Executive Committee

Minutes of a Regular Meeting

Date:	**Wednesday, April 23, 2025**
Location:	**Electronic Meeting, and a physical location to view the livestream of the meeting:** **Islands Trust Victoria Office** **#200 - 1627 Fort Street** **Victoria, BC V8R 1H8**
Members Present:	Laura Patrick, Chair, Salt Spring Island Trustee Tobi Elliott, Vice-Chair, Gabriola Trustee David Maude, Vice-Chair, Mayne Trustee Timothy Peterson, Vice-Chair, Lasqueti 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 (electronic attendance for agenda items 9.1, 9.2 & 10.1.5.1 only) Julia Mobbs, Director, Financial and Employee Services Alexandra Trifonidis, Executive Coordinator
Guests and Members of the Public Present:	No members of the public were present.

1. CALL TO ORDER

The meeting was called to order at 9:15 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

No new items were presented for consideration.

3.2 Approval of Agenda

By general consent the agenda and addendum were approved as presented.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Nothing to report.

5. ADOPTION OF MINUTES / RESOLUTIONS WITHOUT MEETING

5.1 Draft Executive Committee Meeting Minutes of March 26, 2025

By general consent the Executive Committee minutes of March 26, 2025, were adopted, as presented.

5.2 Resolutions Without Meeting

5.2.1 EC RWM 2025-01 Approve Additional Agenda Documentation

Received for information.

5.2.2 EC RWM 2025-02 Approve Trustee Travel Funding

Received for information.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list.

6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings, as well as current local advocacy topics.

6.3 Islands Trust Conservancy Liaison Update

No update was available, as no Islands Trust Conservancy Board meetings have taken place since the last Executive Committee meeting.

7. BYLAWS FOR APPROVAL CONSIDERATION - None

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 March Post-Trust-Council Survey Results- Briefing

The Chief Administrative Officer summarized the briefing, noting the Post-Trust Council survey will continue to be part of the quarterly meeting process.

8.2 Planning Services - None
8.3 Financial and Employee Services - None
8.4 Trust Area Services - None
8.5 Legislative and Information Services - None

9. COMMITTEE OF THE WHOLE MEETING PREPARATION

9.1 Draft May 6 Committee of the Whole Regular Meeting Agenda

The Chief Administrative Officer spoke to the draft agenda noting for the Committee that this content was requested by Trust Council to discuss the Islands Trust mandate and the unique amenities.

A question was asked about providing a model resolution to go in-camera on the agenda cover, if needed. Staff clarified what can and cannot be discussed in an in-camera meeting.

The Committee engaged in discussion on the following matters:

- The intent and purpose of the meeting
- The format of the meeting discussion
- Public engagement and discourse on the topic
- Historical interpretation and reinterpretation of the mandate through Trust Council terms
- The inclusion of additional material to the agenda: the November 13th legal opinion; a roundtable agenda item; and a compilation of resolutions from last term related to the lack of consensus on the meaning.

Staff were requested to circulate the agenda, as amended, to trustees in preparation for the May 6th Committee of the Whole meeting.

9.2 Draft May 13 Committee of the Whole Regular Meeting Agenda

The Director of Legislative and Information Services reviewed the request for decision as outlined in the corresponding agenda materials.

The Committee engaged in discussion on the following topics:

- The process for addressing the recommendations outlined in the request for decision; and
- The required pre-reading for the meeting, specifically the 2022 Governance Review Report

Staff were requested to circulate the agenda, as presented, to trustees in preparation for the May 13th Committee of the Whole meeting.

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

10.1.1 Executive - None
10.1.2 Trust Area Services - None
10.1.3 Planning Services - None
10.1.4 Financial and Employee Services - None

10.1.5 Legislative and Information Services

10.1.5.1 Alternative Public Notice Bylaws - Briefing

The Director of Legislative and Information Services provided the Committee with an update on the work completed to date. A request for decision, along with a draft bylaw, will be presented at the next Executive Committee meeting, with the intention of forwarding the draft bylaw to Trust Council for consideration in June. It was noted that adoption of the bylaw is required by each individual local trust committee, rather than by Trust Council.

A comment was made suggesting the inclusion of the original Executive Committee resolution—initiating this work—in the request for decision being brought forward to Trust Council.

A question was raised regarding the public consultation process, and a request was made to include additional information on the public process within the request for decision.

Director Marlor provided clarification on the process.

10.2 Executive Committee Initiated

10.2.1 Executive - None

10.2.2 Trust Area Services

10.2.2.1 Islands Trust Insert for Bowen Island Municipality Property Tax Assessment Notice 2025/26 – Briefing

The Director of Trust Area Services spoke to the item providing background information, noting this is the first time Islands Trust has provided a tax insert for Bowen Island Municipality's 2025/26 property tax notice.

A comment was made to suggest adding new language to the insert:

- In the second to last paragraph, last sentence, after the word "programs" add ", and the Islands Trust Conservancy"

10.2.3 Planning Services

10.2.3.1 Crown Tenure Application Referrals – Briefing

The Director of Planning Services spoke to the Briefing providing background information and a summary of the analysis section.

The Committee engaged in discussion on the following topics:

- The dissemination of the information to Trust Council
- Whether the 1994 Letter of Understanding should remain available on the Islands Trust website

- Comparable examples from other regional districts
- Relevant policy and procedural considerations
- The potential addition of the matter to the Regional Planning Committee's work program for review and prioritization
- The overall process and need for clarity

EC-2025-042
It was MOVED and SECONDED,
that Executive Committee request staff forward the briefing on crown tenure application referrals of April 23, 2025 and the briefing of February 26th, 2025 to Regional Planning Committee for consideration for updating policy and procedures.

CARRIED

Director Frater advised the Committee that this action item has been on the Trust Programs Future Projects list for nearly 15 years.

EC-2025-043
It was MOVED and SECONDED,
that Executive Committee request staff forward the briefing on crown tenure application referrals of April 23, 2025 and the briefing of February 26th, 2025 to Trust Programs Committee for consideration for updating protocols and letters of understanding with the Crown.

CARRIED

The Committee recessed for break at 11:06 a.m. and reconvened at 11:16 a.m.

10.2.4 Financial and Employee Services

10.2.4.1 Enhanced Mental Health Supports Coverage – Discussion

Vice-Chair Peterson addressed the item, noting that his original intention had been to bring it forward to Trust Council in March; however, the projected timeline has since been revised to the June Trust Council meeting.

The Director of Financial and Employee Services explained that the request carried financial implications that had not been accounted for in the current fiscal year's budget. The estimated cost was identified as $2,300, and it was noted that funding would need to be identified or approval granted for the associated overspending.

EC-2025-044

It was MOVED and SECONDED,
that Executive Committee request staff to prepare a request for decision on enhancing mental health benefits for trustees under the Union of British Columbia Municipality extended benefit plan for elected officials and request staff to include options to fund the planned overspend.

CARRIED

10.2.5 Legislative and Information Services - None

11. NEW BUSINESS

11.1 Executive/Trust Council

11.1.1 2025 Union of British Columbia Municipalities Convention - Discussion

Vice-Chair Maude spoke to the item.

The Committee discussed the following points:

- The appropriate timing for formalizing the list of attendees
- Budget considerations, including the suggestion of holding all Executive Committee meetings electronically to reduce overall meeting costs and redirect savings toward participation in the Association of Vancouver Island Coastal Communities and Union of British Columbia Municipalities conventions
- Staff clarification that while Trust Council had reduced the budget, it had not specified the number of Executive Committee members permitted to attend the conventions
- The importance of articulating the value of full Executive Committee attendance at the Association of Vancouver Island Coastal Communities and Union of British Columbia Municipalities conventions during the annual budget cycle, with an emphasis on the significant networking opportunities these events provide

This item will be on the July 2, 2025 Executive Committee meeting agenda.

11.2 Trust Area Services – None

11.3 Planning Services

11.3.1 Potential advocacy re Licence of Occupation No. V931804 and Zoning Compliance – Request For Decision

The Director of Trust Area Services presented the Request for Decision, noting that it recommended additional staff work and provided relevant background information.

The Committee engaged in discussion on the following points:

- The rationale behind the approval of the application
- Strategies for public communication

EC-2025-045
It was MOVED and SECONDED,
that Executive Committee request staff to report back on provincial advocacy options concerning issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use.

CARRIED

EC-2025-046
It was MOVED and SECONDED,
that Executive Committee request staff to prepare public communication materials related to the file License of Occupation V931804 and next steps, for distribution in the Thetis Local Trust Area.

CARRIED

11.4 Financial and Employee Services

11.4.1 Forgo Preparation of the Allocated Financial Statements for 2024/25 & 2025/26 - Request for Decision

The Director of Financial and Employee Services presented the item, seeking the Committee's endorsement to forgo the Allocated Financial Statements for two fiscal years. It was noted that the necessary data to populate the statements was unavailable due to a failure in the time tracking software. The Committee was advised that these statements are not required by legislation or policy, nor are they essential for decision-making purposes.

EC-2025-047
It was MOVED and SECONDED,
that Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.

The Committee engaged in discussion on the following topics:

- Tools available for data collection
- The importance of providing trustees with comprehensive, well-supported information supporting the decision to forgo the statements
- The intention for the Financial Planning Committee to undertake its own discussion regarding the broader question of the report's utility
- The current lack of data and the underlying reasons for this gap

Following the discussion, the Chair called the question.

CARRIED

It was noted that the report will travel to the Financial Planning Committee.

11.5 Legislative and Information Services – None

The Director of Trust Area Services informed the Committee that Bowen Island Municipality just informed her that they would be unable to include the property tax notice (agenda item 10.2.2.1) in their 2025/26 property tax notice, as the space was now required for information related to the potential pending mail strike and instructions on how residents can pay their taxes.

12. CORRESPONDENCE (for information unless raised for action)

12.1 2025-02-11 Dana Lepofsky - Opening of Exhibit and Unveiling of Welcome Mural on Xwe'etay/Lasqueti, 3 May 2025

Discussion ensued on who would attend the event and where the funds will come from to cover travel and associated costs.

Vice-Chair Elliott and Chair Patrick confirmed they will attend the event and will personally cover the travel expenses.

Vice-Chair Peterson offered to contact Professor Lepofsky regarding the possibility of communicating information about the travelling exhibit to all trustees and local trust committees.

12.2 2025-03-18 A Deggan - Letter to Executive Committee

Vice-Chair Elliott explained that although the correspondence was addressed to the Executive Committee, it had been sent only to her via email. She noted that she had not noticed this until recently, which is why the item had not been included on an earlier Executive Committee agenda.

Staff were requested to add the correspondence item to the Islands Trust website, specifically on the Trust Policy Statement project webpage.

12.3 2025-03-30 Transport Canada – Reply

EC-2025-048
It was MOVED and SECONDED,
that Executive Committee request item 12.3 response from Transport Canada be added a future Trust Council agenda.

CARRIED

12.4 2025-04-09 Ministry of Tourism, Arts, Culture and Sport - Geographical Name Request

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.

CARRIED

13. WORK PROGRAM

13.1 Review and amendment of current work program

The Chief Administrative Officer provided the Committee with an update on efforts to follow up on a meeting with the Minister, noting that messages had been left but no response had been received to date.

The Committee engaged in a discussion regarding the timing and strategy for the meeting. It was noted that the Government is currently addressing numerous significant issues.

It was suggested that time be set aside at a future meeting for further discussion of this topic.

14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, May 14, 2025 at 9:15 a.m.

The Committee broke for recess at 12:22 p.m. and reconvened at 1:00 p.m.

15. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION

The Executive Committee was joined by members of the Islands Trust Conservancy Board to discuss the agenda items under this category.

Islands Trust Conservancy (ITC) Chair, Lisa Gauvreau, introduced the Board members in attendance: Member Risa Smith, Member Tanner Timothy, and Trustee Susan Yates. Regrets were noted from Member Charles Kahn.

Members of the Executive Committee and staff also introduced themselves.

15.1 February 27 Workshop: Funding our future: conservation on private lands – Discussion

Chair Patrick spoke to a workshop she and Member Smith attended on February 25, organized by the Coastal Douglas-fir Conservation Partnership, which focused on conservation partnerships and funding strategies for private land conservation. The workshop highlighted the development of a regional Conservation Fund model in the Capital Regional District (CRD), modeled after similar successful initiatives in other British Columbia regional districts, such as the Kootenay Conservation Program.

It was noted that regional conservation funds present a valuable mechanism for financing conservation and ecological restoration on private lands. The CRD was recognized for its advanced work on public engagement and its survey of resident support for the initiative.

Concerns were raised on the following:

- ITC may be sidelined if conservation funds are managed solely by regional districts; and
- The potential duplication of taxpayer funding and the risk of the ITC being excluded from both management and funding opportunities

An idea was proposed to establish an informal working group comprising members of the Islands Trust Executive Committee and the ITC Board. The purpose of the group would be to develop a shared vision for a conservation fund and explore potential governance models.

EC-2025-050
It was MOVED and SECONDED,
that Islands Trust Conservancy Board and Executive Committee agree to strike an informal working group with members from each respective body to start developing a vision for a conservation fund, with the intent to expand the working group to interested First Nations and others.

CARRIED

15.2 Articulate areas to pursue invited guest speakers for a future meeting – Discussion

The committee discussed the idea of inviting guest speakers to future meetings to provide inspiration, share innovative practices, and support strategic development. A recent panel at the Association of Vancouver Island Coastal Communities conference was referenced as a catalyst for this discussion. Members expressed enthusiasm about bringing in individuals with expertise in conservation financing, Indigenous collaboration, and cross-cultural communication.

Three potential speakers were suggested:

1. Brody Guy (Islands Coastal Economic Trust) a representative involved with the co-management of conservation funds;
2. Bonny Norton a university professor conducting a large-scale, grant-funded storytelling project with Indigenous communities; and
3. Eli Enns (IISAAK OLAM) an expert in Indigenous Protected and Conserved Areas (IPCAs) affiliated with a national Indigenous conservation organization.

The committee acknowledged that such speakers could offer valuable insight into conservation funding models, relationship-building with Indigenous communities, and effective communication strategies. The July meeting, which is scheduled for a longer duration, was identified as a suitable opportunity to host a guest speaker.

There was broad support for proceeding with outreach to potential speakers in advance of the July meeting.

15.3 Promoting the Islands Trust in the island communities – Discussion

Strategies to enhance public engagement and trust in the Islands Trust and ITC, particularly in light of ITC's 35th anniversary were discussed. Key themes and suggestions from the discussion included:

- A trustee shared their experience informally promoting ITC during Earth Day on Gabriola Island by speaking with community members and school children.

- Emphasis was placed on communicating ITC's environmental mandate in ways that resonate with the public.
- Another member proposed the development of a concise and impactful presentation to be delivered by a representative at each local trust committee meeting to promote the ITC and its mandate.

It was observed that while some LTCs receive regular Conservancy updates from trustees who are also ITC board members, others lack direct representation, leading to minimal engagement with ITC reports. To address this, there was consensus on encouraging trustees to appear, even virtually, at LTC meetings lacking ITC representation to speak to reports and promote the work of the Conservancy.

Discussion ensued on the ITC's 35th anniversary communications strategy, including a planned storytelling blog, a public survey, and potential celebratory events at the June Trust Council meeting. Staff confirmed ongoing work on the preparations for the celebration activities but were unable to confirm specific details at this time.

There was broad support for having trustees volunteer to attend other LTCs to speak about ITC initiatives and anniversaries.

Additional suggestions for future joint meetings, including strengthening relationships with First Nations and exploring opportunities for greater ITC engagement on islands with currently limited Conservancy presence, were raised.

EC-2025-051
It was MOVED and SECONDED,
that Executive Committee members commit to recognize and celebrate the Islands Trust Conservancy's 35th anniversary by adding an item on a future agenda of the local trust committees they chair.

CARRIED

The Islands Trust Conservancy Board members left the meeting at 2:00 p.m.

16. CLOSED MEETING

EC-2025-052
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(f) of the Community Charter in order to consider matters related to law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment and that staff attend the meeting.

The meeting was closed to the public at 2:01 p.m. and reopened at 2:51 p.m.

17. ADJOURNMENT

By general consent the meeting adjourned at 2:52 p.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder