



Executive Committee Revised Agenda

Date: Wednesday, August 6, 2025

Time: 9:15 a.m.

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

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
3.1 Introduction of New Items	
3.2 Approval of Agenda	
3.2.1 Agenda Context Notes - None	
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Nothing to report.	
5. ADOPTION OF MINUTES	
For review and adoption.	
5.1 Draft Executive Committee Meeting Minutes of July 2, 2025	6 - 13
5.2 Draft Executive Committee Special Meeting Minutes of July 17, 2025	14 - 16
5.3 Draft Executive Committee Special Meeting Minutes of July 23, 2025	17 - 21
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	22 - 31
6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics	
6.3 Islands Trust Conservancy Liaison 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	32 - 38
	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 <i>Islands Trust Act</i> .	
7.2	Gabriola Island Local Trust Committee Bylaw No. 320 – Request For Decision	39 - 48
	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 <i>Islands Trust Act</i> .	
7.3	Galiano Island Local Trust Committee Bylaw No. 296 - Request For Decision	49 - 70
	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 <i>Islands Trust Act</i> .	
7.4	Gambier Island Local Trust Committee Bylaw No. 160 - Request For Decision	71 - 83
	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 <i>Islands Trust Act</i> .	
7.5	Lasqueti Island Local Trust Committee - Proposed Bylaw No. 105 – Repeal of Meeting Procedures Bylaw - Request For Decision	84 - 90
	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 <i>Islands Trust Act</i> .	
7.6	Mayne Island Local Trust Committee - Proposed Bylaw No. 198 – Repeal of Meeting Procedures Bylaw - Request For Decision	91 - 97
	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 <i>Islands Trust Act</i> .	
7.7	Mayne Island Local Trust Committee - Proposed Bylaw No. 199 – Public Notification Bylaw - request For Decision	98 - 104
	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 <i>Islands Trust Act</i> .	

7.8	North Pender Island Local Trust Committee Proposed Bylaw No. 230 - Request For Decision	105 - 114
	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 <i>Islands Trust Act</i>.	
7.9	North Pender Island Local Trust Committee - Proposed Bylaw No. 238 – Repeal of Meeting Procedures Bylaw - Request For Decision	115 - 121
	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 <i>Islands Trust Act</i>.	
7.10	North Pender Island Local Trust Committee - Proposed Bylaw No. 239 – Public Notification Bylaw - Request For Decision	122 - 128
	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 <i>Islands Trust Act</i>.	
7.11	Salt Spring Island Local Trust Committee - Proposed Bylaw No. 547 – Repeal of Meeting Procedures Bylaw - Request For Decision	129 - 134
	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 <i>Islands Trust Act</i>.	
7.12	Saturna Island Local Trust Committee - Proposed Bylaw No. 144 – Repeal of Meeting Procedures Bylaw - Request For Decision	135 - 141
	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 <i>Islands Trust Act</i>.	
7.13	Saturna Island Local Trust Committee - Proposed Bylaw No. 145 – Public Notification Bylaw - Request For Decision	142 - 148
	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 <i>Islands Trust Act</i>.	

8. TRUST COUNCIL MEETING PREPARATION

8.1	Executive	
	8.1.1 Draft September Trust Council 3-day Schedule	149 - 149
8.2	Planning Services	
8.3	Financial and Employee Services	

- 8.4 Trust Area Services
- 8.5 Legislative and Information Services

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

- 9.1.1 Executive
- 9.1.2 Trust Area Services
- 9.1.3 Planning Services
- 9.1.4 Financial and Employee Services
- 9.1.5 Legislative and Information Services

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 150 - 151

THAT Executive Committee ask staff to submit meeting requests for staff from the [insert name of ministry/agency] on the topic of [insert meeting topic] for the 2025 Union of BC Municipalities Convention.

9.2.2 Trust Area Services

9.2.3 Planning Services

- 9.2.3.1 Short Term Rental Accommodation – Principal Residence Opt-In Update - Briefing 152 - 169

9.2.4 Financial and Employee Services

9.2.5 Legislative and Information Services

10. NEW BUSINESS

10.1 Executive/Trust Council

- 10.1.1 Potential for Islands Trust's Engagement on the Heritage Conservation Act Improvements - Discussion 170 - 181

Vice-Chair Elliott

10.2 Trust Area Services

10.3 Planning Services

10.3.1	Request for Executive Committee Sponsorship of Development Application Fee - Request For Decision	182 - 218
	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.	
10.4	Financial and Employee Services	
10.5	Legislative and Information Services	
10.5.1	Status of Council Committee Appointments - Briefing	219 - 220
11.	CORRESPONDENCE (for information unless raised for action)	
11.1	2025-06-25 Union of British Columbia Municipalities - The Compass	221 - 222
11.2	<i>2025-08-04 J Margison - Executive Committee Meeting August 6 Agenda Item 7.3</i>	223 - 225
12.	WORK PROGRAM	
12.1	Review and amendment of current work program	226 - 230
13.	NEXT MEETING	
	The next meeting of the Executive Committee is scheduled to be held in-person at the Islands Trust Victoria Office on Wednesday, September 3, 2025 at 9:15 a.m.	
14.	CLOSED MEETING (if applicable)	
	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.	
15.	ADJOURNMENT	



Executive Committee Minutes of a Regular Meeting

Date: Wednesday, July 2, 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
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 9:15 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was being held in the traditional territory of many 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 Email Communication with Trustees - Discussion
- 11.7 Salt Spring Island Advocacy Letter Writing - Discussion

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 - None

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of June 17, 2025

By general consent the Executive Committee minutes of June 17, 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 Galiano Island Local Trust Committee - Bylaw No. 291 - Request For Decision

The Director of Planning Services and the Galiano Island Local Trust Committee Chair provided an update on Bylaw No. 291.

EC-2025-078

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 291, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of June 17-19 Trust Council Meeting - Discussion

Executive Committee and staff engaged in a roundtable discussion regarding the June 17–19 Trust Council meeting held on Salt Spring Island.

The discussion covered the following points:

- The agenda was considered manageable.
- There were positive comments on the quality and delivery of the guest speakers.
- Technical support received favorable feedback.

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- The Chair's annotated agenda was well received.
- Regarding the Code of Conduct training session:
 - The session was viewed as generally effective.
 - It was noted that not all members participated fully, which was considered problematic.
 - The addition of guidance material was suggested to enhance the session's effectiveness.
- A recommendation was made to include questions related to Council conduct in future post-Trust Council surveys.

EC-2025-079

It was **MOVED** and **SECONDED**,

that Executive Committee direct staff to write a thank you letter to Tsawout Chief and Council for hosting the feast event with Trust Council and the Islands Trust Conservancy on June 16, 2025.

CARRIED

8.2 Executive

8.2.1 June Trust Council Highlights

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

- replace the word "recommendations" with "suggestions" in the MLA Rob Botterell Presentation section
- add information on the Notification Bylaw
- add information on the welcome and opening given by Tsawout Chief Pelkey

EC-2025-080

It was **MOVED** and **SECONDED**,

that Executive Committee approve the June Trust Council Highlights, as amended.

CARRIED

8.2.2 Trust Council Follow Up Action List

Received for information.

8.3 Trust Area Services

8.3.1 Schedule Special Meeting of the Executive Committee to Review and Approve July 29 Trust Council Special Meeting Agenda - Discussion

The Chair stated she will need a Vice-Chair to act for her at the meeting as she will be in transit and might have connectivity issues.

DRAFT

EC-2025-081

It was **MOVED** and **SECONDED**,

that Executive Committee request staff schedule a special meeting to be held electronically on Thursday, July 17, 2025 at 10:00 a.m. for the purpose of reviewing Bylaw 183 in consideration of First Reading.

CARRIED

8.4 **Planning Services** - None

8.5 **Financial and Employee Services** - None

8.6 **Legislative and Information Services** - None

9. COMMITTEE OF THE WHOLE MEETING PREPARATION

9.1 **Executive** - None

9.2 **Trust Area Services**

9.2.1 Draft July 9, 2025 Islands Trust Council Committee of the Whole Special Meeting Agenda

The Director of Trust Area Services presented the agenda, noting that it was before the Committee for review and approval.

EC-2025-082

It was **MOVED** and **SECONDED**,

that Executive Committee direct staff to forward the agenda for the July 9th Committee of the Whole to Trust Council.

CARRIED

9.3 **Planning Services** - None

9.4 **Financial and Employee Services** - None

9.5 **Legislative and Information Services** - None

10. EXECUTIVE COMMITTEE PROJECTS

10.1 **Trust Council Initiated** - None

10.2 **Executive Committee Initiated**

10.2.1 Executive

10.2.1.1 2025 Union of BC Municipalities (UBCM) Convention

10.2.1.1.1 2025 UBCM Registration - Request For Decision

The Chief Administrative Officer spoke to the item providing an overview of the Request for Decision.

Discussion ensued on the following:

- number of attendees

DRAFT

- budget considerations
- travel cost savings

This item was postponed pending the release of additional information on the UBCM website, specifically regarding registration costs and agenda details.

10.2.1.1.2 Preparation for UBCM Convention – Briefing

The Director of Trust Area Services reviewed the Briefing with the Committee.

Discussion ensued on:

- supporting materials for the convention
- meeting requests and meeting coordination with:
 - Bowen Island Municipality
 - Jessica Woods
 - Jessica Brooks
 - Capital Regional District Rural Housing Program

It was noted the deadline for staff meeting requests is August 20th.

The Committee recessed for break at 10:47 a.m. and reconvened at 11:00 a.m.

The Committee discussed the minister meeting requests information outlined on page 56 of the agenda package. Members provided feedback to staff for consideration.

10.2.1.1.3 UBCM Session Proposal - Discussion

Vice-Chair Elliott presented the item, noting it is here for information.

10.2.2 Trust Area Services - None

10.2.3 Planning Services - None

10.2.4 Financial and Employee Services - None

10.2.5 Legislative and Information Services - None

11. NEW BUSINESS

11.1 **Executive/Trust Council** - None

11.2 **Trust Area Services** - None

11.3 **Planning Services** - None

11.4 **Financial and Employee Services** - None

11.5 **Legislative and Information Services** - None

11.6 Email Communication with Trustees – Discussion

Vice-Chair Maude raised concerns regarding the process of circulating Resolutions Without Meeting (RWM) via email, specifically how respondents reply to the email. It was noted that votes were not being properly counted when members replied to the last sender rather than to the designated administrator, indicating a structural issue in the current process. To address this, it was suggested that when requesting votes, members should be blind copied so that only the administrator receives the responses.

Staff provided input on the applicable policy and sought direction from the Committee regarding potential changes. Staff will review the policy further and report back with findings and recommendations.

11.7 Salt Spring Island Advocacy Letter Writing – Discussion

The Chair spoke to the high level of public interest in the potential relocation of the BC Ferries home port from Vesuvius to Crofton, emphasizing the need to ensure that the ongoing accommodation and housing challenges on the island are clearly communicated and heard. A joint letter-writing opportunity with the Local Community Commission was identified as a potential avenue for advocacy.

It was noted that Minister Khalon is scheduled to visit Salt Spring Island on July 23, 2025. A local non-government organization is seeking cooperation in writing a joint letter to brief the Minister in advance of the visit.

The Chair also emphasized the opportunity to collaborate with other organizations on joint advocacy letters and questioned the appropriate procedures for initiating and coordinating such efforts.

Staff provided information regarding the existing Islands Trust advocacy policy.

12. CORRESPONDENCE (for information unless raised for action)

12.1 2025-06-19 Saanich Inlet Protection Society (SIPS) - Saanich Inlet Roundtable

The Chair noted a scheduling conflict between the roundtable and a Salt Spring Island Local Trust Committee (SSI LTC) meeting occurring on the same day. The Director of Trust Area Services offered to attend the roundtable, if needed. The Committee briefly discussed travel costs associated with attending such meetings. Vice-Chair Maude also offered to attend in the event no other representative is available.

12.2 2025-06-24 T Peterson - Closed Meetings Webinar

Vice-Chair Peterson spoke to the correspondence item.

EC-2025-083
It was MOVED and SECONDED,

DRAFT

that Executive Committee direct staff to provide feedback to the province, expressing support for the proposed changes to the closed meeting provisions of the Community Charter.

CARRIED

13. WORK PROGRAM

13.1 Review and amendment of current work program

The Committee discussed the possibility of holding a focused discussion at the September Trust Council meeting regarding Item 1: Requests to the Minister for a review of the Islands Trust and increased Provincial funding (Strategic Plan Initiative 1.3.1). The Chief Administrative Officer noted that, to date, no response has been received concerning the letter requesting a meeting.

The item was received for information.

14. NEXT MEETING

The next Executive Committee special meeting is to take place electronically on July 23, 2025 at 9:15 a.m.

15. CLOSED MEETING

EC-2025-084

It was **MOVED** and **SECONDED**,

that the meeting be closed to the public subject to Sections 90(1)(f) and (i) of the Community Charter in order to consider matters related to law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; 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 Chair indicated that a rise and report will be made at the next scheduled meeting, if necessary.

The meeting was closed to the public at 11:40 a.m. and reopened at 12:02 p.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 12:02 p.m.

Laura Patrick, Chair

DRAFT

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

DRAFT



Executive Committee

Minutes of a Special Meeting

Date: Thursday, July 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: Rueben Bronee, Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Jason Youmans, Senior Policy Advisor
Corlynn Strachan, A/Executive Administrative Assistant

Members of the public present: No members of the public were present.

1. CALL TO ORDER

The meeting was called to order at 10:01 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Vice-Chair Peterson acknowledged that the meeting was being held in traditional territory of many Coast Salish people, stewards of these lands since time immemorial, across the Islands Trust area.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

There were no additions to the agenda.

3.2 Approval of Agenda

By general consent the agenda was approved, as presented.

4. TRUST COUNCIL MEETING PREPARATION

4.1 Trust Area Services

4.1.1 Draft July 29, 2025 Islands Trust Council Special Meeting Agenda

The following points were discussed regarding the Policy Statement in Appendix A.

- It was noted that the draft covering Bylaw 183 already had an adoption date of June 2025 penciled in. Staff stated they would delete that before forwarding to Trust Council.
- Staff acknowledged spacing inconsistencies in the Word document.
- Staff indicated their intent to provide an updated version for Trust Council, featuring improved typesetting aligned with the Islands Trust style guide.
- The first reading package is intended to remain simple.
- Staff clarified that concordance tables are customized for referrals and were not intended for public posting. Indigenous Governing Body feedback/input from previous engagement phases is posted on the Islands Trust 2050 webpage.
- The 2050 page will be updated to include a link to the “What We Heard” report.
- Public engagement via webinars, potential number of participants, and a trustee request to use pre-registration to gauge numbers and for pre-submission of questions.
- Having Executive Committee representation for questions political in nature.

4.1.2 Scheduling of public webinar re draft new Policy Statement - Request for Decision

EC-2025-085

It was MOVED and SECONDED,

that the Executive Committee select September 10, 2025 for delivery of a public webinar about the draft new Policy Statement.

CARRIED

5. NEW BUSINESS

There was no new business.

6. NEXT MEETING

The next special meeting of the Executive Committee is scheduled to be held electronically on Wednesday, July 23, 2025 at 9:15 a.m.

7. CLOSED MEETING

EC-2025-086

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1) (i) of the Community Charter in order to consider matters related the receipt of advice that is subject to solicitor-

DRAFT

client privilege, including communications necessary for that purpose, and that staff attend the meeting.

CARRIED

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

The meeting was closed to the public at 10:19 a.m., and reopened at 10:36 a.m.

8. ADJOURNMENT

By general consent the meeting adjourned at 10:36 a.m.

Timothy Peterson, Vice-Chair

CERTIFIED CORRECT:

Corlynn Strachan, A/Executive Administrative Assistant and Recorder

Minutes are not official until adopted at a subsequent meeting.



Executive Committee

Minutes of a Special Meeting

Date: Wednesday, July 23, 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: Stefan Cermak, Director, Planning Services, A/Chief Administrative Officer
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Julia Mobbs, Director, Financial and Employee Services
Jason Youmans, Senior Policy Advisor
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were no members of the public present.

1. CALL TO ORDER

Chair Patrick called the meeting 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:

- 5.1 Request to Support Geographic Information System Services – Briefing
- 5.2 Preparation for July 29, 2025 Trust Council Special Meeting - Discussion

3.2 Approval of Agenda

By general consent the agenda was approved as amended.

- 3.2.1 Agenda Context Notes - None

4. BUSINESS

4.1 Trust Council Initiated

- 4.1.1 Executive - None
- 4.1.2 Trust Area Services - None
- 4.1.3 Planning Services - None
- 4.1.4 Financial and Employee Services - None
- 4.1.5 Legislative and Information Services - None

4.2 Executive Committee Initiated

4.2.1 Executive

4.2.1.1 2025 UBCM Registration

The Director of Financial and Employee Services summarized the Request for Decision, noted Trust Council approved annual budget allocation for convention attendance for Executive Committee but reduced funding for the current fiscal period, and highlighted other areas of budget that can be drawn upon to support attendance.

Discussion ensued and the following comments were noted:

- Trust Council policy specifies that four members of Executive Committee attend; however, direction was given to reduce attendance to two members this year.
- The importance of providing budget for all of Executive Committee to attend could be put forward during the next budget cycle.
- The Salt Spring Local Trust Committee can still choose to send one of the members of their Local Trust Committee as they have already allocated funds to do so.

EC-2025-087

It was MOVED and SECONDED,

that Executive Committee approve attendance for Chair Patrick and another member of the Executive Committee to be selected by the Chair, Chief Administrative Officer Bronee and Director Frater at the 2025 Union of BC Municipalities Convention.

CARRIED

4.2.2 Trust Area Services

4.2.2.1 Policy Statement Amendment Project: Public Survey - Request for Decision

The Senior Policy Advisor summarized the Request for Decision and noted that budget for the survey had been included in the Project Charter.

DRAFT

Vice Chair Peterson left the meeting at 10:20 a.m. and returned at 10:24 a.m.

EC-2025-088

It was MOVED and SECONDED,

that Executive Committee request staff to revise the proposed survey to include an open section to support feedback on Goal 1 Advancing Reconciliation.

CARRIED

EC-2025-089

It was MOVED and SECONDED,

that Executive Committee request staff to revise the proposed Policy Statement Amendment Project survey to accord with the draft Policy Statement language, following First Reading.

CARRIED

EC-2025-090

It was MOVED and SECONDED,

that Executive Committee endorse, for public engagement, the amended survey attached to the request for decision dated July 23, 2025.

CARRIED

4.2.2.2 Policy Statement Amendment Project – Trust Area-wide Mailer – Request for Decision

The Senior Policy Advisor summarized the Request for Decision and took note of suggested edits.

EC-2025-091

It was MOVED and SECONDED,

that Executive Committee endorse the proposed Trust Area-wide mailer content as presented in Attachment 1 to the request for decision dated July 23, 2025, as discussed, and authorize the Chair to approve any text changes required at the graphic design stage.

CARRIED

The agenda was reordered and item 6.1 was discussed following item 4.2.2.2.

6.1 2025-07-16 My Sea to Sky - Amendment of Woodfibre LNG's Environmental Assessment Certificates Email

Discussion ensued regarding capacity of staff to provide a submission or request an extension.

EC-2025-092

It was MOVED and SECONDED,

DRAFT

that Executive Committee request staff to write to request an extension from the BC Environmental Assessment Office for providing comment on increase of workers in floating work camps for the Woodfibre LNG Project.

CARRIED

4.2.3 Planning Services

4.2.3.1 Salt Spring Island Office Renovation Budget Shortfall – Briefing

The Acting Chief Administrative Officer summarized the reasons for the budget shortfall, detailed items associated with increased costs, and outlined areas of budget that can be reallocated to fund the shortfall.

It was noted that the original estimated cost of the project was reduced based on staff advice and consequently endorsed by Executive Committee.

The Director of Financial and Employee Services noted that policy provides for any anticipated over expenditures to be reported to the Executive Committee and Financial Planning Committee with the Financial Planning Committee determining if they wish to forward the information to Trust Council.

EC-2025-093

It was MOVED and SECONDED,

that Executive Committee request that the Salt Spring Island office renovation budget update be circulated to Trust Council for information.

DEFEATED

4.2.4 Financial and Employee Services - None

4.2.5 Legislative and Information Services - None

5. **NEW BUSINESS**

5.1 **Request to Support Geographic Information System Services – Briefing**

The Acting Chief Administrative Officer summarized the Briefing and noted that the Strategic Plan, draft Policy Statement, and other Local Trust Committee initiatives would also benefit from the support of more robust Geographic Information System Services.

EC-2025-094

It was MOVED and SECONDED,

that Executive Committee endorses resolution ITC-EC-2025-001 and recommends it be forwarded to Trust Council for consideration as part of the budget discussion.

CARRIED

5.2 **Preparation for July 29, 2025 Trust Council Special Meeting – Discussion**

DRAFT

Discussion ensued regarding pre-meeting preparations and logistics.

6. CORRESPONDENCE

The agenda was reordered and item 6 was discussed following item 4.2.2.2.

7. NEXT MEETING

The next Executive Committee meeting will take place electronically on August 6, 2025 at 9:15 a.m.

8. CLOSED MEETING - None

9. ADJOURNMENT

By general consent the meeting adjourned at 12:02 p.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

Lisa Millard, Meeting Administrator and Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity		Responsibility	Dates	Status
75%	1	Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 31-Oct-2025	In Progress
100%	2	Staff to amend the June Trust Council Highlights as directed, post to the Islands Trust website, and circulate to all subscribers.	Rueben Bronee	Meeting: 02-Jul-2025 Target: 04-Jul-2025	Completed
100%	3	Staff to schedule a special meeting to be held electronically on Thursday, July 17, 2025 at 10:00 a.m. for the purpose of reviewing Bylaw 183 in consideration of First Reading.	Rueben Bronee	Meeting: 02-Jul-2025 Target: 04-Jul-2025	Completed

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 01-Oct-2025	In Progress
0%	2 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 03-Sep-2025	In Progress
50%	3 Staff to prepare a primer on principles of the meeting assembly based on the guidelines from the training session May 19, 2022 along with clarification on points of order.	David Marlor	Meeting: 15-Jan-2025 Target: 16-Sep-2025	In Progress
75%	4 Staff to provide a strategy for providing training to trustees and chairs on respectful meetings, conduct and effective governance communications that includes: - two half-day on-line training sessions for Executive Committee, Islands Trust Conservancy Board chairs and council committee chairs to occur before September Trust Council 2025 (IN PLANNING PHASE) - one half day in-person training session for Trust Council or at June Trust Council meeting quarterly (COMPLETED JUNE 2025) - a review and recommendations on updates to the Islands Trust Standards of Conduct, including developing a foundational system for ethically addressing complaints (PENDING).	David Marlor	Meeting: 05-Feb-2025 Target: 16-Sep-2025	In Progress
0%	5 Staff to draft options for an updated version of Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS. Expect to send to Governance Committee for consideration in policy amendments and staff will draft operational procedures for Executive Committee to consider.	David Marlor	Meeting: 17-Jun-2025 Target: 23-Sep-2025	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2025	In Progress
0%	2 Staff to convey to the Ministry of Housing and Municipal Affairs that the provincially mandated formula for the housing needs assessments was inadequate to capture the true housing need in rural island communities, and request the ministry revise its methodology to reflect an approach more suited to rural areas.	Clare Frater Stefan Cermak	Meeting: 04-Jun-2025 Target: 01-Sep-2025	Completed
0%	3 Staff to amend the bylaw referral response form for LTC-to-LTC referrals, by adding a suggested Resolution.	Stefan Cermak	Meeting: 04-Jun-2025 Target: 01-Jul-2025	In Progress
100%	4 Inform staff that the Islands Trust Executive Committee approved Galiano Island Local Trust Committee Bylaw No. 291, cited as 'Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023' in accordance with Section 27 of the <i>Islands Trust Act</i> .	Stefan Cermak	Meeting: 02-Jul-2025 Target: 02-Jul-2025	Completed

Follow Up Action Report

Executive Committee

Director, Financial and Employee Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Review Islands Trust Policy 6.5.2 Budget Control and Adjustment as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 30-Sep-2025	In Progress
51%	2 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater Julia Mobbs	Meeting: 20-Dec-2023 Target: 03-Sep-2025	In Progress
0%	3 Forward resolution ITC-EC-2025-001 to Trust Council for consideration as part of the budget discussion.	Julia Mobbs	Meeting: 23-Jul-2025 Target: 20-Aug-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 01-Oct-2025	In Progress
0%	2 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater	Meeting: 12-Apr-2022 Target: 31-Mar-2026	In Progress
49%	3 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2025	In Progress
51%	4 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater Julia Mobbs	Meeting: 20-Dec-2023 Target: 03-Sep-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	5 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 03-Sep-2025	In Progress
15%	6 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration. ON HOLD at request of Snuneymuxw First Nation.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Mar-2026	In Progress
25%	7 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 30-Sep-2025	In Progress
10%	8 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Mar-2026	In Progress
0%	9 Trust Area Services staff to work on an advocacy letter regarding cultural heritage protection, and requesting guidance to aid local trust committees, and work with vice-chairs who note specific concerns related to First Nations relations in their Local Trust Area that might be addressed.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Mar-2026	In Progress
0%	10 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 03-Sep-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
49%	11 Staff, with advice from Trustee Elliott, to draft a letter to Snuneymuxw First Nation to gauge their interest in a joint meeting and mention that there is an opportunity to jointly apply for up to a \$20,000 Union of BC Municipality Community to Community Grant. In preparation for a potential grant application with Snuneymuxw First Nation staff to estimate associated costs, and report back to Executive Committee. (ON HOLD)	Clare Frater	Meeting: 18-Dec-2024 Target: 31-Mar-2026	In Progress
0%	12 Staff to provide advice to the Hornby Island Local Trust Committee regarding a letter of support for the Hornby Island Community Economic Enhancement Corporation's application for nominal rent tenure on 10ha of Crown land for the purpose of supporting provision of workforce housing.	Clare Frater	Meeting: 26-Feb-2025 Target: 05-Sep-2025	In Progress
0%	13 Staff to report back on provincial advocacy options concerning issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use.	Clare Frater	Meeting: 23-Apr-2025 Target: 03-Sep-2025	In Progress
25%	14 Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 28-Nov-2025	In Progress
5%	15 Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
80%	16 Staff to apply for, and, if successful, manage a \$20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 01-Oct-2025	In Progress
0%	17 Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress
0%	18 Staff to convey to the Ministry of Housing and Municipal Affairs that the provincially mandated formula for the housing needs assessments was inadequate to capture the true housing need in rural island communities, and request the ministry revise its methodology to reflect an approach more suited to rural areas.	Clare Frater Stefan Cermak	Meeting: 04-Jun-2025 Target: 01-Sep-2025	Completed
100%	19 Staff to write a thank you letter to Tsawout Chief and Council for hosting the feast event with Trust Council and the Islands Trust Conservancy on June 16, 2025.	Clare Frater	Meeting: 02-Jul-2025 Target: 31-Jul-2025	Completed
100%	20 Staff to forward the agenda for the July 9th Committee of the Whole to Trust Council.	Clare Frater	Meeting: 02-Jul-2025 Target: 04-Jul-2025	Completed
100%	21 Staff to provide feedback to the province, expressing support for the proposed changes to the closed meeting provisions of the Community Charter.	Clare Frater	Meeting: 02-Jul-2025 Target: 31-Jul-2025	Completed
0%	22 Staff to schedule a webinar on September 10, 2025 for delivery of a public webinar about the draft new Policy Statement.	Clare Frater	Meeting: 17-Jul-2025 Target: 10-Sep-2025	In Progress
100%	23 Staff to revise the proposed PSAP survey to include an open section to support feedback on Goal 1 Advancing Reconciliation.	Clare Frater	Meeting: 23-Jul-2025 Target: 15-Aug-2025	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity		Responsibility	Dates	Status
100%	24	Staff to revise the proposed Policy Statement Amendment Project survey to accord with the draft Policy Statement language, following First Reading.	Clare Frater	Meeting: 23-Jul-2025 Target: 05-Aug-2025	Completed
100%	25	Staff to write to request an extension from the BC Environmental Assessment Office for providing comment on increase of workers in floating work camps for the Woodfibre LNG Project.	Clare Frater	Meeting: 23-Jul-2025 Target: 31-Aug-2025	Completed

Follow Up Action Report

Executive Committee

Senior Indigenous Relations Advisor

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 03-Sep-2025	In Progress
25%	2 Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 28-Nov-2025	In Progress
5%	3 Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress
80%	4 Staff to apply for, and, if successful, manage a \$20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 01-Oct-2025	In Progress
0%	5 Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: DE BL 258

3900-03: Meeting
Procedures Repeal Bylaw

DATE OF MEETING: August 6, 2025

TO: Islands Trust Executive Committee

FROM: Nadine Mourao, Legislative Clerk / Deputy Secretary

SUBJECT: Denman Island Local Trust Committee - Proposed Bylaw No. 258 – Repeal of Meeting Procedures Bylaw

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

Denman Island Local Trust Committee referred Bylaw No. 258 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

Financial:

None

Policy:

None

Implementation and Communications:

Staff will communicate Executive Committee's decision to the Denman Island Local Trust Committee.

First Nations:

There are no implications for First Nations relations.

Other:

There are no other anticipated implications of the recommendation.

PURPOSE

To rescind the Denman Island Local Trust Committee Meeting Procedures Bylaw, 2022

BACKGROUND

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the Islands Trust Act

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 23 to 45 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

Proposed Bylaw No. 258 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)
- Islands Trust Council Executive Committee Legislative Role ([Policy 2.4.4](#))

ALTERNATIVE

1. **Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:**

THAT the Executive Committee request that staff advise Denman Island Local Trust Committee in writing that the Executive Committee considers that Denman Island Local Trust Committee Bylaw No. 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Denman Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk / Deputy Secretary	July 18, 2025
Concurrence:	Sonja Zupanec, RPP, MCIP, Acting Regional Planning Manager	July 28, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Denman Island Local Trust Committee

Bylaw No.: DE-258

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 15-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____ Date: _____
Secretary

Deadline for Executive Committee decision (one month after receipt by
Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee _____
Director, LPS _____
Local Trust Committee _____
Planner _____
Planning Clerk _____

Bylaw: DE-258

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 15-Jul-2025

Reading: 15-Jul-2025

Third Reading

DENMAN ISLAND LOCAL TRUST COMMITTEE
MEETING PROCEDURES REPEAL BYLAW
BYLAW NO. 258

A Bylaw to repeal the "Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Denman Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025".
2. "Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022", is hereby repealed.

READ A FIRST TIME THIS 15TH DAY OF JULY , 2025

READ A SECOND TIME THIS 15TH DAY OF JULY , 2025

READ A THIRD TIME THIS 15TH DAY OF JULY , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

___ DAY OF _____ , 202_

ADOPTED THIS ___ DAY OF _____ , 202_

Chairperson

Secretary

File No.: 3900-03; 4050-03

DATE OF MEETING: August 6, 2025

TO: Executive Committee

FROM: Warren Dingman, Manager of Bylaw Compliance & Enforcement

DATE PREPARED: July 04, 2025

SUBJECT: Gabriola Island Local Trust Committee Bylaw No. 320

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS: The proposed bylaw improves bylaw enforcement and compliance effectiveness and efficiency and is not contrary to the Policy Statement.

1 PURPOSE

The purpose of this request for decision is to summarize the amendments to the Gabriola Island Bylaw Enforcement Notice Bylaw No. 263 contravention schedules and the request by the Gabriola Island Local Trust Committee for its approval by the Executive Committee.

2 BACKGROUND

The Gabriola Island Local Trust Committee has amended its Bylaw Enforcement Notice Bylaw (BEN) and added a penalty for failure to obtain a development permit within adopted development permit areas. The contravention Schedules have also been revised to update penalty and surcharge amounts, and to ensure that any Land Use Bylaw Amendments have been updated in the Schedules.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL

The Local Trust Committee has no concerns about the use of the BEN system, and would like to see expanded use for enforcement on development permit contraventions, and it remains the most cost-effective way of enforcement.

The BEN Schedules have been simplified, which should make referencing easier, and a penalty has been added for failing to obtain a development permit. Previously, legal action has been the only option for enforcing the development permit area guidelines, and requirement for a development permit, within the Land Use Bylaw.

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

FINANCIAL

There are no direct financial increases or increases in staff resources associated with the current amendments to the BEN bylaw, and now that a penalty can be issued for failing to obtain a development permit, this may reduce the need to pursue civil claims in BC Supreme Court and therefore reduce the costs of overall enforcement on Gabriola.

4 RELEVANT POLICY(S)

[Trust Council Policy 5.5.1, Bylaw Compliance & Enforcement](#)

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Gabriola Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 160, cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024”, is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Gabriola Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Warren Dingman, Bylaw Compliance & Enforcement Manager	July 24, 2025
Concurrence:	Sonja Zupanec, RPP, MCIP, Acting Regional Planning Manager	July 28, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC Policy Checklist
3. Proposed Gabriola Island LTC Bylaw No. 320



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gabriola Island Local Trust Committee

Bylaw No.: GB-320

Bylaw Type: Notice Enforcement Bylaw

Date of resolution referring bylaw to Executive Committee: 26-Jun-2025

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 26-Jun-2025

Reading:

GABRIOLA ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 320

A BYLAW TO AMEND THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW ENFORCEMENT NOTIFICATION BYLAW NO. 263, 2011

The Gabriola Island Local Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Gabriola Island Local Trust Area, under the *Islands Trust Act*, in open meeting assembled, enacts as follows:

1. Gabriola Island Local Trust Committee Bylaw No. 263 cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011” is hereby amended as follows:
 - a. By deleting the Schedule A – Gabriola Island Land Use Bylaw No. 177, 1999 Contraventions and Penalties in its entirety and replacing it with a new Schedule A – Gabriola Island Land Use Bylaw No. 177, 1999 Contraventions and Penalties, attached to and forming part of this bylaw.
 - b. By deleting Schedule B – Mudge Island Land Use Bylaw No. 228, 2007 Contraventions and Penalties in its entirety and replacing it with a new Schedule B – Mudge Island Land Use Bylaw No. 228, 2007 Contraventions and Penalties, attached to and forming part of this bylaw.
 - c. By deleting Schedule C – DeCourcy Island Zoning Bylaw No. 44, 1987 Contraventions and Penalties in its entirety and replacing it with a new Schedule C – DeCourcy Island Zoning Bylaw No. 44, 1987 Contraventions and Penalties, attached to and forming part of this bylaw.
2. This Bylaw may be cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011, Amendment No. 1, 2024.”

READ A FIRST TIME THIS 26TH DAY OF JUNE , 2025

READ A SECOND TIME THIS 26TH DAY OF JUNE , 2025

READ A THIRD TIME THIS 26TH DAY OF JUNE , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

XX DAY OF XXX , 20XX

ADOPTED THIS XX DAY OF XXX , 20XX

Schedule A
GABRIOLA ISLAND LAND USE BYLAW NO. 177, 1999
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
A.3.2.1	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
B.1.2.1 – B.1.2.3	Prohibited Use, Building or Structure	\$500	\$400	\$800	Yes	100%
B.2.1	Fail to Comply with Special Setback and Elevation Provisions	\$500	\$400	\$800	Yes	100%
B.2.3	Fail to Comply with Height Regulations	\$500	\$400	\$800	Yes	100%
B.2.4	Fail to Comply with Fence Regulations	\$350	\$250	\$650	Yes	100%
B.2.7	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
B.2.9	Over Height Structure	\$350	\$250	\$650	Yes	100%
B.2.10	Fail to Provide Landscape Screen	\$350	\$250	\$650	Yes	100%
B.3.1	No Permanent Resident for Home Occupation	\$350	\$250	\$650	Yes	100%
B.3.2	Prohibited Home Occupation	\$500	\$400	\$800	Yes	100%
B.3.3	Fail to Comply with Home Occupation Provisions	\$350	\$250	\$650	Yes	100%
B.3.4	Fail to Comply with Home Industry Provisions	\$500	\$400	\$800	Yes	100%
B.3.5	Exceed Maximum Number of Employees	\$350	\$250	\$650	Yes	100%
B.3.6	Fail to Comply with Bed & Breakfast Regulations	\$350	\$250	\$650	Yes	100%
B.4.1 – B.4.8	Fail to Comply with Sign Regulations	\$350	\$250	\$650	Yes	100%

Schedule A
GABRIOLA ISLAND LAND USE BYLAW NO. 177, 1999
CONTRAVENTIONS AND PENALTIES

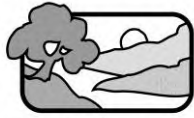
Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
B.4.8.1	Prohibited Illuminated Sign	\$500	\$400	\$800	Yes	100%
B.5	Fail to Comply with Parking Regulations	\$300	\$200	\$600	Yes	100%
B.6.1	Exceed Maximum number of Boarders	\$300	\$200	\$600	Yes	100%
B.6.2	Fail to Comply with Limited Public Market Regulations	\$300	\$200	\$600	Yes	100%
B.6.3	Prohibited Commercial Vacation Rental	\$500	\$400	\$800	Yes	100%
B.6.4.1	Fail to Comply with Regulations for Travel Trailers, Recreational Vehicles & Accessory Buildings	\$350	\$250	\$650	Yes	100%
B.6.5	Prohibited Storage of Unlicensed Vehicle	\$400	\$300	\$700	Yes	100%
B.6.6	Fail to Comply with Secondary Suite Regulations	\$350	\$250	\$650	Yes	100%
D.1 – D.5	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
D.1 – D.5	Non-Permitted Building, Density, or Structure in Any Zone	\$500	\$400	\$800	Yes	100%
D.1 – D.5	Non-Permitted Siting, Height, or Lot Coverage in Any Zone	\$350	\$250	\$650	Yes	100%
F.1 – F.11	Fail to Obtain Development Permit in Any Development Permit Area	\$500	\$400	\$800	Yes	100%

Schedule B
MUDGE ISLAND LAND USE BYLAW NO. 228, 2007
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
3.2.	Prohibited Use	\$500	\$400	\$800	Yes	100%
3.3	Fail to Comply with Siting and Setback Regulations	\$350	\$250	\$650	Yes	100%
3.4	Fail to Comply with Height Regulations	\$300	\$200	\$600	Yes	100%
3.5.(1)	Use of Accessory Building or Structure for Overnight Accommodation	\$300	\$200	\$600	Yes	100%
3.5.(3)	Non-Permitted Residential Use of a Vessel, Building, or Structure on the Water	\$500	\$400	\$800	Yes	100%
3.6	Fail to Comply with Home Occupation Regulations	\$350	\$250	\$650	Yes	100%
3.7	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
3.8	Non-Permitted Use of Recreational Vehicle, Tent, or Camper	\$350	\$250	\$650	Yes	100%
3.9. (1)	Wrecking/Storage of Vehicles/Vessels or Use of Parcel as Junkyard	\$500	\$400	\$800	Yes	100%
3.9. (2)	Inadequate Screening of Unlicensed Vehicles/Vessels Undergoing Repair or Exceed Maximum Number Vehicles/Vessels	\$300	\$200	\$600	Yes	100%
5.1 – 5.4	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.4	Non-Permitted Building/Structure in Any Zone	\$400	\$300	\$700	Yes	100%
5.1 – 5.4	Non-Permitted Lot Coverage, Floor Area, Siting or Size in Any Zone	\$300	\$200	\$600	Yes	100%
5.4	Fail to Comply with Water Marina Zoning Regulations	\$350	\$250	\$650	Yes	100%
6.1.1	Fail to Comply with Sign Regulations	\$300	\$200	\$600	Yes	100%
7.1.1	Fail to Comply with Parking Regulations	\$250	\$150	\$550	Yes	100%

Schedule C
DECOURCY ISLAND ZONING BYLAW NO. 44, 1987
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.1	Non-Permitted Use or Structure	\$500	\$400	\$800	Yes	100%
2.6	Guest Cottage Exceeds Floor Area Restriction	\$300	\$200	\$600	Yes	100%
3.1 – 3.6	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
3.1 – 3.6	Non-Permitted Building/Structure in Any Zone	\$400	\$300	\$700	Yes	100%
3.1 – 3.6	Exceed Site Density in Any Zone	\$500	\$400	\$800	Yes	100%
3.1 – 3.6	Non-Permitted Height in Any Zone	\$350	\$250	\$650	Yes	100%
3.1 – 3.6	Non-Permitted Siting in Any Zone	\$300	\$200	\$600	Yes	100%
3.1 – 3.6	Exceed Maximum Lot Coverage in Any Zone	\$300	\$200	\$600	Yes	100%
3.5(c)(i)	Prohibited Residential Use of Vessel or Prohibited Float Home	\$500	\$400	\$800	Yes	100%



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900-04
GL-PL-RZ-2024-0003

DATE OF MEETING: August 6, 2025
TO: Islands Trust Executive Committee
FROM: Kim Stockdill, Island Planner
SUBJECT: Galiano Island Local Trust Committee – Bylaw No. 296

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

Galiano Island Local Trust Committee has referred Bylaw No. 296 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None.

Financial

None.

Policy

None.

Implementation/Communications

Communication to **Galiano Island Local Trust Committee** regarding the Executive Committee decision by **August 8, 2025**.

Other

None.

PURPOSE

Galiano Island Local Trust Committee Bylaw No. 296, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024” (Attachment 6) is intended to amend the Galiano Island Official Community Plan (OCP) Bylaw No. 108 to include the principal use ‘agriculture’ to Rural Policy (e) in order to enable the proposed uses in Bylaw No. 297, an amendment bylaw to the Galiano Island Land Use Bylaw (LUB).

Bylaw No. 296 (an OCP amending bylaw) is in relation to a rezoning application (GL_PL-RZ-2024-0003) that would rezone the subject property (Lot A, Plan 22128, Galiano Way) to permit the following proposed uses by adoption of proposed Bylaw No. 297:

- Contractor’s workshop and yard
- Storage and sale of gravel, soil and aggregates
- Sawmilling, planing and manufacturing of wood products
- Production and sales of cider and wine

BACKGROUND

Galiano Island Local Trust Committee Bylaw No. 296

The Galiano Island Official Community Plan (OCP) land use designation for the subject-property is currently Rural (R). The following are Rural policies in the OCP:

- a) The principal uses shall be residential and agriculture.
- b) One dwelling unit shall be permitted per lot and one additional dwelling shall be permitted for every 4 hectares (9.88 acres) of lot area over 4 hectares (9.88 acres).
- c) On lots 0.4 hectares (1 acre) or more, one cottage shall be permitted per dwelling unit permitted.
- d) The average lot size for subdivision of Rural land shall be at least 4 hectares (9.88 acres).
- e) Within this designation a number of different zones may be applied allowing differing levels of uses accessory to residential uses.

Prior to 2011, Rural Policy ‘a’ stated that principal uses shall be residential. An OCP amendment bylaw (Bylaw No. 215) was adopted in 2011 and changed Policy ‘a’ to include “agriculture” as a principal use in the Rural designation. It is staff’s opinion that Rural Policy ‘e’ should have also been amended at that time to reference the new principal use.

For the proposed uses outlined in proposed Bylaw No. 297 to comply with the Galiano Island OCP, Bylaw No. 296 must first be adopted before LUB amending Bylaw No. 297 can be adopted. Currently, the OCP only supports different uses accessory to residential uses, and not accessory to agriculture uses.

Important Bylaw Dates

At the February 11, 2025 regular meeting, the LTC directed staff to proceed with the application and to prepare draft bylaws.

The LTC gave first reading of proposed Bylaw No. 296 on April 8, 2025. During the same meeting, the LTC considered and determined that proposed Bylaw No. 296 is not contrary to or at variance with the Islands Trust Policy Statement (Attachment 4).

A Community Information Meeting and Public Hearing were held on July 8, 2025. The bylaw was also given second and third reading on July 8th.

Staff recommended that the Galiano Island LTC separate the statutory requirements for each bylaw, allowing OCP Amendment Bylaw No. 296 to proceed to Executive Committee and Ministerial approval, while the

applicant continues to complete the requirements—specifically, the groundwater management plan and draft covenant—as outlined in the Terms of Reference. A public hearing for draft Bylaw No. 297 will not be scheduled until the water management plan and Section 219 covenant have been received and the Galiano LTC is satisfied with the submitted documents.

Issues Relating To Provincial Interest

The following is a summary of responses from provincial ministries:

- Ministry of Transportation & Transit – “The Ministry has no concerns with proposed Bylaw 296 to amend Galiano Island Official Community Plan Bylaw No. 108 to include the principal use agriculture to Rural Policy (e) in order to enable the uses proposed in Bylaw No. 297.”
- Ministry of Water, Land and Resource Stewardship – The response included no comments related to the proposed bylaws but recommended the Riparian Development Permit Area and fact sheet to be updated to align with new provincial framework.
- Ministry of Housing and Municipal Affairs – “The Ministry will provide formal comment only on Bylaw No. 296, as it proposes to amend the Galiano Island Official Community Plan. I understand this amendment would expand Rural Policy (e) to allow agriculture as a principal use, rather than limiting it to uses accessory to residential. This change reflects a more flexible and inclusive approach to rural land use that enables small-scale food production and supports broader provincial objectives related to local agriculture, sustainability, and resilience outside of the Agricultural Land Reserve.

While the Ministry does not provide formal comment on zoning bylaw amendments (including Bylaw No. 297), I note for consideration that land use changes of this kind may have the potential to indirectly limit long-term housing availability. Expanding non-residential uses on Rural-designated lands may reduce the future potential for residential development, particularly in island communities with limited land supply. As such, I would encourage the Local Trust Committee to consider how this policy change fits within Galiano Island’s broader housing needs and land use strategy.”

Issues Relating To First Nation Interest

The proposed bylaw was referred to Cowichan Tribes, Halalt First Nation, Ts’uubaa-asatx Nation (Lake Cowichan), Lyackson First Nation, Pauquachin First Nation, Penelakut Tribe, Semiahmoo First Nation, Snuneymuxw First Nation, Stz’uminus First Nation, Tsartlip First Nation, Tsawout First Nation, Tsawwassen First Nation, Tseycum First Nation and WSANEC Leadership Council for comment.

The following is a summary of responses received:

- Pauquachin First Nation – Level 3 – “We would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Pauquachin First Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.” [excerpt from referral response]
- Ts’uubaa-asatx Nation – Level 3 – “We would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Ts’uubaa-asatx Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.” [excerpt from referral response]
- Tsawwassen First Nation – “Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.”

Issues Relating To Resources and Enforcement

No issues anticipated.

Public Comments

No public comments to the Executive Committee on this bylaw have been received.

Staff Comments

The Executive Committee is being asked to 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*.

Based on the foregoing, the recommendations on page 1 are supported as:

- The proposed bylaw is consistent with the ITPS
- First Nation referrals were completed and no concerns were raised
- Agency referrals were completed and no concerns were raised
- Statutory processes have been satisfied for proposed Bylaw No. 296

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 296, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Kim Stockdill, Island Planner	July 28, 2025
Concurrence:	Stefan Cermak, Director Planning Services	July 29, 2025

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No. 296
7. First Nations follow-up Tracking



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-296

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee:

- ☐ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☐ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: GL-296

Trust Area: Galiano Island Local Trust Committee
Type: Official Community Plan Bylaw
Bylaw No.: GL-296
Application No.: GL-PL-RZ-2024.3
Trust Initiated: No

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 08-Apr-2025

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 09-Apr-2025

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: Yes
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: Chonk, Jas

Date: 18-Jun-2025

File complete and ready for Public review: Yes

Public Hearings:

Location: Galiano North Community Hall
Proofread By: Chonk, Jas

Legal Paper: Gulf Island Driftwood
First Publish Date: 25-Jun-2025

Second Publish Date: 02-Jul-2025

Alternate Paper: The Active Page
First Publish Date: 01-Jul-2025

Second Publish Date:

Mailout Date:
Second Reading Date: 08-Jul-2025

Delivery Notices:
Date Public Hearing Held: 08-Jul-2025
Third Reading Date: 08-Jul-2025

Referrals: Bylaw GL-296

Agency	Sent	Received
BC Assessment Authority <i>Policy, Audit and Legal Services: Cathie McIntyre</i> <i>Comment:</i>	23-Apr-2025	
BC Hydro & Power Authority <i>333 Dunsmuir Street, Floor 12: Properties Help Desk</i> <i>Comment:</i>	23-Apr-2025	
Capital Regional District - All Referrals Aggie Chan and Jessica Arnet <i>625 Fisgard Street: Aggie Chan</i> <i>Comment:</i>	23-Apr-2025	
Coast Salish Peoples Society <i>Coast Salish Peoples Society: Carole Livingston</i> <i>Comment:</i>	23-Apr-2025	
Cowichan Tribes <i>5760 Allenby Rd: Tracey Flemming</i> <i>Comment: No Comment Received</i>	23-Apr-2025	
Galiano Island Fire Department - South Island <i>South Island: Scott Sugden</i>	23-Apr-2025	
Georgeson Family <i>Georgeson Family: Jeannine Georgeson</i>	23-Apr-2025	
Halalt First Nation <i>7973 Chemainus Rd: Raven August</i> <i>Comment: No Comment Received</i>	23-Apr-2025	
Island Health <i>3rd Floor, 6475 Metral Drive: Referrals Referrals</i> <i>Comment: No objections provided a water system operating permit is obtained from this office as per Section 8 of the Drinking Water Protection Act if dwellings are to be serviced by a common water system. All structures must be serviced by sewerage systems constructed in accordance with the Sewerage System Regulation.</i>	23-Apr-2025	15-May-2025
Lyackson First Nation <i>8017 Chemainus Road: Linda Aidnell</i> <i>Comment: No Comment Received</i>	23-Apr-2025	
Mayne Island Local Trust Committee <i>Islands Trust: Jas Chonk</i> <i>Comment: Interests unaffected by bylaw.</i>	23-Apr-2025	26-May-2025

Referrals: Bylaw GL-296

Agency	Sent	Received
Ministry of Municipal Affairs and Housing <i>Planning and Land Use Management:</i> All referrals to this email cc to Kris Nichols; Nikysha Chow, Alicia Smith <i>Comment:</i> The Ministry will provide formal comment only on Bylaw No. 296, as it proposes to amend the Galiano Island Official Community Plan. I understand this amendment would expand Rural Policy (e) to allow agriculture as a principal use, rather than limiting it to uses accessory to residential. This change reflects a more flexible and inclusive approach to rural land use that enables small-scale food production and supports broader provincial objectives related to local agriculture, sustainability, and resilience outside of the Agricultural Land Reserve. While the Ministry does not provide formal comment on zoning bylaw amendments (including Bylaw No. 297), I note for consideration that land use changes of this kind may have the potential to indirectly limit long-term housing availability. Expanding non-residential uses on Rural-designated lands may reduce the future potential for residential development, particularly in island communities with limited land supply. As such, I would encourage the Local Trust Committee to consider how this policy change fits within Galiano Island's broader housing needs and land use strategy. Please note that any comments provided at this stage are intended to support bylaw development and should not be interpreted as fettering the Minister of Housing and Municipal Affairs' consideration of the bylaw when it is formally submitted for approval. When the final bylaw is referred to the Minister of Housing and Municipal Affairs for review, please ensure that the submission package includes a record of comments from all interest holders, including First Nations, and information on how the Islands Trust responded to each comment.	23-Apr-2025	09-May-2025
Ministry of Public Safety and Solicitor General <i>Liquor Control and Licensing Branch:</i> Help Desk <i>Comment:</i>	23-Apr-2025	
Ministry of Transportation and Infrastructure <i>Ministry of Transportation and Infrastructure:</i> Owen Page <i>Comment:</i> Please accept this email as a response from the Ministry regarding MOTT file 2025-01959. The Ministry has no concerns with proposed Bylaw 296 to amend Galiano Island Official Community Plan Bylaw No. 108 to include the principal use ?agriculture? to Rural Policy (e) in order to enable the uses proposed in Bylaw No. 297.	23-Apr-2025	28-Apr-2025
Ministry of Water, Land and Resource Stewardship - Riparian Area Protection Regulation	23-Apr-2025	29-Apr-2025

Referrals: Bylaw GL-296

Agency	Sent	Received
<i>Comment:</i> Thank you for the opportunity to review the proposed changes to Galiano Island's bylaws. Given the volume of documents and current internal workload constraints, we are only able to provide high-level comments at this time. Please note the following: ? The Riparian Areas Protection Regulation (RAPR) applies to the Islands Trust and to all residential, commercial, or industrial development within 30 metres of a stream, as defined in the regulation. ? "Development" includes: o (a) the addition, removal, or alteration of soil, vegetation, or any building or other structure; o (b) the addition, removal, or alteration of works and services as outlined in section 506(1) [subdivision serving requirements] of the Local Government Act; o (c) subdivision, as defined in section 455 of the Local Government Act. ? During the bylaw amendment process, we strongly recommend updating Galiano Island's Official Community Plan (OCP), Riparian Development Permit Area (DPA), Riparian DPA fact sheet, and any other related bylaws or documents to align with the current RAPR framework. The previous Riparian Areas Regulation (RAR) was replaced by the RAPR in 2019. o Aligning your bylaws with the current provincial framework will: ? Help prevent potential contraventions of the federal Fisheries Act; ? Support improved understanding and compliance; ? Contribute to stronger environmental protection and outcomes. o If provided with sufficient lead time (approximately 8 weeks), the province can review and provide comments on proposed amendments to the OCP, DPA, or other riparian-related documents to help ensure clarity and alignment with current regulatory standards.		
Pauquachin First Nation 9010 West Saanich Road: Darlene Henry <i>Comment:</i> The project area appears to fall within the Hul'q'umi'num Statement of Intent as submitted to the BC Treaty Commission process, but outside Pauquachin First Nation's core title area. Pauquachin First Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuu-chah-nulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Pauquachin First Nation. Level 3 identifies that Pauquachin First Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Pauquachin First Nation's highest S.35 interests and would require high end of the Haida spectrum consultation. However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul'q'umi'num or Nuu-chah-nulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Pauquachin First Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.	23-Apr-2025	23-Apr-2025
Penelakut Tribe Box 360: Denise James <i>Comment:</i> No Comment Received	23-Apr-2025	
Salt Spring Island Local Trust Committee 1 - 500 Lower Ganges Road: Claire Olivier <i>Comment:</i> Interests unaffected by bylaw.	23-Apr-2025	08-May-2025
Semiahmoo First Nation	23-Apr-2025	

Referrals: Bylaw GL-296

Agency	Sent	Received
16049 Beach Rd: Chief & Council <i>Comment:</i> No Comment Received		
Snuneymuxw First Nation 668 Centre Street: Desiree Thomas <i>Comment:</i>	23-Apr-2025	
Stz'uminus First Nation 12611A Trans Canada Hwy: Chenoa Akey <i>Comment:</i>	23-Apr-2025	
Thetis Island Local Trust Committee Northern Office: Laura Patrick <i>Comment:</i> Interests unaffected by bylaw.	23-Apr-2025	03-Jun-2025
Tsartlip First Nation PO Box 70: Dave Elliott <i>Comment:</i>	23-Apr-2025	
Tsawout First Nation PO Box 121, 7725 Tetayut Road: Neesha Nandhra <i>Comment:</i>	23-Apr-2025	
Tsawwassen First Nation 1926 Tsawwassen Drive: Victoria Williams <i>Comment:</i> Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.	23-Apr-2025	06-Jun-2025
Tseycum First Nation 1210 Totem Lane: Chief Tanya Jimmy <i>Comment:</i> No Comment Received	23-Apr-2025	
Tsuubaaasatx First Nation Tsuubaaasatx Referrals: Monty Horton	23-Apr-2025	23-Apr-2025

Referrals: Bylaw GL-296

Agency	Sent	Received
<i>Comment:</i> The project area appears to fall within the Hul'q'umi'num Statement of Intent as submitted to the BC Treaty Commission process, but outside Ts'uubaa-asatx Nation's core title area. Ts'uubaa-asatx Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuu-chah-nulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Ts'uubaa-asatx Nation. Level 3 identifies that Ts'uubaa-asatx Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Ts'uubaa-asatx Nation's highest S.35 interests and would require high end of the Haida spectrum consultation. However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul'q'umi'num or Nuu-chah-nulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Ts'uubaa-asatx Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.		
WSANEC Leadership Council WSANEC Leadership Council Society: Laurie Whitehead	23-Apr-2025	

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: GL-PL-RZ-2024-0003 (Palmberg)
Bylaws: 296 & 297

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
✓	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
✓	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	No.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
✓	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 08-Jul-2025

Reading:

PROPOSED

**GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 296**

**A BYLAW TO AMEND GALIANO ISLAND OFFICIAL COMMUNITY PLAN
BYLAW NO. 108, 1995**

The Galiano Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024”.

2. SCHEDULES

Galiano Island Official Community Plan Bylaw No. 108, 1995 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	8 TH	DAY OF	APRIL	2025.
PUBLIC HEARING HELD THIS	8 TH	DAY OF	JULY	2025.
READ A SECOND TIME THIS	8 TH	DAY OF	JULY	2025.
READ A THIRD TIME THIS	8 TH	DAY OF	JULY	2025.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 296**

SCHEDULE 1

The Galiano Island Official Community Plan Bylaw No. 108, 1995, is amended as follows:

1. Section II Land Use, Subsection 1.5 Rural, Rural Policy “e)” is amended by deleting the words “levels of uses accessory to residential uses” and replacing it with “uses accessory to residential and agriculture uses” so it reads:

“Within this designation a number of different zones may be applied allowing differing uses accessory to residential and agriculture uses.”

First Nation Engagement

Referral of: Galiano Bylaw No. 296 (OCP Amendments)
Re: GL-PLRZ20240003 (Palmberg)

First Nation: Cowichan Tribes

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Halalt

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Lyackson

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Pauquachin First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
April 23, 2025	The project area appears to fall within the Hul'q'umi'num Statement of Intent as submitted to the BC Treaty Commission process, but outside Pauquachin First Nation's core title area. Pauquachin First Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuuchahnulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Pauquachin First Nation. Level 3 identifies that Pauquachin First Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Pauquachin First Nation's highest S.35 interests and would require high end of the Haida spectrum consultation. However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul'q'umi'num or Nuuchahnulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Pauquachin First Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Penelakut Tribe

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Semiahmoo

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Snuneymuxw

Date	Comment/Action	Initial
Feb 2, 2022	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Stz'uminus

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Ts'uubaa-asatx (Lake Cowichan)

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
April 23, 2025	The project area appears to fall within the Hul'q'umi'num Statement of Intent as submitted to the BC Treaty Commission process, but outside Ts'uubaa-asatx Nation's core title area. Ts'uubaa-asatx Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuuchahnulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Ts'uubaa-asatx Nation. Level 3 identifies that Ts'uubaa-asatx Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Ts'uubaa-asatx Nation's highest S.35 interests and would require high end of the Haida spectrum consultation. However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul'q'umi'num or Nuuchahnulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Ts'uubaa-asatx Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsartlip First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsawout First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsawwassen First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 6, 2025	Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tseycum First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

Non-Agency Referrals**First Nation: Coast Salish Peoples Society**

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: WSANEC Leadership Council

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 16, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

File No.: 3900-03; 4050-03

DATE OF MEETING: August 6, 2025

TO: Executive Committee

FROM: Warren Dingman, Manager of Bylaw Compliance & Enforcement

DATE PREPARED: July 18, 2025

SUBJECT: Gambier Island Local Trust Committee Bylaw No. 160

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS: The proposed bylaw improves bylaw enforcement and compliance effectiveness and efficiency and is not contrary to the Policy Statement.

1 PURPOSE

The purpose of this request for decision is to summarize the amendments to the Gambier Island Bylaw Enforcement Notice Bylaw No. 116 contravention schedules and the request by the Gambier Island Local Trust Committee for its approval by the Executive Committee.

2 BACKGROUND

The Gambier Island Local Trust Committee has amended its Bylaw Enforcement Notice Bylaw (BEN) and added a penalty for failure to obtain a development permit within adopted development permit areas. The contravention Schedules have also been revised to update penalty and surcharge amounts, and to ensure that any Land Use Bylaw Amendments have been updated in the Schedules.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL

The Gambier Local Trust Committee has no concerns about the use of the BEN system, and would like to see expanded use for enforcement on development permit contraventions as it remains the most cost-effective way of enforcement.

The BEN Schedules have been simplified, which should make referencing easier, and a penalty has been added for failing to obtain a development permit. Previously, legal action has been the only option for enforcing the development permit area guidelines, and requirement for a development permit, within the Land Use Bylaw.

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

FINANCIAL

There are no direct financial increases or increases in staff resources associated with the current amendments to the BEN bylaw, and now that a penalty can be issued for failing to obtain a development permit, this may reduce the need to pursue civil claims in BC Supreme Court and therefore reduce the costs of overall enforcement in the Gambier Island Local Trust Area.

4 RELEVANT POLICY(S)

[Trust Council Policy 5.5.1, Bylaw Compliance & Enforcement](#)

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Gambier Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 160, cited as "Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No. 1, 2025", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Hornby Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Warren Dingman, Manager of Bylaw Compliance & Enforcement	July 24, 2025
Concurrence:	Sonja Zupanec, RPP, MCIP, Acting Regional Planning Manager	July 24, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC Policy Checklist
3. Proposed Gambier Island LTC Bylaw No. 160



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gambier Island Local Trust Committee

Bylaw No.: GM-160

Bylaw Type: Notice Enforcement Bylaw

Date of resolution referring bylaw to Executive Committee: 25-Mar-2025

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: GM-160

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 24-Jun-2025

Reading:

PROPOSED
GAMBIER ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 160

**A BYLAW TO AMEND THE GAMBIER ISLAND LOCAL TRUST COMMITTEE BYLAW
ENFORCEMENT
NOTIFICATION BYLAW NO. 116, 2011**

The Gambier Island Local Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Gambier Island Local Trust Area, under the *Islands Trust Act*, in open meeting assembled, enacts as follows:

1. Gambier Island Local Trust Committee Bylaw No. 116 cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 116, 2011” is hereby amended as follows:

- a. By deleting section 3.0 in its entirety, and replacing it with:

“3.0 BYLAW CONTRAVENTIONS

The bylaws and bylaw contraventions designated in Schedule “A”, Schedule “B” and Schedule “C”, and Schedule “D”, attached to this bylaw may be dealt with by Bylaw Violation Notice.

- b. By deleting section 4.0 (1) in its entirety, and replacing it with:

“4.0 (1) subject to paragraphs (2) to (4), is the Penalty amount set out in column A1 of Schedule “A”, Schedule “B”, Schedule “C”, and Schedule “D” as attached to this bylaw;

- c. By deleting section 4.0 (4) in its entirety, and replacing it with:

“4.0 (4) if paid under a compliance agreement, may be reduced as provided under column A5 of Schedule “A”, Schedule “B”, Schedule “C”, and Schedule “D” as attached to this bylaw.

- d. By deleting section 7.3 (4) in its entirety, and replacing it with:

“7.3 (4) To provide for payment of a reduced penalty if a compliance agreement is entered into as provided in Column A5 of Schedule “A”, Schedule “B”, Schedule “C”, and Schedule “D” as attached to this bylaw; and

- e. By deleting section 7.4 in its entirety and replacing it with:

“7.4 The bylaw contraventions in relation to which a screening officer may enter into a compliance agreement are indicated in column A4 of Schedule “A”, Schedule “B”, Schedule “C”, and Schedule “D” as attached to this bylaw.

PROPOSED

- f. By deleting Schedule A - Gambier Island Land Use Bylaw No. 86, 2004 Contraventions and Penalties in its entirety and replacing it with a new Schedule A – Gambier Island Land Use Bylaw No. 86, 2004 Contraventions and Penalties, attached to and forming part of this bylaw.
 - g. By deleting Schedule B - Keats Islands Land Use Bylaw No. 78, 2002 Contraventions and Penalties in its entirety and replacing it with a new Schedule B - Keats Islands Land Use Bylaw No. 78, 2002 Contraventions and Penalties, attached to and forming part of this bylaw.
 - h. By deleting Schedule C - Bowyer and Passage Islands Land Use Bylaw No. 114, 2011 in its entirety and replacing it with a new Schedule C - Bowyer and Passage Islands Land Use Bylaw No. 114, 2011 Contraventions and Penalties, attached to and forming part of this bylaw.
 - i. By deleting Schedule D - Gambier Associated Islands Land Use Bylaw No. 120, 2013 Contraventions and Penalties in its entirety and replacing it with a new Schedule D - Gambier Associated Islands Land Use Bylaw No. 120, 2013 Contraventions and Penalties, attached to and forming part of this bylaw.
2. This Bylaw may be cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 116, 2011, Amendment No. 1, 2025.”

READ A FIRST TIME THIS 24TH DAY OF JUNE , 2025

READ A SECOND TIME THIS 24Th DAY OF JUNE , 2025

READ A THIRD TIME THIS 24TH DAY OF JUNE , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

XX DAY OF XXX , 2025

ADOPTED THIS XX DAY OF XXX , 2025

CHAIRPERSON

SECRETARY

Schedule A
GAMBIER ISLAND LAND USE BYLAW NO. 86, 2004
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.3	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
3.2	Prohibited Use	\$500	\$400	\$800	Yes	100%
3.3	Non-Permitted Siting	\$350	\$250	\$650	Yes	100%
3.5	Fail to Comply with Height Regulations	\$300	\$200	\$600	Yes	100%
3.6	Fail to Comply with Accessory Use, Building and Structure Regulations	\$300	\$200	\$600	Yes	100%
3.7	Fail to Comply with Home Occupation Regulations	\$350	\$250	\$650	Yes	100%
3.8	Non-Permitted Fence	\$300	\$200	\$600	Yes	100%
3.9.	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
3.10	Wrecking/Storage of Derelict Automobiles/Junk	\$500	\$400	\$800	Yes	100%
3.13.	Fail to Comply with ALR Farm Use Regulations	\$300	\$200	\$600	Yes	100%
3.14.	Non-Permitted Associated Secondary Dwelling Floor Area	\$300	\$200	\$600	Yes	100%
5.1 – 5.22	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.22	Non-Permitted Building, Structure or Density in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.22	Non-Permitted Siting or Size in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 – 5.22	Fail to Comply with Site Specific Regulations in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 – 5.22	Fail to Comply with Conditions of Use in Any Zone	\$300	\$200	\$600	Yes	100%
6.1 – 6.5	Fail to Comply with Sign Regulations	\$300	\$200	\$600	Yes	100%
7.1 – 7.4	Fail to Comply with Parking Regulations	\$250	\$150	\$550	Yes	100%

Schedule A
GAMBIER ISLAND LAND USE BYLAW NO. 86, 2004
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
9.1 – 9.3	Fail to Obtain Development Permit in Any Development Permit Area	\$500	\$400	\$800	Yes	100%

Schedule B
KEATS ISLAND LAND USE BYLAW NO. 78, 2002
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
1.3.6	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
2.2.1 – 2.2.10	Fail to Comply with Home Occupation Regulations	\$300	\$200	\$600	Yes	100%
2.2.11	Prohibited Home Occupation	\$500	\$400	\$800	Yes	100%
2.4.1	Fail to Comply with Fence Regulations	\$300	\$200	\$600	Yes	100%
2.4.4	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
2.5	Non-Permitted Storage and Wrecking of Derelict Vehicles, or Storage of Junk	\$500	\$400	\$800	Yes	100%
2.7.2	Fail to Comply with General Setback Regulations	\$350	\$250	\$650	Yes	100%
2.8.	Fail to Comply with Height Regulations	\$300	\$200	\$600	Yes	100%
4.1 – 4.16	Non-Permitted Use In Any Zone	\$500	\$400	\$800	Yes	100%
4.1 – 4.16	Non-Permitted Building, Structures or Density in Any Zone	\$500	\$400	\$800	Yes	100%
4.1 – 4.16	Non-Permitted Floor Area, Siting or Height in Any Zone	\$350	\$250	\$650	Yes	100%
4.1 – 4.16	Non-Permitted Marine-Based Structure	\$500	\$400	\$800	Yes	100%
4.1 – 4.16	Fail to Comply with Site Specific Regulations	\$350	\$200	\$600	Yes	100%.
5.1	Fail to Comply with Sign Regulations	\$350	\$250	\$650	Yes	100%
5.3	Prohibited Sign	\$500	\$400	\$800	Yes	100%
6.1 – 6.2	Fail To Comply with Parking Regulations	\$300	\$200	\$400	Yes	100%
9.1 – 9.2	Fail to Obtain a Development Permit in Any development permit area	\$500	\$400	\$800	Yes	100%

Schedule C
BOWYER & PASSAGE ISLANDS LAND USE BYLAW NO. 114, 2011
CONTRAVENTIONS AND PENALTIES

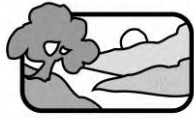
Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.3	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
3.2	Prohibited Use, Building or Structure in Any Zone	\$500	\$400	\$800	Yes	100%
3.3	Fail to Comply with Siting & Setback Regulations	\$350	\$250	\$650	Yes	100%
3.4	Fail to Comply with Height Regulations	\$350	\$250	\$650	Yes	100%
3.5	Fail to Comply with Accessory Use, Building or Structure Regulations	\$350	\$250	\$650	Yes	100%
3.6	Fail to Comply with Home Occupation Regulations	\$350	\$250	\$650	Yes	100%
3.7	Over height Fence	\$300	\$200	\$600	Yes	100%
3.8	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
3.9	Non-Permitted parking, storage or stopping of a recreational vehicle	\$300	\$200	\$600	Yes	100%
3.10	Non-Permitted Storage of Junk and Derelict Vehicles	\$500	\$400	\$800	Yes	100%
5.1 – 5.8	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.8	Non-Permitted Density in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.8	Non-Permitted siting, height or floor area in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 -5.8	Over Height Fence in Any Zone	\$300	\$200	\$300	Yes	100%
5.1 – 5.8	Fail to meet site specific regulations in Any Zone	\$350	\$250	\$300	Yes	100%

Schedule C
BOWYER & PASSAGE ISLANDS LAND USE BYLAW NO. 114, 2011
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
5.1 – 5.8	Fail to meet conditions of use in Any Zone	\$350	\$250	\$650	Yes	100%
6.2 – 6.6	Fail to Comply with Sign Regulations	\$300	\$200	\$600	Yes	100%

Schedule D
GAMBIER ASSOCIATED ISLANDS LAND USE BYLAW NO. 120, 2013
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment (\$300 surcharge after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.3	Fail to Permit Inspection	\$500	\$400	\$800	Yes	100%
3.2	Prohibited Use, Building or Structure	\$500	\$400	\$800	Yes	100%
3.3	Fail to Comply with Siting & Setback Regulations	\$350	\$250	\$650	Yes	100%
3.5	Non-Permitted Accessory Use, Building or Structure	\$350	\$250	\$650	Yes	100%
3.6	Fail to Comply with Home Occupation Regulations	\$500	\$400	\$800	Yes	100%
3.7	Fence Exceeds Maximum Permitted Height	\$300	\$200	\$600	Yes	100%
3.8	Inadequate Landscape Screen	\$300	\$200	\$600	Yes	100%
3.9	Recreational Vehicle Used As Residence	\$350	\$250	\$650	Yes	100%
3.10	Non-Permitted Storage Of Junk/Derelict Vehicles	\$500	\$400	\$800	Yes	100%
5.1 – 5.16	Non-Permitted Use in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.16	Non-Permitted Buildings, Structures or Density in Any Zone	\$500	\$400	\$800	Yes	100%
5.1 – 5.16	Non-Permitted Siting, Size, or Height in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 – 5.16	Fail to Comply with Conditions of use in Any Zone	\$350	\$250	\$650	Yes	100%
5.1 – 5.16	Fail to Comply with Site-Specific Regulations in Any Zone	\$350	\$250	\$650	Yes	100%
6.2 – 6.6	Fail to Comply with Sign Regulations	\$300	\$200	\$600	Yes	100%
7.1	Fail To Comply with Parking Regulations	\$300	\$200	\$600	Yes	100%



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: LA BL 105

3900-03: Meeting
Procedures Repeal Bylaw

DATE OF MEETING: August 6, 2025
TO: Islands Trust Executive Committee
FROM: Nadine Mourao, Legislative Clerk / Deputy Secretary
SUBJECT: Lasqueti Island Local Trust Committee - Proposed Bylaw No. 105 – Repeal of Meeting Procedures Bylaw

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

Lasqueti Island Local Trust Committee referred Bylaw No. 105 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

Financial:

None

Policy:

None

Implementation and Communications:

Staff will communicate Executive Committee's decision to the Lasqueti Island Local Trust Committee.

First Nations:

There are no implications for First Nations relations.

Other:

There are no other anticipated implications of the recommendation.

PURPOSE

To rescind the Lasqueti Local Trust Committee Meeting Procedures Bylaw, 2022

BACKGROUND

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the Islands Trust Act

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 23 to 45 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

Proposed Bylaw No. 105 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)
- Islands Trust Council Executive Committee Legislative Role ([Policy 2.4.4](#))

ALTERNATIVE

1. **Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:**

THAT the Executive Committee request that staff advise Lasqueti Island Local Trust Committee in writing that the Executive Committee considers that Lasqueti Island Local Trust Committee Bylaw No. 105, cited as "Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Lasqueti Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk / Deputy Secretary	July 18, 2025
Concurrence:	Sonja Zupanec, RPP, MCIP, Acting Regional Planning Manager	July 28, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Lasqueti Island Local Trust Committee

Bylaw No.: LA-105

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 14-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by
Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: LA-105

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 14-Jul-2025

Reading: 14-Jul-2025

Third Reading

A Bylaw to repeal the “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022”.

AND WHEREAS, under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

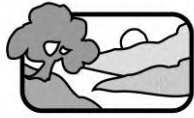
1. This bylaw may be cited as "Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025".
2. "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022", is hereby repealed.

READ A FIRST TIME THIS	14 TH	DAY OF	JULY	, 2025
READ A SECOND TIME THIS	14 TH	DAY OF	JULY	, 2025
READ A THIRD TIME THIS	14 TH	DAY OF	JULY	, 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

ADOPTED THIS _____ DAY OF _____, 202_

Secretary



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: MA-BL-198

3900-03: Meeting
Procedures Repeal Bylaw

DATE OF MEETING: August 6, 2025
TO: Islands Trust Executive Committee
FROM: Jas Chonk, Legislative Clerk
SUBJECT: Mayne Island Local Trust Committee - Proposed Bylaw No. 198 – Repeal of Meeting Procedures Bylaw

RECOMMENDATION

- 1. 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*.**

DIRECTORS COMMENTS

Mayne Island Local Trust Committee referred Bylaw No. 198 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

Financial:

None

Policy:

None

Implementation and Communications:

Staff will communicate Executive Committee's decision to the Mayne Island Local Trust Committee.

First Nations:

There are no implications for First Nations relations.

Other:

There are no other anticipated implications of the recommendation.

PURPOSE

To rescind the Mayne Island Local Trust Committee Meeting Procedures Bylaw No. 188.

BACKGROUND

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the *Islands Trust Act*.

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council Bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 22 to 44 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council Bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council Bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

Proposed Bylaw No. 198 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)
- Islands Trust Council Executive Committee Legislative Role ([Policy 2.4.4](#))

ALTERNATIVE

1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Mayne Island Local Trust Committee in writing that the Executive Committee considers that Mayne Island Local Trust Committee Bylaw No. 198, cited as "Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Mayne Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Jas Chonk, Legislative Clerk	July 29, 2025
Concurrence:	Stefan Cermak, Director Local Planning Services	July 29, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Mayne Island LTC Bylaw No. 198



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Mayne Island Local Trust Committee

Bylaw No.: MA-198

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 28-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by
Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 28-Jul-2025

Reading: 28-Jul-2025

Third Reading

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE
MEETING PROCEDURES REPEAL BYLAW
BYLAW NO. 198

A Bylaw to repeal the “Mayne Island Local Trust Committee Meeting Procedure Bylaw No. 188, 2022”.

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council’s Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee’s meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Mayne Island Local Trust Committee in open meeting assembled, enacts as follows:

- 1. This bylaw may be cited as "Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025".
- 2. “Mayne Island Local Trust Committee Meeting Procedure Bylaw No. 188, 2022”, is hereby repealed.

READ A FIRST TIME THIS	28 TH	DAY OF	JULY,	2025.
READ A SECOND TIME THIS	28 TH	DAY OF	JULY,	2025.
READ A THIRD TIME THIS	28 TH	DAY OF	JULY,	2025.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	—	DAY OF	—,	20__
ADOPTED THIS	—	DAY OF	—,	20__

CHAIR

DEPUTY SECRETARY

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: MA-BL-199

3900-03: Public Notification
Bylaw

DATE OF MEETING: August 6, 2025
TO: Islands Trust Executive Committee
FROM: Jas Chonk, Legislative Clerk
SUBJECT: Mayne Island Local Trust Committee - Proposed Bylaw No. 199 – Public Notification Bylaw

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

Mayne Island Local Trust Committee referred Bylaw No. 199 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

Financial:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

Policy:

There are no policy implications. Trust Council policy deems that Administrative bylaws are consistent with the Islands Trust Policy Statement.

Implementation and Communications:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

First Nations:

There are no First Nations relations implications.

Other:

There are no other implications.

PURPOSE

The purpose of bylaw is to provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

BACKGROUND

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter*.

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be

shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

Proposed Bylaw No. 199 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Section 94 and Section 94.2 of the Community Charter](#)
- [Community Charter Public Notice Regulation](#)
- [Trust Council Policy 4.1.16 Model Public Notice Bylaw](#)

ALTERNATIVE

1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Mayne Island Local Trust Committee in writing that the Executive Committee considers that Mayne Island Local Trust Committee Bylaw No. 199, cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Mayne Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Jas Chonk, Legislative Clerk	July 29, 2025
Concurrence:	Stefan Cermak, Director Local Planning Services	Select Date.

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Mayne Island LTC Bylaw No. 199



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Mayne Island Local Trust Committee

Bylaw No.: MA-199

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 28-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 28-Jul-2025

Reading: 28-Jul-2025

Third Reading

PROPOSED

**MAYNE ISLAND LOCAL TRUST COMMITTEE
PUBLIC NOTIFICATION BYLAW
BYLAW NO. 199**

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the Mayne Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Mayne Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE, the Mayne Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025".
2. The means of publication for public notice requirements under the Community Charter, *Local Government Act*, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) electronically by posting the notice on Islands Trust's social media platform.

READ A FIRST TIME THIS 28TH DAY OF JULY, 2025.

READ A SECOND TIME THIS 28TH DAY OF JULY, 2025.

READ A THIRD TIME THIS 28TH DAY OF JULY, 2025.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 20____

ADOPTED THIS _____ DAY OF _____, 20____

CHAIR

DEPUTY SECRETARY

File No.: 3900-03; 4050-03

DATE OF MEETING: August 6, 2025

TO: Executive Committee

FROM: Warren Dingman, Manager of Bylaw Compliance & Enforcement

DATE PREPARED: July 29, 2025

SUBJECT: North Pender Island Local Trust Committee Proposed Bylaw No. 230

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS: The proposed bylaw improves bylaw enforcement and compliance effectiveness and efficiency and is not contrary to the Policy Statement.

1 PURPOSE

The purpose of this request for decision is to summarize the amendments to the North Pender Island Bylaw Enforcement Notice Bylaw No. 188 contravention schedules and the request by the North Pender Island Local Trust Committee for its approval by the Executive Committee.

2 BACKGROUND

The North Pender Island Local Trust Committee has amended its Bylaw Enforcement Notice Bylaw (BEN) and added a penalty for failure to obtain a development permit within adopted development permit areas. The contravention Schedules have also been revised to update penalty and surcharge amounts, and to ensure that any Land Use Bylaw Amendments have been updated in the Schedules.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL

The Local Trust Committee has no concerns about the use of the BEN system, and would like to see expanded use for enforcement on development permit contraventions, and it remains the most cost-effective way of enforcement.

The BEN Schedules have been simplified, which should make referencing easier, and a penalty has been added for failing to obtain a development permit. Previously, legal action has been the only option for enforcing the development permit area guidelines, and requirement for a development permit, within the Land Use Bylaw.

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

FINANCIAL

There are no direct financial increases or increases in staff resources associated with the current amendments to the BEN bylaw, and now that a penalty can be issued for failing to obtain a development permit, this may reduce the need to pursue civil claims in BC Supreme Court and therefore reduce the costs of overall enforcement on North Pender.

4 RELEVANT POLICY(S)

[Trust Council Policy 5.5.1, Bylaw Compliance & Enforcement](#)

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise North Pender Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 230, cited as "North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 188, 2011, Amendment No. 1, 2022", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the North Pender Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Warren Dingman, Bylaw Compliance & Enforcement Manager	July 29, 2025
Concurrence:	Stefan Cermak, Director Local Planning Services	July 29, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC Policy Checklist
3. Proposed North Pender Island LTC Bylaw No. 230



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: North Pender Island Local Trust Committee

Bylaw No.: NP-230

Bylaw Type: Notice Enforcement Bylaw

Date of resolution referring bylaw to Executive Committee: 25-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 25-Jul-2025

Reading:

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 230

A BYLAW TO AMEND THE NORTH PENDER ISLAND LOCAL TRUST COMMITTEE BYLAW ENFORCEMENT NOTIFICATION BYLAW, NO. 188, 2011

The North Pender Island Local Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the North Pender Island Local Trust Area, under the *Islands Trust Act*, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as “North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 188, 2011, Amendment No. 1, 2022.”

2. North Pender Island Local Trust Committee Bylaw cited as “North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 188, 2011” is amended as follows:

a) By deleting section 10 (a) and replacing it with the following:

(a) Schedule A – North Pender Island Contraventions & Penalties.

b) By deleting section 10(b) and replacing it with the following:

(b) Schedule B – North Pender Associated Islands Contraventions & Penalties.

c) By deleting Schedule A and replace it with the new Schedule A, attached to and forming part of this bylaw.

d) By deleting Schedule B and replace it with new Schedule B, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 25TH DAY OF JULY, 2025.

READ A SECOND TIME THIS 25TH DAY OF JULY, 2025.

READ A THIRD TIME THIS 25TH DAY OF JULY, 2025.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST
THIS DAY OF 20

ADOPTED THIS DAY OF , 20

SECRETARY

CHAIR

Schedule A
NORTH PENDER ISLAND
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Bylaw & Contravention description: North Pender Island Land Use Bylaw No. 224	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment including \$300.00 Surcharge (after 28 days)	A4 Compliance Agreement	A5 Agreement Discount
2.3	Fail to permit inspection	\$500.00	\$400.00	\$800.00	Yes	100%
3.2	Prohibited use, building or structure	\$500.00	\$400.00	\$800.00	Yes	100%
3.3	Non-Permitted siting in setback area from the sea, lake, wetland or stream	\$500.00	\$400.00	\$800.00	Yes	100%
3.3 (4-8) inclusive	Non-Permitted siting in setback area	\$350.00	\$250.00	\$650.00	Yes	100 %
3.4	Fail to comply with height regulations	\$350.00	\$250.00	\$650.00	Yes	100%
3.5	Non-Permitted accessory use, building or structure; or fail to provide landscape screen	\$350.00	\$250.00	\$650.00	Yes	100%
3.6	Fence exceeds height restriction	\$350.00	\$250.00	\$650.00	Yes	100%
3.7	Fail to comply with Home Business Regulations	\$350.00	\$250.00	\$650.00	Yes	100%
3.8	Fail to comply with Home Industry Regulations	\$350.00	\$250.00	\$650.00	Yes	100%
3.9	Fail to comply with landscape regulations	\$350.00	\$250.00	\$650.00	Yes	100%
3.10	Fail to comply with secondary suite regulations	\$350.00	\$250.00	\$650.00	Yes	100%
3.11	Fail to comply with cistern requirements	\$350.00	\$250.00	\$650.00	Yes	100%
3.12	Fail to comply with derelict vehicle regulations	\$350.00	\$250.00	\$650.00	Yes	100%
3.13	Fail to comply with Agri-tourism or Agri-tourist Accommodation Regulations	\$350.00	\$250.00	\$650.00	Yes	100%
5.1 – 5.26 inclusive	Non-Permitted use in Any Zone	\$500.00	\$400.00	\$800.00	Yes	100%
5.1 – 5.26 inclusive	Non-Permitted density in Any Zone	\$500.00	\$400.00	\$800.00	Yes	100%

Schedule A
NORTH PENDER ISLAND
CONTRAVENTIONS AND PENALTIES

Bylaw Section	Bylaw & Contravention description: North Pender Island Land Use Bylaw No. 224	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment including \$300.00 Surcharge (after 28 days)	A4 Compliance Agreement	A5 Agreement Discount
5.1 – 5.26 inclusive	Non-Permitted siting, size, height in Any Zone	\$350.00	\$250.00	\$650.00	Yes	100%
5.1 – 5.26 inclusive	Fail to comply with site specific regulations in Any Zone	\$350.00	\$250.00	\$650.00	Yes	100%
6.1-5 inclusive	Fail to comply with sign regulations	\$350.00	\$250.00	\$650.00	Yes	100%
7.1-4 inclusive	Fail to comply with parking regulations	\$350.00	\$250.00	\$650.00	Yes	100%
9.1-2 inclusive	Fail to comply with campground regulations	\$350.00	\$250.00	\$650.00	Yes	100%

Bylaw Section	Bylaw & Contravention description: North Pender Island Official Community Plan Bylaw No 171	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment with \$300.00 Surcharge (after 28 days)	A4 Compliance Agreement	A5 Agreement Discount
5.2 - 5.11 inclusive	Fail to obtain development permit	\$500.00	\$400.00	\$800.00	Yes	100%

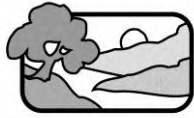
Schedule B
NORTH PENDER ASSOCIATED ISLANDS CONTRAVENTIONS & PENALTIES

Bylaw Section	Bylaw & Contravention Description: North Pender Associated Islands Land Use Bylaw No. 148, 2003	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment including \$300 Surcharge (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
2.3	Fail to Permit Inspection	\$500.00	\$400.00	\$800.00	Yes	100 %
3.2.	Prohibited use, building or structure	\$500.00	\$400.00	\$800.00	Yes	100%
3.3	Non-Permitted Siting	\$500.00	\$400.00	\$800.00	Yes	100%
3.4	Non-Permitted Height	\$350.00	\$250.00	\$650.00	Yes	100%
3.5	Fail to comply with regulations for Accessory use, building, or structure	\$350.00	\$250.00	\$650.00	Yes	100%
3.6	Fail to comply with home occupation regulations	\$350.00	\$250.00	\$650.00	Yes	100%
3.7	Fail to comply with regulations for Agricultural use, building or structure	\$350.00	\$250.00	\$650.00	Yes	100%
3.8	Fence Exceeds Maximum Permitted Height	\$350.00	\$250.00	\$650.00	Yes	100%
3.9.1	Inadequate Landscape Screen	\$350.00	\$250.00	\$650.00	Yes	100%
3.10.1	Non-Permitted Use of Recreation Vehicle	\$350.00	\$250.00	\$650.00	Yes	100%
3.11.1	Non permitted derelict vehicle storage	\$350.00	\$250.00	\$650.00	Yes	100%
3.14	Fail to comply with Agricultural Land Reserve Farm Use Regulations	\$500.00	\$400.00	\$800.00	Yes	100%
5.1-5.21 inclusive	Non-Permitted Use In Any Zone	\$500.00	\$400.00	\$800.00	Yes	100%
5.1-5.21 inclusive	Non permitted Density in Any Zone	\$500.00	\$400.00	\$800.00	Yes	100%
5.1-5.21 inclusive	Non permitted siting or size in Any Zone	\$350.00	\$250.00	\$650.00	Yes	100%
5.1-5.21 inclusive	Fail to comply with site specific regulations in Any Zone	\$350.00	\$250.00	\$650.00	Yes	100%

Schedule B
NORTH PENDER ASSOCIATED ISLANDS CONTRAVENTIONS & PENALTIES

Bylaw Section	Bylaw & Contravention Description: North Pender Associated Islands Land Use Bylaw No. 148, 2003	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment including \$300 Surcharge (after 28 days)	A4 Compliance Agreement Available	A5 Compliance Agreement Discount
6.2-6 inclusive	Failure to comply with sign regulations	\$350.00	\$250.00	\$650.00	Yes	100%
7.1-4 inclusive	Fail To comply with parking regulations	\$350.00	\$250.00	\$650.00	Yes	100%

Bylaw Section	Bylaw & Contravention description: North Pender Associated Island Official Community Plan Bylaw No 147, 2002	A1 Penalty Amount	A2 Discounted Penalty (within 14 days)	A3 Late Payment including \$300.00 Surcharge (after 28 days)	A4 Compliance Agreement	A5 Agreement Discount
701, 702, 703	Fail to obtain development permit	\$500.00	\$400.00	\$800.00	Yes	100%



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: NP-BL-238

3900-03: Meeting
Procedures Repeal Bylaw

DATE OF MEETING: August 6, 2025
TO: Islands Trust Executive Committee
FROM: Jas Chonk, Legislative Clerk
SUBJECT: North Pender Island Local Trust Committee - Proposed Bylaw No. 238 – Repeal of Meeting Procedures Bylaw

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

North Pender Island Local Trust Committee referred Bylaw No. 238 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

Financial:

None

Policy:

None

Implementation and Communications:

Staff will communicate Executive Committee's decision to the North Pender Island Local Trust Committee.

First Nations:

There are no implications for First Nations relations.

Other:

There are no other anticipated implications of the recommendation.

PURPOSE

To rescind the North Pender Island Local Trust Committee Meeting Procedures Bylaw No. 227.

BACKGROUND

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the *Islands Trust Act*.

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council Bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 22 to 44 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council Bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council Bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

Proposed Bylaw No. 238 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)
- Islands Trust Council Executive Committee Legislative Role ([Policy 2.4.4](#))

ALTERNATIVE

1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise North Pender Island Local Trust Committee in writing that the Executive Committee considers that North Pender Island Local Trust Committee Bylaw No. 238, cited as "North Pender Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 238, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the North Pender Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Jas Chonk, Legislative Clerk	July 28, 2025
Concurrence:	Stefan Cermak, Director Local Planning Services	July 29, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed North Pender LTC Bylaw No. 238



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: North Pender Island Local Trust Committee

Bylaw No.: NP-238

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 25-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 25-Jul-2025

Reading: 25-Jul-2025

Third Reading

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 238

A Bylaw to repeal the "North Pender Island Local Trust Committee Meeting Procedure
Bylaw No. 227, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the North Pender Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "North Pender Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 238, 2025".
2. "North Pender Island Local Trust Committee Meeting Procedure Bylaw No. 227, 2022", is hereby repealed.

READ A FIRST TIME THIS 25TH DAY OF JULY, 2025.

READ A SECOND TIME THIS 25TH DAY OF JULY, 2025.

READ A THIRD TIME THIS 25TH DAY OF JULY, 2025.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
— DAY OF —, 20__

ADOPTED THIS — DAY OF —, 20__

CHAIR

DEPUTY SECRETARY

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: NP-BL-239

3900-03: Public Notification
Bylaw

DATE OF MEETING: August 6, 2025
TO: Islands Trust Executive Committee
FROM: Jas Chonk, Legislative Clerk
SUBJECT: North Pender Island Local Trust Committee - Proposed Bylaw No. 239 – Public Notification Bylaw

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

North Pender Island Local Trust Committee referred Bylaw No. 239 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

Financial:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

Policy:

There are no policy implications. Trust Council policy deems that Administrative bylaws are consistent with the Islands Trust Policy Statement.

Implementation and Communications:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

First Nations:

There are no First Nations relations implications.

Other:

There are no other implications.

PURPOSE

The purpose of bylaw is to provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

BACKGROUND

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter*.

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be

shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

Proposed Bylaw No. 239 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Section 94 and Section 94.2 of the Community Charter](#)
- [Community Charter Public Notice Regulation](#)
- [Trust Council Policy 4.1.16 Model Public Notice Bylaw](#)

ALTERNATIVE

1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise North Pender Island Local Trust Committee in writing that the Executive Committee considers that North Pender Island Local Trust Committee Bylaw No. 239, cited as "North Pender Island Local Trust Committee Public Notification Bylaw No. 239, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the North Pender Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Jas Chonk, Legislative Clerk	July 28, 2025
Concurrence:	Stefan Cermak, Director Local Planning Services	July 29, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed North Pender Island LTC Bylaw No. 239



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: North Pender Island Local Trust Committee

Bylaw No.: NP-239

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 25-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 25-Jul-2025

Reading: 25-Jul-2025

Third Reading

PROPOSED

NORTH PENDER ISLAND LOCAL TRUST COMMITTEE PUBLIC NOTIFICATION BYLAW BYLAW NO. 239

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the North Pender Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the North Pender Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE, the North Pender Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "North Pender Island Local Trust Committee Public Notification Bylaw No. 239, 2025".
2. The means of publication for public notice requirements under the Community Charter, *Local Government Act*, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) electronically by posting the notice on Islands Trust's social media platform.

READ A FIRST TIME THIS 25TH DAY OF JULY, 2025.

READ A SECOND TIME THIS 25TH DAY OF JULY, 2025.

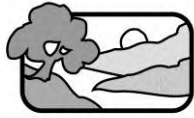
READ A THIRD TIME THIS 25TH DAY OF JULY, 2025.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
____ DAY OF _____, 20__

ADOPTED THIS ____ DAY OF _____, 20__

CHAIR

DEPUTY SECRETARY



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: SS-BL-547

3900-03: Meeting
Procedures Repeal Bylaw

DATE OF MEETING: August 6, 2025
TO: Islands Trust Executive Committee
FROM: Rob Pingle, Planning Technician
SUBJECT: Salt Spring Island Local Trust Committee - Proposed Bylaw No. 547 – Repeal of Meeting Procedures Bylaw

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

Salt Spring Island Local Trust Committee referred Bylaw No. 547 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement and it will improve clarity over meeting procedures.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

Financial:

None

Policy:

None

Implementation and Communications:

Staff will communicate Executive Committee's decision to the Salt Spring Island Local Trust Committee.

First Nations:

There are no implications for First Nations relations.

Other:

There are no other anticipated implications of the recommendation.

PURPOSE

To rescind the Salt Spring Local Trust Committee Meeting Procedures Bylaw No. 529.

BACKGROUND

At its regular meeting in June 2025, Trust Council adopted Bylaw 197, the Local Trust Committees' Meeting Procedures Bylaw. Trust Council Bylaw 197 does not add anything new beyond what the Salt Spring Island Local Trust Committee Meeting Procedure Bylaw No. 529 permits, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Trust Council Bylaw 197 is authorized under s.11 of the Islands Trust Act. Under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

Proposed Bylaw No. 547 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)
- [SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 529, 2021](#)
- Islands Trust Council Executive Committee Legislative Role ([Policy 2.4.4](#))

ALTERNATIVE

1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Salt Spring Island Local Trust Committee in writing that the Executive Committee considers that Salt Spring Island Local Trust Committee Bylaw No. 547, cited as "Salt Spring Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 547, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Salt Spring Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Rob Pingle, Planning Technician	July 11, 2025
Concurrence:	Stefan Cermak, Director Local Planning Services	July 11, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed SS LTC Bylaw No. 547



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No.: SS-547

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 10-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Rob Pingle

Status

Date Resolution Referred to Exective Committee: 10-Jul-2025

Reading: 10-Jul-2025

Third Reading

PROPOSED

ATTACHMENT 3

SALT SPRING ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 547

A Bylaw to repeal the "Salt Spring Island Local Trust Committee Meeting Procedure Bylaw No. 529, 2021".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Salt Spring Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Salt Spring Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 547, 2025".
2. "Salt Spring Island Local Trust Committee Meeting Procedure Bylaw No. 529, 2021", is hereby repealed.

READ A FIRST TIME THIS 10 DAY OF JULY ,2025

READ A SECOND TIME THIS 10 DAY OF JULY ,2025

READ A THIRD TIME THIS 10 DAY OF JULY ,2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
— DAY OF — ,202_

RECONSIDERED AND FINALLY ADOPTED THIS
— DAY OF — ,202_

Chairperson

Secretary



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: SA-BL-144

3900-03: Meeting
Procedures Repeal Bylaw

DATE OF MEETING: August 6, 2025

TO: Islands Trust Executive Committee

FROM: Jas Chonk, Legislative Clerk

SUBJECT: Saturna Island Local Trust Committee - Proposed Bylaw No. 144 – Repeal of Meeting Procedures Bylaw

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

Saturna Island Local Trust Committee referred Bylaw No. 144 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

Financial:

None

Policy:

None

Implementation and Communications:

Staff will communicate Executive Committee's decision to the Saturna Island Local Trust Committee.

First Nations:

There are no implications for First Nations relations.

Other:

There are no other anticipated implications of the recommendation.

PURPOSE

To rescind the Saturna Island Local Trust Committee Meeting Procedures Bylaw No. 135.

BACKGROUND

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the *Islands Trust Act*.

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council Bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 22 to 44 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council Bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council Bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

Proposed Bylaw No. 144 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)
- Islands Trust Council Executive Committee Legislative Role ([Policy 2.4.4](#))

ALTERNATIVE

1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Saturna Island Local Trust Committee in writing that the Executive Committee considers that Saturna Island Local Trust Committee Bylaw No. 144, cited as "Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Saturna Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Jas Chonk, Legislative Clerk	July 28, 2025
Concurrence:	Stefan Cermak, Director Local Planning Services	July 29, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Saturna Island LTC Bylaw No. 144



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Saturna Island Local Trust Committee

Bylaw No.: SA-144

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 24-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 24-Jul-2025

Reading: 24-Jul-2025

Third Reading

**SATURNA ISLAND LOCAL TRUST COMMITTEE
MEETING PROCEDURES REPEAL BYLAW
BYLAW NO. 144**

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

NOW THEREFORE, the Saturna Island Local Trust Committee in open meeting assembled, enacts as follows:

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: SA-BL-145

3900-03: Public Notification
Bylaw

DATE OF MEETING: August 6, 2025
TO: Islands Trust Executive Committee
FROM: Jas Chonk, Legislative Clerk
SUBJECT: Saturna Island Local Trust Committee - Proposed Bylaw No. 145 – Public Notification Bylaw

RECOMMENDATION

1. **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*.**

DIRECTORS COMMENTS

Saturna Island Local Trust Committee referred Bylaw No. 145 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

Financial:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

Policy:

There are no policy implications. Trust Council policy deems that Administrative bylaws are consistent with the Islands Trust Policy Statement.

Implementation and Communications:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

First Nations:

There are no First Nations relations implications.

Other:

There are no other implications.

PURPOSE

The purpose of bylaw is to provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

BACKGROUND

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter*.

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be

shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

Proposed Bylaw No. 145 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Section 94 and Section 94.2 of the Community Charter](#)
- [Community Charter Public Notice Regulation](#)
- [Trust Council Policy 4.1.16 Model Public Notice Bylaw](#)

ALTERNATIVE

1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Saturna Island Local Trust Committee in writing that the Executive Committee considers that Saturna Island Local Trust Committee Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Saturna Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Jas Chonk, Legislative Clerk	July 28, 2025
Concurrence:	Stefan Cermak, Director Local Planning Services	July 29, 2025

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Saturna Island LTC Bylaw No. 145



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Saturna Island Local Trust Committee

Bylaw No.: SA-145

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 24-Jul-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by
Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 24-Jul-2025

Reading: 24-Jul-2025

Third Reading

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE PUBLIC NOTIFICATION BYLAW BYLAW NO. 145

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the Saturna Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Saturna Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE, the Saturna Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025".
2. The means of publication for public notice requirements under the Community Charter, *Local Government Act*, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) electronically by posting the notice on Islands Trust's social media platform.

READ A FIRST TIME THIS 24TH DAY OF JULY, 2025.

READ A SECOND TIME THIS 24TH DAY OF JULY, 2025.

READ A THIRD TIME THIS 24TH DAY OF JULY, 2025.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
____ DAY OF _____, 20__

ADOPTED THIS ____ DAY OF _____, 20__

CHAIR

DEPUTY SECRETARY

DRAFT Islands Trust Council Quarterly Meeting Schedule

September 16-18, 2025

[Visit the meeting webpage to view the AGENDA, to join the meeting electronically, and to view the livestream or attend by phone-in.](#)

Tuesday, September 16	Wednesday, September 17	Thursday, September 18
10:00 Executive Committee Meeting	9:00 Closed Meeting Public are welcome to attend all sessions excluding the Closed Meeting Rise and Report	9:00 Financial and Employee Services Consent Agenda Item(s) Decision/Discussion Item(s)
12:00 Lunch	10:30 Break	10:30 Break
1:00 Territorial Acknowledgement Call to Order and Approval of Agenda	10:45 Planning Services Consent Agenda Item(s) Decision/Discussion Item(s)	10:45 To be determined
1:30 General Business Arising Consent Agenda Item(s) Islands Trust Active Priorities Chart Committees Work Programs (EC, GC, FPC, RPC, TPC, AC, ITCB) Committee Chair Verbal Reports	12:00 Lunch and Field Trip (GIRO Makerspace)	12:00 Lunch
2:15 New Business Trustee-Initiated Requests for Decision	2:00 Trust Area Services Consent Agenda Item(s) Decision/Discussion Item(s)	1:00 Disposition of Delegations/Public Comment & Correspondence 1:30 Trustee Roundtable and Meeting Wrap-up
3:00 Correspondence	3:30 Break	2:30 Trust Council Adjournment (approx.)
3:15 Break	3:45 Legislative and Information Services Consent Agenda Item(s) Decision/Discussion Item(s)	 Islands Trust *times are provided for information and may vary
3:30 Executive Office Consent Agenda Item(s) Decision/Discussion Item(s)		
4:30 Delegations / Public Comment		
5:30 Adjourn for the Day (approx.)	5:30 Adjourn for the Day (approx.)	
6:00-7:00 Dinner	6:00-7:00 Dinner	



REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: August 6, 2025

From: Executive Office

Date Prepared: July 30, 2025

SUBJECT: 2025 UBCM Staff Meeting Requests

RECOMMENDATION:

THAT Executive Committee ask staff to submit meeting requests for staff from the [insert name of ministry/agency] on the topic of [insert meeting topic] for the 2025 Union of BC Municipalities Convention.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Requests for meetings with staff from provincial ministries, agencies, commissions, and Crown corporations must be submitted by August 20, 2025. To get value from any meetings, they should be related to clearly defined topics.

1 PURPOSE:

To seek Executive Committee's direction on requests for meetings with provincial ministry and agency staff at the 2025 Union of B.C. Municipalities (UBCM) convention September 22-26 in Victoria.

2 BACKGROUND:

At each annual UBCM convention, delegates have the opportunity to submit requests to meet with provincial government ministries, agencies, commissions and Crown corporations. Where staff meetings are granted, they are typically 30-minutes in length, with the exception of the Ministry of Transportation and Transit which offers 20-minute meetings. Confirmation of meetings will not happen until September 17, 2025.

Staff suggest Trustees may wish to seek a meeting with staff from BC Housing to gain insight into that agency's current and planned activities in the Trust Area.

In addition, BC Assessment has extended a separate opportunity to local government agencies to schedule meetings "to discuss property assessment topics specific to your community...to answer questions about BC Assessment and our processes, or have a meet and greet." The requests for meetings with BC Assessment must be submitted by August 22, 2025.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff will work to appropriately support attending trustees so they can maximize the value of UBCM. Because meetings will only be confirmed less than a week before UBCM, staff will need to prepare any relevant briefing materials for all requests in advance of knowing which, if any, meetings are scheduled. Given the preparation time required, Trustees are advised to only submit meeting requests they feel will be of substantive value to Islands Trust.

FINANCIAL: N/A.

POLICY: N/A .

IMPLEMENTATION/COMMUNICATIONS: Staff will prepare briefing materials for requested meetings.

FIRST NATIONS: N/A.

OTHER: N/A.

4 RELEVANT POLICY(S): [Trust Council Policy 6.12.2](#) UBCM/AVICC Membership and Resolutions

5 ATTACHMENT(S): N/A

RESPONSE OPTIONS

Recommendation:

THAT Executive Committee ask staff to submit meeting requests for staff from the [insert name of ministry/agency] on the topic of [insert meeting topic] for the 2025 Union of BC Municipalities Convention.

Alternative:

1. Executive Committee could opt not to submit any staff meeting requests.

Prepared By: Rueben Bronee, CAO, July 30, 2025

BRIEFING

To: Executive Committee **For the Meeting of:** August 6, 2025
From: Planning Services **Date Prepared:** July 29, 2025
SUBJECT: Short Term Rental Accommodation – Principal Residence Opt-In Update

PURPOSE: To provide the Executive Committee with an update that the Ministry of Housing and Municipal Affairs, Housing Policy Branch, has informed staff that the Salt Spring Island Local Trust Committee request to opt-in to the principal residence requirement has been approved by BC Order in Council 277/2025, and will come into effect November 1, 2025.

BACKGROUND:

The *Short Term Rental Accommodation Act* (STRA Act) Received Royal Assent on October 26, 2023. The *Short Term Rental (STR) Accommodation Regulations* (Order in Council) were adopted December 7, 2023. The STRA Act and regulations create a framework including key considerations relating to principal residence requirements, time period regulations, legal non-conforming use, business licensing updates and enforcement. The province has provided information in an easy to read [STR Policy Guidance Document](#).

Properties in the Islands Trust Area are exempt from the requirement to have STRs operated by a principal residence of the subject property. However, a local trust committee or Bowen Island Municipality may pass a resolution requesting to be removed from the list of exempt land in order to “opt-into” the principal residence requirement. Opting in means the provincial restriction on short-term rental accommodations will over-ride any schemes that the local trust committee or island municipality has enacted (where there is a conflict between them).

Both the Bowen Island Municipality and Gabriola Island Local Trust Committee “opted-in” and are currently reflected in the current STR regulations. The Salt Spring Island Local Trust Committee requested “opting-in” earlier this year. The attached communications confirm that the request to opt-in to the principal residence requirement has been approved and will come into force effective November 1, 2025.

Remaining Local Trust Committees (LTC) may also “opt-in” via resolution submitted to the Minister of Housing and Municipal Affairs by March 31 each year. A sample LTC resolution to opt-in may read:

That the [XX Local Trust Committee] request that the Minister of Housing and Municipal Affairs, on behalf of the Lieutenant Governor in Council, apply the principal residence requirement to the [XX Local Trust Area] and that the [XX Local Trust Area] be removed from the exempt land as per S. 15 of the Short-Term Rental Accommodation Act.

Requests should include appropriate background information that describes the area and jurisdiction. The request must be submitted to the Minister of Housing by March 31, and the prescribed period of time starts on November 1, of the same year. If the Province grants a change to exempt land status, that change remains in effect indefinitely unless a subsequent request to reverse the exemption is made by March 31 of a future year.

ATTACHMENT(S):

- 1. Ministry of Housing and Municipal Affairs, Letter dated July 25, 2025**

FOLLOW-UP: Staff will place the correspondence from the Ministry on their next regular business meeting agenda. Staff will update the legislative monitoring spreadsheet.

Prepared By: **Stefan Cermak, Director, Planning Services**

Reviewed By/Date: **CAO / July 30, 2025**



July 25, 2025

Reference: 187606

Chris Hutton
Regional Planning Manager, Salt Spring Island
Islands Trust
Email: chutton@islandstrust.bc.ca

Dear Chris Hutton:

This is to confirm your community's request to opt-in to the principal residence requirement has been approved by BC [Order in Council 277/2025](#), and will come into effect November 1, 2025.

Please find a copy of the approved Order-in-Council attached.

Your truly,

A handwritten signature in blue ink, appearing to read "H. Rabinovitch".

Hannah Rabinovitch
Director, Housing Policy Branch
Ministry of Housing and Municipal Affairs

Attachment:

- Order-in-Council 277-2025

CC: Trevor Lammie, Registrar, Short-Term Rentals Branch (Trevor.Lammie@gov.bc.ca)
Islands Trust, Salt Spring Island (ssinfo@islandstrust.bc.ca)
Stephen Henderson, General Manager, CRD (shenderson@crd.bc.ca)

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 277, Approved and Ordered June 9, 2025



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Short-Term Rental Accommodations Regulation, B.C. Reg. 268/2023, is amended as set out in the Schedule.



Minister of Housing and Municipal Affairs



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Short-Term Rental Accommodations Act, s. 38

Other: O.C. 679/2023

R10897624

SCHEDULE

- 1** *Section 13.1 (4) is amended by striking out “on the application programming interface specified by the registrar” and substituting “through the application programming interface specified by the registrar or in another electronic format in the form required by the minister”.*
- 2** *Section 13.1 (5) (c) of the Short-Term Rental Accommodations Regulation, B.C. Reg. 268/2023, is repealed and the following substituted:*
 - (c) on a monthly basis.
- 3** *Section 13.2 is amended*
 - (a) by repealing subsection (2) (b) and substituting the following:*
 - (b) subject to subsection (2.1), the validity of the relevant registration number is confirmed in accordance with section 13.1 of this regulation. , **and**
 - (b) by adding the following subsections:*
 - (2.1) A platform service provider is not prohibited from providing platform services in respect of a platform offer if,
 - (a) for the reasons described in subsection (2.2), the platform service provider is unable to confirm the validity of a registration number in respect of the platform offer in the time frame described in section 13.1 (4) or (5), as applicable, and
 - (b) the platform service provider meets the requirements of subsection (2.3).
 - (2.2) For the purposes of subsection (2.1) (a), the platform service provider must be unable to confirm the validity of a registration number because
 - (a) there is a temporary disruption of a platform, an application programming interface, an electronic portal or any other electronic system or means required for the platform service provider to
 - (i) access the information required to confirm the validity of the registration number, or
 - (ii) confirm the validity of the registration number, and
 - (b) there are no commercially reasonable steps the platform service provider can take, despite the disruption described in paragraph (a), to confirm the validity of the registration number in the time frame described in section 13.1 (4) or (5), as applicable.
 - (2.3) For the purposes of subsection (2.1) (b), if a disruption described in subsection (2.2) (a) occurs, the platform service provider must
 - (a) within one business day of first becoming aware of the disruption and in the manner determined by the registrar,
 - (i) notify the registrar of the failure, and
 - (ii) provide details on the nature of the disruption to the registrar;
 - (b) if possible, attempt to confirm the validity of the registration number at the following intervals:

- (i) if the platform service provider is a major platform service provider, within one hour of first becoming aware of the disruption and within 24 hours of each subsequent failed attempt;
- (ii) if the platform service provider is a medium platform service provider or a minor platform service provider, within 24 hours of first becoming aware of the disruption and within 24 hours of each subsequent failed attempt;
- (c) take all commercially reasonable steps to resolve the disruption in cooperation with the registrar;
- (d) as soon as reasonably possible after the disruption ends, confirm the validity of the registration number.

4 The following division is added to Part 4:

Division 4 – Information Sharing

Prescribed person or entity

- 27.1** (1) The minister responsible for the administration of the *Financial Administration Act* is prescribed for the purpose of section 34 (5) of the Act.
- (2) The purposes described in section 33 (2) (b) (i) to (iii) of the Act are prescribed for the purpose of section 34 (5) (b) of the Act.

5 Schedule 1 is amended

- (a) in paragraph (a) by striking out “Town of Creston”,
- (b) in paragraph (b) by adding “District of Tofino”,
- (c) in paragraph (c) in Table 1 by repealing items 4, 6, 9, 10 and 14 and substituting the following items:

Item	Column 1 Geographic Area	Column 2 Description of Map	Column 3 Map Date
1.1	Baldy Mountain Resort	Baldy Mountain Resort	December 2, 2024
4	Crystal Mountain Ski Resort	Crystal Mountain Ski Resort	December 2, 2024
6	Hudson Bay Mountain Resort	Hudson Bay Mountain Resort	December 2, 2024
10	Panorama Mountain Resort	Panorama Mountain Resort	December 2, 2024
14	Saddle Mountain Resort	Saddle Mountain Resort	December 2, 2024

,

(d) in paragraph (d) in Table 2 by repealing items 2, 3, 4, 5, 6 and 15 and substituting the following items:

Item	Column 1 Geographic Area	Column 2 Description of Map	Column 3 Map Date
2	Fairmont Hot Springs Ski Area	Fairmont Hot Springs Ski Area	December 2, 2024
3	Harper Mountain Ski Hill	Harper Mountain Ski Hill	December 2, 2024
4	Hudson's Hope Ski Hill	Hudson's Hope Ski Hill	December 2, 2024
5	Mount Cain Ski Hill	Mount Cain Ski Hill	December 2, 2024
6	Mount Timothy Ski Resort	Mount Timothy Ski Resort	December 2, 2024
15	Wapiti Ski Hill	Wapiti Ski Hill	December 2, 2024

,

(e) in paragraph (g) by adding the following subparagraph:

(iii) Saltspring Island; ,

(f) in paragraph (i) (i) by striking out “Electoral Area E,” and “, Electoral Area G”, and

(g) in paragraph (i) by adding the following subparagraph:

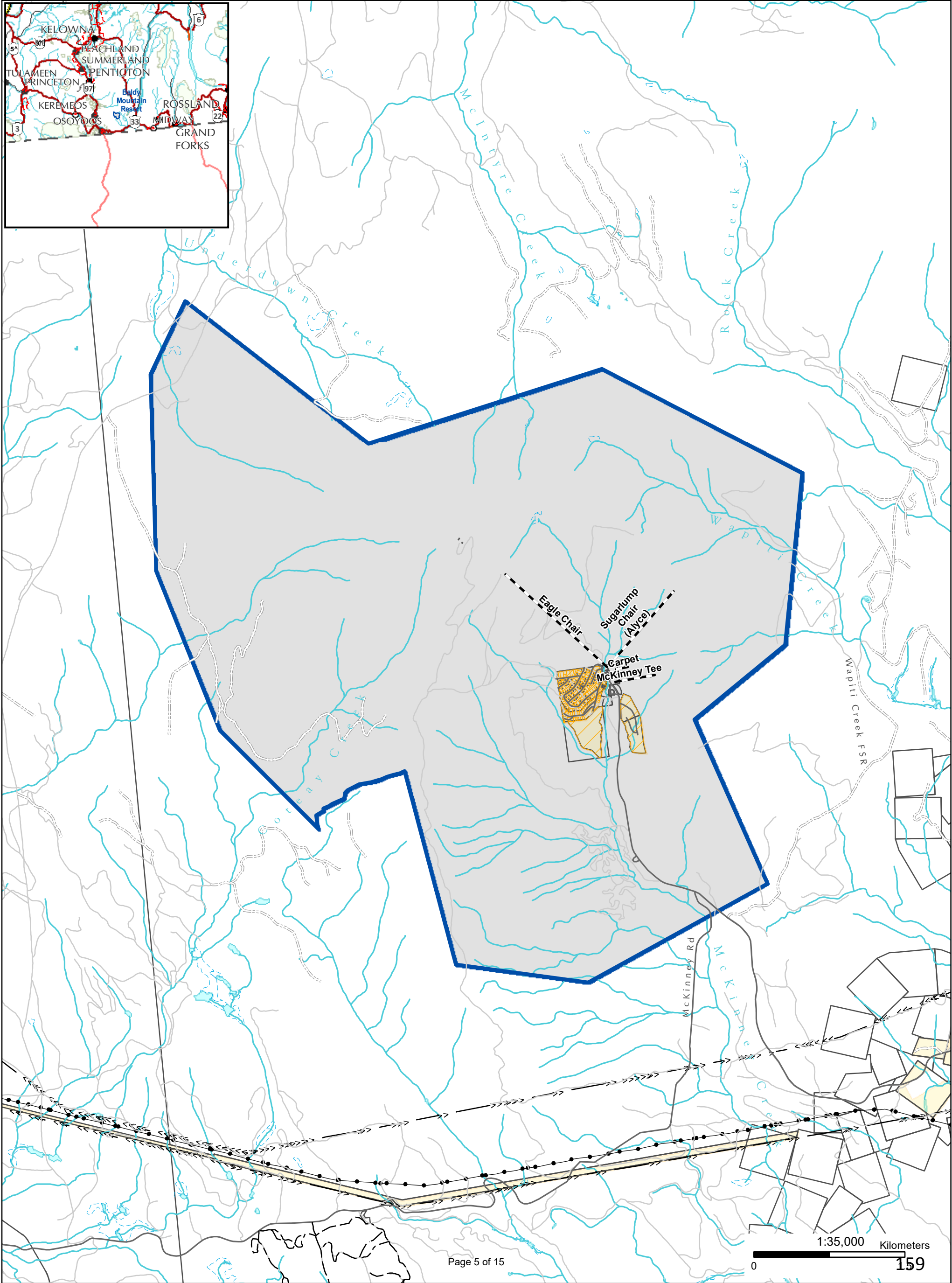
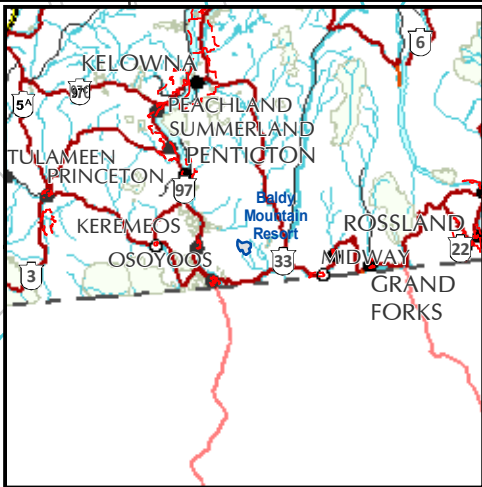
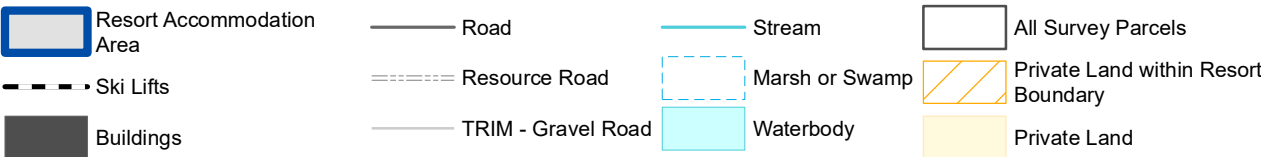
(v) Electoral Area B of the Columbia-Shuswap Regional District.

Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)

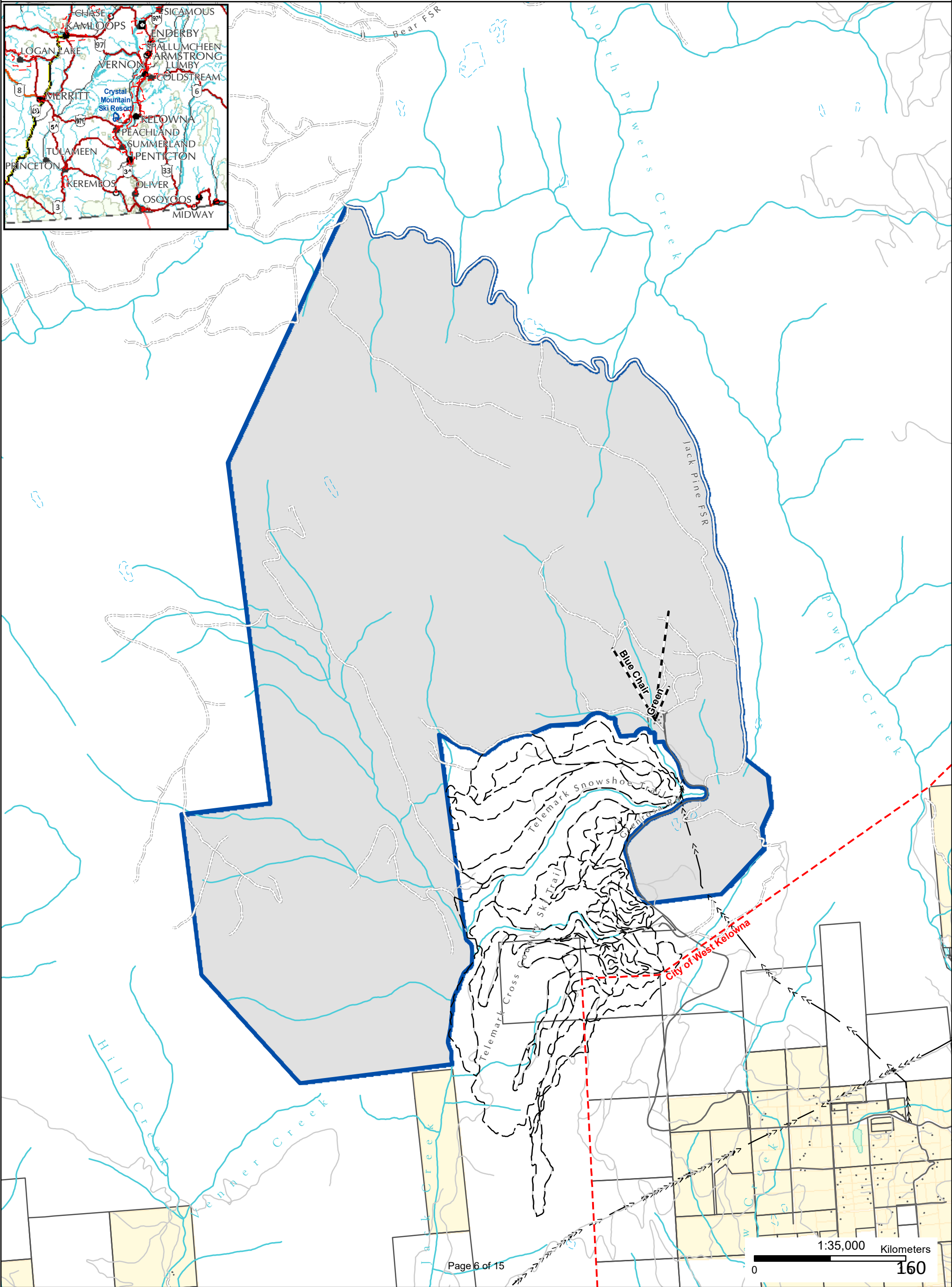
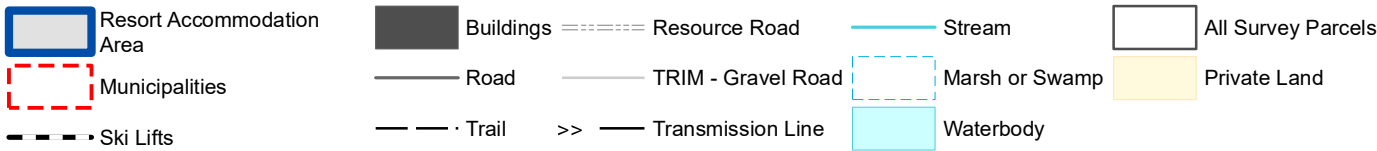
Baldy Mountain Resort



Date: 2024-12-02
Coord. Sys: PCS Albers



Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)
Crystal Mountain Ski Resort

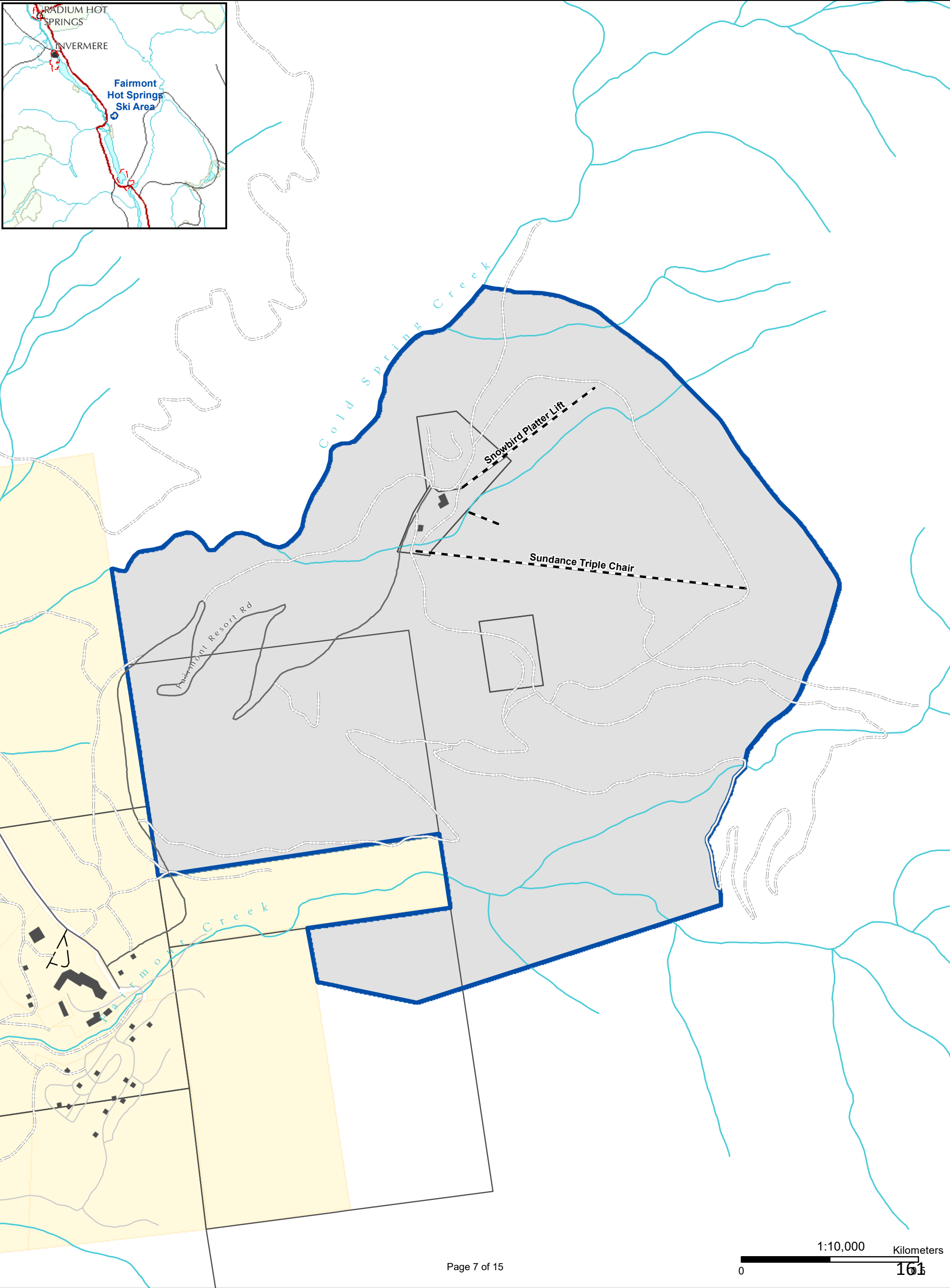
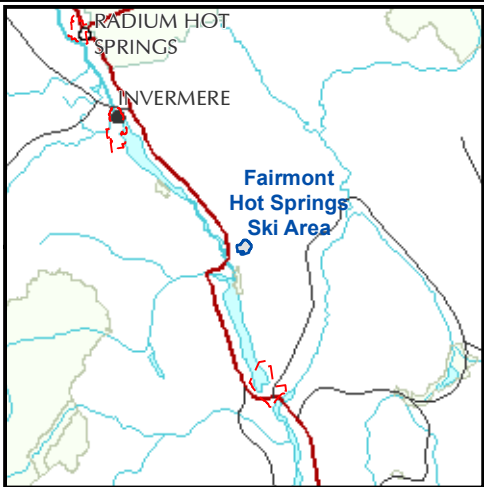


Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)
Fairmont Hot Springs Ski Area



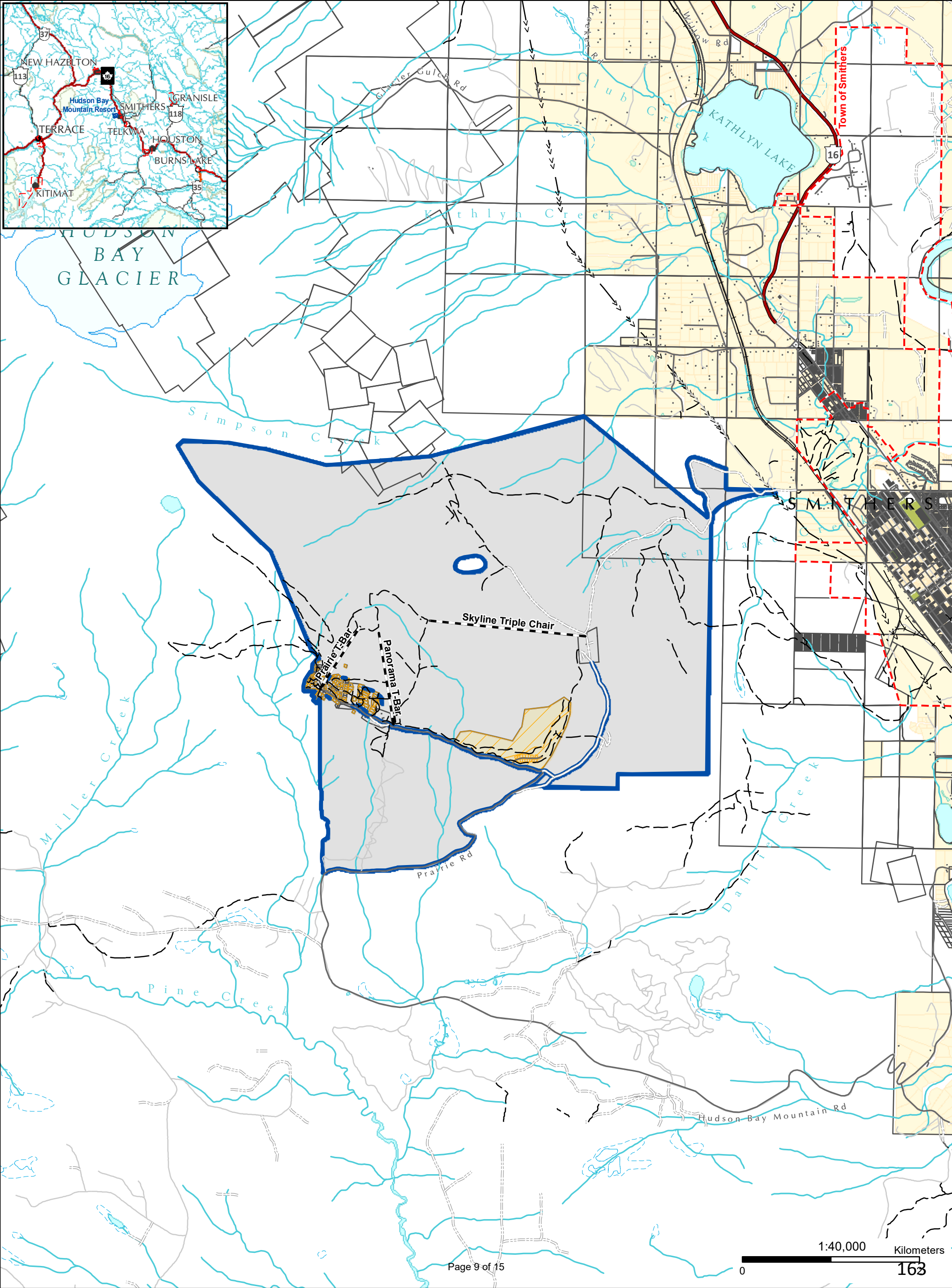
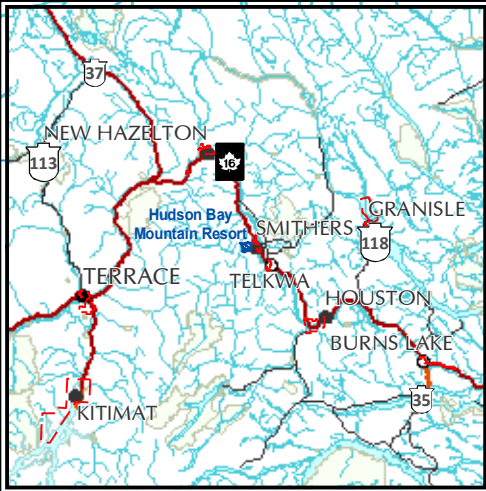
Date: 2024-12-02
Coord. Sys: PCS Albers

- | | | |
|---------------------------|--------------------|--------------------|
| Resort Accommodation Area | Road | Stream |
| Ski Lifts | Resource Road | All Survey Parcels |
| Buildings | TRIM - Gravel Road | Private Land |



Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)
Hudson Bay Mountain Resort

-  Resort Accommodation Area
-  Municipalities
-  Ski Lifts
-  Buildings
-  Road
-  Trail
-  Resource Road
-  TRIM - Gravel Road
-  Transmission Line
-  Stream
-  Waterbody
-  All Survey Parcels
-  Private Land within Resort Boundary
-  Private Land



Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)
Hudson's Hope Ski Hill



Date: 2024-12-02
Coord. Sys: PCS Albers

- 

Resort Accommodation Area
- 

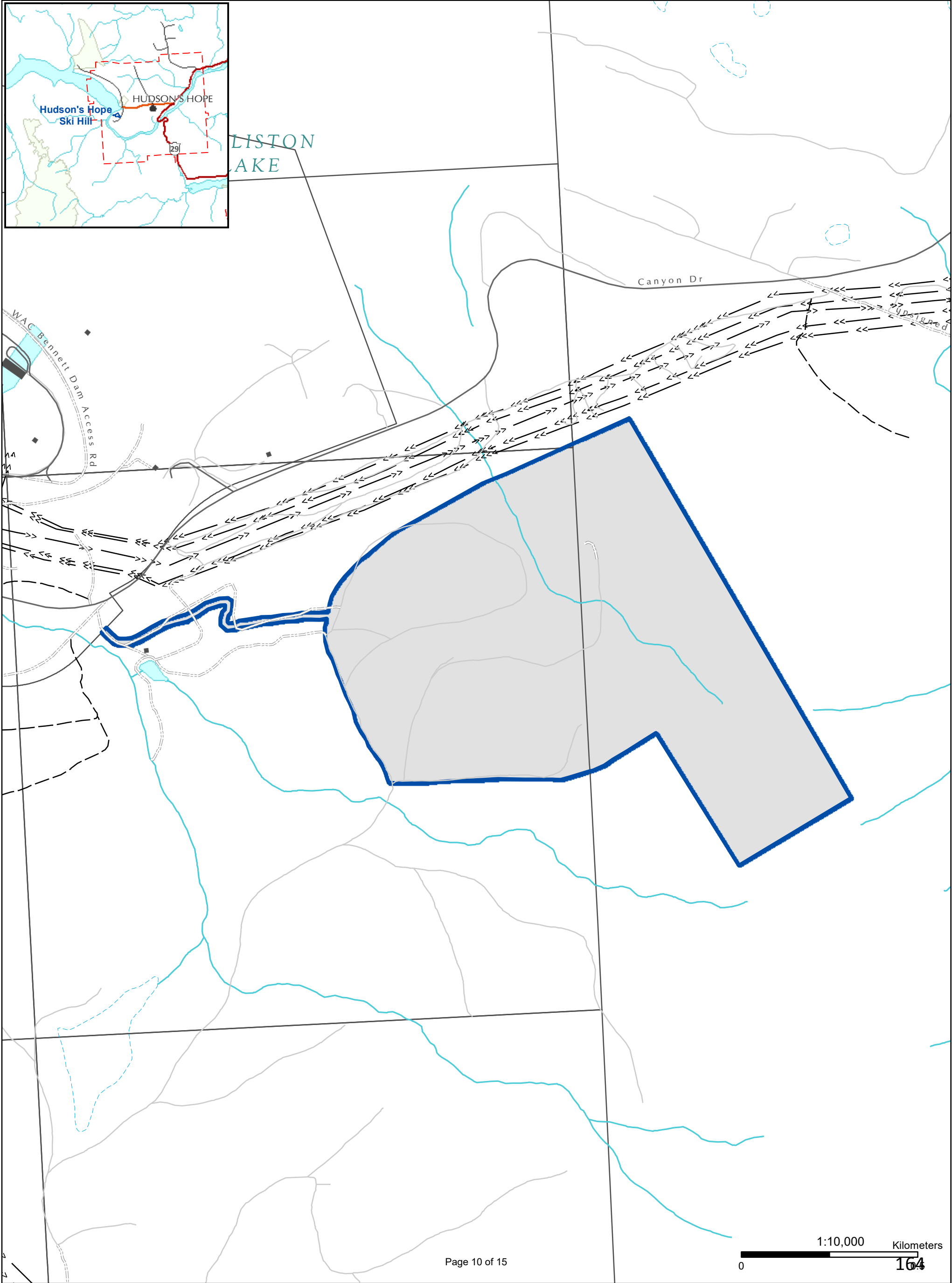
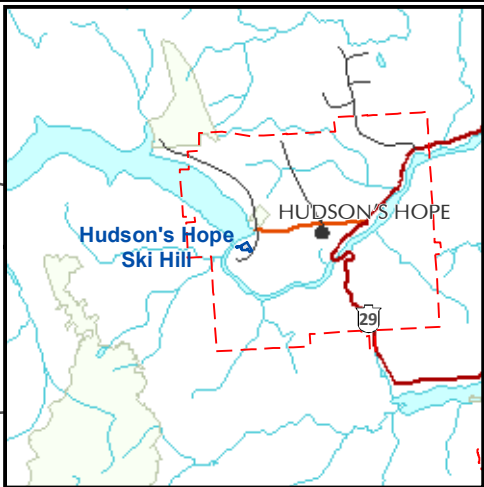
Municipalities
- 

Resource Road
- 

TRIM - Gravel Road
- 

Stream
- 

All Survey Parcels

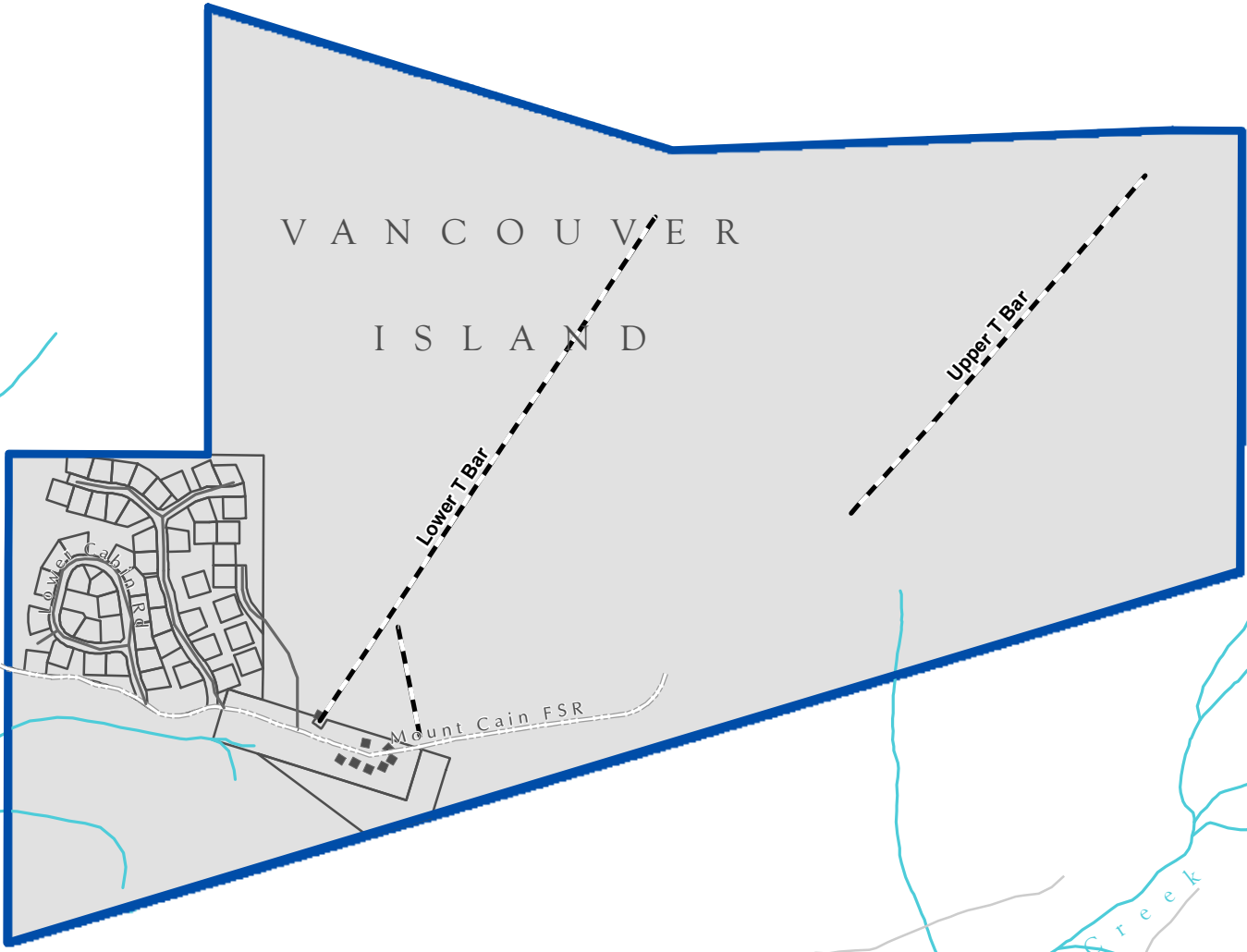
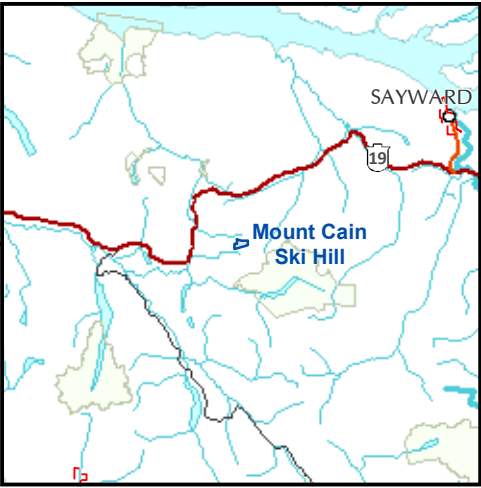


Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)
Mount Cain Ski Hill



Date: 2024-12-02
Coord. Sys: PCS Albers

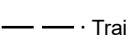
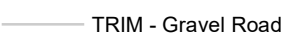
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|--|---------------------------|--|--------------------|--|--------------------|
| | Resort Accommodation Area | | Road | | Stream |
| | Ski Lifts | | Resource Road | | Waterbody |
| | Buildings | | TRIM - Gravel Road | | All Survey Parcels |

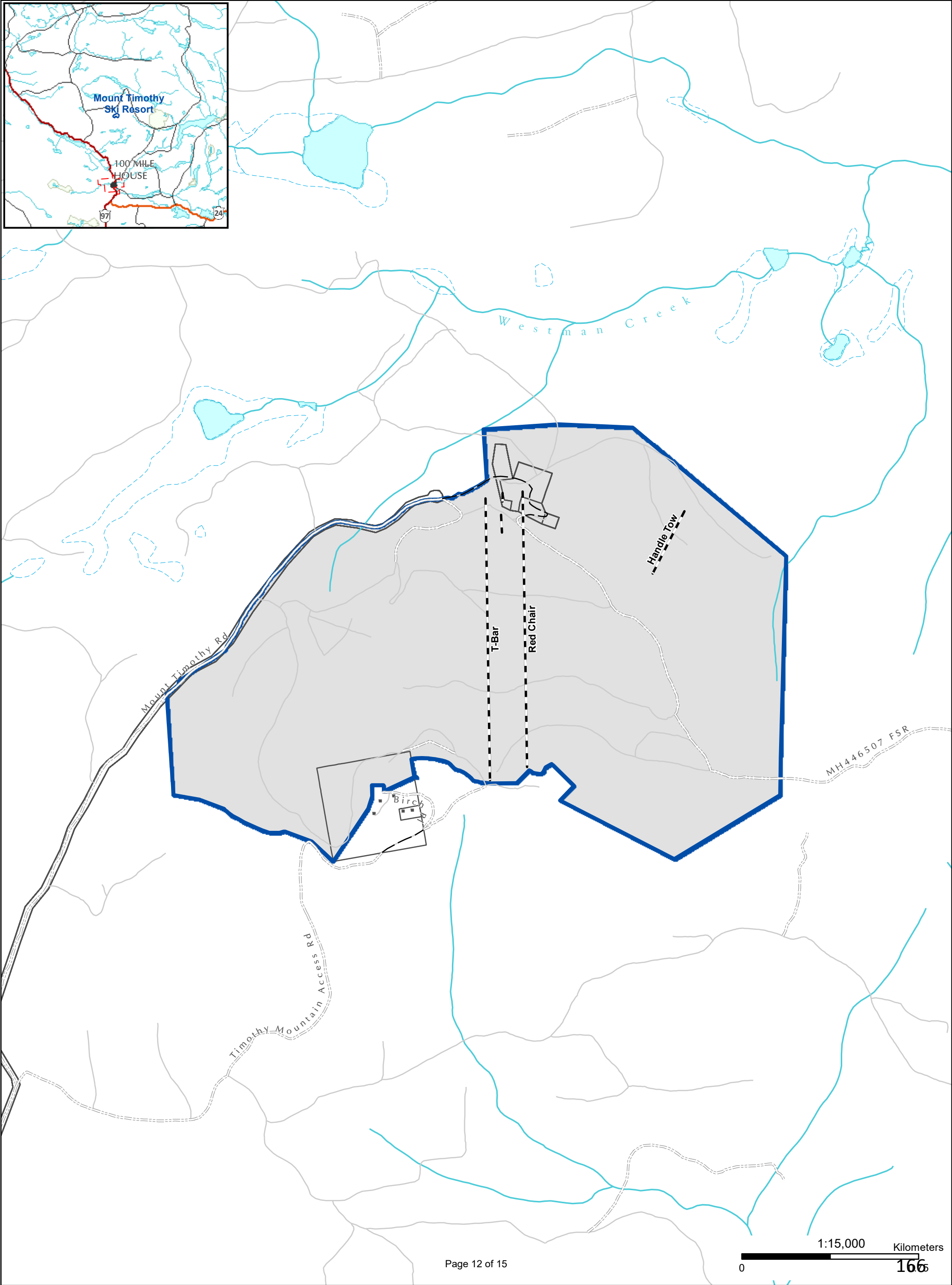
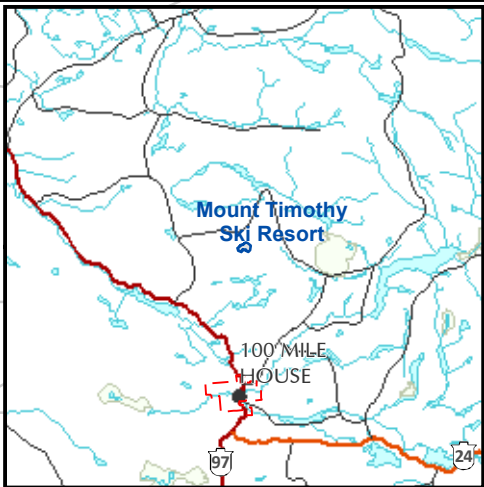


Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)
Mount Timothy Ski Resort



Date: 2024-12-02
Coord. Sys: PCS Albers

-  Resort Accommodation Area
-  Ski Lifts
-  Buildings
-  Trail
-  Resource Road
-  TRIM - Gravel Road
-  Stream
-  All Survey Parcels

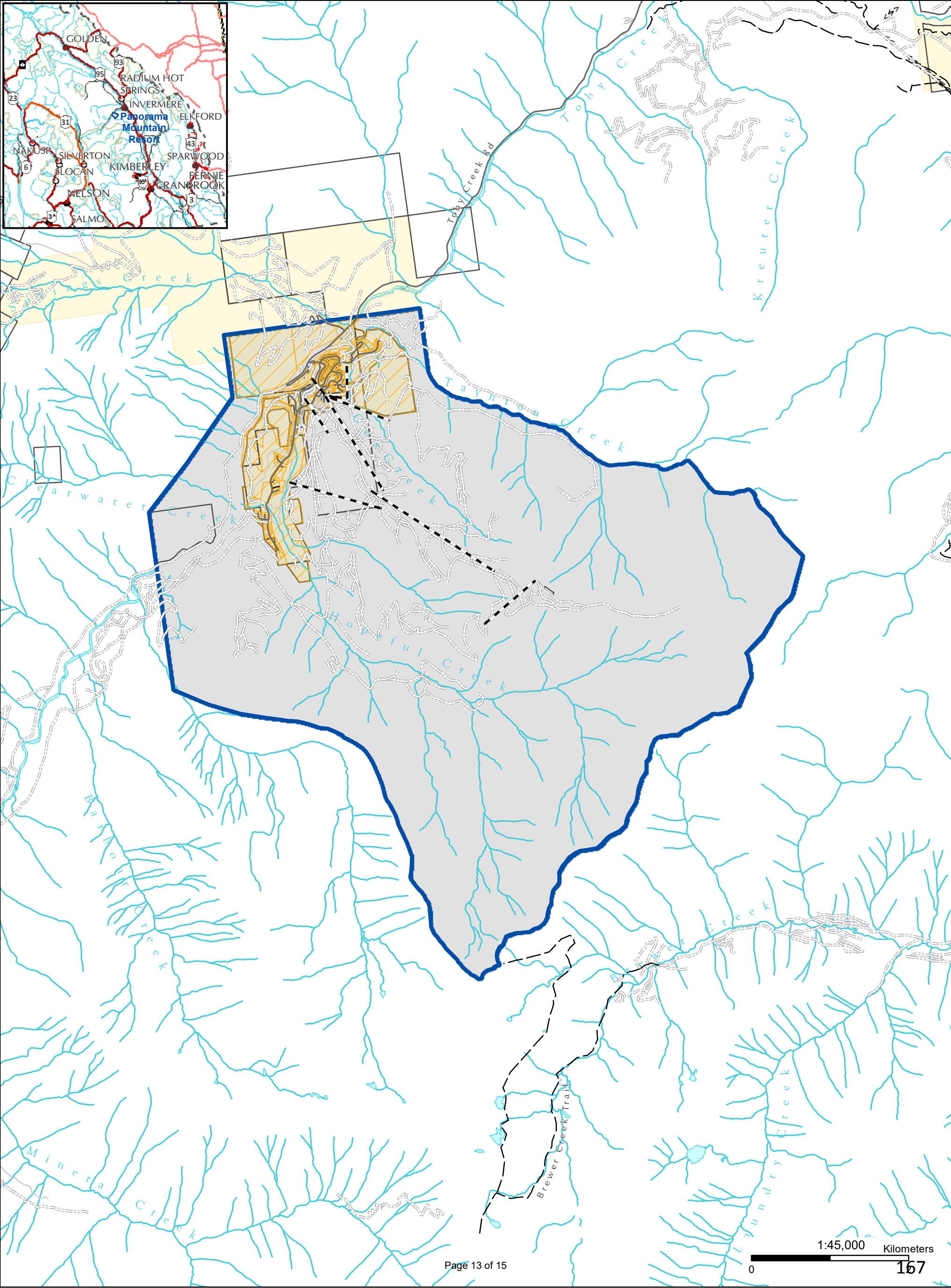
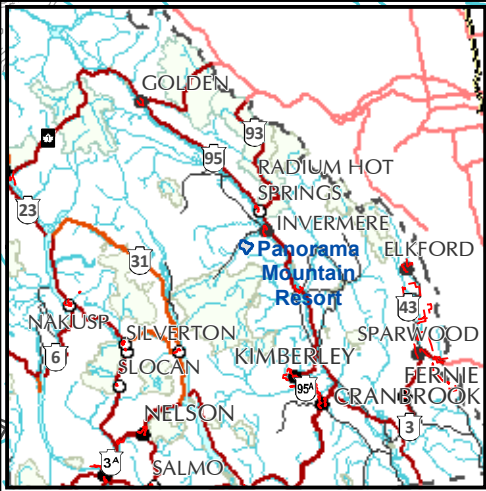
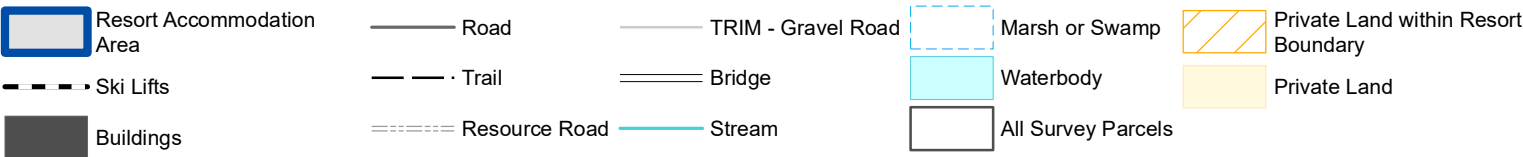


Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)

Panorama Mountain Resort



Date: 2024-12-02
Coord. Sys: PCS Albers

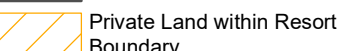


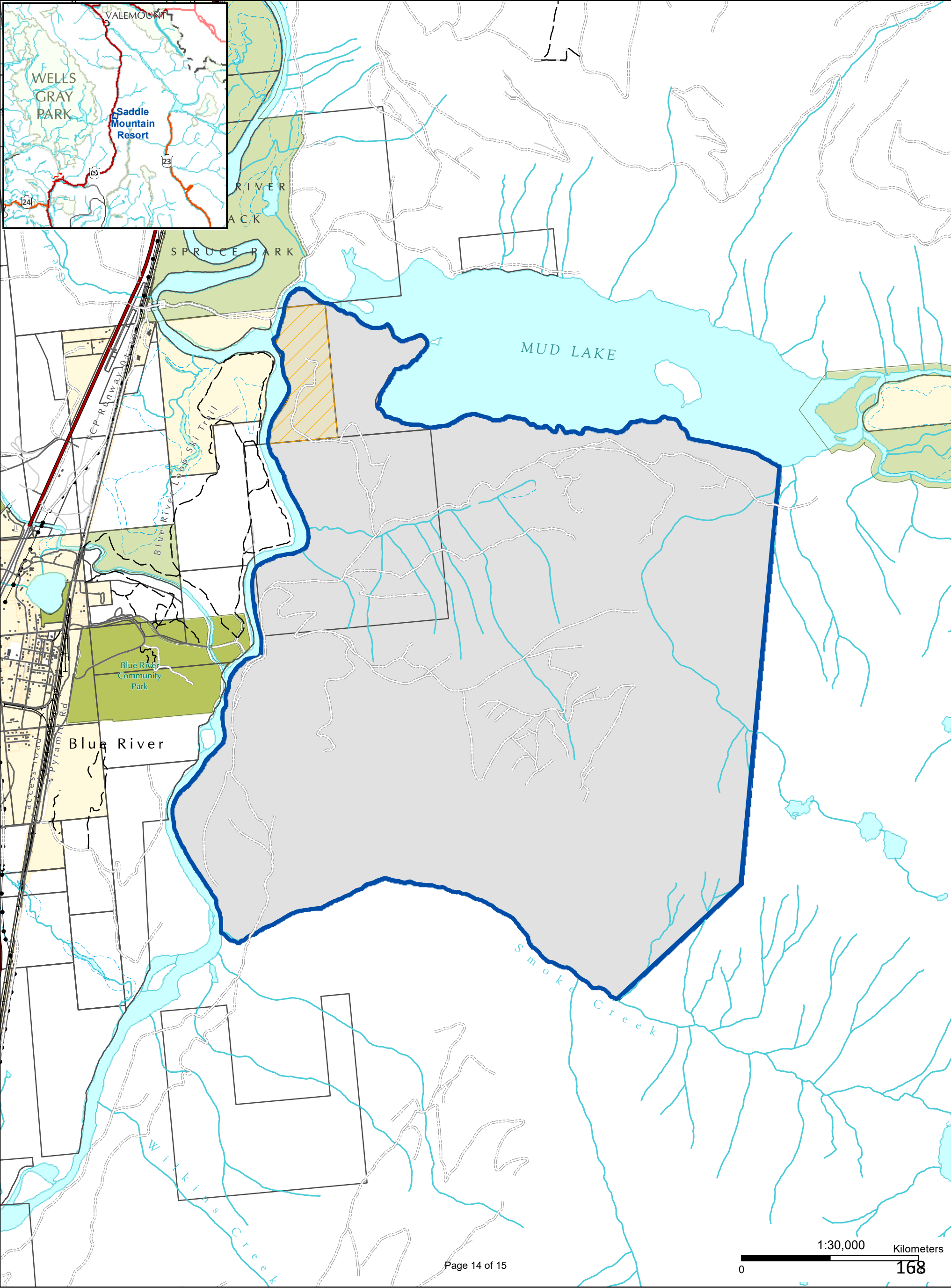
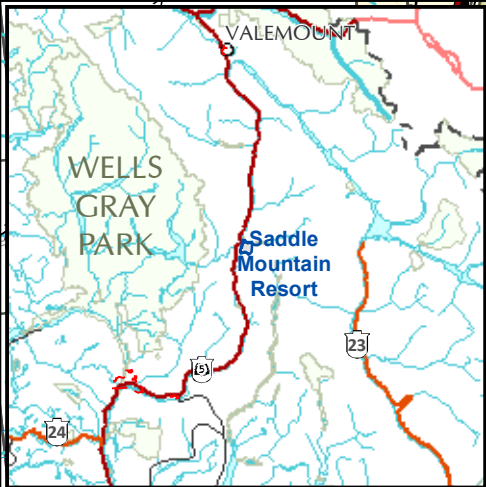
Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)

Saddle Mountain Resort



Date: 2024-12-02
Coord. Sys: PCS Albers

- | | | | | | |
|--|---------------------------|---|----------------|---|-------------------------------------|
|  | Resort Accommodation Area |  | Stream |  | All Survey Parcels |
|  | Resource Road |  | Marsh or Swamp |  | Private Land within Resort Boundary |
|  | TRIM - Gravel Road |  | Waterbody |  | Private Land |



Short-Term Rental Accommodations Regulation
Schedule 1: Exempt Land (c,d,e,f)

Wapiti Ski Hill



Date: 2024-12-02
Coord. Sys: PCS Albers

- Resort Accommodation Area

Municipalities

Ski Lifts

Buildings

Road

Trail

Resource Road

TRIM - Gravel Road

Stream

All Survey Parcels

Private Land
-
-
- 1:10,000 Kilometers
- 0 169
- Page 15 of 15
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- [Environment and Parks](#)
- [Finance](#)
- [Forests](#)
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- [Indigenous Relations and Reconciliation](#)
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British Columbia News

Next stage of engagement begins on Heritage Conservation Act improvements

<https://news.gov.bc.ca/32558>

In partnership with the First Nations Leadership Council, the Province is moving forward to the next stage of consultation and engagement on modernizing the Heritage Conservation Act.

The act, which regulates the protection, management and conservation of cultural and heritage sites in B.C., was last substantively updated in 1996.

“The Heritage Conservation Act is how we protect important cultural and archeological sites in B.C., but the current system doesn’t work well for people, and it doesn’t fully reflect our shared values or commitments,” said Ravi Parmar, Minister of Forests. “As we embark on this important engagement, I am committed to ensuring our collective work will lead to a system that will support faster permitting, better planning and more meaningful discussions with people, communities, industry and First Nations.”

The project is a multi-year collaborative effort, mandated in 2021 and co-developed through the Joint Working Group on First Nations Heritage Conservation, a committee established by the Province and the First Nations Leadership Council (FNLC) in 2007, which includes members appointed by the FNLC and the Province. It has involved two phases of engagement to date with First Nations across B.C. and more than 300 organizations representing local governments, the heritage and archeology sector, real estate and construction, resource industries and other interested parties.

“The First Nations Leadership Council and B.C. government, working together as the Joint Working Group on First Nations Heritage Conservation, have been working to ensure the Heritage Conservation Act aligns with the United Nations Declaration on the Rights of Indigenous Peoples and the commitments outlined in the Declaration Act Action Plan,” said Judith Sayers, co-chair, joint working group on First Nations Heritage Conservation. “This has been a process on how to collaborate on updating legislation. Major advancements have been made toward modernizing the act, yet there is more work to be done. We will continue to work with the Province in updating this legislation, finding an outcome that can work for everyone.”

Phase 3 engagement with First Nations partners, stakeholders and the general public is the next step forward. This engagement will take place from July to October 2025, as collaborative work continues toward tabling updated legislation in the spring of 2026. The engagement process, which launches in the coming weeks, will include engagement sessions and an opportunity for the public to provide feedback through an online survey.

The intended outcomes are:

- making permitting faster and easier, to avoid waiting for multiple permits and navigating unclear rules and processes;
- helping people and communities rebuild quicker after disasters such as wildfires and floods;
- protecting heritage more effectively, reducing the risk of accidental damage to sacred or other significant sites; and
- strengthening the role of First Nations in decision-making about their own heritage and ancestors, in alignment with the Declaration on the Rights of Indigenous Peoples Act.

The proposed policy direction would not automatically restrict more land from development nor will it apply to shared decision-making on private property.

“This is about building a future that respects the past, one where people can move forward with confidence and where Indigenous Peoples are at the table when it comes to protecting their history and culture,” Parmar said.

The project will support the Ministry of Forests’ focus on improving permitting timelines under the act. The Heritage Conservation Act permitting timelines for residential projects have been reduced by 24% since January 2024 and further process improvements have been implemented, which will see reductions in turnaround times across all sectors. Proposed updates to the act will reduce Heritage Conservation Act permitting timelines even further without reducing consultation with First Nations.

Quick Facts:

- The provincial heritage register includes over 64,000 protected heritage sites, 90% of which are of First Nations origin.
- The Province has legislated the oversight and protection of certain heritage sites since 1925.
- The act, passed in 1977, extended protections to heritage sites on Crown and private land, regardless of whether sites were known or as-yet unrecorded.

Learn More:

To remain up to date, sign up for alerts at: <https://engage.gov.bc.ca/heritageconservationact/>

For examples of the intended outcomes of the modernization of the Heritage Conservation Act, visit: https://news.gov.bc.ca/files/HCA_Modernization_Scenarios.pdf

Three backgrounders follow.

Ministry of Forests

Media Relations
Forest.Media@gov.bc.ca
250 380-8491

Backgrounders

What to know about the Heritage Conservation Act

The purpose of the Heritage Conservation Act is to “encourage and facilitate the protection and conservation of heritage property in British Columbia.”

The act’s key provisions are to:

- establish the provincial heritage register and criteria for heritage site and object protections;
- regulate work at sites with historical or archeological value, including authorizing permits to look for, or work within heritage sites, and compliance and enforcement; and
- enable the minister to enter into agreements with First Nations for the purposes of the act, subject to certain process requirements.

The provincial heritage register currently includes more than 64,000 protected heritage sites, 90% of which are of First Nations origin. These sites provide physical evidence of how and where people lived in the past that are integral to understanding British Columbia today and our shared histories. Many sites are burial grounds, sacred and spiritual spaces, and First Nations village sites.

People in B.C. interact with the act when seeking heritage protections and when undertaking work at sites with historical or archeological value, including developing private property or resource projects.

Current versus future state: intended outcome scenarios

The scenarios linked in the Learn More section illustrate the process to undertake work under the act at a site of First Nations origin for those developing private property and for those building major projects on Crown land.

They also illustrate how new proposed policy directions could cut Heritage Conservation Act processing times in half for property owners and project proponents, while better protecting heritage sites and enhancing First Nations roles in managing their heritage sites.

Specific legislative and regulatory provisions and tools to achieve these scenarios will be explored as part of Phase 3 engagement.

What to know about the three-phase process to update the Heritage Conservation Act

The Province, in partnership with First Nations, is moving to the third stage of consultation and engagement on improving the Heritage Conservation Act, which was last substantively updated 30 years ago, in 1996.

Project background

For many years, people and organizations that interact with the act – First Nations, industry, landowners, professional archeologists, heritage organizations and more – have raised challenges with the act and its administration.

These include a lack of awareness of the presence of heritage on properties, lack of clarity regarding First Nations’ role in the management of their cultural heritage, unintended impacts to protected heritage sites, and project delays.

A number of recent improvements have been made under the current act to address challenges raised, including revisions to existing processes and policies that have reduced the act’s permitting timelines for residential projects by 24% since January 2024 and will see reduction in turnaround times across all sectors; as well as improving resources for landowners navigating rebuilding after disasters. Some administrative amendments were also made to the act in 2019.

However, it has been broadly recognized that substantive amendments to the act and the regulations it enables are necessary to address key deficiencies in the current state of protection, management and

conservation of heritage in B.C., including:

- lack of awareness of the presence of protected heritage sites that leads to preventable impacts, permitting delays and project uncertainty;
- the administration of multiple act permits, each averaging 300 days for review and processing with the need for permits often discovered mid-project, that leads to costly work stoppages and unanticipated delays; and
- significant changes in the recognition and interpretation of First Nations rights, authority and jurisdiction since the act was last substantively updated in 1996 and the passage of the Declaration Act.

In 2021, the minister of forests was mandated to partner with First Nations through the joint working group on First Nations Heritage Conservation to engage broadly with First Nations and stakeholders to improve the act.

Mandating process

The minister was given a mandate for two project phases with broad engagement, prior to returning to cabinet for a mandate to conduct a third phase of engagement to refine potential legislative and regulatory changes and, ultimately, develop updates to the legislation. Phase 1 engagement was undertaken in 2022–23, with feedback from 108 First Nations and 188 stakeholder organizations. Engagement included 12 audience-specific sessions to understand specific needs of archeology and heritage professionals, the land and resource development sector, the construction and real estate industry, and local and federal government agencies, seven First Nations sessions, written submissions and an online survey.

Phase 2 engagement was undertaken in 2023, with feedback from 43 First Nations and 184 organizations. Engagement included stakeholder and First Nations sessions.

A mandate has now been given to undertake Phase 3 engagement between July and early October 2025 with First Nations, stakeholder organizations with interest in the act, and the general public.

Following Phase 3 engagement, legislative amendments will be developed in consultation and co-operation with First Nations and with feedback from stakeholders, with a goal to table updated legislation in spring 2026.

What we heard

Feedback received to date can be distilled into four core needs:

1. Speed up permitting decisions, prevent unanticipated and unnecessary delays, and reduce costs for project work under the act.
2. Help people and communities rebuild quicker after disasters, such as wildfires and floods.
3. Protect heritage more effectively, reducing the risk of accidental damage to sacred or historic sites.
4. Strengthen the role of First Nations in decision-making about their own heritage and ancestors, consistent with the Declaration Act.

What to know about proposed improvements to the Heritage Conservation Act

Proposed legislative direction will go to Phase 3 engagement with the intention to meet the core needs of First Nations and stakeholders with interests in the act.

The proposed legislative direction **would**:

- make permitting faster and easier, to avoid waiting with multiple permits and unclear rules;
- help people and communities rebuild quicker after disasters such as wildfires and floods;
- protect heritage more effectively, reducing the risk of accidental damage to sacred or historic sites; and

- strengthen the role of First Nations in decision-making about their own heritage and ancestors, consistent with the Declaration Act.

The proposed legislative direction **would not**:

- automatically restrict more land from development; or
- enable the application of shared or joint decision-making agreements to private land.

The B.C. Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands. We acknowledge the rights, interests, priorities, and concerns of all Indigenous Peoples - First Nations, Métis, and Inuit - respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.

Indigenous

B.C. pledges changes to heritage act to help First Nations protect historical sites

New Heritage Conservation Act to be tabled in the spring

[Jackie McKay](#) · CBC News · Posted: Jul 21, 2025 2:46 PM PDT | Last Updated: July 21



Judith Sayers, co-chair of the joint working group on First Nations Heritage Conservation, wants First Nations to have more of a role than the current legislation provides. (Nuu-chah-nulth Tribal Council)

The B.C. government is looking to table a new Heritage Conservation Act that will allow First Nations to better protect culturally significant sites that could be damaged by development.

Updating the Heritage Conservation Act has been a priority for First Nations in order to protect cultural sites, spiritual sites, artifacts and burial grounds, says Judith Sayers, co-chair of the joint working group on First Nations Heritage Conservation.

Sayers, who is also president of the Nuu-chah-nulth Tribal Council, said the current act is out of date — it was last updated nearly 30 years ago — and with the developments happening on First Nations territories, they have more of a role in protecting their heritage sites.

"We need to have more mechanisms to protect sites, we need the resources to be able to protect sites," said Sayers. "First Nations laws should be applying in these cases."

Sayers said changes to the act would give First Nations a seat at the table when making decisions about projects, using the example of the [Site C dam that flooded 83 kilometres between Fort St. John and Hudson's Hope](#). The Site C dam was also the subject of several lawsuits launched by First Nations who argued the project violated their treaty rights.

- [West Moberly First Nations reach partial settlement over Site C Dam](#)

"Approximately 335 recorded heritage sites that were just inundated with water and gone. And no matter what the First Nations said, there was no role in there," said Sayers.

Ancestral remains moved

Ron Tomma, a spiritual adviser for the Skwłāx te Secwepemcúłecw, about 55 kilometres east of Kamloops, said the current archaeological process doesn't respect cultural protocols.

Tomma said there have been several instances where ancestral remains have been dug up during development and moved.

"When you find human remains you're supposed to stop work immediately and back away from that site," said Tomma.

"You're not supposed to touch it anymore, you are supposed to rebury it and move your building or whatever to a spot where you ain't gonna harm them anymore."

- [Archaeological dig uncovers remnants of W̱SÁNEĆ village dating back more than 1,000 years](#)
- [Manitoba Museum apologizes for keeping Indigenous ancestral remains in collections](#)

CBC Indigenous reached out to Skwłāx te Secwepemcúłecw Kúłpi7 (chief) Dianne Francois about this but did not hear back by deadline.

There are currently 64,000 protected heritage sites in B.C., 90 per cent of which they say are "of First Nations origin," [according to the province](#).

Anyone developing, renovating or landscaping on private or public land needs a permit through the Heritage Conservation Act in order to build, even if there is no recorded archaeological site on the land or the site has been disturbed in the past.

Homeowners often aren't informed that there are heritage sites on their property until they are found in the construction process, which can lead to a 120 day stop-work order, according to the B.C. government.

Changes better for homeowners

Ravi Parmar, the minister in charge of the Heritage Conservation Act, said he is looking at changes to the legislation so archaeological assessments are done before someone purchases a property.



B.C. Forests Minister Ravi Parmar says legislation expected to be tabled in 2026. (Ravi Parmar/Bluesky)

"The legislative change that we're looking at doing ensures that a real estate agent has the opportunity to do a quick assessment," said Parmar.

Parmar said there are four main goals to the legislative changes:

- Make permitting rules and processes clearer and faster.
- Help communities rebuild faster natural disasters like fires and floods.
- More effectively protect heritage sites to reduce the risk of accidental damage.
- Strengthen the role of First Nations in decision-making to align with the provincial legislation on the Declaration on the Rights of Indigenous Peoples Act.

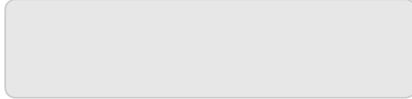
"This legislation needs a lot of work," said Parmar.

"It is not working for people. It's not working for First Nations communities. It's not working for those that are trying to build a home, those who are trying to move forward with a major project."

The government is currently holding public engagement sessions about changes to the legislation that it aims to table in spring 2026.

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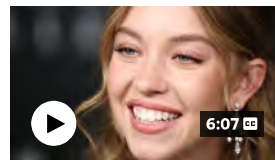
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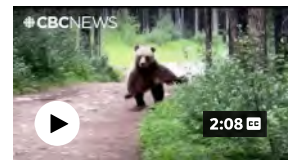
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Trump over that

CBC I

RECOMMENDED FOR YOU



From: UBCM <ubcm@ubcm.ca>

Sent: Wednesday, July 30, 2025 12:34 PM

To: Alexandra Trifonidis <atrifonidis@islandstrust.bc.ca>

Subject: Feedback invited on Heritage Conservation Act, Prompt payment legislation



www.ubcm.ca | July 30, 2025 | [View in browser](#)

Heritage Conservation Act: local government engagement opportunity



Senior and technical local government staff and elected officials are encouraged to attend a BC government webinar on proposed amendments to the Heritage Conservation Act on August 12, 9am – noon PDT. Register in advance to ensure you receive an information package from the Ministry of Forests beforehand. [Read more](#)

Fire inspector/investigator training deadline extended

The Office of the Fire Commissioner has extended the deadline for designated local government fire inspectors and investigators to meet established training standards to September 2026 as it continues to develop curricula that meet the established learning objectives. New training programs will be offered in December 2025. [Read more](#)

Prompt payment for construction sector

Feedback invited on Heritage Conservation Act, Prompt payment legislation

The Ministry of Attorney General in BC is developing a proposal regarding prompt payment in the construction sector. Prompt payment legislation has been enacted in most other Canadian jurisdictions. Its purpose is to address payment delay in the construction industry which has a disproportionate impact on small businesses in the industry such as equipment and material suppliers, contractors, and subcontractors. [Join a webinar on August 22 to learn more.](#)

2025 CONVENTION

Book appointments with UBCM funding program staff

UBCM staff will be available to discuss funding programs during 2025 UBCM Convention. Local governments are invited to book appointments with staff from the Canada Community-Building Fund and/or Local Government Program Services.

[Read more](#)

Earlybird pricing ends August 9

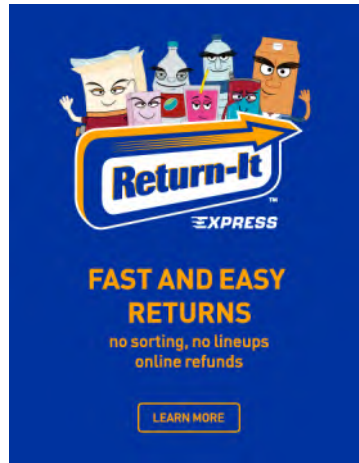
A reminder that our early-bird pricing for 2025 UBCM Convention ends August 9. Registration will remain open online until September 12 at the increased rate.

[Register now.](#)

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- [July 2025 Funding and Resources](#)
- [UBCM Executive: Nominations for 2025-26 due July 31, 2025](#)
- [Cannabis policy engagement, comments due August 1](#)
- [HMA webinar about single stair exit buildings: August 7](#)





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REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: August 6, 2025

From: Planning Services

Date Prepared: July 28, 2025

SUBJECT: Request for Executive Committee Sponsorship of Development Application Fee

RECOMMENDATION:

1. **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.**

DIRECTOR'S COMMENTS: The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.13. The application addresses several community needs while not increasing permitted residential density. Staff recommend approving the full financial request as the budget remains 100% available.

1 PURPOSE:

The purpose of the Request for Decision (RFD) is to request the Executive Committee to consider the development application fee sponsorship application from the Gulf Islands Seniors Residence Association (GISRA).

2 BACKGROUND:

This sponsorship request comes from the Gulf Islands Seniors Residence Association on Salt Spring Island. The Gulf Islands Seniors Residence Association (GISRA) is a registered society dedicated to the creation of affordable seniors' housing projects. In 2000, GISRA developed the Meadowbrook Seniors Complex on Atkins Road which they continue to operate. In 2018, GISRA rezoned the subject property to develop a second affordable seniors' residents, Meadowlane, located at 154 Kings Lane on Salt Spring Island to accommodate 48 affordable seniors' housing units, and two staff dwelling units. This project did not take place due to some financial challenges and the proponents now have submitted another rezoning application to support the development of 50 units of affordable housing on the property. GISRA purchased the subject lands out of their own resources and has engaged in some community consultation. GISRA has also taken the steps necessary to confirm the viability of the lands to support the proposed level of development, including evidence of adequate supply of potable water and sewerage connection.

The rezoning application proposes to amend the Land Use Bylaw to change the zoning from Residential 12 variant A (R12(a)) to Residential 13 to permit the development of 50 units of affordable housing, general offices, a child day care centre, and reduced minimum lot size for potential subdivision of the property at 154 Kings Lane, Salt Spring Island. The fee refund request was submitted by the applicant following receipt of the application package; however, staff did not initiate processing until now.

This sponsorship request complies with the Islands Trust Policy 4.1.13 – Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Application. Specifically Section 3(1) of the policy is relevant, and states:

3. Conditions appropriate for Executive Committee sponsorship of a property-specific development application are:

3.1 When the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with the goals in the Official Community Plan.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

This request has been made in the 2024/25 budget period. As with all requests for waiving of application fees, this request has been considered on its own merits and unique circumstances. Should sponsorship be approved, the \$4,482 application fee will be paid by the Executive Committee sponsorship fund and refunded to the applicant. The allocated budget for sponsorships for this period is \$15,000. At time of drafting this report, the entire budget remains available.

FINANCIAL:

Approval of the application for sponsorship would reduce the funds that would otherwise be received from the application fee. Trust Council has allocated funds to cover costs for applications that are approved for sponsorship.

The subject property is in a development permit area thus the applicant may seek future sponsorship if the rezoning is adopted and when getting closer to the design and build stage of the development.

POLICY:

The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.13.

IMPLEMENTATION/COMMUNICATIONS:

The decision of the Executive Committee will be reported to Salt Spring Island LTC, Salt Spring Island office staff, and the applicant. If sponsorship is approved, Policy C. 6 and 8 must be implemented as follows:

6. Where the Executive Committee wishes to sponsor a property-specific application, the costs of the relevant application fees will be charged to the fund for the sponsorship of development applications that is allocated to the Executive Committee in the base budget following an appropriate resolution from the Executive Committee.

8. Sponsorship by the Executive Committee for a development application that requires approval of the Executive Committee under s.27 [approval of LTC bylaws] of the Islands Trust Act does not fetter the discretion of the Executive Committee. Executive Committee members and staff must ensure that applicants and members of the public are fully aware of the distinction between the Executive Committee role in decision making regarding that application.

4 RELEVANT POLICY(S): [Islands Trust Policy 4.1.13](#)

5 ATTACHMENT(S):

1. Development Application Fee Sponsorship Application Form and Societal Bylaws
2. Support Request to SSILTC from Applicant, dated June 6, 2025
3. Letter to Applicant, receipt of application and fee

RESPONSE OPTIONS

Recommendation is to approve the request:

1. 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.

Alternative option may be to deny the request or sponsor a portion of the fee (ex: 50%):

1. THAT the Executive Committee approve financial sponsorship of \$2,241 (50%) 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.

Prepared By: Oluwashogo Garuba, A/Planner 2

Reviewed By/Date: Stefan Cermak, Director, Planning Services / July 29, 2025

Development Application Fee Sponsorship Application Form

*Under Islands Trust Policy 4.1.xiii, Trust Council Executive Committee may sponsor development application fees.
When applying for sponsorship, please submit this form, or the details in a letter, **with your development application**.
Applicants are encouraged to file this form with or after their development application.*

To be eligible for Executive Committee Sponsorship:

- ✓ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the Official Community Plan (OCP).
- ✓ The applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility. (Potential sponsorship of up to one half of the costs of the application)
- ✓ The applicant seeks to implement specific objectives of an OCP with broad community benefits.

The following are NOT eligible for Executive Committee Sponsorship:

- ✗ The applicant is a registered for-profit corporation under the Corporations Act.
- ✗ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.
- ✗ An applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.
- ✗ ALR and Subdivision referral application fees are not eligible.

SECTION 1: APPLICANT INFORMATION

(Please print or type all sections)

Organization Name: Gulf Islands Seniors Residence Association (GISRA)

Primary Contact: Harry Barnes, Executive Director

Address: 100-122 Atkins Road, Salt Spring Island, BC V8K 2X7

Telephone: 250-538-1995 E-mail: harryb@gisra.ca

Charitable Status Number (If applicable): 868060534RR0001

Organization Mandate (Attach bylaws, constitution or cite organization website): _____

https://www.gisra.ca/

Board Members (Name, Position): Richard Carlin-President, Linda Adams-Vice President, Peter Spencer-Treasurer, Mike Garside- Secretary, Gordan Koppang-Director

SECTION 2: DEVELOPMENT APPLICATION INFORMATION

Check development application where fee refund is requested:

- ☐ Official Community Plan
☒ Zoning Bylaw Amendment
☐ Development Permit

- ☐ Development Variance Permit
☐ Temporary Use Permit
☐ Other: _____

Development Application Submitted? ☒ Yes ☐ No

Application #: PLRZ20250220

Development Application Fees Paid (Amount): \$4,882.00

Receipt #: 20250063

SECTION 3

Objective of Development Application: revisions to zoning bylaw to include non-seniors as residents eligible in the planned affordable housing,

remove existing restrictions on number of medical practitioners to allow an expansion of the existing health clinic, revise minimum lot size and servicing requirements to allow subdivision of the clinic portion of the site,

and allow flexibility in use of clinic building to also allow non-medical organizations to occupy the space,

Describe how the Development Application furthers official community plan goals: affordable housing and medical clinic expansion

represents a significant contribution towards addressing two of Salt Spring Island's most critical needs – the lack of affordable housing, and the shortage of doctors in the community. We believe this proposal is consistent with several objectives and policies in the Salt Spring Island Official Community Plan. The most relevant policies are those that relate to affordable housing and health care services, as well as those that encourage clustering of affordable housing in serviced areas close to transit routes and services in island villages

SECTION 4

I/we declare that all of the above statements and the information contained in the material submitted in support of the application are to the best of my/our knowledge true and correct.

Printed Name: Harry Barnes, Executive Director

Signature: 

Date: July 29, 2025

Contact Information (e-mail and/or phone): harryb@gisra.ca

INFORMATION TO BE COMPLETED BY ISLANDS TRUST

Date of Executive Committee Consideration: _____ Decision: _____

Financial Details: _____

Fee Refunded: _____

Organization Charitable Status Number: _____

LTC Notified (Date): _____

Applicant Notified (Date): _____



NUMBER: S-38999

SOCIETY ACT

CERTIFICATE OF INCORPORATION

I Hereby Certify that

GULF ISLANDS SENIORS RESIDENCE ASSOCIATION

has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on November 02, 1998



JOHN S. POWELL
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

FORM 2
SOCIETY ACT
CONSTITUTION

1. The name of the society is

GULF ISLANDS SENIORS RESIDENCE ASSOCIATION

2. The purpose of the society is to construct, provide, maintain, lease, own and manage one or more nonprofit residential facilities on Salt Spring Island for persons 55 years of age or over.

3. The Directors shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors but may be paid expenses incurred by them in the performance of their duties. This clause is unalterable.

4. The Society shall be carried on without purpose of gain for its members, and no part of any income of the Society shall be payable or otherwise available for the personal benefit of the members thereof, and any profits or other accretions to the Society shall be used for promoting its purposes. This clause is unalterable.

5. Upon wind-up or dissolution of the Society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the wind-up, including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after payment of any other debts of the Society, shall be distributed to a charitable organization (or organizations) which shall be designated by the Board of Directors. This clause is unalterable.

BYLAWS

The bylaws of the society are those set out in Schedule B to the Society Act, with the following variations, deletions and additions:

1. Part 5 - Directors and Officers. Sec. 25 (2) replace by: "The number of directors shall be 7 or a greater number determined from time to time at a general meeting."

2. Part 5 - Directors and Officers. Sec. 26 (1) replace by: "At the first Annual General Meeting, four directors shall be elected for a two-year term and three directors shall be elected for a one-year term; thereafter, the term of office for all directors shall be two years. Directors may be re-elected for a maximum of three consecutive terms."

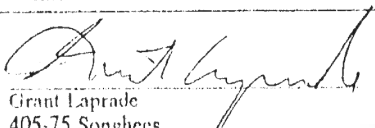
3. BYLAW 30 - PREFACE WITH, "IN ACCORDANCE WITH ARTICLE 3 OF THE CONSTITUTION."

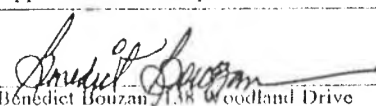
4. Part 10 - Auditor. Sec. 51. replace by "The society's financial records shall be audited annually."

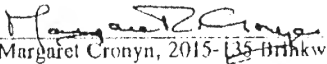
Dated: OCTOBER 27, 1998

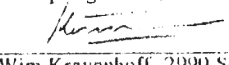
Witness:

Applicants for Incorporation:


Grant Laprade
405-75 Songhees
Victoria, B.C.

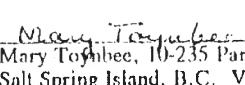

Benedict Bouzan, 38 Woodland Drive
Salt Spring Island, B.C. V8K 1K1


Margaret Cronyn, 2015-135 Brinkworthy Rd.
Salt Spring Island, B.C. V8K 1S2


Wim Krayenhoff, 2990 Southey Point Rd.
Salt Spring Island, B.C. V8K 1A1

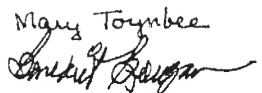

Thomas Woods, 201 Charlesworth Rd.
Salt Spring Island, B.C. V8K 2J7


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Salt Spring Island, B.C. V8K 2R6

EFFECTIVE DATE:

November 2, 1998


Mary Toynbee

GULF ISLANDS SENIORS RESIDENCE ASSOCIATION
BYLAWS

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PART 1 - GENERAL

1.1 **Definitions.** In these bylaws, unless the context otherwise specifies or requires:

- (a) **“Act”** means the *Societies Act* (British Columbia);
- (b) **“Board”** means the board of directors of the Society;
- (c) **“Board Resolution”** means:
 - (i) a resolution passed at a meeting of the Board by a simple majority of the votes cast by the directors voting and entitled to vote on that resolution; or
 - (ii) a resolution consented to in writing, after being sent to all of the directors, by at least three-fourths of the directors entitled to vote on that resolution;

and a Board Resolution approved by any one of these methods is effective as though passed at a duly constituted meeting of the Board;
- (d) **“bylaws”** means these bylaws, as amended and which are, from time to time, in force and effect;
- (e) **“constitution”** means the constitution of the Society within the meaning of the Act;
- (f) **“directors”** means those persons who have become directors in accordance with these bylaws and have not ceased to be directors;
- (g) **“Electronic Means”** means any system or combination of systems, including telephonic, electronic, or web-based technology, that:
 - (i) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in the proceeding contemporaneously, in a manner comparable, but not necessarily identical, to a meeting where all participants were present at the same location; and
 - (ii) in relation to a vote or a written consent resolution, permits all eligible voters to cast a vote on or consent to the matter for determination in a manner that adequately discloses the intentions of the voters;
- (h) **“Eligible Party”** means a director or senior manager of the Society;
- (i) **“Eligible Proceeding”** means a legal proceeding or investigative action, whether current, threatened, pending, or completed, in which an Eligible Party, by reason of the Eligible Party being or having been a director or senior manager of the Society, or holding or having held an equivalent position in a subsidiary of the Society:
 - (i) is or may be joined as a party; or

- (ii) is or may be liable for or in respect of a penalty in, or expenses related to, the legal proceeding or investigative action;
- (j) **“general meeting”** means a general meeting of the members of the Society;
- (k) **“members”** means those persons who are, or who subsequently become, members of the Society in accordance with these bylaws and, in either case, have not ceased to be members of the Society;
- (l) **“Ordinary Resolution”** means, subject to Section 5.2:
 - (i) a resolution passed at a general meeting by a simple majority of the votes cast by the voting members; or
 - (ii) a resolution consented to in writing, after being sent to all of the voting members, by at least two-thirds of the voting members;

and an Ordinary Resolution approved by any one of these methods is effective as though passed at a duly constituted general meeting;
- (m) **“President”** means the individual holding the office of president of the Society in accordance with these bylaws;
- (n) **“registered address”** of a member or director means the address of that person (whether a physical address or an e-mail address) as recorded in the register of members or register of directors, as applicable;
- (o) **“registered office”** means the office of the Society established under section 12 or 19 of the Act;
- (p) **“Registrar”** has the same meaning as in the Act;
- (q) **“Relative”** of an individual means:
 - (i) that individual’s Spouse;
 - (ii) that individual’s parent (including an adoptive parent, a stepparent, and a parent-in-law);
 - (iii) that individual’s sibling (including an adopted sibling, a stepsibling, and a sibling-in-law);
 - (iv) that individual’s child (including an adopted child and a stepchild);
 - (v) that individual’s aunt or uncle (i.e., the sibling (including an adopted sibling, a stepsibling, and a sibling-in-law) of any individual described in Section 1.1(q)(ii));
 - (vi) that individual’s nephew, niece, grandchild, or first cousin (i.e., the child (including an adopted child and a stepchild) of any individual described in Section 1.1(q)(iii), 1.1(q)(iv), or 1.1(q)(v)); or
 - (vii) the Spouse of any individual described in Section 1.1(q)(ii), 1.1(q)(iii), 1.1(q)(iv), 1.1(q)(v), or 1.1(q)(vi);

- (r) **“Representative”**, in relation to an Eligible Party, means an heir or personal or other legal representative of the Eligible Party;
- (s) **“Resident”** means an individual residing in any of the residential facilities owned, operated, or facilitated by the Society;
- (t) **“Salt Spring Island Connection”** means:
 - (i) owning or having previously owned real property located on Salt Spring Island, British Columbia;
 - (ii) residing or having previously resided on Salt Spring Island, British Columbia;
 - (iii) having a familial relationship to an individual who: (A) owns or owned real property located on Salt Spring Island, British Columbia; (B) resides or has resided on Salt Spring Island, British Columbia; or (C) has such other connection to Salt Spring Island, British Columbia as may be determined by the Board at any time and from time to time in its sole and unfettered discretion; or
 - (iv) having such other connection to Salt Spring Island, British Columbia as may be determined by the Board at any time and from time to time in its sole and unfettered discretion;
- (u) **“Secretary”** means the individual holding the office of secretary of the Society in accordance with these bylaws;
- (v) **“Society”** means Gulf Islands Seniors Residence Association;
- (w) **“Special Resolution”** means, subject to Section 5.2:
 - (i) a resolution passed at a general meeting by at least two-thirds of the votes cast by the voting members; or
 - (ii) a resolution consented to in writing by all of the voting members;
 and a Special Resolution approved by any one of these methods is effective as though passed at a duly constituted general meeting;
- (x) **“Spouse”** of an individual is:
 - (i) another individual married to that first individual; or
 - (ii) another individual who has lived with that first individual in a marriage-like relationship and: (A) has done so for a continuous period of at least two years; or (B) has a child with that first individual;
- (y) **“Treasurer”** means the individual holding the office of treasurer of the Society in accordance with these bylaws; and
- (z) **“Vice-President”** means the individual holding the office of vice-president of the Society in accordance with these bylaws.

- 1.2 **Interpretation.** For the purposes of these bylaws and except as otherwise expressly provided herein or unless there is something in the subject matter or context inconsistent therewith: (a) all references to a designated “**Part**”, “**Section**”, or other subdivision is to the designated part, section, or other subdivision of these bylaws; (b) the words “**herein**”, “**hereof**”, and “**hereunder**” and other words of similar import refer to these bylaws as a whole and not to any particular Part, Section, or other subdivision; (c) the singular of any term includes the plural and vice versa, and the use of any gendered term (whether masculine, feminine, neuter, or otherwise) is equally applicable to any other gender; (d) the word “**or**” is not exclusive and the word “**including**” is not limiting; (e) any reference to an agreement, instrument, or other document means such agreement, instrument, or other document as amended, supplemented, or modified from time to time; (f) any reference to a statute includes and is a reference to such statute and to the regulations made pursuant thereto with all amendments made thereto and in force from time to time, and to any statute or regulations that may be passed which have the effect of supplementing or superseding such statute or such regulations; (g) the word “**person**” includes an individual, body corporate, or other legal entity; and (h) the word “**elect**” includes “**appoint**”, and vice versa. Other than as specified in Section 1.1 above, words and expressions defined in the Act have the same meanings when used in these bylaws. The headings used in these bylaws are inserted for reference purposes only and are not to be considered or taken into account in construing the provisions thereof or to be deemed in any way to clarify, modify, or explain the effect of any such provisions.
- 1.3 **Paramountcy.** These bylaws are subject to applicable law (including the Act) and if any provision of these bylaws conflicts with any applicable law, such conflict shall be resolved in favour of such law.

PART 2 - REGISTERED CHARITY AND BC HOUSING PROVISIONS

- 2.1 **Non-Profit.** The Society shall be carried on without purpose of gain for its members, and no part of any income of the Society shall be payable or otherwise available for the personal benefit of the members thereof, and any profits or other accretions to the Society shall be used for promoting its purposes. **This clause was previously unalterable.**
- 2.2 **Remuneration of Directors.** The directors shall serve without remuneration, and the directors shall not receive, directly or indirectly, any profits from their positions as director but may be reimbursed for expenses incurred by them in the performance of their duties. **This clause was previously unalterable.**
- (a) To further clarify this Section 2.2, directors may not be remunerated in any capacity, however directors may be reimbursed for reasonable expenses necessarily incurred while acting on behalf of the Society. The Society may not delete or otherwise alter this Section 2.2 (a) without the prior written consent of the British Columbia Housing Management Commission.

- 2.3 **Dissolution.** Upon wind-up or dissolution of the Society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the wind-up, including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after payment of any other debts of the society, shall be distributed to a charitable organization (or organizations) which shall be designated by the board of directors. **This clause was previously unalterable.**

(a) To further clarify this Section 2.3, the charitable organization(s) referred to in this Section 2.3 means a “qualified donee” as described in subsection 149.1 of the *Income Tax Act* (Canada), and which promotes aims or purposes similar to those of this Society. The Society will not alter or delete this Section 2.3 (a) without first obtaining the written consent of the British Columbia Housing Management Commission.

- 2.4 **Affordable Housing Purpose.** The Society may not delete or otherwise alter the affordable housing purpose set forth in its constitution or this Section 2.4 without the prior written consent of the British Columbia Housing Management Commission.

PART 3 - MEMBERSHIP

- 3.1 **Availability of Membership.** Membership in the Society is restricted to:

- (a) those eligible persons who are currently members and who continue as members under Section 3.2 of these bylaws; and
- (b) those eligible persons whose subsequent application for admission as a member has been accepted in accordance with these bylaws.

- 3.2 **Transition of Membership.** On the date these bylaws come into force:

- (a) each person who is a member of the Society and who continues to be eligible for membership under these bylaws will continue as a member until such person ceases to be a member pursuant to these bylaws; and
- (b) each person who is a member of the Society and who is not eligible for membership under these bylaws ceases to be a member as of that date.

- 3.3 **Membership Class.** There is one class of membership in the Society.

- 3.4 **Qualifications.** Membership is available only to those individuals who have a Salt Spring Island Connection and who otherwise meet the membership qualifications, if any, set out in these bylaws.

- 3.5 **Application and Acceptance.** To be admitted in the Society as a member, an individual must apply for membership in the manner prescribed by the Board and be accepted for membership in the Society by Board Resolution or in such other manner as may be determined by the Board.

- 3.6 **Conditions of Continued Membership.** A member must have a Salt Spring Island Connection throughout the term of the member's membership.

- 3.7 **Membership Rights.** A member is entitled to receive notice of, to attend, and, provided such member is in good standing, to vote at all general meetings, and each such member is entitled to one vote at such meetings.
- 3.8 **Term of Membership.** A member's term of membership commences on the date the member is accepted into membership in the Society and expires on the first anniversary of that date.
- 3.9 **Non-Transferable.** Membership in the Society is non-transferable.
- 3.10 **Compliance.** All members shall comply with the code of ethics of the Society as may be issued or amended by the Board at any time and from time to time and with these bylaws.

PART 4 - MEMBERSHIP DUES, TERMINATION, AND DISCIPLINE

- 4.1 **Membership Dues.** Membership dues, if any, may be determined by the Board at any time and from time to time. Once the amount of annual membership dues has been so determined, that amount is deemed to be the amount of annual membership dues in each succeeding year until the Board determines otherwise. In the absence of any such determination, it is deemed that there are no annual membership dues. Members shall be notified in writing of any membership dues at any time payable by them and, if such dues are not paid by the applicable payment due date, the member cease to be in good standing and will not be in good standing for so long as such amounts remain unpaid.
- 4.2 **Standing; Voting Restriction.** Each member is deemed to be in good standing unless the member has failed to pay membership dues by the applicable due date or the member has been suspended from membership in accordance with Sections 4.4 and 4.5. A member that has failed to pay membership dues by the applicable due date will be restored to good standing on the date the member pays the outstanding membership dues, unless the member ceases to be a member prior to such date. A member that has been suspended from membership in accordance with Sections 4.4 and 4.5 of these bylaws will be restored to good standing at the expiry of the member's suspension, unless the member ceases to be a member prior to such date. A member who is not in good standing will not be entitled to vote as a member for so long as the member is not in good standing.
- 4.3 **Termination of Membership.** A member's membership in the Society is terminated when:
 - (a) any specified term of membership expires;
 - (b) the member fails to maintain any conditions for the member's continued membership as specified in these bylaws;
 - (c) the member is not in good standing for more than 12 consecutive months;
 - (d) the member resigns by delivering a written resignation to the Secretary or to the registered office of the Society, in which case such resignation is effective on the date specified in the resignation or, if no date is specified or if the date

specified is earlier than the date the resignation is delivered to the Secretary or to the registered office of the Society, on the date such resignation is delivered to the Secretary or to the registered office of the Society;

- (e) the member dies;
- (f) the member is expelled in accordance with the Act and Sections 4.4 and 4.5 of these bylaws; or
- (g) the member's membership is otherwise terminated in accordance with these bylaws.

Subject to these bylaws, upon any termination of membership, the rights of the member, including any rights in the property of the Society, automatically cease to exist.

4.4 Discipline of Members. The Board may, by Board Resolution, and the members may, by Special Resolution, discipline a member, or suspend or expel any member from the Society on any one or more of the following grounds:

- (a) violating any provision of the constitution, these bylaws, or the written rules, regulations, guidelines, procedures, codes, policies, or other like publications of the Society, as determined by the Board in its sole and unfettered discretion or by the members, as applicable;
- (b) carrying out any conduct or otherwise behaving in any manner which is or which may be detrimental to the Society, as determined by the Board in its sole and unfettered discretion or by the members, as applicable; or
- (c) for any other reason that the Board considers in its sole and unfettered discretion or the members consider to be reasonable, having regard to the purposes and best interests of the Society.

4.5 Procedure for Discipline, Suspension, or Expulsion. In the event the Board proposes or the members propose to discipline a member, or to suspend or expel a member from membership in the Society by Board Resolution or by Special Resolution, as applicable, the President, or such other director or senior manager as may be designated by the Board, shall give to the member not less than 20 days' prior written notice of the proposed discipline, suspension, or expulsion, as applicable, and shall, in the written notice, provide reasons for the proposed discipline, suspension, or expulsion and information regarding the member's right to make representations to the Board or the other members, as applicable. The member may:

- (a) in the case of a proposed Board Resolution, within five days of receiving such notice, make written submissions to the President (or to such other director or senior manager as may be designated by the Board) in response to the notice; and
- (b) in the case of a proposed Special Resolution, make representations to the other members at the general meeting at which the Special Resolution is to be considered.

The President (or such other director or senior manager as may be designated by the Board) shall notify the member concerning the result of any such Board Resolution or Special Resolution. The Board's or the other members' decision regarding discipline, suspension, or expulsion of a member is final and binding on the member without any further right of appeal.

- 4.6 **Delivery of Society Property.** In the event a member is disciplined, suspended, expelled, or otherwise terminated from membership in the Society, the member shall, within 10 days of receiving notice of their sanction, suspension, or expulsion pursuant to Section 4.5, deliver to the Society any and all property of the Society in the member's possession, including records, keys, and access codes. Each member acknowledges and agrees that failure to deliver said property prior to the commencement of the sanction, suspension, or expulsion will result in irreparable harm to the Society and is appropriate cause for immediate judicial relief, including an injunction or specific performance with no undertaking as to damages.

PART 5 - GENERAL MEETINGS

- 5.1 **Annual General Meeting.** The annual general meeting shall be held at least once every calendar year, within six months of the Society's financial year-end, on such date and at such time as may be determined by the Board.
- 5.2 **Annual General Meeting by Consent Resolution.** The Society may hold its annual general meeting by way of a consent resolution. Notwithstanding anything to the contrary herein (including the definitions of Ordinary Resolution and Special Resolution as set forth in Section 1.1), such resolution shall be consented to by all voting members in writing (including by Electronic Means) and shall contain all matters required to be dealt with at an annual general meeting under these bylaws and the Act, including presentation of the annual financial statements and the auditor's report, if any.
- 5.3 **Special General Meeting.** The Board may, if the Board deems appropriate, convene a general meeting other than an annual general meeting on such date and at such time as may be determined by the Board.
- 5.4 **Requisition of General Meeting.** Members may requisition the directors to call a general meeting by following the procedure set out in the Act.
- 5.5 **Member Resolution by Consent.** For greater certainty, subject to Section 5.2, the Society may pass an Ordinary Resolution or a Special Resolution without holding a general meeting if:
- (a) in the case of an Ordinary Resolution, the resolution has been consented to in writing (including by Electronic Means), after being sent to all of the voting members, by not less than two-thirds of the voting members; and
 - (b) in the case of a Special Resolution, the resolution has been consented to in writing (including by Electronic Means) by all of the voting members.

Such consent resolution is valid and effectual as if it had been passed at a general meeting duly called and constituted.

- 5.6 **Meetings by Electronic Means.** The Board may determine, in its sole discretion, to hold any general meeting in whole or in part by Electronic Means so as to allow some or all members to participate in the meeting remotely. Where a general meeting is to be conducted using Electronic Means, the Board shall:

- (a) arrange for suitable Electronic Means; and
- (b) take reasonable steps to ensure that all participants are able to communicate and participate in the meeting adequately and, in particular, that remote participants are able to participate in a manner comparable to participants present in person, if any.

For greater certainty, persons participating at a general meeting by permitted Electronic Means are deemed to be present at the meeting.

- 5.7 **Location of General Meeting.** Subject to Section 5.8, a general meeting must be held at a location in British Columbia as determined by the Board, provided that a general meeting may be held at a location outside British Columbia as determined by the Board if, prior to the meeting, all voting members agree to hold the meeting at that location.

- 5.8 **Location of Electronic Meeting.** If a general meeting is a partially electronic meeting, Section 5.7 applies only to the location where persons attend the meeting in person. If a general meeting is a fully electronic meeting, Section 5.7 does not apply to the meeting.

- 5.9 **Notice of General Meeting.**

- (a) Notice of a general meeting shall be given to the auditor, if any is appointed, and to each member, at the auditor's address and each member's registered address, in writing, by mail, by e-mail provided for that purpose, or by courier or personal delivery at least 14 and no more than 60 days before the meeting. Subject to the Act, no other person is entitled to notice of a general meeting.
- (b) Notwithstanding Section 5.9(a), if the Society has more than the threshold number of members as set forth in section 77(2) of the Act, notice is deemed to be sent if:
 - (i) notice of the date, time, and, if applicable, location of the meeting has been sent to every member of the Society who has provided an e-mail address to the society for the purpose of such notice, by e-mail to that e-mail address; and
 - (ii) notice of the date, time, and, if applicable, location of the meeting: (A) is published at least once in each of the three weeks immediately before the date of the meeting in the Gulf Islands Driftwood or, in the event that the Gulf Islands Driftwood ceases to be a newspaper, one or more other newspapers circulated to residents of Salt Spring Island, British Columbia; or (B) is posted, throughout the period commencing at least

21 days before the meeting and ending when the meeting is held, on a website that is maintained by or on behalf of the Society and is accessible to all members.

- (c) Notice of a general meeting shall specify the date, time, and location, if any, of the meeting, and:
 - (i) if such meeting is not an annual general meeting, the purpose of the meeting;
 - (ii) if such meeting is an electronic meeting, instructions for attending and participating in the meeting by Electronic Means, including, if applicable, instructions for voting at the meeting by Electronic Means;
 - (iii) if any special business is to be conducted at the meeting, the nature of that special business; and
 - (iv) if a Special Resolution is to be voted on at the general meeting, the full text of the Special Resolution.
 - (d) Notice of a general meeting is not necessary if all of the members entitled to notice are present and none objects to the holding of the general meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such general meeting.
 - (e) A member may, in the manner provided in Section 11.1, notify the Society of the member's agreement to reduce the notice period for a general meeting.
- 5.10 **Waiver of Notice.** A member may send or deliver to the Society a written waiver of notice of any general meeting, which may be by mail, by e-mail provided for that purpose, or by courier or personal delivery. A member may withdraw such waiver at any time, and until such waiver is withdrawn:
- (a) no notice of any general meeting shall be sent to that member; and
 - (b) any and all general meetings, notice of which has not been given to that member, shall, if a quorum of members is present, be valid and effective.
- 5.11 **Persons Entitled to be Present.** The only persons entitled to be present at a general meeting are the members, the directors, the senior managers, and the auditor of the Society (if any), and such other persons who are entitled or required to be present at the meeting under any provision of the Act, the constitution, or these bylaws. Any other person may be admitted only on the invitation of the chairperson of the meeting or by Ordinary Resolution.
- 5.12 **Chair of the Meeting.** The President shall preside as chairperson at each general meeting, provided that if the President is not present within 15 minutes after the time appointed for the meeting or is otherwise unable to preside as chairperson at that meeting, the Vice-President shall preside as chairperson at that meeting. If the President and the Vice-President are not present within 15 minutes after the time appointed for the meeting or are otherwise unable to preside as chairperson at that meeting, the directors then present shall choose one of their number to preside as

chairperson at that meeting. If the President, the Vice-President, and all directors are not present within 15 minutes after the time appointed for the meeting or are otherwise unable to preside as chairperson at that meeting, the members then present and entitled to vote at the meeting shall choose one of their number to preside as chairperson at that meeting. In the event of any doubt, dispute, or ambiguity in relation to procedural matters or parliamentary process at a general meeting, the individual presiding as chairperson has the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules, the Act, and these bylaws.

- 5.13 **Proxies.** Voting by proxy at a general meeting is not permitted.
- 5.14 **Quorum.** A quorum at any general meeting is the greater of 10% of the voting members and three voting members, unless the society has fewer than three voting members, in which case a quorum at any general meeting is all of the voting members. For greater certainty, the members present at a general meeting include those attending by Electronic Means, if any.
- 5.15 **Lack of Quorum.** If a quorum is not present within 30 minutes after the time appointed for any general meeting or, at any time during a general meeting, a quorum ceases to be present, all business, other than business relating to the adjournment or termination of the meeting or the election of a person to preside as chairperson of that meeting, shall be suspended until there is a quorum present or until the meeting is adjourned or terminated in accordance with section 5.16 by the chairperson of that meeting.
- 5.16 **Adjournment and Termination.** In the event a quorum is not present within 30 minutes after the time appointed for any general meeting or if the chairperson of that meeting determines that such meeting cannot continue due to the lack of a quorum as provided in Section 5.15:
- (a) if such meeting is a meeting convened by a requisition of the members, the meeting shall be terminated; and
 - (b) in any other case, such meeting shall be adjourned to the same day of the following week at the same time and location, if any.

Notice of an adjourned general meeting or of the business to be transacted at the adjourned meeting is not required to be given, provided that if a general meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. If, at an adjourned general meeting, a quorum is not present within 30 minutes after the appointed time, the members then present and entitled to vote constitute a quorum. No business shall be transacted at an adjourned general meeting other than the business left unfinished at the original meeting.

- 5.17 **Resolutions.** A resolution proposed at a general meeting must be seconded. The chairperson of a general meeting may move or propose a resolution.
- 5.18 **Votes to Govern.** At any general meeting, every resolution or motion shall be determined by a simple majority of the votes cast at that meeting by the voting members, unless otherwise required by the constitution, these bylaws or by the Act. In case of an equality of votes, the chairperson of the meeting shall not have a second

or casting vote in addition to any vote the chairperson of the meeting may have in such individual's capacity as a member, and the proposed resolution or motion is deemed to have failed.

- 5.19 **Method of Voting.** Subject to Section 6.4(b), at a general meeting, voting shall be by a show of hands, by oral vote, or by Electronic Means. Notwithstanding the foregoing, if before or after such a vote, any two members then present request a secret ballot or the chairperson of the general meeting directs that voting proceed by way of secret ballot, then voting shall be by secret ballot (which secret ballot may, for greater certainty, be conducted by Electronic Means).
- 5.20 **Business at Annual General Meeting.** At an annual general meeting, the following business is ordinary business:
- (a) adoption of rules of order;
 - (b) presentation and consideration of the Society's financial statements, prepared in compliance with the Act;
 - (c) consideration of the reports, if any, of the directors or auditor;
 - (d) election or appointment of directors;
 - (e) appointment of the auditor, if any; and
 - (f) business arising out of a report of the directors not requiring the passing of a Special Resolution;
- and all other business is special business.
- 5.21 **Members' Proposals.** Voting members of the Society may send to the Society a notice of a matter that the members propose to have considered at an annual general meeting by following the procedure set out in the Act.
- 5.22 **Annual Report.** Within 30 days after an annual general meeting, the Society shall file with the Registrar an annual report that includes the date on which the meeting was held, subject to any exceptions or extensions in the Act.

PART 6 - DIRECTORS

- 6.1 **General Duties and Powers.** The property and affairs of the Society shall be managed by the Board. The Board may exercise all the powers and do all acts and things that the Society may exercise and do, subject to these bylaws and all laws affecting the Society.
- 6.2 **Composition of Board.** The Board shall be composed of not fewer than three and not more than 11 directors, with the actual number being determined by Ordinary Resolution from time to time.
- 6.3 **Election and Term.** On the date these bylaws become effective, the incumbent directors will continue as the directors of the Society for the remainder of the terms for which they were elected or appointed. Thereafter, the members shall elect the

directors from among the eligible candidates (determined pursuant to Section 6.5) at each succeeding annual general meeting at which an election of directors is required. Subject to Sections 6.7, 6.8, and 6.9, the directors shall be elected to hold office for a term of two years, commencing at the close of such meeting and ending at the close of the annual general meeting taking place in the year in which the director's term expires. A director may be elected to three consecutive terms or, if elected by Special Resolution, to a fourth consecutive term, in each case after which time such director shall cease to be a director for a period of at least one year before being eligible for re-election.

6.4 Method of Election. Unless otherwise required by the Act or these bylaws, if at a general meeting at which an election of directors is required:

- (a) the number of eligible Board candidates (determined pursuant to Section 6.5) is equal to the number of vacant positions on the Board, then separate elections shall be held for each vacant director position and, subject to Section 6.3, each candidate will only be elected by Ordinary Resolution; or
- (b) the number of eligible Board candidates (determined pursuant to Section 6.5) exceeds the number of vacant positions on the Board, then: (i) the election shall be conducted by way of secret ballot; (ii) individual candidates shall be elected to the Board in order of those candidates receiving the most votes; (iii) each member entitled to vote has one vote for each vacant Board position; and (iv) no member may vote for more candidates than the number of vacant Board positions.

6.5 Nomination of Directors. Subject to the Act and these bylaws, only those members in good standing nominated in accordance with the procedures set out in this Section 6.5 shall be eligible for election to the Board, and the procedures set forth in this Section 6.5 are the exclusive means for any person to bring nominations for election to the Board at any general meeting. A member in good standing may, within the period commencing following delivery to the member of notice of a general meeting at which an election of directors is required and ending at 5:00 p.m. (Vancouver, British Columbia time) on the day that is seven days prior to the date of that general meeting, deliver to the Secretary written notice of the member's intention to nominate the member for election as a director. To be in proper written form, a nomination notice must disclose or include, as applicable:

- (a) the legal name and age of the member;
- (b) the contact information of the member, including: (i) the member's residential address or another address at which the member can usually be served with records between the hours of 9:00 a.m. and 4:00 p.m. (Vancouver, British Columbia time) from Monday to Friday, inclusive; (ii) the member's e-mail address; and (iii) the member's phone number;
- (c) a statement indicating whether the member is ordinarily resident in British Columbia;
- (d) a statement confirming the member is in good standing;

- (e) a statement confirming the member is qualified to be a director pursuant to the Act and these bylaws;
- (f) a statement setting out the reasons why the member wishes to be elected to the Board; and
- (g) a description of the member's current employment and volunteer activities.

A nomination notice which is not in the form required by this Section 6.5 or which is not received at or prior to 5:00 p.m. (Vancouver, British Columbia time) on the day that is seven days prior to the date of the applicable general meeting is invalid. Those members in good standing who have delivered a valid nomination notice to the Secretary as provided in this Section 6.5 and whose names are confirmed by the Board at the applicable general meeting are sole candidates eligible for election to the Board at that general meeting.

6.6 Qualifications. A director must:

- (a) be a member of the Society;
- (b) not be: (i) a Resident; (ii) a Relative of a Resident; (iii) the attorney of a Resident pursuant to a power of attorney, the committee of a Resident pursuant to the *Patients Property Act* (British Columbia), or otherwise authorized by applicable law to make decisions on behalf of a Resident in relation to the Resident's financial affairs; or (iv) the representative of a Resident pursuant to the *Representation Agreement Act* (British Columbia) or otherwise authorized by applicable law to make decisions on behalf of a Resident in relation to the Resident's personal care;
- (c) not be a Relative of: (i) the incumbent Executive Director of the Society; (ii) the incumbent Chief Financial Officer of the Society; or (iii) any of the other incumbent directors of the Society; and
- (d) hold such qualifications as are required by the Act.

6.7 Disqualification. A director who is not qualified to be a director under the Act or these bylaws ceases to hold office as of the date of disqualification.

6.8 Removal of Director. A director may be removed before the expiration of the director's term of office by:

- (a) Special Resolution, provided the director is entitled to be heard prior to the time when the Special Resolution is to be considered; or
- (b) Board Resolution, provided that the director is entitled to not less than seven days' advance notice in writing of the proposed Board Resolution and to address the Board at or prior to the vote on the resolution.

If a director has been removed in accordance with this Section 6.8, the members may concurrently elect a replacement director by Ordinary Resolution to serve for the balance of the removed director's term of office in accordance with Section 6.5. For greater certainty, if the Board proposes to remove a director by Board Resolution, the

director proposed for removal has a conflict of interest and may not vote on the Board Resolution.

6.9 Ceasing to be a Director. An individual automatically ceases to be a director when:

- (a) the director's term expires, provided that if no successor is elected or appointed to replace the incumbent director and the result is that there would be a vacancy on the Board, then notwithstanding the term limits set forth in Section 6.3, the incumbent director shall continue to hold office until such time as the director's successor is elected or appointed, or the director otherwise ceases to hold office in accordance with this Section 6.9;
- (b) the director is no longer qualified to be a director pursuant to these bylaws;
- (c) the director resigns as a director by delivering a written resignation to the Secretary or to the registered office of the Society, in which case such resignation is effective on the date specified in the resignation or, if no date is specified or if the date specified is earlier than the date the resignation is delivered to the Secretary or to the registered office of the Society, on the date such resignation is delivered to the Secretary or to the registered office of the Society;
- (d) the director ceases to be a member;
- (e) the director is removed; or
- (f) the director dies.

6.10 Casual Vacancies. If a director ceases to be a director prior to the expiry of the director's term or there is otherwise a vacancy on the Board for any reason and, in the case of a director removed pursuant to Section 6.8, a replacement director is not concurrently elected or appointed by Ordinary Resolution, the remaining directors may, by Board Resolution, appoint a director who otherwise meets the qualifications for directors set out herein to fill the vacancy and to serve for the remainder of such former director's term.

6.11 Invalidation of Acts. No act or proceeding of the Board is invalid by reason only of there being fewer than the required number of directors in office. No rule made by the Society at a general meeting invalidates a prior act of the directors that would have been valid if that rule had not been made.

PART 7 - MEETINGS OF DIRECTORS

7.1 Board Meetings. Meetings of the Board may be held on such date, at such time, and, if applicable, at such location within or outside Canada, as the Board may determine from time to time.

7.2 Calling of Meetings. Meetings of the Board may be called by the President or by any two directors at any time.

- 7.3 **Regular Meetings.** The Board may appoint a day or days in any month or months for regular meetings of the Board at a date, time, and location, if any, to be named. A copy of any Board Resolution fixing the time and location, if any, of such regular meetings of the Board shall be sent to each director forthwith after being passed, but no other notice is required for any such regular meeting.
- 7.4 **Meetings by Electronic Means.** The Board may determine, in its discretion, to hold any meetings of the Board in whole or in part by Electronic Means, so as to allow some or all parties to participate in the meeting remotely. Where a meeting of the Board is conducted by Electronic Means, the Board shall take reasonable steps to ensure that all participants are able to communicate and participate in the meeting.
- 7.5 **Board Resolution by Consent.** For greater certainty, the Board may pass a Board Resolution without holding a meeting of the Board if the resolution has been submitted to all directors and has been consented to in writing (including by Electronic Means) by not less than three-fourths of the directors who would have been entitled to vote on the resolution at a meeting of the Board. Such consent resolution is valid and effectual as if it had been passed at a meeting of the Board duly called and constituted.
- 7.6 **Notice of Meeting.** Subject to Section 7.3, notice of the time, date and location, if any, for the holding of a meeting of the Board shall be given in the manner provided in Section 11.1 of these bylaws to every director of the Society not fewer than two days before the time when the meeting is to be held. Notice of a meeting is not necessary if all of the directors are present and none objects to the holding of the meeting or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Unless these bylaws or the Act otherwise provide, no notice of meeting need specify the purpose or the business to be transacted at the meeting. Notice of the first meeting of the Board held immediately following the appointment or election of a director need not be given to the newly elected or appointed director for the meeting to be properly constituted, provided a quorum of directors is then present.
- 7.7 **Proxies.** Voting by proxy at a meeting of the Board is not permitted.
- 7.8 **Quorum.** The directors may from time to time fix the quorum necessary to transact business at a meeting of the Board, and unless so fixed, a majority of the number of directors then in office constitutes a quorum. Despite any vacancy among the directors, a quorum of directors may exercise all of the powers of the directors.
- 7.9 **Lack of Quorum.** If a quorum is not present within 30 minutes after the time appointed for any meeting of the Board or at any time during a meeting of the Board, a quorum ceases to be present, all business, other than business relating to the election of the chairperson of the meeting and the adjournment or termination of the meeting, shall be suspended until there is a quorum present or until the meeting is adjourned in accordance with Section 7.10.
- 7.10 **Adjournment and Termination.** In the event a quorum is not present within 30 minutes after the time appointed for any meeting of the Board or chairperson of the meeting determines that such meeting cannot continue due to the lack of a quorum as provided in Section 7.9, such meeting of the Board shall be adjourned to such time and date and at such location, if any, as the chairperson of the meeting may determine.

Notice of an adjourned meeting of the Board or of the business to be transacted at the adjourned meeting is not required to be given if the time and location, if any, of the adjourned meeting is announced at the original meeting, provided that if a meeting of the Board is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. If there is no quorum present at the adjourned meeting, the original meeting is deemed to have terminated forthwith after its adjournment. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

- 7.11 **Chair of the Meeting.** The President shall preside as chairperson at each meeting of the Board, provided that if the President is not present within 15 minutes after the time appointed for the meeting or is otherwise unable to preside as chairperson at that meeting, the Vice-President shall preside as chairperson at that meeting. If the President and the Vice-President are not present within 15 minutes after the time appointed for the meeting or are otherwise unable to preside as chairperson at that meeting, the directors then present shall choose one of their number to preside as chairperson at that meeting. In the event of any doubt, dispute, or ambiguity in relation to procedural matters or parliamentary process at a meeting of the Board, the individual presiding as chairperson has the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules, the Act, and these bylaws.
- 7.12 **Resolutions.** A resolution proposed at a meeting of the Board must be seconded. The chairperson of a meeting of the Board may move or propose a resolution.
- 7.13 **Votes to Govern.** Each director is authorized to exercise one vote in respect of a Board Resolution. At all meetings of the Board, every motion or resolution shall be decided by a simple majority of the votes cast at that meeting by the directors voting and entitled to vote on that motion or resolution, unless otherwise required by the constitution, these bylaws, or the Act. Any question or matter concerning the Society which is not required by the Act or these bylaws to be determined by Ordinary Resolution or Special Resolution, or otherwise by the members, shall be determined by Board Resolution. In case of an equality of votes, the chairperson of the meeting shall not have a second or casting vote in addition to any vote the chairperson of the meeting may have in such individual's capacity as a director, and the proposed motion or resolution is deemed to have failed.
- 7.14 **Method of Voting.** At a meeting of the Board, voting shall be by a show of hands, by oral vote, or by Electronic Means. Notwithstanding the foregoing, if before or after such a vote, any director then present requests a secret ballot or the chairperson of the meeting of the Board directs that voting proceed by way of secret ballot, then voting shall be by secret ballot (which secret ballot may, for greater certainty, be conducted by Electronic Means).
- 7.15 **Conflict of Interest.** This Section 7.15 applies to a director who has a direct or indirect material interest, that is known by the director or reasonably ought to have been known, in:
- (a) a contract or transaction (whether existing or proposed) of the Society; or

- (b) a matter that is or is to be the subject of consideration by the Board, if that interest could result in the creation of a duty or interest that materially conflicts with that director's duty or interest as a director of the Society;

except in the circumstances set forth in section 56(5) of the Act. Subject to Section 56(4) of the Act, a director to whom this Section 7.15 applies:

- (c) must disclose fully and promptly to the other directors the nature and extent of the director's interest;
- (d) must abstain from voting on or consenting to a Board Resolution in respect of the contract, transaction, or matter referenced above;
- (e) must leave the meeting of the Board, if any: (i) when the contract, transaction, or matter is discussed, unless asked by a majority of the other directors present at the meeting to be in attendance to provide information; and (ii) when the other directors vote on the contract, transaction, or matter;
- (f) must refrain from any action intended to influence the discussion or vote; and
- (g) shall be counted in the quorum at a meeting of the Board at which the contract, transaction, or matter is considered, provided the director is present.

For greater certainty, the Board may establish further policies governing conflicts of interest of directors and others, provided such policies do not contradict the Act or these bylaws.

PART 8 - COMMITTEES

- 8.1 **Appointment.** The Board may, from time to time by Board Resolution, constitute such standing and special committees, consisting of such persons (whom may or may not be members, directors, or senior managers) as the Board thinks fit. Unless specifically designated as a standing committee, any special committee so created must be created for a specified time only and upon completion of the earlier of the specified time period or the task for which the special committee was so appointed, a special committee is automatically dissolved.
- 8.2 **Powers.** The Board may delegate to a committee any of the Board's powers, except the power to change the committee's membership or purpose, the power to fill vacancies in a committee, or the power to appoint or remove senior managers. The Board may, from time to time by Board Resolution, impose conditions or other restrictions on a committee and such committee shall comply with any such conditions or restrictions.
- 8.3 **Authority of the Board to Revoke.** The Board may, at any time by Board Resolution, remove or override any authority given to or acts to be done by any committee, terminate the appointment of or change the membership of any committee, or fill a vacancy in any committee.

- 8.4 **Delegation.** No delegation of authority by the directors to any committee or person precludes the directors from exercising the authority required to meet their responsibilities for the conduct of the affairs of the Society.
- 8.5 **Rules and Reporting.** A committee shall:
- (a) conform to any rules that may from time to time be imposed on such committee by the Board; and
 - (b) report every act or thing done in the exercise of its powers to the Board at the earliest meeting of the Board to be held after such act or thing has been done, or at such other time as the Board may direct.
- 8.6 **Quorum and Calling of Meetings.** Unless otherwise provided by the Board or these bylaws, a majority of the number of members in any committee constitutes a quorum thereof, and the committee shall meet at the call of its chairperson or any two committee members thereof.
- 8.7 **Meetings by Electronic Means.** A committee may determine, in its discretion, to hold any meetings of the committee in whole or in part by Electronic Means, so as to allow some or all parties to participate in the meeting remotely. Where a meeting of a committee is conducted by Electronic Means, the committee shall take reasonable steps to ensure that all participants are able to communicate and participate in the meeting.
- 8.8 **Chair of Committee.** The Board shall appoint the chairperson of each committee from among the members of the committee.
- 8.9 **Votes to Govern.** Each member of a committee is entitled to exercise one vote in respect of all resolutions or questions to be determined by the committee. Questions arising at any meeting of a committee shall be determined by a simple majority of the votes cast at that meeting by the members of the committee voting and entitled to vote on that question. In case of an equality of votes, the chairperson of the committee shall not have a second or casting vote, and the proposed resolution is deemed to have failed.
- 8.10 **Committee Resolution by Consent.** A committee may pass a resolution without holding a meeting of the committee if the resolution has been submitted to all committee members and has been consented to in writing (including by Electronic Means) by not less than three-fourths of the committee members. Such consent resolution is valid and effectual as if it had been passed at a meeting of such committee duly called and constituted.
- 8.11 **Ex-Officio Participant.** The President is entitled to receive notice of, to attend, and to participate in all meetings of each committee, provided that unless the President is a member of the committee, the President shall not be counted in the quorum and shall not be entitled to vote.

PART 9 - SENIOR MANAGERS

- 9.1 **Roles.** At each meeting of the Board first following each annual general meeting, the directors shall appoint, from among their number, individuals to fill the following senior manager positions, and a director other than the President may hold more than one position:
- (a) **President.** The President is responsible for supervising the other directors in the execution of their duties.
 - (b) **Vice-President.** The Vice-President is responsible for carrying out the duties of the President if the President is unable to act.
 - (c) **Secretary.** The Secretary is responsible for doing, or making the necessary arrangements for, the following:
 - (i) conducting the correspondence of the Society;
 - (ii) issuing notices of general meetings and meetings of the Board;
 - (iii) keeping minutes of general meetings and meetings of the Board;
 - (iv) having custody of all records and documents of the Society, except those required to be kept by the Treasurer;
 - (v) having custody of the common seal of the Society, if any; and
 - (vi) maintaining the register of members.

If the Secretary is absent from a general meeting or a meeting of the Board, the Board shall appoint another director to act as secretary of that meeting.
 - (d) **Treasurer.** The Treasurer is responsible for doing, or making the necessary arrangements for, the following:
 - (i) keeping the financial records, including the books of account, necessary to comply with the Act; and
 - (ii) rendering financial statements to the Board and the members when required.
- 9.2 **Other Senior Managers.** The Board may, in its sole discretion by Board Resolution, appoint other senior managers with such titles, designations, remuneration, duties, and authority as the Board may determine from time to time.
- 9.3 **Term.** Each senior manager shall be appointed to hold office for a term of one year, commencing at the close of the meeting of the Board at which the senior manager was appointed and ending at the close of the first meeting of the Board taking place after the first annual general meeting following the meeting of the Board at which the senior manager was appointed. A senior manager may be appointed to any number of consecutive terms.

- 9.4 **Removal of Senior Manager.** In the absence of a written agreement to the contrary, the Board may, by Board Resolution, remove, whether for cause or without cause, any senior manager prior to the expiry of the senior manager's term.
- 9.5 **Cessation.** An individual automatically ceases to be a senior manager when:
- (a) the senior manager's term expires, provided that if no successor is appointed to replace the incumbent senior manager, the incumbent senior manager shall continue to hold office until such time as the senior manager's successor is appointed or the senior manager otherwise ceases to hold office in accordance with this Section 9.5;
 - (b) the senior manager ceases to be qualified pursuant to the Act or these bylaws;
 - (c) the senior manager resigns by delivering a written resignation to the Secretary or to the registered office of the Society, in which case such resignation is effective on the date specified in the resignation or, if no date is specified or if the date specified is earlier than the date the resignation is delivered to the Secretary or to the registered office of the Society, on the date such resignation is delivered to the Secretary or to the registered office of the Society;
 - (d) the senior manager ceases to be a director;
 - (e) the senior manager is removed; or
 - (f) the senior manager dies.
- 9.6 **Casual Vacancies.** If a senior manager ceases to hold office prior to the expiry of the senior manager's term of office or there is a vacancy in the office of a senior manager for any reason, the Board may, by Board Resolution, appoint a replacement senior manager who otherwise meets the qualifications for senior managers set out herein to serve for the remainder of such senior manager's term of office.

PART 10 - INDEMNIFICATION

- 10.1 **Optional Indemnification of an Eligible Party.** Subject to Sections 10.2 and 10.5 and the provisions of the Act, the Society may, in its sole discretion (as determined by the Board), do any one or both of the following:
- (a) indemnify an Eligible Party or a Representative of the Eligible Party against all judgments, penalties, or fines awarded or imposed in, or amounts paid in settlement of, an Eligible Proceeding; or
 - (b) after the final disposition of an Eligible Proceeding, pay the costs, charges, and expenses (including legal and other fees, but not including judgments, penalties or fines awarded or imposed in, or amounts paid in settlement of, an Eligible Proceeding) actually and reasonably incurred by an Eligible Party or a Representative of the Eligible Party in respect of the Eligible Proceeding.

- 10.2 **Mandatory Indemnification of Eligible Party.** Subject to Sections 10.3 and 10.5, the Society shall, after the final disposition of an Eligible Proceeding, pay the amounts set forth in Section 10.1(b) if:
- (a) neither the Eligible Party nor the Representative has been reimbursed for such amounts; and
 - (b) the Eligible Party was not judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault, or to have omitted to do anything that the Eligible Party ought to have done.
- 10.3 **Subsidiary.** The Society may, in its discretion (as determined by the Board), elect not to pay the amounts set forth in Section 10.2 if the Eligible Party or the Representative is liable for or in respect of those amounts by reason of the Eligible Party or the Representative holding or having held a position in a subsidiary of the Society, which position is equivalent to the position of a director or senior manager of a society.
- 10.4 **Advancement of Expenses.** To the extent permitted by the Act and subject to Section 10.5, the Society may in its sole discretion (as determined by the Board) pay, as they are incurred in advance of the final disposition of an Eligible Proceeding, the costs, charges and expenses (including legal and other fees, but not including judgments, penalties or fines awarded or imposed in, or amounts paid in settlement of, an Eligible Proceeding) actually and reasonably incurred by an Eligible Party or a Representative of the Eligible Party in respect of the Eligible Proceeding, if and only if the Board has received from the Eligible Party or the Representative of the Eligible Party (as applicable) a written undertaking that, if it is ultimately determined that the payment of such amounts is prohibited by section 65 of the Act, the Eligible Party or the Representative (as applicable) will repay the amounts advanced.
- 10.5 **Indemnification prohibited.** Notwithstanding anything to the contrary herein, the Society shall not indemnify or pay the costs, charges, and expenses (including legal and other fees, but not including judgments, penalties or fines awarded or imposed in, or amounts paid in settlement of, an Eligible Proceeding) of an Eligible Party or a Representative of the Eligible Party in respect of an Eligible Proceeding:
- (a) if, in relation to the subject matter of the Eligible Proceeding, the Eligible Party did not act honestly and in good faith with a view to the best interests of the Society or the subsidiary of the Society, as the case may be;
 - (b) in the case of an Eligible Proceeding other than a civil proceeding, if the Eligible Party did not have reasonable grounds for believing that the Eligible Party's conduct, in respect of which the Eligible Proceeding was brought, was lawful; or
 - (c) in the case of an Eligible Proceeding brought by or on behalf of the Society, or a subsidiary of the Society, unless the court, on the application of the Society, approves the indemnification or payment.
- 10.6 **Insurance.** The Society may purchase and maintain insurance, for the benefit of an Eligible Party or a Representative of an Eligible Party, against any liability that may be incurred by reason of such person being or having been a director or senior manager

of the Society or holding or having held an equivalent position in a subsidiary of the Society.

PART 11 - NOTICES

11.1 Method of Giving Notices. Unless otherwise specified in the constitution, these bylaws or the Act, any notice (which term includes any communication or document) to be given, sent, delivered, or served to a member, director, senior manager, or member of a committee of the Board or to the auditor is sufficiently given, if:

- (a) delivered personally to the person to whom it is to be given or if delivered to such person's registered address;
- (b) mailed to such person at such person's registered address by prepaid ordinary or air mail; or
- (c) sent to such person in writing by telephonic, electronic, or other communication facility at such person's registered address given for that purpose.

A notice so delivered is deemed to have been given when it is delivered personally or to the registered address as aforesaid. A notice so mailed is deemed to have been given when deposited in a post office or public letter box. A notice so sent by any means of transmitted or recorded communication is deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the registered or recorded address of any member, director, senior manager, auditor, or member of a committee of the Board in accordance with any information believed by the Secretary to be reliable. The declaration by the Secretary that notice has been given pursuant to this bylaw is sufficient and conclusive evidence of the giving of such notice. The signature of any director or senior manager of the Society to any notice or other document to be given by the Society may be written, stamped, type-written or printed or partly written, stamped, type-written, or printed. A person's registered address is deemed to be given for the purpose of delivery of notices pursuant to this Section 11.1 and otherwise pursuant to these bylaws unless the person notifies the Society in writing of a contrary intention.

11.2 Changes to Registered Address. Each member and director shall promptly notify the Secretary of changes to the member's or director's registered address (being such person's contact information as set out in the register of members or register of directors, as applicable).

11.3 Omissions and Errors. The accidental omission to give any notice to any member, director, senior manager, member of a committee of the Board, or auditor, the non-receipt of any notice by any such person where the Society has provided notice in accordance with these bylaws, or any error in any notice not affecting its substance, does not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice. Attendance at a meeting in which notice was accidentally omitted is acceptance of adequate notice.

PART 12 - DOCUMENTS AND RECORDS

12.1 Execution of Documents. Instruments in writing requiring execution by the Society may be signed in such a manner as the Board may from time to time determine by Board Resolution. All instruments in writing so signed are binding upon the Society without any further authorization or formality. The Board has the power from time to time by Board Resolution to appoint any person or persons on behalf of the Society either to sign instruments in writing generally or to sign specific instruments and, in the absence of such appointment, any one director or senior manager may sign any such instruments. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any director or senior manager may certify a copy of any instrument, resolution, bylaw, or other document of the Society to be a true copy thereof.

12.2 Access to Records.

- (a) The documents of the Society, including the financial and accounting records, and the minutes of general meetings, committee meetings and meetings of the Board, shall be open to the inspection of any director at reasonable times.
- (b) A member in good standing is entitled, subject to any Board Resolution under section 25 of the Act, upon providing not less than 14 days' notice to the Society, to examine any of the following documents and records of the Society at the registered office of the Society during the Society's normal business hours:
 - (i) the constitution and these bylaws, and any amendments thereto;
 - (ii) the statement of directors and registered office of the Society;
 - (iii) minutes of any general meeting, including the text of each resolution passed at the meeting;
 - (iv) resolutions of the members in writing, if any;
 - (v) annual financial statements relating to a past fiscal year that have been received by the members in a general meeting;
 - (vi) the register of directors;
 - (vii) the register of members;
 - (viii) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
 - (ix) copies of orders made by a court, tribunal, or government body in respect of the Society;
 - (x) the written consents of directors to act as such; and
 - (xi) the disclosure of a director or senior manager regarding a conflict of interest.

- (c) Except as expressly provided by statute or at law, a member is not entitled to examine or inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a member in good standing may request, in writing delivered to the registered office of the Society, to examine any other document or record of the Society and the Board may reject such request or allow the member to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.
 - (d) Copies of documents to which a member is allowed to examine may be provided on request by the member for a reasonable production fee to be determined by the Board.
- 12.3 **Inspection by Non-Members.** A non-member may only inspect the records of the Society with permission of the Board. A non-member may not inspect the register of members.
- 12.4 **Use of Members and Directors Register.** A person shall not use contact information that the person obtains from an inspection of the Society's register of members or directors except in connection with matters related to the activities or internal affairs of the Society and in compliance with the Act.

PART 13 - FINANCIAL AND ADMINISTRATIVE MATTERS

- 13.1 **Annual Budget.** The Board shall, prior to the end of each financial year of the Society, pass a Board Resolution approving the operating and capital budgets of the Society for the ensuing financial year of the Society.
- 13.2 **Investment.** The Board may, without authorization of the members, invest in any investment in which a prudent investor might invest.
- 13.3 **Contracts and General Expenditures.** Subject to the Act and these bylaws, the Board may, without authorization of the members:
- (a) make or cause to be made for the Society, in its name, any kind of contract which the Society may lawfully enter into; and
 - (b) authorize expenditures on behalf of the Society.
- 13.4 **Borrowing.** The Board may, without authorization of the members and on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner the Board decides, including by engaging in the following activities:
- (a) borrow money on the credit of the Society;
 - (b) issue, reissue, sell, pledge, or hypothecate debt obligations of the Society;
 - (c) give a guarantee on behalf of the Society to secure performance of an obligation of any person; and

- (d) mortgage, hypothecate, pledge, or otherwise create a security interest in all or any property of the Society owned or subsequently acquired, to secure any obligation of the Society.
- 13.5 **Banking Arrangements.** The banking business of the Society shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint, or authorize from time to time by Board Resolution. The banking business of the Society or any part of it shall be transacted by a director or senior manager of the Society or other persons as the Board may by Board Resolution from time to time designate, direct, or authorize.
- 13.6 **Annual Financial Statements.** The Society may, instead of sending copies of the annual financial statements, the report of the auditor (if any), and any further information respecting the financial position of the Society and the results of its operations as required by the Act, bylaws, or other agreements, provide such items to the members by the following means:
 - (a) publishing a notice to its members stating that the annual financial statements and such other documents described above are available at the registered office of the Society and any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail; or
 - (b) by posting the annual financial statements and such other documents described above on the Society's website, provided that the Society publishes a notice to its members stating that the financial information with respect to the Society is available on its website.
- 13.7 **Auditor.** The Society may have an auditor, appointed by the members by Ordinary Resolution, to hold office for the term set out in the Act and perform the duties as set out in the Act.
- 13.8 **Corporate Seal.** The Society may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the Board shall make provisions for the custody of the corporate seal. The Board shall also have power from time to time to destroy a seal and substitute a new seal in its place. The seal of the Society shall not generally be used in the execution of documents or instruments and shall be affixed only when authorized by the Board, and then only in the presence of the person or persons prescribed by the Board, or, if no person or persons are prescribed, in the presence of any two directors.



Islands Trust Executive Committee
200–1627 Fort Street
Victoria, BC V8R 1H8
execadmin@islandstrust.bc.ca

June 6, 2025

Your File: PLRZ20250220

Re: Request for Executive Committee Sponsorship under Policy 4.1.13

GISRA - Zoning Amendment Application for 154 Kings Lane, Salt Spring Island

Dear Executive Committee Members,

On behalf of the Gulf Islands Seniors Housing Association (GISRA) that owns the parcel at 154 Kings Lane, Salt Spring Island, I am writing to respectfully request that the Islands Trust Executive Committee sponsor our rezoning application under Islands Trust Council Policy 4.1.13. This sponsorship would enable us to proceed with this important community project without incurring the standard application fees.

The property is currently zoned R12(a) under SSILTC Bylaw 355, which permits a medical clinic (in operation) and an affordable seniors' supportive housing complex that has not been developed. We are seeking amendments to the zoning that better reflect current community needs for both affordable housing and primary care.

The primary purposes of the proposed amendments include:

- Broadening the type of affordable housing permitted (beyond seniors) to include a range of affordable housing, including workforce housing;
- Enabling subdivision to provide for a separate parcel for the existing clinic and clustering all 50 permitted dwelling units onto the remaining parcel;
- Amending subdivision servicing requirements to reflect the licensed groundwater well on the property;
- Removing the current cap of 12 medical practitioners and enabling a broader range of complementary office services in the existing clinic building.

This proposal is aligned with the Salt Spring Island Official Community Plan and addresses two of the island's most pressing issues: the shortage of both affordable housing and primary health care services.

We understand we are eligible for Executive Committee sponsorship under Policy 4.1.13 in that GISRA is a non profit organization seeking to both establish and expand facilities for the benefit of the community at large and consistent with the Salt Spring Island Official Community Plan.

Thank you for considering this request. We are prepared to provide any additional information or documentation that may assist in your deliberation.

Sincerely,

A handwritten signature in black ink, appearing to read 'H. Barnes', with a long horizontal line extending to the right.

Harry Barnes
Executive Director
(250) 538-1995
harryb@gisra.ca



Islands Trust

ATTACHMENT 3

June 05, 2025

IT File: PLRZ20250220

Janis Gauthier

2161 Fulford-Ganges Rd
Salt Spring Island, BC V8K 1Z7

Dear Janis Gauthier,

Re: Application for 154 KINGS LANE, SALT SPRING ISLAND, BC V8K 2P7

PID: 003-106-756

Legal Description: LOT 2, SECTION 4, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 23507

We are pleased to acknowledge that the Islands Trust office has received your Rezoning application along with supporting documents and the required fee of \$4882.00. Your application has been assigned number PLRZ20250220. Please quote this file number on any correspondence or inquiries.

Oluwashogo Garuba has been assigned to your application. They will contact you to review your application in more detail.

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. To provide applicants with awareness regarding unknown archaeological areas, attached to this letter is the Islands Trust Chance Find Protocol and the provincial Archaeological Branch property owner brochure.

Please do not hesitate to contact our office should you have any questions.

Yours truly,

Chris Hutton
Regional Planning Manager

Enclosures:

BRIEFING

To: Executive Committee **For the Meeting of:** August 6, 2025
From: Executive Office **Date Prepared:** July 31, 2025
SUBJECT: Status of Council Committee Appointments

PURPOSE: To provide status of appointments to Council Committees given recent membership changes.

BACKGROUND:

Five Council Committees are established under Trust Council Policy, one of which, the Accessibility Committee, is a required committee under the *Accessible British Columbia Act*. For the below, ex-officio non-voting members are not included.

The Council Committees are:

- **Governance Committee** – under policy, seven voting members are elected by Trust Council. The current voting members elected are:
 - Joe Bernardo
 - Sam Borthwick
 - Judith Gedy
 - Jamie Harris
 - Lee Middleton
 - Laura Patrick
 - Timothy Peterson
- **Financial Planning Committee** – under policy, voting membership is made up of the Executive Committee, the Chairs of the Regional Planning Committee (RPC), Trust Programs Committee (TPC) and Governance Committee, a member appointed by the Islands Trust Conservancy Board, and three members appointed by the Chair of Trust Council and ratified by Trust Council. The current voting members are:
 - Tobi Elliott (Executive Committee)
 - David Maude (Executive Committee)
 - Laura Patrick (Executive Committee)
 - Timothy Peterson (Executive Committee and Trust Programs Committee Representative)
 - Mairead Boland (Regional Planning Committee)
 - Susan Yates (ITC Representative)
 - Judith Gedy (Governance Committee)
 - David Graham – Chair appointment
 - Sue Ellen Fast – Chair appointment
 - Vacant - chair appointment (previously Mairead Boland)

When the Financial Planning Committee (FPC) was originally established, Laura Patrick was the RPC Representative. When Laura Patrick was elected as Chair of Trust Council after Peter Luckham stepped down, Mairead Boland became Chair of the RPC, and through that

the representative on the FPC. Kristina Evans, Chair of the TPC delegated Timothy Peterson as the TPC representative on the FPC. As a result, Timothy Peterson sits on FPC as a member of Executive Committee and as the TPC representative. While he is appointed by two bodies to the FPC and as such takes up two positions, he still only has one vote at the FPC table. There is one Chair appointment vacancy that the Chair could fill.

- **Regional Planning Committee** – under policy, voting members are appointed by the Chair and ratified by Trust Council, and one member is appointed by the Executive Committee. The current voting members are:
 - Aaron Campbell
 - David Graham
 - Mairead Boland
 - Sam Borthwick
 - Tobi Elliot (Executive Committee)
- **Trust Programs Committee** - under policy, voting members are appointed by the Chair and ratified by Trust Council, and one member is appointed by the Executive Committee. The current voting members are:
 - David Graham
 - David Maude
 - Deb Morrison
 - Jamie Harris
 - Kristina Evans
 - Lisa Gauvreau
 - Sue Ellen Fast
 - Timothy Peterson (Executive Committee)
 - Tobi Elliot
 - Susan Yates
- **Accessibility Committee** – under the legislation and Trust Council policy, members are appointed from expressions of interest. The current members are:
 - Lisa Gauvreau
 - Lisa Nissinen
 - Marjorie Gang
 - Sidra Treall
 - Theresa Burley

Appointments to the RPC and TPC are largely based on Trustee interest. However, this term there is an imbalance with five trustees appointed to RPC and 10 trustees appointed to TPC. Trust Council policy does not set any minimum or maximum membership numbers for RPC and TPC, though maximum should not exceed 12 to avoid becoming a quorum of Trust Council.

ATTACHMENT(S): None

FOLLOW-UP: As requested by the Executive Committee

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: CAO/August 1, 2025

Province Seeks Feedback on Liquor to Go Policy

Publishing Date: June 25, 2025

The Province is seeking stakeholder feedback regarding its ‘Liquor to Go’ policy, which allows certain businesses to sell liquor for off-site consumption with the purchase of a meal for takeout or delivery. Local governments are invited to provide their input on this policy by responding to a provincial [engagement paper](#) by August 7, 2025.

Provincial regulations were temporarily amended in 2020, authorizing Food Primary (e.g., restaurants) and Liquor Primary (e.g., bars, pubs, nightclubs) licensees to sell ‘Liquor to Go’ with the purchase of a meal. These changes were made to support the hospitality industry at a time when COVID-19 restrictions were in place for in-house dining. This policy was made permanent in 2021.

The Liquor and Cannabis Regulation Branch (LCRB) is examining changes to the ‘Liquor to Go’ policy to ensure that it meets the Province’s objectives: supporting the hospitality industry, and balancing public health and safety.

As part of the March 2025 UBCM-PSSG Liquor Policy Working Group meeting, the Province and local governments discussed compliance challenges associated with this policy. Notable compliance issues related to the requirement to serve a meal

with liquor; the interpretation of what constitutes a meal; and, that some establishments were emphasizing and focused on liquor sales for off-site consumption as opposed to their core responsibilities to provide in-house food and beverage services.

The Province's engagement paper includes several questions for consideration. Local governments are invited to answer these questions, and provide additional input on the benefits and challenges associated with this policy. Questions and/or input regarding this engagement may be sent to the [LCRB](#).

Local government staff members interested in joining the Liquor Policy Working Group are asked to contact [Bhar Sihota](#), UBCM Senior Policy Analyst.

Tags

[Feedback & Input](#)

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> [Province Seeks Feedback on Liquor to Go Policy](#)

From: Jennifer Margison <[REDACTED]>
Sent: Monday, August 4, 2025 2:40 PM
To: Executive Admin
Subject: Re: EC Meeting - Aug. 6 - Agenda Item 7.3

Dear Executive Committee

I am writing to request that you not approve or at least defer approval of Agenda item 7.3 of your August 6 agenda, namely:

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

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.

This OCP bylaw amendment appears to be made solely to accommodate a specific land use application on Galiano, the Palmberg application, that many of us have questions about as **no reports on its potential impact have been provided as yet.**

This OCP amendment that is to be followed by an LUB amendment distorts the intent of the Residential Zoning on our island in order to facilitate this application for commercial agriculture activities (cidery/winery/brewery), as well as small industrial uses (contractor's yard, sawmilling, manufacture of wood products, storage and sale of aggregates) on the property. The applicant has stated he has no intention of building a residence on this property but wants to use the property solely for these commercial/industrial uses - uses that all have some potential impacts, as yet unexplored, for the surrounding residential neighbourhood - noise, traffic and critically, water use for a cidery/winery/brewery in an area of small properties, many wells and 37 households on a community water systems directly below this property.

In continuing to look closely at the OCP and LUB and in speaking with those who were involved drafting these bylaws, it seems to me that what the LTC and Planner are regarding as an oversight in the OCP that warrants correcting with Bylaw 296 is not so. No evidence has been provided this is an oversight as stated by the Planner and not in fact deliberate wording. People who were involved in drafting the OCP and LUB at the time seem to think otherwise. The Planner admitted she did not consult with anyone involved in drafting the OCP as to their intent for this wording, but only consulted with the Regional Planning Manager.

In the OCP, 1.5 Rural is under the category of **Residential Zones** (my bolding):
This area is intended to allow for larger lot developments to provide opportunities for **a variety of rural activities without impinging on neighbours.**
and

- a) The principle uses shall be **residential and agriculture** and
- e) Within this designation a number of different zones may be applied allowing differing levels of uses **accessory to residential uses**.

How are a) and e) inconsistent? The emphasis here appears to be on residential use while allowing activities such as agriculture that **do not impinge on neighbours**.

Approving the OCP amendment before you that would amend 1.1 Rural e) to say: "Within this designation a number of different zones may be applied allowing differing levels of uses accessory to residential **and agriculture uses**." completely alters the intent of this Rural zoning that is one of the Residential zones. "Accessory to residential use" implies some understandable limitations on agricultural use in a residential zone and is very different from the proposed amendment of "accessory to residential AND agricultural use - giving agricultural activities unlimited range, that may in fact impinge on neighbours. - in this case noise, traffic and water use.

The Palmberg application that has triggered this OCP amendment seems to be incompatible with both the OCP and LUB as it proposes land uses beyond Home Occupations and Farm Use (as specified in the LUB), are **not accessory to residential use and appear to have the distinct possibility of impinging on neighbours**. It appears there is an attempt to add Light Industrial Use and Agriculture Zones to Rural Zones. This seems a huge leap from the current LUB R2 permitted home occupation uses or farm use **associated with residential use**.

It is increasingly difficult not to see this as a convenient "fix" to pave the way for a single application rezoning, and one that seems to be incompatible with the current OCP and LUB. This assumption of intent is based on a startling lack of information and discussion at the LTC meetings about both the LUB and OCP amendments and the impacts of the application itself in terms of the land use proposed. A CIM immediately followed by a Public Hearing was given a 15 minutes slot (though went on longer) in the monthly LTC meeting. This is not remotely adequate public consultation.

Surely one aspect that should be discussed is that LUB and OCP amendments for an application like this present all kinds of potential issues in a residential neighbourhood (commercial and industrial activities with significant impacts on water use, noise, traffic), in addition to setting potential precedents for other numerous R2 lots on the island. The number of R2 lots this could potentially affect has not been publicly mentioned. This needs to be clearly presented to the public.

I see nothing in the Staff Reports that acknowledges the possible ramifications of what is being proposed with this OCP and upcoming LUB amendment. These are all dense topics for members of the public to understand, especially when it comes to "unintended consequences" for the future. I believe it is the responsibility of the Planner and the LTC

to present all sides to the public, not to just advocate for an applicant. The intention is not to make difficulty for the applicant but to make sure there is a transparent informed process being followed for any amendments that respect the OCP and LUB that many community members worked so hard and thoughtfully to craft in consideration of land use, its impact on the environment and the neighbouring community.

This OCP bylaw amendment could have been referred to the Galiano APC for consideration and comment. This would be a good opportunity to consider the implications of such a proposed amendment in preparation for an upcoming Galiano OCP review).

In light of the aforementioned information and concerns, I request that you not approve this OCP amendment at this time.

Sincerely,

Jennifer Margison

[REDACTED]

Active Projects Report

Executive Committee

1. *Requests to Minister for review of Islands Trust and increased Provincial funding (Strategic Plan Initiative 1.3.1)*

Activity:

Advance the following requests to the Province and develop advocacy and education strategies to support these:

- a) the Provincial review of the governance structure to enable reconciliation and better support Islands Trust's mandate; and
- b) request for increased Provincial funding.

(Minister denied the request for a review for review for the balance of this Council term in his April 28, 2025 letter.)

Responsible

Rueben Bronee

Dates

Rec'd: 01-Nov-2023
Target: 31-Mar-2025

2. *Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)*

Activity:

Project underway guided by Trust Council project charter. Anticipated project completion by November 2026.

Responsible

Clare Frater

Dates

Rec'd: 26-Feb-2020
Target: 01-Nov-2026

3. *Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)*

Activity:

Initiation timeline: Updating to begin in Summer 2025

Responsible

Clare Frater

Dates

Rec'd: 02-Sep-2020
Target: 31-Mar-2025

Active Projects Report

Executive Committee

4. *Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.*

Activity:

Implementation underway.

Responsible

Rueben Bronee

Dates

Rec'd: 03-May-2023

Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. *Pay Transparency Report Submission & Posting*

The Pay Transparency Act became law on May 11, 2023. Under the legislation, beginning in 2026, Islands Trust must prepare and submit a Pay Transparency Report by November 1 annually. These reports must be posted publicly on the Islands Trust website.

Responsible

Date Received

Julia Mobbs

11-May-2023

2. *Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence (Strategic Plan Initiative 1.2.3) (joint with RPC)*

Initiation timeline: Dependent on Ombudsperson Office review timeline.

Responsible

Date Received

Stefan Cermak

12-Mar-2025

3. *Explore new engagement models (virtual and in person forums) to reach more community members (Strategic Plan Initiative 1.2.2)*

Initiation timeline TBD

Responsible

Date Received

Clare Frater

12-Mar-2025

4. *Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind (Strategic Plan Initiative 1.2.6)*

Initiation timeline: 2026/27: (May 2023 EC asked for priority to Ministry of Transportation and Infrastructure)

Responsible

Date Received

Clare Frater

12-Mar-2025

Rueben Bronee

5. *Design a plan to advocate to enhance community access to funding for housing in the Trust Area (Strategic Plan Initiative 2.3.2)*

Initiation timeline: Priority for this Council term

Responsible

Date Received

Clare Frater

12-Mar-2025

Future Projects Report

Executive Committee

6. <i>Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting (Strategic Plan Initiative 3.1.1)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
7. <i>Create a grant program to increase public understanding of the impact of climate change to the unique amenities and environment of the Islands Trust Area (Strategic Plan Initiative 4.2.2)</i>	Responsible	Date Received
Initiation timeline: TBD	Clare Frater	12-Mar-2025
8. <i>Amend legislation to increase the percentage of NAPTEP to act as an incentive for the protection of forest cover for climate change (Strategic Plan Initiative 4.2.4)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
9. <i>Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater Rueben Bronee	12-Mar-2025
10. <i>Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)</i>	Responsible	Date Received
Initiation timeline: 2026/27	Clare Frater Rueben Bronee	12-Mar-2025
11. <i>Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

Future Projects Report

Executive Committee

12. <i>Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)</i>	Responsible	Date Received
To be determined. Staff is drafting new Reconciliation Action Plan and associated implementation plan for Trust Council approval.	Rueben Bronee	12-Mar-2025
13. <i>Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)</i>	Responsible	Date Received
To be determined. Regional Planning Committee is developing a Freshwater Sustainability Strategy Implementation Plan for Trust Council approval.	Clare Frater	12-May-2025