Executive Committee
Minutes of a Regular Meeting

Date: **Wednesday, December 17, 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: David Marlor, Director, Legislative and Information Services and Acting Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area 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 9:15 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

The following additions to the agenda were presented for consideration:

- 11.6 November 2026 Local Trust Committee Meeting Schedule – Discussion
- 15 In-camera session under section s.90(1)(g) and (i)
- 5.1 Draft Executive Committee Meeting Minutes of November 19, 2025

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

Chair Patrick reported that at their last meeting Executive Committee adopted the November 19, 2025 in-camera meeting minutes.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of November 19, 2025

By general consent the Executive Committee minutes of November 19, 2025 were adopted as presented.

5.2 Draft Executive Committee Meeting Minutes of December 2, 2025

By general consent the Executive Committee minutes of December 2, 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.

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 Gabriola Island Local Trust Committee - Bylaws 318 and 319

The Director of Planning Services introduced the items.

EC-2025-155
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 318, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2025-156
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 319, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024”in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of December 2-4 Trust Council Meeting – Discussion

The Executive Committee and staff engaged in a roundtable discussion regarding the December 2-4 Trust Council meeting held in Victoria.

The following remarks were noted:

- Overall, it was a successful meeting.
- The venue was well received and provided high quality food.
- Some attendees indicated that more time was needed for the budget discussion.
- A suggestion was made to schedule only one guest speaker to allow more time for business items.
- Islands Trust email experienced a brief outage on Thursday, which was not related to the venue.
- Discussion occurred regarding the process by which the Bowen Island Municipality Council considers its budget at Committee of the Whole meetings.
- It was noted that the format of budget materials and agendas could be improved.
- Tracking trustees' comings and goings was difficult to manage quorum.
- Cameras for electronic participants were turned off during the meeting, making it unclear whether they were present.
- A question was raised as to whether having guests or presenters seated at the table with trustees during question-and-answer periods was effective for the Executive Committee and Trust Council.

8.2 Executive

8.2.1 <u>December Trust Council Highlights</u>

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

- Take out the adoption of the Trust Council 2026/27 meeting schedule section; and,
- Add a hyperlink to the Operational Review Report.

EC-2025-157
It was MOVED and SECONDED,
that Executive Committee request that the note about adoption of Islands Trust Council 2026/27 meeting schedule be removed from the Highlights of the December Quarterly Meeting.

<u>CARRIED</u>

EC-2025-158
It was MOVED and SECONDED,
that Executive Committee approve the December Trust Council Highlights, as amended.

<u>CARRIED</u>

8.2.2 Trust Council Follow Up Action List

The Committee asked questions regarding two action items, and staff provided clarification.

By general consent the Trust Council Follow Up Action List was received for information.

8.3 Planning Services - None
8.4 Financial and Employee Services - None
8.5 Trust Area Services - None

8.6 Legislative and Information Services

8.6.1 Trust Council Public Notice Bylaw - Request for Decision

The Director of Legislative and Information Services spoke to the item and provided historical information, noting that the Public Notice Bylaw was presented for inclusion on the agenda for the March Trust Council Quarterly Meeting.

A suggestion was made to include examples of the types of public notices that would apply to Trust Council.

A comment was raised regarding the use of different fonts in the document. Staff confirmed that this would be corrected prior to the item being added to the agenda.

By general consent the Trust Council Public Notice Bylaw Request for Decision was forwarded to the March Trust Council Quarterly Meeting agenda.

9. COMMITEE OF THE WHOLE MEETING PREPARATION - None

10. EXECUTIVE COMMITTEE PROJECTS - None

11. NEW BUSINESS

11.1 Executive/Trust Council

11.1.1 Barriers Project & Support for Local Governments - Discussion

Vice-Chair Elliott presented the item and provided background information, noting that the bystander training was offered at no cost. The Committee provided positive feedback on the training session.

Discussion ensued regarding the following:

- Staff's involvement to support the training session;
- Scheduling and timing of the session;
- Alignment with other Islands Trust training initiatives focused on fostering inclusive environments where diverse individuals and groups feel comfortable expressing their views;

- Connecting with the facilitator to clarify questions that arose prior to proceeding with scheduling the training; and
- Standards of respect and inclusivity at Islands Trust meetings.

It was determined that staff would work with trustees to gather additional information on the training prior to scheduling the session.

11.2 Trust Area Services

11.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision

The Director of Trust Area Services spoke to the item, noting that one resolution topic suggestion had been received since the last Executive Committee meeting.

Discussion ensued on:

- Joint resolutions involving two regional districts and Islands Trust, and the AVICC process;
- The fact that Islands Trust was not a member of the Federation of Canadian Municipalities and would therefore need to identify a member organization to submit a resolution; and
- Staff workload considerations.

By general consent item 11.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision was forwarded to the next Executive Committee meeting.

11.3 Planning Services

11.3.1 Innovation, Science and Economic Development (ISED) Canada Meeting - Trustee Report

Vice-Chair Peterson spoke to the item and highlighted two key areas of focus:

- Re-evaluating the pre-consultation process; and
- Severability in relation to protocols.

Staff provided information on process.

Discussion ensued on:

- Islands Trust language in policy;
- Conflicting information between Innovation, Science and Economic Development Canada (ISED) and Islands Trust policies;
- Federal government processes;
- Reviewing and updating the model bylaw;
- Staff workload considerations;
- The referral process; and
- Bringing the item forward to an Executive Committee agenda following completion of the federal level process in January.

By general consent the item was forwarded to a future Executive Committee meeting.

11.4 Financial and Employee Services - None

11.5 Legislative and Information Services – None

11.6 November 2026 Local Trust Committee Meeting Schedule – Discussion

Vice-Chair Maude spoke to concerns regarding the local trust committee meeting schedule for November 2026. Concern was raised about the ability of the incoming Executive Committee to manage travel expectations for all scheduled local trust committee meetings following November's Trust Council Quarterly Meeting, as meetings were scheduled daily over a two-week period. A suggestion was made to change the meetings from in-person to electronic.

Staff clarified the intent of the meetings and explained that the schedule was designed to provide orientation for newly elected trustees as soon as possible following the election.

The Committee discussed the following:

- Chair appointments and Executive Committee members;
- Concerns regarding same-day local trust committee meetings;
- Concerns regarding in-person versus electronic meetings.

Staff summarized the concerns raised and indicated that they would report back to the Executive Committee after consulting with the Meeting Administrator.

12. CORRESPONDENCE

There was no correspondence.

13. WORK PROGRAM

13.1 Review and amendment of current work program

Received for information.

14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, January 14, 2026 at 9:15 a.m.

15. CLOSED MEETING

EC-2025-159
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to 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 11:14 a.m. and reopened at 11:58 a.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 11:58 a.m.

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Laura Patrick, Chair

CERTIFIED CORRECT:

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Alexandra Trifonidis, Executive Coordinator and Recorder