



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, August 6, 2025

Location: Electronic Meeting

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
David Marlor, Director, Legislative and Information Services
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

No new items were introduced.

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

No report was provided.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of July 2, 2025

By general consent the Executive Committee meeting minutes of July 2, 2025 were adopted as presented.

5.2 Draft Executive Committee Special Meeting Minutes of July 17, 2025

By general consent the Executive Committee special meeting minutes of July 17, 2025 were adopted as presented.

5.3 Draft Executive Committee Special Meeting Minutes of July 23, 2025

By general consent the Executive Committee special meeting minutes of July 23, 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 Denman Island Local Trust Committee Proposed Bylaw No. 258 – Repeal of Meeting Procedures Bylaw - Request For Decision

The Director of Planning summarized the repealing of meeting procedure bylaws in the agenda package.

EC-2025-095

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.2 Gabriola Island Local Trust Committee Bylaw No. 320 – Request For Decision

The Director of Planning spoke to the three similar bylaws in the agenda package.

EC-2025-096

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 320, cited as "Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.3 Galiano Island Local Trust Committee Bylaw No. 296 - Request For Decision

Director of Planning presented the bylaw reviewing the Request for Decision.

Discussion ensued.

EC-2025-097

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 296, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.4 Gambier Island Local Trust Committee Bylaw No. 160 - Request For Decision

EC-2025-098

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 160, cited as "Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No. 1, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.5 Lasqueti Island Local Trust Committee - Proposed Bylaw No. 105 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-099

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 105, cited as "Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.6 Mayne Island Local Trust Committee - Proposed Bylaw No. 198 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-100

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 198, cited as "Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.7 Mayne Island Local Trust Committee - Proposed Bylaw No. 199 – Public Notification Bylaw - Request For Decision

The Director of Planning provided background information on Public Notification Bylaws.

EC-2025-101

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 199, cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.8 North Pender Island Local Trust Committee Proposed Bylaw No. 230 - Request For Decision

EC-2025-102

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 230, cited as "North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 188, 2011, Amendment No. 1, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.9 North Pender Island Local Trust Committee - Proposed Bylaw No. 238 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-103

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 238, cited as "North Pender Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 238, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.10 North Pender Island Local Trust Committee - Proposed Bylaw No. 239 – Public Notification Bylaw - Request For Decision

EC-2025-104

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 239, cited as "North Pender Island Local Trust Committee Public Notification Bylaw No. 239, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.11 Salt Spring Island Local Trust Committee - Proposed Bylaw No. 547 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-105

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 547, cited as "Salt Spring Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 547, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.12 Saturna Island Local Trust Committee - Proposed Bylaw No. 144 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-106

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 144, cited as "Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.13 Saturna Island Local Trust Committee - Proposed Bylaw No. 145 – Public Notification Bylaw - Request For Decision

EC-2025-107

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 Draft September Trust Council 3-day Schedule

The Committee reviewed the draft September Trust Council 3-day schedule.

Discussion ensued on:

- Where the best place for the Trustee Roundtable section is
- Allowing time for the TRUSTEE UPDATES - Community Committee Participation section

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. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated - None

9.2 Executive Committee Initiated

9.2.1 Executive

9.2.1.1 2025 Union of British Columbia Municipalities Staff Meeting Requests - Request For Decision

The Chief Administrative Officer summarized the Request For Decision.

Discussion ensued on meeting topics of consideration:

- Crown lease tenures
- Priority actions within the Declaration on the Rights of Indigenous Peoples Act (DRIPA) Action Plan
- British Columbia Housing:
 - BC Housing's intentions for the Trust Area
 - Communication of Tiny House findings within the Trust Area
 - Housing Needs Assessment regulations
 - Rural Communities housing model
- Heritage protection:
 - Processes for engaging with First Nations on the protection of areas with high archaeological potential
- Composting toilet regulations
- Ministry of Housing and Municipal Affairs:
 - Policy Statement update process
- Transportation:
 - Long-term planning for ferry bottlenecks and aging infrastructure

The Committee recessed for break at 10:44 a.m. and reconvened at 10:55 a.m.

EC-2025-108

It was MOVED and SECONDED,

that Executive Committee request staff to submit meeting requests for staff from the following ministry or agency on the related topics for the 2025 Union of British Columbia Municipalities Convention:

- **British Columbia Housing** on long term housing plans in the Trust Area and consideration of the unique needs of rural communities;

- **Ministry of Housing and Municipal Affairs** on regulation of tiny homes and the Housing Needs Assessment framework;
- **Ministry of Water, Land and Resource Stewardship** on Crown land leases and referrals;
- **Ministry of Indigenous Relations and Reconciliation** on potential co-governance opportunities and the *Declaration Act* action plan; and,
- **British Columbia Assessment** on understanding process on the islands and impacts of ability to insure properties with regards to assessed values.

CARRIED

9.2.2 Trust Area Services - None

9.2.3 Planning Services

9.2.3.1 Short Term Rental Accommodation – Principal Residence Opt-In Update – Briefing

The Director of Planning provided a summary of the Briefing.

The Committee engaged in discussion regarding the most appropriate format and location for delivering the information session.

EC-2025-109

It was MOVED and SECONDED,

that Executive Committee request staff to request Ministry of Housing and Municipal Affairs staff to present a briefing on short term rental accommodation principal residence requirement opt-in option to Trust Council in a suitable format.

CARRIED

9.2.4 Financial and Employee Services - None

9.2.5 Legislative and Information Services - None

10. NEW BUSINESS

10.1 Executive/Trust Council

10.1.1 Potential for Islands Trust's Engagement on the Heritage Conservation Act Improvements - Discussion

Vice-Chair Elliott spoke to the item, highlighting the significance of the Heritage Conservation Act review and recommending that Islands Trust consider participating in stakeholder engagement.

Trustees Elliott and Peterson noted they had registered for an upcoming webinar and expressed support for submitting formal input from Trust Council.

Concerns were raised regarding the potential financial impacts on homeowners, with support expressed for a more collaborative, province-led approach.

Staff confirmed their capacity to coordinate a formal response, subject to direction and further information from the webinar.

The relevance of the *Act* to the work of Islands Trust was emphasized.

EC-2025-110

It was MOVED and SECONDED,

that staff prepare materials for the September Trust Council meeting to support feedback on proposed amendments to the *Heritage Conservation Act*.

CARRIED

10.2 Trust Area Services - None

10.3 Planning Services

10.3.1 Request for Executive Committee Sponsorship of Development Application Fee - Request For Decision

The Director of Planning spoke to the item noting staff's recommendation to fund the full sponsorship amount.

Budget considerations were discussed.

EC-2025-111

It was MOVED and SECONDED,

that the Executive Committee approve financial sponsorship of \$4,482 for rezoning application PLR20250220 (154 King's Lane Road) which would vary Salt Spring Island Land Use Bylaw No. 355 to allow development of up to 50-affordable housing units, general offices, a child day care centre, and a reduced minimum lot size for potential subdivision of the subject property.

CARRIED

10.4 Financial and Employee Services - None

10.5 Legislative and Information Services

10.5.1 Status of Council Committee Appointments – Briefing

The Director of Legislative and Information Services addressed the Briefing and noted an error in the Governance Committee section. The name 'Laura

Patrick' should be replaced with 'Sam Borthwick,' as Laura Patrick now serves in an ex-officio capacity.

Discussion ensued on:

- Committee membership
- Expanded membership of the Trust Programs Committee due to the draft Trust Policy Statement project
- Financial considerations
- Roles of Executive Committee and the members that sit on standing committees
- Participation and expectations of trustees who sit on committees

11. CORRESPONDENCE (for information unless raised for action)

11.1 2025-06-25 Union of British Columbia Municipalities - The Compass

Received for information.

11.2 2025-08-04 J Margison Executive Committee Meeting

Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

A request was made to update the target dates.

Received for information.

13. NEXT MEETING

The next meeting of the Executive Committee is scheduled to be held at the Islands Trust Victoria Office on Wednesday, September 3, 2025 at 9:15 a.m.

14. CLOSED MEETING

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

EC-2025-112

It was MOVED and SECONDED,

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 excluded staff attend the meeting.

CARRIED

The meeting was closed to the public at 12:06 p.m. and reopened at 12:21 p.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 12:21 p.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder