



# Executive Committee

## Minutes of a Regular Meeting

**Date:** Wednesday, June 4, 2025  
**Location:** Islands Trust Victoria Office  
#200 - 1627 Fort Street  
Victoria, BC V8R 1H8

**Members Present:** Laura Patrick, Chair, Salt Spring Island Local Trust Area  
Tobi Elliott, Vice-Chair, Gabriola Island Local Trust Area  
David Maude, Vice-Chair, Mayne Island Local Trust Area  
Timothy Peterson, Vice-Chair, Lasqueti Island Local Trust Area

**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 (remote attendance)  
Joe Elliott, Senior Indigenous Relations Advisor (remote attendance)  
Chloe Straw, Program Coordinator (remote attendance)  
Jason Youmans, Senior Policy Advisor  
Alexandra Trifonidis, Executive Coordinator

**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

The following additions to the agenda were presented for consideration:

- 11.6 Suggested resolution for amending the Bylaw Referral Form Response Summary form for local trust committee to local trust committee referrals
- 11.7 Subdivision Authority - Discussion

#### 3.2 Approval of Agenda

**By general consent** the agenda, appendix and addendum were approved, as amended.

3.2.1 Agenda Context Notes

Received for information.

**4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None**

**5. ADOPTION OF MINUTES**

**5.1 Draft Executive Committee Meeting Minutes of May 14, 2025**

**By general consent** the Executive Committee minutes of May 14, 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, and Directors provided their area reports.

The Director of Legislative and Information Services provided an update on Bill 13 *Miscellaneous Statutes Amendment Act* and Bill 15 *Infrastructure Projects Act*.

The Chief Administrative Officer provided an update on Bill M 202 *Eligibility To Hold Public Office Act*.

**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.

Condolences were given to Denman Island residents regarding a house fire that occurred Tuesday evening.

**6.3 Islands Trust Conservancy Liaison Update**

The Islands Trust Conservancy Liaison provided an update.

The Senior Indigenous Relations Advisor provided an update on his Follow Up Action List items.

**7. BYLAWS FOR APPROVAL CONSIDERATION**

**7.1 Bowen Island Municipality - Official Community Plan Bylaw Amendment Bylaw No. 667 - Request For Decision**

The Director of Planning Services spoke to the item noting this is the second time Executive Committee is seeing the Bylaw.

**EC-2025-065**  
**It was MOVED and SECONDED,**

that Executive Committee approve Bylaw No. 667, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 667, 2024” pursuant to Section 38 of the Islands Trust Act.

**CARRIED**

**7.2 Bowen Island Municipality - Land Use Bylaw Amendment No. 673 and Official Community Plan Bylaw Amendment Bylaw No. 675 - Request For Decision**

The Director of Planning Services spoke to the item noting new planner Bruce Belcher assisted with this Bylaw.

**EC-2025-066**

**It was MOVED and SECONDED,**

that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024” and Bylaw No. 675, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025” may be contrary to, or at variance with, the following policies of the Islands Trust Policy Statement:

- 2.5 - Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
- 2.3 - Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

**CARRIED**

**EC-2025-067**

**It was MOVED and SECONDED,**

that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024” and Bylaw No. 675, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025” may be reassessed for consistency with the Islands Trust Policy Statement by providing the following information:

- Confirmation of an acceptable community amenity contribution.
- Clarification of how undeveloped Cape Roger Curtis densities are tracked and whether they may still be applied to Cape Roger Curtis or elsewhere.

**CARRIED**

**7.3 Salt Spring Island Local Trust Committee Bylaw No. 541 - Request For Decision**

The Director of Planning Services spoke to the item providing the Committee with background information.

**EC-2025-068**

**It was MOVED and SECONDED,**

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 541, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2024” in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**8. TRUST COUNCIL MEETING PREPARATION**

The Committee reviewed all items for consideration of forwarding to the June Trust Council meeting agenda.

**8.1 Executive**

8.1.1 Chief Administrative Officer Quarterly Report

A question was raised regarding whether it is necessary to include the survey results as an attachment to the report, given the length of the Trust Council agenda.

**By general consent** it was requested of staff to amend the report by removing the March Trust Council survey results and to forward the survey results to trustees separately.

**By general consent** item 8.1.1 Chief Administrative Officer Quarterly Report was forwarded to the Trust Council, as amended.

8.1.2 Minister Kahlon Letter – Briefing

The Committee discussed where on the Trust Council agenda this item should reside.

**By general consent** item 8.1.2 Minister Kahlon Letter – Briefing was forwarded to Trust Council as presented.

**8.2 Trust Area Services**

8.2.1 Director of Trust Area Services Quarterly Report

The Director of Trust Area Services provided clarity and updates on the Protocol agreement negotiation/implementation section of the Report.

**By general consent** item 8.2.1 Director of Trust Area Services Quarterly Report was forwarded to Trust Council as presented.

8.2.2 Islands Trust Conservancy Report

**By general consent** item 8.2.2 Islands Trust Conservancy Report was forwarded to Trust Council as presented.

8.2.3 2024/2025 Draft Annual Report - Request For Decision

The Director of Trust Area Services addressed the Context Note associated with this item.

Upon review, the Committee requested the following changes to the Request For Decision:

- correct spelling mistake on page 129: “sacred land” not “scared land”

**By general consent** item 8.2.3 2024/2025 Draft Annual Report - Request For Decision was forwarded to Trust Council, as amended.

#### 8.2.4 Policy Statement Amendment Project Update - Request For Decision

Senior Policy Advisor Youmans provided an update and overview of the Request for Decision, noting that the draft Policy Statement document is currently under review by legal counsel.

Staff offered to send trustees an email updating them on the progress of the project.

Upon review, the Committee requested the following changes to the Request For Decision:

- add reference to legal counsel reviewing the document
- add information on the project’s next steps, including upcoming meetings and process

**By general consent** item 8.2.4 Policy Statement Amendment Project Update - Request For Decision was forwarded to Trust Council, as amended.

#### 8.2.5 Stewardship Education Program – Briefing

The Director of Trust Area Services spoke to the Briefing noting this work came forward from the Trust Programs Committee.

Discussion ensued on the Standing Committee’s terms of reference and the appropriate body this report should travel to, either Trust Council or the Governance Committee.

Upon review, the Committee requested the formatting issues in the Purpose section of the Briefing be fixed before it is forwarded to Trust Council.

**By general consent** item 8.2.5 Stewardship Education Program – Briefing was forwarded to Trust Council as presented.

#### 8.2.6 Amendment to Strategic Plan - Request For Decision

Upon review, the Committee requested the formatting issues in the logo be fixed before the Request For Decision is forwarded to Trust Council.

**By general consent** item 8.2.6 Amendment to Strategic Plan - Request For Decision was forwarded to Trust Council as presented.

### 8.3 Planning Services

#### 8.3.1 Director of Planning Services Quarterly Report

Upon review, the Committee requested a link to the Housing Needs Assessment Report be added to the report before it is forwarded to Trust Council.

A question was raised concerning the breakdown of the information presented in the chart on page 193.

**By general consent** item 8.3.1 Director of Planning Services Quarterly Report was forwarded to Trust Council, as amended.

Executive Committee recessed at 10:56 a.m. and resumed at 11:06 a.m.

### 8.4 Financial and Employee Services

#### 8.4.1 Director of Financial and Employee Services Quarterly Report

The Director of Financial and Employee Services shared that she will be updating the budget completion item prior to inclusion on the Trust Council agenda.

**By general consent** item 8.4.1 Director of Financial and Employee Services Quarterly Report was forwarded to Trust Council, as amended.

#### 8.4.2 Enhanced Mental Health Benefits for Trustees - Request For Decision

The Director of Financial and Employee Services provided an overview of the report.

Staff provided clarification on the language "...variance analysis..." in the Request For Decision.

Discussion ensued on whether the report is ready to advance to the June Trust Council meeting agenda.

**EC-2025-069**

**It was MOVED and SECONDED,**

that the request for decision on Enhanced Mental Health Benefits for Trustees be deferred to a November 2025 Executive Committee meeting, for consideration.

**CARRIED**

### 8.5 Legislative and Information Services

#### 8.5.1 Director of Legislative and Information Services Quarterly Report

The Director of Legislative and Information Services shared that he will be updating the sections on Bill 13 and 15 prior to inclusion on the Trust Council agenda.

Upon review, the Committee requested the following changes be made before the Report is forwarded to Trust Council:

- fix typo on page 106
- add a separate paragraph on risk

**By general consent** item 8.5.1 Director of Legislative and Information Services Quarterly Report was forwarded to Trust Council, as amended.

8.5.2 Chief Administrative Officer Performance Evaluation Policy - Request For Decision

The Director of Legislative and Information Services provided the Committee with an overview of the Request For Decision.

Discussion ensued on who would present the report to Trust Council.

Upon review, the Committee requested the following changes be made before the Request For Decision is forwarded to Trust Council:

- Ensure consistency in the labeling of appendices (e.g., 1, I, a, A).

**By general consent** item 8.5.2 Chief Administrative Officer Performance Evaluation Policy - Request For Decision was forwarded to Trust Council, as amended.

8.5.3 Draft Policy 4.1.16 Model Public Notice Bylaw - Request For Decision

The Director of Legislative and Information Services provided an overview of the Request For Decision and shared that he will add a paragraph with Executive Committee's original resolution requesting the work be done.

**By general consent** item 8.5.3 Draft Policy 4.1.16 Model Public Notice Bylaw - Request For Decision was forwarded to Trust Council, as amended.

8.5.4 Amendment to Trust Council Meeting Procedure Bylaw 101 Regarding Petitions and Delegations - Request For Decision

The Director of Legislative and Information Services provided the Committee with an overview of the Request For Decision.

A question was raised as to whether including only an excerpt of the bylaw, rather than the full document, would be sufficient in order to reduce the size of the agenda.

Upon review, the Committee requested the following changes be made before the Request For Decision is forwarded to Trust Council:

- only include the necessary part of the bylaw
- insert link to whole bylaw in the Request For Decision

**By general consent** item 8.5.4 Amendment to Trust Council Meeting Procedure Bylaw 101 Regarding Petitions and Delegations - Request For Decision was forwarded to Trust Council, as amended.

## **8.6 June Trust Council Delegation Applications**

### **8.6.1 Friends of the Gulf Islands Society**

The Committee reviewed the delegation application and supporting material.

Discussion occurred on:

- a recent message on a website petition page delivered by the applicant
- the applicants repeated delegation presentations at Trust Council meetings on the Policy Statement Amendment Project
- revision of the application material

Executive Committee recessed for lunch at 12:04 p.m. and reconvened at 12:45 p.m.

- division of the petition information from the Policy Statement Amendment Project engagement topic

#### **EC-2025-070**

**It was MOVED and SECONDED,**

that Executive Committee request the Friends of the Gulf Islands Society to resubmit their delegation request focused on the petition.

**CARRIED**

### **8.6.2 Salt Spring Solutions**

The Committee reviewed the delegation application and supporting material.

**By general consent** item 8.6.2 Salt Spring Solutions was forwarded to Trust Council as presented.

## **8.7 Draft June Trust Council 3-day Schedule**

Executive Committee reviewed the draft June Trust Council 3-day schedule.

Discussion ensued on the following items:

- the Minister letter item to be placed on Wednesday prior to the conversation on the Policy Statement
- moving the closed session to Thursday morning
- earlier start times

**By general consent** item 8.7 Draft June Trust Council 3-day Schedule was forwarded to Trust Council, as amended.

## **8.8 Draft June Trust Council Meeting Agenda**

The Committee reviewed the agenda and discussion ensued on:

- who will provide the welcome and territorial acknowledgement; Chief Pelkey of Tsawout First Nation
- historical meeting proceedings with regards to protestors
- adding the Senior Indigenous Relations Advisor to the Trust Council Follow Up Action List, when and if needed
- where the Trust Council Follow Up Action List lands on the agenda
- fixing the formatting issues in the Trust Council Active Priorities Chart and adding the new Islands Trust Strategic Plan information to the Islands Trust Goals section
- putting Trustee Yates' name at the top of her report to delineate it from the report before
- who will provide the report and/or summary on the Southern Gulf Islands Forum Quarterly meetings
- linking minutes for various organizations in the Trustee Updates section, for information
- creating a new policy regarding reporting out to Trust Council for trustees who sit on external committees
- communications and making information readily available

**By general consent** the Trust Council Follow Up Action List was moved to the end of the Trust Council meeting agenda.

**By general consent** item 8.8 Draft June Trust Council Meeting Agenda was forward to Trust Council, as amended.

**9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None**

**10. EXECUTIVE COMMITTEE PROJECTS**

**10.1 Trust Council Initiated**

10.1.1 Executive - None

10.1.2 Trust Area Services

10.1.2.1 Policy Statement Amendment Project Communications and Engagement Workplan - Request For Decision

Senior Policy Advisor Youmans presented the Request For Decision.

Discussion ensued on the following:

- Social media graphics, captions and caption language
- trustee engagement with the materials at local trust committee meetings
- survey and online workshop
- reaching out to Bowen Island Municipality

**EC-2025-071**

**It was MOVED and SECONDED,**

that the Executive Committee approve the proposed Policy Statement Amendment Project communications and engagement workplan.

**CARRIED**

10.1.2.2 History and Heritage Conservation Grants-in-Aid Program - Request For Decision

Program Coordinator Straw presented the Request For Decision outlining the program details.

The Committee discussed approaches to narrowing down the applications, focusing on the criteria to be used and the process for incorporating additional information into the grant application in the future.

Committee members shared their views on the individual applications.

Staff provided policy information.

**EC-2025-072**

**It was MOVED and SECONDED,**

that Executive Committee allocate for fiscal year 2025/26:

- \$1,550 to support the Lasqueti Community Association
- \$2,000 to support the Gabriola Arts Council
- \$2,000 to support the Southern Gulf Islands Community Resources Centre (SGI CRC)
- \$450 to support the Eddie Reid Memorial Library

**CARRIED**

10.1.3 Planning Services - None

10.1.4 Financial and Employee Services - None

10.1.5 Legislative and Information Services - None

**10.2 Executive Committee Initiated** - None

**11. NEW BUSINESS**

**11.1 Executive/Trust Council** - None

**11.2 Trust Area Services** - None

**11.3 Planning Services**

### 11.3.1 Housing Needs Reports – Briefing

The Director of Planning Services introduced the Briefing.

Discussion ensued on the poor results of the report, the value of the results and the grant funds spent, the provincial requirement to do the housing needs assessments, and other communities in the province that have also had challenges with the methodology.

#### **EC-2025-073**

**It was MOVED and SECONDED,**

that Executive Committee requests staff to convey to the Ministry of Housing and Municipal Affairs that the provincially mandated formula for the housing needs assessments was inadequate to capture the true housing need in rural island communities, and request the ministry revise its methodology to reflect an approach more suited to rural areas.

**CARRIED**

**11.4 Financial and Employee Services - None**

**11.5 Legislative and Information Services – None**

### **11.6 Suggested resolution for amending the Bylaw Referral Form Response Summary form for local trust committee to local trust committee referrals**

Vice-Chair Peterson presented a revision he would like made to the Bylaw Referral Form Response Summary Form.

#### **EC-2025-074**

**It was MOVED and SECONDED,**

that Executive Committee request staff to amend the Bylaw Referral Form Response Summary form for LTC-to-LTC referrals, by adding a suggested Resolution.

**CARRIED**

### **11.7 Subdivision Authority - Discussion**

Vice-Chair Maude spoke to the item, sharing that although Islands Trust is a land use authority, it does not hold subdivision authority. A request that staff prepare a brief report outlining the potential challenges and/or benefits of submitting a request to the Province for Islands Trust to be granted subdivision authority was presented.

Staff provided historical information and noted that the last briefing on the topic is in the 2017 December Trust Council agenda package.

## **12. CORRESPONDENCE (for information unless raised for action)**

### **12.1 2025-05-27 Friends of the Gulf Islands Society - Summary of May 6 Committee of the Whole Meeting**

The Committee discussed the content of the correspondence.

**By general consent** item 12.1 was received for information.

**13. WORK PROGRAM**

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

The Chief Administrative Officer noted that the Executive Committee's work program has been updated to reflect the newly adopted Islands Trust Strategic Plan.

The Committee reviewed their work program.

**By general consent** the Work Program was forward to Trust Council as presented.

**14. NEXT MEETING**

The next Executive Committee meeting will take place in-person on Salt Spring Island at the Harbour House Hotel on Tuesday, June 17th at 10:00 a.m.

**15. CLOSED MEETING**

The Chair indicated that a rise and report will be made at the next scheduled meeting, if necessary.

**EC-2025-075**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(c)(i) and (n) of the Community Charter in order to consider matters related to labour relations or other employee relations; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2) and that staff attend the meeting.

**CARRIED**

The meeting was closed to the public at 3:08 p.m. and reopened at 3:41 p.m.

**16. ADJOURNMENT**

**By general consent** the meeting adjourned at 3:41 p.m.

---

**Laura Patrick, Chair**

**CERTIFIED CORRECT:**

---

**Alexandra Trifonidis, Executive Coordinator and Recorder**