31, 2025 for FPC's review.

ATTACHMENT(S):

- April 2025 Report to EC: Forgo Allocated Financial Statements 2024-25 and 2025-26 - RFD

FOLLOW-UP:

As directed by Trust Council

Prepared By: J. Mobbs, Director, Financial and Employee Services
Reviewed By/Date: Financial Planning Committee/May 28, 2025

Islands Trust

REQUEST FOR DECISION

This report informed EC's decision to endorse forgoing of the AFS for 2025/26 and 2026/27

To:	Executive Committee	**For the Meeting of:**	April 23, 2025
From:	Financial & Employee Services - Finance	**Date Prepared:**	April 9, 2025

SUBJECT: **Forgo Preparation of the Allocated Financial Statements for 2024/25 & 2025/26**

RECOMMENDATION:

That Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
While some Trustees may find them generally informative, the current lack of complete accurate available data undermines the limited value of the Allocated Financial Statements. The model does not accurately reflect outcomes, and rather contributes to a potentially problematic narrative that level of investment is an effective metric for the value of Islands Trust's impact. Given they are not a legislated or policy requirement and Islands Trust has significant staff capacity pressures, I don't believe the limited value of the statements warrants the effort required to prepare them for their limited use on an annual basis. The staff time is better dedicated to other work that directly supports Islands Trust strategic priorities and accountabilities.

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1 PURPOSE:

To seek Executive Committee's endorsement to forgo preparation of the allocated financial statements for the 2024/25 and 2025/26 fiscal years.

2 BACKGROUND:

Relevance of the Allocated Financial Statements:
In 2004, several local trust committees (LTCs) raised questions and concerns about how planner resources were being allocated and the resulting impact on their ability to conduct business and undertake community planning projects. In response, the Allocated Financial Statements (AFS) were introduced as a rough estimate of the financial resources generated and used in each local trust area. While the original purpose of the AFS was to inform discussions around resource allocation, they have not played any meaningful role in determining staff resource distribution in recent years.

Instead, a number of separate reviews and assessments of Planning Services staff allocations and organizational structures have taken place, including:

- Great Northern Management, February 2022: Islands Trust Governance and Management Review – Annex 1 Local Planning Services
- Islands Trust, 2018: Local Planning Services Review
- Islands Trust, November 2007: Local Planning Services Review

- Stantec, March 2007: Local Planning Services Review

This raises questions about the continued relevance and value of the AFS in Islands Trust current context.

The AFS are not required by legislation or policy, nor do they support any defined strategy, specific project, or oversight role. Despite this, they require almost a week of dedicated financial staff time to prepare during peak workload periods. Assessing their relevance is essential to determining whether continued investment of staff resources in this reporting exercise is supportable.

The usefulness of the AFS is further limited by the methodology used to generate them, which relies heavily on timesheet data from staff in Planning Services and Bylaw Enforcement. For several years, concerns have been raised by staff and some trustees about the accuracy and reliability of this time tracking. Significant delays in data entry—often requiring staff to input months' worth of time retroactively—have undermined the integrity of the data. In some cases, time records are incomplete or missing altogether, particularly for staff who have left the organization without updating their timesheets. As a result, the already rough estimates provided by the AFS have become even less reliable and of diminishing value over time.

Beyond concerns with data reliability, there are also conceptual limitations to what the AFS can meaningfully represent. Using financial allocations as a performance measure presents clear limitations. Higher spending does not always reflect the achievement of intended goals, the effectiveness of activities, or their overall impact. Some planning initiatives may be resource-intensive yet yield limited long-term benefit, while others with lower financial costs may significantly advance strategic objectives. For example, two LTCs with similar staff complements and project costs may appear identical in the AFS. However, one may have successfully met all its objectives, while the other may not have—yet this critical distinction would not be captured in the financial data. This misalignment can lead to inaccurate assessments of effectiveness and value across local trust areas.

The current approach to the AFS may also inadvertently create a competitive rather than a collaborative environment among LTCs. A core operational reality of Islands Trust's federated model is that workload demands will shift over time between local trust areas dependent on the evolving work programs of each LTC and the scope and scale of projects undertaken. While the AFS were intended to estimate financial resource allocations, their structure may lead to dissatisfaction among communities that feel they contribute more to the Islands Trust than others. This could shift focus toward individual needs and priorities, rather than fostering the unified, federated mindset central to the Islands Trust model. Consequently, the AFS may unintentionally create division among trustees from different local trust areas, rather than promoting the shared goals and collective vision that underpin the Islands Trust.

<u>AFS for 2024/25 and 2025/26</u>

In 2024/25, the Islands Trust's time collection system failed and was not repaired due to significant challenges identified by Information Services staff. As a result, generating time reports for 2024/25—which are essential to informing the AFS—is not feasible. Any data that could potentially be extracted from the system is expected to be incomplete and unreliable, with substantial gaps resulting from several months of lost time entry. Because staff time data is a primary driver of expense allocations in the AFS, it is not possible to produce an AFS for the 2024/25 fiscal year with the available information.

Trust Council has approved funding for the procurement of an off-the-shelf time collection system in 2025/26. However, the new system is not expected to be implemented for several months, which means similar issues with time tracking data are anticipated for the current 2025/26 fiscal year. As a result, the availability and reliability of data needed to prepare the AFS will likely remain limited during this period as well.

For these reasons, staff seek Executive Committee's endorsement to forgo preparation of the AFS for the 2024/25 and 2025/26 fiscal years. The longer-term viability of the AFS can be assessed at a later date.

<u>Summary</u>

In general, the following points are true:
- The AFS are not required by legislation or policy, nor do they support any defined strategy, project, work program, or oversight function.
- The AFS are not used in business decisions by Trust Council, local trust committees, or staff because their estimates are too crude to be relied upon for this purpose.
- The AFS are not reliable due to inaccurate reporting of key data inputs, such as staff time.
- The AFS reflect neither outcomes nor the effectiveness of funded activities.
- The AFS do not promote the federated mindset that is central to the Islands Trust model.
- The preparation of the AFS increases staff workloads during already peak times.

For the 2024/25 and 2025/26 fiscal years, the following additional points are true:
- Staff time data is unavailable for 2024/25 due to the failure of the existing time collection system.
- Staff time data will be unavailable for the full 2025/26 year due to the timing of the new software implementation.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Limited staff resources will be redirected to core operational and strategic work, alleviating some workload pressure at peak times of year. Financial Planning Committee and Trust Council will gain valuable meeting time to address their primary responsibilities and core business decisions. Retaining only consolidated financial statements will more clearly underscore the federated nature of Islands Trust.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will provide an update to Financial Planning Committee that they will not see the AFS at their May meeting as has been customary. Further conversation will be had with FPC to determine if they recommend the AFS be continued beyond the 2025/26 fiscal year.

FIRST NATIONS RELATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S): None. The annual preparation of the AFS is not directed in any legislation, policy, strategy, or workplan.

5 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation:

That Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.

Alternative:
None.

Prepared By: J. Mobbs, Director, Financial and Employee Services
Reviewed By/Date: CAO, April 17, 2025
EC, April 23, 2025

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	June 18, 2025
From:	Audit Committee	**Date Prepared:**	May 28, 2025

SUBJECT: **MARCH 31, 2025 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT**

RECOMMENDATION:
That Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2025 and forward them to the Minister of Housing and Municipal Affairs.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The independent auditor's report indicates that, in their opinion, the financial statements present fairly, in all material aspects, the financial position of the Islands Trust as at March 31, 2025.

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1 PURPOSE:
To present the audited financial statements for Islands Trust to Trust Council for approval.

2 BACKGROUND:
Per the Financial Planning Committee's Terms of Reference, the Audit Committee is responsible for reviewing audit reports and management letter recommendations, and reporting directly to Trust Council on these matters.

The Audit Committee reviews the year-end audited financial statements, the audit report, and the audit findings report, with the external auditors on an annual basis. The audited financial statements and audit report are forwarded to Trust Council for approval.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None**.**

FINANCIAL: None**.**

POLICY: None**.**

IMPLEMENTATION/COMMUNICATIONS:
Once approved by the Islands Trust Council, the year-end audited financial statements and auditor's report will be forwarded to the Minister of Housing and Municipal Affairs as required by the *Islands Trust Act, S. 19* and made available to the public via the Islands Trust website.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

- Islands Trust Council Bylaw No. 193, the "Financial Plan Bylaw 2024-2025".
- *Islands Trust Act S. 18* requires Islands Trust to appoint an auditor to audit the accounts and transactions of the Islands Trust Council and local trust committees, and requires that the auditor report to the Islands Trust Council and to the Minister.

5 ATTACHMENTS:

- Islands Trust March 31, 2025 Audited Financial Statements and Audit Report

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RESPONSE OPTIONS

Recommendation:
That Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2025 and forward them to the Minister of Housing and Municipal Affairs.

Alternative:
None.

Prepared By: J. Mobbs, Director, Financial and Employee Services
Reviewed By: CAO/May 22, 2025
Audit Committee/May 28, 2025

Financial Statements of

ISLANDS TRUST

Year ended March 31, 2025

DRAFT *- May 30, 2025*

ISLANDS TRUST

Financial Statements

Year ended March 31, 2025

Financial Statements

DRAFT *- May 30, 2025*

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of Islands Trust (the "Trust") are the responsibility of the Trust's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Trust's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Trust, acting through its Audit Committee, meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by Trust Council. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Trust's financial statements.

_______________________________	_______________________________
Chief Administrative Officer	*Director, Financial and Employee Services*

DRAFT *- May 30, 2025*

INDEPENDENT AUDITOR'S REPORT

To the Trustees of Islands Trust and the Minister of Housing and Municipal Affairs

Opinion

We have audited the financial statements of Islands Trust which comprise:

- the statement of financial position as at March 31, 2025
- the statement of operations for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Islands Trust as at March 31, 2025, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"*Auditor's Responsibilities for the Audit of the Financial Statements*"** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Island Trust's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Islands Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Island Trust's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Islands Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Island Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Islands Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada
______________________, 2025

***DRAFT** - May 30, 2025*

ISLANDS TRUST

Statement of Financial Position

March 31, 2025, with comparative information for 2024

	2025	2024
Financial assets:		
Cash and cash equivalents (note 2)	$ 2,955,860	$ 5,389,592
Accounts receivable	230,331	277,722
Investments (note 3)	1,602,707	-
	4,788,898	5,667,314
Liabilities:		
Accounts payable and accrued liabilities	977,232	868,632
Wages and benefits payable	1,176,175	1,543,771
Deferred revenue	277,952	423,688
Employee benefit obligations (note 4)	269,328	298,507
Obligations under capital leases (note 5)	44,442	41,291
Cost recovery deposits (note 13(b))	190	3,875
	2,745,319	3,179,764
Net financial assets	2,043,579	2,487,550
Non-financial assets:		
Tangible capital assets (note 6)	338,975	202,062
Prepaid expenses	362,727	251,449
	701,702	453,511
Commitments (note 11)		
Contingent liabilities (note 12)		
Subsequent event (note 15)		
Accumulated surplus (note 7)	$ 2,745,281	$ 2,941,061

The accompanying notes are an integral part of these financial statements.

Approved by the Trust Council:

Laura Patrick, Trust Council Chair

Sue-Ellen Fast, Audit Committee Chair

ISLANDS TRUST

Statement of Operations

Year ended March 31, 2025, with comparative information for 2024

	Budget	2025	2024
	(note 9)		
Revenue:			
Property tax - general	$ 8,555,040	$ 8,555,040	$ 8,046,628
Property tax levy - Bowen Island municipality	391,260	391,260	345,989
Property tax - special requisition	-	-	43,500
Government transfers (note 8)	833,919	766,158	732,733
Fees and sales	275,500	174,747	190,178
Interest income	260,000	257,129	319,027
Other income	-	-	575
Total revenue	10,315,719	10,144,334	9,678,630
Expenses (note 10):			
Council services	1,715,693	1,520,429	1,479,316
Local trust committee services	7,609,187	7,462,249	6,522,886
Trust conservancy services (note 13)	1,531,639	1,357,436	1,262,236
Total expenses	10,856,519	10,340,114	9,264,438
Annual surplus (deficit)	(540,800)	(195,780)	414,192
Accumulated surplus, beginning of year	2,941,061	2,941,061	2,526,869
Accumulated surplus, end of year	$ 2,400,261	$ 2,745,281	$ 2,941,061

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Statement of Change in Net Financial Assets

Year ended March 31, 2025, with comparative information for 2024

	Budget	2025	2024
	(note 9)		
Annual surplus (deficit)	$ (540,800)	$ (195,780)	$ 414,192
Acquisition of tangible capital assets	(346,700)	(238,817)	(111,880)
Acquisition of leased tangible capital assets	-	(16,040)	(7,607)
Amortization of tangible capital assets	224,000	117,944	154,425
Loss on disposal of capital assets	-	-	-
	(663,500)	(332,693)	449,130
Acquisition of prepaid expenses	-	(111,278)	(43,131)
Change in net financial assets	(663,500)	(443,971)	405,999
Net financial assets, beginning of year	2,487,550	2,487,550	2,081,551
Net financial assets, end of year	$ 1,824,050	$ 2,043,579	$ 2,487,550

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Statement of Cash Flows

Year ended March 31, 2025, with comparative information for 2024

	2025	2024
Cash provided by (used in):		
Operating activities:		
Annual surplus (deficit)	$ (195,780)	$ 414,192
Items not involving cash:		
Amortization of tangible capital assets	117,944	154,425
Changes in non-cash operating assets and liabilities:		
Accounts receivable	47,391	23,674
Wages and benefits payable	(367,596)	146,553
Accounts payable and accrued liabilities	108,600	131,268
Deferred revenue	(145,736)	197,406
Employee benefit obligations	(29,179)	64,508
Cost recovery deposits	(3,685)	879
Prepaid expenses	(111,278)	(43,131)
Net change in cash from operating activities	(579,319)	1,089,774
Capital activities:		
Acquisition of tangible capital assets	(238,817)	(111,880)
Investing activities:		
Maturity (purchase) of investments	(1,602,707)	2,670,862
Financing activities:		
Principal payments on obligations under capital leases	(12,889)	(10,153)
Change in cash and cash equivalents	(2,433,732)	3,638,603
Cash and cash equivalents, beginning of year	5,389,592	1,750,989
Cash and cash equivalents, end of year	$ 2,955,860	$ 5,389,592
Supplemental cash flow information:		
Assets acquired under capital lease	$ (16,040)	$ (7,607)

The accompanying notes are an integral part of these financial statements.

Islands Trust (the “Trust”) is incorporated under the Islands Trust Act of British Columbia (as amended). The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

1. Significant accounting policies:

The financial statements of Islands Trust are prepared by management in accordance with Canadian public sector accounting principles for local governments as recommended by the Public Sector Accounting Board (“PSAB”) of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Trust are as follows:

(a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, revenues, expenses, and changes in fund balances and in financial position of the trust council and the local trust committees.

The Trust occasionally conducts work on behalf of development applicants on a cost-recovery basis. These trust activities are not included in the financial statements.

(*i*) Consolidated entities:

The Trust does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

(*ii*) Funds held in trust:

The Trust administers operations of The Islands Trust Conservancy. The annual expenses of The Islands Trust Conservancy are reported by the Trust in accordance with The Islands Trust Act (note 13).

(b) Basis of accounting:

The Trust follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

1. Significant accounting policies (continued):

(c) Revenue recognition:

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability under section PS 3200 of public sector accounting standards.

Revenue unearned in the current period is recorded as deposits or deferred revenue until related performance obligations have been achieved.

Tax revenue is recognized on an accrual basis.

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Trust recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accrued liabilities and wages and benefits payable.

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations. In the years presented, there are no unrealized gains or losses and as a result no statement of remeasurement gains or losses has been included.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

1. Significant accounting policies (continued):

(e) Cash and cash equivalents:

Cash and cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

(f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on restricted funds is added to the investment and forms part of the deferred revenue balance.

(g) Employee future benefits:

The Trust and its employees make contributions to the Public Service Pension Plan, which provides benefits directly to employees upon retirement. These contributions are expensed as incurred.

A gratuity is also available to employees upon retirement. The cost of this benefit is paid by the Public Service Pension Plan.

(h) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

(*i*) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;

(*ii*) The past transaction or event giving rise to the liability has occurred;

(*iii*) It is expected that future economic benefits will be given up; and

(*iv*) A reasonable estimate of the amount can be made.

In the years presented, no asset retirement obligations have been identified for the Trust and as such no liability has been recognized.

(i) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

(*i*) an environmental standard exists;

(*ii*) contamination exceeds the environmental standard;

(*iii*) the Trust is directly responsible or accepts responsibility;

(*iv*) it is expected that future economic benefits will be given up; and

(*v*) a reasonable estimate of the amount can be made.

1. Significant accounting policies (continued):

(i) Liability for contaminated sites (continued):

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(j) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(*i*) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Furniture and equipment	5
Computers	3
Leasehold improvements	lesser of remaining term of the lease and useful life

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Trust's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

The Islands Trust is fortunate to have, and to be mandated to protect, many natural assets in the Trust Area that reduce the need for engineered infrastructure that might otherwise be required by other government agencies to provide various services to the islands. This includes island aquifers (water storage and filtration); streams, ditches and wetlands (rainwater management); forests (carbon sequestration); and foreshore areas (natural seawalls). Canadian public sector accounting standards do not provide for the valuation and recording of such assets in the financial statements. As such, these natural assets are not reported in these financial statements. Nevertheless, the Trust acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.

1. Significant accounting policies (continued):

(j) Non-financial assets (continued):

(*ii*) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(*iii*) Works of art and historical treasures:

Works of art and historical treasures are not recorded as assets in these financial statements.

(*iv*) Interest capitalization:

The Trust does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(*v*) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(k) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating provisions for accrued liabilities, revenue recognition based on performance obligations achieved, fair value of financial instruments and asset retirement obligations. Actual results could differ from these estimates.

2. Cash and cash equivalents:

	2025	2024
Bank account balances	$ 2,955,860	$ 5,389,592

3. Investments:

At March 31, 2025, investments consisted of guaranteed investment certificates with a cost plus accrued interest that approximated market value. The stated interest rate is 3.65% and the maturity date is February 1, 2026.

4. Employee benefit obligations:

	2025	2024
Vacation pay	$ 191,646	$ 225,490
Compensatory time off	77,682	73,017
	$ 269,328	$ 298,507

Vacation pay and compensatory time off represent the liability for accumulated banks for draw down at future dates and/or for payout on approved retirement, or upon termination or death.

Other pension plans:

The Trust and its employees contribute to the Public Service Pension Plan (a jointly trusteed pension plan). The Public Service Pension Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at March 31, 2025, the plan has about 76,000 active members and approximately 57,000 retired members.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The latest actuarial valuation as at March 31, 2023, indicated a funding surplus of $4,491 million for basic pension benefits on a going concern basis. The next valuation will be as at March 31, 2026. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Trust paid $459,061 (2024 - $415,886) for employer contributions to the plan in fiscal 2025.

5. Obligations under capital leases:

The amounts due for obligations under capital leases are as follows:

2026	$ 14,949
2027	14,949
2028	15,539
2029	6,052
2030	985
Total minimum lease payments	52,474
Less amounts representing interest (at rates ranging from 7.95% to 8.70%)	(8,032)
Present value of net minimum capital lease payments	$ 44,442

Interest of $2,312 (2024 - $2,181) relating to capital lease obligations has been included in expenses on the statement of operations.

6. Tangible capital assets:

	Denman Island Site	Furniture and equipment	Computers	Leasehold improvements	Total 2025	Total 2024
Cost:						
Balance, beginning of year	$ 10,000	$ 152,874	$ 474,922	$ 386,975	$1,024,771	$ 934,218
Additions	-	16,040	194,009	44,808	254,857	119,487
Disposals	-	(20,247)	(71,505)	-	(91,752)	(28,934)
Balance, end of year	10,000	148,667	597,426	431,783	1,187,876	1,024,771
Accumulated amortization:						
Balance, beginning of year	10,000	95,311	348,282	369,116	822,709	697,218
Additions	-	16,032	84,050	17,862	117,944	154,425
Disposals	-	(20,247)	(71,505)	-	(91,752)	(28,934)
Balance, end of year	10,000	91,096	360,827	386,978	848,901	822,709
Net book value, end of year	$ -	$ 57,571	$ 236,599	$ 44,805	$ 338,975	$ 202,062

Included in tangible capital assets is assets under capital leases with a net book value of $44,442 (2024 - $41,291). There were no contributed assets received during 2025 or 2024.

In fiscal 1994, the Denman Island Ratepayers' Association donated $10,000 which was used by the Trust to purchase the Denman Island Old School Site from School District #71. The Trust agreed to facilitate the sale of the school site between School District #71 and the Ratepayers' Association and to hold title to the property on behalf of the community. The Denman Island Ratepayers' Association has leased the building on the site from the Trust for 99 years for a total fee of $10.

7. Accumulated surplus:

Accumulated surplus consists of:

	2025	2024
Invested in tangible capital assets	$ 294,533	$ 160,771
General Revenue Fund	2,156,487	2,537,240
Local Trust Committee Project Specific Reserve Fund	210,746	159,535
Special property tax requisition fund	83,515	83,515
	$ 2,745,281	$ 2,941,061

8. Government transfers:

Government transfers recorded as revenue on the statement of operations are comprised of:

	2025	2024
Provincial operating grant	$ 199,000	$ 180,000
Provincial restricted grant	333,601	330,958
Federal restricted grant	233,557	221,775
	$ 766,158	$ 732,733

9. Budget data:

The budget data presented in these financial statements is based upon the 2025 operating budget approved by Trust Council on April 20, 2024. The following reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Operating budget:	
Revenue	$ 10,979,219
Less appropriation from surplus	(663,500)
	10,315,719
Expenses	10,979,219
Plus amortization expense	224,000
Less capital expense	(346,700)
	10,856,519
Annual deficit	$ (540,800)

10. Classification of expenses by object:

	2025	2024
Staff salaries and benefits	$ 6,433,396	$ 5,912,460
Traveling/training and recruitment	238,482	185,914
Council and trustee costs	1,063,917	1,065,363
Office operations	1,159,333	1,112,114
Programs	708,159	455,449
Legal	618,882	378,713
Amortization	117,944	154,425
	$ 10,340,113	$ 9,264,438

11. Commitments:

The Trust is committed to leases for rented premises. Minimum future payments in the next five years are as follows:

2026	$ 424,753
2027	428,092
2028	392,144
2029	396,180
2030	202,925

12. Contingent liabilities:

In the normal course of operations, claims for alleged damages are made against the Trust. The Trust records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The Trust is insured for general liability claims through membership in the Municipal Insurance Association of British Columbia, a reciprocal insurance exchange. Under this program, members are to share jointly for such claims in excess of individual deductibles against any member. The Trust's deductible is $100,000.

13. Trust activities:

(a) Trust Conservancy:

The Trust pays the administration expenses of The Islands Trust Conservancy (the "Conservancy") which is related through the composition of the Conservancy's Board. The Conservancy is empowered to accept donations, grants and bequests and to hold land and other property in compliance with a plan approved by the Ministry of Municipal Affairs. The Conservancy's Board is comprised of three members from Trust Council and up to three members appointed by the Minister of Municipal Affairs.

For financial reporting purposes, the Trust and the Conservancy are reported on separately. These financial statements present the financial position and results of operations of the Trust. Amounts owing from the Conservancy were $87,179 (2024 - $100,882).

The Conservancy's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These expenses are summarized as follows:

	2025	2024
Operations and Property Management	$ 1,019,945	$ 963,375
Board	9,876	9,747
Administration	327,615	289,113
	$ 1,357,436	$ 1,262,235

(b) Cost-recoveries:

The Trust administers trust activities on behalf of development applicants on a cost-recovery basis. These activities are included in cost recoveries and are as follows:

	2025	2024
Cash received during the year	$ 5,350	$ 3,000
Cash paid during the year	9,035	2,121

The net payable from development applicants of $190 (2024 - $3,875) is included in cost recoveries on the statement of financial position.

14. Financial risks and concentration of risk:

The Trust has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk. The Trust has established policies to identify risks and ensure that management monitors and controls them.

(a) Credit risk:

Credit risk is the risk of financial loss if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The Trust is exposed to credit risk in the event of non-performance by a debtor. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the Trust is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the Trust invests solely in guaranteed investment certificates.

(b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the Trust is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. It is management's opinion that the Trust is not exposed to significant interest rate risk as it invests solely in guaranteed investment certificates with fixed interest rates.

(c) Liquidity risk:

Liquidity risk is the risk that the Trust will not be able to meet its financial obligations as they become due.

The Trust manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Trust's reputation. Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

There has been no change to risk exposure from 2024 related to credit, market or liquidity risks.

15. Subsequent event:

On April 4, 2025, the United States government imposed new tariffs on imports and exports to/from Canada. The Islands Trust does not expect to experience operational disruption as a result of these tariffs due to its extremely limited reliance on cross-border trade. The tariffs have potential to impact the cost of purchased goods and services, and to increase the organization's exposure to foreign exchange risk associated with limited software systems procured in U.S. dollars. The potential impact has been assessed as immaterial. The Islands Trust continues to adopt practices that prioritize procurement from Canadian suppliers, further limiting the risk of impact to operations and the financial statements.

AVICC 2025 Report -Tim Peterson

The weather was pleasant, and the AVICC convention in Nanaimo was packed with speakers and sessions.

Friday morning I attended the workshop on **Community Healthcare Solutions**.

The first section focused on policy tools in the context of substance abuse, mental health, and addictions. Presenters noted that dominant narratives shape conceptions about how to regulate. Using tobacco, alcohol, and cannabis regulation as examples of legalization with regard to cultural attitudes and health outcomes, presenters offered data to provide context to the discussion around regulating opioids from a health standpoint, including how policy tools can improve outcomes for community members.

Next, we heard from the **BC Nurses Union** representative about the challenges of recruitment and retention, noting that shortages of personnel can drive overwork and burnout, perpetuating the cycle of staffing shortages. BCNU is currently advocating for a faster process of accreditation for foreign trained nurses.

Finally, **Donna Hais, President and Chair** of the non-profit **Fair Care Alliance** and **Dr. David Forrest**, **President, Nanaimo Medical Staff Association**, presented rather alarming data comparing the almost-equal populations of Vancouver Island (as split north-south at the Malahat), and the inequities of facilities and capacity between the regions. Concerns about shortages of beds, understaffing, the absence of a cath lab, having only two cardiologists, and the failure of Nanaimo Hospital to pass a seismic review were among the most alarming.

The afternoon sessions were opened with a Blessing by **Honoured Snuneymuxw Elder Geraldine Manson**.

Friday afternoon's address on **Regional District Legislation by Don Lidstone, K.C.**, was interrupted by a fire alarm, but resumed in truncated form on the weekend. This was a continuation of discussions around amending legislation to catch up with current issues.

Saturday morning, **Islands Trust's resolution** for mental health supports for local elected leaders failed narrowly, 66-63. While I was disappointed at the outcome, members from the ad hoc group who helped in the development of the resolution will be bringing it to the other four Area Associations for consideration. I would like to recognize Director Frater's support and her work on drafting the resolution. That work will be utilized by proponents of the resolution at the other Area Associations, and thus has broader value than just its consideration at AVICC.

Also on Saturday, I attended the **Island Coastal Economic Trust (ICET) Update: Transforming Coastal Economic Development — A Path to Co-Governance and Sustainable Investment** session, and the following workshops:

-Local Governments and the TRC Calls to Action: A Legal Overview with two associates from **Young Anderson**. The focus was on key legal developments in the last 10 years that affect local governments, their responsibilities, and their approaches and identifying areas in which local governments can continue to support progress and advancements in reconciliation through various means within their jurisdiction. It was noted that open meeting rules may present problems in discussions between local governments and First Nations and Indigenous Governing Bodies, which may not wish to publically share certain parts of such discussions. However, the legal basis around supporting Indigenous Data Sovereignty may be the foundation of a path for such discussions in the future.

-21 Things You Need to Know About Indigenous Self-Government, with presenter K'axwsumala'galis Bob Joseph (author of 21 Things You May Not Know About the Indian Act, and the upcoming volume with the title of the workshop). Mr. Joseph focused on what local governments should know to effectively support reconciliation, including discussion on the meaning of self-governance from an Indigenous perspective, avoiding preconceived notions, and the importance of listening in relationship building.

On Saturday, Chair Patrick, Vice-Chair Elliot, Trustee Gedye, CAO Bronee, and I had a private session with **Parliamentarian Eli Mina**, to discuss improving our meetings, with the aim of creating a safe meeting environment to support better decision making. Mr. Mina also gave an informative Plenary Session on **Meeting Rules and Responsible Governance** on Sunday.

Speakers over the event included keynotes **Keith Baldrey & Vaughn Palmer** on BC Politics, **Chair of Island Health Leah Hollins, UBCM President Trish Mandewo** and more.

We also heard from BC representatives **Minister of State for Local Governments and Rural Communities, Hon. Brittny Anderson, Minister of Health, Hon. Josie Osborne, Minister of Social Development and Poverty Reduction Hon. Sheila Malcolmson**, and **MLA for Saanich North and the Islands, Rob Botterell**.

I appreciated the opportunity afforded by attending AVICC to speak with each of these provincial representatives one-on-one, and share views and perceptions about issues that are important for Islands Trust and to residents of the Islands Trust Area.

Report on AVICC Presentation, April 12 2024
Tobi Elliott, Vice Chair, Gabriola Trustee

The THOW Steering Committee met on April 4, 2025 to receive and discuss the "Final Report on THOW Enablement Project in the Trust Area" (Reid). SC members also reviewed materials prepared by Trustee Elliott and Director Craig for a presentation sharing the project's results at the Association of Vancouver Island Coastal Communities (AVICC) Convention 2025, April 12-14, 2025, in Nanaimo.

The THOW presentation was part of a 3-part panel on **Community Housing Solutions**: "As calls for affordable housing expand to calls for attainable housing options in rural areas, Tiny Homes on Wheels (THOWs) are being explored as more than a boutique niche. Many local governments are interested in learning how to safely regulate tiny homes on wheels as legal dwellings in their communities. In September 2024, Islands Trust Council funded an initiative to convene technical working groups of planners, building experts, industry, and waste/water servicing professionals to develop options for a regulatory framework to regulate and enable THOWs through appropriate certification, zoning, tenure and servicing in the Islands Trust area. The Regional District of Nanaimo and Islands Trust presented their initial findings, barriers, potential models and recommendations." https://avicc.ca/wp-content/uploads/2025/04/2025-Program_FINAL.pdf

A slideshow presentation featuring the key milestones and goals of the project, as well as critical findings, was presented by (left to right): **Director Vanessa Craig** (Regional District of Nanaimo Director, Electoral Area B, RDN Chair), **Lexie Boekenkruger (**Manager of Building Inspection Services, RD Nanaimo), **Lisa Grant (**GM of Development and Emergency Services, RD Nanaimo) and **Trustee Tobi Elliott.** Both RDN staff had participated in the Technical working group, and presented their key findings at AVICC in a panel discussion. Presentation slides available here: https://avicc.ca/agm-convention/2025-nanaimo-april-11-13/2025-convention-presentations/

Trustee Elliott introduced the THOW project framework, goals and objectives. Director Craig introduced the panel of technical experts. General Manager Grant and Manager Boekenkruger shared key findings from the panel. Trustee Elliott shared briefly about the National Model Code Committees and how the THOW Project findings might feed into their process for Housing Supply (see **Background on Canadian Building Harmonization Codes Committees).**

Key Finding 1: As some tiny home manufacturers have achieved conformity with the CSA Z240MH standard, the RDN Building permitting department is able to issue a building permit for new built MH tiny homes, even with wheels, if secured to ground.

- RDN staff welcomed the opportunity to join the group to address tiny home regulations proactively. Their typical involvement with tiny homes is often reactive, addressing complaints about THOWs through bylaw enforcement or requests to legalize existing units, which is more challenging. This initiative allowed them to be part of the development of solutions, with time for discussion and finding common ground.
- The technical panel included tiny home manufacturers (Mint Tiny Homes, Sunshine Tiny Homes), planners and siting and servicing professionals.
- Land use regulations for tiny homes can be flexible, allowing local governments to create their own zoning bylaws. But the RDN lacks flexibility with the building code and the BC Building Act.
- A key moment for RDN staff was realizing how close the tiny home manufacturers are to meeting the CSA Z240 MH (mobile home) standard. Meeting this standard allows for the RDN to issue building permits for tiny homes.
- Discussion on foundation: tying down tiny homes to foundations has been a challenge, but there are multiple solutions, including traditional tie-downs, meeting building code requirements, or alternative methods approved by a structural engineer. Tiny homes on wheels can meet code requirements if properly tied down.
- Discussions with the industry highlighted their ability to innovate faster compared to the pace of BC Building Code changes. Manufacturers realized they are close to meeting the CSA Z240 MH standard and can make changes more readily than amendments to BCBC.
- Achieving this standard will offer benefits for clients/THOW dwellers, such as cheaper interest rates and the ability to obtain insurance. Meeting the MH standard also helps tiny homes qualify as full-time residences and receiving a building permit.
- There was excitement about finding solutions for purpose-built THOWs not yet on properties. The conversations during the day led to substantial progress.

Key Finding 2: The potential for local governments to develop policy options for non-MH, site-built tiny homes, and those built to the CSA Z240 RV standard. Depending on the risk tolerance for local governments vs demonstrated housing need, policy options for local governments could endorse RV or self-built tiny homes as dwellings if they met certain health and safety standards. Each local government needs to consider their tolerance for risk, balanced against community housing needs. The other piece of work is to build political will and support for government to act.

- Manager Grant acknowledged that there are a number of existing units built to the RV standard that people have already moved on to lots. Policy options could be developed for local governments related to tiny homes that are self-built or CSA Z240 RV designation; such policies would need to be developed by individual local governments depending on the approach.
- The discussion about broader tiny home legalization needs to involve elected officials and address policy risks.

- Discussion around the previous experience with secondary suites. The Province had previously developed a program in 2014 to support local governments in legalizing or recognizing illegal secondary suites. Legalizing secondary suites provided benefits such as cost recovery for servicing, understanding service impacts, and ensuring basic health and safety.
- The Regional District of Nanaimo (RDN)'s current regulatory approach to conformity has three categories:
- **Conforming:** Able to issue a basic building permit.
- **Recognize:** Meets basic safety aspects with some inspection.
- **Unrecognized:** Does not meet safety standards and is not recognized.
- These categories can inform a policy risk discussion with elected officials. The goal is to allow staff to move forward with assurance that basic life, health, and safety standards are met.

Finding 3: Education and awareness needed for Building Inspection professionals. Could be expanded through the Building Official Professionals Organization.

Next steps/Follow Up:
Approximately 6 Directors/Counsellors connected with Director Craig and Trustee Elliott for copies of the report following AVICC.

What forms of advocacy needs to happen, where should it be directed?

- UBCM: Planning for Union of BC Municipalities will occur over the next six weeks. Need messaging to spread the word among other local governments
- Connect with Capital Regional District and others who are interested in next steps
- Support RDN staff to promote through the Building Inspectors Professional Association and planning institute
- Send THOW report to the Director of Building Safety and Standards (Ministry of Housing, BC) to inform their work on the next code update (2030), currently working through committee discussions. We had been invited to share our research and what was discovered through this project around regulating tiny homes. See https://cbhcc-cchcc.ca/en/code-priorities/

Background on Canadian Building Harmonization Codes Committees
The Canadian Board for Harmonized Construction codes cycle runs on 5 years. The next code update for 2030 scopes in efforts to increase housing supply, including tiny homes. Proposed changes to the National Model Codes provisions are developed by the National Model Code Committees (NMCCs) in accordance with the CBHCC's approved work plan. For more information on the code development process, visit the Code development process page. The mandate for the current NMCC code development committee on Housing Supply is to:

"Support efforts to increase housing supply by considering innovative construction methodologies, enabling additional construction options for housing, and supporting densification efforts. The areas of focus for this priority include requirements for tiny homes, building relocation, modular construction, and the consideration of single egress construction in certain circumstances.

On May 29 I met with the newly-constituted ferry advocacy group on Gabriola, which includes 2 past FAC Chairs, the current ex-FAC Chair, and members of the Gabriola Transportation Society.

It was a forward-thinking and positive meeting, and we have support from our local newspaper and the Regional District of Nanaimo. The RDN Board endorsed writing a letter to BCF expressing their concern about the disbanding of coastal community Ferry Advisory Committees, thanks to our Director Vanessa Craig.

This new group will encourage a positive relationship with BC Ferries Management (as did our FAC). We will do our best to try the new communications mode introduced by BCF, and at the same time ensure that our community's transportation priorities with BCF are not ignored, especially with regard to safety at both terminals and on the ferry.

We will continue to communicate with our community via our local newspaper and via social media. We will maintain the Gabriola (ex) FAC website, with a few necessary changes, because it gets a lot of traffic, it is accountable, and it helps us to determine priority concerns.

Trustee Susan Yates

DRAFT Islands Trust Council Quarterly Meeting Schedule

September 16-18, 2025

Visit the meeting webpage to view the AGENDA, to join the meeting electronically, and to view the livestream or attend by phone-in.

Tuesday, September 16	Wednesday, September 17	Thursday, September 18
10:00 **Executive Committee Meeting**	9:00 **Closed Meeting** Public are welcome to attend all sessions excluding the Closed Meeting **Rise and Report**	9:00 **Financial and Employee Services** Consent Agenda Item(s) Decision/Discussion Item(s)
12:00 Lunch	**10:30 Break**	**10:30 Break**
1:00 **Territorial Acknowledgement** **Call to Order and Approval of Agenda** 1:30 **General Business Arising** Consent Agenda Item(s) Islands Trust Active Priorities Chart Committees Work Programs (EC, GC, FPC, RPC, TPC, AC, ITCB) Committee Chair Verbal Reports 2:15 **New Business** Trustee-Initiated Requests for Decision 3:00 **Correspondence**	10:45 **Planning Services** Consent Agenda Item(s) Decision/Discussion Item(s) **12:00 Lunch and Field Trip** 2:30 **Legislative and Information Services** Consent Agenda Item(s) Decision/Discussion Item(s)	10:45 **To Be Determined** **12:00 Lunch** 1:00 **Disposition of Delegations/Public Comment & Correspondence** 1:30 **Meeting Wrap-up**
3:15 Break	**3:30 Break**	**2:00 Trust Council Adjournment (approx.)**
3:30 **Executive Office** Consent Agenda Item(s) Decision/Discussion Item(s) 4:30 **Delegations / Public Comment**	3:45 **Trust Area Services** Consent Agenda Item(s) Decision/Discussion Item(s)	Islands Trust *times are provided for information and may vary
5:30 Adjourn for the Day (approx.)	**5:30 Adjourn for the Day (approx.)**	
6:00-7:00 Dinner	**6:00-7:00 Dinner**	