



Executive Committee Minutes of a Regular Meeting

Date:

Wednesday, November 19, 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
Joe Elliott, Senior Indigenous Relations 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 9:14 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 and reordering of items were presented for consideration:

- Reorder item 14. Closed Meeting to before item 8. Trust Council Meeting Preparation
- 9.4.5 Response to Financial Planning Committee Resolution: 2026/27 Islands Trust Conservancy Budget Request - Briefing

3.2 Approval of Agenda

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

3.2.1 Agenda Context Notes

Received for information.

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 October 29, 2025

By general consent the Executive Committee minutes of October 29, 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 Mayne Island Local Trust Committee – Bylaws 194 and 195 - Request for Decision

The Director of Planning Services recommended that Executive Committee proceed with the recommendation in the Request for Decision.

The Committee noted that recent referral responses from Indigenous governing bodies were more detailed than usual and raised questions about how staff documented comments and demonstrated responses, particularly regarding parks management and broader strategic planning.

Staff reported that communication logs and tracking tables were being improved to ensure feedback was captured and communicated consistently.

EC-2025-144

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 194, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*. **CARRIED**

EC-2025-145

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 195, cited as “Mayne Island Land Use Bylaw No.

146, 2008, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.2 Salt Spring Island Local Trust Committee - Bylaw No. 543 - Request for Decision

The Director of Planning Services recommended that Executive Committee proceed with the recommendation in the Request for Decision.

A comment was made regarding the number of responses First Nations with interests on Salt Spring Island provided on the Bylaw.

EC-2025-146

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 543, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.3 Salt Spring Island Local Trust Committee – Bylaw No. 544 & 545 - Request for Decision

The Director of Planning Services spoke to the item, noting the length of time this rezoning has been in process, and stated that staff recommend approval of the Bylaw.

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 545, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2024” in accordance with Section 27 of the *Islands Trust Act*.

Discussion took place on the water use license details, monitoring, and enforcement.

The Chair reported that an Advisory Planning Commission site visit was conducted and approved, but that this information was not included in the report.

Staff informed the Committee that the order of the recommendations listed in the Request for Decision is incorrect, and recommendation two should be considered before recommendation one, as this order is important to the decision-making process.

By general consent the motion on the floor was tabled until consideration of the second motion in the report.

EC-2025-147

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 544, cited as “Salt Spring Island Official

Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2025-148

It was MOVED and SECONDED,

that item one from the report be returned to the floor for consideration.

CARRIED

The tabled motion was then read as follows:

EC-2025-149

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 545, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. CLOSED MEETING

EC-2025-150

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; 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 10:02 a.m. and reopened at 11:18 a.m.

The Chair indicated that there was nothing to rise and report.

9. TRUST COUNCIL MEETING PREPARATION

The Committee reviewed all items under item 9. for consideration of forwarding to the December Trust Council meeting agenda.

9.1 Executive

9.1.1 Chief Administrative Officer Quarterly Report

9.1.2 Provincial Review and Funding Requests - Request for Decision

9.1.3 2025 Operational Review Report Recommendations – Briefing

The Committee reviewed the Briefing and asked questions.

Discussion ensued regarding the process for addressing the recommendations in the Briefing and the communication to trustees prior to the meeting concerning the timing and clarity of that process.

A request was made to amend the briefing to capture the budget impacts of Recommendation 1.

Clarity on language used in the Briefing was provided by staff.

9.1.4 Proposed 2026/27 Trust Council Meeting Schedule - Request for Decision

By general consent all items under the Executive section were forwarded to Trust Council as presented, with the amendments noted on the 2025 Operational Review Report Recommendations Briefing.

9.2 **Planning Services**

9.2.1 Director of Planning Services Quarterly Report

The Committee requested an amendment to add general information of First Nations engagement work in the planning projects section of the report.

Discussion ensued on the level of information to be added to the report and the appropriate location for its inclusion.

9.2.2 Short Term Rental Accommodations Act Discussion - Session Outline

A comment was raised about the timing of each topic in the session outline. Staff clarified that Bowen Island Municipality would not be attending but would supply the information.

Discussion ensued on the feedback that will be provided from the respective LTCs about opting in to the *Short-Term Rental Accommodations Act* and the content they could offer relative to their duration of involvement.

Staff provided clarity on the details of the session.

By general consent items under the Planning Services section were forwarded to Trust Council as presented, with the amendments noted in the Director of Planning Services Quarterly Report.

9.3 **Financial and Employee Services**

9.3.1 Director of Financial and Employee Services Quarterly Report

9.3.2 September 30, 2025 Financial Report - Request for Decision

An amendment to add Gabriola Island Local Trust Committee's major project to the list of local trust committee major and minor projects in the Financial Report was requested.

By general consent items under the Financial and Employee Services section were forwarded to Trust Council as presented, with the amendments noted to the September 30, 2025 Financial Report.

The Committee recessed for break at 11:57 a.m. and returned at 12:31 p.m.

9.4 Trust Area Services

9.4.1 Director of Trust Area Services Quarterly Report

Staff provided clarity around the researcher position and provided clarity on the Indicator selection, analysis and reporting section within the report.

An amendment to add Snuneymuxw Elder Geraldine Manson's First Nations name, C'tasi:a, to the Report was requested.

9.4.2 Request for Trust Council Sponsorship of Natural Area Protection Tax Exemption Program (NAPTEP) Application Fee - Request for Decision

9.4.3 San Juan County Joint Session Outline

The Committee requested the following changes to the report:

- Add to the Discussion of issues of mutual interest section an item on regional collaboration
- Add to the References list information on the Cross-Border Forum
- Add to the References list a link to the Islands Trust Affordable Housing website page

9.4.4 Policy Statement Amendment Project (PSAP) – Project Charter and Project Update - Request for Decision

9.4.5 Response to Financial Planning Committee Resolution: 2026/27 Islands Trust Conservancy Budget Request - Briefing

By general consent items under the Trust Area Services section was forwarded to Trust Council as presented, with the amendments noted to the San Juan County Joint Session Outline and the Director of Trust Area Services Quarterly Report.

9.5 Legislative and Information Services

9.5.1 Director of Legislative and Information Services Quarterly Report

Staff noted a typo on page 231:

- *Private members Bill M-215 Professional Reliance Act* should instead read Bill M-216

The Director of Legislative and Information Services provided an update on Bill M-216: *Professional Reliance Act*, and informed the Committee that the *Act* received second reading on Monday, November 17, 2025, and is open for public comment until December 2, 2025.

Discussion ensued on timelines and the possibility of requesting an extension for Trust Council to be able to provide an official response by the deadline.

The Chief Administrative Officer informed the Committee that he received information regarding Bill M-216 during the meeting, which staff will consider for inclusion as correspondence to the Trust Council agenda.

The Committee discussed adding the item Bill M-216 to the Trust Council agenda as a separate item.

A request was made to circulate additional information to all trustees in advance of the meeting to allow for the submission of individual comments by the deadline.

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

9.6 December Trust Council Delegation Applications

9.6.1 Friends of the Gulf Islands Society Delegation Application

9.6.1.1 Friends of the Gulf Islands Society Delegation Presentation and Accompanying Material

By general consent item 9.6.1.1 Friends of the Gulf Islands Society Delegation Presentation and Accompanying Material was forwarded to Trust Council as presented.

9.7 Draft December Trust Council Agenda

The Committee reviewed the draft December Trust Council meeting agenda and requested the following changes:

- For the Salt Spring Island Work Program item, add a cover brief that includes the motion and provides relevant context; and
- add the correspondence from the BC Ferries Chief Executive Officer to Bowen Island Municipality Mayor Leonard to the Transportation/Ferry Group item.

The Director of Trust Area Services recommended adding a news release that summarizes the Cross-Border Forum session to the Reference section of the San Juan County Joint Session Outline.

By general consent item 9.7 Draft December Trust Council Agenda was forwarded to Trust Council, as amended.

9.8 Draft December Trust Council 3-day Schedule

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

Discussion ensued regarding the timing and logistics of agenda items, with the following changes requested to the schedule:

- Transpose the Executive and Legislative and Information Services sections; and,
- add 30 minutes (to start at 4:00 p.m.) to the *Short-Term Rental Act* discussion, pending Director Rabinovitch's availability.

By general consent item 9.8 Draft December Trust Council 3-day Schedule was forwarded to Trust Council, as amended.

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

10.1.1 Executive - None

10.1.2 Trust Area Services

10.1.2.1 Association of Vancouver Island and Coastal Communities (AVICC)/Union of BC Municipalities (UBCM) Resolution Selection Process (Annual Item) - Request for Decision

The Director of Trust Area Services spoke to the item, noting that it is an annual item to initiate the process of gathering resolution suggestions for AVICC and UBCM next year.

Staff spoke to the process, and discussion ensued on the following:

- timelines and submission deadlines;
- prospective policy updates outlining a new process; and
- the opportunity for Trust Council to make decisions on the resolutions.

EC-2025-151

It was MOVED and SECONDED,

that the Executive Committee request Governance Committee that policy 6.12.2 UBCM/AVICC Membership and Resolutions be included in the policies queued for amendment updates before the end of the term.

CARRIED

EC-2025-152

It was MOVED and SECONDED,

that the Executive Committee direct staff to e-mail trustees, the Island Trust Conservancy Board and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2026 AVICC/UBCM conventions.

CARRIED

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 Vacancy on Governance Committee - Verbal

The Director of Legislative and Information Services informed the Committee Trustee Middleton stepped down from the Governance Committee, noting the term ends October 2026.

Staff provided information on the membership requirements of the Governance Committee, stating that two options are available at this time:

1. Bring the item to December's Trust Council meeting and conduct an election for a new member, if needed.
2. Continue with six members until the end of the term.

Discussion ensued on:

- the related information regarding committee structure in the Operational Review Report;
- presenting the item to and making a decision at Trust Council;
- the timing of the item on the Trust Council agenda; and
- advising Trust Council that the matter was coming forward for consideration.

Staff clarified that they would work with the Chair to circulate information via email to all trustees prior to the meeting.

By general consent item 10.1.5.1 Vacancy on Governance Committee – Verbal was forwarded to Trust Council.

10.2 Executive Committee Initiated

10.2.1 Executive - None

10.2.2 Trust Area Services - None

10.2.3 Planning Services - None

10.2.4 Financial and Employee Services

10.2.4.1 Enhanced Mental Health Benefits for Trustees - Request For Decision

The Director of Financial and Employee Services spoke to the item, noting that it had been specifically deferred from the Executive Committee meeting in June to the current meeting in order to be included in early budget discussions for the next fiscal year.

Discussion ensued on the following:

- The Request for Decision travelling to the December Trust Council meeting;
- Incorporating new and relevant content in the report;
- Updating the health coverage limit; and
- Revising the recommendation section.

By general consent item 10.2.4.1 Enhanced Mental Health Benefits for Trustees - Request For Decision was forwarded to the March Trust Council Quarterly Meeting agenda.

10.2.5 Legislative and Information Services - None

11. NEW BUSINESS - None

12. CORRESPONDENCE

12.1 Association of Vancouver Island and Coastal Communities 2026 Call for Nominations

By general consent item 12.1 Association of Vancouver Island and Coastal Communities 2026 Call for Nominations was forwarded to trustees via email.

12.2 2025-11-17 J Harper - Land Costs

By general consent item 12.2 2025-11-17 J Harper - Land Costs was forwarded to Trust Council.

12.3 2025-11-17 Trustee Yates - BC Ferries Follow-up Correspondence

By general consent item 12.3 2025-11-17 Trustee Yates - BC Ferries Follow-up Correspondence was forwarded to Trust Council.

13. WORK PROGRAM

13.1 Review and amendment of current work program

By general consent item 13.1 Executive Committee Work Program was forwarded to Trust Council as presented.

14. NEXT MEETING

The next Executive Committee meeting will take place in-person on December 2, 2025 at the Hotel Grand Pacific at 10:00 a.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 1:45 p.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder