



# Executive Committee

## Minutes of a Regular Meeting

**Date:** Wednesday, March 26, 2025  
**Location:** Electronic Meeting

**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:** Julia Mobbs, Acting Chief Administrative Officer and Director, Financial and Employee Services  
Stefan Cermak, Director, Planning Services  
Clare Frater, Director, Trust Area Services  
David Marlor, Director, Legislative and Information Services  
Alexandra Trifonidis, Executive Coordinator

**Staff Regrets:** Rueben Bronee, Chief Administrative Officer

**Member(s) of the Public Present:** Two members of the public were in attendance.

### 1. CALL TO ORDER

The meeting was called to order at 9:16 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 was 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

**5.1 Draft Executive Committee Meeting Minutes of February 26, 2025**

The following amendments to the minutes were requested:

- At item 11.2.2 add the word “rezoning” before the word “application”.
- At item 9.4.1 add the sentence “It was agreed upon that the topic will be added to the Strategic Plan item of the Trust Council agenda” to the end of the item.

**By general consent** the Executive Committee minutes of February 26, 2025 were adopted, as amended.

**5.2 Draft Executive Committee Meeting Minutes of March 11, 2025**

**By general consent** the Executive Committee minutes of March 11, 2025 were adopted, as presented.

**6. FOLLOW UP ACTION LIST AND UPDATES**

**6.1 Follow Up Action List/Director/CAO Updates**

The Committee reviewed the Follow Up Action List (FUAL), and Directors provided their area reports.

A question was raised regarding the status of the model Local Trust Committee Public Notice Bylaw item on the Trust Council FUAL, which had been designated as a high priority two years ago.

Staff provided an update sharing at this time staff are currently seeking legal advice before presenting the draft document to the Executive Committee, with the intention of having the model bylaw travel to Trust Council’s June Quarterly meeting.

**EC-2025-032**

**It was MOVED and SECONDED,**

that Executive Committee request staff remove item 4 discussion on minute taking standards from the Director of Legislative and Information Services Follow Up Action List.

**CARRIED**

**EC-2025-033**

**It was MOVED and SECONDED,**

that Executive Committee request staff to bring back options for Enhancing Elected Officials Mental Health Benefits for trustees, for consideration to a future Executive Committee meeting.

**CARRIED**

**6.2 Local Trust Committee Chair Updates**

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings.

Highlights included:

- Salt Spring Island Local Trust Committee reviewed the Official Community Plan/Land Use Bylaw project at their last meeting.
- Hornby Island Local Trust Committee’s top priority is building relationships with First Nations. The Committee resolved to send a letter to K’omoks Chief and Council congratulating them on their election, progression of treaty work and a desire for more meetings.
- Denman Island Local Trust Committee recently discussed changes to a Land Use Bylaw regarding housing.
- South Pender Island Local Trust Committee is having a special meeting on March 27<sup>th</sup> to consider a Land Use Bylaw amendment.
- Gabriola Island Local Trust Committee has held two open houses regarding the Official Community Plan review process.
- Vice-Chair Elliott encouraged the Committee to read a staff report that will be on the upcoming April 1<sup>st</sup> Thetis Island Local Trust Committee meeting agenda regarding next steps for a shellfish aquaculture license.
- Lasqueti Island Local Trust Committee is organizing a special screening of Dust ‘N Bones Saturday, March 29<sup>th</sup>, where several elders will be in attendance.
- Gambier and Keats Island Local Trust Committee had community members attending a recent meeting for the Official Community Plan and Land Use Bylaw project. It was noted that numerous groups are watching the project and that the \$10,000 budget for the project will be restricting. A Bylaw Enforcement Notice bylaw was given First, Second and Third readings.

**6.3 Islands Trust Conservancy Liaison Update**

Vice-Chair Elliott provided the Committee with an update, noting that the Islands Trust Conservancy Board met in person last week at the Victoria Islands Trust office. The newer members of the Islands Trust Conservancy Board toured the office and met with staff.

During the meeting, the topics of joint meetings and agenda items for the Islands Trust Conservancy and Executive Committee were discussed. Topics of consideration included First Nations relationship building and engagement, as well as Geographic Information System resources.

At their joint meeting on October 9th, 2024, First Nations engagement was the primary topic of discussion. The meeting minutes indicated that summary notes were to be created and circulated following the session; however, these notes did not transpire.

**7. BYLAWS FOR APPROVAL CONSIDERATION - None**

**8. TRUST COUNCIL MEETING PREPARATION**

**8.1 Roundtable Review of March 11-13 Trust Council Meeting - Discussion**

Committee members and staff discussed the following in regards to the March Trust Council meeting:

- The post Trust Council meeting survey results were not ready at the time of agenda circulation and are scheduled to be presented at a future meeting.
- The venue, food, and layout were appreciated.
- Internet/Wi-Fi access was reported as poor.
- There were challenges with the technology, including hardware failures.
- Appreciation was expressed for having the meeting, meals, and accommodation all in one location.
- Positive feedback was received regarding the chairing of the meeting.
- The agenda was noted as more manageable.
- The tone of the meeting was described as comfortable.
- The minute timer was seen as a good addition, though it was suggested that it be made larger on the screen.
- There were suggestions for improving the disposition of delegations, with better notice of motions and the use of other tools.
- It was suggested that agenda content and project information could be shared with trustees prior to meetings to aid in their preparation.
- The budget discussion format was identified as an area for improvement in future years.
- Agendas were noted as large, and there was a preference for more succinct reports from staff, with concise reporting favored.

## 8.2 Executive

### 8.2.1 March Trust Council Business Decision Highlights

Executive Committee members reviewed the March Trust Council Business Decisions Highlights document. The following amendments and additions to the document were requested:

- Include missing item in the Islands Trust 2025-2028 Strategic Plan Approved section; “Revising bylaw enforcement practices and decisions”
- Add a link to the approved Islands Trust 2025-2028 Strategic Plan in the document.
- The average general tax increase figure for households should be inserted into the budget item.

#### **EC-2025-034**

**It was MOVED and SECONDED,**

that staff be requested to add the approved Islands Trust 2025-2026 Strategic Plan to the Islands Trust website, and that a link to the page be provided in the highlights bulletin.

**CARRIED**

#### **EC-2025-035**

**It was MOVED and SECONDED,**

that Executive Committee request staff add the bullet “revising bylaw enforcement practices and decisions” into the March Trust

Council Business Decision Highlights document under the heading Islands Trust 2025-2028 Strategic Plan Approved.

**CARRIED**

**EC-2025-036**

**It was MOVED and SECONDED,**

that Executive Committee request staff to provide the average dollar increase in property tax to the 2025/26 Budget Approval section of the Islands Trust Council Highlights.

**CARRIED**

**EC-2025-037**

**It was MOVED and SECONDED,**

that Executive Committee request staff to revise the “Islands Trust Council Highlights” by adding a brief description of Trust Council in the opening paragraph.

**CARRIED**

**By general consent** the March Trust Council Business Decision Highlights be approved and circulated, as amended.

The Committee recessed for break at 10:48 a.m. and reconvened at 10:53 a.m.

**8.2.2** Trust Council Follow Up Action List

The Acting Chief Administrative Officer spoke to the item explaining that the Trust Council Follow Up Action List has been updated with recent tasks arising from the March Trust Council meeting.

A question was raised regarding moving forward on numbers one and two of the Chief Administrative Officer Follow Up Action List. The Committee decided to wait until Chief Administrative Officer Bronee was available to discuss further.

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

**9. EXECUTIVE COMMITTEE PROJECTS**

- 9.1 Trust Council Initiated** - None
- 9.2 Executive Committee Initiated**

**9.2.1** Executive

**9.2.1.1** 2025 Association of Vancouver Island and Coastal Communities Convention – Discussion

Chair Patrick confirmed that herself, Vice-Chair Elliott and Vice-Chair Peterson have registered for the event.

Vice-Chair Elliott shared her upcoming involvement as a presenter and panelist for the Community Housing Solutions session regarding the Tiny Homes in the Trust Area Enablement Project. It was highlighted that the steering committee had received the draft Trust Area Enablement project report with recommendations from the technical panel the previous day and was in the process of reviewing the document and providing feedback. Discussion was had regarding providing public communications on the Islands Trust website.

Vice-Chair Peterson confirmed he will have additional written background information ready in regards to the enhanced mental health supports coverage motion.

Budget discussion regarding upcoming in-person meetings and the approved funds for the fiscal year was had. Discussion ensued on the following:

- There are funds available from the Salt Spring Island Local Trust Committee to assist with Chair Patrick attending the Union of British Columbia Municipality convention.
- Suggested future conversation around preparation and planning of upcoming in-person meetings to facilitate budgetary needs and logistics.
- Trust Council's approved budget allocates funding for Executive Committee members and staff to attend both the Association of Vancouver Island Coastal Communities Convention and the Union of British Columbia Municipality convention. The number of members and staff able to attend depends on costs.
- Staff confirmed funds are tight this year.
- Costs for Bowen Island Municipality and San Juan County meeting come from a different budget line.
- Funding costs for travel to Union of British Columbia Municipality convention for Executive Committee members could come from local trust committees, if they so requested; however, should be planned ahead of time and included in the draft budget to ensure available funds.
- Registration for the Union of British Columbia Municipality convention opens July 2<sup>nd</sup>, the same day as a regularly scheduled Executive Committee meeting.

**By general consent** Executive Committee requests staff be prepared to have a conversation on Union of British Columbia Municipality Convention registration at the July 2, 2025 Executive Committee meeting.

It was noted that desire from local trust committee members to attend the Union of British Columbia Municipality convention has been received by Committee members.

Discussion ensued on the upcoming meeting with Bowen Island Municipality and the following points were raised:

- Executive Committee approved a budget of \$6400 for all in-person Executive Committee meetings this fiscal, which includes meetings with Bowen Island Municipality, San Juan County, and regular in-person Executive Committee meetings.
- Bowen Island Municipality will be a hybrid meeting; Vice-Chair Maude and Peterson volunteered to attend remotely. Vice-Chair Elliott will attend in-person, and offered to cover her travel costs. Chair Patrick, Chief Administrative Officer Bronee and Director Frater will attend in-person.

**EC-2025-038**

**It was MOVED and SECONDED,**

that Executive Committee request that the final report for the Tiny Homes on Wheels Enablement in the Trust Area project be added to the Islands Trust Housing Affordability section of the website, with supporting documents and relevant reports, subject to staffs and steering committee's review, in advance of the 2025 Association of Vancouver Island Coastal Communities convention.

**CARRIED**

9.2.2 Trust Area Services

9.2.2.1 Islands Trust Property Tax Assessment Notice Insert for 2025/26 – Briefing

The Director of Trust Area Services presented the item noting that the deadline to finalize the document is Monday, March 31<sup>st</sup>.

The Committee reviewed the document and the following changes were requested:

- Update the house graphic section by replacing 2024 values with 2025;
- Remove the word “sales” from the application fees and sales line;
- Eliminate the “s” in “...other(s) governments” and add a comma after “First Nations” under the Programs heading; and
- In the Governance section, second paragraph, remove the wording “, which voted to become an island”. And change the sentence to: “Local land-use planning decisions are

made by local trust committees except on Bowen Island, which is an island municipality with a municipal council.”

**EC-2025-039**

**It was MOVED and SECONDED,**

that Executive Committee approve the Islands Trust Property Tax Assessment Notice Insert for 2025/26, as amended.

**CARRIED**

- 9.2.3 Planning Services - None
- 9.2.4 Financial and Employee Services - None
- 9.2.5 Legislative and Information Services - None

**10. NEW BUSINESS**

**10.1 Executive/Trust Council** - None

**10.2 Trust Area Services**

10.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-Chair Elliott reported that advocacy from South Pender Island community members is ongoing to ensure a request that WSÁNEĆ Elders be involved in an earlier consultation process regarding the review of the Land Use Bylaw project before the formal review. Trustees are working with staff on this topic.

10.2.2 Cross Border Task Force - Discussion

Chair Patrick provided an overview of the well-attended Cross Border Task Force meeting held on March 17th, which included San Juan County elected officials, Congressman Marson, local county counselors, staff and others. The meeting was hosted by the Southern Gulf Islands Forum. The importance of maintaining relationships between the region was emphasized. The ongoing relationship was noted as essential. The Southern Gulf Islands Forum plans to prioritize a cross-border forum in the fall.

**10.3 Planning Services** - None

**10.4 Financial and Employee Services** - None

**10.5 Legislative and Information Services** - None

**11. CORRESPONDENCE (for information unless raised for action)**

**11.1 2025-03-10 Islands Trust Conservancy Board - Letter to Stewart Brands**

Received for information.

**11.2 2025-03-11 WSÁNEĆ Leadership Council - Memorandum of Understanding between Islands Trust Council and the WSÁNEĆ Leadership Council**

The Director of Trust Area Services spoke to the item.

**EC-2025-040**

**It was MOVED and SECONDED,**

that Executive Committee request staff to review and provide options for Memorandum of Understanding request for WSÁNEĆ Leadership Council, and report back to a future Executive Committee meeting.

**CARRIED**

**11.3 2025-03-13 M Boland - Legal costs and the proposed Trust Council Secretariat**

The Director of Legislative and Information Services spoke to the item noting this is a request of Executive Committee to provide a breakdown of what legal costs would go to external legal counsel versus what could be provided by an in-house legal counsel.

Discussion ensued on staff workload and which body would handle the request.

Staff noted this topic is on the Governance Committee work program.

**By general consent** item 11.3 was forwarded to Governance Committee, via email.

**11.4 2025-03-19 Trans Mountain - Condition 35 Fate and Behavior of Bitumen Research Report**

The Director of Trust Area Services advised the Committee that Trust Area Services doesn't have time to work on this at this time unless deemed a priority and another project gets put on hold.

**By general consent** item 11.4 was forwarded to all trustees for information, via email.

**11.5 2025-03-20 - Association of Vancouver Island Coastal Communities - Request for Participation**

The Committee reviewed the correspondence, noting that the survey is still open for individuals or a group to complete.

**By general consent** item 11.5 was forwarded to all trustees for information, via email, pointing out the deadline.

**11.6 2025-03-20 Daajing Giids - Municipalities re Cannabis Retail Stores**

Received for information.

**12. WORK PROGRAM**

**12.1 Review and amendment of current work program**

Received for information.

**13. NEXT MEETING**

The next Executive Committee meeting is scheduled to take place electronically on April 23, 2025 at 9:15 a.m.

**14. CLOSED MEETING (if applicable)**

No closed meeting was held.

**15. ADJOURNMENT**

**EC-2025-041**

**It was MOVED and SECONDED,**  
that the meeting be adjourned at 12:38 p.m.

**CARRIED**

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**Laura Patrick, Chair**

**CERTIFIED CORRECT:**

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**Alexandra Trifonidis, Executive Coordinator and Recorder**