



# Islands Trust Conservancy - Executive Committee Liaison Meeting Agenda



Date: Tuesday, July 22, 2025  
Time: 1:00 pm - 3:00 pm  
Location: Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

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Pages

1. **CALL TO ORDER**
  - 1.1 **Introductions and context for annual meeting**
2. **TERRITORIAL ACKNOWLEDGEMENT**
3. **APPROVAL OF AGENDA**
4. **MINUTES/COORDINATION**
  - 4.1 **July 18, 2023 ITC-EC Liaison Meeting Minutes (Adopted, for information only)** 2 - 6
  - 4.2 **April 24, 2024 Executive Committee Regular Minutes (Adopted, for information only - agenda item 12)** 7 - 16
  - 4.3 **April 23, 2025 Executive Committee Regular Minutes (Adopted, for information only - agenda item 15.1)** 17 - 28
5. **BUSINESS**
  - 5.1 **Quw'utsun Nation's visions for co-governance - Presentation** 29 - 29  
Item for information.
  - 5.2 **Conservation Fund Informal Working Group - Discussion**
6. **NEXT MEETING**

To be determined - late 2025.
7. **ADJOURNMENT**



# Islands Trust Conservancy Board Executive Committee Liaison Meeting Minutes of the Regular Meeting

**Date:** Wednesday, July 18, 2023  
**Location:** 1:00 p.m.  
 Islands Trust Victoria Boardroom  
 200-1627 Fort Street, Victoria, BC

**Board Members Present** Risa Smith, Chair  
 Linda Adams, Board Member  
 Lisa Gauvreau, Board Member  
 Susan Yates, Trustee  
 Tobi Elliott, Vice-Chair, Executive Committee and ITC Board Member

**Regrets** Ken Thomas, Board Member

**Executive Committee Members Present** Peter Luckham, Chair, Executive Committee  
 David Maude, Vice-Chair, Executive Committee  
 Timothy Peterson, Vice-Chair, Executive Committee

**Staff Present** Clare Frater, Director, Trust Area Services  
 Kate Emmings, ITC Manager  
 Russ Hotsenpiller, Chief Administrative Officer  
 Corlynn Strachan, Administrative Assistant/Recorder  
 Carla Funk, a/Strategic Fundraising Specialist

**Public Attendees** Three members of the public attended.

## 1. CALL TO ORDER

Chair Smith called the meeting to order at 1:03 p.m. and acknowledged the meeting was held on the territory of the Coast Salish peoples.

### 1.1 Introductions and context for annual meeting

Chair Smith welcomed guests and initiated introductions.

## 2. APPROVAL OF AGENDA

The following addition to the agenda were presented for consideration:

4.3.5 Climate Change adaptation

By **general consent** the agenda was approved as amended.

### 3. MINUTES/COORDINATION

#### 3.1 July 13, 2022 ITC-EC Liaison Meeting Minutes (Adopted, for information only)

Received for information.

### 4. BUSINESS

#### 4.1 Items for Information

##### 4.1.1 ITC 2022/23 Year in Review – Presentation

Manager Emmings provided a PowerPoint presentation on the work of the Islands Trust Conservancy, including First Nations Reconciliation, the 2023-2026 Islands Trust Conservancy Plan, the Regional Conservation Plan, property management, Species at Risk Program, donor engagement, communications and challenges/opportunities for ITC into the future.

##### 4.1.2 2022/23 Executive Committee Updates

CAO Hotsenpiller, Executive Committee Chair Luckham, and Trustee Elliott provided an overview of Executive Committee and Trust Council work and concerns.

Priorities and discussion included:

- Training and orientation for newly elected trustees
- Trustee interest in reviewing policies and bylaws
- Development of a sophisticated request to the province to augment funding (some feel that conservation could be a centrepiece of this)
- Reconciliation including engagement and a better referral process
- Revised policy statement (now that there is staff capacity the project will proceed)
- Housing affordability
- Water availability
- Climate Change Initiatives
- Governance review (Council has not decided on the role of conservation in the review)
- Establishing not just a Strategic Plan for Trust Council, but also goals for Trust Council, and noting that the ITC Regional Conservation Plan may provide direction on a potential format for Trust Council's Strategic Plan
- Opportunities for information sharing

#### 4.2 Roundtable: Focus on Collaboration

Discussion ensued on:

- Corporate planning framework, and using the work plan from the Islands Trust Conservancy Regional Conservation Plan as a template to honour strategic goals.

- Collaboration between the Islands Trust and Islands Trust Conservancy to learn from each other, with potential for discussion through the Governance Committee.
- Using a “paradigm shift” for understanding the work of the Islands Trust and how Islands Trust deliver on its’ mandate in a more meaningful way for First Nations and everyone.
- Using the progress report to analyze the work begin accomplished by Trust Council, including its work program.

### 4.3 Items for Discussion

#### 4.3.1 ITC Board - Executive Committee Areas of Responsibility - Briefing

Manager Emmings presented the briefing which summarized the areas of responsibility under internal policy and Islands Trust Council Bylaw No. 86.

Discussion ensued on:

- Local trust committee engagement with the Conservancy in an effective manner
- Embracing First Nations relationship building in our work
- Staff capacity to share knowledge with planners
- Changes to regulations for the Professional Governance Act and the impact on the work of biologists
- Regional Planning Committee work on a housing toolkit including suitable land analysis process to identify lands suitable for increase in development, and layering of mapping with conservation information for planning metrics
- The need for mapping and technical expertise, and for a professional biologist

#### 4.3.2 Trust Council Decisions Related to Conservation – Discussion

Discussion ensued on:

- Decisions made at the March Trust Council meeting regarding the Coastal Douglas-fir Biogeoclimatic Zone delegation without consultation with the Conservancy
- Consideration of how Trust Council deals with delegations as a whole and how to institute better practice
- Reviewing meeting procedures and policy
- Making informed decisions through consultation with First Nations, the Conservancy and partners
- Education for trustees regarding internal liaison with the Conservancy

Follow up items for trustees and ITC Board member consideration:

- Creating a mechanism to share in-house biological expertise

- Revision of the Memorandum of Agreement between ITC and Trust Council to consider conservation decisions
- Need for more education on what the Islands Trust Conservancy is and how we do conservation
- Role of governments in conservation and ability for Trust Council to participate in the conversation
- The importance of informed decision making and not making decisions without consideration. Use time to get advice and refer to others.

Manager Emmings noted that staff support would require further direction and provided suggestions including:

- Providing direction to staff through a resolution for priority items
- Trustees taking items under consideration and following up by requesting agenda items for the next meeting

It was noted that Islands Trust Conservancy or the Executive Committee could invite each other to attend their respective meetings to discuss items of mutual interest such as policy review, governance review, and conservation in decision-making.

#### 4.3.3 Provincial Funding Request – Discussion

Discussion ensued on:

- Developing a strong business case and strategy, and appropriate timing for advancing the request
- The Governance Review
- Creating a working group or committee to move forward, with consideration for staff resources
- CAO Hotsenpiller noted meeting more frequently, instead of annually, would be more effective, and advised that the Executive Committee could present at a future ITC Board meeting to keep Board members informed and strategize on a way forward.

#### **ITC-EC-2023-001**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board direct staff to investigate the requirements to create a compelling story on conservation that would be fed into a Provincial funding request.

**DEFEATED**

#### 4.3.4 First Nations Referral Process Review – Discussion

Discussion ensued on:

- The complexity of the referral process and holding a separate meeting with the new Senior Indigenous Relations Advisor to discuss current framework and direction.

- Holding a joint two hour meeting on the First Nations referrals process, as this is a priority issue that was on the joint agenda, but not covered due to time restraints.

4.3.5 FireSmart Advice to Landowners – Discussion

This item was deferred to a future meeting due to time constraints.

4.3.6 Biologist Support for Planning - Briefing

Manager Emmings provided background information from the July 13, 2022 ITC/EC Liaison Meeting to support a discussion about biologist support for Regional Planning Committee (RPC). Trustee Elliott noted that she may advance further discussion at Trust Council.

**5. NEXT MEETING**

To be determined in late 2023.

**6. ADJOURNMENT**

By General Consent, the meeting adjourned at 3:20 p.m.

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Risa Smith, Chair

Certified Correct:

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Corlynn Strachan, Administrative Assistant/Recorder



## Executive Committee

### Minutes of a Regular Meeting

**Date:** April 24, 2024  
**Location:** Electronic Meeting

**Members Present:** Peter Luckham, Chair, Thetis Trustee  
Tobi Elliott, Vice-Chair, Gabriola Trustee  
David Maude, Vice-Chair, Mayne Trustee  
Timothy Peterson, Vice-Chair, Lasqueti Trustee

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
Clare Frater, Director, Trust Area Services  
Julia Mobbs, Director, Administrative Services  
Stefan Cermak, Director, Planning Services  
Alexandra Trifonidis, Acting Executive Coordinator

**Members of the public present:** A member of the public was present.

#### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:16 a.m. acknowledging that the meeting attendees are meeting virtually across Coast Salish territory.

Vice-chairs and staff introduced themselves.

#### 2. APPROVAL OF AGENDA

##### 2.1 Introduction of New Items

For consideration to amend the agenda as follows:

- Item 10.2 2024-04-05 R Botterell - June Trust Council Presentation Request. R. Botterell emailed Chair Luckham on April 23, 2024, to remove his request, as he would not be available in June to present.
- Vice-Chair Elliott gave a notice of motion for the May 15, 2024 Executive Committee meeting on the topic of holding a forum prior to the September Trust Council meeting to hear from Coast Salish leaders on governance in the Trust Area.

##### 2.2 Approval of Agenda

**By general consent** the agenda was approved as amended.

##### 2.2.1 Agenda Context Notes

As presented for the following items:

- 7.1.4 June Trust Council 3-day Schedule
- 10.3 General Vessels Technical Working Group

**3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None**

**4. ADOPTION OF MINUTES**

**4.1 Draft Executive Committee Regular Meeting Minutes of March 27, 2024**

**By general consent** Executive Committee adopted the March 27, 2024, minutes as presented.

**4.2 Draft Executive Committee Special Meeting Minutes of April 17, 2024**

**By general consent** Executive Committee adopted the April 17, 2024, minutes as presented.

**5. FOLLOW UP ACTION LIST AND UPDATES**

**5.1 Follow Up Action List/Director/CAO Updates**

Staff gave the following verbal updates:

- Recognition sent to all administrative staff today, Administrative Professional's Day.
- Staffing updates welcomed Senior Indigenous Relations Advisor (SIRA), Joe Elliott; A co-op student planner to start at the Gabriola office.
- Chair training and refresher on common understanding.
- Sue Big Oil FUAL item in progress for May 15 meeting.
- City View software roll out proposed for May 13, 2024.
- Director, Administrative Services FUAL item 2. – research self-insurance, is completed, can be removed.
- Dust n Bones screenings moving forward with Lasqueti Local Trust Committee and potentially other local trust committees.
- Director, Trust Area Services FUAL items discussion included:
  - Item 6 - Provincial assistance for heritage protection discussion for future meeting.
  - Item 8 - Ministry of Transportation and Infrastructure (MOTI) southern gulf islands meeting scheduled April 29, a MOTI working group for northern islands for addition.
  - Item 12 – Remedy to Chair letter re: Salt Spring LTC Bylaw 537 for consideration.

**5.2 Local Trust Committee Chair Updates**

Local trust committee chairs provided updates on recently attended and upcoming local trust committee meetings.

**5.3 Islands Trust Conservancy Liaison Update - None**

The meeting recessed for break at 10:22 a.m. and reconvened at 10:31 a.m.

**6. BYLAWS FOR APPROVAL CONSIDERATION - None**

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Executive**

**7.1.1 Code of Conduct - RFD**

CAO Hotsenpiller presented the request for decision (RFD).

Discussion ensued on the following topics:

- Current Policy 2.1.2 Standards of Conduct needs updating.
- Examples from other organizations be made available to trustees for comparison, i.e. Capital Regional District, include for reference.
- Noted error in *F.2.5 Mayor/Chair and Councillor Director*. Remove Mayor and Councillor language.

**EC-2024-049**

**It was MOVED and SECONDED,**

that the Executive Committee forward the draft Code of Conduct to Trust Council Committee of the Whole in June 2024 for discussion and recommendation to Trust Council.

**CARRIED**

**7.1.2 Accommodation Charge Back**

Discussion ensued regarding motions TC-2024-041 and TC-2024-042 from Trust Council's March meeting regarding charging back accommodation costs to trustees.

**EC-2024-050**

**It was MOVED and SECONDED,**

that Executive Committee request staff to provide some options on the implications of charging accommodation costs back to trustees and report back to the May Executive Committee meeting.

**CARRIED**

**7.1.3 Transport Canada Presentation to Trust Council June 2024**

Transport Canada staff recently presented on the *Wrecked, Abandoned or Hazardous Vessels Act* at the Association of Vancouver Island Coastal Communities Convention held April 12-14. Vice-Chair Maude has

recommended that Ryan Greville give a similar presentation at June Trust Council.

**EC-2024-051**

**It was MOVED and SECONDED,**

that Executive Committee request staff to request Ryan Greville from Transport Canada to provide a presentation to Trust Council in June on Salt Spring Island.

**CARRIED**

**By general consent** item 8.1.1.1 was addressed next.

8.1.1.1 Strategic Planning Update – BRF

CAO Hotsenpiller spoke to the briefing.

Discussion ensued on the following:

- “Corporate Planning Process Roadmap” table: suggestion to add a progress bar to measure what has been done, what is being done now, and how far to go for each strategy.
- Formatting: In favour of the “Islands Trust Focus Areas and Strategic Directions” table with the objectives and the “Corporate Planning Process Roadmap”. Use going forward.
- Need to find facilitator for June Trust Council session as Cheeving Ho, who facilitated the March Trust Council session, is not available.
- Scheduling and timeline of rollout of project.
- Budget considerations in regards to completing this process in time for next year’s budget cycle.
- Staff work time until end of June.
- Measurable outcomes versus outcomes that are not measurable, i.e. when has a goal been reached.

**By general consent** Executive Committee requested a full day strategic planning session, lead by a facilitator; be arranged for June’s Trust Council meeting.

7.1.4 June Trust Council 3-day Schedule - Draft

See Item 2.2.1 Agenda Context Notes.

Discussion ensued on the following items:

- Hold strategic planning session from 9-3 p.m. on Wednesday, leaving 3-5 p.m. for a department section.
- Scheduling for a Committee of the Whole meeting on the topic of the Code of Conduct: not during Trust Council but possibly before or after.

- Draft Trust Policy Statement Update: Where does it fit on the schedule? Include in the Trust Areas Services section.
- Trustee updates section: In consideration of time, trustees requested to provide written reports, does not need to be verbal. This section will be received for information only.
- Disposition of Delegations section:
  - Address delegations from previous Trust Council to allow time to research and prepare responses, not addressing delegations that presented in the current meeting.
  - Ideas from March Trust Council on how to address disposition of delegations:
    - Possibility of booking a two hour session two weeks after Trust Council to discuss.
    - Refer to a future Committee of the Whole for discussion.
    - Create policy to provide guidance when requested by the public to take action.
  - Bring request to a future Executive Committee meeting regarding how to address disposition of delegations for approval of inclusion on the June Trust Council meeting agenda.
- Keep Trustee Roundtable section.

**7.2 Planning Services - None**

**7.3 Administrative Services - None**

**7.4 Trust Area Services - None**

## **8. EXECUTIVE COMMITTEE PROJECTS**

### **8.1 Trust Council Initiated**

8.1.1 Executive

8.1.1.1 Strategic Planning Update – BRF

Addressed before item 7.1.4.

8.1.2 Trust Area Services - None

8.1.3 Planning Services - None

8.1.4 Administrative Services - None

### **8.2 Executive Committee Initiated**

8.2.1 Executive - None

8.2.2 Trust Area Services - None

8.2.3 Planning Services - None

8.2.4 Administrative Services - None

## 9. NEW BUSINESS

### 9.1 Executive/Trust Council

#### 9.1.1 Review of fees bylaw policy for referrals from other agencies

**By general consent** refer item 9.1.1 “Review of fees bylaw policy for referrals from other agencies” to the May 15, 2024, Executive Committee meeting as Director Marlor was not available to comment.

### 9.2 Trust Area Services

#### 9.2.1 LTC Chairs Report on Local Advocacy Topics

Local trust chairs reported on the following topics:

- Denman and Hornby Local Trust Committees (LTC’s) are considering inviting the Minister of Transportation to their respective islands to look at the road/ferry issues.
- Hornby LTC: Potential for a joint meet and greet with K’ómoks First Nation.
- The Thetis Island Local Trust Committee defends their decision to turn down a rezoning application, regarding shellfish tenure, from Abrupt Shellfish Inc.’s. More information on the topic can be found in the Thetis Local Trust Committee meeting agenda of April 30, 2024.

### 9.3 Planning Services

#### 9.3.1 Gabriola Local Trust Committee - Approval of Funds for Legal Review of Covenant

Director of Planning Services (DPS) Cermak introduced the request for decision noting that if the funds are approved Gabriola Island Local Trust Committee will overspend their budget.

#### **EC-2024-052**

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

that the Executive Committee approve up to \$4,500 for a legal review of a covenant, to be charged to the Gabriola Local Trust Committee budget.

**CARRIED**

### 9.4 Administrative Services – None

The meeting recessed for lunch at 12:16 p.m. and reconvened at 1:01 p.m.

## 12. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION

Chair Luckham opened the Executive Committee / Islands Trust Conservancy joint session acknowledging, with gratitude, that we are living and working across Coast Salish territory, home to First Nations since time immemorial.

Islands Trust Conservancy (ITC) Board members in attendance:

- Chair, Risa Smith, Provincial appointee
- Tobi Elliott, Gabriola Trustee, Executive Committee Representative
- Susan Yates, Gabriola Trustee
- Lisa Gauvreau, Galiano Trustee
- Charles Kahn, Provincial appointee

Regrets:

- Ken Thomas, Provincial appointee

Staff:

- Kate Emmings, Manager, Islands Trust Conservancy

Chair Luckham invited ITC Chair Smith to preside over the joint session agenda items.

ITC Chair Smith raised the following topics for inclusion on the next EC/ITC joint session agenda:

- Cultural heritage, a fulsome discussion with EC and Trust Council.
- Islands Trust Conservancy's 5 year plan, EC and Trust Council support.
- Need for a professional biologist across the organization.

### **12.1 Geographic Information System (GIS) Funding and the Property Management Team Lead**

ITC Chair Smith thanked Executive Committee and Trust Council for approving the budget requests to fund these two positions.

CAO Hotsenpiller provided the following hiring updates:

- Filling the Senior Technical Analyst vacancy is currently underway.
- Recruitment for the GIS and Property Management positions are proceeding, updates will be provided to the Islands Trust Conservancy (ITC) team.

### **12.2 Islands Trust Conservancy Presentation to June Trust Council**

Discussion ensued on presentation topics. The following ideas were heard:

- Natural Area Protection Tax Exemption Program (NAPTEP)
- Climate change
- Indigenous Protected and Conserved Areas (IPCAs)
- Island Trust Conservancy 5 Year Plan, next steps and opportunities
- Enhance presentation with visuals to segue into a topic/issue.
- Highlight big ITC successes i.e. connecting ecosystems celebrating the 50<sup>th</sup> Anniversary.
- ITC Chair Smith will reach out to all trustees for input i.e. provide examples of conservation work/successes from their local trust areas.

### **12.3 Addressing the Climate Change Emergency Together – BRF**

ITC Chair Smith spoke to the briefing that addresses ways EC and ITC can work collaboratively to advance its commitment to climate change action.

Discussion ensued on the following topics:

- A need for science based data (cumulative and specific) that backs up climate change decisions/actions pertaining to land use issues such as carry capacity of islands, ground water supply, shoreline protection, tree cutting.
- Need for further ecosystem mapping i.e. eel grass, Coastal Douglas Fir zones, ground water mapping
- Ecosystem loss in the Islands Trust Area, mapping that indicates trends for decision-making.
- Update ITC 2018 publication titled “Conservation Status of Local Trust Areas”
- Suggested spending of \$111,000 funds received from the Local Government Climate Action Program included Terrestrial Ecosystem Mapping, continue eelgrass mapping project.

At 2:00 p.m. the EC/ITC joint session was concluded.

**10. CORRESPONDENCE (for information unless raised for action)**

**10.1 2024-03-25 Metro Vancouver - Letter re: Proposed Regional Park at Cape Roger Curtis**

Director of Planning Services (DPS) Cermak summarized the correspondence and request from Jeffrey Fitzpatrick, Division Manager, Regional Parks, Metro Vancouver.

DPS Cermak will work with DLS Marlor to respond to Manager Fitzpatrick regarding the referral process.

Received for information.

**10.2 2024-04-05 R Botterell - June Trust Council Presentation Request**

R. Botterell sent an email dated April 23, 2024 to Chair Luckham rescinding his request.

**10.3 2024-04-05 General Vessels Technical Working Group - Interest in Islands Trust Representative**

See Item 2.2.1 Agenda Context Notes for information.

**EC-2024-053**

**It was MOVED and SECONDED,**

that Executive Committee requests staff to send a notice out to all trustees looking for expressions of interest for the General Vessels Technical Working Group.

**CARRIED**

**10.4 2024-04-08 Minister of Housing - Bill 16**

CAO Hotsenpiller forwarded the letter to all trustees on April 23, 2024.

10.4.1 Update – Housing Statutes Amendment Act (Bill 16) - BRF

Director Cermak spoke to the briefing that addresses proposed amendments to the Act via Bill 16.

**By general consent** Executive Committee requested that Director Cermak forward item 10.4.1 to all trustees via email.

**10.5 2024-04-09 D Rapport - Requesting Trust Council's Response to Serious Concerns Regarding Trust Actions**

**EC-2024-054**

**It was MOVED and SECONDED,**

that Executive Committee requests staff work with Chair Luckham and Vice-Chair Elliott to respond to correspondent Rapport regarding Trust Council's response to serious concerns.

**CARRIED**

**10.6 2024-04-11 Ministry of Housing - Bill 35**

Received for information.

**10.7 2024-04-18 Vancouver Island Coastal Communities - Climate Summit May 6 & 13**

**EC-2024-055**

**It was MOVED and SECONDED,**

that Executive Committee requests staff forward correspondence from Vancouver Island Coastal Communities to trustees for information and participation.

**CARRIED**

**11. WORK PROGRAM**

**11.1 Review and amendment of current work program**

Received for information.

**13. CLOSED MEETING**

**EC-2024-056**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(a) and (c) and (2)(b) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and labour relations or other employee relations; and the consideration of

information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and that staff attend the meeting.

**CARRIED**

The meeting was closed to the public at 2:34 p.m. and reconvened in open meeting at 2:55 p.m.

**14. NEXT MEETING**

The next Executive Committee meeting will be held electronically on May 15, 2024, at 9:15 a.m.

**15. ADJOURNMENT**

**By general consent** the meeting was adjourned at 2:56 p.m.

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Peter Luckham, Chair

Certified Correct:

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Alexandra Trifonidis, Acting Executive Coordinator/Recorder



# Executive Committee

## Minutes of a Regular Meeting

**Date:** Wednesday, April 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 Trustee  
Tobi Elliott, Vice-Chair, Gabriola Trustee  
David Maude, Vice-Chair, Mayne Trustee  
Timothy Peterson, Vice-Chair, Lasqueti Trustee

**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 (electronic attendance for agenda items 9.1, 9.2 & 10.1.5.1 only)  
Julia Mobbs, Director, Financial and Employee Services  
Alexandra Trifonidis, Executive Coordinator

**Guests and 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 traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

### 3. APPROVAL OF AGENDA

#### 3.1 Introduction of New Items

No new items were presented for consideration.

#### 3.2 Approval of Agenda

**By general consent** the agenda and addendum were approved as presented.

3.2.1 Agenda Context Notes - None

### 4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Nothing to report.

**5. ADOPTION OF MINUTES / RESOLUTIONS WITHOUT MEETING**

**5.1 Draft Executive Committee Meeting Minutes of March 26, 2025**

**By general consent** the Executive Committee minutes of March 26, 2025, were adopted, as presented.

**5.2 Resolutions Without Meeting**

5.2.1 EC RWM 2025-01 Approve Additional Agenda Documentation

Received for information.

5.2.2 EC RWM 2025-02 Approve Trustee Travel Funding

Received for information.

**6. FOLLOW UP ACTION LIST AND UPDATES**

**6.1 Follow Up Action List/Director/CAO Updates**

The Committee reviewed the follow up action list.

**6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics**

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings, as well as current local advocacy topics.

**6.3 Islands Trust Conservancy Liaison Update**

No update was available, as no Islands Trust Conservancy Board meetings have taken place since the last Executive Committee meeting.

**7. BYLAWS FOR APPROVAL CONSIDERATION - None**

**8. TRUST COUNCIL MEETING PREPARATION**

**8.1 Executive**

8.1.1 March Post-Trust-Council Survey Results- Briefing

The Chief Administrative Officer summarized the briefing, noting the Post-Trust Council survey will continue to be part of the quarterly meeting process.

**8.2 Planning Services - None**

**8.3 Financial and Employee Services - None**

**8.4 Trust Area Services - None**

**8.5 Legislative and Information Services - None**

**9. COMMITTEE OF THE WHOLE MEETING PREPARATION**

**9.1 Draft May 6 Committee of the Whole Regular Meeting Agenda**

The Chief Administrative Officer spoke to the draft agenda noting for the Committee that this content was requested by Trust Council to discuss the Islands Trust mandate and the unique amenities.

A question was asked about providing a model resolution to go in-camera on the agenda cover, if needed. Staff clarified what can and cannot be discussed in an in-camera meeting.

The Committee engaged in discussion on the following matters:

- The intent and purpose of the meeting
- The format of the meeting discussion
- Public engagement and discourse on the topic
- Historical interpretation and reinterpretation of the mandate through Trust Council terms
- The inclusion of additional material to the agenda: the November 13th legal opinion; a roundtable agenda item; and a compilation of resolutions from last term related to the lack of consensus on the meaning.

Staff were requested to circulate the agenda, as amended, to trustees in preparation for the May 6<sup>th</sup> Committee of the Whole meeting.

## **9.2 Draft May 13 Committee of the Whole Regular Meeting Agenda**

The Director of Legislative and Information Services reviewed the request for decision as outlined in the corresponding agenda materials.

The Committee engaged in discussion on the following topics:

- The process for addressing the recommendations outlined in the request for decision; and
- The required pre-reading for the meeting, specifically the 2022 Governance Review Report

Staff were requested to circulate the agenda, as presented, to trustees in preparation for the May 13<sup>th</sup> Committee of the Whole meeting.

## **10. EXECUTIVE COMMITTEE PROJECTS**

### **10.1 Trust Council Initiated**

10.1.1 Executive - None

10.1.2 Trust Area Services - None

10.1.3 Planning Services - None

10.1.4 Financial and Employee Services - None

10.1.5 Legislative and Information Services

10.1.5.1 Alternative Public Notice Bylaws - Briefing

The Director of Legislative and Information Services provided the Committee with an update on the work completed to date. A request for decision, along with a draft bylaw, will be

presented at the next Executive Committee meeting, with the intention of forwarding the draft bylaw to Trust Council for consideration in June. It was noted that adoption of the bylaw is required by each individual local trust committee, rather than by Trust Council.

A comment was made suggesting the inclusion of the original Executive Committee resolution—initiating this work—in the request for decision being brought forward to Trust Council.

A question was raised regarding the public consultation process, and a request was made to include additional information on the public process within the request for decision.

Director Marlor provided clarification on the process.

## **10.2 Executive Committee Initiated**

### **10.2.1 Executive - None**

### **10.2.2 Trust Area Services**

#### **10.2.2.1 Islands Trust Insert for Bowen Island Municipality Property Tax Assessment Notice 2025/26 – Briefing**

The Director of Trust Area Services spoke to the item providing background information, noting this is the first time Islands Trust has provided a tax insert for Bowen Island Municipality’s 2025/26 property tax notice.

A comment was made to suggest adding new language to the insert:

- In the second to last paragraph, last sentence, after the word “programs” add “, and the Islands Trust Conservancy”

### **10.2.3 Planning Services**

#### **10.2.3.1 Crown Tenure Application Referrals – Briefing**

The Director of Planning Services spoke to the Briefing providing background information and a summary of the analysis section.

The Committee engaged in discussion on the following topics:

- The dissemination of the information to Trust Council
- Whether the 1994 Letter of Understanding should remain available on the Islands Trust website

- Comparable examples from other regional districts
- Relevant policy and procedural considerations
- The potential addition of the matter to the Regional Planning Committee’s work program for review and prioritization
- The overall process and need for clarity

**EC-2025-042**

**It was MOVED and SECONDED,**

that Executive Committee request staff forward the briefing on crown tenure application referrals of April 23, 2025 and the briefing of February 26<sup>th</sup>, 2025 to Regional Planning Committee for consideration for updating policy and procedures.

**CARRIED**

Director Frater advised the Committee that this action item has been on the Trust Programs Future Projects list for nearly 15 years.

**EC-2025-043**

**It was MOVED and SECONDED,**

that Executive Committee request staff forward the briefing on crown tenure application referrals of April 23, 2025 and the briefing of February 26<sup>th</sup>, 2025 to Trust Programs Committee for consideration for updating protocols and letters of understanding with the Crown.

**CARRIED**

The Committee recessed for break at 11:06 a.m. and reconvened at 11:16 a.m.

10.2.4 Financial and Employee Services

10.2.4.1 Enhanced Mental Health Supports Coverage – Discussion

Vice-Chair Peterson addressed the item, noting that his original intention had been to bring it forward to Trust Council in March; however, the projected timeline has since been revised to the June Trust Council meeting.

The Director of Financial and Employee Services explained that the request carried financial implications that had not been accounted for in the current fiscal year’s budget. The estimated cost was identified as \$2,300, and it was noted that funding would need to be identified or approval granted for the associated overspending.

**EC-2025-044**

**It was MOVED and SECONDED,**  
that Executive Committee request staff to prepare a request for decision on enhancing mental health benefits for trustees under the Union of British Columbia Municipality extended benefit plan for elected officials and request staff to include options to fund the planned overspend.

**CARRIED**

10.2.5 Legislative and Information Services - None

**11. NEW BUSINESS**

**11.1 Executive/Trust Council**

11.1.1 2025 Union of British Columbia Municipalities Convention - Discussion

Vice-Chair Maude spoke to the item.

The Committee discussed the following points:

- The appropriate timing for formalizing the list of attendees
- Budget considerations, including the suggestion of holding all Executive Committee meetings electronically to reduce overall meeting costs and redirect savings toward participation in the Association of Vancouver Island Coastal Communities and Union of British Columbia Municipalities conventions
- Staff clarification that while Trust Council had reduced the budget, it had not specified the number of Executive Committee members permitted to attend the conventions
- The importance of articulating the value of full Executive Committee attendance at the Association of Vancouver Island Coastal Communities and Union of British Columbia Municipalities conventions during the annual budget cycle, with an emphasis on the significant networking opportunities these events provide

This item will be on the July 2, 2025 Executive Committee meeting agenda.

**11.2 Trust Area Services – None**

**11.3 Planning Services**

11.3.1 Potential advocacy re Licence of Occupation No. V931804 and Zoning Compliance – Request For Decision

The Director of Trust Area Services presented the Request for Decision, noting that it recommended additional staff work and provided relevant background information.

The Committee engaged in discussion on the following points:

- The rationale behind the approval of the application
- Strategies for public communication

**EC-2025-045**

**It was MOVED and SECONDED,**

that Executive Committee request 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.

**CARRIED**

**EC-2025-046**

**It was MOVED and SECONDED,**

that Executive Committee request staff to prepare public communication materials related to the file License of Occupation V931804 and next steps, for distribution in the Thetis Local Trust Area.

**CARRIED**

**11.4 Financial and Employee Services**

**11.4.1 Forgo Preparation of the Allocated Financial Statements for 2024/25 & 2025/26 - Request for Decision**

The Director of Financial and Employee Services presented the item, seeking the Committee’s endorsement to forgo the Allocated Financial Statements for two fiscal years. It was noted that the necessary data to populate the statements was unavailable due to a failure in the time tracking software. The Committee was advised that these statements are not required by legislation or policy, nor are they essential for decision-making purposes.

**EC-2025-047**

**It was MOVED and SECONDED,**

that Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.

The Committee engaged in discussion on the following topics:

- Tools available for data collection
- The importance of providing trustees with comprehensive, well-supported information supporting the decision to forgo the statements
- The intention for the Financial Planning Committee to undertake its own discussion regarding the broader question of the report’s utility
- The current lack of data and the underlying reasons for this gap

Following the discussion, the Chair called the question.

**CARRIED**

It was noted that the report will travel to the Financial Planning Committee.

**11.5 Legislative and Information Services – None**

The Director of Trust Area Services informed the Committee that Bowen Island Municipality just informed her that they would be unable to include the property tax notice (agenda item 10.2.2.1) in their 2025/26 property tax notice, as the space was now required for information related to the potential pending mail strike and instructions on how residents can pay their taxes.

**12. CORRESPONDENCE (for information unless raised for action)**

**12.1 2025-02-11 Dana Lepofsky - Opening of Exhibit and Unveiling of Welcome Mural on Xwe'etay/Lasqueti, 3 May 2025**

Discussion ensued on who would attend the event and where the funds will come from to cover travel and associated costs.

Vice-Chair Elliott and Chair Patrick confirmed they will attend the event and will personally cover the travel expenses.

Vice-Chair Peterson offered to contact Professor Lepofsky regarding the possibility of communicating information about the travelling exhibit to all trustees and local trust committees.

**12.2 2025-03-18 A Deggan - Letter to Executive Committee**

Vice-Chair Elliott explained that although the correspondence was addressed to the Executive Committee, it had been sent only to her via email. She noted that she had not noticed this until recently, which is why the item had not been included on an earlier Executive Committee agenda.

Staff were requested to add the correspondence item to the Islands Trust website, specifically on the Trust Policy Statement project webpage.

**12.3 2025-03-30 Transport Canada – Reply**

**EC-2025-048**

**It was MOVED and SECONDED,**

that Executive Committee request item 12.3 response from Transport Canada be added a future Trust Council agenda.

**CARRIED**

**12.4 2025-04-09 Ministry of Tourism, Arts, Culture and Sport - Geographical Name Request**

**EC-2025-049**

**It was MOVED and SECONDED,**

that Executive Committee request item 12.4 Bowen Island request for comment be added to the June Trust Council agenda as a request for decision for their response.

**CARRIED**

**13. WORK PROGRAM**

### **13.1 Review and amendment of current work program**

The Chief Administrative Officer provided the Committee with an update on efforts to follow up on a meeting with the Minister, noting that messages had been left but no response had been received to date.

The Committee engaged in a discussion regarding the timing and strategy for the meeting. It was noted that the Government is currently addressing numerous significant issues.

It was suggested that time be set aside at a future meeting for further discussion of this topic.

### **14. NEXT MEETING**

The next Executive Committee meeting will take place electronically on Wednesday, May 14, 2025 at 9:15 a.m.

The Committee broke for recess at 12:22 p.m. and reconvened at 1:00 p.m.

### **15. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION**

The Executive Committee was joined by members of the Islands Trust Conservancy Board to discuss the agenda items under this category.

Islands Trust Conservancy (ITC) Chair, Lisa Gauvreau, introduced the Board members in attendance: Member Risa Smith, Member Tanner Timothy, and Trustee Susan Yates. Regrets were noted from Member Charles Kahn.

Members of the Executive Committee and staff also introduced themselves.

#### **15.1 February 27 Workshop: Funding our future: conservation on private lands – Discussion**

Chair Patrick spoke to a workshop she and Member Smith attended on February 25, organized by the Coastal Douglas-fir Conservation Partnership, which focused on conservation partnerships and funding strategies for private land conservation. The workshop highlighted the development of a regional Conservation Fund model in the Capital Regional District (CRD), modeled after similar successful initiatives in other British Columbia regional districts, such as the Kootenay Conservation Program.

It was noted that regional conservation funds present a valuable mechanism for financing conservation and ecological restoration on private lands. The CRD was recognized for its advanced work on public engagement and its survey of resident support for the initiative.

Concerns were raised on the following:

- ITC may be sidelined if conservation funds are managed solely by regional districts; and
- The potential duplication of taxpayer funding and the risk of the ITC being excluded from both management and funding opportunities

An idea was proposed to establish an informal working group comprising members of the Islands Trust Executive Committee and the ITC Board. The purpose of the group would be to develop a shared vision for a conservation fund and explore potential governance models.

**EC-2025-050**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy Board and Executive Committee agree to strike an informal working group with members from each respective body to start developing a vision for a conservation fund, with the intent to expand the working group to interested First Nations and others.

**CARRIED**

**15.2 Articulate areas to pursue invited guest speakers for a future meeting – Discussion**

The committee discussed the idea of inviting guest speakers to future meetings to provide inspiration, share innovative practices, and support strategic development. A recent panel at the Association of Vancouver Island Coastal Communities conference was referenced as a catalyst for this discussion. Members expressed enthusiasm about bringing in individuals with expertise in conservation financing, Indigenous collaboration, and cross-cultural communication.

Three potential speakers were suggested:

1. Brody Guy (Islands Coastal Economic Trust) a representative involved with the co-management of conservation funds;
2. Bonny Norton a university professor conducting a large-scale, grant-funded storytelling project with Indigenous communities; and
3. Eli Enns (IISAAK OLAM) an expert in Indigenous Protected and Conserved Areas (IPCAs) affiliated with a national Indigenous conservation organization.

The committee acknowledged that such speakers could offer valuable insight into conservation funding models, relationship-building with Indigenous communities, and effective communication strategies. The July meeting, which is scheduled for a longer duration, was identified as a suitable opportunity to host a guest speaker.

There was broad support for proceeding with outreach to potential speakers in advance of the July meeting.

**15.3 Promoting the Islands Trust in the island communities – Discussion**

Strategies to enhance public engagement and trust in the Islands Trust and ITC, particularly in light of ITC's 35th anniversary were discussed. Key themes and suggestions from the discussion included:

- A trustee shared their experience informally promoting ITC during Earth Day on Gabriola Island by speaking with community members and school children.

- Emphasis was placed on communicating ITC's environmental mandate in ways that resonate with the public.
- Another member proposed the development of a concise and impactful presentation to be delivered by a representative at each local trust committee meeting to promote the ITC and its mandate.

It was observed that while some LTCs receive regular Conservancy updates from trustees who are also ITC board members, others lack direct representation, leading to minimal engagement with ITC reports. To address this, there was consensus on encouraging trustees to appear, even virtually, at LTC meetings lacking ITC representation to speak to reports and promote the work of the Conservancy.

Discussion ensued on the ITC's 35th anniversary communications strategy, including a planned storytelling blog, a public survey, and potential celebratory events at the June Trust Council meeting. Staff confirmed ongoing work on the preparations for the celebration activities but were unable to confirm specific details at this time.

There was broad support for having trustees volunteer to attend other LTCs to speak about ITC initiatives and anniversaries.

Additional suggestions for future joint meetings, including strengthening relationships with First Nations and exploring opportunities for greater ITC engagement on islands with currently limited Conservancy presence, were raised.

**EC-2025-051**

**It was MOVED and SECONDED,**

that Executive Committee members commit to recognize and celebrate the Islands Trust Conservancy's 35<sup>th</sup> anniversary by adding an item on a future agenda of the local trust committees they chair.

**CARRIED**

The Islands Trust Conservancy Board members left the meeting at 2:00 p.m.

**16. CLOSED MEETING**

**EC-2025-052**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(f) 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 and that staff attend the meeting.

The meeting was closed to the public at 2:01 p.m. and reopened at 2:51 p.m.

**17. ADJOURNMENT**

**By general consent** the meeting adjourned at 2:52 p.m.

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**Laura Patrick, Chair**

**CERTIFIED CORRECT:**

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**Alexandra Trifonidis, Executive Coordinator and Recorder**



**July Islands Trust Conservancy – Executive  
Committee Meeting**

**Co-Governance Visions**

**1:10 p.m. – 2:15 p.m., Tuesday, July 22, 2025**

**Purpose:** To provide a presentation about Quw’utsun Nation’s visions for co-governance with other government entities with examples of what is working, key learnings, and principles that make a co-governance effective and meaningful.

**Chair:** Lisa Gauvreau, Chair, Islands Trust Conservancy

**Guests:** Stephanie Atleo, Cowichan Tribes  
Eamon Gaunt, Cowichan Tribes

**Resources:** Joe Elliott, Senior Indigenous Relations Advisor  
Wendy Tyrrell, A/Manager Islands Trust Conservancy  
Clare Frater, Director, Trust Area Services

<p>1:10 p.m. – 1:45 p.m.</p>	<p><b>Welcome and Introductions</b></p> <p>1. Presentation on co-governance models</p>	<p>Lisa Gauvreau</p> <p>Stephanie Atleo Eamon Gaunt</p>
<p>1:45 p.m. – 2:15 p.m.</p>	<p><b>Discussion and Questions</b></p>	<p>All</p>