Executive Committee
Minutes of a Regular Meeting

Date: **Wednesday, July 2, 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 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
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 the traditional territory of many 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 Email Communication with Trustees - Discussion
- 11.7 Salt Spring Island Advocacy Letter Writing - Discussion

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

3.2.1 Agenda Context Notes - None

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

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of June 17, 2025

By general consent the Executive Committee minutes of June 17, 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.

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

The Islands Trust Conservancy Liaison provided an update.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Galiano Island Local Trust Committee - Bylaw No. 291 - Request For Decision

The Director of Planning Services and the Galiano Island Local Trust Committee Chair provided an update on Bylaw No. 291.

EC-2025-078
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 291, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of June 17-19 Trust Council Meeting - Discussion

Executive Committee and staff engaged in a roundtable discussion regarding the June 17–19 Trust Council meeting held on Salt Spring Island.

The discussion covered the following points:

- The agenda was considered manageable.
- There were positive comments on the quality and delivery of the guest speakers.
- Technical support received favorable feedback.
- The Chair's annotated agenda was well received.
- Regarding the Code of Conduct training session:

- The session was viewed as generally effective.
- It was noted that not all members participated fully, which was considered problematic.
- The addition of guidance material was suggested to enhance the session's effectiveness.

- A recommendation was made to include questions related to Council conduct in future post–Trust Council surveys.

EC-2025-079
It was MOVED and SECONDED,
that Executive Committee direct staff to write a thank you letter to Tsawout Chief and Council for hosting the feast event with Trust Council and the Islands Trust Conservancy on June 16, 2025.

CARRIED

8.2 Executive

8.2.1 June Trust Council Highlights

The Committee reviewed the June Trust Council Highlights and requested the following amendments:

- replace the word "recommendations" with "suggestions" in the MLA Rob Botterell Presentation section
- add information on the Notification Bylaw
- add information on the welcome and opening given by Tsawout Chief Pelkey

EC-2025-080
It was MOVED and SECONDED,
that Executive Committee approve the June Trust Council Highlights, as amended.

CARRIED

8.2.2 Trust Council Follow Up Action List

Received for information.

8.3 Trust Area Services

8.3.1 Schedule Special Meeting of the Executive Committee to Review and Approve July 29 Trust Council Special Meeting Agenda - Discussion

The Chair stated she will need a Vice-Chair to act for her at the meeting as she will be in transit and might have connectivity issues.

EC-2025-081
It was MOVED and SECONDED,

that Executive Committee request staff schedule a special meeting to be held electronically on Thursday, July 17, 2025 at 10:00 a.m. for the purpose of reviewing Bylaw 183 in consideration of First Reading.

CARRIED

8.4 Planning Services - None
8.5 Financial and Employee Services - None
8.6 Legislative and Information Services - None

9. COMMITTEE OF THE WHOLE MEETING PREPARATION

9.1 Executive - None

9.2 Trust Area Services

9.2.1 Draft July 9, 2025 Islands Trust Council Committee of the Whole Special Meeting Agenda

The Director of Trust Area Services presented the agenda, noting that it was before the Committee for review and approval.

EC-2025-082
It was MOVED and SECONDED,
that Executive Committee direct staff to forward the agenda for the July 9th Committee of the Whole to Trust Council.

CARRIED

9.3 Planning Services - None
9.4 Financial and Employee Services - None
9.5 Legislative and Information Services - None

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated - None

10.2 Executive Committee Initiated

10.2.1 Executive

10.2.1.1 2025 Union of BC Municipalities (UBCM) Convention

10.2.1.1.1 2025 UBCM Registration - Request For Decision

The Chief Administrative Officer spoke to the item providing an overview of the Request for Decision.

Discussion ensued on the following:

- number of attendees
- budget considerations
- travel cost savings

This item was postponed pending the release of additional information on the UBCM website, specifically regarding registration costs and agenda details.

10.2.1.1.2 Preparation for UBCM Convention – Briefing

The Director of Trust Area Services reviewed the Briefing with the Committee.

Discussion ensued on:

- supporting materials for the convention
- meeting requests and meeting coordination with:
  - Bowen Island Municipality
  - Jessica Woods
  - Jessica Brooks
  - Capital Regional District Rural Housing Program

It was noted the deadline for staff meeting requests is August 20th.

The Committee recessed for break at 10:47 a.m. and reconvened at 11:00 a.m.

The Committee discussed the minister meeting requests information outlined on page 56 of the agenda package. Members provided feedback to staff for consideration.

10.2.1.1.3 UBCM Session Proposal - Discussion

Vice-Chair Elliott presented the item, noting it is here for information.

10.2.2 Trust Area Services - None
10.2.3 Planning Services - None
10.2.4 Financial and Employee Services - None
10.2.5 Legislative and Information Services - None

11. NEW BUSINESS

11.1 Executive/Trust Council - None
11.2 Trust Area Services - None
11.3 Planning Services - None
11.4 Financial and Employee Services - None
11.5 Legislative and Information Services - None

11.6 Email Communication with Trustees – Discussion

Vice-Chair Maude raised concerns regarding the process of circulating Resolutions Without Meeting (RWM) via email, specifically how respondents reply to the email. It was noted that votes were not being properly counted when members replied to the last sender rather than to the designated administrator, indicating a structural issue in the current process. To address this, it was suggested that when requesting votes, members should be blind copied so that only the administrator receives the responses.

Staff provided input on the applicable policy and sought direction from the Committee regarding potential changes. Staff will review the policy further and report back with findings and recommendations.

11.7 Salt Spring Island Advocacy Letter Writing – Discussion

The Chair spoke to the high level of public interest in the potential relocation of the BC Ferries home port from Vesuvius to Crofton, emphasizing the need to ensure that the ongoing accommodation and housing challenges on the island are clearly communicated and heard. A joint letter-writing opportunity with the Local Community Commission was identified as a potential avenue for advocacy.

It was noted that Minister Khalon is scheduled to visit Salt Spring Island on July 23, 2025. A local non-government organization is seeking cooperation in writing a joint letter to brief the Minister in advance of the visit.

The Chair also emphasized the opportunity to collaborate with other organizations on joint advocacy letters and questioned the appropriate procedures for initiating and coordinating such efforts.

Staff provided information regarding the existing Islands Trust advocacy policy.

12. CORRESPONDENCE (for information unless raised for action)

12.1 2025-06-19 Saanich Inlet Protection Society (SIPS) - Saanich Inlet Roundtable

The Chair noted a scheduling conflict between the roundtable and a Salt Spring Island Local Trust Committee (SSI LTC) meeting occurring on the same day. The Director of Trust Area Services offered to attend the roundtable, if needed. The Committee briefly discussed travel costs associated with attending such meetings. Vice-Chair Maude also offered to attend in the event no other representative is available.

12.2 2025-06-24 T Peterson - Closed Meetings Webinar

Vice-Chair Peterson spoke to the correspondence item.

EC-2025-083
It was MOVED and SECONDED,
that Executive Committee direct staff to provide feedback to the province, expressing support for the proposed changes to the closed meeting provisions of the Community Charter.

CARRIED

13. WORK PROGRAM

13.1 Review and amendment of current work program

The Committee discussed the possibility of holding a focused discussion at the September Trust Council meeting regarding Item 1: Requests to the Minister for a review of the Islands Trust and increased Provincial funding (Strategic Plan Initiative 1.3.1). The Chief Administrative Officer noted that, to date, no response has been received concerning the letter requesting a meeting.

The item was received for information.

14. NEXT MEETING

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

15. CLOSED MEETING

EC-2025-084
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(f) and (i) 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; 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 Chair indicated that a rise and report will be made at the next scheduled meeting, if necessary.

The meeting was closed to the public at 11:40 a.m. and reopened at 12:02 p.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 12:02 p.m.

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Laura Patrick, Chair

CERTIFIED CORRECT:

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Alexandra Trifonidis, Executive Coordinator and Recorder