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.

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,

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

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