Executive Committee

Minutes of a Regular Meeting

Date: **Wednesday, September 3, 2025**
Location: **Islands Trust - Victoria**
200 - 1627 Fort Street, Victoria, BC

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
Warren Dingman, Manager of Bylaw Compliance and Enforcement
Joe Elliott, Senior Indigenous Relations Advisor
Renee Jamurat, Regional Planning Manager
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 9:16 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

The following additions from the agenda addendum were presented for consideration:

- Item 8.1.2 Evaluation of Potential Locations for Trust Council Meetings – December 2025 and March 2026 - Briefing
- Item 8.4.9 Address by Doug S. White – Session Outline
- Item 8.8.1 Revised Draft September Trust Council 3-day Schedule
- Item 11.07 Correspondence dated 25-09-02 from Ministry of Forests - Heritage Conservation Act Transformation Project Subscriber Update

3.2 Approval of Agenda

By general consent the agenda and addendum were approved.

3.2.1 Agenda Context Notes

By general consent the Agenda Context Notes were received for information.

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

From the August 6, 2025 Executive Committee closed meeting, the in-camera meeting minutes of July 2nd and July 17th, 2025 were adopted.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of August 6, 2025

By general consent the Executive Committee minutes of August 6, 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.

By general consent Executive Committee requested the Short Term Rental Accommodation – Principal Residence Opt-In Update Briefing be forwarded to local trust committees.

EC-2025-113
It was MOVED and SECONDED,
that activity one from the Director of Financial and Employee Services follow up action list be removed.

CARRIED

EC-2025-114
It was MOVED and SECONDED,
that activity nine from the Director of Trust Area Services follow up action list be removed.

CARRIED

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 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 addressed the Request for Decision, noting that the Bylaw had been returned to the Executive Committee with additional information, as requested.

EC-2025-115
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" are not contrary to, or at variance with, the Islands Trust Policy Statement.

CARRIED

7.2 Bowen Island Municipality - Official Community Plan Amendment Bylaw No. 693 and Land Use Bylaw Amendment No. 694 - Request For Decision

The Director of Planning Services spoke to the Request For Decision noting staff's recommendation that Executive Committee find both bylaws not contrary to the Islands Trust Policy Statement.

EC-2025-116
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 693, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

EC-2025-117
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 694, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 694, 2025" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

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

8.1 Executive

8.1.1 Chief Administrative Officer Quarterly Report

A request was made to collate the survey results into a one or two-pager in future.

By general consent item 8.1.1 Chief Administrative Officer Quarterly Report was forwarded to Trust Council as presented.

8.1.2 Evaluation of Potential Locations for Trust Council Meetings – December 2025 and March 2026 - Briefing

A comment was made regarding the flexibility of the criteria used to determine whether an island meets the conditions necessary to host a Trust Council meeting.

By general consent item 8.1.2 Evaluation of Potential Locations for Trust Council Meetings – December 2025 and March 2026 - Briefing was forwarded to Trust Council as presented.

8.2 Planning Services

8.2.1 Director of Planning Quarterly Report

The following minor edits were noted:

- check spelling in the second bullet on the first page
- take out the second word "recovery" in the first bullet under the heading "Monitor progress of protection of…"
- fix typo on page 200

A question was raised regarding the use of the word 'engagement' versus 'consultation.' The consensus was that 'engagement' is the preferred term.

Discussion ensued on the status of the First Nations Referral Process section in the report.

By general consent item 8.2.1 Director of Planning Quarterly Report was forwarded to Trust Council, as amended.

8.2.2 Dark Sky Principles – Briefing

A discussion took place regarding the process of advancing this item from a motion adopted at the June 2024 Trust Council meeting to its current stage.

By general consent item 8.2.2 Dark Sky Principles – Briefing was forwarded to Trust Council as presented.

8.2.3 Local Trust Committee Comments on Developments Adjacent to Local Trust Areas – Briefing

Discussion around process was had.

By general consent item 8.2.3 Local Trust Committee Comments on Developments Adjacent to Local Trust Areas – Briefing was forwarded to Trust Council as presented.

8.2.4 Bylaw Compliance & Enforcement Statistical Reports - Briefing

A note was made around the ‘Unenclosed Vehicles’ wording in the table on page 212 of the agenda being hard to read.

Discussion was had around the data portal.

A request was voiced to change the title of attachment 2 to add language to reflect that it is not an Islands Trust portal.

By general consent item 8.2.4 Bylaw Compliance & Enforcement Statistical Reports - Briefing was forwarded to Trust Council, as amended.

8.2.5 Bylaw Compliance & Enforcement Policy Review - Draft Policy 5.5.1 and Manual - Request For Decision

It was noted that the role Screening Officer is not included in the Role and Responsibility section of the manual but is in the Definitions section.

A request was made to add the Local Trust Committee Bylaw Compliance and Enforcement Policy template, already approved by Trust Council, between pages 228 and 229 of the Request for Decision and associated attachments.

By general consent item 8.2.5 Bylaw Compliance & Enforcement Policy Review - Draft Policy 5.5.1 and Manual - Request For Decision was forwarded to Trust Council, as amended.

8.2.6 Housing Strategic Action Plan - Request For Decision

The Committee discussed the reformatting of the table on page 60, with a focus on adding more information about its operationalization, its utility, and providing additional context. The conversation also addressed whether the document was ready for Trust Council’s review. Staff highlighted resource barriers that would prevent the immediate delivery of a webinar and a revised document. It was suggested that the topic could present a potential educational opportunity for a future Trust Council meeting.

By general consent item 8.2.6 Housing Strategic Action Plan - Request For Decision was forward to Trust Council as presented.

8.3 Financial and Employee Services

8.3.1 Director of Financial and Employee Services Quarterly Report

By general consent item 8.3.1 Director of Financial and Employee Services Quarterly Report was forward to Trust Council as presented.

8.4 Trust Area Services

8.4.1 Director of Trust Area Services Quarterly Report

By general consent item 8.4.1 Director of Trust Area Services Quarterly Report was forward to Trust Council as presented.

8.4.2 Islands Trust Conservancy Quarterly Report

By general consent item 8.4.2 Islands Trust Conservancy Quarterly Report was forward to Trust Council as presented.

8.4.3 Policy Statement Amendment Project - Project Update - Briefing

By general consent item 8.4.3 Policy Statement Amendment Project - Project Update - Briefing was forward to Trust Council as presented.

8.4.4 Public Feedback on 2026/27 Budget Priorities – Briefing

A question was raised regarding the possibility of posting the survey results on the website, with a link included in the report to reduce the length of the agenda. A formatting request was made to include the island abbreviation next to each comment, to indicate which island the feedback originated from. A discussion followed regarding the presentation of the information.

It was noted that there is a minor formatting issue with the bullet alignment on page 285.

By general consent item 8.4.4 Public Feedback on 2026/27 Budget Priorities – Briefing was forward to Trust Council as presented.

8.4.5 Agreements Monitoring - Briefing

It was noted that both the qathet Regional District and Powell River Regional District were listed in the table, despite Powell River Regional District having changed its name to qathet Regional District. Staff will make the necessary correction.

A discussion followed regarding the formatting of the agreements table, the validity of the agreements, staff capacity, and the provision of information to new term trustees.

By general consent item 8.4.5 Agreements Monitoring - Briefing was forward to Trust Council, as amended.

8.4.6 Recommendations Regarding Pre-budget Surveys - Request For Decision

By general consent item 8.4.6 Recommendations Regarding Pre-budget Surveys - Request For Decision was forward to Trust Council as presented.

8.4.7 Amendment to the Trust Council Communications Policy 6.10.2 - Request For Decision

It was noted that a minor formatting issue on the top of page 384 regarding branded clothing needs to be fixed.

Clarification was provided on how staff participate in election campaign activities.

By general consent item 8.4.7 Amendment to the Trust Council Communications Policy 6.10.2 - Request For Decision was forward to Trust Council as presented.

8.4.8 Heritage Conservation Act Transformation Project Advocacy - Request For Decision

Two requests were presented for consideration:

- Under the First Nations Relations section, add language to inform that the project is guided by the First Nations Leadership Council.
- Clean up the first page of the news release to remove all of the links.

By general consent item 8.4.8 Heritage Conservation Act Transformation Project Advocacy - Request For Decision was forward to Trust Council, as amended.

The Director of Trust Area services told the Committee that reference and a link to the Heritage Conservation Act survey will be included in the final Request For Decision travelling to Trust Council.

The Committee broke for recess at 11:01 a.m. and reconvened at 11:13 a.m.

8.4.9 Address by Doug S. White – Session Outline

Vice-Chair Elliott provided an explanation of how this session was developed. A discussion took place regarding the logistics of the training session.

By general consent item 8.4.9 Address by Doug S. White – Session Outline was forward to Trust Council as presented.

8.5 Legislative and Information Services

8.5.1 Director of Legislative and Information Services Quarterly Report

A question was raised regarding the availability of public information about MapIT and TAPIS, given that they had been offline for six months.

Staff answered questions.

By general consent item 8.5.1 Director of Legislative and Information Services Quarterly Report was forward to Trust Council as presented.

8.5.2 Trust Council Ratification of Council Committee Member Appointment - Request For Decision

By general consent item 8.5.2 Trust Council Ratification of Council Committee Member Appointment - Request For Decision was forward to Trust Council as presented.

8.5.3 Conference/Convention Attendee Reporting Template - Request For Decision

By general consent item 8.5.3 Conference/Convention Attendee Reporting Template - Request For Decision was forward to Trust Council as presented.

8.5.4 2022 Governance Report Recommendations - Request For Decision

Staff noted the need to address some strikethroughs.

A question was raised regarding which body would be responsible for implementing the recommendations. The answer would be provided in the next steps.

By general consent item 8.5.4 2022 Governance Report Recommendations - Request For Decision was forward to Trust Council as presented.

8.6 September Trust Council Delegation Applications - None

8.7 Draft September Trust Council Meeting Agenda

The Committee reviewed Appendix A Draft September Trust Council Meeting Agenda and requested the following changes:

- move the Follow Up Action List to the end of the agenda, before the roundtable section, as a standing change to Trust Council agendas going forward
- remove one P from the word DRIPA in the Continuous Learning Plan
- email all trustees information on Wednesday's field trip
- enlarge the table at the bottom of page 85
- add the Association of Vancouver Island Coastal Communities Climate Leadership Steering Committee to the Trustee Updates section
- remove First Nations Relations item from the Trustee Updates section
- change the Trustee Updates heading to provide clarity that these are appointed trustee positions on external committees

By general consent item 8.7 Draft September Trust Council Meeting Agenda was forwarded to Trust Council, as amended.

8.8 Draft September Trust Council 3-day Schedule

Executive Committee reviewed the draft September Trust Council 3-day schedule. Discussion ensued regarding the timing and logistics of agenda items, with the following changes requested to the schedule:

- switch the Planning department with the Trust Area Services department
- add the item Mount Arrowsmith Biosphere Region to the Trustee Update section

By general consent item 8.8 Draft September Trust Council 3-day Schedule was forwarded to Trust Council, as amended.

Executive Committee recessed for lunch at 12:10 p.m. and reconvened at 12:45 p.m.

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

9.1.1 Executive

9.1.1.1 Executive Committee 2026/27 Budget Requests - Request For Decision

The Chief Administrative Officer spoke to the item and walked the Committee through the operating budgets table.

Discussion ensued on:

- historical scheduling of Trust Council meetings and the format of the meetings;
- creating a template for new trustees in advance of the election that provides them with accurate view of responsibilities;
- current committee structure;
- committee of the whole meetings and how they are used;
- new trustee onboarding and training scheduling;
- future financial considerations around the new Executive Committee and where they might reside;
- historical local trust committee meeting schedules and the financial implications associated with chair assignments and travel costs; and,
- attendance at the Union of BC Municipalities (UBCM) and Association of Vancouver Island Coastal Communities (AVICC) conventions during an election year.

EC-2025-118
It was MOVED and SECONDED,
that Executive Committee forward its 2026/27 budget requests to Financial Planning Committee for inclusion in the draft 2026/27 budget:

1. $135,000 for Trust Council Meetings
2. $20,000 for Trust Council Training and Conferences
3. $6,000 for Trust Council Travel for Training
4. $1,000 for Trust Council Chair Travel
5. $6,500 for Executive Committee Meeting Expense
6. $40,000 for Executive Committee on local trust committee costs
7. $1,500 for Executive Committee Training and Conferences
8. $1,000 for Executive Committee Travel for Training
9. $15,000 for UBCM/AVICC Conventions
10. $6,000 for History and Heritage Conservation Grants in Aid
11. $15,000 for Planning Application Sponsorship

12. $1,000 for NAPTEP Application Sponsorship
13. $47,600 for Public Communications
14. $50,000 for Reconciliation Action Plan Implementation
15. $15,000 Policy Statement Amendment Project

CARRIED

9.1.2 Trust Area Services - None
9.1.3 Planning Services - None
9.1.4 Financial and Employee Services - None
9.1.5 Legislative and Information Services - None

9.2 Executive Committee Initiated

9.2.1 Executive - None

9.2.2 Trust Area Services

9.2.2.1 Community to Community (C2C) Grant Application for Agreement with Tsartlip and Tseycum First Nations - Request For Decision

The Director of Trust Area Services apologized for not following the usual application process due to lack of time. Staff recommended proceeding.

It was noted that the deadline is Friday, September 5.

Discussion ensued on who the applicant is (Islands Trust), current Islands Trust policy and which body is in charge.

EC-2025-119
It was MOVED and SECONDED,
that Executive Committee direct staff to work with Tsartlip and Tseycum First Nations (via the W̱SÁNEĆ Leadership Council Society) to submit a funding application to the Union of British Columbia's Regional Community to Community (C2C) program.

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 Local Trust Committee Spokespeople – Briefing

The Director of Trust Area Services noted that in the past, only the chair was included on news releases, but now all three trustees would be. Staff explained the procedure and the time sensitivity associated with news, speaker, and media interview requests.

A discussion followed regarding who would be best suited to respond to news inquiries for local trust committees, as well as the local trust committee chair's level of comfort in speaking on behalf of trustees residing on the islands.

A question was raised about the possibility of including this information in the trustee training package.

By general consent item 10.2.1 Local Trust Committee Spokespeople – Briefing was received for information.

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 2025-08-04 M Leichter - Emails Regarding Information Request

Discussion ensued on expectations of the public in relation to staff capacity.

By general consent item 11.1 2025-08-04 M Leichter - Emails Regarding Information Request was received for information.

11.2 2025-08-08 Saanich Inlet Protection Society - Saanich Inlet Roundtable

The Chair noted she cannot attend. Discussion ensued on who can attend and budgetary considerations. Vice-Chair Maude offered to attend.

By general consent item 11.2 2025-08-08 Saanich Inlet Protection Society - Saanich Inlet Roundtable was received for information.

11.3 2025-08-20 Transport Canada - Save the Date: 2025 Ocean's Protection Plan (OPP) Pacific Dialogue Forum

By general consent item 11.3 2025-08-20 Transport Canada - Save the Date: 2025 Ocean's Protection Plan (OPP) Pacific Dialogue Forum was forwarded to all trustees.

11.4 2025-08-21 Environmental Assessment Office – Reply

By general consent item 11.4 2025-08-21 Environmental Assessment Office – Reply was received for information.

11.5 2025-08-25 K Langereis - 2050 Survey and General Comments

Staff informed the committee that correspondence received regarding the Islands 2050 project is put on the website project page.

By general consent item 11.5 2025-08-25 K Langereis - 2050 Survey and General Comments was received for information.

11.6 2025-08-29 Friends of the Gulf Islands Society - Correspondence for Trust Council Meeting Package

By general consent item 11.6 2025-08-29 Friends of the Gulf Islands Society - Correspondence for Trust Council Meeting Package was forwarded to Trust Council's September meeting agenda.

11.7 025-09-02 Ministry of Forests - Heritage Conservation Act Transformation Project Subscriber Update

By general consent item 11.7 025-09-02 Ministry of Forests - Heritage Conservation Act Transformation Project Subscriber Update was received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

By general consent item 12.1 Executive Committee work program was forwarded to Trust Council as presented.

13. NEXT MEETING

The next meeting of the Executive Committee is scheduled to take place in-person at The Haven on Gabriola Island Tuesday, September 16, 2025 starting at 10 a.m.

14. CLOSED MEETING

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

EC-2025-120
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to labour relations or other employee relations; litigation or potential litigation affecting the Islands Trust and 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 meeting was closed to the public at 2:16 p.m. and reopened at 2:53 p.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 2:53 p.m.

____

Laura Patrick, Chair

CERTIFIED CORRECT:

____

Alexandra Trifonidis, Executive Coordinator and Recorder