



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, October 29, 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
Julia Mobbs, Director, Financial and Employee Services
Joe Elliott, Senior Indigenous Relations Advisor
Alexandra Trifonidis, Executive Coordinator

Members of the public present: One member of the public was present.

1. CALL TO ORDER

The meeting was called to order at 9:16 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick welcomed back staff returning from the British Columbia General Employees' Union (BCGEU) strike and acknowledged that the meeting was being held in traditional territory of many Coast Salish First Nations.

Remarks were made regarding the Quw'utsun Nation's public statement of October 27, 2025, responding to misleading information circulating about their Aboriginal title case filing.

Thoughts and condolences were expressed for Jamaica in light of the hurricane that had travelled through the Caribbean yesterday.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following additions to the agenda were presented for consideration:

- 5.2 Draft Executive Committee Meeting Minutes of October 1, 2025
- 10.1.5.1.1 Business Case for Planner Co-op Student (Level 2)

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

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

No report was provided.

5. ADOPTION OF MINUTES / RESOLUTION WITHOUT MEETING

5.1 EC-RWM-2025-03 Cancel October 15th Executive Committee Special Meeting

By general consent EC-RWM-2025-03 was received for information.

5.2 Draft Executive Committee Meeting Minutes of October 1, 2025

By general consent the Executive Committee minutes of October 1, 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 Chief Administrative Officer shared an update on the BCGEU strike action.

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.

Vice-Chair Elliott shared at this time she will not continue to chair Lasqueti Island Local Trust Committee meetings in-person until a safer venue for all attendees (trustees, staff and members of the public) is found to hold the meetings.

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 – Official Community Plan Amendment Bylaw No. 671 - Request For Decision

The Director of Planning spoke to the Request For Decision, noting that it is coming to the Committee for final approval.

EC-2025-133

It was MOVED and SECONDED,

that Executive Committee approve Bylaw No. 671, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024” pursuant to Section 38 of the *Islands Trust Act*.

CARRIED

7.2 Gabriola Island Local Trust Committee - Proposed Bylaw No. 323 – Repeal of Meeting Procedures Bylaw - Request For Decision

The Director of Planning spoke to the Request For Decision, noting it is an administrative bylaw that the Committee had seen many of in the past.

EC-2025-134

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 323, cited as "Gabriola Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 323, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.3 Hornby Island Local Trust Committee - Proposed Bylaw No. 179 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-135

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 179, cited as "Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 Draft December Trust Council 3-day Schedule

The Chief Administrative Officer introduced a new addition to the meeting, Brodie Guy, Chief Executive Officer of the Island Coastal Economic Trust, and noted the potential for him to facilitate a training session for Trust Council on Tuesday evening.

The Committee reviewed the schedule, and discussion ensued regarding:

- Minister Boyle’s attendance
- Extending an invitation to the Islands Trust Conservancy Board members
- The topic of discussion for the San Juan County joint session

8.1.2 Draft 2026/27 Executive Committee and Trust Council Meeting Schedule - Request For Decision

The Chief Administrative Officer presented the item.

Discussion ensued on:

- the format (in-person versus electronic) of the July 29, 2026 meeting; and,
- budgetary considerations.

EC-2025-136

It was MOVED and SECONDED,

that Executive Committee adopt the meeting dates and formats as set out in the proposed 2026/27 Executive Committee meeting schedule.

CARRIED

EC-2025-137

It was MOVED and SECONDED,

that Executive Committee request staff prepare a Request for Decision for Trust Council to approve their 2026/27 meeting schedule.

CARRIED

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. COMMITTEE OF THE WHOLE MEETING PREPARATION

9.1 Draft November 17, 2025 Islands Trust Council Committee of the Whole Agenda

The Chief Administrative Officer spoke to the draft agenda, which the Committee then reviewed.

Staff spoke to the following items:

- Clarification was provided regarding the reason for holding a closed session
- Next steps were outlined for proposed changes or amendments to the Code of Conduct.
- It was noted that Trust Council requested this work be undertaken.
- Funding for the participation of the lawyer for the meeting is being provided through a Local Government Management Association (LGMA) grant.
- The inclusion of cultural safety within the Code of Conduct was discussed.
- Staff spoke to the province's proposed new legislation for a mandatory code of conduct for municipalities.

The Committee recessed for break at 10:29 a.m. and returned at 10:41 a.m.

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

10.1.1 Executive - None

10.1.2 Trust Area Services - None

10.1.3 Planning Services - None

10.1.4 Financial and Employee Services - None

10.1.5 Legislative and Information Services

10.1.5.1 Executive Committee 2026/27 Information Services Budget Requests - Request For Decision

The Director of Legislative and Information Services spoke to the Request For Decision, noting that the business cases had been presented in draft form to the Financial Planning Committee and were now before the Committee for approval, for inclusion in the draft Islands Trust 2026/27 budget.

Discussion ensued on:

- Cost, use, warranty and software for laptops

Clarity on the details of the Records Management Electronic Document Management project was provided by staff, including the projected project timeline and legislative requirements and standards. Discussion ensued.

EC-2025-138

It was MOVED and SECONDED,

that Executive Committee recommend to Trust Council the following 2026/27 budget requests for inclusion in the draft 2026/27 budget, in addition to the budget requests forwarded on September 3, 2025 and October 1, 2025:

- \$55,000 for Records Management Electronic Document Management (EDM);
- \$70,329 for GIS Analyst; and
- \$24,220 for GIS Co-op.

CARRIED

Discussion on laptops was picked up again.

EC-2025-139

It was MOVED and SECONDED,

that Executive Committee recommend to Trust Council the following 2026/27 budget request for inclusion in the draft 2026/27 budget, in addition to

the budget requests forwarded on September 3, 2025 and October 1, 2025:

- \$32,400 for Laptops for in-coming trustees, as amended.

CARRIED
Vice-Chair Maude Opposed

10.5.1.1.1 Business Case for Planner Co-op Student (Level 2)

The Director of Planning Services spoke to the item.

The Committee reviewed the business case and discussion ensued on the inclusion or exclusion of the additional funds needed for a new laptop.

EC-2025-140

It was MOVED and SECONDED,

that Executive Committee recommend to Trust Council the following 2026/27 budget request for inclusion in the draft 2026/27 budget, in addition to the budget requests forwarded on September 3, 2025 and October 1, 2025:

- \$26,440 for a Planner Co-op Student (Level 2).

CARRIED

10.2 Executive Committee Initiated - None

11. NEW BUSINESS

11.1 Executive/Trust Council - None

11.2 Trust Area Services

11.2.1 Union of British Columbia Municipalities (UBCM) Grant Payments

EC-2025-141

It was MOVED and SECONDED,

that the Executive Committee authorize the Union of British Columbia Municipalities to make all future grant payments by direct deposit.

CARRIED

11.3 Planning Services - None

11.4 Financial and Employee Services - None

11.5 Legislative and Information Services

11.5.1 Appointment of Deputy Secretary – Salt Spring Island Office - Request For Decision

The Director of Legislative and Information Services reviewed the Request For Decision with the Committee, noting there is a deputy secretary for each of the Islands Trust offices and that, once a new person is appointed, the former appointment becomes null.

EC-2025-142

It was MOVED and SECONDED,

that the Executive Committee appoint Legislative Clerk, Britt Holowaty, as Deputy Secretary for the Salt Spring Island Office.

CARRIED

12. CORRESPONDENCE - None

13. WORK PROGRAM

13.1 Review and amendment of current work program

A question was raised regarding whether Item 1 on the Work Program would go to Trust Council to determine if it is still required.

Staff reminded the Committee that, at the last Executive Committee meeting, it had been decided that the item would be forwarded to Trust Council for discussion.

By general consent the work program was received for information.

14. NEXT MEETING

The next Executive Committee meeting will take place in-person at the Islands Trust Victoria Office on Wednesday, November 19, 2025 at 9:15 a.m.

15. CLOSED MEETING

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

EC-2025-143

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1)(a)(c) and (i) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Islands Trust or another position appointed by the Islands Trust; labour relations or other employee relations; 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 11:33 a.m. and reopened at 1:48 p.m.

By general consent item 9.1 was forwarded to Trust Council.

16. ADJOURNMENT

By general consent the meeting adjourned at 1:50 p.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder