



# Islands Trust Council

## Quarterly Meeting Revised Agenda

Date: Tuesday, June 17, 2025 to Thursday, June 19, 2025  
Time: 1:00 p.m. start time on Tuesday  
Location: Harbour House Hotel - Crofton Room  
121 Upper Ganges Road, Salt Spring Island, BC, V8K 2S2

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	1:00 PM - 1:30 PM
<b>2. TERRITORIAL ACKNOWLEDGEMENT</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>3.1 <u>Review of the Agenda</u></b>	
Late items, new items, and re-ordering of the agenda.	
<b>3.2 <u>Approval of the Agenda</u></b>	
<b>4. GENERAL BUSINESS ARISING</b>	1:30 PM - 2:15 PM
<b>4.1 <u>Consent Agenda Items</u></b>	
<b>By general consent</b> Islands Trust Council adopt the recommendation as presented in items 4.1.1 - 4.1.3.5.	
<b>4.1.1 Draft March 2025 Trust Council Quarterly Meeting Minutes</b>	9 - 36
THAT Islands Trust Council adopt the minutes as presented.	
<b>4.1.2 Updated Trust Council Resolution Without Meeting Report</b>	37 - 40
Receive for information.	
<b>4.1.3 Islands Trust Active Priorities Chart</b>	41 - 43
<b>4.1.3.1 Executive Committee Work Program Report</b>	44 - 48
Chair Laura Patrick - verbal report	
THAT Trust Council approve the Executive Committee Work Program Report as presented.	
<b>4.1.3.2 Governance Committee Work Program Report</b>	49 - 51
Chair Judi Gedye - verbal report	
THAT Trust Council approve the Governance Committee Work Program Report as presented.	

4.1.3.3	<b>Financial Planning Committee Work Program Report</b>	52 - 53
	Chair Sue Ellen Fast - verbal report	
	THAT Trust Council approve the Financial Planning Committee Work Program Report as presented.	
4.1.3.4	<b>Regional Planning Committee Work Program Report</b>	54 - 57
	Chair Mairead Boland - verbal report	
	THAT Trust Council approve the Regional Planning Committee Work Program Report as presented.	
4.1.3.5	<b>Trust Programs Committee Work Program Report</b>	58 - 62
	Chair Kristina Evans - verbal report	
	THAT Trust Council approve the Trust Programs Committee Work Program Report as presented.	
4.1.3.6	<b>Accessibility Committee Report</b>	
	Trustee Lisa Gauvreau - verbal report	
4.1.3.7	<b>Islands Trust Conservancy Report</b>	
	Chair Lisa Gauvreau - verbal report	

5. NEW BUSINESS 2:15 PM - 2:45 PM

6. CORRESPONDENCE 2:45 PM - 3:15 PM

6.1	<u>2025-03-11 WSÁNEĆ Leadership Council - MOU between Islands Trust Council and the WSÁNEĆ Leadership Council</u>	63 - 64
6.2	<u>2025-03-30 Transport Canada - Reply</u>	65 - 67
6.3	<u>2025-05-05 D Ellis - The Status of the Herring Populations Spawning around Denman-Hornby Islands</u>	68 - 69
6.4	<u>2025-05-16 North Salt Spring Waterworks District - Letter to Minister Kahlon</u>	70 - 71
	SS-2025-070	
	It was MOVED and SECONDED,	
	that the Salt Spring Island Local Trust Committee request the North Salt Spring Waterworks District request to Province letter dated May 16, 2025 be added to the Trust Council agenda as a late item and that the Salt Spring Island Local Trust Committee recommends Trust Council support endorsement of the request.	
	<u>CARRIED</u>	
6.5	<u>2025-05-30 Bowen Island Municipality Mayor Andrew Leonard - Convene Meeting with Ferry Dependent Communities</u>	72 - 72
6.6	<u>2025-06-04 MP Jeff Kibble - A Stronger Future Through Partnership</u>	73 - 74

6.7	<u>2025-06-09 Sunshine Coast Regional District - Coastal Flood Mapping Project Update</u>	75 - 79
6.8	<u>2025-06-10 Gabriola Ferry Working Group - Communication with BC Ferries</u>	80 - 80
6.9	<u>2025-06-11 Trustees Boland &amp; Bernardo - Personal Commentary on Letters to the Minister</u>	81 - 87
6.10	<u>2025-06-14 K Langereis - Draft Bylaw 197</u>	88 - 92
6.11	<u>2025-06-16 A Forest - Trust Council re Mandate</u>	93 - 94

**BREAK**

**3:15 PM - 3:30 PM**

7.	<b>FINANCIAL AND EMPLOYEE SERVICES</b>	3:30 PM - 4:00 PM
7.1	<b><u>Consent Agenda Items</u></b>	
	<b>By general consent</b> Islands Trust Council adopt the recommendation as presented in items 7.1.1, 7.1.2 and 7.1.3.	
7.1.1	<b>Director of Financial and Employee Services Quarterly Report</b>	95 - 99
	Receive for information.	
7.1.2	<b>March 31, 2025 Financial Results - Briefing</b>	100 - 111
	Receive for information.	
7.1.3	<b>Forgone 2025/26 and 2026/27 Allocated Financial Statements - Briefing</b>	112 - 116
	Receive for information.	
7.2	<b><u>Discussion / Decision Items</u></b>	
7.2.1	<b>March 31, 2025 Islands Trust Audited Financial Statements and Audit Report - Request For Decision</b>	117 - 139
	THAT Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2025 and forward them to the Minister of Housing and Municipal Affairs.	
8.	<b>PLANNING SERVICES</b>	4:00 PM - 4:15 PM
8.1	<b><u>Consent Agenda Items</u></b>	
	<b>By general consent</b> Islands Trust Council adopt the recommendation as presented in item 8.1.1.	
8.1.1	<b>Director of Planning Services Quarterly Report</b>	140 - 144
	Receive for information.	
9.	<b>ENGAGEMENT / COLLABORATION</b>	4:15 PM - 5:30 PM

**9.1 Delegations**

See Appendix A for supporting presentation material.

**9.1.1 Salt Spring Solutions** 4:15 PM - 4:25 PM

**9.1.2 Friends of the Gulf Islands Society** 4:25 PM - 4:35 PM

**9.2 Public Comments** 4:35 PM - 5:30 PM

**WEDNESDAY, JUNE 18**

**10. EXECUTIVE** 11:15 AM - 12:00 PM

**10.1 Consent Agenda Items**

**By general consent** Islands Trust Council adopt the recommendation as presented in items 10.1.1, 10.1.2 and 10.1.3.

**10.1.1 Chief Administrative Officer's Quarterly Report** 145 - 146

Receive for information.

**10.1.2 Strategic Plan Quarterly Report** 147 - 149

Receive for information.

**10.1.3 Continuous Learning Plan** 150 - 154

Receive for information.

**10.2 Discussion / Decision Items**

**10.2.1 Minister Kahlon Letter - Briefing** 155 - 158

**LUNCH**

**12:00 PM - 1:00 PM**

**11. JARED "QWUSTENUXUN" WILLIAMS PRESENTATION** 1:00 PM - 2:15 PM

**12. TRUST AREA SERVICES** 2:15 PM - 4:45 PM

**12.1 Consent Agenda Items**

**By general consent** Islands Trust Council adopt the recommendation as presented in items 12.1.1, 12.1.2, 12.1.3, 12.1.4 and 12.1.5.

**12.1.1 Director of Trust Area Services Quarterly Report** 159 - 165

Receive for information.

<b>12.1.2</b>	<b>Islands Trust Conservancy Report</b>  Receive for information.	166 - 170
<b>12.1.3</b>	<b>March 31, 2025 Islands Trust Conservancy Audited Financial Statements - Briefing</b>  Receive for information.	171 - 189
<b>12.1.4</b>	<b>Notice of Natural Area Protection Tax Exemption Program Application Closure (SS-NAP-2020.3) - Briefing</b>  Receive for information.	190 - 193
<b>12.1.5</b>	<b>Stewardship Education Program - Briefing</b>  Receive for information.	194 - 209
<b>12.2</b>	<b><u>Discussion / Decision Items</u></b>	
<b>12.2.1</b>	<b>2024/2025 Draft Annual Report - Request For Decision</b>  THAT Islands Trust Council approve the 2024/25 Annual Report for submission to the Minister of Housing and Municipal Affairs.	210 - 258
<b>12.2.2</b>	<b>Policy Statement Amendment Project Update - Request For Decision</b>  THAT Islands Trust Council endorse Policy Statement Amendment Project Charter V11.	259 - 269
<b>12.2.3</b>	<b>Amendment to Strategic Plan - Request For Decision</b>  THAT Trust Council amend the 2025-2028 Strategic Plan to include key initiative 1.1.2, colour coded to indicate that the initiation timeline is to be determined, as “Work with Indigenous Governing Bodies to co-design and implement future Policy Statement amendment review processes that ensure ongoing and more regular review and amendment of the Policy Statement”.	270 - 275
<b>12.2.4</b>	<b>Request for Official Recognition Two Place Names on Bowen Island - Request For Decision</b>  To request staff to draft a letter from the Chair expressing Trust Council’s support for official recognition of the Smí7mant Áyalhkw and Xéla7an placenames for beaches on Bowen Island.	276 - 280
<b>12.2.5</b>	<b><i>Policy Statement Amendment Project (PSAP) Meeting Schedule - Request For Decision</i></b>  <ol style="list-style-type: none"> <li>1. THAT Trust Council cancel the Committee of the Whole meeting scheduled for June 30, 2025.</li> <li>2. THAT Trust Council schedule a special electronic Committee of the Whole meeting on July 9, 2025 to review the draft new Islands Trust Policy Statement.</li> <li>3. THAT Trust Council schedule a special electronic Trust Council meeting on the afternoon and evening of July 29, 2025 to consider First Reading of the draft new Policy Statement.</li> </ol>	281 - 284

13. **MLA ROB BOTTERELL PRESENTATION**

4:45 PM - 5:30 PM

**THURSDAY, JUNE 19**

14. **CLOSED MEETING**

9:00 AM - 10:30 AM

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 staff attend the meeting.

15. **RISE AND REPORT**

**BREAK**

**10:30 AM - 10:45 AM**

16. **LEGISLATIVE AND INFORMATION SERVICES**

10:45 AM - 12:00 PM

16.1 **Consent Agenda Items**

**By general consent** Islands Trust Council adopt the recommendation as presented in item 16.1.1.

16.1.1 **Director of Legislative and Information Services Quarterly Report**

285 - 286

Receive for information.

16.2 **Discussion / Decision Items**

16.2.1 **Trust Council Bylaw 197: Local Trust Committee Meeting Procedures Bylaw**

287 - 292

Previously tabled from the March 2025 Trust Council meeting.

16.2.2 **Draft Policy 4.1.16 Model Public Notice Bylaw - Request For Decision**

293 - 297

THAT Trust Council adopt draft Policy 4.1.16 Model Public Notice Bylaw and forward it to the local trust committees for their consideration in the adoption of a public notice bylaw.

16.2.3 **Amendment to Trust Council Meeting Procedure Bylaw 101 Regarding Petitions and Delegations - Request For Decision**

298 - 306

THAT Trust Council Bylaw 199, cited as "Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025" be read a First Time.

THAT Trust Council Bylaw 199, cited as "Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025" be read a Second Time.

THAT Trust Council Bylaw 199, cited as "Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025" be read a Third Time.

**16.2.4 Chief Administrative Officer Performance Evaluation Policy - Request For Decision**

307 - 338

1. THAT Trust Council adopt Trust Council Policy “2.5.1 Chief Administrative Officer Performance Evaluation”.
2. THAT Trust Council adopt amendments as recommended by the Chief Administrative Officer Performance Evaluation Policy Committee dated June 17, 2025 to Trust Council “Policy 2.3.1 Council Committee System”.
3. THAT Trust Council adopt amendments as recommended by the Chief Administrative Officer Performance Evaluation Policy Committee dated June 17, 2025 to Trust Council “Policy 2.4.1 Executive Committee Terms of Reference” dated June 17, 2025.

**LUNCH**

**12:00 PM - 12:30 PM**

**17. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT & CORRESPONDENCE** 12:30 PM - 1:00 PM

**18. TRUSTEE UPDATES - Community Committee Participation** 1:00 PM - 1:30 PM

Written updates received for information only.

**18.1 Association of Vancouver Island and Coastal Communities Convention 2025** 339 - 345

**18.2 Atl'ka7tsem/Howe Sound Biosphere Region**

Spring 2025 Newsletter

April 2025 Forum Review

**18.3 Baynes Sound/Lambert Channel Ecosystem Forum - None**

None provided.

**18.4 First Nations Relations**

None provided.

**18.5 Freighter Anchorages/Oceans Protection Plan (OPP)**

None provided.

**18.6 Shellfish Aquaculture Management Advisory Committee (SF AMAC)**

None provided.

**18.7 Southern Gulf Islands Forum**

None provided.

**18.8 Transportation/Ferry Group** 346 - 346

**18.9 Vancouver Island Coastal Communities Climate Leadership Steering Committee (VICC-CL)**

None provided.

**19. TRUST COUNCIL FOLLOW UP ACTION LIST**

347 - 355

Receive for information.

**20. NEXT MEETING**

The next Islands Trust Council Quarterly meeting is scheduled to be held in-person on Gabriola Island September 16-18, 2025.

**20.1 Draft September Trust Council Program**

356 - 356

Receive for information.

**21. ADJOURNMENT**

1:30 PM - 12:00 AM



## Trust Council

### Minutes of a Regular Meeting

- Date:** March 11 – March 13, 2025
- Location:** Best Western Dorchester Hotel, Opera Room  
70 Church Street, Nanaimo, BC, V9R 5H4
- Executive Members Present:**
1. Laura Patrick, Incoming Chair, Salt Spring Trustee
  2. Tobi Elliott, Vice-Chair, Gabriola Trustee
  3. David Maude, Vice-Chair, Mayne Trustee
  4. Timothy Peterson, Vice-Chair, Lasqueti Trustee
- Members Present:**
5. Sue Ellen Fast, Bowen Municipal Trustee
  6. Judith Gedye, Bowen Municipal Trustee
  7. Sam Borthwick, Denman Trustee
  8. David Graham, Denman Trustee
  9. Susan Yates, Gabriola Trustee
  10. Lisa Gauvreau, Galiano Trustee
  11. Ben Maberley, Galiano Trustee
  12. Joe Bernardo, Gambier Trustee
  13. Kate-Louise Stamford, Gambier Trustee
  14. Alex Allen, Hornby Trustee (in-person Mar. 11 electronic Mar. 12, 13)
  15. Grant Scott, Hornby Trustee (electronic, attended March 11 only)
  16. Mikaila Lironi, Lasqueti Trustee
  17. Jeanine Dodds, Mayne Trustee (electronic attendance)
  18. Aaron Campbell, North Pender Trustee (electronic attendance)
  19. Deb Morrison, North Pender Trustee
  20. Jamie Harris, Salt Spring Trustee (electronic attendance)
  21. Mairead Boland, Saturna Trustee (electronic attendance)
  22. Lee Middleton, Saturna Trustee
  23. Kristina Evans, South Pender Trustee
  24. Dag Falck, South Pender Trustee (electronic attendance)
  25. Ken Hunter, Thetis Trustee
  26. Peter Luckham, Outgoing Trust Council Chair, Thetis 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  
Julia Mobbs, Director, Financial and Employee Services  
Joe Elliott, Senior Indigenous Relations Advisor  
Chris Hutton, Regional Planning Manager  
Jeffery Lloyd, Senior Technical Analyst  
Alexandra Trifonidis, Executive Coordinator  
Morgana van Niekerk, Communications Specialist  
Lisa Millard, Meeting Administrator/Recorder

**Members of the public present:** There were five members of the public in attendance.

**TUESDAY, MARCH 11, 2025**

The in-person meeting was recorded, livestreamed, and made available for electronic attendance.

**1. CALL TO ORDER**

Chair Luckham called the meeting to order at 1:03 p.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

**2. TERRITORIAL ACKNOWLEDGEMENT**

Elder Deborah Good, of Gitanyow Nation, welcomed members of Trust Council through drumming, song and prayer.

**3. APPROVAL OF AGENDA**

Trustee Boland arrived to the meeting at 1:16 p.m.

**3.1 Review of the Agenda**

Chief Administrative Officer Bronee advised that a request to add an item to the agenda had been brought forward prior to the meeting as part of the usual process of going through Executive Committee for approval; however, the nature of the motion would position all members of Executive Committee in a conflict of interest; therefore, the motion was brought forward as a late item addition to the agenda.

Chair Luckham appointed Trustee Evans as Acting Chair, the Executive Committee recused themselves and left the meeting at 1:31 p.m.

**TC-2025-001**

**It was MOVED by Trustee Harris, and SECONDED by Trustee Middleton,** that Trust Council expresses its grateful appreciation to the Vice-Chairs for their service on the Executive Committee and respectfully requests that each of them resign their positions effective March 11, 2025 in order to give Trustees the opportunity to conduct a fully informed election to all four leadership positions on the Executive Committee, on the understanding that this resolution is no way intended as a criticism of any Vice-Chair's performance, conduct or character, and that each Vice-Chair who wishes to continue serving on the Executive Committee is invited and encouraged to stand for re-election.

**DEFEATED**

The Executive Committee members returned to the meeting at 1:39 p.m.

Chair Luckham asked if there were any additions or amendments to the agenda.

**TC-2025-002**

**It was MOVED by Trustee Middleton, and SECONDED by Trustee Maberley,** that Trust Council by 2/3 majority vote add a discussion about Islands Trust use of social media to the agenda.

**CARRIED**

**TC-2025-003**

**It was MOVED by Trustee Borthwick, and SECONDED by Trustee Mabberley,**

that Trust Council by 2/3 majority vote add a discussion about the use of generative artificial intelligence to the agenda.

**CARRIED**

The following items were added to the agenda:

- 16.2 Use of Social Media - Discussion
- 16.3 Use of Artificial Intelligence - Discussion

### **3.2 Approval of the Agenda**

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

## **4. ELECTION - ISLANDS TRUST COUNCIL CHAIR**

Chief Administrative Officer Bronee thanked Chair Luckham for his service in the role of Chair of Islands Trust Council.

### **4.1 Expressions of Interest**

4.1.1 Trustee David Maude Expression of Interest

4.1.2 Trustee Laura Patrick Expression of Interest

The Director of Legislative and Information Services, serving as Presiding Officer for the election, summarized the election requirements and voting process as set out in Trust Council Policy 2.4.3 and noted that the vote is done by secret ballot, if a member of Trust Council does not vote, their vote is not counted, and the individual that receives the most votes will be elected to the position of Chair.

The Director of Legislative and Information Services called for nominations for the position of Islands Trust Council Chair.

**It was MOVED by Trustee Boland, and SECONDED by Trustee Gauvreau,**  
that Trustee Laura Patrick be nominated for the position of Chair.  
Trustee Patrick agreed to stand.

**It was MOVED by Trustee Allen, and SECONDED by Trustee Yates,**  
that Trustee Tim Peterson be nominated for the position of Chair.  
Trustee Peterson agreed to stand.

**It was MOVED by Trustee Yates, and SECONDED by Trustee Allen,**  
that Trustee David Maude be nominated for the position of Chair.  
Trustee Maude agreed to stand.

**It was MOVED by Trustee Middleton, and SECONDED by Trustee Borthwick,**  
that Trustee Ben Mabberley be nominated for the position for Chair.  
Trustee Mabberley did not agree to stand.

The Director called three more times for nominations for the position of Islands Trust Council Chair and there were none.

Trustee Maude, Trustee Patrick, and Trustee Peterson each spoke stating their intention and interest. Questions and answers followed.

The meeting was recessed for a break at 2:34 p.m. and reconvened at 2:49 p.m.

The paper ballots were prepared and distributed by staff and, after marking their ballot, each trustee walked to the front of the room and cast their vote placing it in the ballot box.

**TC-2025-004**

**It was MOVED by Trustee Yates, and SECONDED by Trustee Allen,**  
that Trustee Morrison be appointed scrutineer for this ballot.

**CARRIED**

Trustee Morrison and Director Marlor left the room to count the votes.

The Director returned and announced Trustee Patrick Chair of Islands Trust Council for the remainder of the 2022-2026 term.

Trustee Dodds left the meeting at 3:07 p.m.

The meeting was recessed for a break at 3:07 p.m. and reconvened at 3:27 p.m.

Chair Patrick commenced chairing the meeting.

**5. GENERAL BUSINESS ARISING**

**5.1 Consent Agenda Items** (see work program reports as per agenda for topics)

Each Committee Chair provided a verbal report on the work of their respective committees.

5.1.1 Draft December 2024 Trust Council Quarterly Meeting Minutes

That Trust Council approve the December, 2024 Trust Council Quarterly Meeting Minutes.

5.1.2 Trust Council Follow-Up Action List

Receive for information.

5.1.3 Islands Trust Active Priorities Chart

Receive for information.

5.1.3.1 Executive Committee Work Program Report

That Trust Council approve the Executive Committee Work Program Report as presented.

5.1.3.2 Governance Committee Work Program Report

**DRAFT**

That Trust Council approve the Governance Committee Work Program Report as presented.

**5.1.3.3 Financial Planning Committee Work Program Report**

That Trust Council approve the Financial Planning Committee Work Program Report as presented.

**5.1.3.4 Regional Planning Committee Work Program Report**

That Trust Council approve the Regional Planning Committee Work Program Report as presented.

**5.1.3.5 Trust Programs Committee Work Program Report**

That Trust Council approve the Trust Programs Committee Work Program Report as presented.

**By general consent** Trust Council adopted the recommendation as presented in items 5.1.1 to 5.1.3.5.

**5.1.3.6 Chief Administrative Officer Hiring/Select Committee Report**

Committee Vice-Chair Patrick provided a verbal report.

**5.1.3.7 Islands Trust Conservancy Report**

Chair Gauvreau provided a verbal report.

Trustee Dodds returned to the meeting at 3:38 p.m.

The agenda was reordered and Item 16.1 was heard following Item 5.

**16.1 Dark Sky Principles Adoption Advocacy - Request For Decision**

Discussion ensued and the following comments were noted:

- Clarification is not being sought to create bylaws but to determine which body has jurisdiction to regulate the issue;
- Staff, compared to a trustee working group, have a better understanding of the governmental jurisdictional areas that bylaws can fall within;
- The Director of Planning Services noted that a local trust committee has jurisdictional ability to control which way lights are pointed through designating form and character for commercial, industrial, institutional, and multifamily zones in terms of street and parking lot lighting, as well as within development permit areas such as the shoreline.

**TC-2025-005**

**It was MOVED by Trustee Morrison, and SECONDED by Trustee Allen,** that Trust Council encourages Trustees to work with their communities to develop and build awareness of the principles of Dark Sky International and encourage voluntary adoption of the principles of Dark Sky International.

**CARRIED**

**TC-2025-006**

**It was MOVED by Trustee Morrison, and SECONDED by Trustee Yates,** that Trust Council clarify its jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.

**TC-2025-007**

**It was MOVED by Trustee Borthwick, and SECONDED by Trustee Allen,** to amend the motion to add the words “request staff to” following the words “Trust Council”.

**CARRIED**

The question on the following motion, as amended, was then called.

that Trust Council request staff to clarify its jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.

**CARRIED**

Trustee Dodds left the meeting at 4:23 p.m. and returned at 4:27 p.m.

Trustee Campbell left the meeting at 4:23 p.m.

**6. ENGAGEMENT / COLLABORATION**

**6.1 Delegations**

**6.1.1 E March & M Smith**

The delegation spoke to the following issues:

- Challenges of engaging with Islands Trust from a working-class perspective as almost all public engagement opportunities occur during a weekday creating an exclusionary environment resulting in a lack of diversity in viewpoints expressed;
- Lack of diversity in opinions is evident in the public engagement around the Trust Policy Statement whereby the same small number of people continue to attend meetings to express that the only consideration should be protection of the environment to the exclusion of the protection of housing and rural livelihoods;
- Fear of overdevelopment is used to prevent densification resulting in gentrification and unattainable housing for residents who are needed to provide the services necessary for functioning communities; and
- Asked that Islands Trust make greater efforts to support all members of the Trust Area, ensure delegations and town halls are accessible to all members of the public, and that the Trust Policy Statement balance environmental protection with protections of housing and livelihoods for working class residents.

**6.2 Public Comments**

A member of the public spoke in favour of the mandate, noted that expansion can not occur without impact to the environment, and that the preserve and protect mandate is a pillar of life in the Southern Gulf Islands. They requested Trust Council not conflate social inequalities with whether or not biodiversity and ecology should be maintained.

A member of the public spoke to the budget tax increase and presented their ideas for reducing future budgets including reducing staff turnover, providing trustees with true costs by incorporating costs of staff resources when project approvals are being considered, providing associated costs of approving grant funded work, and approving fewer contracts, grants and projects.

A member of the public spoke to an application under consideration of the City of Nanaimo to rezone 240 acres beside the Harmac mill to heavy industrial use resulting in potential and significant negative impacts to nearby islands. They noted the local trust committee wrote to the City of Nanaimo requesting referral status which was denied and they requested that Trust Council seek a memorandum of understanding agreement and address the concern of impacts to the local trust area.

The agenda was re-ordered and Items 7.1 and 19 were heard following Item 6.2.

#### **7.1 Consent Agenda Items**

##### **7.1.1 Chief Administrative Officer's Report**

Receive for information.

##### **7.1.2 Strategic Plan Quarterly Report**

Receive for information.

##### **7.1.3 Trust Council Continuous Learning Plan**

Receive for information.

**By general consent** Trust Council adopted the recommendation as presented in items 7.1.1, 7.1.2, and 7.1.3.

Trustee Bernardo left the meeting at 4:55 p.m.

Trustee Dodds left the meeting at 5:00 p.m.

Trustee Hunter left the meeting at 5:02 p.m.

Trustee Luckham left the meeting at 5:03 p.m. and returned at 5:06 p.m.

#### **19. TRUSTEE UPDATES - Community Committee Participation**

##### **19.1 Atl'ka7tsem/Howe Sound Biosphere Region**

None provided.

##### **19.2 Baynes Sound/Lambert Channel Ecosystem Forum**

Trustee Borthwick provided a verbal update and noted the group has become a society and are working on developing a State of the Sound report.

**19.3 BC Ferries Advisory Committee - ex FAC member Trustee Yates**

Received for information.

**19.4 First Nations Relations**

Trustee Fast and Trustee Peterson provided updates on local trust committee and Bowen Island Municipality First Nations engagement work in the Galiano, Lasqueti, and Bowen Island areas.

Director Frater provided an update on the agreement with Snaw'naw'as First Nation and noted Chief Edwards expressed interest in further discussions after which a signing ceremony will be arranged.

Trustee Borthwick congratulated K'omoks First Nation on the ratification of their treaty.

**19.5 Freighter Anchorages/Oceans Protection Plan (OPP)**

None provided.

**19.6 Shellfish Aquaculture Management Advisory Committee (SF AMAC) - Trustee Lironi**

Received for information.

**19.7 Southern Gulf Islands Forum**

Received for information.

Trustee Gedye noted attendance at the Rural Island Economic Partnership Conference, Trustee Elliott highlighted attendance at an online presentation about the Local Government Reformation project, and Trustee Morrison reported that she has recently represented Islands Trust for the Association of Vancouver Island Communities Climate Leadership group and Mount Aerosmith Biosphere Reserve group.

Trustee Bernardo returned to the meeting at 5:18 p.m.

Trustee Hunter returned to the meeting at 5:24 p.m.

The meeting was recessed for the day at 5:28 p.m.

**WEDNESDAY, MARCH 12, 2025**

Chair Patrick reconvened the meeting at 8:30 a.m.

**7. EXECUTIVE**

**7.1 Consent Agenda Items**

Item 7.1 was reordered on the agenda and was heard following Item 6.2.

**7.2 Discussion / Decision Items**

7.2.1 Trust Council Continuous Learning Plan - Request For Decision

Chief Administrative Officer Bronee summarized the Request for Decision and highlighted the following:

- Priority has been given to items that Trust Council had previously asked focus be placed including meeting management, meeting conduct, and structured decision making;
- Quarterly sessions to address key topics identified in the survey have been mapped out;
- Session details and proposals will be brought to Executive Committee for consideration;
- Grant funding has been secured to help fund the sessions on chairing and conduct; and
- The proposed budget allocation for trustee learning is \$19,000 which includes a \$15,000 grant for specific sessions leaving a balance of \$4,000 of which a \$3,000 quote has been received for a structured decision-making workshop.

**TC-2025-008**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Gedye,**

that Trust Council approve the draft Continuous Learning Plan for the balance of the current council term.

**CARRIED**

Trustees Harris, Falck, and Dodds joined the meeting at 8:50 a.m.

Trustee Allen left the meeting at 8:53 a.m. and joined electronically at 8:57 a.m.

7.2.2 Approval of the Draft Islands Trust 2025-2028 Strategic Plan Core Elements - Request For Decision

Chief Administrative Officer Bronee summarized the Request for Decision and detailed items that were added to, or removed from, the plan of work since Trust Council determined key initiatives in March, 2024. He asked that Trust Council identify priority items for the balance of the term.

Discussion ensued and the following comments and clarifications were noted:

- The work plan represents 20% of the overall work of staff and trustees, and the remaining 80% of the work is done at the level of the local trust committees;
- The work of several items is already underway;
- Once high-level priorities are established senior staff will look at departmental work plans and map each of the initiatives and build project charters as appropriate;
- If priorities need to shift based on staff capacity, or other unanticipated challenges, the work plan will come back to Trust Council for direction or approval;

**DRAFT**

- The request for funding from the province remains separate from the request for a review as direction to include it in the overall review was not given;
- The intention is for Trust Council to review the four-year work plan annually;
- There are interdependencies between some of the work such as drafting the Trust Policy Statement and implementing it; and
- Items 3.2.4 and 4.3.4 are grant funded and both fall into the category of initiatives that are underway.

Trustee Borthwick left the meeting at 9:38 a.m.

Trustee Fast left the meeting at 9:38 a.m. and returned at 9:40 a.m.

Trustee Peterson left the meeting at 9:39 a.m. and returned at 9:41 a.m.

**TC-2025-009**

**It was MOVED by Trustee Morrison, and SECONDED by Trustee Fast,**

that Trust Council make the following items on the April 2025-  
November 2026 Strategic Plan the highest priority:

- 1.1.1 the Islands Trust Policy Statement
- 1.2.1 a corporate planning process
- 1.2.3 revising bylaw enforcement practices and decisions
- 1.2.5 the review and implementation of accepted recommendations of the 2022 Governance Report

**TC-2025-010**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Bernardo,**

that the motion be amended to add Project 1.3.3 Act on the  
Province's response to the request for a Provincial review.

**CARRIED**

The question on the following motion, as amended, was then called.

that Trust Council make the following items on the April 2025-  
November 2026 Strategic Plan the highest priority:

- 1.1.1 the Islands Trust Policy Statement
- 1.2.1 a corporate planning process
- 1.2.3 revising bylaw enforcement practices and decisions
- 1.2.5 the review and implementation of accepted recommendations of the 2022 Governance Report
- 1.3.3 act on the Province's response to the request for a Provincial review

**CARRIED**

**DRAFT**

Discussion ensued about the Trust Policy Statement amendment project and the following comments were noted:

- Following First Reading, the Trust Policy Statement will likely require significant amendments based on feedback received;
- The Policy Statement should not be worked on until a response from the Provincial government is received regarding the request for a review;
- Acting on the request to the Province may be a priority; however, the timing of receiving a response, and the content of the potential response, is unknown.

Trustee Mabblerley left the meeting at 10:05 a.m. and returned at 10:20 a.m.

The meeting was recessed for a break at 10:10 a.m. and reconvened at 10:19 a.m.

**TC-2025-011**

**It MOVED by Trustee Evans, and SECONDED by Trustee Middleton,**

that Trust Council combine the following key initiatives in the strategic plan and read as follows:

- 1.3.1 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.

**CARRIED**

**TC-2025-012**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Bernardo,**

that Trust Council amend the draft Islands Trust Strategic Plan 2025-28 by replacing the text in item 1.2.3 with "Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence."

**CARRIED**

Discussion ensued regarding work being done on the Draft Policy Statement by the Committee of the Whole. Options that might allow the work to be advanced in a timelier manner were put forth as follows:

- A working group, under Trust Programs Committee, be struck;
- Poll trustees for better times and dates that would facilitate the work to continue within the Committee of the Whole Meetings; and/or
- Schedule Trust Council Special Meetings from March to May, 2025.

Trustee Dodds left the meeting at 10:28 a.m. and returned at 10:43 a.m.

Discussion on the options presented was undertaken and the following comments were noted:

**DRAFT**

- There are challenges in attending extra meetings;
- It should be determined why the Committee of the Whole meetings are not working;

The meeting was recessed for a break at 10:47 a.m. and reconvened at 11:05 a.m.

- Procedurally the Committee of the Whole is not functional as it limits conversation and requires making recommendations to Trust Council which is the same body;
- If there is commitment for Trust Council to attend a meeting in May in order to get to First Reading in June then those that do not attend need to understand they are allowing a small group to make the decisions on the Trust Policy Statement; and
- It is important to initiate the process of public and First Nations engagement.

**TC-2025-013**

**It was MOVED by Trustee Morrison, and SECONDED by Trustee Bernardo,**  
that Trust Council table the item 7.2.2 to Thursday morning March 13<sup>th</sup>.

**DEFEATED**

**TC-2025-014**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Mabberley,**  
that Trust Council assign the remainder of the Policy Statement work to Trust Programs Committee and that an electronic Special Meeting be scheduled for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.

**CARRIED**

**TC-2025-015**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Evans,**  
that Trust Council solicit expressions of interest from trustees to join Trust Programs Committee to complete the Policy Statement work, and request the Chair of Trust Council to make appointments for ratification by Trust Council as soon as possible.

**CARRIED**

**TC-2025-016**

**It was MOVED by Trustee Fast, and SECONDED by Trustee Middleton,**  
that Trust Council:

1. Approve the Goals & Desired Outcomes, Strategic Directions, and Key Initiatives identified in the document entitled *Draft Islands Trust Council Strategic Plan 2025-28* as amended; and
2. Endorse prioritization of the Key Initiatives identified for the balance of the current Trust Council term in the document entitled *Draft Islands Trust Council Strategic Plan 2025-28*.

**CARRIED**

## **8. PLANNING SERVICES**

### **8.1 Consent Agenda Items**

#### **8.1.1 Director of Planning Services Report**

Receive for information.

#### **8.1.2 Bylaw Enforcement Statistical Reports - Briefing**

Receive for information.

**By general consent** Trust Council adopted the recommendation as presented in items 8.1.1 and 8.1.2.

The meeting was recessed for a break at 11:57 a.m. and reconvened at 1:00 p.m.

Trustee Borthwick returned to the meeting at 1:00 p.m.

## **9. LEGISLATIVE AND INFORMATION SERVICES**

### **9.1 Consent Agenda Items**

#### **9.1.1 Director of Legislative and Information Services Report**

Receive for information.

**By general consent** Islands Trust Council adopted the recommendation as presented in item 9.1.1.

### **9.2 Discussion / Decision Items**

#### **9.2.1 Trust Council Bylaw 197 - Local Trust Committee Meeting Procedures Bylaw - Request For Decision**

The Director of Legislative and Information Services summarized the Request for Decision and highlighted the following:

- In December 2023 Trust Council requested staff prepare draft amendments to the meeting procedure bylaw for local trust committees;
- Currently each local trust committee has a meeting procedure bylaw resulting in the administration of 13 bylaws and the intent of Bylaw 197 is to replace all of the individual local trust committee meeting procedures bylaws with one Trust Council bylaw; and
- The existing bylaw has been incorporated and the new bylaw includes changes outlined within the report.

Discussion ensued and the following comments were noted:

- One meeting procedures bylaw removes the autonomy of the local trust committee;
- The bylaw provides less opportunity to determine how members of the public can interact with local trust committees;
- A validated email address should be accepted as a petitioner's signature;
- Increasing the number of meetings a trustee can attend electronically is problematic due to potential connectivity and technical issues;
- If one trustee attends subsequent meetings electronically it reduces the flexibility of the other trustees who then must attend in person;
- A local trust committee can waive the restriction to attend in person on a meeting-by-meeting basis;
- There has been interest from Trust Council to harmonize and simplify processes and common standards for meetings will allow support of meetings easier to administer which reflects resource savings;
- One standardized bylaw would provide a fairness component across all local trust areas;
- The bylaw fills gaps in some areas that do not have policies regarding delegations, invited presentations, and public participation;
- Community Information Meetings are not regulated under this bylaw and can be scheduled to provide opportunity for public engagement; and
- Item 43 specifies that discussions must relate to items that are within the jurisdiction of a local trust committee; however, there is discretion, through the Chair, to allow or disallow topics that are outside of jurisdiction.

**TC-2025-017**

**It was MOVED by Trustee Boland, and SECONDED by Trustee Morrison,**

that Trust Council amend Bylaw No. 197 to read as follows for Item No. 29:

29. In the event of a delegation presenting a petition, the petition shall contain a petitioner's full name, residential address, telephone number, and a signature or valid email address. (Note: an email address may only be associated with one signatory).

**CARRIED**

Trustee Middleton left the meeting at 1:30 p.m.

Trustee Campbell left the meeting at 1:55 p.m.

**TC-2025-018**

**It was MOVED by Trustee Morrison, and SECONDED by Trustee Borthwick,**

that Trust Council Policy Bylaw No. 197, 2024 Item No. 43 be removed.

**DEFEATED**

**TC-2025-019**

**It was MOVED by Trustee Borthwick, and SECONDED by Trustee Gauvreau,**

that Trust Council table the discussion on Bylaw No. 197, 2024 until further notice.

**CARRIED**

9.2.2 Ratification of Appointment of Trustee Fast to Financial Planning Committee (FPC) - Request For Decision

**TC-2025-020**

**It was MOVED by Trustee Gedye, and SECONDED by Trustee Evans,**

that Trust Council ratify the appointment of Trustee Sue Ellen Fast to the Financial Planning Committee.

**CARRIED**

**10. FINANCIAL AND EMPLOYEE SERVICES**

**10.1 Consent Agenda Items**

10.1.1 Director of Financial and Employee Services

Receive for information.

10.1.2 December 31, 2024 Financial Report - Request For Decision

THAT Trust Council approve the December 31, 2024 Financial Report.

10.1.3 2024-25 Financial Forecast - Briefing

Receive for information.

**By general consent** Trust Council adopted the recommendation as presented in items 10.1.1, 10.1.2, and 10.1.3.

**10.2 Discussion / Decision Items**

10.2.1 Draft 2025/26 Islands Trust Budget

10.2.1.1 Budget Session Outline

Received for information.

10.2.1.2 Draft 2025/26 Budget: Changes Since Trust Council's December Review – Briefing

Received for information.

10.2.1.3 Overview of Draft 2025/26 Budget – Briefing

The Director of Financial and Employee Services introduced the budget discussion and highlighted the following:

**DRAFT**

- The planned spending represents a 1.4% increase over the previous fiscal year budget;
- The budget, as proposed, will result in a 5.2% general tax increase to local trust areas and an estimated 12.9% general tax levy increase to Bowen Island Municipality;
- Increased spending represents higher staff wages, legal fees, trustee remuneration, office leases, and Islands Trust Conservancy operating budget;
- Budget items that reflect decreases over previous years were summarized; and
- The Salt Spring Island office renovation has commenced and several unidentified, but required, renovation updates are necessary to bring the space up to current building code standards and this reflects a \$22,000 expenditure not included in the budget; however, areas within the budget that could be reduced to offset this cost have been identified.

Discussion ensued and the following comments were noted:

- The budget has been superseded by tariff events which are being imposed for the purpose of destabilizing the economy and the current economic reality is different than the one in which the budget was drafted;
- Much of the budget is non-discretionary; and
- Adding two in-person Trust Council meetings back into the budget would result in a general tax increase of 5.8% and a levy of 15% for Bowen Island Municipality

The meeting was recessed for a break at 2:56 p.m. and reconvened at 3:15 p.m.

Trustee Middleton returned to the meeting at 3:15 p.m.

Trustee Morrison left the meeting at 3:30 p.m.

A Trustee spoke to the economic uncertainty resulting from the imposition of tariffs potentially resulting in an economic recession and noted that a reduction of approximately \$225,000 in proposed expenditures would be required in order to limit the tax increase in the draft budget to no more than 2.5%.

It was MOVED by Trustee Bernardo that Trust Council requests that Staff reduce the expenditures proposed by the draft 2025/26 budget as follows:

- (a) Defer implementation of the Cityview bylaw portal and software upgrade to the next fiscal year (\$98,400).
- (b) Defer filling the Temporary Policy Advisor vacancy for six months (\$64,025).

**DRAFT**

- (c) Remove the amounts allocated for the funding of potential legal contingencies that may arise in connection with Denman, Gabriola, Mayne and North Pender Local Trust Committee projects (\$10,000).
- (d) Reduce the funding allocated to initiate the review of the Lasqueti Trust Area Official Community Plan (\$7,500).
- (e) Further to the options for reducing discretionary budget lines identified at page 365 of the draft 2025/2026 budget:
  - i. Reduce History and Heritage Grants in aid (\$6,000).
  - ii. Reduce the number of development applications sponsored by Executive Committee (\$7,725).
  - iii. Reduce the funding for the Stewardship Education Program (\$9,500).
  - iv. Reduce the funding for Secretariat Services (\$17,000).
  - v. Reduce the funding of Island Trust Conservancy Board meetings (\$2,850).
  - vi. Reduce the funding of office equipment purchases (\$2,000).

Discussion ensued about the merits of debating one item in the motion at a time or grouping them together.

**TC-2025-021**

**It was MOVED by Trustee Bernardo, and SECONDED by Trustee Mabberley,**

that Trust Council requests that Staff reduce the expenditures proposed by the draft 2025/26 budget by deferring implementation of the Cityview bylaw portal and software upgrade to the next fiscal year.

**DEFEATED**

Discussion ensued on the remaining items listed in the motion.

Trustee Bernardo withdrew his original motion.

**TC-2025-022**

**It was MOVED by Trustee Bernardo, and SECONDED by Trustee Mabberley,**

that Trust Council requests that Staff reduce the expenditures proposed by the draft 2025/26 budget as follows:

- a) Defer filling the Temporary Policy Advisor vacancy for six months (\$64,025).
- b) Remove the amounts allocated for the funding of potential legal contingencies that may arise in connection with Denman, Gabriola, Mayne and

**DRAFT**

- North Pender Local Trust Committee projects (\$10,000).
- c) Reduce the funding allocated to initiate the review of the Lasqueti Trust Area Official Community Plan (\$7,500).
- d) Further to the options for reducing discretionary budget lines identified at page 365 of the draft 2025/2026 budget:
  - vii. Reduce History and Heritage Grants in aid (\$6,000).
  - viii. Reduce the number of development applications sponsored by Executive Committee (\$7,725).
  - ix. Reduce the funding for the Stewardship Education Program (\$9,500).
  - x. Reduce the funding for Secretariat Services (\$17,000).
  - xi. Reduce the funding of Island Trust Conservancy Board meetings (\$2,850).
  - xii. Reduce the funding of office equipment purchases (\$2,000).

**DEFEATED**

Trustees Bernardo, Boland, Dodds, Falck, Harris, Hunter, and Mabblerley voted in favor.

**TC-2025-023**

**It was MOVED by Trustee Yates, and SECONDED by Trustee Borthwick,**

that Trust Council increase the 2025/26 budget for Trust Council meetings by \$67,500 to provide funding for four in-person Trust council meetings.

**CARRIED**

Trustees Boland and Falck opposed.

**TC-2025-024**

**It was MOVED by Trustee Middleton, and SECONDED by Trustee Yates,**

that Trust Council reinstate the line item for research into Trust Council Secretariat position for \$15,000.

**DEFEATED**

**TC-2025-025**

**It was MOVED by Trustee Borthwick, and SECONDED by Trustee Yates,**

that Trust Council approve the proposed 2025/26 budget as amended and request staff to return with an updated financial plan bylaw for Trust Councils consideration.

**CARRIED**

Trustees Bernardo, Boland, Falck, Harris, Hunter, Mabblerley, and Middleton opposed.

10.2.1.4 Budget Funding Requests

The following items are supporting materials for the Budget Funding Requests.

10.2.1.4.1 Strategic, Governance, and Programming Initiatives

10.2.1.4.1.1 Executive Committee 2025/26 Budget Submission - Briefing

10.2.1.4.1.2 EC: Policy Statement Amendment Project – Business Case

10.2.1.4.1.3 EC: Coast Salish Art – Business Case

10.2.1.4.1.4 TPC: Stewardship Education Program – Business Case

10.2.1.4.1.5 TPC: Secretariat Services – Business Case

10.2.1.4.1.6 GC: Trustee Remuneration Review – Business Case

10.2.1.4.1.7 GC: Trust Council Policies Review – Business Case

10.2.1.4.1.8 GC: Trust Council Secretariat – Business Case

10.2.1.4.2 Operational Requests and Staffing

10.2.1.4.2.1 Temporary Senior Policy Advisor – Business Case

10.2.1.4.2.2 IS Programmer Co-op – Business Case

10.2.1.4.2.3 Records Management & Freedom Of Information Protection Of Privacy Support – Business Case

10.2.1.4.2.4 Time Tracking Software – Business Case

10.2.1.4.2.5 Safety – GPS Locator Devices – Business Case

10.2.1.4.2.6 Cityview Bylaw Portal – Business Case

10.2.1.4.3 Islands Trust Conservancy Budget for 2025/26 - Trust Council Briefing

10.2.1.4.4 Local Trust Committee Projects

10.2.1.4.4.1 LTC Projects List

10.2.1.4.4.2 Planning Services – Projects Feasibility Assessment - Briefing

- 10.2.1.4.4.3 Denman – Housing Review (for OCP and LUB Amendments) - Final Phase
- 10.2.1.4.4.4 Gabriola – OCP and LUB Review – Phase 3
- 10.2.1.4.4.5 Gambier – OCP and LUB Amendments - Final
- 10.2.1.4.4.6 Hornby – Relationship Building Actions with K’ómoks First Nation
- 10.2.1.4.4.7 Lasqueti – CP and LUB Review – Phase 1
- 10.2.1.4.4.8 Mayne – Housing Options Project – Year 2
- 10.2.1.4.4.9 North Pender – Housing Access and Affordability Project
- 10.2.1.4.4.10 Salt Spring – Major Amendment to OCP and LUB
- 10.2.1.4.4.11 Salt Spring Island Water Sustainability Projects (SSIWPA)
  - 10.2.1.4.4.11.1 Salt Spring – Watershed Protection Plan 2022-2032 Coordination
  - 10.2.1.4.4.11.2 Salt Spring – Ground Water Sustainability (Well-Monitoring)
- 10.2.1.5 Unfunded Business Cases
  - 10.2.1.5.1 Electronic Document Management Solution
  - 10.2.1.5.2 Islands Trust Camera Addition
  - 10.2.1.5.3 Building Footprint
- 10.2.1.6 2025-26 Budget Guidelines Assessment – Briefing

## 11. BC FERRIES - SHAPING FUTURE ENGAGEMENT SESSION

Amy Bronee, Director of Community Relations at BC Ferries introduced Zach Bulick, Director of Engagement at Spur Communication, and Sabrina Bearblock, External Engagement Coordinator at BC Ferries.

A presentation was provided and the speaker highlighted that BC Ferries is transitioning from the current ferry advisory committee engagement model and undertaking an engagement process to determine a new engagement framework. The presenter indicated that feedback will be analysed and the data and results will be shared publicly.

Trustee Harris left the meeting at 5:04 p.m.

A question-and-answer session ensued and the following comments were recorded:

- BC Ferries expects to continue to engage and collaborate with many of the same individuals that were on the ferry advisory committees using a different model;
- Feedback from island residents and tourists will not be weighted differently;
- Communities felt that ferry advisory committees had an impact which resulted in BC Ferries listening to feedback;
- Trustees that had been on ferry advisory committees expressed success of the process and disappointment in the dissolution of the committees and the manner in which the dissolution was managed which eroded trust in the engagement and accountability processes; and
- There are differences in larger ferry ridership and that of smaller routes which directly connect residents to their homes.

Trustee Morrison returned to the meeting at 5:46 p.m.

Trustee Evans and Lironi left the meeting at 5:47 p.m.

The meeting was recessed for the day at 5:55 p.m.

#### **THURSDAY, MARCH 13, 2025**

Chair Patrick reconvened the meeting at 8:36 a.m.

#### **12. CLOSED MEETING**

##### **TC-2025-026**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Fast,**

that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the *Community Charter* in order to consider matters related to

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the Islands Trust; and

(i) 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 regular meeting was closed to the public at 8:37 a.m. and reconvened in open session at 10:50 a.m.

#### **13. RISE AND REPORT**

Chair Patrick rose and reported that the *in-camera* minutes of the December, 2024 Trust Council quarterly meeting were adopted.

Trustee Allen left the meeting at 10:53 a.m.

#### **14. FINANCIAL AND EMPLOYEE SERVICES**

##### **14.1 Discussion / Decision Items**

###### **14.1.1 2025/26 Islands Trust Budget Adoption**

14.1.1.1 Financial Plan Bylaw - Request For Decision

**TC-2025-027**

**It was MOVED by Trustee Morrison, and  
SECONDED by Trustee Borthwick,**

that Islands Trust Council Bylaw 201, cited as the  
“Islands Trust Council Financial Plan Bylaw 2025-  
2026”, be Read a First Time.

**CARRIED**

Trustees Bernardo, Boland, Falck, and Harris opposed.

**TC-2025-028**

**It was MOVED by Trustee Borthwick, and  
SECONDED by Trustee Yates,**

that Islands Trust Council Bylaw 201, cited as the  
“Islands Trust Council Financial Plan Bylaw 2025-  
2026”, be Read a Second Time.

**CARRIED**

Trustees Bernardo, Boland, Falck, and Harris opposed.

**TC-2025-029**

**It was MOVED by Trustee Morrison, and  
SECONDED by Trustee Fast,**

that Islands Trust Council Bylaw 201, cited as the  
“Islands Trust Council Financial Plan Bylaw 2025-  
2026”, be Read a Third Time.

**CARRIED**

Trustees Bernardo, Boland, Falck, and Harris opposed.

**TC-2025-030**

**It was MOVED by Trustee Luckham, and  
SECONDED by Trustee Graham,**

that Islands Trust Council Bylaw 201, cited as the  
“Islands Trust Council Financial Plan Bylaw 2025-  
2026”, be forwarded to the Minister of Municipal  
Affairs for approval consideration.

**CARRIED**

Trustees Bernardo, Boland, Falck, and Harris opposed.

Trustee Allen returned to the meeting at 11:05 a.m.

14.1.1.2 Revenue Anticipation Borrowing Bylaw - Request For Decision

**TC-2025-031**

**It was MOVED by Trustee Fast, and SECONDED by Trustee  
Yates,**

that Islands Trust Council Bylaw 202, cited as “Islands Trust  
Council Revenue Anticipation Borrowing Bylaw 2025-2026”,  
be Read a First Time.

**CARRIED**

**TC-2025-032**

**It was MOVED by Trustee Morrison, and SECONDED by Trustee Evans,**

that Islands Trust Council Bylaw 202, cited as “Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026”, be Read a Second Time.

**CARRIED**

**TC-2025-033**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Yates,**

that Islands Trust Council Bylaw 202, cited as “Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026”, be Read a Third Time.

**CARRIED**

**TC-2025-034**

**It was MOVED by Trustee Fast, and SECONDED by Trustee Evans,**

that Islands Trust Council Bylaw 202, cited as “Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026”, be forwarded to the Minister of Municipal Affairs for approval consideration.

**CARRIED**

**15. TRUST AREA SERVICES**

**15.1 Consent Agenda Items**

15.1.1 Director of Trust Area Services Report

Receive for information.

Trustee Peterson requested staff report the number of attendees at each of the stewardship educational webinars since February, 2025.

15.1.2 Legislative Monitoring Report - Briefing

Receive for information.

**By general consent** Trust Council adopted the recommendation as presented in items 15.1.1 and 15.1.2.

**15.2 Discussion / Decision Items**

15.2.1 Martin Natural Area Protection Tax Exemption (NAPTEP) Certificate, Salt Spring Island - Request for Decision

**TC-2025-035**

**It was MOVED by Trustee Gauvreau, and SECONDED by Trustee Peterson,**

**DRAFT**

that the Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption (NAPTEP) Certificate for the covenanted portion of the property described as PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption (NAPTEP).

**CARRIED**

The agenda was reordered and continuation of Item 9.2.1 was heard following Item 15.

9.2.1 Trust Council Bylaw 197 - Local Trust Committee Meeting Procedures Bylaw - Request For Decision

**TC-2025-036**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Morrison,**

that the words “but other subjects may be permitted by majority vote of the Local Trust Committee” be added after the words “local trust committee” to Item 43 in Bylaw No. 197.

**CARRIED**

Discussion continued on the merits of increasing, or maintaining, the number of meetings a trustee can consecutively attend electronically and the following comments were noted:

- At the start of a meeting the local trust committee has the ability to waive the requirement of in-person attendance at that meeting;
- Increasing the number of times a trustee can attend electronically will reduce the frequency of resolutions without meetings;
- In terms of accountability to the public there are expectations that Trustees are available during scheduled meetings.

**TC-2025-037**

**It was MOVED by Trustee Gedye, and SECONDED by Trustee Borthwick,**

that the word “three” be changed to the word “two” in paragraph 48 of Bylaw No. 197.

**CARRIED**

Trustee Dodds left the meeting at 11:15 a.m.

Trustee Lironi left the meeting at 11:30 a.m. and returned at 11:45 a.m.

Debate continued regarding the autonomy provided by individual local trust committee meeting bylaws compared to the administrative efficiencies of one Trust Council bylaw for meeting procedures.

**TC-2025-038**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Gauvreau,**

**DRAFT**

that Trust Council give Bylaw 197, cited as “Local Trust Committees Meeting Procedures Bylaw, 2024”, First Reading as amended.

**CARRIED**  
Trustee Peterson opposed.

**TC-2025-039**

**It was MOVED by Trustee Yates, and SECONDED by Trustee Evans,**

that Trust Council give Bylaw 197, cited as “Local Trust Committees Meeting Procedures Bylaw, 2024”, Second Reading as amended.

**CARRIED**  
Trustee Peterson opposed.

**TC-2025-040**

**It was MOVED by Trustee Borthwick, and SECONDED by Trustee Evans,**

that Trust Council give Bylaw 197, cited as “Local Trust Committees Meeting Procedures Bylaw, 2024”, Third Reading as amended.

**CARRIED**  
Trustee Peterson opposed.

**By general consent** the Bylaw will come back for adoption at the June 2025 Trust Council meeting.

The meeting was recessed for a break at 12:15 p.m. and reconvened at 12:50 p.m.

Trustees Mabblerley and Hunter left the meeting at 12:50 p.m.

Trustee Dodds left the meeting at 12:50 p.m. and attended as a listener only.

**TC-2025-041**

**It was MOVED by Trustee Morrison, and SECONDED by Trustee Yates,**

that Trust Council by 2/3 majority vote amend the March 2025 agenda to include new business item:

- The voting for the vacancy on the Governance Committee

**CARRIED**

**16. NEW BUSINESS**

**16.1 Dark Sky Principles Adoption Advocacy - Request For Decision**

The agenda was reordered and Item 16.1 was heard following Item 5.

**16.2 Use of Social Media – Discussion**

The following discussion points were noted:

- Communications Specialist Morgana van Niekerk stated the following:

- The organization uses X (formerly Twitter) infrequently; however, past content remains and the main post direct users to the website;
- Accounts can be abandoned but this results in the Islands Trust user name being open to others;
- It is important to strengthen internal channels of communication such as email notifications and the website; and
- The top priority is to strengthen the existing subscriber list.
- Other platforms might be more socially conscious and consideration of establishing a presence on them could be undertaken;
- The use of local community email lists continues to be successful;
- If the website continues to be prioritized as the platform to find information, then people will continue to use it; and
- Evaluation of effective means of communication is ongoing.

### **16.3 Use of Artificial Intelligence – Discussion**

The following discussion points were noted:

- There are concerns about the ethics of artificial intelligence use and issues about theft of intellectual property;
- Policy might need to be created around use of artificial intelligence;
- The environmental impacts of the development of artificial intelligence and the growth of large language models are significant due to the massive quantities of water required to cool high-performance servers;
- There is value to actual people writing bylaws, policy, and communications;
- Director Marlor is reviewing provincial policy about the use of artificial intelligence, where data is stored, and where software solutions are being developed; and
- If provincial policy applies to Islands Trust staff will advise Trust Council of said policy.

Trustee Allen left the meeting at 1:30 p.m.

### **16.4 Election for Vacancy on the Governance Committee**

Director Marlor asked for nominations from the floor.

**It was MOVED by Trustee Luckham, and SECONDED by Trustee Evans,** that Trustee Gauvreau be nominated to the Governance Committee. Trustee Gauvreau agreed to stand.

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Yates,** that Trustee Borthwick be nominated to the Governance Committee. Trustee Borthwick agreed to stand

**It was MOVED by Trustee Middleton, and SECONDED by Trustee Boland,** that Trustee Morrison be nominated to Governance Committee Trustee Morrison agreed to stand

**It was MOVED by Trustee Harris, and SECONDED by Trustee Maude,** that Trustee Boland be nominated to Governance Committee

Trustee Boland agreed to stand and subsequently withdrew.

Director Marlor asked three times if there were further nominations for the vacancy on Governance Committee and there were none.

The paper ballots were prepared and distributed by staff and, after marking their ballot, each trustee walked to the front of the room and cast their vote placing it in the ballot box.

**TC-2025-042**

**It was MOVED by Trustee Borthwick, and SECONDED by Trustee Yates,** that Trustee Evans be nominated as scrutineer for this ballot.

**CARRIED**

Trustee Evans and Director Marlor left the room to count the vote.

Director Marlor returned and announced Trustee Borthwick as the new member of the Governance Committee.

**17. CORRESPONDENCE**

**17.1 2025-01-10 ICBA - Letter to Municipal Councils**

Received for information.

**18. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT & CORRESPONDENCE**

It was noted that it is within the purview of the Accessibility Committee to undertake discussion on the issue.

**TC-2025-043**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Morrison,** that Trust Council recommend that local trust committees consider how to respond to concerns raised about accessibility of meetings by members of the public, especially in terms of time of day, and day of the week, of meetings and other engagement opportunities.

**CARRIED**

**TC-2025-044**

**It was MOVED by Trustee Yates, and SECONDED by Trustee Evans,** that Trust Council request staff to advise Trust Council regarding a Memorandum of Understanding or some means of referral for local trust committees to be able to comment on major rezoning of development applications adjacent to their local trust areas.

**CARRIED**

**19. TRUSTEE UPDATES - Community Committee Participation**

Item 19 was heard following item 7.1.

**20. NEXT MEETING**

The next Islands Trust Council Quarterly meeting is scheduled to be held in-person on Salt Spring Island, June 16-18, 2025.

**20.1 Proposed Upcoming Trust Council Program**

Received for information.

**21. ADJOURNMENT**

**By general consent** the meeting was adjourned at 2:10 p.m.

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**Laura Patrick, Chair**

**Certified Correct:**

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**Lisa Millard Meeting Administrator / Recorder**

Minutes are not official until adopted at a subsequent meeting.



## Resolutions Without Meetings Log

### Trust Council

Resolution Number	Action	Date
<b>2025-003</b>	<b>Carried</b>	<b>12-Jun-2025</b>
<p><b>The following matter is considered urgent and necessary in order for Trust Council to adopt Islands Trust Council Byl</b> that Islands Trust Council Bylaw 202, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026", be adopted.</p>		
<b>2025-002</b>	<b>Carried</b>	<b>10-Jun-2025</b>
<p><b>The following matter is considered urgent and necessary in order for Trust Council to adopt Islands Trust Council Byl</b> It was Moved by Trustee Patrick and Seconded by Trustee Bernardo: that Islands Trust Council Bylaw 201, cited as 'Islands Trust Council Financial Plan Bylaw 2025-2026', be adopted.</p>		
<b>2025-001</b>	<b>Carried</b>	<b>28-Mar-2025</b>
<p><b>The following matter is considered urgent and necessary in order to allow recently appointed members to the Trust</b> that Trust Council ratify the appointments of Trustees Gauvreau, Graham, Elliott, Maude, Morrison and Yates to the Trust Programs Committee.</p>		

**RESOLUTION WITHOUT MEETING NO. TC-RWM-2025-01**

The following matter is considered urgent and necessary in order to allow recently appointed members to the Trust Programs Committee to immediately participate in imminent Trust Programs Committee meetings.

Trustees were notified via email of the call for a motion on March 27, 2025.  
Trustees were notified via email of the call for the vote on March 27, 2025.

**It was MOVED by Trustee Peterson and SECONDED by Trustee Boland, that Trust Council ratify the appointments of Trustees Gauvreau, Graham, Elliott, Maude, Morrison and Yates to the Trust Programs Committee.**

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	
<u>VOTE</u>		
1. Joe Bernardo	March 27, 2025	In favour
2. Mairead Boland	March 27, 2025	In favour
3. Sam Borthwick	March 27, 2025	In favour
4. Jeanine Dodds	March 27, 2025	In favour
5. Tobi Elliott	March 27, 2025	In favour
6. Kristina Evans	March 27, 2025	In favour
7. Dag Falck	March 27, 2025	In favour
8. Sue Ellen Fast	March 27, 2025	In favour
9. Judith Gedye	March 27, 2025	In favour
10. Ken Hunter	March 28, 2025	In favour
11. Peter Luckham	March 27, 2025	In favour
12. Lee Middleton	March 27, 2025	In favour
13. Laura Patrick	March 27, 2025	In favour
14. Tim Peterson	March 27, 2025	In favour
15. Kate-Louise Stamford	March 27, 2025	In favour
16. Susan Yates	March 27, 2025	In favour

TRUSTEES VOTE NOT AVAILABLE

1. Alex Allen
2. Aaron Campbell
3. Lisa Gauvreau
4. David Graham
5. Jamie Harris
6. Mikaila Lironi
7. Ben Mabberley
8. David Maude
9. Deb Morrison
10. Grant Scott

**FINAL VOTE COUNT**    (16) IN FAVOUR    (0) OPPOSED                      **DECISION: CARRIED**

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON MARCH 28<sup>th</sup>, 2025.

\_\_\_\_\_  
CHAIR'S SIGNATURE  
Trustee Laura Patrick

\_\_\_\_\_  
RECORDER'S SIGNATURE  
Legislative Services Clerk Robert Barlow

# ISLANDS TRUST COUNCIL

## RESOLUTION WITHOUT MEETING NO. TC-RWM-2025-002

The following matter is considered urgent and necessary in order for Trust Council to adopt Islands Trust Council Bylaw 201, cited as the “Islands Trust Council Financial Plan Bylaw 2025-2026”. The Minister’s office provided their approval on May 12, 2025.

Trustees were notified, via email, of the call for resolution on June 6, 2025.

Trustees were notified, via email, of the call for the vote on June 6, 2025.

**It was Moved by Trustee Patrick and Seconded by Trustee Bernardo, that Islands Trust Council Bylaw 201, cited as “Islands Trust Council Financial Plan Bylaw 2025-2026”, be adopted.**

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. Mairead Boland	June 6, 2025	In Favour
2. Sam Borthwick	June 7, 2025	In Favour
3. Tobi Elliott	June 6, 2025	In Favour
4. Kristina Evans	June 6, 2025	In Favour
5. Sue Ellen Fast	June 6, 2025	In Favour
6. Lisa Gauvreau	June 6, 2025	In Favour
7. Judith Gedye	June 6, 2025	In Favour
8. David Graham	June 8, 2025	In Favour
9. Ken Hunter	June 8, 2025	In Favour
10. Mikaila Lironi	June 7, 2025	In Favour
11. David Maude	June 6, 2025	In Favour
12. Lee Middleton	June 6, 2025	In Favour
13. Laura Patrick	June 6, 2025	In Favour
14. Tim Peterson	June 6, 2025	In Favour
15. Grant Scott	June 8, 2025	In Favour
16. Kate-Louise Stamford	June 8, 2025	In Favour
17. Susan Yates	June 6, 2025	In Favour

### TRUSTEES VOTE NOT AVAILABLE

1. Alex Allen
2. Joe Bernardo
3. Aaron Campbell
4. Jeanine Dodds
5. Dag Falck
6. Jamie Harris
7. Peter Luckham
8. Ben Maberley
9. Deb Morrison

**FINAL VOTE COUNT** (17) IN FAVOUR (0) OPPOSED DECISION **CARRIED**

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON June 10, 2025.

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CHAIR’S SIGNATURE  
Laura Patrick, Salt Spring Island Local Trust Area

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RECORDER’S SIGNATURE  
Robert Barlow, Legislative Services Clerk

# ISLANDS TRUST COUNCIL

## RESOLUTION WITHOUT MEETING NO. TC-RWM-2025-003

The following matter is considered urgent and necessary in order for Trust Council to adopt Islands Trust Council Bylaw 202, cited as the “Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026”. The Minister’s office provided their approval on May 12, 2025.

Trustees were notified, via email, of the call for resolution on June 10, 2025.

Trustees were notified, via email, of the call for the vote on June 10, 2025.

**It was Moved by Trustee Maude and Seconded by Trustee Patrick, that Islands Trust Council Bylaw 202, cited as “Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026”, be adopted.**

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. Joe Bernardo	June 10, 2025	In Favour
2. Mairead Boland	June 10, 2025	In Favour
3. Sam Borthwick	June 10, 2025	In Favour
4. Tobi Elliott	June 10, 2025	In Favour
5. Kristina Evans	June 10, 2025	In Favour
6. Dag Falck	June 11, 2025	In Favour
7. Sue Ellen Fast	June 11, 2025	In Favour
8. Lisa Gauvreau	June 10, 2025	In Favour
9. Judith Gedye	June 10, 2025	In Favour
10. Ken Hunter	June 10, 2025	In Favour
11. Lee Middleton	June 10, 2025	In Favour
12. Laura Patrick	June 10, 2025	In Favour
13. Tim Peterson	June 10, 2025	In Favour
14. Grant Scott	June 10, 2025	In Favour
15. Kate-Louise Stamford	June 10, 2025	In Favour
16. Susan Yates	June 10, 2025	In Favour

### TRUSTEES VOTE NOT AVAILABLE

1. Alex Allen
2. Aaron Campbell
3. Jeanine Dodds
4. David Graham
5. Jamie Harris
6. Mikaila Lironi
7. Peter Luckham
8. Ben Maberley
9. David Maude
10. Deb Morrison

**FINAL VOTE COUNT** (16) IN FAVOUR (0) OPPOSED DECISION **CARRIED**

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON June 12, 2025.

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CHAIR’S SIGNATURE  
Laura Patrick, Salt Spring Island Local Trust Area

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RECORDER’S SIGNATURE  
Robert Barlow, Legislative Services Clerk

**Islands Trust Council Goals**

- Clear and transparent policies, administrative processes and structures enable better decision making, advance service delivery and improve employee satisfaction.
- Defined capacity constraints and indicators inform decision making.
- Planning processes and Trust Area wide programs enable diverse housing options.
- Advocacy and policy changes improve control of invasive species to protect and restore sensitive ecosystems.
- Diverse community members/groups are invested in revitalizing ecosystems and expanding protected areas.
- Marine and foreshore ecosystems are healthy
- Land use decisions are informed by data and ongoing monitoring to manage and adapt to climate risks
- Communities understand effects of climate change on the Trust Area.
- Policies, plans, and resources provide opportunities for collaborative First Nations engagement aligned with UNDRIP.
- Indigenous knowledge is incorporated into stewardship and management of Trust Area.

Executive Committee	Governance Committee	Financial Planning Committee
<ol style="list-style-type: none"> <li>1. Requests to Minister for review of Islands Trust and increased Provincial funding (Strategic Plan Initiative 1.3.1)</li> <li>2. Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)</li> <li>3. Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)</li> <li>4. Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of Governance Report</li> <li>2. Corporate Planning</li> <li>3. Meeting process (Bylaw 101 and policies)</li> <li>4. Secretariat and/or in-house legal counsel</li> <li>5. Policy 7.2.1 Trustee Remuneration - Review and Update</li> </ol>	<ol style="list-style-type: none"> <li>1. Draft Budget Assumptions, Principles, Guidelines</li> <li>2. Public Consultation on draft Budget 2026/27</li> <li>3. 2026/27 Pre-Budget Public Engagement Project</li> </ol>



Trust Programs Committee	Regional Planning Committee	Islands Trust Conservancy
<ol style="list-style-type: none"> <li>1. Secretariat Role to Forums within the Trust Area</li> <li>2. Stewardship Education Program</li> <li>3. Trust Council Policy 1.2.1 (Policy Statement Amendment)</li> </ol>	<ol style="list-style-type: none"> <li>1. 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)</li> <li>2. Update and Implement Freshwater Sustainability Strategy (2022-2032) (Strategic Plan Initiative 2.1.3)</li> <li>3. Monitor progress of protection of ecosystem health in all land use planning decisions (Strategic Plan Initiative 3.2.4)</li> </ol>	<ol style="list-style-type: none"> <li>1. Strategic Planning/Administration</li> <li>2. Covenant and Property Acquisitions</li> <li>3. Property and Covenant Management</li> <li>4. Communications</li> <li>5. Fundraising and Conservancy Support</li> </ol>

Local Trust Committees

**Northern Islands**

Ballenas-Winchelsea, Denman, Gabriola,  
Gambier, Hornby, Lasqueti, Thetis

**Denman Island**

- . Major Project - Denman Housing (OCP and LUB) Review Project - Stage 2, Phase 2
- . Minor Project - Housing Related TUP Review

**Gabriola Island**

- . Major Project - Gabriola Island Comprehensive OCP and LUB Review - Phase 2

**Gambier Island**

- . Major Project - Gambier OCP & LUB Targeted Review - Phase 2
- . Minor Project - Keats Island Shoreline Protection Project - Phase 3 (Continued)

**Southern Islands**

Galiano, Mayne, North Pender,  
South Pender, Saturna

**Galiano Island**

- . Minor Project - Groundwater Sustainability
- . Associated Islands Regulations Review

**Mayne Island**

- . Major Project - Housing Options Project - Phase 2

**North Pender Island**

- . Major project - Housing Access and Affordability Project
- . Minor project - Update of Raptors Nest DPAs

**Saturna Island**

- . Minor Project - Minor housing amendments review project

**South Pender Island**

- . Minor Project - Minor LUB Review Project
- . STVR Regulation & Policy Review

**Northern Islands**

Ballenas-Winchelsea, Denman, Gabriola,  
Gambier, Hornby, Lasqueti, Thetis

**Hornby Island**

- . Major Project - Hornby Island Official Community Plan and Land Use Bylaw Review

**Lasqueti Island**

- . Minor Project - Official Community Plan Review - Phases 2 & 3

**Salt Spring**

**Salt Spring Island**

- . Extraordinary Project - OCP-LUB Update
- . Minor Project - Housing Action Program - Implementation (Bylaw 537)
- . Major Project - Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection.

# Active Projects Report

## Executive Committee

1. <i>Requests to Minister for review of Islands Trust and increased Provincial funding (Strategic Plan Initiative 1.3.1)</i>	Responsible	Dates
<p><b>Activity:</b></p> <p>Advance the following requests to the Province and develop advocacy and education strategies to support these:</p> <ul style="list-style-type: none"> <li>a) the Provincial review of the governance structure to enable reconciliation and better support Islands Trust's mandate; and</li> <li>b) request for increased Provincial funding.</li> </ul> <p>(Minister denied the request for a review for review for the balance of this Council term in his April 28, 2025 letter.)</p>	Rueben Bronee	Rec'd: 01-Nov-2023 Target: 31-Mar-2025
2. <i>Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)</i>	Responsible	Dates
<p><b>Activity:</b></p> <p>Project underway guided by Trust Council project charter. Anticipated project completion by November 2026.</p>	Clare Frater	Rec'd: 26-Feb-2020 Target: 01-Nov-2026
3. <i>Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)</i>	Responsible	Dates
<p><b>Activity:</b></p> <p>Initiation timeline: Updating to begin in Summer 2025</p>	Clare Frater	Rec'd: 02-Sep-2020 Target: 31-Mar-2025

# Active Projects Report

## Executive Committee

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**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

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## Future Projects Report

### Executive Committee

1. <i>Pay Transparency Report Submission &amp; Posting</i>	Responsible	Date Received
<p>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.</p>	Julia Mobbs	11-May-2023
2. <i>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)</i>	Responsible	Date Received
<p>Initiation timeline: Dependent on Ombudsperson Office review timeline.</p>	Stefan Cermak	12-Mar-2025
3. <i>Explore new engagement models (virtual and in person forums) to reach more community members (Strategic Plan Initiative 1.2.2)</i>	Responsible	Date Received
<p>Initiation timeline TBD</p>	Clare Frater	12-Mar-2025
4. <i>Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind (Strategic Plan Initiative 1.2.6)</i>	Responsible	Date Received
<p>Initiation timeline: 2026/27: (May 2023 EC asked for priority to Ministry of Transportation and Infrastructure)</p>	Clare Frater Rueben Bronee	12-Mar-2025
5. <i>Design a plan to advocate to enhance community access to funding for housing in the Trust Area (Strategic Plan Initiative 2.3.2)</i>	Responsible	Date Received
<p>Initiation timeline: Priority for this Council term</p>	Clare Frater	12-Mar-2025

## Future Projects Report

### Executive Committee

<p><b>6.</b> <i>Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting (Strategic Plan Initiative 3.1.1)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: Priority for this Council term</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>7.</b> <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></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: TBD</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>8.</b> <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></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: Priority for this Council term</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>9.</b> <i>Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: Priority for this Council term</p>	<p>Clare Frater Rueben Bronee</p>	<p>12-Mar-2025</p>
<p><b>10.</b> <i>Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: 2026/27</p>	<p>Clare Frater Rueben Bronee</p>	<p>12-Mar-2025</p>
<p><b>11.</b> <i>Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: Priority for this Council term</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>

## 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

## Active Projects Report

### Governance Committee

#### 1. *Review of Governance Report*

#### Responsible

#### Dates

**Activity:**

Prepare Trust Council session for review of Governance Report.

Rec'd: 09-Nov-2023

Target: 17-Jun-2025

#### 2. *Corporate Planning*

#### Responsible

#### Dates

**Activity:**

Continue implementation of enhanced corporate planning processes:  
 Visioning - complete; Values - skipped; SWOT - complete; Strategic Plan - in progress;  
 Departmental work plans - upcoming; incorporating work plans into the financial plan -  
 upcoming.

Rec'd: 17-Apr-2023

Target: 16-Sep-2025

#### 3. *Meeting process (Bylaw 101 and policies)*

#### Responsible

#### Dates

**Activity:**

Review and recommend amendments to the Trust Council Meeting Procedure Bylaws  
 101 and related policies to address the concerns raised by Great Northern Management  
 Consultants in the 2022 Governance Review Report of the Islands Trust.

David Marlor

Rec'd: 17-Apr-2023

Target: 16-Sep-2025

## Active Projects Report

### Governance Committee

4. <i>Secretariat and/or in-house legal counsel</i>	Responsible	Dates
<p><b>Activity:</b></p> <p>Consider opportunities to hire a Trust Council secretariat or in-house legal counsel, and any associated implications to the Islands Trust.</p> <hr/>	<p>David Marlor</p>	<p>Rec'd: 11-Apr-2023 Target: 02-Dec-2025</p>
5. <i>Policy 7.2.1 Trustee Remuneration - Review and Update</i>	Responsible	Dates
<p><b>Activity:</b></p> <p>Review and update Trust Council's Policy 7.2.1 Trustee Remuneration in line with the UBCM Council and Board Remuneration Guide.</p> <hr/>	<p>Julia Mobbs</p>	<p>Rec'd: 12-Jan-2024 Target: 30-Sep-2025</p>

**Islands Trust  
Governance Committee  
Work Program Matrix**

April 09, 2025

*Forward to Trust Council*

**LEGEND:**

- Not Started
- In-progress
- ✓ Complete

<p><b>Not Urgent, Important</b></p> <ul style="list-style-type: none"> <li>• Committees Structure: Clear mandates, review of size, champion proposals to Trust Council</li> <li>• Make Mandate of Conservancy More Prominent</li> </ul>	<p><b>Urgent, High Priority</b></p> <ul style="list-style-type: none"> <li>➤ Response to the Province Requesting A Review of Islands Trust</li> <li>• Meeting Process (Bylaw 101 &amp; related policies)</li> <li>• Review of Trustee Compensation Policy</li> <li>➤ Strategic/Corporate Planning/Visioning process and related operational review</li> <li>• Secretariat/hiring in-house legal counsel - needs research</li> <li>➤ Prepare a Trust Council Session for review of Governance Report</li> <li>• Election of Executive Committee and possible re-election same term</li> </ul>
<p><b>Not Urgent, Lower Priority</b></p> <ul style="list-style-type: none"> <li>• Information to Trustee Candidates Before Election</li> <li>• Recording of Negative Votes (forward to Executive Committee)</li> </ul>	<p><b>Urgent, Lower Priority</b></p> <p><i>These items require preparation of other policies before they can be effectively addressed.</i></p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Advocacy</li> </ul>

**Non-Urgent, Important items under close examination by other Council Committees**

- Local planning issues: OCP numbers & updates (Regional Planning Committee)
- Policy Statement Update (Trust Programs Committee and Executive Committee)
- Trustee Leadership Development

**Matters Outside Our Jurisdictions**

**Urgent and Important**

- First Nations representation (possible referral to First Nations committee if it gets established, otherwise multiple protocol agreements not considered in report)

**Not Urgent, Not Priority**

- Representation of provincial interest on TC - simple idea, complex in execution, multiple solutions.

## Active Projects Report

### Financial Planning Committee

#### 1. Draft Budget Assumptions, Principles, Guidelines

#### Responsible

#### Dates

**Activity:**

Draft Budget 2026/27 Assumptions, Principles, and Guidelines for Trust Council's review and approval.

Julia Mobbs

Rec'd: 28-May-2025  
Target: 27-Aug-2025

#### 2. Public Consultation on draft Budget 2026/27

#### Responsible

#### Dates

**Activity:**

Discussion of the public consultation on the draft budget begins at FPC's August meeting each year. If a decision to proceed is made in August, review of planned consultation materials and engagement platforms is planned for FPC's January meeting prior to initiation of public consultation.

Clare Frater

Rec'd: 28-May-2025  
Target: 27-Aug-2025

#### 3. 2026/27 Pre-Budget Public Engagement Project

#### Responsible

#### Dates

**Activity:**

Implement a project to hear from the public about their priorities and views on the Islands Trust proposed spending in 2026/27 and the activities that are proposed to be funded.

Clare Frater

Rec'd: 05-Mar-2025  
Target: 27-Aug-2025

## Future Projects Report

### Financial Planning Committee

#### 1. *Financial Policy Review*

	Responsible	Date Received
Review of select Trust Council financial policies: 6.5.2 Budget Control and Adjustment Authority (EC directed)	Julia Mobbs	12-Mar-2024

# Active Projects Report

## Regional Planning Committee

<p><b>1.</b> <i>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)</i></p> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>a. Review and amend Trust Council Policies 5.5.1 &amp; 7.1.2</li> <li>b. Create a plain language Best Practices Manual</li> </ul>	<p><b>Responsible</b></p> <p>Robert Kojima Stefan Cermak Warren Dingman</p>	<p><b>Dates</b></p> <p>Rec'd: 13-Mar-2024 Target: 30-Sep-2025</p>
<p><b>2.</b> <i>Update and Implement Freshwater Sustainability Strategy (2022-2032)(Strategic Plan Initiative 2.1.3)</i></p> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>a. Independent review and update</li> <li>b. Draft an Implementation Plan</li> <li>c. Freshwater Atlas Update</li> </ul>	<p><b>Responsible</b></p> <p>Stefan Cermak William Shulba</p>	<p><b>Dates</b></p> <p>Rec'd: 12-Feb-2020 Target: 31-Mar-2026</p>
<p><b>3.</b> <i>Monitor progress of protection of ecosystem health in all land use planning decisions (Strategic Plan Initiative 3.2.4)</i></p> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>a. Research and data collection</li> <li>b. Data analysis and integration</li> <li>c. Collaboration</li> </ul>	<p><b>Responsible</b></p> <p>Patricia Woodruff Stefan Cermak</p>	<p><b>Dates</b></p> <p>Rec'd: 31-Mar-2025 Target: 31-Mar-2026</p>

## Regional Planning Committee

d. Apply/implement pilot monitoring

e. Build capacity and training

Staff Biologist drafting recommendations of how to integrate biological information into planning related decisions - emphasis on species at risk as per grant funding

## Future Projects Report

### Regional Planning Committee

1. <i>Review all Trust Council policies, and where appropriate, amend, combine, or rescind (all committees) (Strategic Plan Initiative 1.2.5)</i>	Responsible	Date Received
<p>Review and report to RPC.</p> <p>All Trust Council policies held by the Director of Planning Services:</p> <ul style="list-style-type: none"> <li>·Policy 4.1.4; 4.1.9; 4.1.13; 4.1.14; 4.1.15 (General LTC policies)</li> <li>·Policy 4.2.2 (APC Operating Policy)*</li> <li>·Policy 5.3.1; 5.3.2; 5.3.3; 5.3.5 (Community Planning)</li> <li>·Policy 5.4.1; 5.4.2; 5.4.3; 5.4.4 (Land Use Regulation)</li> <li>·Policy 5.5.1 (Bylaw Compliance and Enforcement)</li> <li>·Policy 5.6.1 (Application Processing)\n</li> <li>·Policy 5.7.1 (Policy Statement Checklist)</li> <li>·Policy 5.9.1; 5.9.2 (Best Management Practices and Outer Islands)</li> <li>·Policy 6.1.1 (First Nations Engagement Principles)</li> </ul> <p>* jointly held with Director of Legislative and Information Services</p>	Stefan Cermak	31-Mar-2025
2. <i>Improve processes for prioritizing funding for ongoing OCP reviews (Strategic Plan Initiative 2.2.1)</i>	Responsible	Date Received
	Stefan Cermak	31-Mar-2025
3. <i>Map Eelgrass and kelp forests (Strategic Plan Initiative 3.3.1)</i>	Responsible	Date Received

## Future Projects Report

### Regional Planning Committee

Draft a business case to complete Phase 2:

- Phase 1 (GIS and aerial data review) done.
- Phase 2 - groundtruthing

Stefan Cermak

03-Feb-2020

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**4.** *Update OCPs and LUBs to incorporate new Policy Statement polices (Strategic Plan Initiative 2.2.2)*

**Responsible**

**Date Received**

Stefan Cermak

31-Mar-2025

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**5.** *Develop a growth management planning framework that includes data on growth trends and projections, geological and hydrological capacities, infrastructure, and development rates (Strategic Plan Initiative*

**Responsible**

**Date Received**

Draft a business case

Stefan Cermak

31-Mar-2025

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**6.** *Update OCPs and LUBs to foster climate change resilience (considering topics such as Coastal Douglas-fir protection, foreshore and nearshore environments, and groundwater) (Strategic Plan Initiative 4.2.3)*

**Responsible**

**Date Received**

Strategic Plan assigned key initiative to: LTCs

Stefan Cermak

31-Mar-2025

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## Active Projects Report

### Trust Programs Committee

#### 1. Secretariat Role to Forums within the Trust Area

Activity:	Responsible	Dates
Administer Secretariat Services program in accordance with Secretariat Services Policy.	Chloe Straw Clare Frater	Rec'd: 15-Apr-2025 Target: 31-Mar-2026

#### 2. Stewardship Education Program

Activity:	Responsible	Dates
Develop and implement a stewardship education activities in accordance with approved 2025/26 business case.	Clare Frater Morgana van Niekerk	Rec'd: 12-Mar-2025 Target: 31-Mar-2025

#### 3. Trust Council Policy 1.2.1 (Policy Statement Amendment)

Activity:	Responsible	Dates
Review of the Policy with the view of making recommendations to Trust Council for amendments if required.	Clare Frater Jason Youmans	Rec'd: 04-Nov-2024 Target: 30-Jul-2025

## Future Projects Report

### Trust Programs Committee

1. <i>Consider Community Benefit Land Trust concept for Islands Trust (Strategic Plan initiative 2.3.1)</i>	Responsible	Date Received
<p>Initiation timeline: To be determined. (Should include further consideration of the Community Benefit Land Trust Concept briefing presented to TPC on February 5, 2021.)</p>	Clare Frater	12-Mar-2025
2. <i>Implement Community Stewardship Awards Program</i>	Responsible	Date Received
<p>Staff will initiate in February 2026.</p> <p>2.1.11 Administration of Community Stewardship Awards Program Policy states: Islands Trust Programs Committee of Trust Council is responsible for initiating Islands Trust Community Stewardship Awards Program in February in the final year of each term.</p>	Clare Frater	02-Dec-2021
3. <i>Review all Trust Council policies, and where appropriate, amend, combine or rescind (Strategic Plan initiative 1.2.5)</i>	Responsible	Date Received
<p>TPC related policies to be reviewed this term of office (by October 2026):</p> <ul style="list-style-type: none"> <li>1.2.1 Policy Statement Amendment Policy</li> <li>2.1.11 Administration of the Community Stewardship Awards Program Policy</li> <li>2.1.15 Secretariat Services Policy</li> </ul> <p>Initiation timeline: TPC has already requested amendments to policy 1.2.1. Project charters to amend policies 2.1.11 and 2.1.15 in 2026/27 will be initiated in 2026.</p>	Clare Frater	12-Mar-2025

## Future Projects Report

### Trust Programs Committee

<p><b>4.</b> <i>Work with other agencies to facilitate data gathering / share in the development of environmental indicators (Strategic Plan initiative 2.1.1)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: To be determined.</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>5.</b> <i>Identify indicators of ecosystem health and integrity (Strategic Plan initiative 3.2.1)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Business case for funding due by September 2026. Project plan required for implementation in 2027/28.</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>6.</b> <i>Update the State of the Islands Report (Strategic Plan initiative 3.2.2)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Business case for funding due by September 2026. Project plan required for implementation in 2027/28.</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>7.</b> <i>Develop a shared inter-agency ecosystem health indicator toolkit for citizen groups, conservancies, and other agencies (Strategic Plan initiative 3.2.3)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: To be determined</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>8.</b> <i>Develop a climate action strategy, set baseline data and targets (Strategic Plan initiative 4.1.1)</i></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Initiation timeline: To be determined</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>

## Future Projects Report

### Trust Programs Committee

<p><b>9. Partner with agencies and others to share climate data (Strategic Plan initiative 4.1.2)</b></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Project plan required for implementation in 2027/28. No anticipated funding request.</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>10. Design and implement a climate action education plan (Strategic Plan initiative 4.2.1 )</b></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>Business case for funding due by September 2026. Project plan required for implementation in 2027/28.</p>	<p>Clare Frater</p>	<p>12-Mar-2025</p>
<p><b>11. Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)</b></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>To be determined. Staff is drafting new Reconciliation Action Plan and associated implementation plan for Trust Council approval.</p>	<p>Clare Frater</p>	
<p><b>12. Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)</b></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>
<p>To be determined. Regional Planning Committee is developing a Freshwater Sustainability Strategy Implementation Plan for Trust Council approval.</p>	<p>Clare Frater</p>	
<p><b>13. Recommend updates to Crown Land Agreements</b></p>	<p><b>Responsible</b></p>	<p><b>Date Received</b></p>

## Future Projects Report

### Trust Programs Committee

Implement Crown Land Protocol project charter V2 and engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements about Crown land into one agreement.

Clare Frater

07-May-2025

Strategic Plan Initiative 1.2.7: Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind is assigned to EC. On April 23, 2025, Executive Committee requested staff forward April 23, 2025 and February 26th, 2025 briefings on Crown tenure application referrals to Trust Programs Committee for consideration for updating protocols and letters of understanding with the Crown.

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Chief Don Tom  
Chief Tanya Jimmy  
WSÁNEĆ Leadership Council  
800b Stelly's Cross Road  
Saanichton, BC, V8M 1J4

Tuesday, March 11<sup>th</sup>, 2025

Chair Peter Luckham  
Islands Trust Council  
200 – 1627 Fort Street  
Victoria, BC, V8R 1H8

**RE: MOU between Islands Trust Council and the WSÁNEĆ Leadership Council**

ÍY SCÁCEL Chair Luckham,

The WSÁNEĆ Leadership Council (WLC) is writing to the Islands Trust Council to request the establishment of a Memorandum of Understanding (MOU) between the Islands Trust Council and the WLC to strengthen our relationship and advance shared priorities.

With the support of Tsartlip and Tseycum First Nations, the WLC has an MOU with both the District of Saanich, and an approved MOU with the Capital Regional District (CRD). These agreements work to advance reconciliation and visibility of WSÁNEĆ people and culture in WSÁNEĆ Territory. Here are several priority topics for collaboration:

- Art, Place Names & Public Education
- Park Management
- Harvesting Opportunities
- Environmental Protection
- Economic & Employment Opportunities
- Land Acquisition
- Cultural Learning Opportunities for elected officials & staff
- Protection of Ancestral Sites
- Governance

This collaboration could aid in advancing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). We strongly encourage the Islands Trust Council, local trust committees, and the Islands Trust Conservancy Board to work with the WLC to recognize and implement UNDRIP the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). UNDRIP provides a framework for reconciliation and self-determination, ensuring that WSÁNEĆ lands and governance are acknowledged



and respected in decision-making processes. Aligning Islands Trust policies with UNDRIP principles will further our collective efforts toward meaningful cooperation and long-term partnership.

We invite your staff to connect with Joni Olsen, Policy and Negotiations Manager (joni.olsen@wsanec.com), and Ned Taylor, Local Government Program Manager (ned.taylor@wsanec.com), to begin drafting a document for both of our Councils review.

HÍSKWE, SI,ÁM,

Chief Don Tom

Chief Tanya Jimmy

cc. Islands Trust Conservancy Board  
Clare Frater, Director Trust Area Services, Islands Trust  
Joe Elliott, Senior Indigenous Relations Advisor, Islands Trust  
Joni Olsen, Policy and Negotiations Manager, WSÁNEĆ Leadership Council  
Ned Taylor, Local Government Program Manager, WSÁNEĆ Leadership Council

**From:** Do Not Reply Environmental Policy / Politique environnementales Ne Pas Répondre  
<[DoNotReplyEnvPolicy-PolitiqueEnvNePasRepondre@tc.gc.ca](mailto:DoNotReplyEnvPolicy-PolitiqueEnvNePasRepondre@tc.gc.ca)>  
**Sent:** Sunday, March 30, 2025 11:09 AM  
**To:** Peter Luckham  
**Subject:** TC Reply - XAQ-2025-538456

UNCLASSIFIED / NON CLASSIFIÉ

*Please note that this email address is not monitored / Veuillez noter que cette adresse e-mail n'est pas surveillée*

Dear Peter Luckham,

Thank you for your letter dated March 3, 2025, to the Minister of Transport and the Minister of Fisheries, Oceans and the Canadian Coast Guard regarding the application of the *Wrecked, Abandoned or Hazardous Vessels Act* (WAHVA) in the Islands Trust Area.

As it regards reducing the period of action for vessels found in violation of the WAHVA, while officers from the Canadian Coast Guard and Transport Canada are working to monitor these vessels in Canadian waters, the federal government also relies on regional and local partners as well as individuals to report these vessels. Should a vessel pose a pollution or hazard threat, the Canadian Coast Guard is notified to allow them to act accordingly. This means that anyone who finds a wrecked, abandoned or hazardous vessel can report it directly to the Canadian Coast Guard's 24/7 Regional Operation Centers, which allows for action to be taken more quickly. For the Pacific region, this center can be reached by dialing 1-800-889-8852.

The two short-term funding programs are Transport Canada's Abandoned Boats Program and the Department of Fisheries and Oceans Small Craft Harbours Abandoned and Wrecked Vessels Removal Program. These initiatives conduct risk assessments to determine where to allocate resources based on the potential risk that the vessel may pose to the environment, public health and safety, and local economies.

Despite the prohibitions and the timelines for enforcement in WAHVA, the CCG will always respond, 24/7/365 with appropriate pollution prevention or response measures. All reported

vessels are assessed to determine if they present a hazard to, for example, the coastline, shoreline, infrastructure, environment or the cultural sensitivities, economic interests, or the health and safety of citizens in the area. This assessment includes an attempt to determine the ownership of the vessels and ensure responsible ownership practices. If a vessel does present a significant hazard risk, the CCG may take compliance and enforcement action against the owner or remediation action against the vessel.

WAHVA addresses irresponsible vessel management and establishes the responsibility and liability of owners for their vessels. It also provides the CCG with authorities to ensure vessel owners address and are responsible for their vessels when they become hazardous, including the issuance of directions and administrative monetary penalties (AMPs), where necessary. The CCG has adopted a graduated approach to compliance and will work with the owner to ensure the hazard is addressed. However, if the owner cannot be found or fails to comply to solve the problem, the CCG can take direct or immediate action to prevent, mitigate or eliminate the risks posed by a hazardous vessel.

Vessels are assessed and triaged to ensure that the highest risk cases are addressed without delay and are prioritized. Since 2016, over 790 wrecked, abandoned, or hazardous vessels have been removed. Every effort is taken to ensure that problem vessels in Canadian waters are addressed in a timely way and to ensure the protection of communities and the environment.

At present, there remains a significant backlog of abandoned vessels throughout Canadian waters, most of which are legacy vessels, wrecked or abandoned prior to the WAHVA. Concerning Transport Canada and the Canadian Coast Guard increasing the funding available for monitoring and enforcement under the WAHVA, as part of the Oceans Protection Plan, the Government of Canada launched a comprehensive “*National Strategy to address Canada’s wrecked and abandoned vessels*”. Under the Strategy, two short-term funding programs have helped address wrecked and abandoned vessels: Transport Canada’s Abandoned Boats Program and the Department of Fisheries and Oceans Small Craft Harbours Abandoned and Wrecked Vessels Removal Program. These initiatives conduct risk assessments to determine where to allocate resources based on the potential risk that the vessel may pose to the environment, public health and safety, and local economies.

Other measures under the Strategy include the development of a national inventory of problem vessels and Risk Assessment Methodology (RAM), the enhancement of vessel owner identification systems, the support of short-term funding programs, and the long-term

development of an owner financed Vessel Remediation Fund (VRF). Jointly developed by the Transport Canada and the Canadian Coast Guard, the VRF will increase funds available for vessel remediation. The VRF would be a regulatory charge paid by owners of vessels that are registered or licensed in Canada. These funds would then be redirected to prevent, assess and address wrecked, abandoned or hazardous vessels in Canadian waters, and reduce the cost to taxpayers for remediation over the longer term. The creation of the Fund through regulatory amendments to the WAHVA is anticipated for 2026.

Thank you very much for taking the time to share your experience and concerns regarding the wrecked and abandoned vessels in the Islands Trust Area.

Sincerely,

Paula Vieira

Director General, Environmental Policy / Directrice générale, Politiques  
environnementales

Transport Canada / Transports Canada

Place de Ville, Tower C / Tour C

330 Sparks Street / 330 rue Sparks

Ottawa, ON K1A 0N5

**From:** davidellis222.de <[REDACTED]>

**Sent:** Monday, May 5, 2025 1:34 PM

**To:** Horn22 <[REDACTED]>; Horn2Cath <[REDACTED]>; Michael Berman <[REDACTED]>; Horn55 <[REDACTED]>; Conservancy Hornby Island <[chihornby@gmail.com](mailto:chihornby@gmail.com)>; SportHornyhornbycharters@gmail.com <[hornbycharters@gmail.com](mailto:hornbycharters@gmail.com)>; LibraryHorn <[hornbyisland@virl.bc.ca](mailto:hornbyisland@virl.bc.ca)>; Hornwow <[REDACTED]>; Clare Frater <[cfrater@islandstrust.bc.ca](mailto:cfrater@islandstrust.bc.ca)>; HornTony Law <[tlaw@islandstrust.bc.ca](mailto:tlaw@islandstrust.bc.ca)>; HornTomdiver <[REDACTED]>; Hornsea4 <[kait@sealegacy.org](mailto:kait@sealegacy.org)>; Hornsea3 <[stein@sealegacy.org](mailto:stein@sealegacy.org)>; Hornsea2 <[erich@sealegacy.org](mailto:erich@sealegacy.org)>; HornJo ann <[REDACTED]>; HornJanBevan <[REDACTED]>; Hornsea1 <[ian@sealegacy.org](mailto:ian@sealegacy.org)>; Hornds sundoor@gmail.com <[REDACTED]>; hornDorrance Woodward <[REDACTED]>; Horndonpetersonphotography@gmail.com <[REDACTED]>; Alex Allen <[aallen@islandstrust.bc.ca](mailto:aallen@islandstrust.bc.ca)>; HornAmandaHornby Island Diving <[info@hornbyislanddiving.com](mailto:info@hornbyislanddiving.com)>; HerrVICJim Shortreed <[REDACTED]>; TLC - The Land Conservancy of BC <[admin@conservancy.bc.ca](mailto:admin@conservancy.bc.ca)>; [REDACTED]; [melissa@hornbyarts.com](mailto:melissa@hornbyarts.com); Mary Laird <[REDACTED]>

**Subject:** Horn test

The Status of the

Herring populations

spawning around Denman-Hornby Islands, spring, 2025.

A report by David Ellis, Former Head

Pacific Fishes

Committee on the Status of Endangered Wildlife in Canada

Following a week long commercial roe herring seine and gillnet fishery, there was a herring spawn from Ford's Cove to the ferry.

**THIS DOES NOT MEAN THAT THE HERRING STOCKS ARE STRONG**

Actually we have at best 20% of the historical abundance of the Denman-Hornby herring, after continuing irresponsible dfo management, as a result of denial of the herring science discovery by Dr. Eleni L Petrou and her colleagues [see this paper, below]. Each spawning location and time, is "heritable" as conclusively found by Dr. Eleni L Petrou, who I and many of you heard speak at the Deep Bay Marine Field Station, a few years ago.

The First Nations have publicly testified, borne witness, to the fact that Canada now has less than 5% of the historical abundance of the "RESIDENT" herring, all around the edges, of the rest of the Strait of Georgia [goggle Wsanec herring".]

Here is why:

The Denman-Hornby

migratory herring are composed of about 100 unique and different "stocklets", that formerly spawned from February to April (see attached, these dfo data are from 1942, 12 years after the huge "reduction" fishery began)

Today there are less than 20, Denman-Hornby visible and viable "stocklets", the rest exist in remnant form, and are in need of many years of full protection, to fully rebuild them.

For the "RESIDENT" herring, all around the edges, of the rest of the Strait of Georgia, extensive study and community engagement, and many 100s of millions of DFO \$, are now essential for rebuilding. I have prepared a "plan for a plan" for the full rebuilding of all BC herring, and this is available, on request.

Reference: THE NEW HERRING PAPER THAT NOW MUST MOVE DFO TO NEW HERRING MANAGEMENT

Functional genetic diversity in an exploited marine species and its relevance to fisheries management by Eleni L. Petrou, Angela P. Fuentes-Pardo, Luke A. Rogers, Melissa Orobko, Carolyn Tarpey, Isadora Jiménez-Hidalgo, Madonna L. Moss, Dongya Yang, Tony J. Pitcher, Todd Sandell, Dayv Lowry, Daniel E. Ruzzante and Lorenz Hauser 2021. The key paper that notes what First Nations elders have been trying to tell DFO; herring return to a certain place at a specific time, and the timing of reproduction influences key evolutionary and ecological processes.

"Variation in reproductive timing is an important evolutionary driver in the marine environment. Using genomic data collected from spawning aggregations of Pacific herring across 1600 km of coastline, the study showed that reproductive timing drives population structure, and within a specific spawning season, the authors observed isolation by distance, indicating that gene flow is also geographically limited over our study area. These results emphasize the importance of considering both seasonal and spatial variation in spawning when delineating management units for herring. On several chromosomes, we detected linkage disequilibrium extending over multiple Mb, suggesting the presence of chromosomal rearrangements. Spawning phenology was highly correlated with polymorphisms in several genes, in particular SYNE2, which influences the development of retinal photoreceptors in vertebrates. SYNE2 is probably within a chromosomal rearrangement in Pacific herring and the results support conserving intraspecific genetic diversity for maintaining current and future ecosystem processes".



May 16, 2025

Honourable Ravi Kahlon  
Minister of Housing and Municipal Affairs  
Parliament Buildings  
Victoria, BC  
V8V 1X4

Sent via email: [Ravi.Kahlon.MLA@leg.bc.ca](mailto:Ravi.Kahlon.MLA@leg.bc.ca)

Re: Request for Salt Spring Island Housing Opportunity Support

Dear Minister Kahlon,

The North Salt Spring Waterworks District (NSSWD) would like to thank you and the Province for your support of our improvement district over the last 2 years. In particular, we are grateful for the \$10 million one-time funding to enhance the climate resiliency of our water system by raising the Duck Creek weir at St. Mary Lake.

Our Board is now reaching out to present a unique opportunity to support affordable and workforce housing on Salt Spring Island. On March 31, 2025, the District approved a limited release of water supply from the Maxwell Lake side of our system—which serves Ganges—following a 10-year moratorium on new connections. This short-term allocation permits up to 50,000 m<sup>3</sup> of water annually, the equivalent of approximately 300 multi-unit dwellings.

This is a rare and timely opportunity to address the Island's urgent housing needs. As outlined in the recently released Islands Trust interim Housing Needs Assessment, the 5-year housing need projection for Salt Spring Island is 821 units. However, as confirmed by Provincial staff, NSSWD does not have the jurisdiction to direct new connections to specific types of housing. While we have engaged with the Islands Trust to prioritize affordable and workforce housing, we believe that stronger action is needed and are therefore seeking assistance from the Province.

We have worked collaboratively with the Islands Trust, the Capital Regional District (CRD), and Ministry staff to reach this point, and our housing priorities are well-aligned. *We respectfully ask the Province to empower the Islands Trust or NSSWD with the regulatory tools necessary to ensure these new water connections are allocated to where they are needed most in our community, and if possible, for BC Housing to immediately prioritize any potential new projects/partnerships within the Ganges area.*

**Every Drop Counts**



This short-term availability of new connections is part of NSSWD's broader [Building Resiliency Strategy](#). Just last week, 74% of our residents voted in favour of a \$12 million loan referendum to fund a new treatment plant at Maxwell Lake. Step by step, we are advancing toward a climate-resilient water system that will help secure our limited supply for the future.

As a small local government organization with limited powers, we are doing all we can to make the most of the tools at our disposal to benefit residents and local businesses. We understand that housing challenges in larger communities are a key Ministry focus, but we ask that you also consider this rare opportunity for meaningful progress in our rural community.

Best Regards,

A handwritten signature in blue ink, appearing to read "B. Pyper", with a long horizontal flourish extending to the right.

Brian Pyper  
Chair, Board of Trustees  
North Salt Spring Waterworks District

- cc. Rob Botterell, MLA Saanich North and the Islands  
Tara Faganello, Assistant Deputy Minister  
Jessica Brooks, Executive Director, Planning and Land Use Management  
Mark Boysen, Chief Administrative Officer, NSSWD

**BOWEN**  
**ISLAND**  
Municipality

May 30, 2025

Laura Patrick, Chair  
and Islands Trustees  
Islands Trust Council

VIA E-MAIL: [execadmin@islandstrust.bc.ca](mailto:execadmin@islandstrust.bc.ca)

Dear Chair Patrick and Islands Trustees,

Re: Meeting with elected officials in ferry-affected communities

On behalf of Bowen Island Council, I am writing to thank you and your colleagues on the Executive Committee for attending our Special Council meeting on April 30, 2025, here on Bowen Island. It was a fruitful meeting that left us feeling optimistic about our important relationship with the Islands Trust and our shared interests in island issues in the Trust area.

The portion of the meeting where we discussed the Trust's history of advocacy on ferry fares and service levels was particularly interesting, and it was suggested that the Trust could serve as a convener, bringing together ferry authorities, small communities, and elected officials to try to find solutions with the Province. It was further noted that a shared priority for all ferry dependent communities within the Trust area is assured loading for island residents.

We would like to request that the Islands Trust consider convening such a meeting. Bringing these voices together would be a meaningful step toward addressing long-standing transportation challenges in ferry-dependent communities across the Trust area.

We look forward to hearing your thoughts on this proposal and offer to support this initiative in any way we can.

Thank you for your consideration.

Sincerely,



Andrew Leonard  
Mayor

**From:** Timmermans, Nicole (Kibble, Jeff - MP)  
<nicole.timmermans.667@parl.gc.ca>  
**Sent:** Wednesday, June 4, 2025 12:58 PM  
**To:** Executive Admin  
**Subject:** A Stronger Future Through Partnership – Introduction from Jeff Kibble,  
MP Cowichan-Malahat-Langford

Please find below a letter of introduction for Jeff Kibble, MP for Cowichan-Malahat-Langford.

We look forward to meeting with you.



Office of Jeff Kibble

Member of Parliament for Cowichan – Malahat – Langford

**A Stronger Future Through Partnership**

Dear Islands Trust Trustees,

I am pleased to introduce Mr. Jeff Kibble, the newly elected Member of Parliament for Cowichan–Malahat–Langford. He is honoured by the trust placed in him and is committed to representing our region with integrity, accessibility, and a strong spirit of collaboration.

MP Kibble’s priorities—affordable housing, economic development, public safety, environmental protection, and infrastructure— reflect the concerns of local residents. He knows meaningful progress depends on strong partnerships with local government and is eager to work with Islands Trust to support your goals.

He welcomes the opportunity to meet with you and your team. Please feel free to contact our office at [Jeff.Kibble@parl.gc.ca](mailto:Jeff.Kibble@parl.gc.ca) or (250) 434-8132 to schedule a meeting.

Thank you for your leadership. We look forward to working together for a stronger and more resilient Cowichan–Malahat–Langford.

Warmest regards,

A handwritten signature in blue ink that reads "Nicole Timmermans".



## Nicole Timmermans

Constituency Office

Jeff Kibble, MP  
Cowichan-Malahat-Langford

Office: 250-434-8138



**From:** Autumn O'Brien <Autumn.O'Brien@scrd.ca>  
**Sent:** Wednesday, June 11, 2025 11:12 AM  
**To:** information <[information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)>  
**Cc:** Raph Shay <[Raph.Shay@scrd.ca](mailto:Raph.Shay@scrd.ca)>  
**Subject:** SCRD Referral - Coastal Flood Mapping Project Update

Attn: Islands Trust Local Trustees and Council,

Please see attached letter from SCRD Board Chair Alton Toth regarding the Coastal Flood Mapping Project Update.

For more information regarding this project, please contact Raphael Shay, Manager Sustainable Development, [raph.shay@scrd.ca](mailto:raph.shay@scrd.ca)

Regards,  
Autumn

**Autumn O'Brien**

Administrative Assistant, Planning & Development Services

Sunshine Coast Regional District

1975 Field Road, Sechelt, BC V7Z 0A8

Phone: 604-904-4363

I work a hybrid office/remote schedule Monday to Friday from 9:00 a.m. to 4:30 p.m.

[SCRD](#) | [Let's Talk SCRD](#) | [Facebook](#) | [X \(formerly Twitter\)](#) | [Emergency Alerts](#) |

The Sunshine Coast Regional District is located on the territories of the shíshálh and Sk̓w̓x̓w̓ú7mesh Nations.



June 9, 2025

Island Trust Local Trustees and Council,

Via email: [information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)

**Re: Referral of Sunshine Coast Regional District Coastal Flood Mapping Project Update**

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Dear Trustees and Council,

The Sunshine Coast Regional District (SCRD) Board adopted the following resolution at its regular Board meeting on May 22, 2025:

**140/25 Recommendation No. 4 Coastal Flood Mapping Project Update**

THAT the staff report titled *Coastal Flood Mapping Project Update* be referred to the District of Sechelt, Islands Trust, Town of Gibsons, and the Advisory Planning Commissions for information.

The attached is an update on the Coastal Flood Mapping Project, which is nearing completion. The SCRD is grateful for the participation of your staff in the project's steering committee.

For more information regarding this project, please contact Raphael Shay, Manager Sustainable Development, [raph.shay@scrd.ca](mailto:raph.shay@scrd.ca)

Yours truly,

**SUNSHINE COAST REGIONAL DISTRICT**

A handwritten signature in black ink, appearing to read "Alton Toth".

Alton Toth  
SCRD Board Chair

Enclosure: May 8, 2025, SCRD Committee of the Whole Staff Report "Coastal Flood Mapping Project Update"



# Staff Report Request for Decision

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**TO:** Committee of the Whole – May 8, 2025  
**AUTHOR:** Raphael Shay, Manager, Sustainable Development  
**SUBJECT:** Coastal Flood Mapping Project Update

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## OVERVIEW

### Purpose of Report:

The purpose of this report is to provide an update on the Coastal Flood Mapping project. This report requests Board decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

### Recommendation(s):

1. **THAT this report be referred to the District of Sechelt, Islands Trust and Town of Gibsons for information;**
  2. **AND THAT this report be referred to Advisory Planning Commissions for information.**
- 

## BACKGROUND

The Coastal Flood Mapping Project will deliver coastal flooding and erosion vulnerability maps for the Sunshine Coast. It will create recommendations for how we can adapt to rising seas primarily in the area of land use planning.

This regional and intergovernmental project was directed by the [SCRD Board on September 22, 2022](#) (Res. 247/22 Rec. No. 6). The project is 100% funded through a grant from UBCM Disaster Risk Reduction – Climate Adaptation Grant Program.

SCRD staff lead the project with support from Town of Gibsons, District of Sechelt, and Islands Trust staff.

Although the project timeline and grant deadline has been extended due to delays related to confirming contract language, the project is on track with scope, budget and quality.

## DISCUSSION AND ANALYSIS OF OPTIONS

### Business Benefits for SCR D and Local Government Partners

This project will provide essential data to support informed decision-making and long-range planning. Outputs will aid in updating Official Community Plans (OCPs), zoning maps, and infrastructure planning.

The results will inform current OCP updates in Gibsons, Sechelt, and SCRD electoral areas. Accurate mapping enhances clarity and consistency for development planning. It also enables better assessment of flood risks to critical infrastructure such as water mains and roads. Project outputs will be shared with the Province and may benefit other jurisdictions.

A major strength of the project is its regional coordination. Because the SCRD, Islands Trust, Town of Gibsons, and District of Sechelt are collaborating, the maps will offer consistent information across boundaries. The shíshálh Nation completed its own coastal flood mapping in 2022. The ongoing shíshálh-BC Land Use Plan has already shared public data related to climate change and sea-level rise. This information complements the regional Coastal Flood Mapping project.

For private property owners, accurate maps offer greater clarity and predictability when planning development.

Mapping is a foundational step in climate adaptation planning. Local governments can use this data to identify existing properties and assets at risk and to guide risk assessments. It will also inform future adaptation projects. In general, proactive adaptation is more cost-effective than emergency response or asset failure/replacement.

***OPTION 1 – Refer this report to the councils of project partners and Advisory Planning Commissions for information.***

An information referral would support continued collaboration and help raise awareness of the project.

**FINANCIAL IMPLICATIONS**

This project is 100% grant funded.

**STRATEGIC PLAN IMPLICATIONS**

This project supports the Strategic Focus Area of Water Stewardship in the Board's 2023 – 2027 Strategic Plan. Specifically, to “continually improve the operations of all the Regional District’s aging water systems” by identifying assets that may be at greater risks from coastal flooding and needing adaptation plans.

**TIMELINE**

Final material is expected for Committee of the Whole in Q3 2025.

**COMMUNICATIONS**

There has been community outreach on this project and coastal flooding, including:

- Let’s Talk project page: <https://letstalk.scrd.ca/coastal-flooding>. This page includes a timeline, FAQs, reading materials, and a link to a community questionnaire. Results from this questionnaire will be shared with the community via Let’s Talk page in June.
- Table at Gibsons Public Market / BlueAct Marine Society’s Climate Faire and Roberts Creek’s Earth Day event.

A king tide photo contest led by news release and resulting in 75 submissions. King tides provide a window into what regular high tides are going to look like in 25 years. Photos can be seen at: <https://letstalk.scrd.ca/coastal-flooding/brainstormers/king-tide-photo-contest>

There will be further opportunities for the community to learn about coastal flooding. In-person pop-up displays at Trail Bay Mall and Sunnycrest Mall are planned for mid-May.

Staff will share information on the photo contest, coastal flooding, and seek to better understand questions community members have about coastal flooding.

Detailed maps describing several scenarios will be prepared as part of final project deliverables.

Once the project is completed and the Board has received final maps, additional communications will be undertaken to ensure public awareness of available resources.

### **SUMMARY AND CONCLUSION**

The Coastal Flood Mapping project will create coastal flooding and erosion vulnerability maps for the Sunshine Coast. It will create recommendations for how we can adapt to rising seas primarily in the area of land use planning.

There will be opportunities for the community to discuss coastal flooding in May at pop-ups.

Referring this report to project partners and Advisory Planning Commissions for information is recommended.

Final material is expected for Committee of the Whole in Q3 2025.

Reviewed by:			
Manager		Finance	
GM	X - I. Hall	Legislative	
CAO	X - T. Perreault	Communications	
		Risk	X - V. Cropp

June 10 2025

To: Islands Trust Council

From: Gabriola Ferry working group (or whatever we call ourselves)

Re: Communication with BC Ferries

All of us **who** reside in the Islands Trust Area are dependent on BC Ferries (BCF) and thus we have a concerted an ongoing interest in the operation of the minor ferry routes. We watch the ferries come and go, we see what types of vehicles, bicycles, and passengers are going back and forth. We hear from friends, neighbours, and the community groups we belong to, about their ferry experiences – good and bad. We help visitors navigate the sometimes difficult process of coming to and leaving Gabriola via our ferries. We watch the lineups from season to season, and know the best times to travel in order to avoid excessive wait times.

For the past 30 years the experiences and observations of island residents have been communicated to BCF by the Ferry Advisory Committees (FACs). In December 2024 BCF announced that the FACs were no longer working and a more effective way would be sought for BCF to communicate to ferry-dependent communities. The new way announced in April of this year is a website where anyone can send a message to BCF and receive a response.

Ferry-dependent communities in the Islands Trust Area (and elsewhere in coastal BC) no longer have a legitimate, community-supported voice to relay concerns to BCF, and this includes concerns on the smaller routes that can help both BCF and ferry customers, with regard to schedule changes, passenger safety, and other relatively minor BCF services.

We ask Islands Trust Council to write to the Ferry Authority Board, the Ferry Commissioner, and Minister Farnworth, requesting BC Ferries to re-establish a communication model that includes local community-representative members who can reliably gather the concerns of islanders and communicate then to BCF in a manner that is accountable both to BCF and to our communities.

Sincerely,

cc: Gabriola Sounder, MLA Sheila Malcolmson

To Minister Kahlon: HMA.Minister@gov.bc.ca

Copied to:

Rob.Botterell.MLA@leg.bc.ca;

Debra.Toporowski.MLA@leg.bc.ca;

Sheila.Malcolmson.MLA@leg.bc.ca;

Stephanie.Higginson.MLA@leg.bc.ca;

Josie.Osborne.MLA@leg.bc.ca;

Jeremy.Valeriotte.MLA@leg.bc.ca;

Randene.Neill.MLA@leg.bc.ca;

premier@gov.bc.ca

The Honorable Ravi Kahlon, Minister of Housing and Municipal Affairs:

Each of the undersigned is either a current or former Trustee of the Islands Trust. The views in this letter are expressed solely in our personal capacities.

On May 30, 2025, a group of retired Trustees wrote to you promoting a regrettably flawed interpretation of section 3 of the Islands Trust Act - the mandate.

It is not true that the Islands Trust's "primary duty is protecting the natural environment and ecosystems". We refer you to the attached November 2024 legal opinion, that Trust Council made publicly available on the Islands Trust website. The opinion unambiguously explains that a statutory interpretation of section 3 of the *Islands Trust Act* grants the Islands Trust broad discretion to adopt policies that strike a reasonable balance among the inter-related, but different, objectives of preserving and protecting "the trust area **and** its unique amenities **and** environment" (emphasis added).

Trust Council commissioned this opinion to obtain an update on advice originally provided by two legal opinions rendered in 2007 and 2020, respectively. These contained the analysis Trust Council relied upon when, in September 2023, it issued its interpretation of the meaning of the mandate.

It is incorrect to allege that Trust Council's purpose in developing the interpretation was to offer "a legal argument that would justify trustees re-defining and expanding the interpretation of 'unique amenities'". The interpretation was issued, rather, further to the advice of one of your predecessors. We refer you to the attached September 23, 2022 letter by which then Minister Cullen encouraged Trust Council to use its existing authorities to address the findings of the March 2022 Governance Review.

One of those findings was that:

*Despite the Trust's "Preserve and Protect" Object being essentially unchanged since set out in legislation nearly 50 years ago, there is a remarkable lack of consensus among Trustees as to*

*what that Object means and entails. ....This constitutes a fundamental – not to say existential – challenge.”*

Term after term, the Islands Trust has been hamstrung in its ability to meet the Trust Area’s most serious challenges precisely because Trustee deliberations have been persistently troubled by wrangling, sometimes acrimonious, over the nature of the Islands Trust’s mission.

That is why the Trustees this term chose to formally articulate and adopt a legally sound interpretation of the mandate: it is urgently necessary to put an end to the misconception that has hobbled the organization’s effectiveness for too many years, namely, that the Islands Trust exists solely to transform the Trust Area into an ecological preserve that only the privileged may enjoy.

We do not know why the retired Trustees chose to give no weight to the November 2024 legal opinion. Nor why while in office they gave no consideration to the 2007 and 2020 legal opinions that contradict their position. What we do know is that it is unreasonable to ignore the plainly expressed intentions of the Provincial legislature. It is also profoundly unjust to assume an extreme and doctrinaire stance that is indifferent to the pressing needs of the Trust Areas’s human communities.

Trust Council requested a review of the legislation because, like last term, a strong majority of Trustees believe Provincial leadership is necessary to ensure the Islands Trust is fit for purpose as we move forward into the 21st century and its challenges.

Respectfully, we ask that you accept the invitation from Chair Patrick and the Executive Committee to meet with you to discuss these challenges and how to prepare for them.

Attachments:

Nov 2024 legal opinion.

Sept 2022 Letter from Minister Cullen

Other:

Governance Review of Governance and Management by Great Northern Management Team received March 2022.

Islands Trust Council Statement on the Scope and Meaning of Section 3 of the Islands Trust Act (Object Clause)

REPLY TO: VANCOUVER OFFICE

PRIVILEGED AND CONFIDENTIAL

VIA EMAIL: [jmobbs@islandstrust.bc.ca](mailto:jmobbs@islandstrust.bc.ca)

November 13, 2024

Julia Mobbs  
Interim Chief Administrative Officer  
200 – 1627 Fort Street  
Victoria, BC V8R 1H8

TC-IC-2024-007

It was **MOVED** by Trustee Bernardo, and **SECONDED** by Trustee Yates, that Trust Council request staff to release the November 13, 2024 Young Anderson legal opinion relating to the interpretation of Section 3 provided to Trust Council to the public.

CARRIED

Dear Ms. Mobbs:

**Re: Islands Trust Object Clause  
Our File No. 00002-0020**

You have requested that we review and update opinions that we have previously provided to the Islands Trust on the interpretation of s. 3 of the *Islands Trust Act*, the “object” clause. Those opinions consist of the following:

- A July 12, 2007 opinion addressing a legal opinion that was prepared by another law firm on whether the object clause restricts the policy options of trust bodies to environmental conservation.
- A September 1, 2020 opinion dealing with whether the policy statement may contain policies regarding housing and sustainable communities. (The Trust Council shared the advice contained in this opinion with the general public later in 2020.)
- Another September 1, 2020 opinion addressing whether the object clause permits the Islands Trust policy statement to contain policies regarding reconciliation with Indigenous people.

For reference, s. 3 of the *Islands Trust Act* is as follows:

The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.

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WWW.YOUNGANDERSON.CA

1616 - 808 Nelson Street, Box 12147 Nelson Square, Vancouver, BC V6Z 2H2 | tel: 604.689.7400 | fax: 604.689.3444 | toll free: 1.800.665.3540  
201 - 1456 St. Paul Street, Kelowna, BC V1Y 2E6 | tel: 250.712.1130 | fax: 250.712.1180

To summarize:

- Our 2007 opinion concluded that the policy options of trust bodies aren't restricted to environmental conservation. Rather, the scope of the object clause is broader, and includes consideration of island communities as part of the trust area that is to be preserved and protected.
- Our September 2020 opinion concluded that it would be a reasonable interpretation of the object clause, unlikely to be disturbed on judicial review, to include in the policy statement policies regarding housing and sustainable communities. That opinion included consideration of the Supreme Court of Canada's important 2019 administrative law decision in *Canada (Minister of Citizenship and Immigration) v. Vavilov*, which determined that judicial review of interpretations of their enabling legislation by delegated decision-makers (such as the Islands Trust Council) must apply a reasonableness standard that affords deference to the judgment of the decision-maker. This would quintessentially include Trust Council interpretations of the object clause.

We consider our conclusion on the topic of housing and sustainable communities to have been recently confirmed by the fact that the local trust committees, like municipalities and regional districts, are required (under the new s. 473.1 of the *Local Government Act*) to provide in their official community plans housing policies respecting each class of housing needs addressed in their housing needs reports. (Other parts of Bill 44 including the requirement to permit small-scale multi-family housing in restricted zones don't apply to the local trust committees, which indicates that the application of s. 473.1 to local trust committees cannot be a legislative oversight.) Since provincial statutes are meant to be interpreted consistently with one another, the implication must be that the policy statement prepared under the *Islands Trust Act* may properly reflect the fact that local trust committees are required to plan for increases in housing supply.

- Our other September 2020 opinion concluded that policies in the policy statement aimed at reconciliation with Indigenous people would be within scope to the extent they were ancillary to substantive policies dealing with preservation and protection of the trust area (as contrasted with free-standing policies dealing with reconciliation for its own sake). We identified a significant risk that stand-alone reconciliation policies were outside the Trust Council's authority.

Having reviewed those opinions in the preparation of this letter, we would advise that we remain comfortable with our previous conclusions. The development of the local case law on the reasonableness test in judicial review since 2019 has confirmed that a court would defer to the judgment of the Trust Council on the interpretation of the object clause as long as its interpretation met the reasonableness test. In regard to the topic of reconciliation, one significant change in the

legislative landscape is the enactment of the *Declaration of the Rights of Indigenous Peoples Act* (DRIPA), which includes the following:

2 The purposes of this Act are as follows:

- (a) to affirm the application of the Declaration to the laws of British Columbia;
- (b) to contribute to the implementation of the Declaration;
- (c) to support the affirmation of, and develop relationships with, Indigenous governing bodies.

While the Declaration contains many Articles that might be considered to be potentially relevant to the work of the Trust Council and the local trust committees, perhaps the most obviously relevant is Article 32(2):

States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free and informed consent prior to the approval of any project affecting their lands or territories and other resources, particularly in connection with the development, utilization or exploitation of mineral, water or other resources.

It is important to note that DRIPA didn't itself change any of the laws of British Columbia except to the extent that it requires the government to prepare an action plan to achieve the objects of the U.N. Declaration in the province, and authorizes the government to enter into decision-making agreements with Indigenous governing bodies in regard to a broad range of administrative-level decisions. That this is so was confirmed by the B.C. Supreme Court in *Gitxaala v. British Columbia (Chief Gold Commissioner)*, 2023 BCSC 1680, which dealt with the on-line staking procedure for mineral claims. At paragraph 470 of its decision, the Court briefly concluded that "In sum, s. 2(a) of DRIPA does not implement UNDRIP into the domestic law of British Columbia." The government would presumably, should it choose to do so, implement the U.N. Declaration in the trust area by (for example) entering into a decision-making agreement with representatives of one or more First Nations that requires the consent of the First Nations before the Minister of Municipal Affairs may approve the Islands Trust Policy Statement or an official community plan of a local trust committee, or their consent to the approval by a provincial approving officer of a subdivision in the trust area. We don't consider that the enactment of DRIPA has had any effect on the interpretation of the object clause in the *Islands Trust Act*. Thus, for example, the Islands Trust policy statement cannot establish a "free and informed consent" entitlement for local First Nations in respect of matters that are within the jurisdiction of a trust body, or be premised on an assumption that such a right exists, merely because DRIPA has been enacted.

The Legislature has also amended the *Interpretation Act* to include the following, which applies to the construal (interpretation) of s. 3 of the *Islands Trust Act* in the event of any ambiguity in the wording of the section:

8.1 (3) Every Act and regulation must be construed as being consistent with the [United Nations Declaration on the Rights of Indigenous Peoples].

We don't consider that the enactment of s. 8.1 changes the opinions we have previously expressed on the interpretation of the object clause in relation to the question of reconciliation, because we haven't identified any particular ambiguity in the clause in relation to that subject. Rules of interpretation like s. 8.1 cannot be used to import new content into statutory language like that used in s. 3 of the *Islands Trust Act*; they can only be used as a tool in interpreting content that is already there. In 2020 we expressed the view that s. 3 probably authorizes inclusion in the policy statement of policies on such matters as engagement with First Nations on the preparation of local trust committee bylaws if Trust Council considers that such engagement would tend to support reconciliation objectives; this is based on such LTC bylaws themselves being squarely within the scope of the object clause.

We trust that this opinion will be helpful to the members of Trust Council and look forward to meeting with them on December 4 and dealing with any outstanding questions.

Yours truly,

YOUNG ANDERSON



Bill Buholzer  
[buholzer@younganderson.ca](mailto:buholzer@younganderson.ca)

BB/jms



September 23, 2022

Ref: 270776

Peter Luckham, Chair  
Islands Trust  
200-1627 Fort St  
Victoria BC V8R 1H8

Dear Chair Luckham:

Thank you for your letter of July 8, 2022, requesting a recommendation to the Lieutenant Governor in Council to undertake a provincial review of the Islands Trust mandate, governance and structure. The Ministry of Municipal Affairs has responsibility for the *Islands Trust Act* and would be responsible for policy work to support any review that may be undertaken. I appreciate that there are a number of challenges facing the Islands Trust that you have identified in your letter.

The recent governance and management review undertaken by the Islands Trust has highlighted a number of actions the Islands Trust can take within its existing authorities to address some of the emerging concerns and pressures, and I encourage you to look at these opportunities. In addition, with local elections being held on October 15, 2022, the ministry wants to understand the perspectives and opinions that the newly elected Trust Council has on the requested review.

I look forward to learning of the measures being taken by the Trust in response to the governance and management review and in relation to the broader issues that are raised in the context of this request for a review of the Islands Trust governance, mandate and opportunities for alignment with the principles of the Declaration Act.

Thank you again for writing.

Sincerely,

Nathan Cullen  
Minister

**To: Trust Council and CAO**

**June 14, 2025**

**Re: Draft Bylaw 197**

**Following are my comments, questions and suggested amendments on the draft bylaw being considered at the June 2025 Trust Council meeting.**

I apologize if I have misconstrued the text or intent of the bylaw as I have not listened to the previous Council discussions on this draft bylaw.

**Use of terms:**

The bylaw has inconsistent use of terminology. Using different terms to describe the same thing could be construed as implying some difference exists between them.

For example, some bylaw provisions refer to the “Chair” and other provisions refer to “Chairperson”. While this example is likely not impactful, it is identified to highlight the need to be review draft bylaws carefully for consistency in use of terms.

The bylaw also establishes a definition of “principal office” and that term is only referenced in section 21. Yet in section 6 (a), there is reference to the “Victoria Office of the Islands Trust” rather than “principal office”. This could imply it is other than the “principal office”. I suggest amending section 6 (a) to refer to “principal office” and if need be amending the definition of “principal office” to include a reference to “Victoria”. The downside to referencing “Victoria” in the bylaw is the possible need to amend the bylaw should the Victoria office ever move. I realize this may seem a minor point but keeping a focus on consistency in terminology used in legislation may avoid unexpected consequences at other times.

**Comments on the some of the draft bylaw provisions:**

The following text boxes list one or more sections) of draft bylaw 197 and are followed by my comments/questions regarding those sections. I have also underlined the relevant portions of the bylaw provision as an aid to the focus of my comments.

***MEETINGS AND NOTICE OF MEETINGS***

*4. The first regular meeting of a local trust committee shall be held on a date to be determined by each Local Trust Committee by Resolution Without Meeting following a general local election.*

**Question section 4.**

The section relates to incoming trustees and presumes

- (a) the previous LTC has not scheduled any LTC meeting for a date after the date the new trustees are sworn in, and
- (b) the local chair has been appointed by the TC chair.

Would this mean that in the last year of a term, the schedule of meetings will only run to the date incoming trustees are sworn in and not the full fiscal year?

5. At the first regular meeting referred to in Section 4, and at the last regular meeting of each of the first, second, and third years following a general election, or by Resolution Without Meeting, each Local Trust Committee shall establish a schedule of the date, time and place of its regular Local Trust Committee meetings for the following fiscal year, of which there shall be at least two held in-person except for the Executive Committee Acting as a Local Trust Committee, in which case all regular meetings may be electronic.

**Question section 5:**

if my reading of section 4 is correct, the incoming trustees at their first meeting will also need to schedule meetings for the remainder of the current fiscal period (ie Dec to March). But if the previous term LTC is to include the full fiscal year, then is the RWM for the initial meeting of the new LTC to be done prior to the first established meeting after the new LTC is sworn in? I find the timelines somewhat confusing.

8. Advance public notice of a regular or special meeting that is to be conducted by means of electronic or other communication facilities shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, that the proceedings are open to the public and shall be posted at the places specified in Section 6 and delivered to trustees in accordance with Section 9. Notice of a special meeting which is to be conducted by means of electronic or other communication facilities shall be delivered to the trustee in accordance with Section 10.
9. *Each local trustee shall provide to the Deputy Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee's Islands Trust email address or given to the trustee in person.*
10. *Any two members of a local trust committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered or emailed to the trustee's Islands Trust email address at least 48 hours before the time of the meeting, and by posting the notice at the places specified in Section 6, except that notice to Local Trust Committee members may be waived by unanimous vote.*

**Comments section 8 and 10:**

Sections 6 and 7 (not cited above) set rules regarding when and where the annual schedule of regular meetings is to be posted and whether the meeting is in person or held electronically.

Section 8 governs how the advance notice of electronic meetings, whether regular or special, is to be provided.

Section 9 is worded such that it includes regular and special meeting notices to trustees.

Section 10 is limited to a special meeting called for by 2 trustees. I don't see the need for the above underlined sentence in section 8 as section 10 could relate to an "in person" or "electronic" special meeting.

Section 10 allows for 2 trustees to give the third trustee at a minimum 48 hours notice and posting the notice. Shouldn't the 48 hours relate to when a public notice is to be given rather than the meeting date? The public and the third trustee would have been given a minimum 48 hours notice and this timeline could include an "in person" special meeting.

I find these sections somewhat confusing.

*11. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.*

**Question Section 11:**

The section applies only if the Chair is not one of the trustees calling the meeting. Is the requirement to advise the chair prior to calling the meeting to be done verbally prior to giving the Chair the notice of the meeting as set out in section 10?

**REGULAR MEETING AGENDA**

*15. The Deputy Secretary must prepare an agenda for each regular meeting, which must:*

- a. state the general nature of each business item to be dealt with at the regular meeting;*
- b. be sent to each trustee's email address at least seven (7) days before the scheduled meeting date; and*
- c. the agenda outline to be released publically at least two (2) days before the release of the full agenda.*

**Question section 15:**

What about agendas for special meetings? This appears to be missing.

The Section 15 heading refers to "regular meeting agenda" and in the section there is reference to "agenda", "agenda outline" and "full agenda" with differing timelines. What is the difference between "agenda outline" and "full agenda"?

Is the release of the full agenda to the public also 7 days before the scheduled meeting date? What will the public see in the outline released 2 days prior to the full agenda. Not clear what is intended here.

22. A Delegation period is limited to fifteen (15) minutes in duration, and may be scheduled for each regular meeting of a local trust committee. The time limit may be extended by unanimous vote of the members present.
39. Members of a local trust committee may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.
40. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of a local trust committee and may be extended by majority vote of the Local Trust Committee members present.

**Comment sections 22, 39 and 40:**

There will be no delegations or public participations at special meetings of the LTC. but trustees may allow invited presentations to meetings.

The invited presentations have no to timelines or requirements similar to that required of delegations or public participations.

26. All written requests to appear before the Local Trust Committee must be received by the Deputy Secretary by 12:00 noon fourteen (14) calendar days prior to the meeting.
34. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.
30. Where written requests have not been received by the Deputy Secretary as prescribed in Section 34, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.

**Comment Section 30**

I believe that Section 30 should reference section 26 not 34. Section 26 sets out a necessary a timeline whereas Section 34 relates to appeal procedures regarding a refusal.

31. A local trust committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.

**Comment section 31:**

Section 31 implies some public hearings may not be required under an enactment. If the intent is to allow a delegation to address an issue on a topic for which the public hearing was optional for the LTC (ie not mandatory under the LGA), the phrase makes sense. Otherwise, the

underlined portion should be removed to avoid that implication.

*48. An individual member of a local trust committee may not participate by means of electronic or other communication facilities in two consecutive regular Local Trust Committee meetings that are held in- person*

**Question section 48:**

I find this text somewhat ambiguous. I thought the intent was to allow a trustee to attend a maximum of 2 consecutive in-person meetings electronically. However, Section 48 could also be read as meaning a trustee is limited to one electronic attendance out of any 2 consecutive in-person meetings. If there are 3 consecutive in-person meetings a trustee could attend electronically at the first and third meeting. Was the intent to allow for a maximum of 2 meetings in a row? If so then shouldn't the provision state "in more than two consecutive regular in-person meetings".

I note that section 48 does not apply to or incorporate special meetings, whether they are held in person or electronically. Eliminating the term "regular" in the section would draw in special meetings.

I hope these comments may be of some use.

Respectfully submitted,  
Kees Langereis  
Gabriola Island

June 18, 2025

To members of Islands Trust Council

Because of transportation difficulties we are unable to attend your meeting today on Salt Spring Island. However, as residents of Galiano Island we want to give our views about your mandate and responsibilities as Islands' trustees, in light of the recent letter you have received from the Minister of Housing and Municipal Affairs.

This letter makes quite clear what many island residents have been saying for some time – that **the mandate of the Islands Trust is to first and foremost preserve and protect the natural environment and ecological values of the Trust area from over-development.** This is especially critical at a time when climate change brings increasing pressure on freshwater resources and increases wildfire risks. The Minister's letter also requires trustees to engage meaningfully with the public and First Nations "in a manner that demonstrates mutual respect and builds towards consensus."

We believe trustees have wasted considerable time and energy seeking a review of the Islands Trust Act and trying to re-define "unique amenities."

We remind you that the Islands Trust was established as a special purpose local government with land use planning as your "core responsibility." **Trust Council is expected to recognize "that this requires careful deliberation and consideration of perspectives to manage expectations of growth, development and local economies, without exceeding the carrying capacity of local ecosystems, and preserving unspoiled natural amenities."** (Minister's letter April 28, 2025)

If you are not prepared to carry out the mandate and these expectations, you should not be serving on this critical body.

We support our MLA Rob Botterill in his defence of the Islands Trust mandate. We are disappointed some trustees have chosen to attack him, while some other trustees, including the chair, have omitted or mis-stated the key messages of the Minister (noted above) in their public reporting about his letter.

We believe there is nothing in your mandate that prevents you from working productively on other key community concerns such as the shortage of affordable housing. For example, on Galiano our Official Community Plan, as amended in 2010-11, already permits increased residential density for projects specifically designated for affordable and seniors housing, with two sites rezoned and awaiting senior government financial support.

2/....

You have all the tools necessary to work as an effective special purpose government with your unique ecological mandate and expectation to work collaboratively with First Nations and other member of your communities. Please respect the Islands Trust mandate and get on with this work.

Sincerely,

Sheila Anderson  
Akasha Forest  
Gerrit Forest  
Suzanne Fournier  
Diana Lilly  
Tom Mommsen  
Art Moses  
Zev Moses  
John Ronsley

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## 1. FINANCIAL PLANNING COMMITTEE

In support of the Financial Planning Committee (FPC) we have completed work on the following standard annual areas of work:

- ~ **Budget 2025/26 Completion:** The Trust Council (TC)-approved financial plan bylaw was forwarded to the Minister who has issued approval. TC has successfully adopted the bylaw and the new budget is in play for the current fiscal year. Tax requisitions have been submitted to the Surveyor of Taxes and to Bowen Island Municipality.
- ~ **2024/25 Financial Statement Audits:** We have completed the financial statement audits for the Islands Trust and the Islands Trust Conservancy, with a clean audit report issued by KPMG LLP on both sets of financial statements. Closing of the books and preparation of both sets of financial statements takes place in April, immediately following year-end, and the auditors complete their fieldwork for both entities in early May. This is an extremely quick turnaround for finance staff and for the auditors. We acknowledge the incredible efforts put forward by both parties to meet the Trust's timelines.
- ~ **2024/25 Allocated Financial Statements:** The allocated financial statements have not been prepared for the 2024/25 year due to lacking availability of key data inputs – staff time reports – due to the failure of the time collection software in the year.
- ~ **2024/25 Annual Report:** FPC's submission to the Islands Trust Annual Report was finalised in May and has been forwarded to Trust Council for inclusion in the Annual Report to the Minister.
- ~ **2026/27 Pre-Budget Consultation:** With the support of Islands Trust communications staff, FPC began early public engagement to inform the 2026/27 budget development. A pre-budget webinar was held in early May, with seven members of the public in attendance. The pre-budget online survey closes on June 28, 2025, the results of which will be advanced to September's Trust Council meeting for consideration as part of the 2026/27 budget assumptions, principles, and guidelines conversation.

## 2. FINANCE

In addition to day-to-day operations associated with financial functions at Islands Trust such as accounts payable, accounts receivable, and financial bookkeeping and record-keeping, the team continues to dedicate time to financial reporting, cash flow and investment management, assisting staff with procurement processes, and orienting new staff to expense claim submissions, travel policies, and procurement practices.

Finance staff time early in the fiscal year is directed to year-end close of the financial record keeping system, preparation of March 31, 2025 financial statements and related financial statement notes, preparing the audit packages, supporting the auditors in their audit procedures, and reporting out on related activities. The newly approved budget is prepared for entry in to the financial system to support financial oversight in the year.

Staff continue to play primary support roles in two Trust Council approved projects:

1. Cityview Planning Module Reporting Improvements:

- Finance is monitoring that payments are correctly recorded by applicants (online submissions) and by planning staff (manual submissions). At year-end, finance noted discrepancies in the amount CityView was reporting for fees compared to what was reported in the financial system. A reconciliation of data was performed by finance with input from planning administrative staff, and a plan is in place to investigate why the Cityview report is not pulling all applications into the reports it creates.
- Financial and Planning administrative staff have worked to refine the Cityview report that provides information on individual application's processing milestones. This information, updated in the system by planning staff, is a key data set for finance who rely on this information to determine proper revenue recognition for application fees.
- Finance is awaiting discussion with Cityview to determine the best way to reflect application fee refunds and security deposits received in the system. Currently, the system does not contain fields for this information.

2. Expense Claim System Upgrade:

- Finance completed testing of the newly developed platform last fiscal year and awaits bug fixes by information services staff and the contracted technical support before further steps on this project can be taken. This project continues to experience delays due to staff vacancies and turnover in the information services team.

**3. PROCUREMENT & CONTRACT ADMINISTRATION**

As part of the regular course of business, finance has processed 28 service contract requests and 27 purchase orders so far this fiscal year. To date, no procurement processes have been conducted this fiscal year; staff expect to see public processes come forward in quarter two to advance key initiatives in 2025/26.

**4. EMPLOYEE SERVICES**

We have completed several hiring actions and internal position updates over the last quarter, resulting in the following changes to the Islands Trust team:

- ~ Alan Cavin, Planner 1 for the northern team started his auxiliary term on March 5, 2025. Alan has a Master of Community Planning degree and has previously worked in planning with the Regional District of Nanaimo. We are happy to welcome Alan to the team!
- ~ Chloe Straw, Planning Team Assistant for the northern team started her new position of Program Coordinator for Trust Area Services March 17, 2025. Chloe brings 20+ years of project management experience and a background in public engagement and communications. She has experience being self-employed and has worked for a variety of agencies in the non-profit sector and in local government. Chloe brings a strong background of diverse experiences to the role. Congratulations Chloe!
- ~ Lori Foster, Executive Administrative Assistant has retired with over 10 years of service. Lori started her career at Islands Trust as a Planning Team Assistant, moving on to Executive Coordinator, and finally taking on the new role of Executive Administrative Assistant. Lori's last day worked was February 21, 2025. We wish Lori all the best as she starts her next adventure. We are happy to report that Corlynn Strachan, Islands Trust Conservancy Administrative Assistant has temporarily stepped into the Executive Administrative Assistant role effective April

28, 2025. We are grateful for Corlynn's administrative support while we run a hiring competition to permanently fill the position.

- ~ Kendra Hopper, GIS Coordinator started her position March 3, 2025. Kendra brings 18 years of experience in Geographic Information Systems and has a strong background in project management. Welcome to the team Kendra!
- ~ Brie Dinsdale, Planning Co-op Student for the northern team started her position on April 28, 2025. Brie is currently working towards a Master of Community Planning at Vancouver Island University. Welcome to the team Brie!
- ~ Carlie Aston, Conservation Technician Co-op student for the Islands Trust Conservancy started her position on May 5, 2025. Carlie is in her fourth year at the University of Victoria studying biology with a minor in statistics. We are happy to welcome Carlie to the team!
- ~ Jeffrey Lloyd, Senior Technical Analyst has resigned. His last day worked was May 8, 2025. We wish Jeffrey all the best in his future endeavours.
- ~ Rob Pingle, Legislative Clerk for the Salt Spring Island team started his new role as Planning Technician effective April 22, 2025. Rob started his career with Islands Trust in June 2020 as a Planning Team Assistant then moved into the Legislative Clerk position in April 2023. Rob holds a Bachelor of Science in Biology and Urban and Environmental Studies from Brock University in St. Catharine's Ontario. Congratulations on your new position Rob!

We are currently in the process of hiring for several vacant, soon-to-be-vacant, and/or new positions:

- ~ Senior Policy Advisor reposting: We are currently reviewing resumes for this temporary opportunity.
- ~ Grants Manager: we have an accepted offer in place and hope to make an announcement soon.
- ~ Island Planner: we have posted a part time "As and When" opportunity for an Island Planner to work from any of our three office locations. This posting is set to close on May 29, 2025.
- ~ Information Systems Specialist: We are in the testing phase of this competition.
- ~ Manager, Finance and Accounting: Candidates have been screened and the competition will now move to interviews.
- ~ Team Lead, Protected Area Management: We are currently scheduling interviews.
- ~ Planning Team Assistant: we are in the interview stage for this northern office-based position.
- ~ Legislative Clerk: We are currently reviewing resumes for this Salt Spring Island based position.
- ~ ITC Administrative Assistant: We are hoping to direct appoint a qualified applicant for this temporary opportunity.

Our April **All Staff Meeting** was held virtually over Zoom. Staff were given updates on Trust Council activities, staff arrivals and departures, and quarterly staff awards and recognition were presented. Directors provided updates on key projects in their departments, including: the Reconciliation Action Plan, the Policy Statement Amendment Project, CityView, the new Contact Relationship Management Database, MAPIT and File Cloud. The meeting concluded with an "Ask Anything" session with the senior leadership team.

The **Occupational Health and Safety (OHS) Committee** continues working hard to keep everyone safe in the various workplaces of Islands Trust. This quarter the Committee focused on the following:

- ~ Sharing resources in recognition of [Emergency Preparedness Week](#) which was May 4-10, 2025. The Committee circulated material on the [Emergency Management and Climate Readiness Blog](#), [How to Build an Emergency Ready Plan online](#), as well as [Emergency Guides and Resources](#).
- ~ Sharing information on Pink Shirt Day: [Inspired by a pair of school students in Nova Scotia back in 2007](#), Pink Shirt Day has become a global day to celebrate diversity, kindness, and inclusion; values that the Trust's friendly neighbourhood OHS Committee support and encourage. The Committee shared resources on the meaning behind pink shirt day as well as suggestions on how to participate.
- ~ Drafting suggestions to update the Islands Trust Communicable Disease Plan to streamline alignment with the overarching [Communicable Disease plan](#) from the Public Service Agency.
- ~ Researching WorkSafe BC requirements regarding Occupational First Aid requirements when staff are visiting remote island locations such as Keats Island. Committee members are completing online First Aid assessments for Trust Area islands and the Committee will review their findings at our next meeting.
- ~ Investigating the best way to determine occupancy limits for the Trust's boardrooms and meeting spaces, as required by British Columbia Fire Code.
- ~ Updating Islands Trust Emergency Response plans.

Employee Services team supported the CAO in final amendments to the **Staff Work Environment Survey** prior to its roll-out. We are also geared up to launch this year's **Performance Management Development (PMDP) process**. The PMDP policy has been updated to reflect new course offerings that we want staff to incorporate into their annual training plans.

The Public Service Agency regularly shares information on various topics of interest to all public service employees. The following were highlighted for Islands Trust staff this quarter:

- ~ [Tsunami Preparedness Week](#) was April 13 to 19, 2025. Resources were shared with staff so they know what to do during and after a major earthquake and tsunami. Taking the time to prepare can make a big difference in the workplace and personally.
- ~ [Earth Day](#) was first celebrated in 1970, and is now a global initiative promoting environmental protection. It's known as the largest participatory environmental movement worldwide.
- ~ [International Women's Day](#) was March 8, 2025, a day to celebrate all women and honour their social, economic, cultural and political achievements.
- ~ [National Volunteer Week](#) was April 27 to May 3, 2025, recognizing the significant contributions from volunteers and the impacts of their efforts.
- ~ [National Day of Mourning](#) was April 28, 2025, to honour workers who have been killed, injured or suffered illness due to workplace-related incidents. This day is also a means of reinforcing the commitment to creating safer workplaces for all BC Public Service employees and all people in British Columbia.

- ~ [Mental Health Week](#) was May 5 to 11, 2025, focusing on reducing stigma surrounding mental health and increasing understanding. Staff were provided with BC Public Service resources to help with meaningful conversations about mental health in the workplace during Mental Health Week and beyond. Resources were circulated on the [Public Service Agency's Health and Well-Being workshops](#).
- ~ [Red Dress Day](#) was May 5, 2025, with this year being the 15th anniversary of the National Day of Awareness for Missing and Murdered Indigenous women, girls and Two-spirit people (MMIWG2S+) in Canada. Resources on how staff can honour Red Shirt Day as well as resources for support were provided.
- ~ [Global Accessibility Awareness Day](#) took place on May 15, 2025 followed by AccessAbility Week (AAW) which ran from May 25 to May 31, 2025 celebrating the contributions and leadership of people with disabilities in British Columbia. As legislated through the [Accessible B.C. Act](#), the BC Public Service recognizes and encourages acknowledgment of AccessAbility Week every year.
- ~ Information was shared with staff to learn about the various festivals, holidays, and practices taking place in the quarter that many staff in the Public Service observe, including Passover, Easter, Ramadan, Holi, Nowruz, and Sikh Heritage Month, Asian Heritage Month, Jewish Heritage Month and Polish Heritage Month.



**Deferred Revenue:** Decrease of \$146,000 over the previous year.

- In the prior year end, funding was received from the Ministry of Housing for housing needs assessments that was not spent by year-end. This amount was spent in 2025/26 and as such amounts were moved from deferred revenue into revenue lowering the deferred revenue closing balance at current year end.

**Employee Benefits Obligations:** Decrease of \$29,000 over the previous year.

- The vacation and overtime banks of three long-term employees of Islands Trust were paid out upon their retirements in the year, reducing future obligations.

**Obligations Under Capital Lease:** Increase of \$3,000 over the previous year.

- One new equipment lease was signed in the year increasing this balance. Payments made against existing equipment leases in the year offset the increase.

**Tangible Capital Assets:** Increase of \$137,000 over the previous year.

- The Islands Trust converted to Windows 11 in the fiscal year, which saw significant purchases of new computer hardware and software. These costs are capitalized and amortized over their useful life in the financial statements. These additions are offset by amortization expense in the year.

**Prepaid Expenses:** Increase of \$111,000 over the previous year.

- Upfront payment of capacity funding to First Nations for Denman Island, Gabriola Island, and Hornby Island LTC projects (\$40,000) not seen in the prior year.
- Salt Spring Island office renovation deposit (\$56,000) not seen in the prior year.
- Pre-payment for Planning and Bylaw Cityview annual support and maintenance costs (\$52,000) not seen in the prior year.

The Islands Trust consolidated **Statement of Financial Operations** represents financial activities that have taken place over the course of the fiscal year. Financial operations for the fiscal year ending March 31, 2025 resulted in a decrease in accumulated surplus of \$195,780 for Islands Trust, broken down as follows:

Increase in amounts invested in tangible capital assets	133,762	
Transfer (from) General Revenue Fund	(380,753)	
Contribution to LTC Project Specific Reserve Fund	51,211	
Transfer to (from) Special Property Tax Requisition Fund		-

Details of the activities and transfers between funds leading to these fund balance changes is outlined in this report.

The total accumulated surplus balance as of March 31, 2025 is \$2.7M. This accumulated surplus balance consists of the following balances by fund:

	<u>2025</u>	<u>2024</u>
Invested in tangible capital assets	\$ 294,533	\$ 160,771
General Revenue Fund	2,156,487	2,537,240
Local Trust Committee Project Specific Reserve Fund	210,746	159,535
Special property tax requisition fund	83,515	83,515
Accumulated Surplus	\$ 2,745,281	\$ 2,941,061

Amounts invested in tangible capital assets represent funds spent on capital assets that are not yet fully amortized, and thus not fully expensed through the Statement of Operations. This results in balances in accumulated surplus that are not readily accessible given they are tied up in non-financial assets. The change in this balance represents assets purchased in the year, less annual amortization expense, losses on disposal (if any) and amounts owing under capital lease. This balance increased by \$133,762 in the fiscal year, due mainly to hardware and

software purchases for the upgrade to Windows 11 and amortization expense recognized on purchased assets in use.

The General Revenue Fund decreased by \$380,753 due to draws from surplus to pay for spending in the fiscal year (as approved in the Financial Plan Bylaw) and the impact of activities associated with amounts invested in tangible capital assets.

The LTC Project Specific Reserve Fund balance increased by \$51,211. This reflects a transfer in the year of \$105,000 from the General Revenue Fund (per the approved Financial Plan Bylaw), less spending of \$53,789 on LTC projects paid for by the LTC reserve fund. The remainder of LTC project spending (\$139,084) was funded by grants.

The Special Property Tax Requisition (SSIWPA) Fund balance remained the same as prior year at \$83,515. There was no special tax requisition received nor money spent on SSIWPA projects in the year.

## **CONSOLIDATED REVENUES**

Total reported revenue is lower than budget by approximately \$171,000 (2%) due mainly to reduced grant revenue and fees revenue. Details of all revenues as follows:

**Property tax revenues** from local trust areas and Bowen Island Municipality were fully received in the year, thus no variations from budget are noted.

**Government transfers** relate to funds received and recognized from other governing bodies, mainly within provincial and federal government. These transfers totaled approximately \$766,000 in the year, representing various grants approved and spent. Total transfers were lower than budget by \$68,000 (8%) due primarily to grant funds approved and received in the year, but not spent in the year as planned.

Grant revenue that came in at amounts lower than budget includes:

- Environment and Climate Change Canada grant under budget by \$51,000 due to delay in hiring of the new temporary Registered Biologist staff.
- First Nations Engagement grant under budget by \$55,000 due to First Nations capacity funding distributed that will only be recognized as work is completed by the First Nations.
- Ministry of Housing grant under budget by \$27,000 due to the contractor's delay in completing the housing needs assessments.
- Local Government Climate Action grant under budget by \$38,000 due to these grant funds received and spent the year prior due to revised payment schedules from the Province.

This lower than anticipated grant revenue is offset by higher than anticipated grant revenue in the following areas:

- Regional District Basic Operating grant – additional \$19,000 received from the Province.
- Healthy Watersheds Initiative grant – unused grant funds of \$24,000 from the prior year freshwater project were spent on new work in the year. This work was not discussed in the budget cycle thus was not included in the approved budget.
- Local Government Development Approvals Program grant – this project was not completed in the prior year as anticipated and thus \$53,000 of the project spending took place in the current year.
- Complete Communities grant - \$8,000 of work that was anticipated to be complete in the prior year did not take place until 2024/25.

**Fees** revenue from land-use applications and bylaw tickets were lower than budget by approximately \$101,000 (37%). Actual fees received in the year agree almost exactly to the

amount budgeted; however, the impact of the new Revenue Recognition Accounting Standard was not appropriately adjusted for in the 2024/25 budget, resulting in a budget-to-actual variance for this revenue stream.

## **CONSOLIDATED EXPENSES**

Total expenses in the financial statements are reported at \$10.3M which includes amortization expense and excludes spending on tangible capital assets, which is recorded as an increase to the Tangible Capital Asset balance on the Statement of Financial Position, in accordance with Public Sector Accounting Standards. This is not the same methodology used to develop the budget, which treats capital spending as an expense. To adjust reported expenses to reflect a proper basis of comparison, we adjust as follows:

Total Expenses per March 31, 2025 Financial Statements	\$10,340,113
<u>Plus, Spending on Capitalized Assets</u>	<u>238,817</u>
Total Annual Spending	10,578,930
<u>Total Approved Spending in Budget</u>	<u>11,203,219</u>
Spending Over (Under) Budget	\$(624,289)

Total spending was lower than budget by approximately \$624,289 (6%) due mainly to:

- Underspending on salaries and benefits (\$219,000) due to vacancies:
- Underspending on projects in Planning and Bylaw Services (\$403,000), Trust Area Services (\$48,000) and Islands Trust Conservancy Services (\$20,000)
- Underspending on capital (\$108,000) due to delayed progress on the SSI office renovation.

A breakdown of comparison between approved budget and actual results, by functional area where there are significant areas of over(under)spending, are as follows:

## **TRUST COUNCIL SERVICES**

Trust Council expenses include costs related to three main areas (outlined below) plus as an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately \$223,000 (13%).

**Trust Area Services** (TAS) trust-wide communications costs, contracted TAS services and temporary staffing, legal costs relating to trust-wide issues, memberships, subscriptions, mobile devices, training, travel, salaries and benefits for TAS staff, Policy Statement Review project costs, Secretariat Function project costs, and Stewardship Education project costs, subscriptions costs, all salaries and benefits, mobile devices, training & conference, travel for training and travel costs for TAS staff.

TAS expenses were lower than budget by approximately \$133,000 (19%) due to the following:

- Underspending on salaries and benefits (\$39,000, 7%) due primarily to a five-month vacancy in the Program Coordinator position. This underspending is offset by (\$11,000, 100%) on contracted temporary staffing for a part time Program Coordinator through a temp agency.
- Underspending in Communications (\$36,000, 65%) due primarily to the Financial Planning Committee's decision to forgo public engagement on the draft 2025/26 budget, no advancement of the branded clothing initiative, and less reliance on contracted graphic designers.
- Underspending on the Policy Statement Amendment project (\$48,000, 59%) due primarily to review of the draft Policy Statement taking longer than anticipated. A revised project timeline was approved by Trust Council to acknowledge this.

- Underspending on Stewardship Education (\$13,000, 86%) due primarily to the Living in the Trust Area mailing not completed in the year, and a planned webinar delivered in-house reducing external costs.
- Underspending in Training & Conferences, Travel for Training and Travel (\$10,000, 67%) due primarily to staff workloads impeding staff's ability to engage in training opportunities, as well as vacant staff positions not requiring training or travel funds.

Other areas of spending in the Trust Council Services category did not deviate significantly from budget and thus are not reported on.

## **LOCAL TRUST COMMITTEE SERVICES**

Local Trust Committee Services expenses include costs related to five main areas (outlined below) plus as an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately \$439,000 (6%).

**Local Trust Committee** costs are comprised of the rent, phone, internet and office service for on-island trustee offices, the LTC portion of insurance costs, general legal costs, bylaw enforcement legal costs, legal litigation costs, LTC statutory notices, local trustee expenses, Executive expenses for travel to chair meetings of the LTC, LTC and APC meeting expenses, LTC communications, and the LTC portion of trustee remuneration and benefits.

Local Trust Committee expenses were higher than budget by approximately \$357,000 (43%) due primarily to legal expenditures. Trust Council's approved budget intentionally approved reduced budgets with the understanding that overages would be funded by surplus. This was a move to reduce tax increases in the Trust Area as part of the 2024/25 budget approval process.

Expenditures compared to budget is as follows:

- Overspending on LTC legal bylaw enforcement of \$200,000 (265%) due primarily to EC special-approved property clean-up on Thetis Island (\$125,000), non-permitted dock and shipping container bylaw file North Pender Island (\$24,000), and enforcement on unlawful kennels and non-permitted commercial resort on Salt Spring Island (\$68,000).
- Overspending on legal litigation defense of \$199,000 (489%) due primarily to three significant legal files, one each on Gabriola Island, Galiano Island, and Salt Spring Island.
- Overspending is slightly offset by underspending on LTC legal general of \$25,000 (48%) due to fewer legal opinions sought on LTC matters.

**Projects** costs are comprised of all LTC projects, Regional Freshwater Management project costs, Housing Strategy project costs, Groundwater Recharge Mapping project costs, Local Government Development Approvals project costs, Housing Needs Assessment project costs, Building Footprint Data Update costs and includes all Salt Spring Island Water Protection Authority (SSIWPA) expenses.

LPS project spending was less than budget by approximately \$339,000 (46%) due mainly to:

Local Trust Committee Projects:

- SSIWPA: Underspending of \$73,000 (100%) due primarily to lack of capacity in the Salt Spring Island Office and available staff time directed to other significant priorities.
- Salt Spring Island OCP/LUB Review: Underspending \$174,000 (57%) due primarily to delays in the Complete Communities Assessment work and issuing the request for proposal for the project.
- Underspending on the Denman Island Housing Review major project of \$10,000 (69%) due primarily to First Nations capacity funding work not complete by end of fiscal that will be continued in next fiscal.

- Gabriola Island OCP/LUB Review: Underspensing of \$40,000 (52%) due primarily to delays advancing the freshwater footprint component of this project, as well as First Nations capacity funding work not complete in the year that will be continued in next fiscal.
- Hornby Island First Nations Relationship Building: Underspensing of \$31,500 (100%) under the direction of the LTC this budget was redirected to the Hornby OCP/LUB project. This underspensing was due primarily to First Nations capacity funding work not complete by end of fiscal that will be continued in next fiscal.
- Mayne Island Housing Review Project: Underspensing of \$8,000 (82%) due primarily to First Nations group not responding to request for feedback resulting in First Nations capacity funding being unspent and a legal review that was budgeted for being unnecessary.
- North Pender Island Housing Access & Affordability Project: Underspensing of \$13,000 (86%) due primarily to First Nations groups not responding to request for feedback resulting in First Nations capacity funding being unspent and a legal review that was budgeted for being unnecessary.
- Minor LTC Projects: Combined underspensing of \$24,000 (65%) due primarily to projects that weren't advanced by various LTCs, public hearings deferred into 2025/26 and actual costs were lower than anticipated.

#### Regional Projects:

- Housing Strategy: Underspensing of \$10,000 (34%) due primarily to Regional Planning Committee's budget request lacking clearly defined, specifically-costed activities/deliverables associated with advancing the housing strategy. The funds spent in the year were directed to the emerging topic of Tiny Homes on Wheels which did not require as much funding as approved in the budget.
- Housing Needs Assessments: Underspensing of \$26,000 (20%) due primarily to delays by the contractor due to their volume of work. Work has been completed in early 2025/26.
- Building Footprint Data Update: No spending took place on this project in the year, saving \$10,000 (100%). This project has now been abandoned.
- Local Government Development Applications Approvals project: This project had no funds in the approved budget as it was expected to be complete in 2023/24. However, this project experienced delays and thus project completion spilled into 2024/25 rendering an overspend against the zero budget of \$57,000 (100%).
- Regional Freshwater Management: This project had no funds in the approved budget, however \$24,000 was spent on this initiative. The development of a suitable land analysis methodology with watershed resilience mapping cost \$15,000, paid for by grant funds not spent in prior years. Beginning implementation of the Freshwater Atlas cost \$9,000.

**Planning Staff** costs include planning staff salaries, benefits, training and travel costs, as well as any contracted temporary human resources associated with planning work. Planning staff costs were less than budget by \$77,000 (2%) due to the following:

- A 6-month vacancy in the Registered Professional Biologist position who reports to the Director of Planning Services.
- The northern office planning team was fully staffed during the fiscal year and reports salaries and benefits expense at 97% of budget. This slight variance is primarily due to the office administrative assistant hired below budgeted amounts, a fully budgeted Island Planner working at 0.6FTE, and the planned co-op student for this team reallocated to the southern team.
- The southern planning team has been fully staffed during the fiscal year and reports salaries and benefits expense at 112% of budget due to a SSI Island Planner working on Regional Planning Committee initiatives for 6 months, as well as a co-op student joining the southern team rather than the northern team.

- The Salt Spring Island planning team has not been fully staffed, and salaries and benefits expense reports at 89% of budget. There have been several staff movements within this team to cover for temporary assignments, but despite best effort to recruit an Island Planner, this team has experienced a vacancy in an Island Planner role for 6 months, as well as a two-month vacancy in the Office Administrative Assistant position.

**Bylaw enforcement** costs are comprised of all meeting expenses for bylaw staff meetings, safety equipment, salaries, benefits, training, and travel costs associated with bylaw enforcement staff or contractors used to cover staff vacancies. Bylaw enforcement expenses were under budget by approximately \$62,000 (12%) due primarily to late contract execution in the year coupled with contractor delays on the Ciyview Bylaw project.

Other areas of spending in the planning services category did not deviate significantly from budget and thus are not reported on.

### **ISLANDS TRUST CONSERVANCY (ITC) SERVICES**

ITC expenses include costs related to ITC Board, Conservancy Staff & associated costs and Property Management cost plus an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately \$200,000 (13%).

**Board** costs are comprised of all ITC Board honoraria, Meeting expenses, and training and conference attendance costs. Board expenses were under budget by \$1,600 (14%) due primarily to forgone training and savings in meeting attendance remuneration due to member absences.

**Conservancy Staff and Associated Costs** are comprised of communications, legal, subscriptions, and mobile and safety devices, salaries, benefits, training, and travel costs associated with ITC staff or contractors used to cover staff vacancies.

Conservancy staff and associated costs were under budget by \$79,000 (9%) due primarily to underspending in the following areas:

- Communications \$7,000 (14%) primarily due to a delay of three celebrations for new covenants and the Species at Risk publication being shifted to a blog post rather than a printed mail out.
- Contracted Temporary Staffing \$20,000 (100%). This budget was redirected to professional consultant fees incurred under property management costs.
- Staff salaries and benefits \$43,000 (5%) primarily due to the hiring of the ITC Team Lead not advancing in the year as planned.
- Training and Conferences, Travel for Training and Travel \$8,000 (24%) due primarily to staff workloads preventing the ability to engage in training opportunities, as well as the Team Lead vacancy leading to one less staff to provide training and travel for.

**Property Management** costs are comprised of property management and conservation planning and land securement. These expenses were under budget by approximately \$30,000 (14%) as follows:

- Property Management: Underspending of \$8,000 (5%) primarily due to staff capacity issues because of vacancy in the Team Lead position.
- Conservation Planning & Land Securement: Underspending of \$21,000 (80%) primarily due to three covenant securements in the year applying for NAPTEP, restricting ITC's ability to spend funds to support landowner costs associated with the covenant process. In addition, climate related projects were put on hold due to the vacancy in the Team Lead position.
- First Nations Engagement Plan: Underspending of \$20,000 (100%). This budget was to be used for First Nations capacity funding to encourage engagement on the creation of ITC's

next 5-year Plan (2028-2032). Due to staff turn-over and capacity issues, the engagement process has been delayed. ITC plans to initiate engagement in fiscal 2026.

- Professional Consultant Fees: Overspending of \$19,000 (100%), funded by the contracted temporary staffing budget line under conservancy staff and associated costs.

## **GENERAL ADMINISTRATION**

General administrative expenditures include costs related to six main areas (executive and legislative services, finance and employee services, information services, office operations, computers and equipment, and amortization expense) plus as an allocation of administrative expenses. General administration costs are allocated to the three functional areas of the Trust (Council Services, LTC Services, and ITC Services) based on their relative dollar magnitudes for the period.

**Senior Management** costs are comprised of memberships, FOI and Records Management contracted services, subscriptions for legislative services publications, mobile devices, and training and conference and travel costs for staff. These expenses were over budget by \$63,000 (10%) due primarily to overspending in salaries and benefits resulting from the new Chief Administrative Officer, Executive Coordinator and Executive Administrative Assistant hired at amounts greater than the amount budgeted for those positions, as well as 6.5 weeks of vacation paid out to the retiring CAO.

**Administrative services** costs are comprised of training, travel, contract services, salaries and benefits for finance and human resources staff. Administrative services expenses were under budget by approximately \$176,000 (27%) due primarily to underspending on salaries and benefits due to the full-year vacancy of the Manager of Finance and Accounting position and a six-month vacancy in the Director of Financial and Employee Service position while this staff was appointed Interim CAO.

**Computer/Furniture & Equipment** costs are assessed for capitalization upon purchase. \$238,817 of spending on asset purchases was capitalized in the year, reducing expenses to report at \$332,000 below budget.

**Amortization expense** is an estimation of the use/wear and tear on capital assets in use for Islands Trust and Islands Trust Conservancy operations. Amortization expense was under budget by approximately \$106,000 (47%) due the Windows 11 upgrade taking place late in the fiscal year, and due to the SSI office leasehold improvements not yet incurred amortization expense.

Other areas of spending in the general administration category did not deviate significantly from budget and thus are not reported on.

## **CONSOLIDATED EXPENSES BY OBJECT**

Public Sector Accounting Standards determine that financial reporting for government entities be reported “by function” (i.e.: service area) in the Statement of Financial Operations as discussed in the earlier section of this report. Expenses “by object” (i.e.: type) are reported in accompanying financial statements notes. For purposes of great transparency and understanding of Islands Trust financial results, March 31, 2025 expenses by object are shown as follows:

Description	2025 Approved Budget	March 31, 2025	% of Budget Consumed	\$ Over (Under) Budget
Staff Salaries and benefits	6,652,424	6,433,396	97%	(219,028)
Travel/training and recruitment	284,370	238,482	84%	(45,888)
Council and trustee costs	1,089,218	1,063,917	98%	(25,301)
Office Operations	1,190,627	1,159,983	97%	(30,644)
Programs	1,185,277	708,159	60%	(477,118)
Legal - General	96,101	92,258	96%	(3,843)
Legal - Bylaw Enforcement	75,701	276,037	365%	200,336
Legal - Litigation	41,801	240,191	575%	198,390
Legal - Statutory Notices	17,000	10,396	61%	(6,604)
Gain/Loss on Disposal of Assets	-	(650)	100%	(650)
Amortization	224,000	117,944	53%	(106,056)
<b>Total*</b>	<b>10,856,519</b>	<b>10,340,113</b>	<b>95%</b>	<b>(516,406)</b>
Capital Purchases	346,700	238,817	69%	(107,883)
<b>Total Including Capital</b>	<b>11,203,219</b>	<b>10,578,930</b>	<b>94%</b>	<b>(624,289)</b>

\*Excludes capital spending to align with March 31, 2025 financial statements presentation.

**Staff salaries and benefits** were under budget mainly due to the following:

DEPARTMENT	BUDGET	ACTUAL	OVER (UNDER)	PRIMARY REASON
Trust Area Services	524,631	496,609	(28,021)	Vacancies: Program Coordinator, Senior Policy Advisor
Islands Trust Conservancy Services	835,459	770,909	(64,550)	Vacancies: ITC Team Lead
Southern Planning Services	859,134	963,210	104,076	SSI IP working on RPC, Co-op student
SSI Planning Services	792,793	704,761	(88,033)	Vacancies: Island Planner
Northern Planning Services	970,278	939,607	(30,672)	Co-op Student given to Southern Team
Planning Services Director & Specialists	608,205	557,063	(51,142)	Vacancies: Registered Professional Biologist
Information Services	499,204	528,162	28,958	Staff overtime
Financial & Employee Services	643,545	461,606	(181,939)	Vacancies: Manager, Finance & Accounting; Director, Financial & Employee Services
Executive Office	516,857	596,127	79,270	6.5 weeks of leave payout for retiring CAO. New CAO, EC, and EAA hired at amounts above budget.
Bylaw Compliance & Enforcement Services	402,318	415,343	13,025	Staff overtime
<b>TOTAL</b>	<b>6,652,424</b>	<b>6,433,396</b>	<b>(219,028)</b>	

Amounts in this table include costs for any contracted temporary staff secured through temporary staffing agencies.

**Travel/training and recruitment** costs were under budget primarily due to workloads preventing staff from taking advantage of training opportunities, and staff vacancies generating fewer staff seeking training/travelling.

**Council and trustee** costs did not deviate significantly from budget.

**Office operations** spending was under budget due primarily to expenditures that were capitalized.

**Programs** were under budget due mainly to underspending on LTC projects, ITC property management and conservation planning and land securement, policy statement review, stewardship education, Salt Spring office renovation, Cityview Bylaw implementation, RPC housing strategy funds, housing needs assessment, and building footprint data update.

**Legal** expenses were over budget primarily due to high litigation costs for bylaw legal actions and legal actions against LTCs in combination with Trust Council's approved budget intentionally approving reducing legal budgets with the understanding that overages would be funded by surplus. This was a move to reduce tax increases in the Trust Area as part of the 2024/25 budget approval process.

**Amortization** was under budget due to anticipating that information systems projects would be completed earlier in the fiscal year than occurred, thereby including a great number of months of amortization in the budget calculation especially for large projects like Windows 11.

**Capital** spending was over budget due primarily to higher costs than anticipated for new server installations to ready Islands Trust systems for Windows 11.

**ATTACHMENT:**

- March 31, 2025 Detailed Income Statement

**FOLLOW-UP:** As directed.

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**Prepared By:** N. Roggers, Finance Officer  
J. Mobbs, Director, Financial and Employee Services

**Reviewed By/Date:** CAO/ March 23, 2025  
Financial Planning Committee/May 28, 2025

**Islands Trust**  
**Detailed Statement of Financial Operations**  
For The Year Ending March 31, 2025

Description	Approved			\$ Over	% Over
	2025 Budget	At March 31, 2025	At March 31, 2024	(Under) Budget	(Under) Budget
<b>REVENUE:</b>					
Fees & Sales	275,500	174,745	190,178	(100,755)	-37%
Provincial Grant - Unrestricted	180,000	199,000	180,000	19,000	11%
Federal and Provincial Grants - Restricted	653,919	567,158	552,733	(86,761)	-13%
General Property Tax Levy - All LTAs	8,555,040	8,555,040	8,046,628	-	0%
Special Property Tax Requisition - SSI LTA	-	-	43,500	-	0%
Municipal Property Tax Levy - Bowen Island Municipality	391,260	391,260	345,989	-	0%
Investment Income	260,000	257,129	319,602	(2,871)	-1%
<b>Total Revenue</b>	<b>10,315,719</b>	<b>10,144,334</b>	<b>9,678,630</b>	<b>(171,385)</b>	<b>-2%</b>
<b>EXPENSES:</b>					
<b>Trust Council Services</b>					
Trust Council	432,309	434,134	438,199	1,825	0%
Executive Committee	138,171	137,513	140,005	(658)	0%
Trust Area Services	714,456	581,830	554,981	(132,626)	-19%
General Admin Allocation - 15%	458,762	366,952	346,131	(91,810)	-20%
<b>Total Council Services</b>	<b>1,743,698</b>	<b>1,520,429</b>	<b>1,479,316</b>	<b>(223,269)</b>	<b>-13%</b>
<b>Local Trust Committee Services</b>					
Local Trust Committees	830,937	1,187,519	954,885	356,582	43%
Projects ( <b>Note 1</b> )	733,837	395,064	240,707	(338,773)	-46%
Planning Staff	3,270,446	3,193,009	2,987,956	(77,437)	-2%
LPS Facilities	414,518	418,237	407,195	3,719	1%
Bylaw Enforcement	529,432	467,407	437,351	(62,025)	-12%
General Admin Allocation - 72%	2,122,574	1,801,014	1,494,793	(321,560)	-15%
<b>Total Local Trust Committee Services</b>	<b>7,901,744</b>	<b>7,462,249</b>	<b>6,522,886</b>	<b>(439,495)</b>	<b>-6%</b>
<b>Trust Conservancy Services</b>					
Board	11,450	9,876	9,747	(1,574)	-14%
Conservancy Staff and Associated Costs	916,120	837,258	814,612	(78,862)	-9%
Property Management	212,690	182,687	148,763	(30,003)	-14%
General Admin Allocation - 13%	417,517	327,615	289,113	(89,902)	-22%
<b>Total Trust Conservancy Services</b>	<b>1,557,777</b>	<b>1,357,436</b>	<b>1,262,235</b>	<b>(200,341)</b>	<b>-13%</b>
<b>General Administration Services</b>					
Senior Management	614,239	677,424	478,674	63,185	10%
Admin Services	649,529	473,415	499,093	(176,114)	-27%
Office Operations	329,450	365,638	342,077	36,188	11%
Information Systems	834,935	846,885	642,603	11,950	1%
Computer/Furniture & Equipment	346,700	14,272	13,166	(332,428)	-96%
Amortization Expense	224,000	117,945	154,425	(106,055)	-47%
General Admin Recovery	(2,998,853)	(2,495,579)	(2,130,037)	503,274	-17%
<b>Net General Administration Services Expenses</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0%</b>
<b>Total Expenses</b>	<b>11,203,219</b>	<b>10,340,114</b>	<b>9,264,437</b>	<b>(863,105)</b>	<b>-8%</b>
<b>Annual Surplus (Deficit)</b>	<b>(887,500)</b>	<b>(195,780)</b>	<b>414,193</b>		
(Increase) decrease in amounts Invested in Capital Assets	224,000	(133,762)	32,392		
Transfer (to) from General Surplus Fund	371,500	380,753	(347,101)		
Transfer (to) from LTC Project Specific Reserve Fund	219,000	(51,211)	(56,784)		
Transfer (to) from Special Tax Requisition Fund	73,000	-	(42,699)		
<b>Unallocated Annual Surplus (Deficit)</b>	<b>-</b>	<b>(0)</b>	<b>0</b>		

**Note 1: Planning Services Project Spending**

Description	Approved 2025 Budget	At March 31, 2025	At March 31, 2024	\$ Over (Under) Budget	% of Budget Received/
<b>LTC Projects:</b>					
LTC Projects funded by Reserve Fund	1,001	-	-	(1,001)	0%
Denman Housing Review	15,000	4,627	16,422	(10,373)	31%
Denman Farming Regulations Review	500	-	932	(500)	0%
Denman TUP Review	2,500	47	-	(2,453)	2%
Gabriola OCP/LUB	77,000	37,225	11,348	(39,775)	48%
Gabriola Ecological Protection Zone	2,000	-	-	(2,000)	0%
Galiano Groundwater Strategy Implementation	1,500	1,241	434	(259)	83%
Gambier OCP/LUB	-	-	16,000	-	100%
Gambier Keats Island Shoreline Protection Review	5,000	4,976	1,680	(24)	100%
Hornby OCP/LUB	0	3,961	15,315	3,961	100%
Hornby Community Heritage Register	1,500	-	-	(1,500)	0%
Hornby First Nations Relationship Building	31,500	-	-	(31,500)	0%
Lasqueti OCP/LUB	4,000	-	-	(4,000)	0%
Mayne Island Housing	10,000	1,836	274	(8,164)	18%
Mayne LUB Minor Amendments	2,000	1,241	-	(759)	62%
North Pender OCP/LUB	-	-	1,392	-	-100%
North Pender Raptor Nest DPA update	5,000	90	5,000	(4,910)	2%
North Pender Housing Access & Affordability	15,000	2,173	-	(12,827)	14%
Salt Spring OCP/LUB	222,000	134,084	-	(87,916)	60%
Salt Spring Ganges Village Area Planning	86,500	-	-	(86,500)	0%
SSIWPA Events & Communications Expense	-	-	800	-	-100%
Salt Spring Housing Action Program	5,000	-	1,255	(5,000)	0%
SSIWPA Plan Coordination	55,000	-	-	(55,000)	0%
Salt Spring Groundwater Sustainability Strategy	16,500	-	-	(16,500)	0%
Salt Spring Proof of Water - Subdivision	1,500	-	-	(1,500)	0%
Saturna Minor Housing Review	2,000	250	-	(1,750)	13%
South Pender LUB Minor Amendments	3,500	1,121	364	(2,379)	32%
Thetis Unzoned Marine Area LUB Amendment	1,000	-	698	(1,000)	0%
<b>Total LTC Projects</b>	<b>566,501</b>	<b>192,873</b>	<b>71,914</b>	<b>(373,628)</b>	<b>34%</b>
<b>Regional Projects:</b>					
Regional Freshwater Management	-	23,900	34,149	23,900	100%
Housing Strategy	30,000	19,946	26,779	(10,054)	66%
Groundwater Recharge Mapping	-	-	721	-	-100%
Cityview Planning Portal (LGDAP)	-	56,943	107,144	56,943	100%
Housing Needs Assessments	127,336	101,402	-	(25,934)	80%
Building Footprint: Data Update	10,000	-	-	(10,000)	0%
<b>Total Regional Projects</b>	<b>167,336</b>	<b>202,191</b>	<b>168,793</b>	<b>34,855</b>	<b>246%</b>
<b>Total Planning Services Projects</b>	<b>733,837</b>	<b>395,064</b>	<b>240,707</b>	<b>(338,773)</b>	<b>54%</b>





## REQUEST FOR DECISION

**\*This report informed EC's decision to endorse forgoing of the AFS for 2025/26 and 2026/27\***

**To:** Executive Committee **For the Meeting of:** April 23, 2025  
**From:** Financial & Employee Services - Finance **Date Prepared:** April 9, 2025  
**SUBJECT:** Forgo Preparation of the Allocated Financial Statements for 2024/25 & 2025/26

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### RECOMMENDATION:

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

### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

While some Trustees may find them generally informative, the current lack of complete accurate available data undermines the limited value of the Allocated Financial Statements. The model does not accurately reflect outcomes, and rather contributes to a potentially problematic narrative that level of investment is an effective metric for the value of Islands Trust's impact. Given they are not a legislated or policy requirement and Islands Trust has significant staff capacity pressures, I don't believe the limited value of the statements warrants the effort required to prepare them for their limited use on an annual basis. The staff time is better dedicated to other work that directly supports Islands Trust strategic priorities and accountabilities.

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### 1 PURPOSE:

To seek Executive Committee's endorsement to forgo preparation of the allocated financial statements for the 2024/25 and 2025/26 fiscal years.

### 2 BACKGROUND:

#### Relevance of the Allocated Financial Statements:

In 2004, several local trust committees (LTCs) raised questions and concerns about how planner resources were being allocated and the resulting impact on their ability to conduct business and undertake community planning projects. In response, the Allocated Financial Statements (AFS) were introduced as a rough estimate of the financial resources generated and used in each local trust area. While the original purpose of the AFS was to inform discussions around resource allocation, they have not played any meaningful role in determining staff resource distribution in recent years.

Instead, a number of separate reviews and assessments of Planning Services staff allocations and organizational structures have taken place, including:

- Great Northern Management, February 2022: Islands Trust Governance and Management Review – Annex 1 Local Planning Services
- Islands Trust, 2018: Local Planning Services Review
- Islands Trust, November 2007: Local Planning Services Review

- Stantec, March 2007: Local Planning Services Review

This raises questions about the continued relevance and value of the AFS in Islands Trust current context.

The AFS are not required by legislation or policy, nor do they support any defined strategy, specific project, or oversight role. Despite this, they require almost a week of dedicated financial staff time to prepare during peak workload periods. Assessing their relevance is essential to determining whether continued investment of staff resources in this reporting exercise is supportable.

The usefulness of the AFS is further limited by the methodology used to generate them, which relies heavily on timesheet data from staff in Planning Services and Bylaw Enforcement. For several years, concerns have been raised by staff and some trustees about the accuracy and reliability of this time tracking. Significant delays in data entry—often requiring staff to input months' worth of time retroactively—have undermined the integrity of the data. In some cases, time records are incomplete or missing altogether, particularly for staff who have left the organization without updating their timesheets. As a result, the already rough estimates provided by the AFS have become even less reliable and of diminishing value over time.

Beyond concerns with data reliability, there are also conceptual limitations to what the AFS can meaningfully represent. Using financial allocations as a performance measure presents clear limitations. Higher spending does not always reflect the achievement of intended goals, the effectiveness of activities, or their overall impact. Some planning initiatives may be resource-intensive yet yield limited long-term benefit, while others with lower financial costs may significantly advance strategic objectives. For example, two LTCs with similar staff complements and project costs may appear identical in the AFS. However, one may have successfully met all its objectives, while the other may not have—yet this critical distinction would not be captured in the financial data. This misalignment can lead to inaccurate assessments of effectiveness and value across local trust areas.

The current approach to the AFS may also inadvertently create a competitive rather than a collaborative environment among LTCs. A core operational reality of Islands Trust's federated model is that workload demands will shift over time between local trust areas dependent on the evolving work programs of each LTC and the scope and scale of projects undertaken. While the AFS were intended to estimate financial resource allocations, their structure may lead to dissatisfaction among communities that feel they contribute more to the Islands Trust than others. This could shift focus toward individual needs and priorities, rather than fostering the unified, federated mindset central to the Islands Trust model. Consequently, the AFS may unintentionally create division among trustees from different local trust areas, rather than promoting the shared goals and collective vision that underpin the Islands Trust.

#### AFS for 2024/25 and 2025/26

In 2024/25, the Islands Trust's time collection system failed and was not repaired due to significant challenges identified by Information Services staff. As a result, generating time reports for 2024/25—which are essential to informing the AFS—is not feasible. Any data that could potentially be extracted from the system is expected to be incomplete and unreliable, with substantial gaps resulting from several months of lost time entry. Because staff time data is a primary driver of expense allocations in the AFS, it is not possible to produce an AFS for the 2024/25 fiscal year with the available information.

Trust Council has approved funding for the procurement of an off-the-shelf time collection system in 2025/26. However, the new system is not expected to be implemented for several months, which means similar issues with time tracking data are anticipated for the current 2025/26 fiscal year. As a result, the availability and reliability of data needed to prepare the AFS will likely remain limited during this period as well.

For these reasons, staff seek Executive Committee's endorsement to forgo preparation of the AFS for the 2024/25 and 2025/26 fiscal years. The longer-term viability of the AFS can be assessed at a later date.

### Summary

In general, the following points are true:

- The AFS are not required by legislation or policy, nor do they support any defined strategy, project, work program, or oversight function.
- The AFS are not used in business decisions by Trust Council, local trust committees, or staff because their estimates are too crude to be relied upon for this purpose.
- The AFS are not reliable due to inaccurate reporting of key data inputs, such as staff time.
- The AFS reflect neither outcomes nor the effectiveness of funded activities.
- The AFS do not promote the federated mindset that is central to the Islands Trust model.
- The preparation of the AFS increases staff workloads during already peak times.

For the 2024/25 and 2025/26 fiscal years, the following additional points are true:

- Staff time data is unavailable for 2024/25 due to the failure of the existing time collection system.
- Staff time data will be unavailable for the full 2025/26 year due to the timing of the new software implementation.

## 3 **IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:** Limited staff resources will be redirected to core operational and strategic work, alleviating some workload pressure at peak times of year. Financial Planning Committee and Trust Council will gain valuable meeting time to address their primary responsibilities and core business decisions. Retaining only consolidated financial statements will more clearly underscore the federated nature of Islands Trust.

**FINANCIAL:** None.

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** Staff will provide an update to Financial Planning Committee that they will not see the AFS at their May meeting as has been customary. Further conversation will be had with FPC to determine if they recommend the AFS be continued beyond the 2025/26 fiscal year.

**FIRST NATIONS RELATIONS:** None.

**OTHER:** None.

- 4 **RELEVANT POLICY(S):** None. The annual preparation of the AFS is not directed in any legislation, policy, strategy, or workplan.

- 5 **ATTACHMENT(S):** None.

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**RESPONSE OPTIONS**

**Recommendation:**

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

**Alternative:**

None.

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**Prepared By:** J. Mobbs, Director, Financial and Employee Services

**Reviewed By/Date:** CAO, April 17, 2025

EC, April 23, 2025



- Islands Trust Council Bylaw No. 193, the “Financial Plan Bylaw 2024-2025”.
- [Islands Trust Act S. 18](#) requires Islands Trust to appoint an auditor to audit the accounts and transactions of the Islands Trust Council and local trust committees, and requires that the auditor report to the Islands Trust Council and to the Minister.

**5 ATTACHMENTS:**

- Islands Trust March 31, 2025 Audited Financial Statements and Audit Report
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**RESPONSE OPTIONS**

**Recommendation:**

That Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2025 and forward them to the Minister of Housing and Municipal Affairs.

**Alternative:**

None.

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**Prepared By:** J. Mobbs, Director, Financial and Employee Services

**Reviewed By:** CAO/May 22, 2025

Audit Committee/May 28, 2025

Financial Statements of

# **ISLANDS TRUST**

Year ended March 31, 2025

# ISLANDS TRUST

## Financial Statements

Year ended March 31, 2025

### Financial Statements

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## **MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

The accompanying financial statements of Islands Trust (the "Trust") are the responsibility of the Trust's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Trust's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Trust, acting through its Audit Committee, meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by Trust Council. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Trust's financial statements.

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*Chief Administrative Officer*

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*Director, Financial and Employee Services*

## INDEPENDENT AUDITOR'S REPORT

To the Trustees of Islands Trust and the Minister of Housing and Municipal Affairs

### **Opinion**

We have audited the financial statements of Islands Trust which comprise:

- the statement of financial position as at March 31, 2025
- the statement of operations for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Islands Trust as at March 31, 2025, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Island Trust's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Islands Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Island Trust's financial reporting process.



Islands Trust

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.  
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Islands Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Island Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Islands Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada

\_\_\_\_\_, 2025

**DRAFT - May 30, 2025**

# ISLANDS TRUST

## Statement of Financial Position

March 31, 2025, with comparative information for 2024

	2025	2024
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 2,955,860	\$ 5,389,592
Accounts receivable	230,331	277,722
Investments (note 3)	1,602,707	-
	<u>4,788,898</u>	<u>5,667,314</u>
<b>Liabilities:</b>		
Accounts payable and accrued liabilities	977,232	868,632
Wages and benefits payable	1,176,175	1,543,771
Deferred revenue	277,952	423,688
Employee benefit obligations (note 4)	269,328	298,507
Obligations under capital leases (note 5)	44,442	41,291
Cost recovery deposits (note 13(b))	190	3,875
	<u>2,745,319</u>	<u>3,179,764</u>
Net financial assets	2,043,579	2,487,550
<b>Non-financial assets:</b>		
Tangible capital assets (note 6)	338,975	202,062
Prepaid expenses	362,727	251,449
	<u>701,702</u>	<u>453,511</u>
Commitments (note 11)		
Contingent liabilities (note 12)		
Subsequent event (note 15)		
<b>Accumulated surplus</b> (note 7)	<u>\$ 2,745,281</u>	<u>\$ 2,941,061</u>

The accompanying notes are an integral part of these financial statements.

Approved by the Trust Council:

\_\_\_\_\_  
Laura Patrick, Trust Council Chair

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Sue-Ellen Fast, Audit Committee Chair

# ISLANDS TRUST

## Statement of Operations

Year ended March 31, 2025, with comparative information for 2024

	Budget (note 9)	2025	2024
Revenue:			
Property tax - general	\$ 8,555,040	\$ 8,555,040	\$ 8,046,628
Property tax levy - Bowen Island municipality	391,260	391,260	345,989
Property tax - special requisition	-	-	43,500
Government transfers (note 8)	833,919	766,158	732,733
Fees and sales	275,500	174,747	190,178
Interest income	260,000	257,129	319,027
Other income	-	-	575
Total revenue	10,315,719	10,144,334	9,678,630
Expenses (note 10):			
Council services	1,715,693	1,520,429	1,479,316
Local trust committee services	7,609,187	7,462,249	6,522,886
Trust conservancy services (note 13)	1,531,639	1,357,436	1,262,236
Total expenses	10,856,519	10,340,114	9,264,438
Annual surplus (deficit)	(540,800)	(195,780)	414,192
Accumulated surplus, beginning of year	2,941,061	2,941,061	2,526,869
Accumulated surplus, end of year	\$ 2,400,261	\$ 2,745,281	\$ 2,941,061

The accompanying notes are an integral part of these financial statements.

# ISLANDS TRUST

## Statement of Change in Net Financial Assets

Year ended March 31, 2025, with comparative information for 2024

	Budget (note 9)	2025	2024
Annual surplus (deficit)	\$ (540,800)	\$ (195,780)	\$ 414,192
Acquisition of tangible capital assets	(346,700)	(238,817)	(111,880)
Acquisition of leased tangible capital assets	-	(16,040)	(7,607)
Amortization of tangible capital assets	224,000	117,944	154,425
Loss on disposal of capital assets	-	-	-
	(663,500)	(332,693)	449,130
Acquisition of prepaid expenses	-	(111,278)	(43,131)
Change in net financial assets	(663,500)	(443,971)	405,999
Net financial assets, beginning of year	2,487,550	2,487,550	2,081,551
Net financial assets, end of year	\$ 1,824,050	\$ 2,043,579	\$ 2,487,550

The accompanying notes are an integral part of these financial statements.

# ISLANDS TRUST

## Statement of Cash Flows

Year ended March 31, 2025, with comparative information for 2024

	2025	2024
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus (deficit)	\$ (195,780)	\$ 414,192
Items not involving cash:		
Amortization of tangible capital assets	117,944	154,425
Changes in non-cash operating assets and liabilities:		
Accounts receivable	47,391	23,674
Wages and benefits payable	(367,596)	146,553
Accounts payable and accrued liabilities	108,600	131,268
Deferred revenue	(145,736)	197,406
Employee benefit obligations	(29,179)	64,508
Cost recovery deposits	(3,685)	879
Prepaid expenses	(111,278)	(43,131)
Net change in cash from operating activities	(579,319)	1,089,774
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(238,817)	(111,880)
<b>Investing activities:</b>		
Maturity (purchase) of investments	(1,602,707)	2,670,862
<b>Financing activities:</b>		
Principal payments on obligations under capital leases	(12,889)	(10,153)
Change in cash and cash equivalents	(2,433,732)	3,638,603
Cash and cash equivalents, beginning of year	5,389,592	1,750,989
Cash and cash equivalents, end of year	\$ 2,955,860	\$ 5,389,592
Supplemental cash flow information:		
Assets acquired under capital lease	\$ (16,040)	\$ (7,607)

The accompanying notes are an integral part of these financial statements.

# ISLANDS TRUST

## Notes to Financial Statements

Year ended March 31, 2025

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Islands Trust (the “Trust”) is incorporated under the Islands Trust Act of British Columbia (as amended). The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

### 1. Significant accounting policies:

The financial statements of Islands Trust are prepared by management in accordance with Canadian public sector accounting principles for local governments as recommended by the Public Sector Accounting Board (“PSAB”) of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Trust are as follows:

#### (a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, revenues, expenses, and changes in fund balances and in financial position of the trust council and the local trust committees.

The Trust occasionally conducts work on behalf of development applicants on a cost-recovery basis. These trust activities are not included in the financial statements.

#### (i) Consolidated entities:

The Trust does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

#### (ii) Funds held in trust:

The Trust administers operations of The Islands Trust Conservancy. The annual expenses of The Islands Trust Conservancy are reported by the Trust in accordance with The Islands Trust Act (note 13).

#### (b) Basis of accounting:

The Trust follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

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## 1. Significant accounting policies (continued):

### (c) Revenue recognition:

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability under section PS 3200 of public sector accounting standards.

Revenue unearned in the current period is recorded as deposits or deferred revenue until related performance obligations have been achieved.

Tax revenue is recognized on an accrual basis.

### (d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Trust recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accrued liabilities and wages and benefits payable.

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations. In the years presented, there are no unrealized gains or losses and as a result no statement of remeasurement gains or losses has been included.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

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## 1. Significant accounting policies (continued):

### (e) Cash and cash equivalents:

Cash and cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

### (f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on restricted funds is added to the investment and forms part of the deferred revenue balance.

### (g) Employee future benefits:

The Trust and its employees make contributions to the Public Service Pension Plan, which provides benefits directly to employees upon retirement. These contributions are expensed as incurred.

A gratuity is also available to employees upon retirement. The cost of this benefit is paid by the Public Service Pension Plan.

### (h) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

In the years presented, no asset retirement obligations have been identified for the Trust and as such no liability has been recognized.

### (i) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Trust is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

# ISLANDS TRUST

## Notes to Financial Statements

Year ended March 31, 2025

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### 1. Significant accounting policies (continued):

(i) Liability for contaminated sites (continued):

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(j) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Furniture and equipment	5
Computers	3
Leasehold improvements	lesser of remaining term of the lease and useful life

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Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Trust's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

The Islands Trust is fortunate to have, and to be mandated to protect, many natural assets in the Trust Area that reduce the need for engineered infrastructure that might otherwise be required by other government agencies to provide various services to the islands. This includes island aquifers (water storage and filtration); streams, ditches and wetlands (rainwater management); forests (carbon sequestration); and foreshore areas (natural seawalls). Canadian public sector accounting standards do not provide for the valuation and recording of such assets in the financial statements. As such, these natural assets are not reported in these financial statements. Nevertheless, the Trust acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

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## 1. Significant accounting policies (continued):

(j) Non-financial assets (continued):

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Works of art and historical treasures:

Works of art and historical treasures are not recorded as assets in these financial statements.

(iv) Interest capitalization:

The Trust does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(v) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(k) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating provisions for accrued liabilities, revenue recognition based on performance obligations achieved, fair value of financial instruments and asset retirement obligations. Actual results could differ from these estimates.

## 2. Cash and cash equivalents:

	2025	2024
Bank account balances	\$ 2,955,860	\$ 5,389,592

## 3. Investments:

At March 31, 2025, investments consisted of guaranteed investment certificates with a cost plus accrued interest that approximated market value. The stated interest rate is 3.65% and the maturity date is February 1, 2026.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

#### 4. Employee benefit obligations:

	2025	2024
Vacation pay	\$ 191,646	\$ 225,490
Compensatory time off	77,682	73,017
	<u>\$ 269,328</u>	<u>\$ 298,507</u>

Vacation pay and compensatory time off represent the liability for accumulated banks for draw down at future dates and/or for payout on approved retirement, or upon termination or death.

#### Other pension plans:

The Trust and its employees contribute to the Public Service Pension Plan (a jointly trustee pension plan). The Public Service Pension Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at March 31, 2025, the plan has about 76,000 active members and approximately 57,000 retired members.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The latest actuarial valuation as at March 31, 2023, indicated a funding surplus of \$4,491 million for basic pension benefits on a going concern basis. The next valuation will be as at March 31, 2026. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Trust paid \$459,061 (2024 - \$415,886) for employer contributions to the plan in fiscal 2025.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

## 5. Obligations under capital leases:

The amounts due for obligations under capital leases are as follows:

2026	\$ 14,949
2027	14,949
2028	15,539
2029	6,052
2030	985
<hr/>	
Total minimum lease payments	52,474
Less amounts representing interest (at rates ranging from 7.95% to 8.70%)	(8,032)
<hr/>	
Present value of net minimum capital lease payments	\$ 44,442

Interest of \$2,312 (2024 - \$2,181) relating to capital lease obligations has been included in expenses on the statement of operations.

## 6. Tangible capital assets:

	Denman Island Site	Furniture and equipment	Computers	Leasehold improvements	Total 2025	Total 2024
<b>Cost:</b>						
Balance, beginning of year	\$ 10,000	\$ 152,874	\$ 474,922	\$ 386,975	\$1,024,771	\$ 934,218
Additions	-	16,040	194,009	44,808	254,857	119,487
Disposals	-	(20,247)	(71,505)	-	(91,752)	(28,934)
Balance, end of year	10,000	148,667	597,426	431,783	1,187,876	1,024,771
<b>Accumulated amortization:</b>						
Balance, beginning of year	10,000	95,311	348,282	369,116	822,709	697,218
Additions	-	16,032	84,050	17,862	117,944	154,425
Disposals	-	(20,247)	(71,505)	-	(91,752)	(28,934)
Balance, end of year	10,000	91,096	360,827	386,978	848,901	822,709
Net book value, end of year	\$ -	\$ 57,571	\$ 236,599	\$ 44,805	\$ 338,975	\$ 202,062

Included in tangible capital assets is assets under capital leases with a net book value of \$44,442 (2024 - \$41,291). There were no contributed assets received during 2025 or 2024.

In fiscal 1994, the Denman Island Ratepayers' Association donated \$10,000 which was used by the Trust to purchase the Denman Island Old School Site from School District #71. The Trust agreed to facilitate the sale of the school site between School District #71 and the Ratepayers' Association and to hold title to the property on behalf of the community. The Denman Island Ratepayers' Association has leased the building on the site from the Trust for 99 years for a total fee of \$10.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

## 7. Accumulated surplus:

Accumulated surplus consists of:

	2025	2024
Invested in tangible capital assets	\$ 294,533	\$ 160,771
General Revenue Fund	2,156,487	2,537,240
Local Trust Committee Project Specific Reserve Fund	210,746	159,535
Special property tax requisition fund	83,515	83,515
	<u>\$ 2,745,281</u>	<u>\$ 2,941,061</u>

## 8. Government transfers:

Government transfers recorded as revenue on the statement of operations are comprised of:

	2025	2024
Provincial operating grant	\$ 199,000	\$ 180,000
Provincial restricted grant	333,601	330,958
Federal restricted grant	233,557	221,775
	<u>\$ 766,158</u>	<u>\$ 732,733</u>

## 9. Budget data:

The budget data presented in these financial statements is based upon the 2025 operating budget approved by Trust Council on April 20, 2024. The following reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Operating budget:	
Revenue	\$ 10,979,219
Less appropriation from surplus	(663,500)
	<u>10,315,719</u>
Expenses	10,979,219
Plus amortization expense	224,000
Less capital expense	(346,700)
	<u>10,856,519</u>
Annual deficit	<u>\$ (540,800)</u>

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

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## 10. Classification of expenses by object:

	2025	2024
Staff salaries and benefits	\$ 6,433,396	\$ 5,912,460
Traveling/training and recruitment	238,482	185,914
Council and trustee costs	1,063,917	1,065,363
Office operations	1,159,333	1,112,114
Programs	708,159	455,449
Legal	618,882	378,713
Amortization	117,944	154,425
	<hr/>	<hr/>
	\$ 10,340,113	\$ 9,264,438

## 11. Commitments:

The Trust is committed to leases for rented premises. Minimum future payments in the next five years are as follows:

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2026	\$	424,753
2027		428,092
2028		392,144
2029		396,180
2030		202,925

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## 12. Contingent liabilities:

In the normal course of operations, claims for alleged damages are made against the Trust. The Trust records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The Trust is insured for general liability claims through membership in the Municipal Insurance Association of British Columbia, a reciprocal insurance exchange. Under this program, members are to share jointly for such claims in excess of individual deductibles against any member. The Trust's deductible is \$100,000.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

## 13. Trust activities:

### (a) Trust Conservancy:

The Trust pays the administration expenses of The Islands Trust Conservancy (the "Conservancy") which is related through the composition of the Conservancy's Board. The Conservancy is empowered to accept donations, grants and bequests and to hold land and other property in compliance with a plan approved by the Ministry of Municipal Affairs. The Conservancy's Board is comprised of three members from Trust Council and up to three members appointed by the Minister of Municipal Affairs.

For financial reporting purposes, the Trust and the Conservancy are reported on separately. These financial statements present the financial position and results of operations of the Trust. Amounts owing from the Conservancy were \$87,179 (2024 - \$100,882).

The Conservancy's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These expenses are summarized as follows:

	2025	2024
Operations and Property Management	\$ 1,019,945	\$ 963,375
Board	9,876	9,747
Administration	327,615	289,113
	<u>\$ 1,357,436</u>	<u>\$ 1,262,235</u>

### (b) Cost-recoveries:

The Trust administers trust activities on behalf of development applicants on a cost-recovery basis. These activities are included in cost recoveries and are as follows:

	2025	2024
Cash received during the year	\$ 5,350	\$ 3,000
Cash paid during the year	9,035	2,121

The net payable from development applicants of \$190 (2024 - \$3,875) is included in cost recoveries on the statement of financial position.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

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## 14. Financial risks and concentration of risk:

The Trust has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk. The Trust has established policies to identify risks and ensure that management monitors and controls them.

### (a) Credit risk:

Credit risk is the risk of financial loss if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The Trust is exposed to credit risk in the event of non-performance by a debtor. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the Trust is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the Trust invests solely in guaranteed investment certificates.

### (b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the Trust is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. It is management's opinion that the Trust is not exposed to significant interest rate risk as it invests solely in guaranteed investment certificates with fixed interest rates.

### (c) Liquidity risk:

Liquidity risk is the risk that the Trust will not be able to meet its financial obligations as they become due.

The Trust manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Trust's reputation. Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

There has been no change to risk exposure from 2024 related to credit, market or liquidity risks.

# ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2025

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## 15. Subsequent event:

On April 4, 2025, the United States government imposed new tariffs on imports and exports to/from Canada. The Islands Trust does not expect to experience operational disruption as a result of these tariffs due to its extremely limited reliance on cross-border trade. The tariffs have potential to impact the cost of purchased goods and services, and to increase the organization's exposure to foreign exchange risk associated with limited software systems procured in U.S. dollars. The potential impact has been assessed as immaterial. The Islands Trust continues to adopt practices that prioritize procurement from Canadian suppliers, further limiting the risk of impact to operations and the financial statements.

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## 1. Regional Planning Committee

In support of the Regional Planning Committee (RPC) work has been completed on the following Trust Council approved top priorities:

### ~ **Bylaw Compliance and Enforcement Policy Review**

- Completed draft edits to Policy 5.5.1
- Completed draft edits to the Plain Language Best Practices Manual
- Completed draft Local Trust Committee bylaw compliance and enforcement policy template
- Website updated

### ~ **Freshwater Sustainability Strategy**

- Islands Trust Area Freshwater Footprint refined and updated
- Islands Trust Area Watershed Resiliency Mapping refined and updated (used in Suitable Land Analysis)
- Islands Trust Freshwater Atlas – advancing towards launch in Q2
- Staff communicated unsuccessful grant application for \$400,000 from the [Watershed Security Fund](#)

### ~ **Monitor progress of protection of ecosystem health in all land use planning decisions**

- The Islands Trust successfully received a grant from Environment and Climate Change Canada (ECCC) to support recovery of species at risk recovery across the Islands Trust area by improving incorporation and integration of biological information into Islands Trust decision making process and projects. The funding has allowed the Islands Trust to hire a full-time biologist from February 2025 until March 2026
- Introduction to Biologist and work plan at RPC meeting
- Workshop with Planning Services and select Islands Trust Conservancy staff to advance work plan deliverables

### ~ **Housing Strategy Action Plan**

- Work advanced on implementing the Housing Strategy Action Plan:
- Tiny Homes on Wheels Enablement Project Final Report received
- Tiny Homes on Wheels Enablement Project Presentation at AVICC
- Tiny Homes on Wheels Steering Committee continue to meet monthly
- Islands Trust Housing Needs Reports received
- Revised the Suitable Land Analysis
- Completed an Engagement Framework
- Completed creation of housing related definition for model Land Use Bylaw

## 2. Planning Projects

The current status of major and extraordinary local trust committee (LTC) projects (projects over \$5,000) are listed in Table 1 below. The table includes RPC projects. Planning Services projects are managed by members of the Regional Planning Team.

**Table 1 Major and Extraordinary Projects**

LTC	Major or Extraordinary Project Name	Project Phase	Current Status
DE	Housing Review	Bylaw Drafting	On-going
GB	OCP and LUB Review	Consultation	On-going
GM	OCP / LUB Review – Targeted Amendment	Drafting	On-going
HO	OCP/LUB Review	Consultation	On-going
MA	Housing Options	Drafting and Review	On-going
NP	Housing Review	Consultation	On-going
SS	OCP/LUB Review - Targeted Amendment	Analysis	On-going
SS	Water Sustainability (SSIWPA)	Analysis	Deferred
SS	Water Sustainability (well monitoring)	Monitoring	Deferred
RPC	Housing Action Plan (Tiny Homes on Wheels)	Implementation	On-going
RPC	Housing Action Plan (Housing Needs Report)	Implementation	On-going
RPC	Freshwater Strategy (various)	Analysis	On-going
RPC	Bylaw Compliance and Enforcement Review	Drafting and Review	On-going
RPC	Implementing Biology into Land Use Decisions	Analysis	On-going

Local Trust Committees are permitted one active minor project (Table 2). The exception is that the Salt Spring Island Local Trust Committee is permitted up to three active projects (minor and major combined). The total funding available for all active minor projects is \$36,500. Funding has been fully allocated although this may change as completed projects update their expenditures.

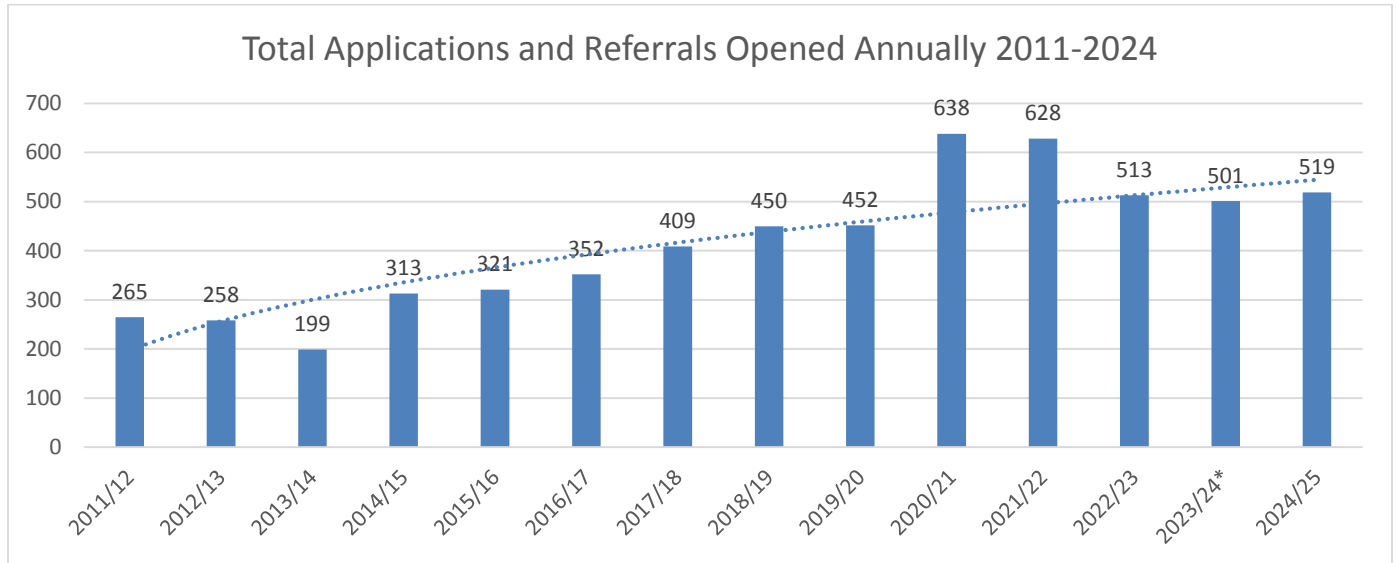
**Table 2 Minor Projects**

LTC	Active Minor Project Name	Project Phase	Current Status
DE	OCP Amendments – Technical and First Nations updates	Initiated	On-going
GL	Small Islands LUB update	Initiated	On-going
LA	TBD pending Major Project		
NP	Raptor nest DPA update	Drafting	On-going
SA	Minor Housing Review	Analysis	On-going
SP	LUB Amendments	Consultation	On-going
SS	Housing Action Program – Implementation (Bylaw 537)	Legislative	On-going
SS	Proof of Water (Bylaw)	Legislative	On-going
TH	LUB – Targeted Amendment	Initiated	On-going

### 3. Current Planning

**Annual Review.** Planning Services opened 519 new applications and referrals in the fiscal year 2024/25. This is an increase of 4% from last year and continues the overall upward trend of application processing when viewed since 2011 and removing the impacts on land use development resulting from Covid-19 from 2020-2022 (Figure 1).

**Figure 1 Total Applications Opened Annually**



**Quarterly Review.** Planning Services opened 130 new applications and referrals in the fourth quarter (Q4) of the 2024/25 fiscal year (January 1, 2025 – March 31, 2025) (Figure 2). Applications and referrals opened in Q4 are broken down by type and local trust area in Figure 3.

**Figure 2 Applications Opened by Quarter**

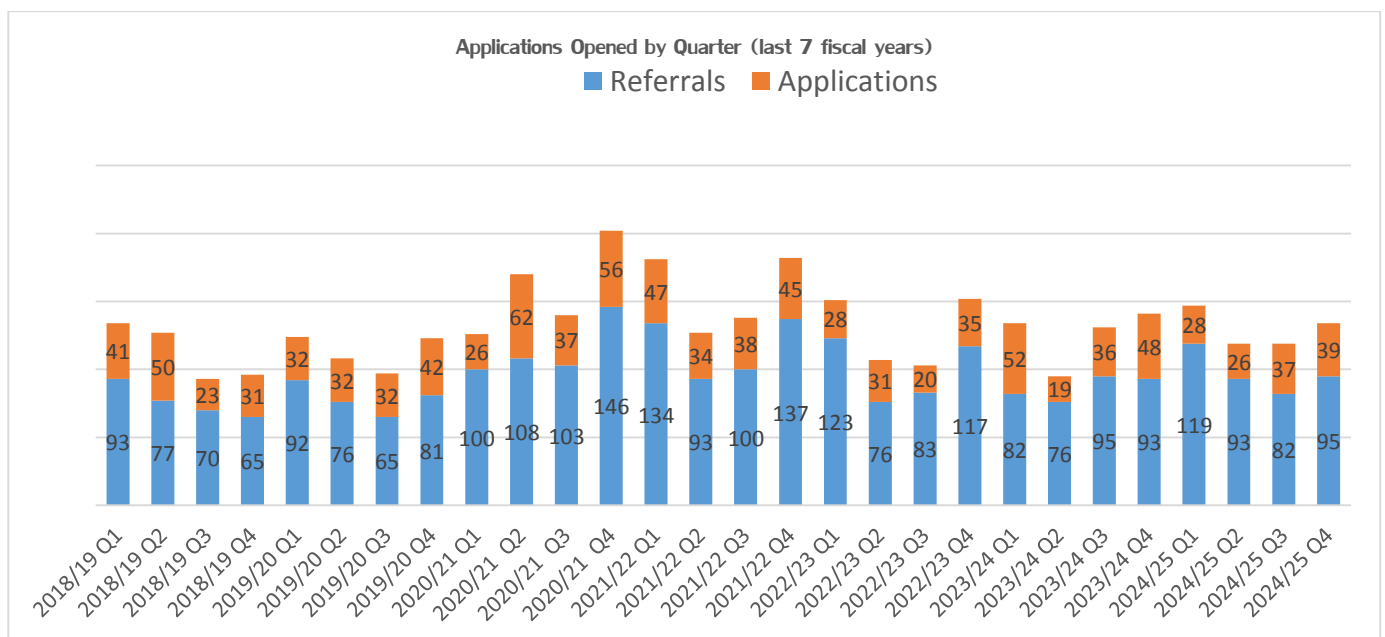
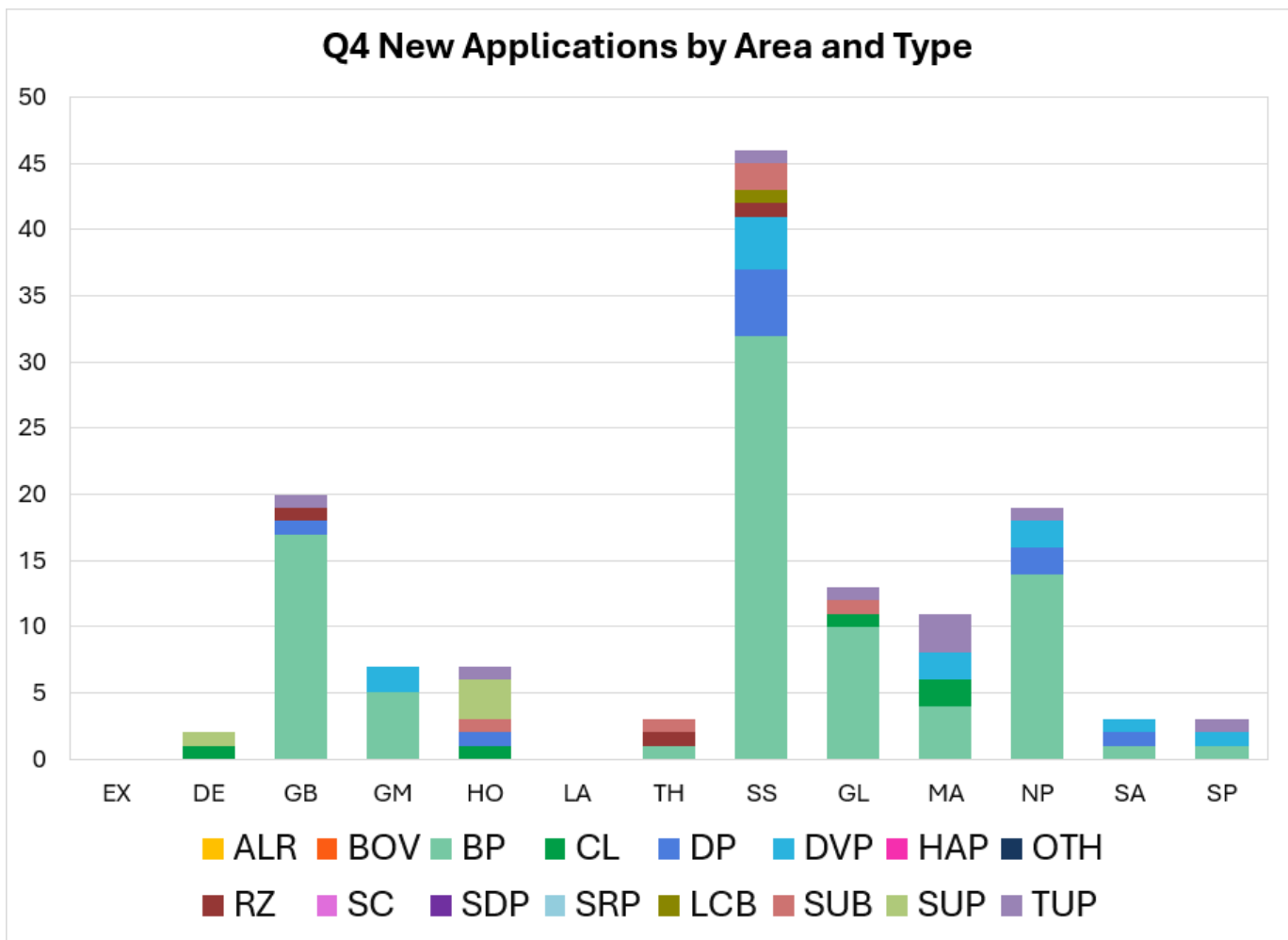


Figure 3 Applications Opened in Q4 by Type and Area



Legend	
ALR	Agricultural Land Reserve
BOV	Board of Variance
BP	Building Permit
CL	Crown Lease
DP	Development Permit
DVP	Development Variance Permit
HAP	Heritage Area Permit
LCB	Liquor and Cannabis Board
OTH	Other (Flood Plain Exemption +)
RZ	Rezoning (includes OCP amendments)
SC	Strata Conversion
SDP	Soil Deposit Permit
SRP	Soil Registration Permit
SUB	Subdivision
SUP	Siting Use Permit
TUP	Temporary Use Permit

#### 4. Corporate Initiatives

Planning services staff continue to support two specifically funded 2024/25 corporate initiatives:

##### **Cityview (Bylaw Enforcement):**

Lessons learned from implementing the new Cityview software for planning services has been applied to consideration of the bylaw compliance and enforcement component of the software approved by Trust Council. Management of implementing the new software has been assigned to Information Services with support from the bylaw compliance and enforcement team. Kick off of this project has been delayed due to loss of key Information Services staff.

##### **Salt Spring Office Relocation:**

The Salt Spring Island office current lease expired October 31, 2024. All staff were out of the office by October 18, 2024. A temporary office space with three desks and basic office needs has been created in part of the new leased building downtown Ganges. Office renovations were delayed at the building permit approval stage. Move in date is likely August/September 2025.

##### **Policy Statement:**

Planning Services staff have contributed substantive time to reviewing research and draft revisions to the Policy Statement as requested by both the Committee of the Whole and Trust Programs Committee.

#### 5. Other Initiatives

Planning services has various projects that straddle strategic and corporate initiatives (two projects listed below resulted from unsolicited resolutions at Trust Council). Some of these projects include:

##### **First Nations Referral Process:**

Staff continue to solicit First Nations to get their feedback about the referral processes, concerns and new initiatives. Staff have been delayed developing a work plan to capture responses due to unexpected staff leave and to discussions related to updating the Reconciliation Action Plan.

##### **Application Cost Recovery:**

Trust Council approved purchasing of new time collection software after staff reported the expiry of the old software. Purchasing the new software has been deferred to accommodate Information Services staffing changes. Internal project kick off is scheduled in July 2025.

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## 1. ONBOARDING

As I complete my first six months with Islands Trust, I've had the opportunity to advance some of my outreach and engagement within the Trust Area and with a number of partner agencies.

I recently visited Gabriola and Salt Spring, and my thanks to Trustees Elliott and Patrick for taking the time to provide a tour of each island and share some their experience and local context. On Gabriola, I also met with the highly engaged staff at the northern office to learn more about their experience and work.

Attending the Association of Vancouver Island and Coastal Communities annual conference in Nanaimo, I had the opportunity to connect with several of my peers from local communities. And I have recently had introductory meetings with several interest groups, including the Friends of the Gulf Islands Society, Transition Salt Spring, and the North Salt Spring Water Works District.

## 2. TRUST COUNCIL/EXECUTIVE COMMITTEE

In April, I and senior staff joined Executive Committee for a joint meeting with Bowen Island Municipality (BIM) Council. It was a productive discussion providing an opportunity to update BIM on a number of priority topics and address questions related to the provincial review request and the Policy Statement Amendment Project. A second joint meeting has been scheduled for October 2025.

In May, Islands Trust received a response from the Minister of Housing and Municipal Affairs regarding the request for a provincial review of Islands Trust. That correspondence is added as an agenda item for Trust Council's discussion at this meeting. I look forward to Trust Council considering what, if any, next steps it chooses to take in response the minister's letter so we can determine any resulting impacts for work plans for the balance of this fiscal year.

Executive Committee, with my input, also subsequently approved and sent a follow-up letter to the minister reiterating a request for a meeting while also respecting the minister's decision not to initiate the requested review during the current Trust Council term. I will support Executive Committee in preparing their approach should the minister opt to extend a meeting invitation.

Following the March Trust Council meeting, we again invited trustees to complete a survey providing feedback on various aspects of that meeting. Overall, the results were significantly more positive than the December 2024 meeting survey. More than 90 per cent of respondents were satisfied with the overall quality of the March meeting. Full results were emailed out to Trustees for their reference.

Staff have taken this feedback into consideration in preparations for the June meeting where possible. Post-meeting surveys will continue as a standard practice after all quarterly Trust Council meetings as a continuous improvement measure.

## 3. OPERATIONS

In my March report I noted some of the ongoing human resource pressures faced by the Islands Trust. Building on that, and further discussions with staff around other operational pressures, I have initiated an internal operational review of the Islands Trust. While still in the planning phase, the intent is for this review to identify realistic actions that can help ensure:

1. Resources are appropriate and aligned to better deliver on strategic and operational priorities.
2. Employee engagement and retention improve over time.
3. Practices and processes enable more effective decision making and service delivery.
4. Islands Trust is better able to respond and adapt to its current and future operating context.

My goal is to provide a preliminary report on this review to September's Trust Council meeting.

With the approval of Trust Council's strategic plan at the March meeting, staff have begun incorporating the priorities identified into their planning for the new fiscal year. We continue working to design and introduce departmental work plans that incorporate the strategic plan priorities as the next step toward implementing the corporate planning process approved by Trust Council.

Finally, while it may seem a long way away, I am turning my attention to preparations for the 2026 election cycle, particularly with regard to orientation of a new Trust Council with consideration of the recommendations in the 2022 governance review. I look forward to engaging trustees in that work over the next year.



## TRUST COUNCIL STRATEGIC PLAN PRIORITIES

(Reporting on Key Initiatives identified as priorities for the current Trust Council term)

1. Governance & Organizational Excellence				
STRATEGIC DIRECTION	KEY INITIATIVE	COMMENTS	STATUS	Responsible Committee
1.1 Updates and adopt a new policy statement	1.1.1 Finish and adopt Islands Trust Policy Statement in accordance with project work plans *	<ul style="list-style-type: none"> <li>The project is well underway with Trust Programs Committee continuing review of the document.</li> <li>Trust Council will be considering a revised project charter to shift project timelines in response to the extended policy review period</li> <li>Staff have developed a communications and engagement plan</li> <li>Staff are preparing to issue 100+ referrals post-First Reading with concordance tables to agencies/First Nations who have already provided content in order to explain how their comments were addressed</li> </ul>	80% complete	EC/TPC
1.2 Strengthen governance, decision-making and workflow processes	1.2.1 Develop a corporate planning process to enable decision-making, workflow efficiency, resource tracking and relevant policy consolidation *	<ul style="list-style-type: none"> <li>Draft corporate planning process approved by Trust Council</li> <li>Strategic Plan approved in March 2025</li> <li>CAO working with senior staff to develop and implement departmental work plans</li> </ul>	33% complete	GC
	1.2.3 Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence *	<ul style="list-style-type: none"> <li>May 9, 2025 RPC completed review of Policy 5.5.1 and Best Practices Manual</li> <li>Staff to edit as requested and forward to Ombudspersons Office for review</li> </ul>	75% complete	RPC
	1.2.4 Prioritise, analyse, and where appropriate, implement the 15 recommendations of the 2022 Governance Report *	<ul style="list-style-type: none"> <li>May 13, 2025 Committee of the Whole discussion.</li> <li>Further direction expected from Governance Committee.</li> </ul>	33% complete	GC
	1.2.5 Review all Trust Council policies, and where appropriate, amend, combine or rescind	<ul style="list-style-type: none"> <li>With Governance Committee – waiting for prioritization.</li> </ul>	Not Started	GC

(\* Denotes initiatives identified by Trust Council as their top priorities for the balance of the current council term)



1.3 Advocate to the Province for legislative changes to Islands Trust Act	1.3.1 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 *	<ul style="list-style-type: none"> <li>April 28 letter from Minister Kahlon confirms no Provincial action this council term</li> <li>Next steps at the direction of Trust Council</li> </ul>	25% complete	EC
<b>2. Growth Management &amp; Community Resiliency</b>				
<b>STRATEGIC DIRECTION</b>	<b>KEY INITIATIVE</b>	<b>COMMENTS</b>	<b>STATUS</b>	
2.1 Support proactive land use planning and establish limits to growth using evidence-based data	2.1.3 Update and implement Freshwater Sustainability Strategy (2022-2032)	<ul style="list-style-type: none"> <li>May 9<sup>th</sup>, 2025 RPC requested staff to draft a business case for an independent review of the FWSS</li> </ul>	25%	RPC
2.3 Explore innovative approaches to supporting diverse housing options and tenures	2.3.2 Design a plan to advocate to enhance community access to funding for housing in the Trust Area	<ul style="list-style-type: none"> <li>Not started</li> </ul>	0%	EC
<b>3. Ecosystem Health &amp; Integrity</b>				
<b>STRATEGIC DIRECTION</b>	<b>KEY INITIATIVE</b>	<b>COMMENTS</b>	<b>STATUS</b>	
3.1 Improve control of invasive species	3.1.1 Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting	<ul style="list-style-type: none"> <li>Not started</li> <li>Related: Trust Programs Committee has asked staff to develop a project charter for a stewardship education webinar "Working towards a Fallow Deer Strategy"</li> </ul>	0%	EC
3.2 Improve understanding and monitoring of ecosystem health	3.2.4 Monitor progress of protection of ecosystem health in all land use planning decisions	<ul style="list-style-type: none"> <li>May 9<sup>th</sup>, 2025 – RPC received presentation from Biologist on progress of implementing biological information into land use decisions</li> <li>May 15<sup>th</sup>, 2025 – PS Pro-D Day, Workshop assessing research and tools to implement biological information</li> </ul>		RPC

(\* Denotes initiatives identified by Trust Council as their top priorities for the balance of the current council term)



4. Climate Change				
STRATEGIC DIRECTION	KEY INITIATIVE	COMMENTS	STATUS	
4.2 Improve community understanding about climate change mitigation and adaptation	4.2.4 Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) to act as an incentive for the protection of forest cover for climate change mitigation and adaptation	<ul style="list-style-type: none"> <li>Staff secured a \$8,200 grant to produce a report on the implications of higher exemption amounts.</li> <li>Staff procured a report from consultant on the implications of higher exemption amounts which is under internal review.</li> </ul>	60%	EC
5. First Nations Relations & Reconciliation				
STRATEGIC DIRECTION	KEY INITIATIVE	COMMENTS	STATUS	
5.1 Enhance proactive planning and intentionality of reconciliation initiatives	5.1.1 Update and implement Reconciliation Action Plan	<ul style="list-style-type: none"> <li>Staff have begun drafting a new Reconciliation Action Plan based on prior staff and trustee input.</li> <li>Staff have begun developing a process for internal review of the draft Reconciliation Action Plan.</li> </ul>	50%	EC
	5.1.2 Clarify opportunities for co-governance and co-management of the Trust Area	<ul style="list-style-type: none"> <li>Staff have had initial conversations with Ministry staff</li> </ul>	10%	GC
5.2 Engage with Indigenous Governing Bodies and Indigenous Peoples on governance, growth management, heritage and ecosystem protection, and climate change	5.2.2 Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples	<ul style="list-style-type: none"> <li>Not started</li> </ul>	0%	EC

(\* Denotes initiatives identified by Trust Council as their top priorities for the balance of the current council term)



Islands Trust

## Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
October 25	New Term Orientation: <a href="#">Meeting the Trustees: Trust Council, Executive Committee and Council Committees overview</a>			
November 8	New Term Orientation: <a href="#">Trustee Roundtable - Getting to know each other and staff</a>			
<b>TRUST COUNCIL MEETING</b> November 17	New Term Orientation: Computer/HR Orientation, Trustee Tool kit and badges, Victoria staff greetings	New Term Orientation: Oath of Office / Swearing In		
<b>TRUST COUNCIL MEETING</b> November 18-19	New Term Orientation: <a href="#">Overview of Islands Trust; Islands Trust Conservancy; Governance; Planning Services;</a>  <a href="#">Finance and Budgeting</a>	New Term Orientation: Election of Chair, Executive Committee and Conservancy members		
November 22	New Term Orientation: <a href="#">Trustee administration: remuneration, expenses, computer training</a>			
<b>TRUST COUNCIL MEETING</b> December 6-8	New Term Orientation: <a href="#">Islands 2050 Policy Statement Amendment Project Overview</a>	New Term Orientation: Introduction to Standards of Conduct/Conflict of Interest/FOI <a href="#">Robert's Rules &amp; Responsible Governance</a> Presenter: <a href="#">Eli Mina, Registered Parliamentarian</a>	New Term Orientation: Local Trust Committees Orientation	New Term Orientation: <a href="#">Reconciliation and First Nations Engagement</a> Presenter: <a href="#">Reece Harding, Barrister &amp; Solicitor, Young Anderson</a>

2022



Islands Trust

## Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2023	January 12		<a href="#">A Closer Look: Open meetings, Conflict of Interest, Freedom of Information</a>	
	January 19			<a href="#">Local Trust Committees, Land Use Planning, Bylaw Enforcement</a>
	January 26	<a href="#">Website and Mapping</a>		
	February 2	<a href="#">Species at Risk (SAR) and Critical Habitat Protection on non-federal lands***</a>		
	February 9	<a href="#">Growing Native Plant Species for People and Places***</a>		
	March 30	<a href="#">GINPR - Monitoring and Restoration of Rare Ecosystems***</a>		
	April 5	<a href="#">BC Conservation Data Centre - BC CDC 101: Providing Information about Biodiversity in BC Presentation***</a>		
	May 4	<a href="#">P’hwulhp (Garry Oak) Meadows: Understanding a Living Cultural Landscape***</a>		
	May 19		Chair Training: Facilitated day-long session. <a href="#">Part 1</a> and <a href="#">Part 2</a> Presenter: Lisa Zwarn, Registered Parliamentarian & Public Administration Instructor	



Islands Trust

## Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
June 19	<a href="#">Forest classification and forest health of the Coastal Douglas-fir zone</a> Presenters: Andy MacKinnon, RPBio (ret.), RPF (ret.) Forest Ecologist and Del Meidinger, M.Sc., RPBio, Research Ecologist			
<b>2023</b>	<b>TRUST COUNCIL MEETING</b> June 27 - 29 <a href="#">Recording</a>	Local Governments in Reconciliation Presenters: Brent Mueller, Director, Governance Relations (MUNI) and Lisa Bhopalsingh, Manager of Community & Cultural Planning, City of Nanaimo <a href="#">#1PowerPoint</a> <a href="#">#2PowerPoint</a>		Gabriola Island field trips to Museum, Recycling Centre, Elder Cedar Forest
	<b>TRUST COUNCIL MEETING</b> September 26 – 28 <a href="#">Recording</a>			Guided Visit to KELA_EKE Kingfisher Forest or Tour of Magic Lake Estates
	November 29			Cityview Bylaw Enforcement Extension
	<b>TRUST COUNCIL MEETING</b> December 5 – 7 <a href="#">Recording</a>			San Juan County Council Session

\*\*General Local Election October 17, 2026. Trust Council Bylaw No. 101 (2.1). *The first regular meeting of the Council shall be held on the first Wednesday of November following a general local election.*

\*\*\* Webinars offered for both public and trustee benefit.



Islands Trust

## Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
<b>2024</b>	<b>TRUST COUNCIL MEETING</b> March 12-14	<a href="#">Media and Social Media Training - Jan Enns, Communications Consultant</a>		
	<b>TRUST COUNCIL MEETING</b> June 18 – 20	<a href="#">Recording</a>		
	<b>TRUST COUNCIL MEETING</b> September 24 – 26			
	November 26			Xwe’et tay/Lasqueti Archeology Project
	<b>TRUST COUNCIL MEETING</b> December 3 – 4			San Juan County Council Session
	<b>TRUST COUNCIL MEETING</b> March 11-13			
<b>2025</b>	<b>TRUST COUNCIL MEETING</b> June 17-19		Facilitated Conduct Training Session	
	June-July (TBC)		Chair and Meeting Management Training	
	<b>TRUST COUNCIL MEETING</b> September 16-17		DRIPPA Implementation Update (TBC)	
	<b>TRUST COUNCIL MEETING</b> December		First Nations Relationship Building (TBC)	



Islands Trust

## Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others	
<b>++</b>     <b>2026</b>	January – February (TBC)	Public Engagement Best Practices			
	<b>TRUST COUNCIL MEETING</b> March	Structured Decision-Making Workshop (TBC)			
	<b>TRUST COUNCIL MEETING</b> June				
	<b>TRUST COUNCIL MEETING</b> September				
	<b>**NEW TERM TRUST COUNCIL MEETING</b> November	New Term Orientation	New Term Orientation	New Term Orientation	New Term Orientation
	<b>TRUST COUNCIL MEETING</b> December	New Term Orientation	New Term Orientation	New Term Orientation	New Term Orientation

Outstanding Continuous Learning Item from 2018-2022 Trust Council term on FUAL report – TC-2022-103 *“Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.”*



- 1.1.1 Finish and adopt the Islands Trust Policy Statement in accordance with project work plans.
- 1.2.4 Prioritise, analyse, and where appropriate, implement the 15 recommendations of the 2022 Governance Report.
- 1.3.1 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.
- 3.2.1 Identify indicators of ecosystem health and integrity.
- 5.1.1 Update and implement the Reconciliation Action Plan.
- 5.2.2 Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples.

**ATTACHMENT(S):**

**1. April 28, 2025 Letter from Minister Kahlon**

**FOLLOW-UP:** Staff are prepared to act on any resulting direction from Trust Council should a need for further action or analysis be needed.

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**Prepared By:** Executive Office

**Reviewed By/Date:** Chief Administrative Officer/May 27, 2025



BRITISH  
COLUMBIA

April 28, 2025

Reference: 185578

Laura Patrick  
Chair,  
Islands Trust Council  
200 - 1627 Fort Street  
Victoria BC V8R 1H8  
Email: [information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)

Dear Chair Laura Patrick:

I am writing to acknowledge correspondence from Peter Luckham of March 4, 2025, prior to his resignation as Chair, in which he requested a meeting between myself and the members of the Islands Trust Executive Committee to discuss the request for a review of the Islands Trust that was sent to the former Minister of Municipal Affairs during the last provincial election.

During this time of extraordinary change and uncertainty, our government is focusing on the services and choices that make an immediate and material difference while managing within our means. We will have to make difficult choices about the order in which we commit to new initiatives, like a review as sweeping as that laid out in the letter to Minister Kang. I am therefore not in a position to consider a review of the *Islands Trust Act* prior to the next general local elections.

Land use planning to preserve and protect the Trust area and its unique amenities and environment is the core responsibility of the Islands Trust. This reflects the ecological mandate of the Trust, the toolkit deliberately supplied by government, and that island communities have a role to play in local environmental stewardship. It is my expectation that the Trust Council recognizes that this requires careful deliberation and consideration of perspectives to manage expectations of growth, development and local economies without exceeding the carrying capacity of local ecosystems and preserving unspoiled natural amenities.

Page 1 of 2

Over the balance of their term of office, I will need the Trust Council to take particular care to ensure that engagement with the public and First Nations on the bylaws put before me for approval, including amendments to Official Community Plans and the Trust Policy Statement, are undertaken in a manner that demonstrates mutual respect and builds towards consensus.

The established Trust Policy Statement is the current touchstone which aids in the interpretation of the organization's mandate. The development of the next iteration requires care to result in a Policy Statement in which all involved can all have confidence.

Along similar lines, before returning with another request for provincial review I will expect the Trust Council to ensure that it has engaged in a meaningful way with the agencies and governments that would be expected to participate in or be impacted by such a review. These include the First Nations in whose territories the Trust are stewards through its land use authorities and the local governments who share constituents with the Local Trustees, and the Islands Trust Conservancy Board.

The Ministry of Housing and Municipal Affairs will continue to support the Islands Trust in its work at the staff level. I understand that a strong working relationship has been established between your staff and the Land Use, Planning, and Regional Impacts Branch. Your team can continue to reach out to the Ministry through Marijke Edmondson, Executive Director, and Kris Nichols, Manager Planning Advice and Approvals, for support on the Trust Policy Statement and the progress of Official Community Plan bylaws that require my approval. Ms. Edmondson can be reached at: [marijke.edmondson@gov.bc.ca](mailto:marijke.edmondson@gov.bc.ca) or 778-698-3227 and Mr. Nichols can be reached at: [kris.nichols@gov.bc.ca](mailto:kris.nichols@gov.bc.ca) or 778-698-3450.

Thank you again for taking the time to write.

Sincerely,



Ravi Kahlon  
Minister of Housing and Municipal Affairs

CC: Rob Botterell, MLA for Saanich North and the Islands  
Rueben Bronee, Chief Administrative Officer, Islands Trust

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## 1. TRUST PROGRAMS COMMITTEE (TPC)

- ~ **Stewardship Education Program:** Trust Programs Committee selected five webinars for delivery in 2025/26. Staff will now develop project charters for the Committee to approve in July.
- ~ **Policy Statement Amendment Project:** Trust Programs Committee continued to consider and recommend revisions to the draft new Policy Statement, receiving reports from staff about a variety of topics requested by the Committee.
- ~ **Policy Statement Amendment Policy:** No progress made this quarter. Staff will provide suggested amendments to the Policy Statement Amendment Policy per TPC's direction for subsequent recommendation to Trust Council.

## 2. EXECUTIVE COMMITTEE (bylaws)

- ~ **Bowen Island Municipality bylaws:** At time of writing, staff are preparing staff reports for Executive Committee review concerning the following proposed Bowen Island Municipality (BIM) Bylaws:
  - Proposed Bylaw No. 667: This bylaw would amend the BIM official community plan to permit a school use on a rural-residential zoned property. The bylaw introduces a policy that allows BIM Council to consider institutional uses in the Cape Roger Curtis area if transportation issues are taken into account.
  - Proposed Bylaw Nos. 673 and 675: These bylaws would amend the BIM official community plan and land use bylaw to reduce the minimum lot area of a rural residential property to enable its subdivision.

## 3. ISLANDS 2050 (POLICY STATEMENT AMENDMENT PROJECT)

At its March 2025 meeting Trust Council re-assigned responsibility for ongoing review and revision of the draft new Policy Statement from Committee of the Whole (COtW) to TPC. Since then, staff have supported TPC with five meetings to consider the draft Policy Statement. Staff have been adding the revisions recommended by TPC to those previously recommended by COtW, and will present them for Trust Council's consideration at a future meeting. Staff have also prepared information and policy options responding to COtW and TPC requests on subjects such as housing, saltwater intrusion, definitions, and Policy Statement implementation.

During the quarter, Trust staff did not hold any meetings with Indigenous Governing Bodies (IGB) regarding the Policy Statement, but did undertake a systematic review all feedback provided by Indigenous Governing Bodies (IGBs) since project inception and presented those to TPC for its

consideration, along with related policy recommendations. During the quarter staff met with staff from the Ministry of Housing and Municipal Affairs and the provincial Ministry of Indigenous Relations and Reconciliation to discuss the Policy Statement Amendment Project and ministerial expectations that the Islands Trust “build towards consensus” with Indigenous Governing Bodies on the draft Policy Statement.

Public engagement on the draft Policy Statement remains at the “inform” stage until Trust Council gives First Reading to the document. Staff have developed a communications and engagement plan based on the approved \$53,500 project budget for fiscal 2025/26 that allocates \$26,000 for communications and \$17,500 for community engagement. A draft of this plan was shared with Executive Committee at its June meeting. Staff have already provided Executive Committee with a draft survey about the new Policy Statement for that Committee’s early consideration.

Staff continue to monitor the [Islands2050@islandstrust.bc.ca](mailto:Islands2050@islandstrust.bc.ca) inbox and respond to enquiries, and will update the [Islands 2050 webpage](#) at key intervals in the project.

#### 4. COMMUNICATIONS

Communications staff continue to provide routine communication services and to offer support to staff and trustees as part of ongoing operations.

Routine communications over the last quarter include the following:

- ~ **Annual Report:** the draft annual report has been created, and design work has begun.
- ~ **News Releases:** [Four news releases](#) were distributed since the last report:
  - o March 31, 2025: Islands Trust Announces New Local Trust Committee Chairs
  - o March 13, 2025: Islands Trust Council Approves 2025-26 Budget
  - o March 11, 2025: Islands Trust Council Appoints New Chair
  - o February 26, 2025: Salt Spring Island Local Trust Committee Legal Action

**Media relations:** Staff continued media relations, including contacting journalists with corrections or clarifications, and continue to build the media contacts list.

- ~ **Social media:** Staff have continued posting to social media. A consistent posting schedule has been underway since March 2023, with a planned schedule of minimum two posts per week, or more as necessary and as topics arise. The number of Facebook followers has stayed steady at just under 970, while X (previously known as Twitter) has decreased by 23 followers to 1095 followers (X followers typically continue to decrease as the platform undergoes significant changes, and staff find that there is zero engagement on X). As discussed at March Trust Council meeting, staff have been focusing on the most engaged platforms, and growing the subscriber base. As of March 2023, Islands Trust is active on LinkedIn and Instagram. These platforms are still in the early stages with small follower numbers. To date, Instagram has 235 followers, up from 226 followers, and LinkedIn has 338 followers, up from 320.
- ~ **Media clippings service:** Staff continue to monitor media sources and provide a summary of Trust-relevant news stories to trustees and Bowen Island Municipal Council. While staff aim to provide updates two to three times a week, this service is provided on a time-available basis.

Including more clippings from more local publications is a priority and staff are working to include more local content.

- ~ **Pre-budget survey:** Staff implemented the communications and engagement workplan for the Pre-Budget Consultation for the 2026/27 Islands Trust budget, including promoting the survey and hosting a webinar. The results will be provided to Financial Planning Committee in August.
- ~ **Website maintenance and improvement:** Staff continued to update webpages on a consistent basis to update data, improve readability and conciseness. Staff have requested a fix to the Islands Trust website to address speed issues with the database-driven meeting and events calendar and document library.

Specific work completed over the last quarter to advance the **Communications Strategy** included:

- ~ **Work plan development:** A detailed work plan to achieve the goals set out in the strategy and includes:
  - The second Trust Area-wide electronic newsletter went out in May 2025. Encouraging new subscribers to the newsletter is an ongoing campaign
  - Updating procedures and templates documents
  - Updating and standardizing templates of public communication documents
  - Providing key speaking notes to trustees on emerging issues
  - Supporting staff on website updates
  - Drafting of a branded clothing procedure document in advance of ordering branded clothing for some IT and ITC staff who work in the field
  - Updating and printing stewardship education material
  - Participated in investigating and testing customer relationship management (database) software for Islands Trust
  - Updating the Property Tax Assessment Notice, and creating an insert into the Bowen Island Property Tax Assessment Notice (which was then made into an advertisement), both of which serve as a communication channel and education tool
  - Worked to trademark the Islands Trust logo, which is now trademarked and protected

The communications team has supported the work of other business units on the following initiatives:

- ~ **Support for Planning Services:** Communications staff provided:
  - ~ Communications and engagement support for the Gabriola Island Official Community Plan review project
  - ~ Communications and engagement support for the Salt Spring Island Complete Communities Assessment project
  - ~ Review of communications about the Sunshine Coast Regional District Coastal Floodplain project
  - ~ Communications support to the Gambier Island LTC projects
  - ~ Communication and design support for the bylaw compliance and enforcement best practices manual

Staff continue to assist with social media for local trust committees that request such support.

- ~ **Support for Bylaw Compliance and Enforcement Services:** Staff continue to support bylaw compliance and enforcement through creating speaking notes and news releases for trustees that need support with regards to enforcement efforts in local trust areas.
- ~ **Policy Statement Amendment Project:** Provided support for the Policy Statement Amendment process, including communication and engagement workplans and supporting materials, and a video.
- ~ **Freshwater Footprint project:** Provided communication support to the Freshwater Footprint project including the survey, and the workshop series.

## 5. RECONCILIATION PROGRAM

- ~ **Support to staff and trustees:**
- ~ A new Trust Area-wide Consultative Areas Database search has identified four additional First Nations with whom we must now engage for Trust Area-wide activities: Da'naxda'xw First Nation, Lummi Nation (in the U.S.), Mamalilikulla First Nation, and Tlowitsis Nation. As a result, staff will be updating all affected documents and materials—including the Territorial Acknowledgement Guide, acknowledgment slides, email signature procedure, website content, and any other references—to reflect this change. There are now 31 First Nations for Islands Trust to engage with, though "many" may be more appropriate to cite in some contexts.
- ~ Staff continued to provide support and advice to staff and trustees who had meetings or correspondence with First Nations.
- ~ Staff continue to liaise with provincial staff and other local government staff to support the development of the Reconciliation program.
- ~ Staff provided two sessions to new staff, introducing First Nation history and Indigenous relationship building.
- ~ **Protocol agreement negotiation/implementation:**
  - **Quw'utsun Nation:** Currently developing an engagement plan to meet the member individual Nations of the Quw'utsun Nation. Meetings with the individual Nations will commence in June 2025. A letter was previously sent to Chief and Council of Cowichan Tribes, Lyackson First Nation, Penelakut Tribe, Halalt First Nation, and Stz'uminus First Nation expressing interest in a protocol agreement with Quw'utsun Nation or with each of the five First Nations (in the case of Lyackson First Nation, this would be to update the existing agreement). Meeting with the individual Nations is a priority before setting another meeting with the Quw'utsun Nation.
  - **Snaw-naw-as First Nation:** Staff continue to work towards organizing a protocol agreement signing ceremony. A draft news release is prepared. The agreement calls for up to four working group meetings each calendar year and, to date, there has been no commitment to meet this quarter. Trust Council appointed Peter Luckham, Tobi Elliott, Mikaila Lironi, and Tim Peterson to the working group in 2023. Staff had several telephone calls, email correspondence, and texting responses from the Chief, and staff are still waiting on the First Nation's decision about how they would like to complete the signing of the protocol agreement. Should there be continued interest in holding working group meetings, staff will seek direction from Trust Council about Chair Laura Patrick being appointed to the seat held by former Chair Peter Luckham.
  - **Snuneymuxw First Nation:** In October 2024, at the request of Snuneymuxw First Nation, staff sent the Trust's protocol agreement template for consideration as a basis for an updated agreement and have followed up. Snuneymuxw has requested postponement of protocol agreement negotiation for a period and will contact Islands Trust once their staff has capacity to continue.
  - **WSÁNEĆ Leadership Council Society (WLC):** In March, Islands Trust received a letter from WSÁNEĆ Leadership Council Society (WLC) requesting development of an MOU

between IT and WLC on behalf of Tsartlip and Tseycum First Nations. The Executive Committee directed staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the WSÁNEĆ Leadership Council Society, to develop a protocol agreement for Trust Council consideration, and directed staff to forward the March letter from Chief Don Tom (Tsartlip First Nation) and Chief Tanya Jimmy (Tseycum First Nation) to the Islands Trust Conservancy Board and the Islands Trust Council. Staff plan to meet with WLC staff in late June 2025 to begin developing the agreement.

- **Tsawout First Nation:** The Executive Committee directed staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration. Development of a protocol agreement will commence following the completion of a Tsawout-hosted feast on June 16, 2025.
- **Tla'amin Nation:** In review of older files related to the Policy Statement, staff discovered a 2020 letter from Tla'amin First Nation in which the Nation expressed an interest in a protocol agreement between IT and the Nation to guide future relationship between the parties. Belatedly, staff will be following up on this letter to see if there is still interest.

~ **Liaison meetings:**

- Held a staff-to-staff meeting with Tsawout First Nation staff to discuss a number of matters. The Executive Committee approved a project charter for a feast with SṠÁUTW\_ (Tsawout) First Nation and directed staff to apply for a grant from the UBCM Community to Community grant program to support a relationship-building event with Tsawout First Nation. The grant application is submitted and the feast will take place June 16, 2025.
- Staff attended a meeting with Tsawwassen First Nation to review the Salt Spring Island Official Community Plan (OCP) and Land Use Bylaw (LUB).
- Staff held a meeting with CVRD to have a conversation on sharing information to support Indigenous relationship building.
- Staff held a meeting with Ministry of Housing and Municipal Affairs staff to discuss the First Nation referral process and associated challenges.

~ **Correspondence:**

- Reviewed letters to 13 First Nations regarding an invitation to engage in the Salt Spring Island OCP/LUB project.
- Reviewed the Conservancy letter to the Honourable Minister of Housing and Municipal Affairs.
- Reviewed the early engagement letter to First Nations for the new Galiano Island Local Trust Committee project.
- Reviewed the early notification letter for the rezoning for the Green Shore proposal in the Cut within Thetis Island Local Trust Area.

~ **Site visits:** None this quarter.

~ **Events:**

- Staff supported and attended the showing of the film *Dust & Bones* on Lasqueti Island and subsequent discussion. This initiative was in partnership with the Xwe'etay/Lasqueti Archeology Project. The showing took place March 29, 2025 and was well attended, with approximately 75 people. Elders Kim Recalma-Clutesi and William White supported the sharing and conversation.
- Staff attended a mural unveiling on Lasqueti Island for the Xwe'etay Lasqueti Archeology Project.

~ **Records management:** Staff did not progress work this quarter toward the completion of a project related to records and correspondence management. This project will re-initiate soon.

~ **Policies and procedures:**

- Staff continued work on an honoraria procedure and are considering re-naming it to a handshake procedure to maintain cultural safety.

~ **IGB Capacity Funding:**

- Work with legal counsel on a draft Trust Council policy regarding capacity funding did not progress.
- ~ **Reconciliation Learning Group:**
  - Islands Trust prepared an RFD for Executive Committee for cultural safety training for staff and trustees and prepared a contract request. Participants will be selected from among trustees and staff.
- ~ **Reconciliation Action Plan:** No progress this quarter on developing a new Reconciliation Action Plan due to the Director of Trust Area Services' lack of available time.

## 6. ADVOCACY/COORDINATION

- ~ **Trust Council:** The CAO supported the Chair writing to the Minister of Housing and Municipal Affairs requesting a meeting (no support from TAS staff)
- ~ **Local Trust Committees:** No work on local trust committee requested advocacy progressed this quarter.
- ~ **Executive Committee:**
  - Staff supported a meeting between Executive Committee and Bowen Island Municipal Council, providing information on the Policy Statement Amendment Project and Islands Trust Conservancy.

## 7. LEGISLATIVE MONITORING

- ~ **Monitoring:**
  - Staff monitored multiple sources for updates and new items since the February 2024 report.
- ~ **Reporting:** Due to a lack of staff capacity due to vacancies and the Policy Statement Amendment Project, staff did not complete a legislative monitoring report this quarter. The Director of Legislative Services has included a *draft Legislation affecting the Islands Trust section* in his quarterly report to Trust Council.

## 8. GRANTS MANAGEMENT

- ~ **Grant applications/negotiations with funders:**
  - Staff submitted a grant application to the Community to Community program at Union of BC Municipalities (UBCM) for a joint gathering with Tsawout First Nation.
- ~ **Grant monitoring:** Staff continued to monitor other grant-funded projects. These includes grants to Islands Trust and to associated groups/agencies that are underway. Currently these include:
  - Environment and Climate Change Canada Priority Places Contribution Agreement for Biologist position: \$200,430
  - BC Local Government Climate Action Program Grant for climate action \$149,611
  - BC Local Government Housing Initiatives for housing needs assessment \$127,336
  - UBCM Complete Communities for Salt Spring Island complete communities project \$150,000
  - Ministry of Municipal Affairs Grant for First Nations engagement \$150,000
  - Disability Alliance BC Grant to support the Accessibility Committee development \$7,000
- ~ **Grant reporting:** None.

## 9. PROGRAMS

### ~ **Stewardship Education Program:**

- Trust Programs Committee selected five webinars for delivery in 2025/26. Staff will now develop project charters for the Committee to approve in July on the following topics: Xwe'etay/Lasqueti Archaeology Project; Protecting the Shoreline: A Shared Responsibility; Rain Gardens; Working towards a Fallow Deer Strategy, and Species at Risk on Your Property & How to Become a Habitat Steward

### ~ **History and Heritage Conservation Grants-in-Aid Program:**

- Ten eligible applications for funding were received for a total of almost \$37,000 in grant requests. At time of writing staff are preparing a request for decision to support Executive Committee with review of applications and determination of how to allocate the \$6,000 Grants-in-Aid budget for 2025-26.

## 10. DELEGATION AND OTHER LETTERS

- ~ Staff prepared one thank-you letter for the Chair to thank the delegations to the March 2025 Trust Council.



**ISLANDS TRUST CONSERVANCY  
REPORT TO TRUST COUNCIL  
1st Quarter 2025-2026**

<b>COMPLETED SINCE LAST REPORT (April - June 2025)</b>	<b>PLANNED FOR SECOND QUARTER 2025-26 (July – September 2025)</b>
<b>1. STRATEGIC PLANNING/ADMINISTRATION</b>	
<p><b>Personnel/Staffing:</b></p> <p>Team Lead: Re-classified position and posted it internally to ITC Team. Applications have been received and interviews have been scheduled.</p> <p>Summer Co-op Student: Interviewing and hiring process with Carlie Aston completed. Orientation and onboarding completed.</p> <p>Communications Specialist: Resignation delivered in May, last day July 18. Profile updated, and external posting complete. Applications being reviewed.</p> <p>ITC’s temporary Administrative Assistant (AA): Interview and hiring process completed. Training, onboarding and orientation in progress. Position runs from June – end of September.</p> <p>Staff participation in training opportunities related to Indigenous language and food systems, protected areas management, and biology reserved practice.</p> <p><b>Five Year Plan:</b> Letter to Minister requesting extension of Five-Year Plan for engagement with First Nations sent out. Referral letters delivered to Nations inviting participation in the drafting of the Five-Year Plan. Concordance tables included from 2022 referral letter responses.</p> <p><b>ITC Board:</b> Prepare and complete annual financial audit.</p> <p>Prepare agenda and staff reports and host May ITC Board meeting.</p> <p>Prepared a 2026/27 ITC budget request.</p>	<p><b>Personnel/Staffing:</b></p> <p>Team Lead: Interviews completed, offer extended and position transition in progress.</p> <p>Communications Specialist: Interviews completed, hiring process completed. Onboarding, orientation and training in progress.</p> <p>Temp AA: Training of new staff completed.</p> <p>Review staff PMDPs and annual ITC Work Plan plans based on Regional Conservation Plan (RCP) priority actions. Begin forecasting project needs to develop 26/27 fiscal year projects.</p> <p><b>ITC’s Five-Year Plan:</b> Contact with First Nations to schedule and hold initial engagement meetings. Provide capacity assistance to interested First Nations. Collaborate with Nations to draft relationship agreements. Review policies/draft new policies to align with relationship agreements with Nations. Develop outline for Plan.</p> <p><b>ITC Board:</b> Prepare agenda and staff reports and host July ITC/EC joint Board meeting.</p> <p>Submit a 2026/27 ITC budget for approval.</p> <p><b>ITC Policy:</b> Continue ITC Policy and Procedures Review. Risk Management Policy presented to ITC Board for adoption. Focus on competing the update to Working Alone policies and procedures, and initiated policy update and development that aligns with Five-Year Plan objectives.</p> <p><b>Training:</b></p>



ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY  
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1st Quarter 2025-2026**

<p><b>ITC Policy:</b> Continue ITC Policy and Procedures Review. Focus on Risk Management and Working Alone policies and procedures.</p> <p><b>Admin:</b> Safety - Implement new field safety devices (Bivy stick)</p> <p><b>Training:</b></p> <p><b>Operations:</b></p> <p><b>Keela CRM</b> - Reviewed and approved new CRM platform – Keela. Scheduled and initiated data transfer.</p> <p><b>Data Management/GIS:</b> Continue investigating software solutions for ITC’s Protected Areas Data Management Project using information provided by Needs Assessment Report.</p> <p><b>CityView</b> - Continue report templates, legacy data updates, and staff training with CityView applications software.</p> <p><b>TAPIS 3</b> - Updated database and mapping with new protected areas throughout Islands Trust Areas from last fiscal.</p> <p>Continue working with GIS staff to ensure TAPIS 3.0 functionality for ITC projects Support Islands Trust Biologist position</p>	<p>Field staff completed Wilderness First Aid Training.</p> <p><b>Operations:</b></p> <p><b>Keela CRM</b> – Data transfer continues. Staff training initiated.</p> <p><b>Data Management/GIS</b> – Solution obtained; business case submitted.</p> <p><b>CityView</b> - Complete revisions, staff training, and procedure development for CityView applications software.</p> <p><b>FieldMaps</b> - Assess FieldMaps functionality and provide feedback to GIS Team for requesting improvements as determined.</p>
<p><b>2. COVENANT AND PROPERTY ACQUISITIONS</b></p>	
<p><b>Current Projects:</b> Responded to 3 enquiries about securement options (Saturna, Salt Spring, Denman)</p> <p>Continue securement negotiations on ~36 ha of land for ITC nature reserve (1 Galiano, 2 Salt Spring).</p> <p>Continue negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring).</p>	<p><b>Current Projects:</b> Continue securement negotiations on ~36 ha of land for ITC nature reserve (1 Galiano, 2 Salt Spring).</p> <p>Continue negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring).</p>
<p><b>3. COVENANT AND PROPERTY MANAGEMENT</b></p>	



ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY  
REPORT TO TRUST COUNCIL  
1st Quarter 2025-2026**

<p><b>Nature Reserve and Covenant Monitoring:</b> Initiated 2025 monitoring program.</p> <p><b>Field Technology Improvements:</b> Training on updates to Field Maps by GIS staff and trial in the field.</p> <p><b>Planning Referrals to ITC:</b> Staff addressed multiple referral requests from Islands Trust Planners and submitted recommendations to the ITC Board for decision.</p> <p><b>Species at Risk and Invasive Species Projects:</b> Execute service contracts to continue surveys and monitoring of species at risk in priority areas.  Begin procurement processes for habitat restoration and infrastructure management contracts for conservation covenants and nature reserves.  Service contracts completed and work begun on invasive removal on most of the nature reserves and specific covenants.  Begin planning and implementation of in-house habitat monitoring and restoration activities in covenants on Saturna, North Pender, Bowen, and Salt Spring islands.</p> <p><b>Property Management Strategy:</b> Review Property Management Strategy and incorporate priority actions to protect species and ecosystems at risk and cultural species of significance.</p> <p><b>Other:</b> Negotiate minor amendments to 3 covenants (Gabriola, North Pender).  Continued work on archeological overview assessment /preliminary field reconnaissance surveys for Link and Saturnina Islands.</p>	<p><b>Nature Reserve and Covenant Monitoring:</b> Complete 2025 monitoring program site visits. Complete data processing and reporting.</p> <p><b>Species at Risk and Invasive Species Projects:</b> Contract work for species at risk monitoring and invasive species management continue.  Continued implementation of in-house habitat monitoring and restoration activities in covenants on Saturna, North Pender, Bowen, and Salt Spring islands.</p> <p><b>Other:</b> Complete 3 minor covenant amendments (Gabriola, North Pender)  Work on First Nations referral plan and system for tracking referrals and conversations with First Nations for management plans as part of the engagement for the ITC Five-Year Plan.</p>
<p><b>4. COMMUNICATIONS AND OUTREACH</b></p>	



**ISLANDS TRUST CONSERVANCY  
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1st Quarter 2025-2026**

<p><b>Social Media:</b> Launch of reflections from the field summer series</p> <p>Ongoing 35<sup>th</sup> anniversary promotion and survey response collection for the ITC Journal</p> <p>Social media posts focused on Legacy Giving</p> <p><b>Publications:</b> Publish and circulate Species at Risk education material through social media and the ITC Journal</p> <p>Publish two articles on the new Islands Trust Conservancy blog – “The Journal”</p> <p>Publish Spring Heron Newsletter</p> <p>Publish Spring ITC eNews</p> <p><b>Celebrations:</b> Plan celebration for new NAPTEP covenant</p> <p>Celebrate ITC’s 35th Anniversary at Trust Council</p> <p><b>Reports:</b> Complete the 2024/25 ITC Annual Report</p>	<p><b>Social Media:</b> Ongoing reflections from the field summer series</p> <p>Ongoing 35<sup>th</sup> anniversary promotion and survey response collection for the ITC Journal</p> <p><b>Publications:</b> Publish four articles on the new Islands Trust Conservancy Journal</p> <p>Publish Fall Heron Newsletter</p> <p>Publish Fall ITC eNews</p> <p><b>Celebrations:</b> Host celebration for new NAPTEP covenant</p> <p>Attend community events on the islands to promote ITC’s 35<sup>th</sup> anniversary</p> <p><b>Reports:</b> Publish 2024/25 ITC Annual Report</p>
<p><b>5. FUNDRAISING AND CONSERVANCY SUPPORT</b></p>	
<p><b>Donors:</b> Stewardship of donors and advisors (ongoing).</p> <p>Initiating 35th anniversary fundraising goals.</p> <p><b>Strategic Giving:</b> Continued WillPower Campaign seeking bequests of conservation lands or conservation funds.</p> <p>Legacy Giving Ads developed and placed in Gabriola Sounder and Folklife Magazine</p> <p><b>Fund Management:</b> Completed initial draft update of Opportunity Fund Guidelines.</p> <p>Processed one opportunity fund application.</p>	<p><b>Donors:</b> Stewardship of donors and advisors (ongoing).</p> <p>Continue implementing 35th anniversary fund development activities</p> <p><b>Strategic Giving:</b> Continue WillPower Campaign seeking bequests of conservation lands or conservation funds.</p> <p><b>Fund Management:</b> Finalize update of Opportunity Fund Guidelines.</p> <p>Process Opportunity Fund applications as required</p> <p><b>Other:</b></p>



ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY  
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<p>Updating signing authorities for ITC investment accounts.</p> <p><b>Other:</b> Initial exploration into external funding opportunities that would support continued species at risk program work.</p> <p>Attended several webinars/online courses on strategic giving and fundraising.</p>	<p>Extended external grant opportunity research</p>
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# BRIEFING

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**To:** Trust Council **For the Meeting of:** June 17, 2025  
**From:** Islands Trust Conservancy Board **Date Prepared:** May 29, 2025  
**SUBJECT:** March 31, 2025 Audited Financial Statements of the Islands Trust Conservancy

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**PURPOSE:** To provide Trust Council with the audited financial statements of the Islands Trust Conservancy (ITC) for the year ended March 31, 2025 for information.

**BACKGROUND:**

The [Islands Trust Act Section 46](#) requires the ITC to prepare and submit to Trust Council a report respecting the previous fiscal year that includes an audited balance sheet, a statement of receipts and expenditures, and a schedule of all assets held in trust, with their valuation.

Of note for the 2024/25 fiscal year, the financial statements recognize the following:

- Approved and earned grant revenues, including a \$220,000 grant from Environment and Climate Change Canada for the ITC Species at Risk Program.
- Note 1 (g) of the Financial Statements notes the importance of natural assets. The monetary value of natural assets from ITC lands is not quantified or shown in the financial statements. The Conservancy acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.
- Note 10 “Subsequent Event” highlights management’s assessment of the tariffs imposed by the United States government shortly after year-end on the operations and financial statements of the ITC.
- There were no new accounting standards implemented in the year.

**ATTACHMENTS:**

1. ITC Audited Financial Statements for the Year Ended March 31, 2025

**FOLLOW-UP:** The March 31, 2025 Audited Financial Statements of the Islands Trust Conservancy will be posted to the website at <https://islandstrust.bc.ca/about-us/accountability/finance/> and will be included in the Annual Report at <https://islandstrust.bc.ca/about-us/accountability/annual-report/>.

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**Prepared By:** Wendy Tyrrell, A/Manager, Islands Trust Conservancy  
**Reviewed By/Date:** Clare Frater, Director of Trust Area Services / May 29, 2025  
Rueben Bronee, CAO / May 29, 2025  
Executive Committee / June 4, 2025

Financial Statements of

**THE ISLANDS TRUST  
CONSERVANCY**

Year ended March 31, 2025



**KPMG LLP**

St. Andrew's Square II  
800-730 View Street  
Victoria BC V8W 3Y7  
Canada  
Telephone 250 480 3500  
Fax 250 480 3539

**INDEPENDENT AUDITOR'S REPORT**

*To the Trustees of The Islands Trust Conservancy Board, the Trustees of Islands Trust and the Minister of Housing and Municipal Affairs*

***Opinion***

We have audited the financial statements of the Islands Trust Conservancy (the Entity) which comprise:

- the statement of financial position as at March 31, 2025
- the statement of operations for the year then ended
- the statement of changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the “financial statements”).

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2025, and its results of operations, its changes in fund balances and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “***Auditor's Responsibilities for the Audit of the Financial Statements***” section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

Chartered Professional Accountants

Victoria, Canada  
May 27, 2025

# THE ISLANDS TRUST CONSERVANCY

## Statement of Financial Position

March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2025 Total	2024 Total
(Schedule 1)						
<b>Assets:</b>						
Current assets:						
Cash	\$ 145,629	\$ 234,986	\$ -	\$ -	\$ 380,615	\$ 174,339
Short-term investments (note 2)	-	402,004	-	88,000	490,004	661,897
Grants receivable	-	22,000	-	-	22,000	22,000
	145,629	658,990	-	88,000	892,619	858,236
Land (notes 3 and 6)	-	-	16,066,100	3,076,601	19,142,701	19,142,701
	\$ 145,629	\$ 658,990	\$ 16,066,100	\$ 3,164,601	\$ 20,035,320	\$ 20,000,937
<b>Liabilities:</b>						
Current liabilities:						
Deferred contributions	\$ 28,138	\$ -	\$ -	\$ -	\$ 28,138	\$ 28,138
Grants payable	6,715	-	-	-	6,715	1,400
Security deposit	-	425	-	-	425	425
Due to Islands Trust	49	87,130	-	-	87,179	100,457
	34,902	87,555	-	-	122,457	130,420
Asset retirement obligations (note 4)	-	84,424	-	-	84,424	82,854
	34,902	171,979	-	-	206,881	213,274
<b>Fund Balances:</b>						
Unrestricted	110,727	-	-	-	110,727	103,374
Investment in land (note 3)	-	-	16,066,100	-	16,066,100	16,066,100
Internally restricted (note 5)	-	30,493	-	-	30,493	30,141
Externally restricted (note 5)	-	456,518	-	-	456,518	423,447
Restricted for endowment purposes (note 6)	-	-	-	3,164,601	3,164,601	3,164,601
	110,727	487,011	16,066,100	3,164,601	19,828,439	19,787,663
Subsequent event (note 10)						
	\$ 145,629	\$ 658,990	\$ 16,066,100	\$ 3,164,601	\$ 20,035,320	\$ 20,000,937

The accompanying notes are an integral part of these financial statements.

Approved by the Islands Trust Conservancy Board:

*Lisa Gauvreau*

Board member

*James Finerty*

Board member

# THE ISLANDS TRUST CONSERVANCY

## Statement of Operations

Year ended March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2025 Total	2024 Total
(Schedule 2)						
<b>Revenue:</b>						
Donations:						
Cash	\$ 14,058	\$ 2,097	\$ -	\$ -	\$ 16,155	\$ 26,412
Land	-	-	-	-	-	721,000
Grants	-	220,000	-	-	220,000	220,007
Rental income	-	11,120	-	-	11,120	10,760
Investment income	8,010	40,926	-	-	48,936	45,622
	22,068	274,143	-	-	296,211	1,023,801
<b>Expenses:</b>						
Repairs and maintenance - Alton property	-	17,561	-	-	17,561	19,656
Property management	-	1,000	-	-	1,000	3,359
Accretion expense	-	1,570	-	-	1,570	2,146
Bank charges	-	589	-	-	589	190
Grants to external parties	14,715	-	-	-	14,715	-
Screech Owl management	-	-	-	-	-	16,910
Species at Risk	-	220,000	-	-	220,000	220,000
	14,715	240,720	-	-	255,435	262,261
<b>Excess of revenue over expenses</b>	\$ 7,353	\$ 33,423	\$ -	\$ -	\$ 40,776	\$ 761,540

The accompanying notes are an integral part of these financial statements.

# THE ISLANDS TRUST CONSERVANCY

## Statement of Changes in Fund Balances

Year ended March 31, 2025, with comparative information for 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	Total
Fund balances, March 31, 2023	\$ 84,882	\$ 431,540	\$ 15,345,100	\$ 3,164,601	\$ 19,026,123
Excess of revenue over expenses	18,492	22,048	721,000	-	761,540
Fund balances, March 31, 2024	103,374	453,588	16,066,100	3,164,601	19,787,663
Excess of revenue over expenses	7,353	33,423	-	-	40,776
Fund balances, March 31, 2025	\$ 110,727	\$ 487,011	\$ 16,066,100	\$ 3,164,601	\$ 19,828,439

The accompanying notes are an integral part of these financial statements.

# THE ISLANDS TRUST CONSERVANCY

## Statement of Cash Flows

Year ended March 31, 2025, with comparative information for 2024

	2025	2024
<b>Cash provided by (used in):</b>		
<b>Operating activities:</b>		
Excess of revenue over expenses	\$ 40,776	\$ 761,540
Item not involving cash:		
Donation of land	-	(721,000)
Accretion	1,570	2,146
Changes in non-cash operating working capital:		
Grants receivable	-	1,850
Deferred contributions	-	(16,911)
Grants payable	5,315	(17,565)
Security deposit	425	-
Due to Islands Trust	(13,703)	29,821
	<u>34,383</u>	<u>39,881</u>
<b>Investing activities:</b>		
Decrease (increase) in short-term investments	171,893	(222,698)
<b>Increase (decrease) in cash</b>	<b>206,276</b>	<b>(182,817)</b>
Cash, beginning of year	174,339	357,156
<b>Cash, end of year</b>	<b>\$ 380,615</b>	<b>\$ 174,339</b>

The accompanying notes are an integral part of these financial statements.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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The Islands Trust Conservancy (the “Trust Conservancy”) is incorporated under The Islands Trust Act of British Columbia and is empowered to accept donations, grants and bequests on behalf of The Islands Trust and to hold land and other property in compliance with a Trust Conservancy plan approved by the Ministry of Housing and Municipal Affairs.

The Islands Trust Council (the “Trust”) is also incorporated under The Islands Trust Act of British Columbia. The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

The Trust Conservancy is administered by the Trust and for financial reporting purposes, the Trust and the Trust Conservancy are reported on separately. The Trust Conservancy’s annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These financial statements present the financial position and changes in fund balances of the Trust Conservancy.

## 1. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations:

### (a) Fund accounting:

The Trust Conservancy follows the restricted fund method of accounting for contributions.

The Opportunity Fund reports unrestricted resources.

The Restricted Fund reports the assets, liabilities, revenue and expenses related to internally and externally restricted assets.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the Trust Conservancy’s capital assets.

The Endowment Fund reports resources that are contributed for endowment purposes.

### (b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. Fixed income securities are recorded at cost or amortized cost. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has elected to record short-term investments at fair value as they are managed and evaluated on a fair value basis. Investments in guaranteed investment certificates are recorded at amortized cost.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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## 1. Significant accounting policies (continued):

### (b) Financial instruments (continued):

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations. During the years presented, there are no unrealized gains and losses, and as a result, no statement of remeasurement gains and losses has been included in these financial statements. Short-term investments held by the Trust Conservancy are classified as Level 2 investments for fair value measurement and there were no changes in classification in the years presented.

### (c) Land:

Purchased land is recorded at cost. Contributed land is recorded at estimated fair value at the date of contribution.

### (d) Revenue recognition:

Restricted contributions are recorded as revenue of the appropriate restricted fund when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions are recorded as revenue of the Opportunity Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Restricted contributions for which there is no restricted fund are recognized as revenue of the Opportunity Fund in the period in which related expenses are incurred.

Contributions for endowment are recorded as revenue in the Endowment Fund balance.

Interest income earned on Endowment Fund resources is restricted for the purpose of maintaining certain specified property and is recorded in the Restricted Fund. Interest income of internally restricted funds is recorded as revenue of the Restricted Fund. Other interest income is recorded as revenue of the Opportunity Fund when earned.

All other forms of income are recorded as revenue of the Opportunity Fund when received or receivable.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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## 1. Significant accounting policies (continued):

### (e) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Trust Conservancy is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

### (f) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous materials in the Ruby Alton house owned by the Trust Conservancy has been recognized based on estimated expenses on remediation or demolition of the structure. The liability for costs to remove rustic structures on Link Island has been recognized based on contributed funds received for the purposes of future removal of the structures.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

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## 1. Significant accounting policies (continued):

### (g) Natural assets:

The Trust Conservancy is fortunate to have, and to be mandated to protect, many natural assets in the Island Trust Area that reduce the need for engineered infrastructure that might otherwise be required by other government agencies to provide various services to the islands. This includes island aquifers (water storage and filtration); streams, ditches and wetlands (rain water management); forests (carbon sequestration); and foreshore areas (natural seawalls). Canadian public sector accounting standards do not provide for the valuation and recording of such assets in the financial statements. As such, these natural assets are not reported in these financial statements. Nevertheless, the Conservancy acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.

### (h) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Estimates include assumptions used in estimating the fair value of contributed land at the date of contribution and asset retirement obligations. Actual results could differ from those estimates.

## 2. Short-term investments:

Short-term investments have a maturity date of less than one year consisting of guaranteed investment certificates, an endowment fund with the Victoria Foundation and Municipal Finance Authority of British Columbia ("MFA") Short Term Bond and Money Market Funds.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

## 3. Land:

	Acquisition year	2025	2024
Inner Island Nature Reserve, Denman Island	1992	\$ 70,000	\$ 70,000
Coats Millstone Reserve, Gabriola Island	1994	100,000	100,000
E,HO, (Medicine Beach) Nature Sanctuary, North Pender Island	1996	477,000	477,000
Cunningham Nature Reserve, Salt Spring Island	1994	265,000	265,000
Deep Ridge Nature Reserve, Salt Spring Island	1992	255,000	255,000
Lower Mt. Erskine Nature Reserve, Salt Spring Island	1996	284,000	284,000
Kwel Nature Sanctuary, Lasqueti Island	1997	195,497	195,497
Singing Woods Nature Reserve, Bowen Island	1999	157,000	157,000
Trincomali Nature Sanctuary, Galiano Island	2001	242,406	242,406
Horton Bayviary Nature Reserve, Mayne Island	2002	210,000	210,000
Morrison Marsh Nature Reserve, Denman Island	2006	438,000	438,000
Brigade Bay Bluffs Nature Reserve, Gambier Island	2006	150,000	150,000
Long Bay Wetland Nature Reserve, Gambier Island	2006	305,000	305,000
S'ul-hween X'pey (Elder Cedar) Nature Reserve, Gabriola Island	2007	658,000	658,000
Mount Artaban Nature Reserve, Gambier Island	2009	1,177,000	1,177,000
Fairy Fen Nature Reserve, Bowen Island	2011	1,817,000	1,817,000
Laughlin Lake Nature Reserve, Galiano Island	2013	56,000	56,000
Vanilla Leaf Land Nature Reserve, Galiano Island	2014	217,000	217,000
Fairyslipper Forest Nature Reserve, Thetis Island	2017	550,266	550,266
Hoak-pus (Sandy Beach) Nature Reserve, Keats Island	2022	2,703,000	2,703,000
Link Island Nature Reserve, Link Island	2023	1,208,000	1,208,000
Larmour Nature Reserve, Salt Spring Island	2024	721,000	721,000
		12,256,169	12,256,169
Properties acquired under the Federal Government Ecological Gifts Program:			
Mt. Trematon Nature Reserve, Lasqueti Island	2006	320,000	320,000
David Otter Nature Reserve, Bowen Island	2007	620,000	620,000
John Osland Nature Reserve, Lasqueti Island	2012	890,000	890,000
Valens Brook Nature Reserve Lot A, Denman Island	2013	280,000	280,000
Burren's Acres Nature Reserve, Gabriola Island	2014	210,000	210,000
Moore Hill Nature Reserve, Thetis Island	2017	780,000	780,000
Valens Brook Nature Reserve Lot 1, Denman Island	2019	85,000	85,000
Salish View Nature Reserve, Lasqueti Island	2020	304,931	304,931
Lisa Baile Nature Reserve, North Pender Island	2023	320,000	320,000
		3,809,931	3,809,931
		\$ 16,066,100	\$ 16,066,100

The Conservancy has a 99-year lease with BC Parks Foundation to manage Lands owned by the Foundation as a Nature Reserve, known as Saturnina Island Nature Reserve.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

## 4. Asset retirement obligations:

The Trust Conservancy owns one building located on the Ruby Alton Nature Reserve that is known to contain asbestos and other hazardous materials, which represents a health hazard upon demolition or remediation of the building and there is a legal obligation to remove it. Estimated costs have been based the calculated current value of costs associated to address the future obligation. The Trust used a general inflationary rate of 1.60% (2024 – 3.00%) based on estimated labor and material costs in calculating the provision.

The Trust Conservancy received a contributed asset, Link Island Nature Reserve, which contains a rustic cabin structure that will require future removal as a result of an agreement with the donor family. This required removal represents an asset retirement obligation under PS 3280. Estimated costs have been based on the value of funds received from the donor to remove the structures. The Trust used a general inflationary rate of 2.25% (2024 – 2.25%) based on estimated labor and material costs in calculating the provision.

The asset retirement obligations is as follows:

	2025	2024
Opening balance	\$ 82,854	\$ 80,708
Accretion on provision	1,570	2,146
Closing balance	\$ 84,424	\$ 82,854

## 5. Restricted Fund balances:

	2025	2024
Internally restricted:		
McFadden Creek management fund	\$ 18,450	\$ 18,635
Property Management fund	12,043	11,506
	30,493	30,141
Externally restricted:		
Alton Nature Reserve - maintenance fund	135,577	121,761
Morrison Fund	11,096	10,838
Covenant Defense Fund	131,015	125,087
Lasqueti Acquisition Fund	35,319	31,934
Gambier Acquisition Fund	140,822	131,659
Thetis Island Acquisition Fund	1,467	1,403
Link Island Removal Fund	1,222	765
	456,518	423,447
	\$ 487,011	\$ 453,588

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

## 6. Restricted for endowment purposes:

	Acquisition year	2025	2024
Short-term investments			
Alton Nature Reserve - maintenance	2002	\$ 88,000	\$ 88,000
Land:			
Lindsay Dickson Nature Reserve, Denman Island	2001	2,200,00	2,200,000
Alton Nature Reserve, Salt Spring Island	2002	454,000	454,000
McFadden Creek Nature Sanctuary, Salt Spring Island	2015	422,601	422,601
		3,076,601	3,076,601
		\$ 3,164,601	\$ 3,164,601

Investment gains (losses) on endowment funds for the year of \$13,512 (2024 - \$6,502) have been recorded in the Restricted Fund.

Two properties owned by the Trust Conservancy, the Lindsay Dickson property on Denman Island, and the Alton property on Salt Spring Island, were donated on the condition that the properties be used and managed in certain ways. The Lindsay Dickson property was donated “for so long as the land is used as a nature reserve for the use, benefit and enjoyment of the residents of B.C.” The Alton property is to be held, managed and preserved for its ecological, environment and scenic features and not as a recreational park. The residence, gardens and driveway are to be preserved and managed for non-profit purposes.

In the event that these properties are not managed accordingly, the properties could revert to the Province of British Columbia in the case of the Lindsay Dickson Nature Reserve and to the Executors of the donor’s estate in the case of the Alton Nature Reserve.

In 2015, the McFadden Creek Nature Sanctuary on Salt Spring Island was donated to the Trust Conservancy on the condition that the property was to be protected, preserved and maintained in its natural state. Should a disposition of this property ever be triggered, there is a Right of First Refusal on the property in favor of the Wild Bird Trust of BC.

# THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2025

## 7. Related party:

The Trust is related to the Trust Conservancy through the composition of the Trust Conservancy's Board. The Trust Conservancy's Board is comprised of three members from the Trust's Council and up to three members appointed by the Minister of Housing and Municipal Affairs.

The Trust Conservancy's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. The expenses are summarized as follows:

	2025	2024
Operations and property management	\$ 1,019,945	\$ 963,375
Board	9,876	9,747
Administration	327,615	289,113
	<u>\$ 1,357,436</u>	<u>\$ 1,262,235</u>

At March 31, 2025, amounts owing to Islands Trust were \$87,179 (2024 - \$100,457).

## 8. Financial risks and concentration of risk:

The Trust Conservancy's financial instruments consist of cash, short-term investments, investments, grants receivable, grants payable and amounts due to Islands Trust. It is management's opinion that the Trust Conservancy is not exposed to significant interest, currency or credit risk arising from these financial instruments. The maximum exposure to credit risk at March 31, 2025 is the carrying value of cash, short-term investments and investments and grants receivable. The Trust Conservancy deals with creditworthy counterparties to mitigate credit risk. The Trust Conservancy manages its liquidity risk by monitoring its operating requirements. Interest rate risk is not significant due to the short-term nature of investments held. There have been no significant changes to risk exposure in the years presented.

## 9. Comparative information:

Certain comparative information has been reclassified to conform to the classification used in the current year.

## 10. Subsequent event:

On April 4, 2025, the United States government imposed new tariffs on imports and exports from/to Canada. The Islands Trust Conservancy does not expect to experience operational disruption as a result of these tariffs as it does not rely on cross-border trade to provide its services. The tariffs have potential to impact the cost of purchased goods and services; this potential impact has been assessed as immaterial. The Islands Trust Conservancy continues to adopt practices that prioritize procurement from Canadian suppliers, further limiting the risk of impact to operations and the financial statements.

# THE ISLANDS TRUST CONSERVANCY

Statement of Financial Position

Schedule 1

March 31, 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total
<b>Assets:</b>					
Current assets:					
Cash	\$ 57,472	\$ 116,867	\$ -	\$ -	\$ 174,339
Short-term investments (note 2)	83,468	309,204	-	88,000	480,672
Grants receivable	-	22,000	-	-	22,000
	140,940	448,071	-	88,000	677,011
Investments (note 3)	-	181,225	-	-	181,225
Land (notes 5 and 7)	-	-	16,066,100	3,076,601	19,142,701
	\$ 140,940	\$ 629,296	\$ 16,066,100	\$ 3,164,601	\$ 20,000,937
<b>Liabilities:</b>					
Current liabilities:					
Deferred contributions	\$ 28,138	\$ -	\$ -	\$ -	\$ 28,138
Grants payable	1,400	-	-	-	1,400
Due to Islands Trust	8,028	92,854	-	-	100,882
	37,566	92,854	-	-	130,420
Asset retirement obligations (note 4)	-	82,854	-	-	82,854
<b>Fund Balances:</b>					
Unrestricted	103,374	-	-	-	103,374
Investment in land (note 5)	-	-	16,066,100	-	16,066,100
Internally restricted (note 6)	-	30,141	-	-	30,141
Externally restricted (note 6)	-	423,447	-	-	423,447
Restricted for endowment purposes (note 7)	-	-	-	3,164,601	3,164,601
	103,374	453,588	16,066,100	3,164,601	19,787,663
Subsequent event (note 11)					
	\$ 140,940	\$ 629,296	\$ 16,066,100	\$ 3,164,601	\$ 20,000,937

# THE ISLANDS TRUST CONSERVANCY

Statement of Operations

Schedule 2

Year ended March 31, 2024

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total
<b>Revenue:</b>					
Donations:					
Cash	\$ 26,412	\$ -	\$ -	\$ -	\$ 26,412
Land	-	-	721,000	-	721,000
Grants	-	220,007	-	-	220,007
Rental income	-	10,760	-	-	10,760
Investment income (loss)	8,990	36,632	-	-	45,622
	35,402	267,399	721,000	-	1,023,801
<b>Expenses:</b>					
Repairs and maintenance - Alton property	-	19,656	-	-	19,656
Property management	-	3,359	-	-	3,359
Asset retirement cost (note 4)	-	-	-	-	-
Accretion expense	-	2,146	-	-	2,146
Bank charges	-	190	-	-	190
Grants to external parties	-	-	-	-	-
Screech Owl management	16,910	-	-	-	16,910
Species at Risk	-	220,000	-	-	220,000
	16,910	245,351	-	-	262,261
<b>Excess (deficiency) of revenue over expenses</b>	\$ 18,492	\$ 22,048	\$ 721,000	\$ -	\$ 761,540



**ATTACHMENTS:**

- Letter from ITC staff to Robert Leader, requesting confirmed intent to continue negotiations (28 June 2024)
- Letter from ITC staff to Robert Leader, informing of application expiry and file closure (20 February 2025)

**FOLLOW-UP:**

- ITC staff has closed the application file and has notified the applicant, Trust Council, Salt Spring Island Local Trust Committee, and project partners The Land Conservancy of BC and Salt Spring Island Conservancy. No further follow-up is required.

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**Prepared By:** Kathryn Martell, Ecosystem Protection Specialist, Islands Trust Conservancy

**Reviewed By/Date:** Wendy Tyrrell, A/Manager, Islands Trust Conservancy, 28 April, 2025  
Clare Frater, May 4, 2025



ISLANDS TRUST CONSERVANCY

Protecting Islands in the Salish Sea

June 28, 2024

File Number: SS-NAP-2020.1

Robert Leader  
626 Stewart Road  
Salt Spring Island, BC  
V8K 2A2

**Re: Natural Area Protection Tax Exemption Program (NAPTEP) Conservation Covenant Application**

Dear Robert Leader,

We have been working together for several years now to complete and register a NAPTEP covenant for your Salt Spring Island property (PID: 000-395-081, Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 except Plan 40974). As you will recall, your initial application was due to expire on December 2, 2022, and we approached Trust Council to request an extension to address delays in the process. The extension was granted but will expire December 2, 2024 unless the covenant is registered by then.

In light of this upcoming deadline, Islands Trust Conservancy (ITC) needs to know if you want to proceed with this NAPTEP application. We last actively worked on this project with you in January 2023, when Islands Savings requested that you pay for their legal team to conduct a more thorough analysis of implications of a priority agreement for the covenant over the mortgage. Other components of the covenant agreement are complete except for obtaining this priority agreement.

I have not been able to reach you by email or phone to confirm your continued interest and to establish a timeline for completing the covenant. Please contact me at (250) 405-5176, either way, to let me know your intention. If ITC does not hear from you, the application file will be closed when the NAPTEP approval expires on December 2, 2024.

All the best,

Kathryn Martell  
Ecosystem Protection Specialist  
Islands Trust Conservancy

CC: Salt Spring Island Conservancy  
TLC The Land Conservancy of BC



ISLANDS TRUST CONSERVANCY

February 20, 2025

File Number: SS-NAP-2020.1

Robert Leader  
626 Stewart Road  
Salt Spring Island, BC  
V8K 2A2

**Re: Natural Area Protection Tax Exemption Program (NAPTEP) Conservation Covenant Application**

Dear Bob,

The NAPTEP application approval for your Salt Spring Island property (PID: 000-395-081, Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 except Plan 40974) expired on December 2, 2024.

Since we were unable to complete and register the covenant before then, and I have not heard from you whether you are interested in continuing the project, ITC has closed your application file.

Please contact me at (250) 405 – 5176 if you are interested in re-opening this application and pursuing NAPTEP again in the future. It was a pleasure to work with you over the past several years, and I'm pleased to know that the property is protected by the existing covenant and well-stewarded by you and your family.

All the best,

Kathryn Martell  
Ecosystem Protection Specialist  
Islands Trust Conservancy

CC: Salt Spring Island Conservancy  
TLC The Land Conservancy of BC



past with the secretariat services and stewardship education programs. The larger question of Council committees undertaking delegated decision-making will need to be addressed as part of the review of the terms of reference.

It should be noted that one of the themes in the terms of reference for TPC advice-giving is “Promoting enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement.” The other themes set out for TPC advice-giving include:

- promoting sustainability in the use of natural resources of the Trust Area.
- promoting protection and preservation of ecosystems throughout the Trust Area (land conservation)
- promoting protection and preservation of groundwater and surface water supply and quality
- promoting protection and preservation of coastal and deep water marine ecosystems
- promoting liveable communities with sustainable and viable local economies; with housing that accommodates socio-economic diversity; with regard for the carrying capacity of supporting island environments
- developing strategies beyond regulatory tools to achieve the Islands Trust's Object.

Should Trust Council wish to have staff prepare a business case for funding for stewardship education activities in 2026/27 it could consider:

- making key initiative “4.2.1 Design and implement a climate action education plan” a top priority item, or
- amending the Strategic Plan to add “Delivery of stewardship education program” as a new key initiative and mark as a top priority item.

**ATTACHMENT(S):** [Trust Council Policy 2.3.1. Council Committee System and Terms of Reference](#)

#### **FOLLOW-UP:**

The Director of Legislative Services is working on a plan for approaching the Trust Council policy update project and will re-provide the Trust Programs Committee recommendation to Trust Council when that project is advanced.

Staff will undertake other work as directed.

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**Prepared By:** Clare Frater, Director, Trust Area Services/May 28, 2025

**Reviewed By/Date:** Rueben Bronee, Chief Administrative Officer/



<b>Policy:</b>	2.3.1
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	March 6, 1998
<b>Amendment Date(s):</b>	September 11, 2008; March 14, 2018; June 8, 2021; September 21, 2022; June 29, 2023; September 28, 2023; June 20, 2024
<b>Policy Holder:</b>	Chief Administrative Officer

## COUNCIL COMMITTEE SYSTEM AND TERMS OF REFERENCE

### Purpose

This Policy outlines the composition and general role of standing committees and select committees. The attachments include an overview of committee-specific functions for each established standing committee, and the terms of reference for each established standing committee.

### A. Definitions

**Governance** means the structure and processes by which Trust Council, Executive Committee, local trust committees and council committees are directed, controlled, and held to account to achieve their goals and objectives.

**Select Committee** means a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council.

**Standing Committee** means a regular permanent committee of Trust Council.

**Trustee** means a “local trustee” or “municipal trustee” as defined in the *Islands Trust Act*

### B. Policy

#### 1. Establishment and Membership

##### 1.1 Standing Committees

1.1.1 A Council Committee System is adopted by Trust Council comprised of five standing committees and the Executive Committee (see Attachment 1):

1.1.1.1 Regional Planning

1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.1.4 Governance

1.1.1.5 Accessibility

- 1.1.2 Membership for the Regional Planning, Financial Planning and Trust Programs committees includes trustees who have been appointed by the Trust Council Chair, and ratified by Trust Council.
- 1.1.3 The Governance Committee consists of seven members of Trust Council who have been elected by Trust Council. Election of the Governance Committee shall occur no later than the March Trust Council meeting in the calendar year following the quadrennial trustee election.
- 1.1.4 One Executive Committee member will be assigned by the Trust Council Chair to the Regional Planning Committee and the Trust Programs Committee.
- 1.1.5 The Financial Planning Committee is comprised of all members of the Executive Committee, the Chair (or designate) of the Regional Planning Committee, Trust Programs Committee, and the Governance Committee, a member chosen by the Islands Trust Conservancy Board and three (3) other local or municipal trustees.
- 1.1.6 By the second Trust Council meeting following the quadrennial trustee elections, or as required, the Chair of Trust Council will recommend appointments to the Regional Planning, Trust Programs, Accessibility and Financial Planning committees for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.
- 1.1.7 The Trust Council Chair is an ex-officio member of the Trust Programs, Regional Planning, and Governance committees.
- 1.1.8 One of the two Trust Council elected members of the Islands Trust Conservancy is an ex-officio member of the Governance Committee, as determined by the Chair of the Islands Trust Conservancy.
- 1.1.9 The Accessibility Committee membership must meet the requirements of the *Accessible British Columbia Act*. The Accessibility Committee membership is:
  - 1.1.9.1 a minimum of one and up to four people from organizations that support people with disabilities, or who have disabilities, in the Islands Trust Area;
  - 1.1.9.2 a minimum of one person who is Indigenous;
  - 1.1.9.3 a minimum of one and up to two people from the Islands Trust Area;
  - 1.1.9.4 a minimum of one and up to two trustees appointed by Trust Council Chair and ratified by Trust Council;
  - 1.1.9.5 the Chair of Trust Council as an ex-officio member; and
  - 1.1.9.6 half of the membership in 1 through 4 above must be people with a disability, or support people with disabilities, or are from an organization that supports people with disabilities.
- 1.1.10 Appointments under 1, 2, and 3 of Section 1.1.9 will be by advertisement or other means as determined appropriate by the Executive Committee.

Advertising will occur shortly after the local government general election. The Executive Committee will appoint members from the advertising or other process as soon as possible after the local government general election. Trust Council will ratify the appointments under section 1.1.8 items 1, 2 and 3.

1.1.11 Membership appointed under 1.1.9 will continue until new members have been appointed. In the event a member resigns, the Executive Committee will determine the appropriate process to replace that person.

## **1.2 Select Committees**

1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.

1.2.2 Select committees must have terms of reference established and approved by Trust Council.

1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, they or designate shall be an ex-officio member of each select committee.

1.2.4 The agenda for select committees should include:

1.2.4.1 Approval of previous meeting minutes

1.2.4.2 Follow-Up Action List (FUAL)

1.2.4.3 Trust Council referral items

1.2.5 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.

1.2.6 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.

1.2.7 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

## **2. Committee Chair**

2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.

2.2 The Trust Council Chair may appoint an interim Committee Chair when required.

2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of a meeting.

### **3. Available Resources**

- 3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.
- 3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

### **4. Staff Support**

- 4.1 Staff's primary function to a committee is to act in a support/advisory role and as such, a committee may make requests of staff.
- 4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

### **5. Meetings**

- 5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.
- 5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.
- 5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be coordinated with the Executive Coordinator.
- 5.4 Committee meetings during the Trust Council quarterly meetings are to be avoided.
- 5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.

### **6. Agenda/Minutes Preparation**

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Committee Chair.
- 6.2 The agenda will be distributed to committee members and the CAO at least seven days before the meeting.
- 6.3 The agenda shall be determined as follows:
  - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
  - 6.3.2 The agenda shall be approved as the first item of business.
  - 6.3.3 The agenda for standing and select committees should include:

- 6.3.3.1 Approval of previous meeting minutes
- 6.3.3.2 Follow-Up Action List (FUAL)
- 6.3.3.3 Trust Council referral items

- 6.4 Minutes must be done in accordance with Trust Council Policy 6.13 Islands Trust Minutes Guidelines.
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.
- 6.7 Draft minutes of a committee meeting are considered for approval at the next meeting.

## **7. Council/Committee Relationship**

- 7.1 Each standing committee shall maintain a work program - which must include:
  - 7.1.1 Items referred to the committee from Trust Council (including referral date).
  - 7.1.2 Projects, new initiatives, ideas, and issues identified by the committee.
  - 7.1.3 The top three (3) priorities/strategies that it is working on, as approved by Trust Council, and must include any of Trust Council's priorities that it has assigned.
- 7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.
- 7.3 Standing committees are required to submit a Highlights Report to the Executive Coordinator in time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).
- 7.4 All standing committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.
- 7.5 The Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.
- 7.6 It is the role of the Executive Committee members of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Committee's directions and activities and vice versa.

## **8. Rules of Conduct/Voting**

- 8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees.
- 8.2 The quorum of a council committee is 50% of all of its members.
- 8.3 The Executive Committee member designate on the Regional Planning Committee and Trust Programs Committee shall have the full voting privileges of a committee member.
- 8.4 Ex-officio members of Council Committees and select committees shall be non-voting members and shall not be included in determining quorum of a meeting.

## **9. Liaison**

- 9.1 Liaison with provincial, federal, and local government politicians shall be requested by a Committee Chair to the Trust Council Chair or the CAO so that the Trust's political liaison can be coordinated. The Council Committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.
- 9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.
- 9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

## **10. General Role of Standing Committees**

- 10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.
- 10.2 To provide feedback to staff on matters going to Trust Council.
- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.
- 10.5 To create sub-committees (or task forces) which may be comprised of trustees, staff or external persons as required for a specific duration to examine a particular committee matter upon approval by Trust Council.
- 10.6 To provide input and feedback to the annual budget process.
- 10.7 To provide input to Trust Council's organizational strategic planning process.

**C. Legislated References**

Trust Council Meeting Procedure Bylaw 101

**D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures**

Attachment 1: Standing Committee-Specific Functions

Attachment 2: Regional Planning Committee Terms of Reference

Attachment 3: Financial Planning Committee Terms of Reference

Attachment 4: Trust Programs Committee Terms of Reference

Attachment 5: Governance Committee Terms of Reference

Attachment 6: Accessibility Committee Terms of Reference

**Attachment 1: SUMMARY OF STANDING COMMITTEE-SPECIFIC FUNCTIONS**

<p style="text-align: center;"><b>REGIONAL PLANNING COMMITTEE (RPC)</b></p> <ol style="list-style-type: none"> <li>1. Growth Management Tools</li> <li>2. Community Planning Tools</li> <li>3. Development Management Tools</li> <li>4. Local Planning Service Delivery</li> </ol>	<p style="text-align: center;"><b>TRUST PROGRAMS COMMITTEE (TPC)</b></p> <ol style="list-style-type: none"> <li>1. Environmental Policy</li> <li>2. Research and Information Systems Program</li> <li>3. Sustainable Communities Policy</li> <li>4. Trust Area Program Initiatives</li> </ol>
<p style="text-align: center;"><b>FINANCIAL PLANNING COMMITTEE (FPC)</b></p> <ol style="list-style-type: none"> <li>1. Annual Budget</li> <li>2. Long Term Financial Planning</li> <li>3. Fiscal Controls</li> <li>4. Annual Audit</li> </ol>	<p style="text-align: center;"><b>GOVERNANCE COMMITTEE (GC)</b></p> <ol style="list-style-type: none"> <li>1. Governance structure and processes</li> <li>2. Governance Best Practices</li> <li>3. Legislative Reform</li> </ol>
<p style="text-align: center;"><b>ACCESSIBILITY COMMITTEE (AC)</b></p> <ol style="list-style-type: none"> <li>1. Identify barriers to individuals in or interacting with the organization</li> <li>2. Advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization</li> <li>3. Develop an Accessibility Plan and advise on implementation of the Plan</li> <li>4. Review the Accessibility Plan every three years including seeking public feedback on the Accessibility Plan and how to remove and prevent barriers to individuals in or interacting with the organization</li> </ol>	

## **Attachment 2: Regional Planning Committee Terms of Reference**

The Regional Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Development Management – overseeing the procedures for processing of land use bylaws, permits etc., in an efficient and effective manner
2. Local Trust Committee Functions – responding to local trust committee planning needs applicable throughout the Trust Area
3. Local Planning Services – advising on the provision and allocation of resources to deliver local planning services to island communities
4. Public Awareness/Education – promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services
5. Emerging Issues – Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction
6. Policy Guidance – Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council
7. Liaison – Maintain liaison with Islands Trust Conservancy Board and Trust Programs Committee, as required.

### **Attachment 3: Financial Planning Committee Terms of Reference**

The Financial Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

#### **1. Annual Budget Process**

To facilitate Council's involvement in the annual budget process by:

1. providing direction to all program units, via management, in overseeing the process of budget preparation
2. assisting Council in establishing the principles and assumptions for the development of the budget
3. reviewing the base operating needs and all program requests against the principles and assumptions and make recommendations to Council
4. representing the interests of Council, Executive Committee, and Council Committees throughout the budget process

#### **2. Budget and Financial Planning**

To facilitate the linkage of the annual strategic planning process with the annual budget process through:

1. the interpretation of Council's priorities/strategies and related work programs into resource allocation requirements both for the annual budget and for long range planning practices
2. direction to management in the development of long range financial planning and capital budgeting
3. facilitating Council's involvement in the preparation of a three year operational and capital budget plan

#### **3. Financial Management**

To report to and make recommendations to Council regarding the organization's financial management practices such as:

1. a regular financial reporting system
2. development of financial management policies and procedures
3. assessing/monitoring revenue generating and expenditure control practices, management recommendations for financial resource allocations within and during the annual budget
4. review financial reporting documents for the Ministry/Treasury Board and/or public presentation via the Executive Committee

#### **4. Annual Audit**

The Financial Planning Committee will appoint from amongst its members, but excluding members of the Executive Committee and trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit and will report directly to Council by:

1. reviewing audit reports
2. reviewing with management the management letter recommendations and determining necessary actions
3. monitoring the implementation of the auditor's recommendations
4. recommending an accounting firm to Trust Council, each year, to conduct the annual audit
5. reviewing with the auditors the year end audit (and interim audit) work program

**5. Islands Trust Conservancy Support**

To provide advice to the Islands Trust Conservancy Board on financial services and support available from the Islands Trust.

**6. Management Advice**

To monitor and review the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

#### **Attachment 4: Trust Programs Committee Terms of Reference**

The Trust Programs Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction
2. maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council
3. developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council
4. preparing recommendations for inter-agency initiatives and feedback on proposed inter-agency agreements
5. providing input to the continued development and maintenance of a useful research and information system
6. providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation
7. maintaining a liaison with the Islands Trust Conservancy Board

The responsibilities stated apply to the following areas:

1. Resource Management - promoting sustainability in the use of natural resources of the Trust Area
2. Land Conservation - promoting protection and preservation of ecosystems throughout the Trust Area
3. Water Management - promoting protection and preservation of groundwater and surface water supply and quality
4. Marine Environment - promoting protection and preservation of coastal and deep water marine ecosystems
5. Sustainable Communities - promoting liveable communities:
  - with sustainable and viable local economies
  - with housing that accommodates socio-economic diversity
  - with regard for the carrying capacity of supporting island environments
6. Conservation Strategy - developing strategies beyond regulatory tools to achieve the Islands Trust's Object
7. Public Awareness/Education - promoting enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement

## **Attachment 5: Governance Committee Terms of Reference**

The purpose of the Governance Committee is to provide focus upon improvement of governance, to develop and recommend to the Trust Council good governance and management approaches and frameworks, and to lead processes to support and evaluate the effectiveness of Trust Council and its committees.

The Governance Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. initially reviewing the Islands Trust Governance Report dated March 8, 2022 and submitting a prioritized list of the recommendations in that Report to Trust Council with advice as to possible actions
2. identifying, evaluating and providing, on an on-going basis, advice to Trust Council on emerging governance and management issues with respect to areas of concern, best practices, and appropriate structures and procedures to allow Trust Council to function most effectively
3. maintaining a committee work program to manage committee initiatives and providing Trust Council with quarterly updates
4. providing recommendations to Trust Council for legislation reform initiatives to improve Trust Council governance and management

The Governance Committee may contract external expertise to provide advice subject to funding by Trust Council and at the discretion of the committee.

The responsibilities stated apply to the following area:  
Trust Council Governance and Management

## **Attachment 6: Accessibility Committee Terms of Reference**

The Accessibility Committee is a mandatory requirement under the *Accessible British Columbia Act* effective September 1, 2023.

The Accessibility Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. identify barriers to individuals (public, employees, trustees) in or interacting with the organization in offices, owned or leased locations, Islands Trust Conservancy lands owned or leased, including meeting and public hearing locations
2. identify barriers to individuals (public, employees, trustees) in or interacting with the organization electronically through the Islands Trust website, social media accounts, telephone, electronic meetings or other electronic means
3. advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization
4. develop an Accessibility Plan that address the issues identified, with options and recommendations to remove the barriers, and advise on implementation of the Plan
5. review the Accessibility Plan every three years and seek public feedback on the Accessibility Plan; and, as part of the review, seek feedback generally from the public on potential accessibility barriers and how to remove and prevent barriers to individuals in or interacting with the organization



### 3 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** Preparation of the Islands Trust Annual Report is coordinated by Trust Area Services staff, reporting to the Executive Committee, in a manner consistent with Trust Council's [Annual Report Policy 6.10.1](#).

**FINANCIAL:** \$2,500 from communications budget for graphic design of annual report and \$1,100 for printing.

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** Once approved, and upon receipt of the Audited Financial Statements, this report will be copy edited and then formatted for printing and web-publishing, and sent to the Minister responsible for the Islands Trust along with other recipients listed in Policy 6.10.1.

**FIRST NATIONS:** None. The report will be posted the website.

**OTHER:** None.

4 **RELEVANT POLICY(S):** Sections 19 and 46 of the *Islands Trust Act*; Trust Council's Annual Report Policy 6.10.1.

5 **ATTACHMENT:** Draft 2024/25 Annual Report

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### **RESPONSE OPTIONS**

**Recommendation:** That Islands Trust Council approve the 2024/25 Annual Report for submission to the Minister of Housing and Municipal Affairs.

**Alternative:** That the Islands Trust Council approves the 2024/25 Annual Report as amended for submission to the Minister of Housing Municipal Affairs.

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**Prepared By:** Clare Frater, Trust Area Services Director, May 26, 2025

**Reviewed By/Date:** Rueben Bronee, Chief Administrative Officer, May 28, 2025  
Executive Committee, May 28, 2025

# Islands Trust 2024/25 Annual Report

>> Add cover image and logo

## Reconciliation Declaration

Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to reconciliation with the understanding that this commitment is a long-term relationship-building and healing process. The Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

*Adopted: March 14, 2019 Trust Council on Gabriola Island*

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## Message from the Islands Trust Council Chair

As a full-time resident of Thetis Island for 38 years, I am deeply grateful to live on the unceded territory of the Coast Salish Peoples, home to the Penelakut and Lyackson Peoples since time immemorial. My appreciation for this place has only deepened as I continue to learn about its rich histories, cultures, and enduring connections that span thousands of years.

Serving as the Chair of Islands Trust Council has been a profound honour. It has allowed me to work alongside dedicated trustees, staff, First Nations, and community members to uphold the Islands Trust's preserve and protect mandate, always with the understanding that these lands and waters have been home to Indigenous Peoples since time immemorial, and are a place of deep cultural, spiritual, and historical significance.

As I present this annual report for 2024-2025, I do so with deep appreciation and reflection, as this marks the end of my role as Chair. Serving three terms as Chair has been a privilege, and I am immensely grateful for the trust placed in me by my colleagues and the communities of the Trust Area.

This past year has been one of both challenges and achievements. Through collaboration and shared commitment, we have continued to advance responsible land use planning while seeking solutions that balance conservation with the needs of island communities. The work highlighted in this report is a testament to the dedication of my fellow trustees, Islands Trust staff, and the many community members who actively contributed to these efforts. Their efforts continue to inspire me.

Although I am stepping away from the role of Islands Trust Chair, I will continue in the role as a local trustee for the Thetis Island Local Trust Area. My dedication to Islands Trust and its mission remains steadfast, particularly in the ongoing work to modernize the Trust Policy Statement and uphold our collective responsibility to Reconciliation in collaboration with First Nations. The work we do here is not just for today—it is about safeguarding the ecological health, cultural heritage, and the unique character of the Trust Area for future generations.

Looking ahead, I know Islands Trust will continue to seek provincial support to fulfill its preserve and protect mandate, to work with and advance the interests of First Nations, and support island communities. In closing, I extend my deepest gratitude to my colleagues for their support, dedication, wisdom, and shared passion over the years. It has been an honour to serve, and I look forward to continuing to support the Islands Trust's work in new ways. Together, I know we will continue to build a resilient and sustainable future for this remarkable region.



Peter Luckham

Chair, Islands Trust Council

## Message from the Chief Administrative Officer

On behalf of the administration of Islands Trust, I am pleased to introduce the 2024/25 Annual Report.

I had the honour of joining Islands Trust as it's new CAO in November 2024. My sincere thanks to the Interim CAO and the rest of the senior leadership team for so capably leading the organization through the transition period between my predecessor's retirement and my arrival.

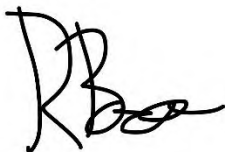
This is a unique organization with a unique mandate, bringing with it a high degree of complexity and a host of challenges. But what has become clear to me in my first few months with Islands Trust is how fortunate we are to have such a dedicated, knowledgeable and talented team of staff serving the communities throughout the Trust Area.

Over the past year, the leadership of Trust Council and the hard work of staff continued to make progress on the long-overdue update of the Policy Statement. Once finalized, this will provide an essential foundation for the future of Islands Trust's work for years to come. We also advanced important work to improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent. And in March 2025, Trust Council approved its updated Strategic Plan with a particular focus on identifying priorities for the balance of the 2022-26 Council term. More information on these and many other accomplishments are detailed throughout this annual report.

The work Islands Trust staff do in support of Trust Council, local trust committees, and the Islands Trust Conservancy Board – in partnership with local governments, the Province, First Nations and local communities – is enormously important. It is equally important that we do that work well, with professionalism, integrity and transparency. Ensuring we fulfil this obligation will be a continued focus for the operations of Islands Trust in the year ahead as we implement the strategic direction set by Trust Council.

To that end, a priority for me is assessing and strengthening Islands Trust's performance as an employer. I believe our ability to recruit, develop and retain qualified and capable staff directly impacts our overall performance as an organization. I am confident Trust Council shares the view. So, I look forward to using insights from staff and other inputs in the year ahead to help strengthen our performance and ensure we are as effective as possible in delivering on the preserve and protect mandate.

My thanks to Trust Council, Islands Trust staff and partners for your warm welcome, patience and many constructive conversations over my first few months as CAO. I look forward to continuing our shared work together.



Rueben Bronee  
Chief Administrative Officer

## The Islands Trust Area

### Acknowledgement

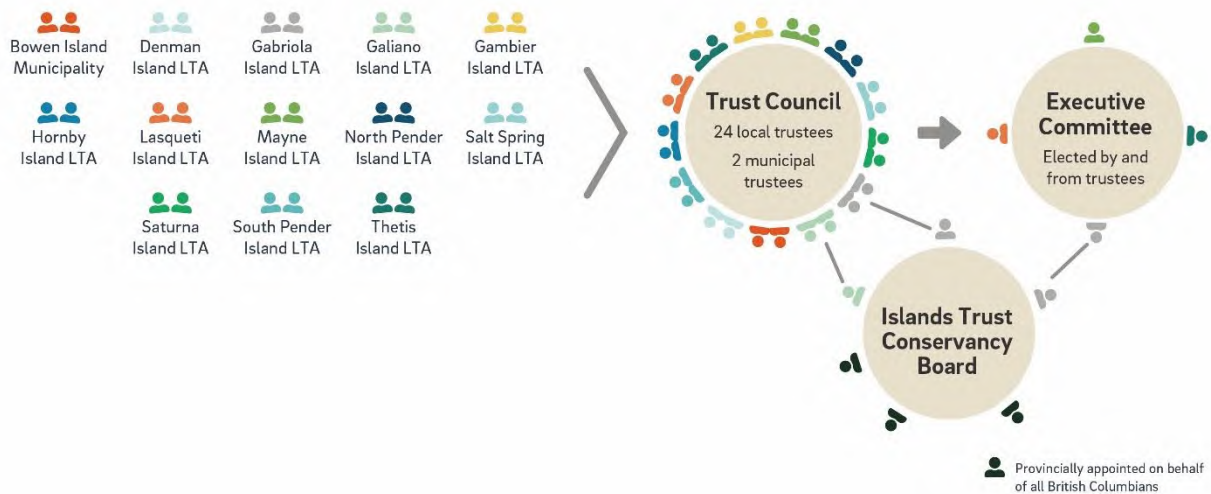
The Islands Trust Area is located within the treaty lands and territories of the *BOKÉCEN, Cowichan Tribes, Da'naxda'xw, K'ómoks, Lummi, Lyackson, MÁLEXET, Mamalilikulla, Qualicum, scəwəθən, səllilwətəʃ, SEMYOME, shíshálh, Skw̓xwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SʔÁUTW, Stz'uminus, ʔaʔəmen, Tlowitsis, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLELP, WSIKEM, Xeláltxw, Xwémalhkww, Xwsepsum, and xʷməθkʷəy̓əm First Nations. Islands Trust is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.*

The Islands Trust Area, located within Coast Salish territory, is the homeland of many Coast Salish Peoples who have called this area home since time immemorial. Covering 5,200 square kilometres between the British Columbia mainland and southern Vancouver Island, the Trust Area has over 30,000 residents and 10,000 non-resident property owners. The region features many archaeological and culturally significant sites and endangered ecosystems. Located within the Salish Sea, the Islands Trust Area is a unique and special place – a scenic archipelago of 13 large islands and more than 450 smaller islands and islets. The area provides habitat for an exceptional variety of species: more than 200 types of migratory and resident birds, numerous fish and other marine and intertidal life, as well as terrestrial wildlife and vegetation. Outstanding scenery and recreational resources include panoramic viewpoints, sheltered bays, and protected marine waterways and anchorages, all of which contribute to the beauty, appeal, and tranquillity of the area.

The natural environment of the islands in the Salish Sea has given the area national recognition. Realizing this, the Government of British Columbia enacted special protective legislation in 1974, entitled the Islands Trust Act. The Act states that the Object of Islands Trust is to “preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with the municipalities, regional districts, improvement districts, First Nations, other persons and organizations, and the Government of British Columbia.”

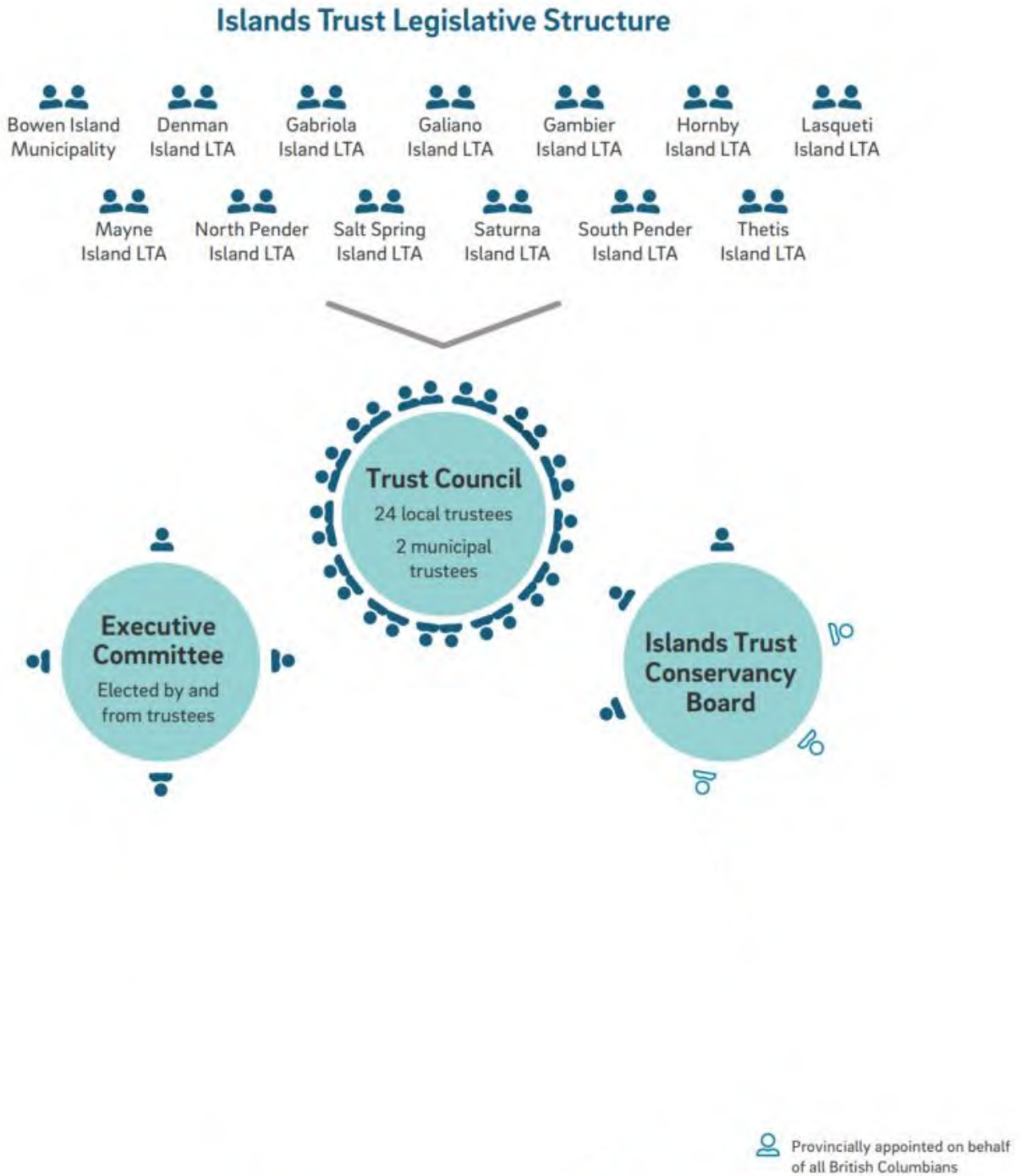
## Organization and Responsibilities

Islands Trust is a unique federation of 12 special-purpose local government bodies and Bowen Island Municipality, all of which plan land use and regulate development in the Islands Trust Area. Islands Trust consists of several distinct corporate entities: Islands Trust Council, Executive Committee, 12 local trust committees, Bowen Island Municipality, and Islands Trust Conservancy.



Like other communities in British Columbia, island communities elect their local representatives every four years. Each group of islands, designated as a local trust area or island municipality, elects two local trustees. For the 12 local trust areas, the two local trustees, together with an appointed chair from the Executive Committee, are responsible for the land use decisions within their local area. For Bowen Island Municipality, the two local trustees are part of a seven-member council responsible for all functions of a local government, including land use decisions. Each local trust committee and Bowen Island Municipality has jurisdictional authority for the smaller islands and waters surrounding the major island in that area.

Islands Trust Legislative Structure – updated graphic to come



## Islands Trust Council

The 26-member Islands Trust Council establishes general policies for carrying out the Object of Islands Trust. Islands Trust Council also adopts an operational budget for Islands Trust and manages the financial undertakings of all parts of Islands Trust, except for Islands Trust Conservancy, which manages its own operations. Islands Trust Council appoints staff and auditors and adopts an annual budget. Tax levies on properties within the Trust Area are the primary funding source for the operations of Islands Trust. Additional revenue comes from a provincial grant, other grants, and development application fees.

The Islands Trust Act requires Islands Trust Council to implement the Policy Statement that is applicable to the whole Trust Area. The Minister of Housing and Municipal Affairs must approve the Policy Statement before it is adopted. The Policy Statement provides broad policy guidelines for Islands Trust Council, Executive Committee, local trust committees, and island municipalities. The positions and philosophy of Islands Trust Council contained in the Policy Statement also constitute a policy framework for reference by the public and other agencies, such as the regional districts of the Islands Trust Area, the Province, and its agencies.

Islands Trust Council has five standing committees of trustees—Regional Planning Committee, Trust Programs Committee, Governance Committee, Financial Planning Committee and Accessibility Committee—which provide policy advice to Trust Council on a range of issues.

### Members of Islands Trust Council – 2022-2026

Bowen Island Municipality	Sue Ellen Fast, Judith Gedye
Denman Local Trust Area	Sam Borthwick, David Graham
Gabriola Local Trust Area	Tobi Elliott, Susan Yates
Galiano Local Trust Area	Lisa Gauvreau, Ben Maberley
Gambier Local Trust Area	Joe Bernardo, Kate-Louise Stamford
Hornby Local Trust Area	Alex Allen, Grant Scott
Lasqueti Local Trust Area	Mikaila Lironi, Timothy Peterson
Mayne Local Trust Area	Jeanine Dodds, David Maude
North Pender Local Trust Area	Aaron Campbell, Deb Morrison
Salt Spring Local Trust Area	Jamie Harris, Laura Patrick
Saturna Local Trust Area	Mairead Boland, Lee Middleton
South Pender Local Trust Area	Kristina Evans, Dag Falck
Thetis Local Trust Area	Ken Hunter, Peter Luckham

### 2024/25 Key Accomplishments

In 2024/25, Islands Trust made progress on updating the Islands Trust Council's Strategic Plan and the Islands Trust Conservancy's (ITC) Regional Conservation Plan.

Highlights of this progress included:

- Approval of the Islands Trust Council 2025-2028 Strategic Plan
- Islands Trust Council wrote to the Province requesting a full review of the Islands Trust's mandate, governance and structure
- Islands Trust Council hired a new Chief Administrative Officer
- Islands Trust Council formed a new Chief Administrative Officer Performance Evaluation Policy Select Committee (CAOPEPC) to develop a policy for the performance evaluation of the Islands Trust Chief Administrative Officer role. The CAOPEPC consists of the Executive Committee (EC) and the chairs of Islands Trust Council's four standing committees
- Islands Trust Council continued to develop a new draft of the Islands Trust Policy Statement
- Islands Trust Council continued work on the Bylaw Compliance and Enforcement Policy Review Project
- Islands Trust Council created a Housing Options Toolkit to support housing-related and land use planning projects in better addressing the need for housing options by providing structured implementation resources
- Continued implementation of the Freshwater Sustainability Strategy Project
- Islands Trust Conservancy added the Skye Larmour NAPTEP Covenant on Salt Spring Island and the Koontz NAPTEP Covenant on Gabriola Island. The Conservancy also conducted native species planting, invasive species removal, and other restoration activities in nature reserves, and at conservation covenants throughout the Islands Trust Area. The Conservancy's Species at Risk Program continued with surveys for at-risk plants, pollinators, and animals such as bats, birds, frogs, and snakes
- The *Tiny Homes on Wheels (THoWs) Enablement Project* was initiated by Islands Trust and developed in collaboration with the Regional District of Nanaimo (RDN) to address the growing interest in, and challenges surrounding, the integration of THoWs as a viable housing option. The project included convening a Steering Committee comprised of members from Islands Trust, RDN, Capital Regional District, Strathcona Regional District, the Regional District of Okanagan-Similkameen and a technical panel. Recommendations from the project include developing a distinct THoWs designation, aligning construction standards with CSA Z240MH and the intent of the BC Building Code (securing the dwelling to a foundation), and implementing standardized inspection protocols
- Celebrated the 50<sup>th</sup> anniversary of Islands Trust



Message from  
The Honourable Anne Kang  
Minister of Municipal Affairs

Islands Trust 50<sup>th</sup> Anniversary – June 5, 2024

Thank you for inviting me to be a part of this exciting day to celebrate the 50<sup>th</sup> anniversary of the Islands Trust. I extend my gratitude to everyone at the Islands Trust, Council, the community and everyone who has played a role over the history of the Trust.

Today, you are doing more than celebrating an anniversary, you're celebrating the commitment to preserve and protect the natural wonder of the Gulf Islands, meeting the challenges of island life and creating opportunities to reconcile with local First Nations while confronting contemporary challenges head-on.

Although the people who work to serve their communities oftentimes remain unseen, they are still a foundation of healthy communities and ensure the islands' continued prosperity. This Islands Trust is an inspiring example of what we can accomplish when community, regional districts, the Province and local First Nations come together to serve the people and honour its wild places.

Congratulations on all that the Trust has achieved in reaching this milestone and in ensuring the people of the Gulf Islands have a dedicated group of public servants focused on preservation and protection, while fostering resilient and vibrant island communities and natural places.

Sincerely,

Honourable Anne Kang  
Minister of Municipal Affairs



## Reconciliation and Relationship Building

From shore to shore across the Salish Sea, First Nations communities have called this place home since time immemorial. Their village sites, harvesting areas, and gathering places reflect the abundance and beauty of their homelands, treaty lands, and territories.

Islands Trust Council passed a Reconciliation Declaration on March 14, 2019, on Gabriola Island. Islands Trust commits to realizing the important work of Reconciliation and to doing so with humility and respect for the people and the place where we live.

Islands Trust Council established a Reconciliation Learning Group to support trustees with gaining the skills, knowledge and cultural competencies needed to support positive relationships. Islands Trust contracted Culturally Committed to deliver training to trustees and senior staff during 2024/25.

Islands Trust staff-initiated discussions with a number of Indigenous Governing Bodies who are interested in a protocol agreement.

The WSÁNEĆ Leadership Council Society requested a Memorandum of Understanding with the Islands Trust Council.

2024/25 highlights include:

The Denman, Hornby and Gabriola Island Local Trust Committees piloted the use of capacity funding to support engagement of First Nations on bylaw amendment projects.

The Denman and Hornby Local Trust Committees participated in a leadership-to-leadership meeting with the K'ómoks First Nation.

The Galiano Island Local Trust Committee considered several rezoning applications for forest lots. In the past, rezoning of forest lands has resulted in the transfer of portions of the lands as an amenity to BC Parks. However, this year the Galiano Island Local Trust Committee engaged with Penelakut Tribe to gauge the Tribe's interest and capacity to receive lands in North Galiano resulting from rezoning of forest land.

The Gabriola Island Local Trust Committee began engaging with Snuneymuxw First Nation regarding potential revisions to the Gabriola Island Official Community Plan.

The Gambier Island Local Trust Committee continued work with Skwxwú7mesh Úxwumixw (Squamish Nation) to co-develop amendments to the Gambier Island Official Community Plan.

The Salt Spring Island Local Trust Committee met with the Chief of Tsawout First Nation and agreed to work together to host a feast in the future. Islands Trust staff engaged with Tsawout First Nation staff on the renewed application for subdivision of James Island, providing information about the North Pender Local Trust Committee's position on the initial application, groundwater issues, and the zoning history of the island.

The Salt Spring Island Local Trust Committee received a presentation from the Chief of Penelakut Tribes.

The Thetis Island Local Trust Committee received a presentation from a Lyackson First Nation representative indicating a desire to participate in decision-making matters with a seat at the table rather than just receiving referrals, and expressing that the Lyackson community has stated its desire to take back authority over their unceded land, territory, waters, and resources.

Islands Trust held a trustee training event to learn about the Xwe'etay / Lasqueti Archeology Project which has sought to co-create a model for community-based archaeology, based on heritage recognition and protection, that can be used on Lasqueti Island and in other rural communities.

Islands Trust and the Xwe'etay/ Lasqueti Project jointly held a screening of *Dust 'n Bones*, a documentary directed by Cowichan Tribes member Harold Joe, followed by a discussion with Qualicum Matriarch Kim Recalma-Clutesi, and a Cultural support Elder William White on the spiritual, cultural, and political context of First Nations burials in archaeological and other sacred sites.

Islands Trust co-hosted in partnership with Snuneymuxw First Nation, Gabriola Arts Council/Breaking Bannock, and Gabriola Museum the Snuneymuxw x̣e x̣e Tumuxw presentation with four Snuneymuxw First Nation Elders Earl Manson, Geraldine Manson, Max Settler and Mary Ann Mitchell on Gabriola Island. The event included learning about Snuneymuxw's traditional protocol practices, such as learning about the traditional practices of the witnessing ceremony and teachings

about Snuneymuxw sacred land. The x̣e x̣e Tumuxw presentation engaged over 90 people who were in attendance. A screening of the *Dust n Bones*, a documentary by Cowichan Tribes member Harold Joe followed.

## 2024 – 2025 Advocacy

Islands Trust Council's advocacy program is guided by the Islands Trust Policy Statement, which states: to achieve its Object, Islands Trust must be an educator, co-ordinator, and initiator, guiding individuals, organizations, and other agencies in support of the Object. While Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations, and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities.

Advocacy is also guided by the Islands Trust Advocacy Policy (Policy 6.10.3).

In October 2024, Islands Trust Council [wrote](#) to the Province of British Columbia, requesting that the Province of British Columbia undertake a review of the Islands Trust's mandate, governance model, and structure. The Islands Trust Council made the same request in 2022. Islands Trust Council recommended that the Province conduct a comprehensive review of the *Islands Trust Act*, similar in scope to the work of the parliamentary committee that led to the creation of Islands Trust 50 years ago. Islands Trust Council stated that it believed it is essential that the many Indigenous peoples with interests in the lands and waters of the Trust Area be involved through their governing bodies, not only as participants in the review, but also as partners in the development of its terms of reference. Islands Trust Council expressed that it is seeking alignment with the Declaration on the Rights of Indigenous Peoples Act and believes it is of paramount importance that Islands Trust decision-making processes appropriately acknowledge the rights and interests of the Coast Salish Peoples for whom the Trust Area has been home since time immemorial. Islands Trust Council is also requesting that the Province of British Columbia provide a clearer definition of the Islands Trust's mandate as set out in the *Islands Trust Act*, to assist its assessments of the relative importance of environmental protection versus the facilitation of thriving human communities within the Trust Area. Islands Trust Council also requested that the Province reassess whether having equal representation from each area on the Islands Trust Council remains an appropriate structure, and requested that the Province re-consider the Trust's funding model.

At the 2024 Union of British Columbia Municipalities Convention, the Executive Committee met with the Ministry of Municipal Affairs to discuss the Islands Trust's request for a provincial review, support for First Nations engagement, and planning for Islands Trust's 50<sup>th</sup> anniversary. It also met with the Ministry of Forests to discuss wildfire preparedness, and with the Ministry of Housing and BC Housing to explore affordable housing solutions tailored to the rural islands within the Trust Area.

In March, Islands Trust Council [wrote](#) to federal ministers on the Expansion of the *Wrecked, Abandoned or Hazardous Vessels Act* program in the Islands Trust Area.

Local trust committees also sent advocacy letters on a range of topics. All advocacy letters are available on the Islands Trust website.

## Climate Action

Islands Trust and Islands Trust Conservancy have been working to mitigate climate change and the impacts on oceans and shorelines, forests and wetlands, and island communities, through a number of initiatives and programs.

The Islands Trust Conservancy continues to protect mature and maturing forests, wetlands, and habitat transition zones which help store carbon and are vital to maintaining ecosystem health through land acquisitions and covenants.

Islands Trust continues to apply a climate action lens to land use planning in a variety of ways. This includes proposed updates to the Islands Trust Policy Statement, which if applied, would promote consideration of planning and land use management strategies, and nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities.

All land use planning staff reports include sections on climate change adaptation and mitigation, and staff recommendations are based on best practices for mitigating and adapting to climate change.

Islands Trust Council continued to implement its [Freshwater Sustainability Strategy](#) by providing data on watershed resiliency and water balance to inform local trust committee projects.

Islands Trust also collaborated with the Sunshine Coast Regional District on its Coastal Flood Mapping Project. In 2025, Islands Trust provided policy and mapping data and review, and public engagement and communication support on the project.

Islands Trust is acting on its ongoing commitment to carbon neutrality with internal operations, and is a signatory to the B.C. Climate Action Charter. During 2024/25, most meetings were held electronically, which reduced carbon emissions associated with travel.

## Delegations and Presentations to Islands Trust Council in 2024/25

Members of the public are encouraged to make delegation presentations and participate in public comment sessions at each quarterly meeting of Islands Trust Council to promote dialogue between islanders and Trustees.

Chair Luckham wrote thank-you letters to delegations received at Islands Trust Council's quarterly meetings.

### **June 2024 - Quarter 1, Islands Trust Council convened at the Harbour House Hotel on Salt Spring Island, BC**

Delegation presentations were received by Islands Trust Council from the following groups and individuals:

Ted Olynk provided an update on BC Hydro operations including an upgrade to the power loop that feeds Salt Spring, Galiano, Mayne, Saturna, North Pender, and South Pender islands, and two submarine cable projects between Salt Spring, North Pender, and Maple Bay, and he described projects that will help lessen the impact of outages, some of which are due to increased weather events caused by climate change.

Peter Pare, representing the Gulf Island Sue Big Oil group, presented on the group's support for initiating a class action lawsuit aimed at recovering municipal costs related to climate change. He emphasized that while communities bear the full financial burden of climate mitigation, fossil fuel companies continue to profit, and outlined the group's request that local governments pledge \$1.00 per resident, with Regional Districts and the Islands Trust each pledging \$0.50 per resident to help fund the legal action.

Glenn Stevens, speaking on behalf of the Clean and Safe Harbours Initiative, emphasized the need for liveaboard vessels to be registered and equipped with proper containment systems, and discussed Islands Trust bylaw authority to address these concerns. Mr. Stevens said trustees have a responsibility to prioritize the cleanliness, safety, and protection of the marine environment.

Ronald Wright, representing Keep Salt Spring Sustainable, discussed the *Islands Trust Act* and its mandate and expressed disagreement with both the content of, and the process undertaken for, the proposed amendments to the Islands Trust Policy Statement.

Jennifer Margison, representing Friends of the Gulf Islands, provided comments on the draft of the Islands Trust Policy Statement, suggesting that it omits reference to Islands Trust Council's responsibility to protect the Trust Area for the benefit of all British Columbians, contains ambiguous language that renders policies suggestive rather than directive, and lacks the clarity necessary to guide trustee decision-making.

The following presentations were made:

Ryan Greville, Manager of Navigable Waters Protection at Transport Canada, delivered a presentation outlining the federal strategy to address abandoned and wrecked vessels. The presentation included an overview of the National Strategy to Address Abandoned and Wrecked Vessels, as well as key provisions of the Wrecked, Abandoned or Hazardous Vessels Act (WAHVA).

Adam Olsen, MLA for Saanich North and the Islands, delivered a presentation on inclusive governance. He emphasized the importance of recognizing Aboriginal rights, strengthening relationships with First Nations, and working in a more integrated and respectful manner. He also encouraged Islands Trust Council to reaffirm its request for the Province to undertake a review of the Islands Trust mandate.

### **September 2024 – Quarter 2, Islands Trust Council convened at the Vancouver Island Conference Centre in Nanaimo, BC**

A delegation presentation was received by Islands Trust Council:

Elsie Born, representing the Salt Spring Island Poultry Club, addressed the importance of safeguarding agricultural land located outside the Agricultural Land Reserve (ALR) but within local trust areas zoned for farming and discussed the potential to form an Agricultural Advisory Committee to undertake a comprehensive review and revision of relevant policies.

### **December 2024 – Quarter 3, Islands Trust Council convened at the Coast Victoria Hotel in Victoria, BC**

Delegation presentations were received from the following groups and individuals:

Justine Starke, Manager of Service Delivery for the Southern Gulf Islands Electoral Area, presented an overview of the Capital Regional District's Rural Housing Program, highlighting its goals to support the non-profit housing sector, provide incentives for accessory dwelling unit development, offer pre-development funding, and leverage additional financial resources. She also outlined ways in which Islands Trust bodies can support the program, including through land use planning, implementation of the housing toolkit, alignment of floor area regulations across the Trust Area to facilitate modular and prefabricated housing models, and consideration of economically viable solutions.

Andrew Leonard, Mayor of Bowen Island Municipality, addressed Islands Trust Council's recent letter to the Province requesting a comprehensive governance review, noting that a similar letter was sent in 2022 referencing Islands Trust's internal governance review, to which the Province responded by outlining several actions that Islands Trust could pursue independently. He further stated that, in light of the concerns expressed in the letter and ongoing conflicts within the elected body of Islands Trust Council, Bowen Island Municipal Council cannot support allocating resources toward engagement on the Islands Trust Policy Statement or the proposed governance review. He stated that Bowen Island Municipal Council urged Islands Trust Council to develop its own solutions, initiate a proper strategic planning process, and engage with stakeholders in alignment with the existing protocol agreement.

Maxine Leichter, representing Keep Salt Spring Sustainable, addressed Islands Trust Council's letter to the Minister of Municipal Affairs about the definition of "unique amenities", and noted that this term was defined in the 1986 Islands Trust Position Paper No. 1, and emphasized that any revisions to the Trust Policy Statement should be deferred until a comprehensive analysis of the region's capacity to sustain its current population and the outcome of the governance review request have been completed.

Jennifer Margison, representing the Friends of the Gulf Islands Society, emphasized that the *Islands Trust Act* mandates Islands Trust Council to protect the Trust Area as a whole, with this responsibility carried out through Islands Trust Council's budgeting authority and the Executive Committee's role in ensuring local bylaws align with the Islands Trust Policy Statement and that local trust committees do not operate independently. She expressed concern that proposed changes to the Islands Trust Policy Statement risk weakening the oversight roles of both the Executive Committee and the Province, and that altering or removing key definitions would dilute the effectiveness of the Policy Statement. She urged Islands Trust Council to reaffirm its commitment to the mandate of preserving the natural environment.

San Juan County Council Members Jane Fuller and Cindy Wolf and Islands Trust Council participated in a joint session on the topics of: ferries; water; housing; increased tanker traffic in the Trust and San Juan Area; and Tribal/First Nations engagement.

### **March 2025 – Quarter 4, Islands Trust Council convened at the Best Western Dorchester Hotel in Nanaimo, BC**

Delegation presentations were received from the following groups and individuals:

Eric March and Maddy Smith addressed several concerns regarding inclusivity and representation in Islands Trust engagement processes. They highlighted that most Islands Trust public engagement opportunities are scheduled during weekdays which creates barriers for working-class individuals and contributes to a lack of diversity in the perspectives presented. They noted that this lack of diversity is evident in discussions around the Islands Trust Policy Statement, where a small, recurring group of participants tends to advocate solely for environmental protection, often at the expense of addressing housing and rural livelihood needs. The delegates expressed concern that fears of overdevelopment are being used to resist densification, inadvertently making housing unattainable for essential service providers. They called on the Islands Trust Council to take meaningful steps to support all members of the Trust Area by making delegations and town halls more accessible and to ensure the Islands Trust Policy Statement reflects a balanced approach that includes both environmental stewardship and protections for housing and working-class livelihoods.

The following presentations were given:

Amy Bronee, Director, Community Relations for BC Ferries presented on BC Ferries' Shaping Future Engagement initiative which aimed to develop a new engagement framework with input from coastal communities.

### **Policy Statement Amendment Process**

In 2019, Islands Trust launched the Policy Statement Amendment Project (Islands 2050) to update the Islands Trust Policy Statement to adapt to current and future challenges and opportunities, and to reflect its commitments related to Reconciliation, climate change, and affordable housing. To date, the Policy Statement Amendment Project has involved three rounds of public engagement, three rounds of engagement with Indigenous Governing Bodies, as well as engagement with other partner agencies.

The Islands Trust Policy Statement sets out the principles and policies that Islands Trust Council uses to carry out its special provincial mandate to preserve and protect the unique amenities and environment of the Islands Trust Area, as required by the *Islands Trust Act*. The Policy Statement shapes land and marine use planning across the Islands Trust Area by guiding the development of local official community plans and regulatory bylaws, as well as Islands Trust Council's intergovernmental collaboration, advocacy and strategic planning.

The Islands 2050 Policy Statement Amendment Project continued to be a priority for Islands Trust Council in 2024/25, primarily through its Committee Of the Whole's ongoing review and proposed

revision of the draft new Policy Statement. Islands Trust staff also provided Committee of the Whole with policy options and analysis across a range of Policy Statement topics about which trustees had requested additional information, including options for approaches to Reconciliation, forest protection, and environmental and climate change hazard areas. Throughout the year, Islands Trust continued to engage with Indigenous Governing Bodies, respond to questions from the public about the project, and update the project webpage with important information and background materials.

At its December meeting, Trust Council endorsed a revised Policy Statement Amendment Project charter that foregoes the planned “agreement in principle” in favour of First Reading of the Policy Statement bylaw in June 2025. Following First Reading, a six-month period of referrals to Indigenous Governing Bodies and other governments/agencies and community engagement will commence. This new project timeline aims to enable Ministerial approval and Trust Council adoption of the new Policy Statement bylaw by the end of the current political term in October 2026.

At its March 2025 meeting, Islands Trust Council transferred responsibility for developing further changes to the draft new Policy Statement from Committee of the Whole to Trust Programs Committee (TPC) and expanded TPC’s membership so more trustees could be involved.

Visit the Islands 2050 page on our website for more details.

## Islands Trust Council Committees

### Executive Committee

The Executive Committee (EC) members include the Chair of Islands Trust Council and three Vice-Chairs, elected by Trust Council from among its members. In addition to individual members serving as the chairs of local trust committees, the committee oversees external communications for the Islands Trust, liaises with the provincial government, coordinates policy reviews, coordinates strategic planning and monitors implementation, facilitates development of agreements, liases with the Islands Trust Conservancy Board, and conducts other functions as directed by Trust Council.

The Executive Committee carries out the daily business of Islands Trust, reviews the bylaws of local trust committees to ensure compliance with the Islands Trust Object and the Islands Trust Policy Statement, and acts as a local trust committee for the Ballenas-Winchelsea Island Local Trust Area located north of Nanaimo.

### Members serving in 2024/25

Laura Patrick, Salt Spring Island Local Trust Area Trustee (Chair, March 2025)

Peter Luckham, Thetis Island Local Trust Area Trustee (Chair, 2022 – March 2025)

Tobi Elliott, Gabriola Island Local Trust Area Trustee (Vice-Chair)

David Maude, Mayne Island Local Trust Area Trustee (Vice-Chair)

Tim Peterson, Lasqueti Island Local Trust Area Trustee (Vice-Chair)

### Bylaws Approved by Executive Committee

Before a local trust committee can adopt a bylaw, the Executive Committee must approve it for compliance with the Islands Trust Policy Statement. Before Bowen Island Municipal Council adopts a Bowen Island Municipality Official Community Plan Bylaw or makes amendments, the Executive Committee must approve the bylaw for compliance with the Islands Trust Policy Statement. Under the Letters Patent for Bowen Island, the Executive Committee also comments on other bylaws that reference a matter included in the Islands Trust Policy Statement. In 2024/25, the Executive Committee approved 23 bylaws, 10 of which were for Bowen Island Municipality.

### Applications Sponsored by Executive Committee

The Executive Committee sponsored \$8,115 in permit and rezoning application fees for the Denman Conservancy Association to rezone four of its properties from 'Forestry' to 'Conservation' and donate four densities to the Islands Trust Affordable Housing Density Bank.

The Executive Committee sponsored a \$450 Natural Area Protection Tax Exemption Program (NAPTEP) application fee to support the protection of approximately 0.6 hectares of woodlands, herbaceous habitats, large wildlife trees, and ecological connectivity on North Pender Island.

### Liaison Meetings

Islands Trust Conservancy Board and Executive Committee's annual liaison meeting was held October 9, 2024, where First Nations engagement and coordination were discussed.

At the 2024 Union of British Columbia Municipalities Convention, Executive Committee met with staff from the following Ministries:

- Ministry of Municipal Affairs - to discuss Islands Trust's request for a provincial review, assistance with First Nations engagement and the Islands Trust's 50th Anniversary.
- Ministry of Forests - to discuss wildfire planning
- Ministry of Housing and BC Housing - to discuss affordable housing solutions specific to rural islands in the Islands Trust Area

On March 3, 2025, the Islands Trust Chair, Peter Luckham, met with the Honourable Ravi Kahlon, Minister of Housing and Municipal Affairs at the Legislature when the Islands Trust Annual Report was presented during Question Period.

*(insert photo here)*

## Accessibility Committee

### Role

The Accessibility Committee is a required committee under the *Accessible British Columbia Act*. The purpose is for people who have disabilities or work with disabilities, to provide advice to islands Trust Council on barriers to accessibility and means to mitigate those barriers.

## Members

The Accessibility Committee consists of five members who, on expression of interest, have been appointed by Trust Council.

Members serving in 2024/25

Lisa Gauvreau, Galiano Island Local Trust Area Trustee  
Theresa Burley  
Marjorie Gang  
Lisa Nissinen  
Sidra Treall

## 2024/25 Highlights

As the Accessibility Committee is new, it is currently in the phase of orientation and becoming familiar with the roles. To this end, this fiscal year, the Accessibility Committee focused on the following initiatives:

- Reviewing the *Accessible British Columbia Act* and regulation requirements for an accessibility plan for the Islands Trust
- Reviewing the process for creation and maintenance of an accessibility plan
- Reviewing examples of accessibility plans in other communities

## Regional Planning Committee

### Role

The Regional Planning Committee (RPC) provides policy and planning advice to Trust Council by identifying and reporting on emerging issues related to the committee's areas of responsibility: development management, community planning, and sustainable community. The committee also develops guidelines, policies, and models for use by staff and local trust committees.

### Members serving in 2024/25

Laura Patrick\*, Salt Spring Island Local Trust Area Trustee (RPC Chair, until March, 2025, when she became an ex-officio member of RPC as Islands Trust Council Chair)  
Alex Allen, Hornby Island Local Trust Area Trustee (resigned May, 2024)  
Mairead Boland, Saturna Island Local Trust Area Trustee  
Sam Borthwick, Denman Island Local Trust Area Trustee (Vice-Chair)  
Aaron Campbell, North Pender Island Local Trust Area Trustee  
Tobi Elliott, Gabriola Island Local Trust Area Trustee (Executive Committee Representative)  
David Graham, Denman Island Local Trust Area Trustee  
Mikaila Lironi, Lasqueti Island Local Trust Area Trustee  
Peter Luckham\*, Thetis Island Local Trust Area Trustee (Islands Trust Council Chair and ex-officio member of RPC until March, 2025)

*\* Peter Luckham resigned as Islands Trust Council Chair in March, 2025. Laura Patrick was elected as Islands Trust Council Chair in March, 2025.*

## 2024/25 Highlights

In the 2024/25 fiscal year, the Regional Planning Committee (RPC) completed the following Strategic Plan items:

### Housing Strategy Action Plan

- Contracted Housing Needs Reports for each of the 13 local trust areas
- Created a steering and technical committee in collaboration with other jurisdictions and experts to explore Tiny Homes on Wheels barriers and solutions
- Received a Tiny Homes on Wheels Enablement Project report
- Advanced draft deliverables within the Housing Strategic Action Plan including a suitable Land Analysis for Gabriola, Denman, and Mayne Island Local Trust Committee major projects

### Freshwater Sustainability Strategy

- Advanced the Freshwater Sustainability Strategy through various local trust committee (LTC) major projects amending respective Official Community Plans and Land Use Bylaws including:
  - Development of a Freshwater Footprint methodology (Gabriola LTC)
  - Development of watershed resiliency mapping (within Suitable Land Analysis for the Gabriola, Denman, and Mayne Island LTCs)
- Submitted a grant application up to \$400,000, over two years, from the [Watershed Security Fund](#), to implement key initiatives under the [Islands Trust Freshwater Sustainability Strategy](#), including staffing, consulting, and technical resources to undertake the following projects and initiatives:
  - Islands Trust Area Freshwater Footprint
  - Islands Trust Area Watershed Resiliency Mapping
  - Freshwater Sustainability Regulatory and Policy Audit
  - Freshwater Helpdesk
  - Islands Trust Freshwater Atlas
  - Freshwater Sustainability Technical Advisory Committee
  - Watershed governance

### Bylaw Enforcement

- Reviewed revisions to Bylaw Compliance and Enforcement policies and procedures including:
  - Trust Council Bylaw Compliance and Enforcement Policy 5.5.1
  - Best Practices Manual

### Other

- Reviewed Annex 1 of the Islands Trust Governance Review (2022)
- Reviewed a Community Engagement Framework template

## Trust Programs Committee

### Role

The Trust Programs Committee provides policy advice to Islands Trust Council on Trust-wide issues related to the committee's areas of responsibility including resource management, land conservation, water management, marine environment, sustainable communities, conservation strategy, and public awareness and education, and to propose amendments to the Islands Trust Policy Statement.

### Members serving in 2024/25

Kristina Evans, South Pender Island Local Trust Area Trustee (Chair)

Alex Allen, Hornby Island Local Trust Area Trustee (Vice-Chair)

Sam Borthwick, Denman Island Local Trust Area Trustee (resigned March, 2025)

Tobi Elliott, Gabriola Island Local Trust Area Trustee (appointed March, 2025)

Sue Ellen Fast, Bowen Island Municipal Trustee

Lisa Gauvreau, Galiano Island Local Trust Area Trustee (appointed March 2025)

David Graham, Denman Island Local Trust Area Trustee (appointed March, 2025)

Jamie Harris, Salt Spring Island Local Trust Area Trustee

David Maude, Mayne Island Local Trust Area Trustee (appointed March 2025)

Deb Morrison, North Pender Local Trust Area Trustee (appointed March 2025)

Tim Peterson, Lasqueti Island Local Trust Area Trustee (Executive Committee Representative)

Susan Yates, Gabriola Island Local Trust Area Trustee (appointed March 2025)

Laura Patrick\*, Salt Spring Island Local Trust Area Trustee (Islands Trust Council Chair and ex-officio member of TPC as of March, 2025)

Peter Luckham\*, Thetis Island Local Trust Area Trustee (Islands Trust Council Chair and ex-officio member of TPC until March, 2025)

*\* Peter Luckham resigned as Islands Trust Council Chair in March, 2025. Laura Patrick was elected as Islands Trust Council Chair in March, 2025. As Chair, Patrick became an ex-officio member.*

### 2024/25 Highlights

Trust Programs Committee (TPC) met five times in 2024/25. The Committee's primary focus this year was to implement stewardship education programs.

Once again, as part of Trust Council's Secretariat Services Program, the committee approved secretariat services to the following coordination groups:

- \$1,500 to support the coordination of the Rural Island Economic Partnership
- \$2,500 to support the coordination of the Baynes Sound Lambert Channel Ecosystem Forum
- \$3,000 to support the coordination of the Coastal Douglas-fir Conservation Partnership
- \$4,000 to support the coordination of the Átl'ka7tsem/Howe Sound Community Forum
- \$3,000 to support the coordination of the Southern Gulf Islands Forum

- \$250 to support the coordination of the Vancouver Island and Coastal Communities Climate Leadership Steering Committee

The Committee also supported distribution of a “Living in the Trust Area” information package, which was mailed to 391 new property owners across the Islands Trust Area. The package included a letter from Chair Peter Luckham, Islands Trust brochures, stewardship tips booklets, groundwater conservation brochures, as well as localized government service contact lists. (View [electronic versions on our website.](#))

Furthermore, the Trust Programs Committee instructed staff to host three webinars:

The Invasive Species Removal and Native Plant Gardening webinar discussed practical tips for identifying and removing invasive plants from your property and explored the benefits of native plant gardening, including its role in supporting biodiversity and restoring ecosystems.

The Living with Fire webinar provided information on the current state of forest health and the interconnections between healthy watersheds, native biodiversity, and fire resilience in the Islands Trust Area. Attendees were provided with actionable steps for building resilience in communities, including techniques such as ecological thinning, and wetland restoration to create a more fire-resilient future.

The Groundwater Conservation and Saltwater Intrusion in the Islands Trust Area webinar provided information on the unique challenges of coastal aquifers, the factors that contribute to saltwater intrusion, its potential impacts, and practical steps residents can take to protect their groundwater.

All webinars are recorded and [available to view on the Islands Trust website.](#)

## Financial Planning Committee

### Role

The Financial Planning Committee (FPC) is responsible for facilitating Islands Trust Council's involvement in the annual budget process. This work includes aligning the annual strategic planning process with the annual budget process; monitoring, reviewing, and making recommendations on the organization's financial management, budget, and financial practices to Islands Trust Council; and reviewing audit reports and recommendations. The committee also provides advice to the Islands Trust Conservancy Board on financial services and provides support as needed.

### Members

The FPC consists of 11 trustees from across the Islands Trust Area:

- The chairs (unless otherwise delegated) from the Trust Programs Committee, the Regional Planning Committee and the Governance Committee
- The four members of the Executive Committee
- One member from the Islands Trust Conservancy Board
- Three other trustees

### Members serving in 2024/25

**Sue Ellen Fast\*\***, Bowen Island Municipality Trustee (appointed to the Committee and elected as FPC Chair January, 2025)

**Alex Allen\*\***, Hornby Island Local Trust Area Trustee, Trust Programs Committee Representative as of October, 2024

**Joe Bernardo**, Gambier Island Local Trust Area Trustee (FPC Chair until resigned from the Committee December, 2024)

**Mairead Boland\*\***, Saturna Island Local Trust Area Trustee, (Vice-Chair)

**Tobi Elliott**, Gabriola Island Local Trust Area Trustee, Executive Committee Representative

**Kristina Evans**, South Pender Island Local Area Trustee, Trust Programs Committee Representative until October, 2024

**Judith Gedye\*\***, Bowen Island Local Trust Area Trustee (Governance Committee Representative from September, 2024)

**Jamie Harris**, Salt Spring Island Local Trust Area Trustee (Governance Committee Representative until September, 2024)

**David Graham\*\***, Denman Island Local Trust Area Trustee

**David Maude**, Mayne Island Local Trust Area Trustee, Executive Committee Representative

**Tim Peterson**, Lasqueti Island Local Trust Area Trustee, Executive Committee Representative

**Peter Luckham\***, Thetis Island Local Trust Area Trustee, Executive Committee Representative

**Laura Patrick\***, Salt Spring Island Local Trust Area Trustee, Executive Committee Representative

**Susan Yates\*\***, Gabriola Island Local Trust Area Trustee (Islands Trust Conservancy Board Representative)

*\* Peter Luckham resigned as Islands Trust Council Chair and Laura Patrick was elected as Islands Trust Council Chair in March, 2025. As Laura Patrick was the Regional Planning Committee Representative, this created a vacancy on the committee that was not filled as of March 31, 2025.*

*\*\* indicates a member of the Audit Committee as of March 31, 2025.*

The Audit Committee is a sub-committee of the Financial Planning Committee and generally includes all members except the four Executive Committee members. The Audit Committee convenes twice annually, at a minimum, to review the year-end audit work program, the audit findings report, and any management letter recommendations with the external auditors, and to determine follow-up actions if required.

### 2024/25 Highlights

As part of its ongoing responsibilities, Financial Planning Committee oversaw, through its Audit Committee, the completion of the annual financial statement audit for Islands Trust and Islands Trust Conservancy for the fiscal year ending March 31, 2024. The Audit Committee met with external auditors, KPMG LLP, to review their audit findings reports and initiated planning for the March 31, 2025, financial statement audit. In addition to overseeing this legislated audit of the annual financial statements, Financial Planning Committee also directed and reviewed internally developed allocated financial statements, which provide an estimate of revenue and cost allocations by local trust area.

The Financial Planning Committee facilitated Trust Council's development of the 2025/26 budget. The committee included recommendations on the amount to draw from surplus funds, the amount of the property tax requisition to Islands Trust Area landowners, and the Bowen Island municipal tax levy based on Islands Trust Council Policy. As part of the budget development process, Financial Planning Committee oversaw draft budget reduction options totalling \$350,000 and reviewed the feasibility of

completing all proposed projects in terms of available staff resources. The Salt Spring Island Local Trust Committee requested spending from the Special Property Tax Reserve Fund to complete two projects associated with watershed protection on Salt Spring Island, which Islands Trust Council approved upon recommendation from Financial Planning Committee.

To inform development of the 2025/26 budget, Financial Planning Committee recommended that Trust Council approve specific budget guidelines early in the budget development cycle. Trust Council approved Financial Planning Committee's recommended guidelines which helped to shape the 2025/26 budget process and development.

After discussing that past budget consultation results have not often influenced changes to the budget, Financial Planning Committee chose not to undertake a public consultation on the draft 2025/26 budget. To support the development of the 2026/27 budget, the Committee approved delivery of a pre-budget public engagement process to begin in May 2025.

In an effort to increase public awareness of Islands Trust activities and understanding of Islands Trust financials, Financial Planning Committee once again supported the creation of a tax notice insert that is circulated by the Province of British Columbia to all Islands Trust Area taxpayers with their rural tax notice.

Financial Planning Committee provided quarterly financial reports on actual results, and second and third quarter financial forecasts to the Islands Trust Council for information and approval as part of its cyclical financial monitoring and reporting responsibilities.

## Governance Committee

The Governance Committee provides policy advice to Islands Trust Council on Trust-wide issues related to the committee's areas of responsibility including good governance and management approaches and frameworks, and processes to support and evaluate the effectiveness of Islands Trust Council and its committees.

## Members

The Governance Committee consists of seven members of Islands Trust Council who have been elected by Trust Council and two ex officio members.

## Members serving in 2024/25

Judith Gedye, Bowen Island Municipal Trustee (Chair)  
Jamie Harris, Salt Spring Island Local Trust Area Trustee (Vice-Chair)  
Joe Bernardo, Gambier Island Local Trust Area Trustee  
Sam Borthwick\*, Denman Island Local Trust Area Trustee  
Lee Middleton, Saturna Island Local Trust Area Trustee  
Laura Patrick\*, Salt Spring Island Local Trust Area Trustee  
Timothy Peterson, Lasqueti Island Local Trust Area Trustee  
Kate-Louise Stamford, Gambier Island Local Trust Area Trustee  
Peter Luckham\*, Thetis Island Local Trust Area Trustee

Lisa Gauvreau, Galiano Island Local Trust Area Trustee, Islands Trust Conservancy Board member (ex-officio)

*\* Peter Luckham resigned as Islands Trust Council Chair and Laura Patrick was elected as Islands Trust Council Chair in March, 2025. As Chair, Patrick became an ex-officio member of the Governance Committee, creating a vacancy on the Committee. Sam Borthwick was elected to fill this vacancy.*

## 2024/25 Highlights

The Governance Committee focused on a number of initiatives including:

- Working on prioritized recommendations from the 2022 Governance Review report regarding internal improvements and secretariat functions for presentation to Islands Trust Council
- Advancing a plan to review trustee remuneration, in response to the 2022 governance report recommendations
- Undertaking preliminary work on recommendations to update Islands Trust Council's Code of Conduct to align with Provincial best practices
- Drafting a request to the Province for review of the Islands Trust governance structure for Trust Council's consideration; this draft, amended by Islands Trust Council, was subsequently forwarded to the Province

## Chief Administrative Officer Hiring Committee

In 2024, following the resignation of the previous Chief Administrative Officer (CAO), Russ Hotsenpiller, the Executive Committee struck a select committee - the Chief Administrative Officer Hiring Committee (CAOHC), as per Islands Trust Council policy. This committee, made up of the Executive Committee members and the chairs of the Financial Planning, Regional Planning, Trust Programs, and Governance Committees, was tasked with the hiring and orientation of a new CAO. The CAOHC hired a consultant (Leaders International Executive Search) to undertake this work, with funding approved by Islands Trust Council. Islands Trust Council hired a new CAO, Rueben Bronee, who stepped into the role on November 25, 2024.

## Chief Administrative Officer Performance Evaluation Policy Committee

In September, Islands Trust Council struck a select committee to develop a new CAO performance evaluation policy - the Chief Administrative Officer Performance Evaluation Policy Committee (CAOPEPC). This committee, made up of the Executive Committee members and the chairs of the Financial Planning, Regional Planning, Trust Programs, and Governance Committees, was tasked with reviewing and recommending a modern and robust approach to undertaking evaluation of the Chief Administrative Officer. With funding from Islands Trust Council, the Committee hired a consultant (Leaders International Executive Search) to help with developing a new policy.

## Local Trust Committees and Bowen Island Municipality

Islands within the Islands Trust Area are located within the territories of many First Nations whose people have cared for these lands and waters since time immemorial.

A local trust committee exists for each group of islands designated as a local trust area under the *Islands Trust Act*, except for Bowen Island, which is an island municipality. Each local trust committee has three members—two locally elected trustees and one Executive Committee member serving as the chair.

A local trust committee is responsible for land use planning and regulation for its area of jurisdiction. The responsibilities include preparation and adoption of official community plans, land use bylaws, zoning and subdivision bylaws, regulation of soil removal and deposit, and authorization of permits under Part 26 of the *Local Government Act*.

A seven-member council serves Bowen Island Municipality, which holds broad municipal powers, including land use planning. The community elects two of the municipal councillors to the Islands Trust Council.

### Ballenas - Winchelsea Islands (Executive) Local Trust Committee

The Ballenas-Winchelsea Island Local Trust Committee (BW LTC) held one regular business meeting in the 2024/25 fiscal year.

There was no project work undertaken for this period.

From April 1, 2024 to March 31, 2025, the BW LTC received and considered applications for one development variance permit, and one development permit.

During the same time period staff also reviewed one crown lease referral.

An initiative of the BW LTC was to request that the Executive Committee consider a policy on engagement and communication with First Nation governing bodies in the Trust Area, to be developed with local trust committees, with respect to standing resolutions on Reconciliation and engagement with local First Nation governing bodies.

### Bowen Island Municipality

Bowen Island has been a member of Islands Trust since its inception in 1974, and is the only municipality within the federation. When Bowen Island residents voted to become a municipality in 1999, it was contingent on remaining part of Islands Trust. As a result, Bowen Island continues to benefit from the “preserve and protect” mandate set out in the *Islands Trust Act*. Two municipal trustees represent Bowen Island on the 26-member Islands Trust Council, which meets quarterly to discuss and act on matters affecting the 450+ islands in the Islands Trust Area. Bowen Island remains a valued part of the federation.

Islands Trust ensures that growth and land use changes are done in a manner that respects the preserve and protect mandate. To uphold the mandate, the Islands Trust Executive Committee reviews all Bowen

Island Municipality Official Community Plan (OCP) bylaws and amendments, and may provide comments on non-OCP bylaws referencing the Islands Trust Policy Statement.

Bowen Island contributes to the costs of shared Islands Trust services and programs such as educational workshops, advocacy on key issues affecting island communities, ecosystem and groundwater mapping, and support for inter-governmental coordination. Bowen Island also contributes to the Islands Trust Conservancy, which conserves 115 special island properties, including Bowen Island's David Otter, Fairy Fen, and Singing Woods Nature Reserves. Bowen Island Municipality does not contribute to Islands Trust's land use planning or bylaw enforcement services.

Bowen Island Municipality Councillors Sue Ellen Fast and Judith Gedy are the Bowen Island Municipality trustees on Islands Trust Council. Bowen Island Municipality produces its own annual report.

Bowen Island Municipality's Letters Patent requires that the island's official community plan and other bylaws be consistent with the Islands Trust Policy Statement. During 2024/25, Islands Trust Executive Committee provided referral comments on 10 Bowen Island official community plan, land use bylaw, and business licensing bylaw amendments.

### Denman Island Local Trust Committee

The Denman Island Local Trust Committee (DE LTC) held seven regular business meetings in the 2024/25 fiscal year, as well as one Community Information Meeting, two special meetings and one public hearing.

Work for this period focused on advancing the Denman LTC priorities to update the Official Community Plan (OCP) and Land Use Bylaws (LUB) to address regulations for housing and First Nations engagement.

The Denman LTC advanced these priorities through the following key project:

1. Denman Housing Review Project, which will focus on First Nations engagement and implementation of recommendations and advancing policy and regulatory amendments to address housing needs.

From April 1, 2024 to March 31, 2025, the Denman LTC adopted the following bylaws:

1. Bylaw No. 228 that amended the Official Community Plan to re-designate all lands within the Agricultural Land Reserve to a new 'Agriculture' designation and included several new policies supporting agriculture uses consistent with the Agricultural Land Commission regulations and policies.
2. Bylaw No. 229 that amended the Land Use Bylaw to regulate dwellings in the Agricultural Land Reserve, agritourism use and agritourism accommodation, and updated several definitions and setback regulations.

From April 1, 2024 to March 31, 2025, the Denman LTC received and considered applications for one development variance permit, 11 siting and use permits, and two bylaw amendment applications.

During the same time period, staff also reviewed one crown lease referral and one subdivision referral.

Another initiative of the Denman LTC for this period was relationship building with the Kómoks First Nation. As part of this process, the Denman Island LTC will be reviewing an engagement summary report and consider implementation of First Nation recommendations to update the OCP and LUB.

### Gabriola Island Local Trust Committee

The Gabriola Island Local Trust Committee (GB LTC) held eight regular business meetings in the 2024/25 fiscal year, as well as three Community Information Meetings, and five special meetings.

Work for this period focused on advancing the Gabriola LTC priorities to:

1. Identify community values and vision to inform the major project Official Community Plan (OCP) review by completing the Gabriola Visioning 2050 process
2. Engage with the Gabriola community and Snuneymuxw First Nation on specific land use planning topic areas to support OCP policy development (major project)
3. Review of policies and procedures for bylaw enforcement on Mudge Island

Gabriola LTC advanced these priorities through the following key projects:

1. OCP/LUB Review major project
2. Development of a Bylaw Compliance and Enforcement Policy

From April 1, 2024 to March 31, 2025, the Gabriola LTC received and considered applications for one development variance permit, three development permits, one liquor and cannabis board referral, one bylaw amendment application, and four temporary use permits.

During the same time period, staff also reviewed 64 building permit referrals, one crown lease referral, and three subdivision referrals.

Another initiative of the Gabriola LTC for this period was relationship building with the Snuneymuxw First Nation. As part of this process, the Gabriola LTC engaged in leadership meetings with Snuneymuxw First Nation.

### Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee (GL LTC) held eight regular business meetings in the 2024/25 fiscal year, as well as one Community Information Meeting, and one public hearing.

Work for this period focused on advancing the GL LTC priorities to protect groundwater resources.

The GL LTC advanced this priority through the following key project:

1. Groundwater Sustainability project, which will update a groundwater protection Development Permit Area (DPA), amend the Official Community Plan (OCP) to establish new groundwater

protection policies, and amend the Land Use Bylaw to establish new cistern and subdivision regulations.

The GL LTC also initiated a project to review zoning regulations for smaller islands in the Galiano Island Local Trust Area.

From April 1, 2024 to March 31, 2025, the GL LTC received and considered applications for three development variance permits and six bylaw amendment applications.

During the same time period, staff also reviewed five delegated development permits, 31 building permit referrals, three subdivision referrals, and one Board of Variance hearing.

Another initiative of the GL LTC for this period was relationship building with the Penelakut First Nation. As part of this process, Penelakut elder, Chief, and Counsellors attended GL LTC meetings, and trustees and staff met with Penelakut Chief, Council and staff.

### Gambier Island Local Trust Committee

The Gambier Island Local Trust Committee (GM LTC) held eight regular business meetings in the 2024/25 fiscal year, as well as one Community Information Meeting, and one public hearing.

Work for this period focused on advancing the Gambier LTC priorities to review and implement recommendations from the Squamish Nation on updated policies and regulations for Gambier Island, as well as completing the Shoreline Development Permit Area for Keats Island.

Gambier LTC advanced these priorities through the following key projects:

1. Development of a draft shoreline development permit area, heritage conservation area and updated policies and regulations for the Gambier Island Official Community Plan (OCP) and Land Use Bylaws (LUB)
2. Review and update Keats Island shoreline regulations through a Development Permit Area

From April 1, 2024 to March 31, 2025, the Gambier LTC received and considered one application for a development variance permit.

During the same time period staff also reviewed 30 building permit referrals and one subdivision referral.

Another initiative of the Gambier LTC for this period was to implement recommendations from the Squamish First Nation for advocacy with other levels of government. As part of this process, the Gambier Island LTC adopted the following resolutions:

- That the Board of the Islands Trust Conservancy (ITC) prioritize allocating resources to seek approval for a Squamish Nation request to install and maintain Squamish language signage on ITC Nature Reserves on Gambier Island
- That staff prepare a draft advocacy letter, signed by the LTC Chair, to local funding organizations and the Heritage Branch of the Ministry of Tourism requesting support for the approval,

installation and maintenance of Squamish language signage on trails and other areas identified as significant by the Nation within the Gambier Local Trust Area

- That staff add the following discussion item to the next Sunshine Coast Regional District (SCRD) Protocol meeting agenda: "Joint funding opportunities for the approval, installation and maintenance of Squamish language signage on trails and in areas deemed important by the Nation in the SCR D Area."
- That the LTC advocate to the SCR D to adopt the Zero Carbon Step Code requirements for new construction in the Gambier Local Trust Area prior to provincial mandate by 2030
- That the LTC explore opportunities for rebates and energy efficiency upgrades for homes in the Gambier Local Trust Area

### Hornby Island Local Trust Committee

The Hornby Island Local Trust Committee (HO LTC) held seven regular business meetings in the 2024/25 fiscal year, as well as three special meetings.

Work for this period focused on advancing the Hornby LTC priorities to update the Official Community Plan (OCP) and Land Use Bylaws (LUB) to address regulations for vacation rentals, housing, and First Nations engagement.

The Hornby LTC advanced these priorities through the following key projects:

1. Comprehensive Official Community Plan Review, focusing on bylaw amendments pertaining to First Nations engagement and implementation of recommendations, housing, and regulating vacation rentals through a Temporary Use Permit (TUP).
2. Heritage Register project, which added the Hornby Island Community Hall, Hornby Island Old School House, the Room to Grow building, and the Tribune Bay Lodge to a heritage register for Hornby Island.

From April 1, 2024 to March 31, 2025, the Hornby LTC received and considered applications for three development variance permits, four development permits, 18 siting and use permits, and two temporary use permits.

During the same time period staff also reviewed two crown lease referrals, and three subdivision referrals.

Another initiative of the Hornby LTC for this period was relationship building with the K'ómoks First Nation. As part of this process, the Hornby LTC will be reviewing an engagement summary report and consider implementation of First Nation recommendations to update the OCP and LUB as part of the current OCP Review project.

## Lasqueti Island Local Trust Committee

The Lasqueti Island Local Trust Committee (LA LTC) held five regular business meetings in the 2024/25 fiscal year, as well as one special meeting and one public hearing.

Work for this period focused on advancing the Lasqueti LTC priorities to:

1. Update the Lasqueti Island Official Community Plan

Lasqueti LTC advanced this priority through the following key projects:

- The Lasqueti Island Comprehensive Official Community Plan Review

From April 1, 2024 to March 31, 2025, the Lasqueti LTC adopted the following bylaws:

- Bylaw No. 104 to amend the Lasqueti Island Land Use Bylaw to permit a fibre optic cable landing site at the Weldon Rd. barge ramp.

From April 1, 2024 to March 31, 2025, the Lasqueti LTC received and considered two bylaw amendment applications.

Another initiative of the Lasqueti LTC for this period was supporting First Nations Reconciliation. As part of this, the Lasqueti LTC supported a screening of the film "Dust 'n Bones" followed by a discussion.

## Mayne Island Local Trust Committee

The Mayne Island Local Trust Committee (MA LTC) held eight regular business meetings in the 2024/25 fiscal year, as well as one Community Information Meeting, and one public hearing.

Work for this period focused on advancing the MA LTC priorities of housing and updating its Land Use Bylaw (LUB).

The MA LTC advanced these priorities through the following key projects:

1. Housing Options project, which will amend the Official Community Plan (OCP) and Land Use Bylaw (LUB) to expand opportunities for secondary suites, accessory dwelling units, and not-for-profit housing
2. LUB amendment project, which updated the Land Use Bylaw through targeted amendments

From April 1, 2024 to March 31, 2025, the MA LTC adopted the following bylaws:

- Bylaw No. 193 that made targeted amendments to the Land Use Bylaw

From April 1, 2024 to March 31, 2025, the MA LTC received and considered applications for five development variance permits, one bylaw amendment applications, and one temporary use permit.

During the same time period, staff also reviewed 21 building permit referrals, two crown lease referrals, and one subdivision referral.

## North Pender Island Local Trust Committee

The North Pender Island Local Trust Committee (NP LTC) held four regular business meetings in the 2024/25 fiscal year, as well as one Community Information Meeting, and three special meetings.

Work for this period focused on advancing the NP LTC priorities to:

1. Protect raptor nests
2. Increase housing affordability

The NP LTC advanced these priorities through the following key projects:

1. Raptor Nest DPA project, which will update nest mapping and update a development permit area
2. Housing Access and Affordability project, which will develop a Housing Action Plan to improve access to affordable housing

From April 1, 2024 to March 31, 2025, the NPLTC adopted the following bylaws:

1. Bylaw No. 226 that updated the LTC's Fees Bylaw

From April 1, 2024 to March 31, 2025, the NP LTC received and considered applications for five development variance permits, three development permits, two bylaw amendment applications, and four temporary use permits

During the same time period staff also reviewed 23 building permit referrals, two crown lease referrals, and one subdivision referral.

## Salt Spring Island Local Trust Committee

The Salt Spring Island Local Trust Committee (SS LTC) held 10 regular business meetings in the 2024/25 fiscal year, three special meetings, and three joint meetings between the SS LTC and the Salt Spring Local Community Commission (CRD LCC).

Work for this period focused on advancing the SS LTC priorities to:

1. Address housing security through a review and update of the Salt Spring Island Official Community Plan (OCP) – Land Use Bylaw (LUB) Project
2. Build collaborative relationships with governance partners
3. Acquire a lease and renovate a new location for the Salt Spring Island office

The SS LTC advanced these priorities through the following key projects:

1. Completed the Salt Spring Island Complete Communities Assessment (funded by a grant from the Union of BC Municipalities), which will support the OCP-LUB Project
2. Initiated recruitment of a consultant to undertake community engagement and policy development for the OCP-LUB Project
3. Initiated regular quarterly meetings between the SS LTC and CRD LCC
4. Finalized lease agreement for a new office space at 121 McPhillips Avenue and procured contracting services to undertake renovations for the new office

From April 1, 2024 to March 31, 2025, the SS LTC received and considered applications for 17 development variance permits, 16 development permits, two liquor and cannabis board referrals, five bylaw amendment applications, six Soil Deposit Registration permits, one Heritage Alteration Permit and four temporary use permits.

During the same time period staff also reviewed 160 building permit referrals, three crown lease referrals, one Agricultural Land Reserve referral, two Board of Variance and seven subdivision referrals.

Another initiative of the SS LTC for this period was relationship building with the Tsawout First Nation. As part of this process, staff from both governing bodies met numerous times and the Tsawout First Nation invited the SS LTC to a meal to discuss topics of mutual interest.

### Saturna Island Local Trust Committee

The Saturna Island Local Trust Committee (SA LTC) held four regular business meetings in the 2024/25 fiscal year, as well as two Community Information Meetings.

Work for this period focused on advancing the SA LTC priority to increase housing affordability.

The SA LTC advanced this priority through the following key project:

1. Housing Amendments Review project, which will review current cistern requirements, secondary suite areas and Multiple Family Residential zoning

From April 1, 2024 to March 31, 2025, the SALTC adopted the following bylaws:

1. Bylaws No. 140 and 141 that amended zoning on a site-specific property
2. Bylaw No. 142 that updated the LTC fee bylaw

From April 1, 2024 to March 31, 2025, the SA LTC received and considered applications for one development variance permit, one development permit, and one bylaw amendment application.

During the same time period, staff also reviewed 14 building permit referrals, and two subdivision referrals.

Another initiative of the SA LTC for this period was to support efforts to protect several significant lots through transfer to conservancies.

### South Pender Local Trust Committee

The South Pender Island Local Trust Committee (SP LTC) held three regular business meetings in the 2024/25 fiscal year, as well as one special meeting.

Work for this period focused on advancing the SP LTC priority to undertake a targeted review of its Land Use Bylaw (LUB).

The SP LTC advanced this priority through the following key project:

1. Minor LUB Amendments project, which will review and potentially amend agricultural regulations, maximum residential floor area, setbacks for new buildings and cottages, and the setback from the natural boundary of the sea

From April 1, 2024 to March 31, 2025, staff reviewed 11 building permit referrals, and supported one Board of Variance hearing.

### Thetis Island Local Trust Committee

The Thetis Island Local Trust Committee (TH LTC) held five regular business meetings in the 2024/25 fiscal year, as well as one special meeting.

Work for this period focused on advancing the Thetis LTC priorities to:

- Zone the un-zoned areas of water between the Thetis Associated Islands Planning Area and the Thetis Island Planning Area
- Directed the clean up of Lot 88

Thetis LTC advanced these priorities through the following key project:

1. Official Community Plan/Land Use Bylaw Marine Areas Review Project, which updated the Official Community Plan (OCP) and Land Use Bylaw (LUB) regulations to address a portion of the marine area outside of the OCP designation area and the area of LUB application. The project established an expanded bylaw area of application for the OCP and LUB in the marine area surrounding Scott, Dayman and Hudson Islands to ensure the marine uses are consistent with the object of the Islands Trust, and to ensure the Thetis Island Bylaws are applicable in that area.

From April 1, 2024 to March 31, 2025, the Thetis LTC adopted the following bylaws:

2. Bylaw No. 113 that replaced the area of application map and changed the land use designation from "Undesignated" to "Marine"
3. Bylaw No. 114 that amended the area of application and changed the marine areas on Plan No. 2 from unzoned to "Water 1 (W1)" zone
4. Bylaw No. 115 that permits a fibre-optic cable telecommunication public service utility in the Marine Conservation (W1) zone surrounding Valdes Island

From April 1, 2024 to March 31, 2025, the Thetis LTC received and considered applications for one bylaw amendment application. During the same time period, staff also reviewed three building permit referrals, three crown lease referrals, and one subdivision referral.

## Legislative Services – Administrative Fairness and Freedom of Information

The Director of Legislative and Information Services is responsible for the planning, coordination, and control of various functions necessary to carry out the legislative obligations of Islands Trust's 15 corporate bodies.

Legislative Services delivers services to Islands Trust bodies, staff, and the public by providing advice, support, and recommendations on statutory, procedural, and privacy matters. As part of this service, the Director acts as corporate records Designated Officer, Freedom of Information and Protection of Privacy Head, and coordinates elections and by-elections. Legislative Services also oversees the orientation of elected officials and staff training regarding legislative and administrative matters, such as freedom of information and protection of privacy, minute-taking guidelines, and email and records management.

Islands Trust policy requires the reporting of the number of administrative fairness complaints received each year. There were three complaints received during the 2024/25 fiscal period.

During this same fiscal year, Islands Trust received 55 requests for records under the *Freedom of Information and Protection of Privacy Act*. This included 22 from the Salt Spring Island Local Trust Area, 22 from the Gabriola Island Local Trust Area, two each from the Hornby, Lasqueti, and Mayne Island Local Trust Areas, one each from the Galiano, North Pender, and South Pender Island Local Trust Areas, and two regarding Islands Trust Council.

## Bylaw Compliance and Enforcement

The Islands Trust Bylaw Compliance and Enforcement team processed 198 new files for 2024/25, and closed 187 files. With 602 files open at the end of 2024, there remains a high volume of work.

Several local trust areas have authorized proactive enforcement against unlawful rentals that limit the availability of housing supply. This proactive enforcement continues to dominate the workload.

A court ordered clean-up of a property on Thetis Island was completed in 2024, and a substantial amount of accumulated waste, automobiles, and metal salvage was removed. This long-standing file was opened in 2019, and the final clean-up has been a significant relief for neighbouring properties.

Furthermore, the Bylaw Compliance & Enforcement team has been receiving increased complaints related to the placement of mooring buoys by non-residents, as well as the use of vessels as long-term residences, commonly referred to as live-aboards, which is not a permitted use under current regulations. The waters surrounding the Gulf Islands include numerous environmentally sensitive areas, and concerns have been raised regarding the management and disposal of waste from these vessels.

## Islands Trust Conservancy Annual Report

### Reconciliation Declaration

*Islands Trust Conservancy acknowledges that the lands and waters that encompass the Salish Sea have been home to Indigenous Peoples since time immemorial. We recognize that we are all intertwined in the ecosystems that are the lands, waters, culture, and ecology that embody this place.*

*Islands Trust Conservancy will strive to create opportunities for knowledge-sharing, understanding, and collaboration as people come together to preserve and protect the special nature of the islands in the Salish Sea.*

*Islands Trust Conservancy is committed to the protection and preservation of this place through processes that respect and honour reconciliation and mutually respectful relationships with Coast Salish Indigenous Peoples. We express our recognition for the past, present, and future stewardship and knowledge that has been shared by Indigenous Peoples and are humbled and grateful.*

Adopted: July 16, 2019 Islands Trust Conservancy Board in METULIYE (Victoria)

### Who We Are:

Established in 1990, Islands Trust Conservancy (ITC) is a land trust, and part of the group of agencies that form Islands Trust, dedicated to preserving and protecting the fragile and unique ecosystems of the Islands Trust Area in the Salish Sea. This region covers approximately 79,000 hectares of land and over 482,000 hectares of water on the southern coast of British Columbia. It includes 450 islands between southern Vancouver Island, mainland B.C., and Howe Sound.

Our mission is to protect these very special places by encouraging, undertaking, and assisting in voluntary conservation initiatives across the islands. We work with many partners including: private landholders and donors, local conservancies, environmental organizations, charitable foundations, academic institutions, businesses, First Nations, and all levels of government.

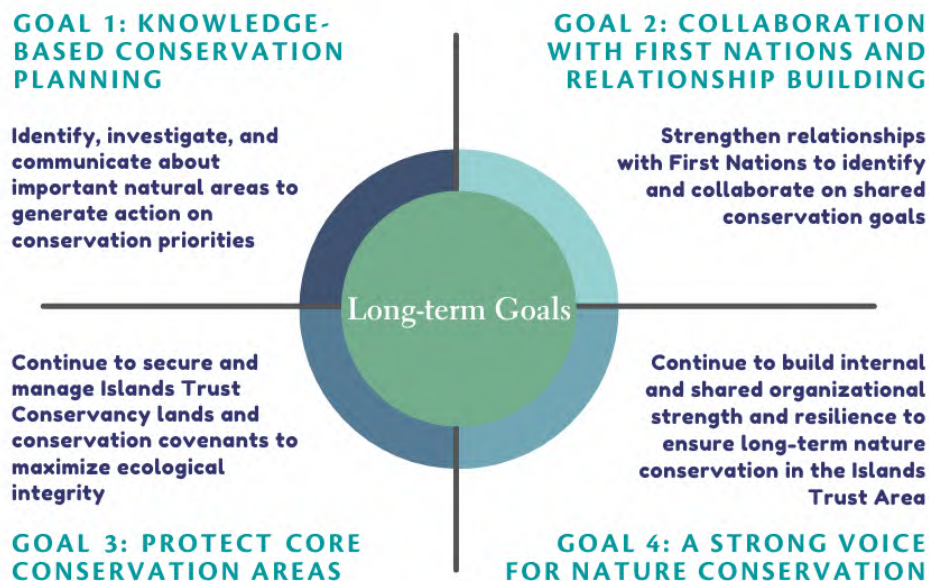
**[Pull quote] The United Nations and Government of Canada set a goal of 30% protected area by 2030. Scientific consensus is that we must protect at least 30% of lands, waters, and oceans by 2030 in order to stop biodiversity decline and the climate change crisis. Islands Trust Conservancy is doing its part to meet this goal in the Islands Trust Area – where 20% of the land is in protected status.**

[Read more about how you can protect nature with us.](#)

## How We Work:

We preserve and protect the islands by:

- **Working with landholders to support voluntary land protection.** Through generous donations and other land transfers, we establish and manage nature reserves and collaborate with landholders to conserve private lands through conservation covenants.
- **Monitoring and restoring sensitive ecosystems and habitat for species at risk.** We work in collaboration with island communities, conservation partners, and experts to take action to support the recovery of species and ecosystems at risk.
- **Providing strategic funds to conservation partners.** We value our conservation partners and know we cannot achieve this mission alone. We support land conservation across the islands through our Opportunity Fund Program.
- **Identifying priority areas across the Islands Trust Area.** Utilizing the most current data available, we strive to maximize our impact in addressing the biodiversity and climate crises.
- **Commitment to Reconciliation Action.** We are building capacity towards working in meaningful relationships with First Nations to ensure that conservation and land protection and management honours free, prior and informed consent, Indigenous ways of knowing and cultural practices.



## Our People

Islands Trust Conservancy is directed by a Board of six members. Three members are appointed by the Province of B.C., two members are elected from Islands Trust Council, and one member is elected by the Islands Trust Executive Committee.

- Lisa Gauvreau: Trust Council Elected Board Member
  - Chair (January 2025 – current)
  - Vice-Chair (January 2024 – December 2024)
  - Board Member (July 2023 – December 2023)
- Tanner Timothy: Provincially Appointed Board Member
  - Vice-Chair (January 2025 – current)
  - Appointed Member (August 2024 – current)
- Susan Yates: Trust Council Elected Board Member
  - Board Member (January 2024 – current)
  - Vice-Chair (August 2023 – January 2024)
  - Board Member (December 2022 - July 2023)
- Tobi Elliott: Islands Trust Executive Committee Representative
  - Board Member (December 2022 – current)
- Dr. Risa Smith: Provincially Appointed Board Member
  - Appointed Member (January 2025 – current)
  - Chair (July 2023 – December 2024)
  - Vice Chair (April 2022 – July 2023)
  - Board Member (August 2021 - March 2022)
- Charles Kahn: Provincially Appointed Board Member
  - Appointed Member (August 2023 – current)
- Ken Thomas: Provincially Appointed Board Member
  - Appointed Member (April 2023 – August 2024)

## Message from the Board Chair

This past year at Islands Trust Conservancy, community has been central to ongoing conservation and stewardship efforts in the Islands Trust Area. The support and dedication of local conservancies, community members, partners, experts, and funders has helped to accomplish key restoration projects, support species at risk, and establish new conservation covenants.

Conservation highlights for 2024 include:

- Celebrated the expansion of the Nighthawk Hill NAPTEP Covenant on North Pender Island with landholders Mary Reher and Andy Nowak
- Finalized the Skye Larmour NAPTEP Covenant on Salt Spring Island

- Finalized the Koontz NAPTEP Covenant on Gabriola Island

Restoration of properties that Islands Trust Conservancy manages has included:

- Management of sensitive ecosystems through the removal of hundreds of cubic metres of invasive plant species on Salt Spring, Gambier, Denman, and Galiano Islands in partnership with local conservancies and community volunteers
- Continued to monitor and manage the largest Garry Oak meadow restoration project in the Salish Sea on Mt. Tuam, Salt Spring Island to protect and enhance habitat for species at risk including plants, butterflies, bats, and other pollinators
- Ecosystem restoration for the benefit of species at risk on Gabriola, North Pender, Little D'Arcy, and Salt Spring Islands, in collaboration with the Gabriola Land and Trails Trust and Habitat Acquisition Trust and their Restoration Field Crew

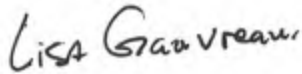
Through a generous grant from Environment and Climate Change Canada, we have continued into our fifth year of surveying, monitoring, and restoring habitat for species at risk. This year, we began a propagation project for Coastal Scouler's Catchfly, a critically endangered flowering plant. We conducted inventories for a wide variety of species at risk on Lasqueti Island, and continued ongoing Common Sharp-tailed Snake (Pacific Coast Population), Western Screech-Owl, and bat monitoring on numerous nature reserves and covenants. One exciting highlight this spring was confirming two mating pairs of Western Screech-Owls on one of ITC's nature reserves that fledged two owlets. Since the launch of this project, two additional Western Screech-Owl territories have been confirmed in the region, providing hope for this federally threatened species.

In addition to restoration and monitoring projects, Islands Trust Conservancy fostered community through three different education events. We convened local, provincial, and federal experts to deliver a presentation to Islands Trust trustees about the Canadian Species at Risk Act and its relevance in the Islands Trust Area. On Galiano Island, we supported the Galiano Conservancy Association in their delivery of the Salish Sea Conservation Forum; a day of brainstorming, information sharing, and networking for conservation professionals working to protect habitat and biodiversity in the Salish Sea. On Pender Island, we co-hosted a presentation with the Pender Island Conservancy to educate local islanders about leaving a legacy for conservation.

Changes to the Islands Trust Conservancy Board occurred in 2024. Dr. Risa Smith stepped down from her role as Chair, but remains on the ITC Board as one of our three provincially appointed board members, including Charles Kahn and new Vice-Chair and board member, Tanner Timothy. Returning board members include Tobi Elliott, representing the Islands Trust Executive Committee, Susan Yates, elected trustee, and myself as the Chair. Our Board is passionate and committed to the Islands Trust Conservancy mandate through thoughtful discussions and decisions that further our mission and community.

In 2025, we are celebrating Islands Trust Conservancy's 35<sup>th</sup> anniversary through various initiatives, including features in the spring, summer, and fall Heron newsletters, a celebration at the Islands Trust Council meeting on Salt Spring Island in June, and the launch of a new blog on the ITC website, titled the Islands Trust Conservancy Journal. We will continue to draw on our dedicated staff and passionate community in the Islands Trust Area to continue our mission to preserve and protect the islands we love.

I'm looking forward to continuing to witness, and be a part of, the deep care and community-mindedness that drives conservation at Islands Trust Conservancy.



Sincerely,

Lisa Gauvreau

ITC Board Chair

## Program Highlights 2024/2025

### Islands Trust Conservancy's 5-Year Plan

Under the Islands Trust Act, Islands Trust Conservancy is required to submit a new Conservation Plan every five years to the Minister of Housing and Municipal Affairs for approval. The overall objective of Islands Trust Conservancy's Five-Year Plans is to set policy for the:

- Acquisition, management, and disposal of property of Islands Trust Conservancy;
- Investment of funds; and
- Goals for major acquisitions.

When the time came in 2022 to submit the next iteration of the Five-Year Plan (2023-2027), the Conservancy recognized that much work was still needed in building relationships with First Nations to encourage meaningful engagement on the Plan, recognizing that Indigenous Governing Bodies should have the opportunity to inform, consult and participate in land protection proposals, management planning and stewardship projects in the Islands Trust Area.

Building relationships takes time. Rather than submitting the next Five-Year Plan, the Conservancy Board chose to submit an interim three-year plan (2023-2025) to Minister Kang, allowing for time to build relationships to inform the next Five-Year Plan. Though the Minister supported Islands Trust Conservancy's intention to focus on building trust and forming meaningful relationships with First Nations, the three-year interim plan was declined and it was requested that ITC moves forward with engagement. The ITC Board approved a plan and budget for First Nations engagement initiated in 2024. The next Five-Year Plan (2028-2032) is scheduled to be submitted to the Minister for approval in December 2027, giving ITC time to initiate engagement, begin conversations and host meetings with interested Nations. Due to a

lack of staff capacity due to changes in a key staff position, work on the development of a new Five-Year Plan in 2024/25 was carried over to 2025/26.

### Land Conservation – Nature’s Future

Islands Trust Conservancy is committed to increasing the number and extent of protected areas in the Islands Trust Area for the benefit of all species living in the Salish Sea. We do this through the establishment of nature reserves and conservation covenants – legal agreements with landholders to care for nature that are designed to last in perpetuity. Protected areas are important for safeguarding areas of cultural and biological richness, and for creating corridors that allow for the movement of wildlife and the conservation of unique ecosystems. Species and ecosystems living in protected areas benefit people as well by providing clean water and air, offering resilience against the effects of climate change, and improving social, spiritual and mental wellbeing.

As Canada works toward protecting 30% of terrestrial habitat by 2030, Islands Trust Conservancy is committed to the protection and preservation of the Islands Trust Area through processes that respect and honour Reconciliation and mutually respectful relationships with First Nations.

### 2024/25 Conservation Covenants and NAPTEP

Islands Trust Conservancy manages the Natural Area Protection Tax Exemption Program (NAPTEP) on behalf of Islands Trust Council. NAPTEP provides island landholders with an annual 65% property tax reduction on the portion of their land protected by a conservation covenant. This incentive is unique to the Islands Trust Area. Two new NAPTEP covenants were registered in 2024/25.

### Skye Larmour NAPTEP Covenant, Salt Spring Island Local Trust Area

In October 2024, Skye Larmour protected 2.45 ha of land on Salt Spring Island with a NAPTEP conservation covenant. This covenant expands habitat protection provided by the adjacent Larmour Lands Nature Reserve, generously transferred to Islands Trust Conservancy in 2023, and is part of honouring the legacy of Skye’s father, Mike Larmour, a dedicated Salt Spring Island conservationist. The new conservation covenant protects mature forests, wetlands, and habitat for multiple at-risk species while allowing the working farm to continue running on the remainder of the property. This covenant is co-held with Salt Spring Island Conservancy and was completed in collaboration with the Salt Spring Island Water Preservation Society.

### Koontz NAPTEP Covenant, Gabriola Island Local Trust Area

In October 2024, Islands Trust Conservancy worked with the Gabriola Land & Trails Trust and dedicated Gabriola Island conservationist Yarrow Koontz to protect most of her property with a NAPTEP covenant. This 2.68 ha covenant now protects in perpetuity forested wetlands, a pond,

arbutus forests, rocky balds, and small cliffs, all of which are prime habitat for otters, frogs, owls, salmon, lizards, and more. Yarrow's covenant area protects not only a diversity of habitats but also the ecological transition zones amongst them, a crucial facet for connecting habitat and building resiliency to climate change.

### Caring for the Land – Our Shared Responsibility

Islands Trust Conservancy carefully manages, or oversees the management of, the 115 protected lands in our care. This commitment involves regular monitoring and land stewardship activities in accordance with management plans and conservation covenant agreements that identify long-term conservation and restoration goals.

In 2024/25, this care included the following land management activities in partnership with local conservancies, contractors, landholders and volunteers:

- Annual monitoring visits on all 34 nature reserves to collaborate with management partners and evaluate management needs into the future
- Monitoring 79 Islands Trust Conservancy held conservation covenants to maintain relationships with landholders and co-covenant holders, to ensure compliance with the terms of our covenant agreements, and assess priority stewardship needs
- Collaborating with First Nations to initiate archeological assessments for Link Island Nature Reserve and Saturnina Island Nature Reserve (Gabriola Island Local Trust Area). The development of management plans for these nature reserves is on hold while we consult with First Nations
- Creation of signage for education, management, and safety at five nature reserves
- Habitat restoration and management including working with community and conservation partners on:
  - Managing a variety of invasive species in Islands Trust Conservancy nature reserves and conservation covenants
  - Construction of low-impact fencing to protect species at risk, including Common Sharp-tailed Snake (*Contia tenuis* pop. 1) habitat
  - Maintaining and monitoring restoration projects including wetlands on Lasqueti Island and a Garry oak meadow on Mt. Tuam on Salt Spring Island

### Species at Risk Program – Protecting and Supporting the Recovery of Species at Risk

The goal of Islands Trust Conservancy's Species at Risk Program is to facilitate research and action for the protection and recovery of species and ecosystems at risk in the Islands Trust Area, and to ensure that species at risk maintain healthy populations. We work toward this goal by implementing species-specific recommended management activities, published in federal and provincial recovery documents, in compliance with the *Canadian Species at Risk Act*. Recovery actions can include research (surveys, monitoring and mapping), habitat protection

(establishment of protected areas), habitat restoration (e.g., invasive species control, nest box installation, planting) and community engagement (e.g. webinars, publications, and community-based conservation activities).

Highlights this year include:

- Completing the fifth year of the Species at Risk Program, supported by Priority Places funding from Environment and Climate Change Canada
- Conducting surveys and monitoring at 14 Islands Trust Conservancy protected areas for seven focal species at risk:
  - Coastal Scouler's Catchfly (endangered)
  - Little Brown Myotis (endangered)
  - Northern Goshawk *laingi* subspecies (threatened)
  - Sharp-tailed Snake Pacific Coast population (threatened)
  - Western Screech-Owl *kennicottii* subspecies (threatened)
  - Northern Red-legged Frog (special concern)
  - Western Toad (special concern)
- Hosting an educational presentation titled '*Canada's Species at Risk Act in the Islands Trust Area: What Trustees Need to Know*', in collaboration with federal, provincial and local government partners
- Supporting and collaborating with nine local island conservancies to conduct species at risk monitoring and habitat restoration activities on ITC protected areas

### Partnerships, Collaborations, and Supporters – Working with Others

Working with others helps Islands Trust Conservancy effectively achieve its goals. We are grateful to be able to collaborate with so many individuals, First Nations, agencies, and groups.

In 2024/25, collaborations included:

- Publishing results of a partnership project with researchers studying climate change impacts on bull kelp beds throughout coastal B.C.
- Updating protected-area mapping for the region and contributed to the British Columbia Non-Governmental Organization Conservation Areas Database
- Sharing spatial and other data including mapping of eelgrass beds, bull kelp beds, sensitive ecosystems, species at risk, and protected areas with First Nations, local conservancies, community organizations, researchers, and all levels of government
- Continuing participation with the Coastal Douglas-fir Conservation Partnership (CDFCP) to prioritize high biodiversity areas and develop resources to support conservation
- Collaborating with federal and provincial agencies on management of species at risk and habitat in the Mt. Tuam Special Management Area

- Continuing participation with the Capital Region Invasive Species Partnership to keep up to date on priority invasive species and best management practices for our protected areas
- Continuing membership with the Canadian Association of Gift Planners “Will Power” national campaign, providing potential donors with information and opportunities to leave a legacy gift for land conservation in the Islands Trust Area
- Collaborating with Parks Canada, First Nations, the Province of B.C., and the Sidney Island community on SKTÁMEN QENÁŁ, ENEŁ SĆA - Sidney Island Ecosystem Restoration Project
- Supporting the Galiano Conservation Association in the delivery of the Salish Sea Conservation Forum
- Providing a joint presentation with Pender Islands Conservancy Association on Legacy Giving in the Islands Trust Area

### Opportunity Fund

The Opportunity Fund provides support for hard-to-fundraise costs associated with land protection and leverages donations through matching funds for land acquisition campaigns. The ITC Regional Conservation Plan guides decisions around disbursement of Opportunity Fund applications. The Islands Trust Conservancy Board considers applications twice per year.

Islands Trust Conservancy dispensed two Opportunity Fund grants in 2024/25:

- \$8,000 to the Bowen Island Conservancy for costs associated with a land acquisition project at Cape Roger Curtis
- \$6,715 to the Gabriola Nature and Trails Trust for costs associated with a NAPTEP conservation covenant on Gabriola Island

During 2024/25 Islands Trust Conservancy received \$4,063 in donations for the Opportunity Fund. On March 31<sup>st</sup>, 2025, the Opportunity Fund had \$100,329.13 available to grant Trust Area-wide with a portion of that amount restricted for use only in the Hornby Island Local Trust Area.

### Directed Donations

Islands Trust Conservancy is a qualified donee through Canada Revenue Agency and can accept donations, gifts of stock, RRSPs, bequests, and other forms of gifts. Directed donations are donations that can be allocated for specific purposes.

In addition to the Opportunity Fund, the following directed donation funds are administered by Islands Trust Conservancy:

- Covenant Management and Defence Fund

- Gambier Island Acquisition Fund
- Lasqueti Island Acquisition Fund
- McFadden Creek Fund – Salt Spring Island
- Morrison-Waxler Biodiversity Fund – Pender Island
- Property Management Fund
- Ruby Alton Endowment Fund through the Victoria Foundation – Salt Spring Island
- Thetis Island Acquisition Fund
- Link Island Western Screech Owl Project

Islands Trust Conservancy remains grateful for the generosity and vision of its donors.

### Financial Statements

Islands Trust Conservancy prepares Financial Statements annually, in compliance with the requirements under section 46 of the *Islands Trust Act*. Under the *Islands Trust Act*, Islands Trust Conservancy may receive money, land, and other property as donations or through grants in order to further the object of the Islands Trust. Islands Trust Conservancy uses Canadian Public Sector Accounting Standards, including standards for government non-profit organizations, to manage its funds and land assets. Islands Trust Conservancy currently holds and manages the following funds:

- **Opportunity Fund:** Available to support funding on new conservation opportunities, as directed by the ITC Board
- **Restricted Fund:** Used for internally and externally restricted assets, including grants, funds restricted for property management, and funds restricted for land acquisition
- **Capital Fund:** Used to record the value of land donated, acquired or transferred without external restrictions
- **Endowment Fund:** Used primarily for land that is restricted through donation agreements

In its 2024/25 Financial Statements, Islands Trust Conservancy recognizes the following items of note:

- Grant revenue of \$220,000 from Environment and Climate Change Canada for the Islands Trust Conservancy Species at Risk Program
- A total of \$16,155 in cash donations was received in 2024/25 fiscal year
- A total of \$14,715 was disbursed to support land conservation in the Islands Trust Area

While Islands Trust Conservancy manages land and funds as noted in its Financial Statements, operational costs of Islands Trust Conservancy are the responsibility of Islands Trust Council

under the Islands Trust Council budget process. Details on these costs are available in the 2024/25 Islands Trust Financial Statements.

### Looking Ahead to 2025/26

In 2025/26, Islands Trust Conservancy is looking forward to celebrating its 35<sup>th</sup> anniversary with partners and community in the Islands Trust Area. We will continue to collaborate in partnership with landholders, donors, organizations, community members, local island conservancies and First Nations in protecting and preserving species and ecosystems across the islands in the Salish Sea – building on the stewardship of Indigenous Peoples who have cared for these lands and waters since time immemorial.

Thank you to all the landholders, donors, partners, and community members who make this work possible.

*Please consider creating a conservation legacy by remembering Islands Trust Conservancy in your Will.*



review will be available for trustee consideration in the agenda for the next -COtW meeting focused on the Policy Statement Amendment Project, expected to be scheduled for early July.

Key milestones in the next steps toward Policy Statement adoption are as follows:

**Late June:** Legal review complete

**Early July:** Special COtW meeting to consider forwarding draft new Policy Statement for First Reading

**Late July:** Special Trust Council meeting to consider First Reading

**Fall/Winter (25/26):** Community engagement, Indigenous Governing Body/agency referrals

**Late Spring (26):** Second and Third Reading, referral to Minister

**Fall (26):** Ministerial approval and Adoption

### 3 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** This project continues to be the dominant project for the organization and is displacing other work. The revised project charter does not change this.

**FINANCIAL:** Project Charter V11 does not alter the project budget. Members of Quw’utsun Nation have told staff that they are unlikely to engage in another round of Policy Statement review without funding to do so. Staff had not budgeted for this, as the prevailing understanding was that bylaw referrals are a government-to-government responsibility for which fees are not paid. This understanding is now shifting. As Staff consider the request further staff will advise Executive Committee on potential funding sources to resource IGB referrals, if needed. This would be undertaken in accordance with Trust Council’s [Budget Control and Adjustment Authority Policy](#).

**POLICY:** There are no policy implications to endorsing Project Charter V11.

**IMPLEMENTATION/COMMUNICATIONS:** Staff will post the revised project charter to the Islands 2050 webpage. The [Islands 2050 webpage](#) has been the primary web portal for Policy Statement Amendment Project communications since 2019 and continues to be the main source of accurate project information. Project correspondence is channelled to a dedicated islands2050@islandstrust.bc.ca email account and posted to the Islands 2050 webpage at regular intervals. Previous news updates have been distributed via Islands Trust news releases, social media posts, print advertisements, flyers and mail outs, and an Islands 2050 email subscriber list.

See the PSAP Phase 4 Communications and Engagement Plan attached as Appendix 3 to this RFD. The communications and engagement plan aligns with the project charter and the \$53,500 project budget for this fiscal year.

**FIRST NATIONS RELATIONS:** Project Charter V11 does not depart from the planned engagement/referral processes with Indigenous Governing Bodies. However, as protocol agreements are negotiated and the referral system is reviewed/changed, expectations may shift. Through work with Indigenous Governing Bodies to date, staff has heard strongly and on multiple occasions from several First Nations that the Policy Statement work should go further in:

- acknowledging Indigenous desires for self-governance and their inherent rights to be self-governing decision-makers within their respective territories, and to be stewards;
- co-designing process and timelines with participating First Nations; and
- reflecting that United Nations Declaration on the Rights of Indigenous Peoples affirms First Nations’ right to participate in decision-making matters and requires obtaining First Nations’ free, prior and informed consent.

Staff committed to representatives of the Indigenous Governing Bodies that these messages would be conveyed to Trust Council throughout the amendment process.

**OTHER:** Ministerial Referral: Staff cannot predict how long Ministerial approval of the Policy Statement will take. The Ministerial approval process will be streamlined by a clear record of engagement with Indigenous Governing Bodies and agencies that tracks issues/questions raised during the engagement process and how those were subsequently addressed, or not addressed, as the case may be, and that outcomes of this work is conveyed to Indigenous Governing Bodies/agencies. The Ministry wants clear evidence that Islands Trust has worked toward consensus and closed the loop in its engagement with Indigenous Governing Bodies. Recent work by staff on this topic, and the six-month referral window in the project charter, should facilitate a successful final round of engagement with Indigenous Governing Bodies and agencies, notwithstanding remaining questions about whether/how to provide further funding to Indigenous Governing Bodies.

**4 RELEVANT POLICY(S):**

[Islands Trust Act \(S. 15\)](#)

[Islands Trust Council Policy 1.2.1](#) (Policy Statement Amendment)

[Islands Trust Council Policy 6.5.2](#) (Budget Control and Adjustment Authority)

[Islands Trust Reconciliation Declaration](#)

**5 ATTACHMENT(S):**

- 1) PSAP Project Charter V11 (changes from V10 marked in red text)
- 2) PSAP Project Charter V10
- 3) PSAP Phase 4 Communications and Engagement Plan

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**RESPONSE OPTIONS**

**Recommendation:**

**That Islands Trust Council endorse Policy Statement Amendment Project Charter V11.**

**Alternative:**

1. That Trust Council revise Policy Statement Amendment Project Charter V11 as follows:
  - By . . . .; and
  - By . . . .
2. That Trust Council endorse Policy Statement Amendment Project Charter V11, as amended.
3. That Trust Council cancel the project and provide a rationale to the Minister of Housing and Municipal Affairs, Indigenous Governing Bodies, and the public.

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**Prepared By:** Jason Youmans, Senior Policy Advisor

**Reviewed By/Date:** Clare Frater, Director, Trust Area Services/May 28, 2025  
Rueben Bronee, CAO/, May 28, 2025  
Executive Committee, June 4, 2025

**Purpose** To support Trust Council’s update of the Islands Trust Policy Statement bylaw, incorporating feedback from Indigenous Governing Bodies, the public, and referral agencies, and approval by the Minister of Municipal Affairs.

**Background** Trust Council has assigned Executive Committee, with involvement from Trust Programs Committee as appropriate, the task of updating the Islands Trust Policy Statement through the lenses of reconciliation, climate change, and affordable housing, and to undertake early engagement with Indigenous Governing Bodies (IGBs) and the public in the process.

**Objectives**

- To adopt an updated Policy Statement bylaw that supports Trust Council’s commitments to reconciliation, climate change, and affordable housing, and reflects feedback from the public, IGBs, and partner agencies.

**In Scope**

- Policy Statement amendment drafting directed by TC resolutions, communications, legal review, and implementation planning
- IGB engagement, public engagement, and agency referrals
- Four readings/Ministerial approval

**Out of Scope**

- Treaty or territorial negotiations or accommodation
- Consequential amendments to official community plans and land use bylaws

**Workplan Overview**

Major Deliverable/Milestone	Dates
<p><b>Past Years (FY 2019-20, 2021-22, 2022-23, 2023-24)</b></p> <ul style="list-style-type: none"> <li>-IGB early engagement Phases 1 (2019-2021), 2 (2021-2022), and 3 (2023)</li> <li>-Public engagement Phases 1 (2019-2020), 2 (2021), and 3 (2022)</li> <li>-Policy review and analysis by Trust Council’s committees/working groups and staff (2020-22)</li> <li>-Amendment drafting and legal review Phase 1 (Apr-Jun 2021), Phase 2 (Dec 2022-Mar 2023)</li> <li>- IGB Early engagement Phase 3</li> </ul>	2019-2024
<p><b>Present (FY 2024-25)</b></p> <ul style="list-style-type: none"> <li>- Review and revision of draft Policy Statement by Committee of the Whole and Trust Programs Committee</li> </ul>	May 2024 - May 2025
<p><b>Proposed Next Steps (FY 2025-26)</b></p> <p><b>-First Reading</b></p> <ul style="list-style-type: none"> <li>-Bylaw referral to IGBs, regional districts, Conservancy Board and others</li> <li>-Six-month public engagement (referrals to local trust committees and island municipalities with TAS support online and in-person where requested; Staff-led Trust Area-wide survey and workshop)</li> </ul>	July 2025 Aug 2025 - March 2026 Sept 2025 - March 2026
<p><b>Final Adoption (FY 2025-26/2026-27)</b></p> <ul style="list-style-type: none"> <li>- Trust Council receives referral responses and passes resolutions on further revisions required</li> <li>-Amendment drafting and amendment/<b>Second</b> and <b>Third</b> Reading by Trust Council</li> <li>-Refer proposed bylaw to Minister with final FN/agency engagement report; allow six months for review</li> <li>- <b>Ministerial Approval</b> (estimated—no statutory timeline), and <b>Adoption</b></li> <li>-Final graphic design and distribution, celebration event, implementation planning</li> </ul>	April 2026 May - June 2026 June 2026 Oct 2026 Oct 2026— Nov 2026

**Project Team**

**Budget**

Executive Committee COtW/TPC Director, TAS	Project Champion Policy Content Advisors Project Director
Sr. Policy Advisor	Project Manager & Policy Writer
Program Coordinator	Public Engagement Coordinator
Communications Specialist	Communications Coordinator
Sr. Intergovtl Policy Advisor	First Nations Engagement Coordinator

Item	FY 24-25	FY25-26	FY26-27
Communications	\$10,000	\$26,000	\$10,000
Public Engagement	\$0	\$17,500	\$0
Legal Review	\$25,000	\$10,000	\$5,000
Capacity Funding	\$4,000	\$0	\$0
<b>Total Activity Costs:</b>	<b>\$39,000</b>	<b>\$53,500</b>	<b>\$15,000</b>

**Approved by:**

Clare Frater, Director, TAS

**Endorsement: TC**

Date: XXXXXXXXXX

\*Timeline assumes Trust Council schedules special meetings between regular quarterly meetings.

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- Policy Statement amendment drafting directed by TC resolutions, communications, legal review, and implementation planning
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<p><b>Present (FY 2024-25)</b></p> <ul style="list-style-type: none"> <li>- Review and revision of draft Policy Statement by Committee of the Whole at bi-monthly meetings</li> </ul>	May 2024 - May 2025
<p><b>Proposed Next Steps (FY 2025-26)</b></p> <p><b>-First Reading</b></p> <ul style="list-style-type: none"> <li>-Bylaw referral to IGBs, regional districts, Conservancy Board and others</li> <li>-Six-month public engagement (referrals to local trust committees and island municipalities with TAS support online and in-person where requested; Staff-led Trust-wide survey</li> </ul>	June 2025 July 2025 - Jan 2026 July 2025 - Jan 2026
<p><b>Final Adoption (FY 2025-26/2026-27)</b></p> <ul style="list-style-type: none"> <li>-Trust Council receives referral responses and passes resolutions on further revisions required</li> <li>-Amendment drafting and amendment/<b>Second</b> and <b>Third</b> Reading by Trust Council</li> <li>-Refer proposed bylaw to Minister with final FN engagement report; allow six months for review</li> <li>- <b>Ministerial Approval</b> (estimated—no statutory timeline), and <b>Adoption</b></li> <li>-Final graphic design and distribution, celebration event, implementation planning</li> </ul>	Feb 2026 March—April 2026 April 2026 Oct 2026 Oct 2026— Nov 2026

**Project Team**

**Budget**

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Sr. Policy Advisor	Project Manager & Policy Writer
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<b>Total Activity Costs:</b>	<b>\$39,000</b>	<b>\$53,500</b>	<b>\$15,000</b>

**Approved by:**

Clare Frater, Director, TAS

**Endorsement: TC**

Date: TC-2024-120, Dec. 04, 2024

\*Timeline assumes Trust Council schedules special meetings between regular quarterly meetings. 263

**Policy Statement Amendment Project Public Engagement Phase 4  
Communications/Engagement Workplan DRAFT & SAMPLES**

<b>Trust-wide Activities</b>								
<b>Timing</b>	<b>Item</b>	<b>Key message</b>	<b>Activity 1</b>	<b>Activity 2</b>	<b>Activity 3</b>	<b>Activity 4</b>	<b>Activity 5</b>	<b>Activity 6</b>
Spring – Summer 2025	Prepare proactive communication in advance of First Reading	What is Islands Trust? What is a policy statement? Why does it need updating? What is First Reading? Participate in engagement opportunities, including survey. We want to hear from the public.	Speaking notes for Trustees	News release	Op-ed to local media	Potential media interviews	Updated FAQ	What We Heard report
Summer - Fall 2025  (timed so part-time residents could receive the mail out during summer months)	Public education  Draft is ready for public engagement and survey release	What is Islands Trust? What is a policy statement? Why does it need updating? Participate in engagement opportunities, including survey. We want to hear from the public.	Website update	Trust Area-wide educational mailer	Printed advertising	Social media	Subscriber notice	Video
Fall 2025	Draft is ready for public engagement and survey release	The draft is ready for public comment. Participate in engagement opportunities, including survey. We want to hear from the public.	Website update	News release	Webinar - Learn more about IT - Explain engagement process & opportunities	On-island posters & Printed surveys with pre-paid postage envelopes	Printed advertising in all LTA and Bowen publications	Social media
Winter 25/26	Draft is ready for public engagement and survey release	The draft is ready for public comment. Participate in engagement opportunities, including survey. We want to hear from the public.	Subscriber notice	Social media				

<b>LTC/IM Activities (delivered on request by LTC/IM)</b>							
<b>LTC/ Municipality</b>	<b>Key messages</b>	<b>Activity 1</b>	<b>Activity 2</b>	<b>Activity 3</b>	<b>Activity 4</b>	<b>Activity 5</b>	<b>Activity 6</b>
Bowen Island Municipality	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	none	none	none	none	none
Denman Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	none	none	none	none	none
Gabriola Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> </ul>	Trust Area-wide activities*	Town Hall during regular	Website update:	Subscriber notice	Social post specific to	On-island posters

	<ul style="list-style-type: none"> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>		business meeting	Event listing What's Happening on LTC page		LTA activities	
Galiano Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Staff-led community info meeting before regular business meeting	Website update: Event listing What's Happening on LTC page	Subscriber notice	Social post specific to LTA activities	On-island posters
Gambier Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Staff-led community info meeting before regular business meeting (online)	Website update: Event listing What's Happening on LTC page	Subscriber notice	Social post specific to LTA activities	Direct addressed mailing info and survey
Hornby Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Town Hall during regular business meeting	Website update: Event listing What's Happening on LTC page	Subscriber notice	Social post specific to LTA activities	On-island posters
Lasqueti Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Town Hall during regular business meeting	Website update: Event listing What's Happening on LTC page	Subscriber notice	Social post specific to LTA activities	On-island posters
Mayne Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Town Hall during regular business meeting	Website update: Event listing What's Happening on LTC page	Subscriber notice	Social post specific to LTA activities	On-island posters
North Pender Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Town Hall during regular business meeting	Website update: Event listing What's Happening on LTC page	Subscriber notice	Social post specific to LTA activities	On-island posters
Salt Spring Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Staff-led community info meeting <b>X2</b> (in-person, North and South ends)	Website update: Event listing What's Happening on LTC page <b>X2</b>	Subscriber notice <b>X2</b>	Social post specific to LTA activities <b>X2</b>  On-island posters <b>x1 (listing both events on one poster)</b>	Print advertising in Driftwood (message: attend meetings and complete survey)
Saturna Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> </ul>	Trust Area-wide activities*	LTC-led community info meeting	Website update: Event listing	Subscriber notice	Social post specific to LTA activities	Printed advertising in Saturna Scribbler

	<ul style="list-style-type: none"> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>		before regular business meeting	What's Happening on LTC page	On-island posters		(message: attend meeting and complete survey)
South Pender Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Staff-led town hall meeting during regular business meeting	Website update: Event listing What's Happening on LTC page	Subscriber notice	Social post specific to LTA activities	On-island posters
Thetis Island LTA	<ul style="list-style-type: none"> <li>What is Islands Trust? What is a policy statement? Why does it need updating?</li> <li>The draft is ready for public comment</li> <li>Engagement opportunities in communities</li> <li>We want to hear from the public</li> </ul>	Trust Area-wide activities*	Town Hall during regular business meeting	Website update: Event listing What's Happening on LTC page	Subscriber notice	Social post specific to LTA activities	On-island posters

\* Website updates, Trust Area-wide educational mailer, printed advertising, subscriber notices, news release(s), on-island posters, printed surveys with pre-paid postage envelopes, webinar, social media. See Trust Area-wide activities on page 1 for more information.

## Key messages

### Project Status/ Amendment Process & Engagement Opportunities

- On [date], Islands Trust Council gave First Reading to a new Islands Trust Policy Statement and is launching six months of engagement with the public, agencies and Indigenous Governing Bodies to gather feedback on the document.
- Public engagement on the new draft of the Policy Statement will span six months, allowing for ample opportunities for Trust Area residents to share their perspectives.
- Islands Trust wants to hear from communities – public feedback is vital to this project
- Islands Trust wants to know – did we get it right?
- Engagement opportunities include a survey (online or on paper), connecting with local trustees, connecting with staff, or providing feedback through the website, via email, or via mail.
- Stay informed on the process and future public engagement opportunities by signing up for Islands 2050 updates: (<https://islandstrust.bc.ca/subscribe/>) and visiting the Islands 2050 webpage: <https://islandstrust.bc.ca/programs/islands-2050/>.
- Islands Trust Council and staff are committed to continually improving how the Islands Trust's preserve and protect mandate is implemented.
- The Islands Trust Policy Statement has not been updated in 30 years and a lot has changed during that time. The Policy Statement is being updated to reflect important topics like Reconciliation, climate change, and affordable housing.
- Islands 2050, a multi-year process to amend the Policy Statement, has been underway since 2019 and marks the first comprehensive update in 30 years.
- At the outset of the Policy Statement amendment project, known as Islands 2050, Trust Council set three key priorities: Reconciliation, climate change, and housing options. These align with [Trust Council's Reconciliation Declaration](#) (2019), [Climate Emergency Declaration](#) (2019), and [Housing Equity and Workforce Shortage Crisis Declaration](#) (2021).
- The current Policy Statement, last amended in 2002, contains no mention of the climate crisis and does not appropriately acknowledge First Nations/Indigenous Peoples or reflect the Islands Trust Council's commitment to reconciliation.
- The new draft of the Policy Statement reflects input from island communities, Indigenous Governing Bodies, Indigenous peoples, partner agencies, and British Columbians at large, and is designed to be inclusive and reflective of the diverse values and interests in the Islands Trust Area. The current draft responds to Trust Council's 32 Resolutions from an earlier phase of the project and reflects Trust Council's [Reconciliation Declaration](#) (2019), [Climate Emergency Declaration](#) (2019), and [Housing Equity and Workforce Shortage Crisis Declaration](#) (2021)
- The revised draft contains guiding, coordination and reconciliation principles and organizes policy directives under five main goals:
  - Advance Reconciliation
  - Preserve and protect Indigenous cultural heritage and culturally significant areas, sites, and species
  - Preserve and protect healthy and biodiverse ecosystems
  - Foster sustainable, inclusive, and resilient communities
  - Foster sustainable stewardship of lands and waters
- The Policy Statement update process has involved Trust Council identifying areas for changes based on input and feedback from the public, First Nations and referral agencies and its understanding of the Islands Trust mandate in the *Islands Trust Act*.

- Key themes from early engagement with First Nations included concerns about language in the Policy Statement, governance, rights and responsibilities, and the need for ecosystem protection for cultural/ spiritual/ economic/ ecosystem uses.
- Feedback from three public engagement processes in 2019, 2021 and 2022 was plentiful and complex. Key themes included: support for the Islands Trust mandate; support for the project; support for environmental protection; a desire for consideration for residents’ communities and way of life; concerns with jurisdictional overreach; and a desire for clarified language.

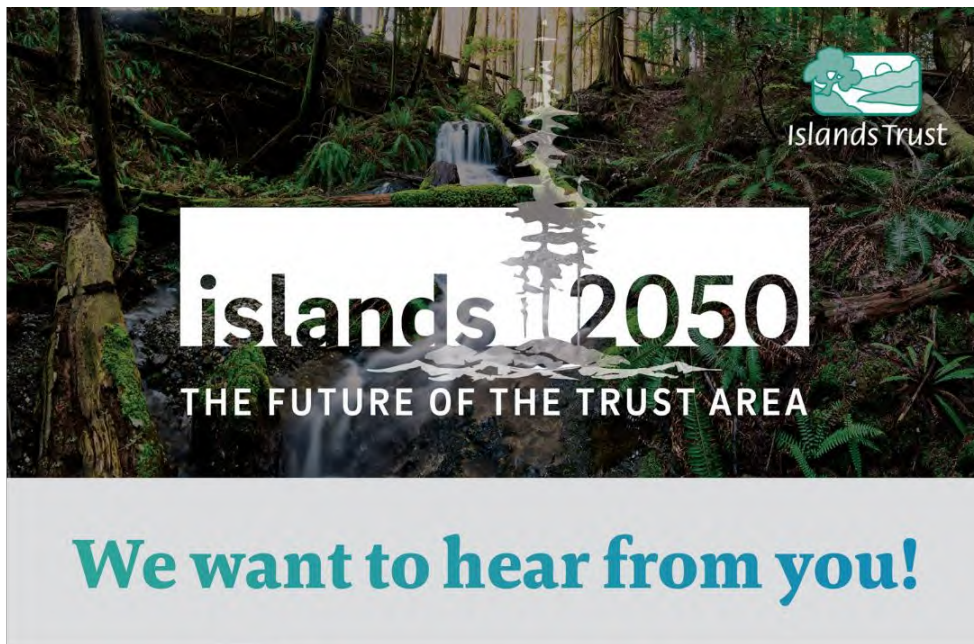
**Policy Statement Education**

- The Islands Trust Policy Statement provides the overarching vision, principles, and policies framework for land use within the Trust Area.
- The Policy Statement provides a roadmap for decision-makers, fostering continuity with community priorities and ensuring that actions are consistent with the overarching goals and values. This document reflects the evolving needs and perspectives of the community, requiring ongoing engagement and collaboration to remain relevant and responsive to changing circumstances.
- The Islands Trust Policy Statement provides the overarching vision, principles, and policies framework for land use within the Trust Area and is the critical document that guides how the Islands Trust will fulfill its mandate in the coming decades.
- The draft Policy Statement includes proactive planning for a changing climate, advancing reconciliation efforts with Indigenous communities, and addressing the housing needs of both current and future residents. Updating the Policy Statement reinforces our commitment to preserve and protect this unique part of the world.
- The Islands Trust Policy Statement guides the development of official community plans and land use bylaws of local trust committees and Bowen Island Municipality
- Islands Trust preserves and protects the islands in the context of many complex challenges, including climate change, lack of affordable housing, freshwater limitations, hundreds of species at risk, many cultural heritage sites, development and tourism pressures, changing demographics, and high expectations for public engagement.

**Frequently Asked Questions**

The [frequently asked questions webpage](#) on the Islands Trust website to help answer questions about the project history and process. It can be updated instantly, and no previous versions of the FAQ documents that could create confusion for the public.

**Posters**



The **Islands 2050 – Policy Statement** defines the overarching vision, principles, and policies governing land use within the Islands Trust Area. It guides the content of official community plans and regulatory bylaws, plays a pivotal role in Trust Council’s strategic planning, and is used by external agencies to ensure compatibility with Islands Trust’s vision.

The multi-year process to amend the Policy Statement marks the first comprehensive update in over 25 years and addresses important matters such as reconciliation, climate change, and affordable housing.

Learn more and provide feedback on the draft Policy Statement this summer.

**Upcoming Opportunities:**

Lorem Ipsum | Atempore | Nulles a Cusaerum | Nobisque

To learn more, visit [islandstrust.bc.ca/programs/islands-2050](http://islandstrust.bc.ca/programs/islands-2050)



The **Islands 2050 – Policy Statement Amendment Project** was launched to update the Islands Trust Policy Statement to adapt to current and future challenges and opportunities, and to reflect its commitments related to Reconciliation, climate change, and affordable housing. The Policy Statement guides the content of official community plans and regulatory bylaws, plays a pivotal role in Islands Trust Council’s strategic planning, and is used by external agencies to ensure compatibility with Islands Trust’s vision.

**Provide your feedback on the new draft Policy Statement!**

Complete the online survey | Email [islands2050@islandstrust.bc.ca](mailto:islands2050@islandstrust.bc.ca) | Call 250-405-5151 | Connect with your local trustees (adjust per ltc)

Learn more about the draft Policy Statement, find out about engagement events in X LTA, and complete the survey, scan the QR code or visit [islandstrust.bc.ca/programs/islands-2050](http://islandstrust.bc.ca/programs/islands-2050)



**Captions**

Preserve and Protect—Together. The Islands Trust has a special responsibility: to preserve and protect the trust area and

its unique amenities and environment. The Policy Statement guides all decisions on land use, environmental protection, and planning. After 30 years, it's being updated to meet today's challenges—like climate change and housing. Your voice matters. Stay tuned for ways to get involved in 2025! #IslandCommunity #ClimateAction #AffordableHousing

*The Islands Are Evolving—So Is Our Policy Statement!* For the first time in 30 years, the Islands Trust Policy Statement is being updated to address today's priorities. Want to help shape the future of your island community? We look forward to hearing from you! 🗣️ Learn more → <https://islandstrust.bc.ca/programs/islands-2050/>. #Islands2050 #PreserveAndProtect #CommunityVoices

*What is the Islands Trust Policy Statement, and why should you care?* It's the guiding document that shapes land use, environmental protection, and community planning across the islands. After decades, it's time for an update—and we need your input to ensure it reflects the values of island communities today and in the future. Stay tuned for public engagement opportunities in 2025! #Islands2050 #YourVoiceMatters

Curious about the Islands Trust Policy Statement Update? The updated draft includes changes to address important contemporary themes, like Reconciliation, climate change, and housing options. These updates reflect feedback from Indigenous Governing Bodies, referral agencies, and YOU—the public. View the latest draft here: <https://islandstrust.bc.ca/programs/islands-2050/> #Islands2050 #PreserveAndProtect #HaveYourSay

The Islands Trust Policy Statement is getting an upgrade! For the first time in 30 years, Islands Trust is updating this guiding document to reflect important issues like Reconciliation, climate change, and housing options. We're taking a thoughtful, measured approach, and your feedback will be key! Learn more about the process and stay involved: <https://islandstrust.bc.ca/programs/islands-2050/>. #Islands2050 #CommunityEngagement #PreserveAndProtect

We want to hear from you! Islands Trust has been working on updating the Islands Trust Policy Statement to reflect important issues like Reconciliation, climate change, and housing options. Please give us your feedback here: <https://islandstrust.bc.ca/programs/islands-2050/> #Islands2050 #CommunityEngagement #PreserveAndProtect

Hey [name] Island – we're talking about the draft Islands Trust Policy Statement at the [event name] at the [venue name] on [name] Island – we hope you can join us! Connect with staff and trustees to hear more about the draft Policy Statement, ask questions, and tell us what you think. More about this event here [link] #Islands2050 #CommunityEngagement #PreserveAndProtect

The new draft of the Islands Trust Policy Statement reflects input from island communities, Indigenous governing bodies, Indigenous Peoples, and local agencies. It includes and reflects the diverse values and interests that make up the Islands Trust Area. The new draft of the Policy Statement has five goals:

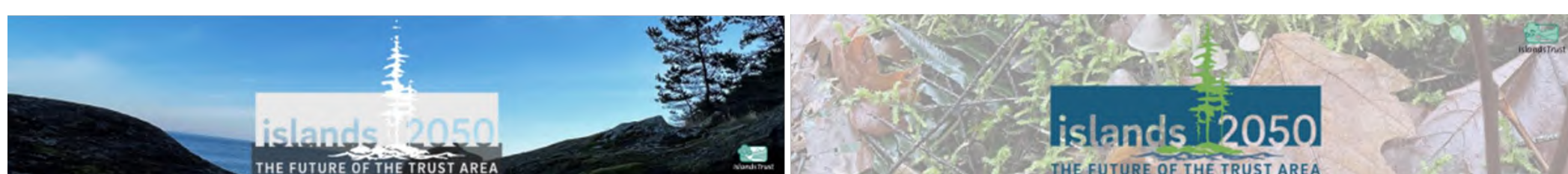
1. Advance Reconciliation
2. Preserve and protect Indigenous cultural heritage and culturally significant areas, sites, and species
3. Preserve and protect healthy and biodiverse ecosystems
4. Foster sustainable, inclusive, and resilient communities
5. Foster sustainable stewardship of lands and waters

Learn more about where we are at in the process and how to provide your feedback here:

<https://islandstrust.bc.ca/programs/islands-2050/>

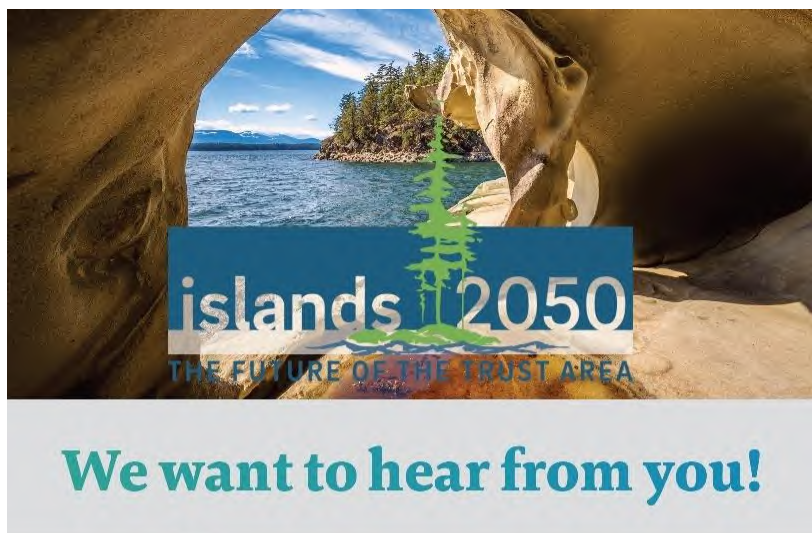
#Islands2050 #CommunityEngagement #PreserveAndProtect

### Subscriber notices



Content not yet available, but will be based on existing messaging, current status of project, and will be tailored to the audience, either Trust-wide or for each local trust area.

### Print Advertising



The **Islands 2050 – Policy Statement Amendment Project** was launched to update the Islands Trust Policy Statement to adapt to current and future challenges and opportunities, and to reflect its commitments related to Reconciliation, climate change, and affordable housing.

**Your input on the new draft Policy Statement matters!**

Complete the online survey | Email [islands2050@islandstrust.bc.ca](mailto:islands2050@islandstrust.bc.ca) | Call 250-405-5151 | Connect with your local trustees (adjust per ltc)

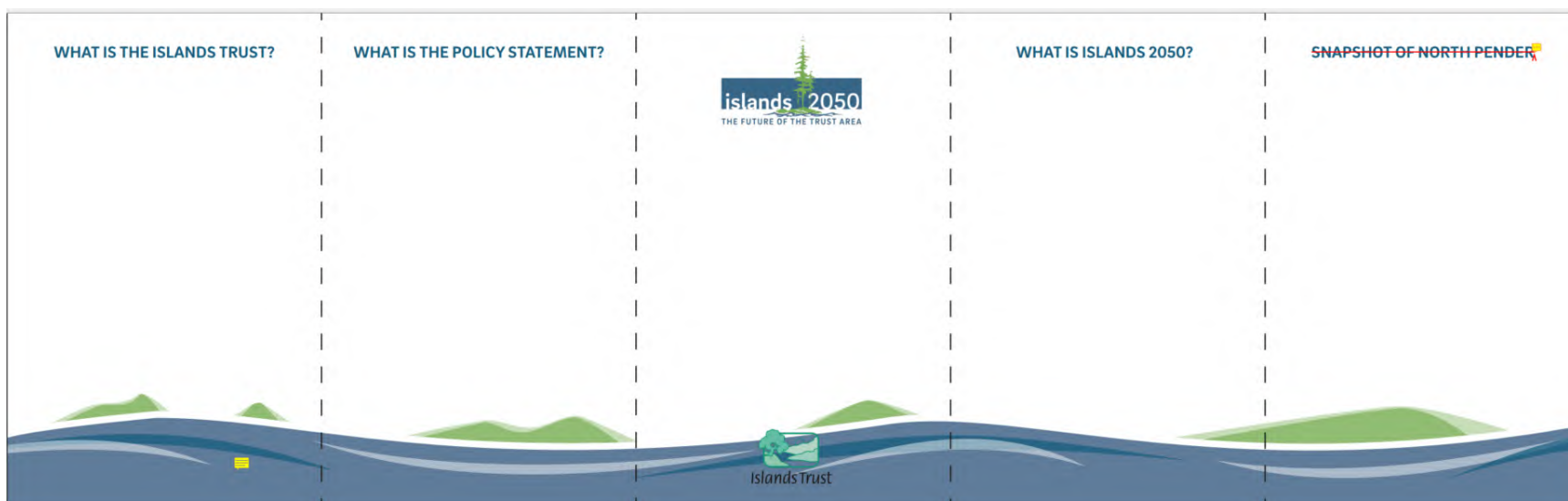
Learn more about the draft Policy Statement, find out about engagement events in X LTA, and complete the survey, scan the QR code or visit [islandstrust.bc.ca/programs/islands-2050](http://islandstrust.bc.ca/programs/islands-2050)



*Preserving and protecting over 450 islands and surrounding waters in the Salish Sea*

**Household mailer – new design to come**

A two- or four-page brochure that will become part of the household mailer will provide more context about the Policy Statement Amendment project (based on key messaging) and engagement opportunities. All communication will point to the Islands 2050 webpage, where the latest information will always be available, and the link to the survey. Content not yet available.



**Video project**

Educational video answers the following questions:

- 1) What is Islands Trust?
- 2) What is a policy statement?
- 3) Why does it need to be updated?
- 4) How does it affect residents in the Trust Area?

The video will form part of the initial educational activities and will be available on the Islands Trust YouTube channel and the Islands Trust website, and will be promoted via social media and subscriber notices.

**What We Have Heard and What We Have Done to Respond**

A matrix, table, or graphic to support the public’s understanding of the amendments to the policy statement. Content not yet available.



## REQUEST FOR DECISION

**To:** Trust Council

**For the Meeting of:** June 17, 2025

**From:** Trust Programs  
Committee

**Date Prepared:** May 29, 2025

**SUBJECT:** Amendment to Strategic Plan

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**RECOMMENDATION:** That Trust Council amend the 2025-2028 Strategic Plan to include key initiative 1.1.2, colour coded to indicate that the initiation timeline is to be determined, as “Work with Indigenous Governing Bodies to co-design and implement future Policy Statement amendment review processes that ensure ongoing and more regular review and amendment of the Policy Statement”.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:** This recommendation from Trust Programs Committee responds to feedback from Quw’utsun Nation members regarding the need to co-design future cooperative processes regarding development of amendments to the Policy Statement. In particular the Islands Trust has heard from Lyackson First Nation on multiple occasions that Islands Trust bodies’ unilateral project management decisions have resulted in timelines that do not work for First Nations by providing insufficient time for them to properly consider potential infringements on their rights or to engage their communities on the matter under consideration. There is a desire by First Nations to work in closer partnership with Islands Trust and this proposed initiative is one way to advance the Islands Trust Council’s commitment to Reconciliation.

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**1 PURPOSE:** To provide Trust Council with a Trust Programs Committee recommendation regarding a proposed amendment to the Strategic Plan.

**2 BACKGROUND:** On May 29, 2025, Trust Programs Committee received from staff a compilation of feedback from First Nations about the Policy Statement, and subsequently passed the following motion:

**that Trust Programs Committee recommend to Trust Council to amend the 2025-2028 Strategic Plan to include key initiative 1.1.2, colour coded to indicate that the initiation timeline is to be determined, as “Work with Indigenous Governing Bodies to co-design and implement future Policy Statement amendment review processes that ensures ongoing and more regular review and amendment of the Policy Statement”.**

The Policy Statement Amendment Policy sets out in policy 1.2 that each term, Trust Council will identify Policy Statement review and/or amendment tasks. While the policy states that based on an engagement plan adopted by Executive Committee, Islands Trust will engage with stakeholders and First Nations about each topic proposed for amendment, prior to drafting a Policy Statement Amendment bylaw, it does not contemplate working with First Nations on the amendment process itself.

### 3 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** The Strategic Plan recommendation makes clear to Indigenous Governing Bodies that Trust Council intends to work cooperatively to codesign and implement a Policy Statement amendment review process that ensures ongoing and more regular review and amendment of the Policy Statement. This is aligned with staff work on Policy Statement Amendment Policy requested by Trust Programs Committee.

**FINANCIAL:** None.

**POLICY:**

**IMPLEMENTATION/COMMUNICATIONS:** Staff will amend the 2025-2028 Strategic Plan and post the revised version to the website.

**FIRST NATIONS RELATIONS:** This recommendation is expected to support development of stronger, more positive relationships with First Nations.

**OTHER:** None.

4 **RELEVANT POLICY(S):** [Policy Statement Amendment Policy](#)

5 **ATTACHMENT(S):** [Islands Trust Council 2025-2028 Strategic Plan](#)

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### RESPONSE OPTIONS

**Recommendation:** That Trust Council amend the 2025-2028 Strategic Plan to include key initiative 1.1.2, colour coded to indicate that the initiation timeline is to be determined, as “Work with Indigenous Governing Bodies to co-design and implement future Policy Statement amendment review processes that ensure ongoing and more regular review and amendment of the Policy Statement”.

**Alternative:**

- 1) Do not amend the Strategic Plan.

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**Prepared By:** Clare Frater, Director, Trust Area Services

**Reviewed By/Date:** Rueben Bronee, Chief Administrative Officer, May 30, 2025  
Executive Committee, June 4, 2025


## Islands Trust Council Strategic Plan 2025-28

FOCUS AREA	GOALS & DESIRED OUTCOMES	STRATEGIC DIRECTIONS	KEY INITIATIVES
			<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <span style="color: #90EE90;">■</span> Top priority for current council term         </div> <div style="text-align: center;"> <span style="color: #3CB371;">■</span> Priority for current council term         </div> <div style="text-align: center;"> <span style="color: #00B0F0;">■</span> To be initiated 2026-2027         </div> <div style="text-align: center;"> <span style="color: #FF8C00;">■</span> Initiation timeline TBD         </div> </div>
<b>Governance &amp; Organizational Excellence</b>	Clear and transparent policies, administrative processes and structures enable better decision making, advance service delivery and improve employee satisfaction	1.1 Update and adopt a new Policy Statement	1.1.1 Finish and adopt Islands Trust Policy Statement in accordance with project work plans
		1.2 Strengthen governance, decision-making and workflow processes	1.2.1 Develop a corporate planning process to enable decision-making, workflow efficiency, resource tracking and relevant policy consolidation
			1.2.2 Explore new engagement models (virtual and in person forums) to reach more community members
			1.2.3 Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence
			1.2.4 Prioritise, analyse, and where appropriate, implement the 15 recommendations of the 2022 Governance Report
			1.2.5 Review all Trust Council policies, and where appropriate, amend, combine or rescind
		1.2.6 Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind	
1.3 Advocate to the Province for legislative changes to Islands Trust Act	1.3.1 Advance the following requests to the Province and develop advocacy and education strategies to support these: <ul style="list-style-type: none"> <li>a) the Provincial review of the governance structure to enable reconciliation and better support Islands Trust’s mandate; and</li> <li>b) request for increased Provincial funding</li> </ul>		
<b>Growth Management &amp; Community Resiliency</b>	Defined capacity constraints and indicators inform decision making	2.1 Support proactive land use planning and establish limits to growth using evidence-based data	2.1.1 Work with other agencies to facilitate data gathering / share in the development of environmental indicators

## Islands Trust Council Strategic Plan 2025-28

FOCUS AREA	GOALS & DESIRED OUTCOMES	STRATEGIC DIRECTIONS	KEY INITIATIVES
			<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <span style="color: #90EE90;">■</span> Top priority for current council term         </div> <div style="text-align: center;"> <span style="color: #32CD32;">■</span> Priority for current council term         </div> <div style="text-align: center;"> <span style="color: #1E90FF;">■</span> To be initiated 2026-2027         </div> <div style="text-align: center;"> <span style="color: #FF4500;">■</span> Initiation timeline TBD         </div> </div>
			<div style="background-color: #1E90FF; padding: 5px;">2.1.2 Develop a growth management planning framework that includes data on growth trends and projections, geological and hydrological capacities, infrastructure, and development rates</div>
			<div style="background-color: #32CD32; padding: 5px;">2.1.3 Update and implement Freshwater Sustainability Strategy (2022-2032)</div>
	Planning processes and Trust Area wide programs enable diverse housing options	2.2 Establish policy guidance for housing in OCP updates	<div style="background-color: #1E90FF; padding: 5px;">2.2.1 Improve processes for prioritizing funding for ongoing OCP reviews</div>
<div style="background-color: #1E90FF; padding: 5px;">2.2.2 Update OCPs + LUBs to incorporate new Policy Statement policies</div>			
2.3 Explore innovative approaches to supporting diverse housing options and tenures		<div style="background-color: #FF4500; padding: 5px;">2.3.1 Consider Community Benefit Land Trust concept for Islands Trust</div>	
		<div style="background-color: #32CD32; padding: 5px;">2.3.2 Design a plan to advocate to enhance community access to funding for housing in the Trust Area</div>	
<b>Ecosystem Health &amp; Integrity</b>	Advocacy and policy changes improve control of invasive species to protect and restore sensitive ecosystems	3.1 Improve control of invasive species	<div style="background-color: #32CD32; padding: 5px;">3.1.1 Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting</div>
	Diverse community members/groups are invested in revitalizing ecosystems and expanding protected areas	3.2 Improve understanding and monitoring of ecosystem health	<div style="background-color: #1E90FF; padding: 5px;">3.2.1 Identify indicators of ecosystem health and integrity</div> <div style="background-color: #1E90FF; padding: 5px;">3.2.2 Update the State of the Islands Report</div> <div style="background-color: #FF4500; padding: 5px;">3.2.3 Develop a shared inter-agency ecosystem health indicator toolkit for citizen groups, conservancies, and other agencies</div> <div style="background-color: #32CD32; padding: 5px;">3.2.4 Monitor progress of protection of ecosystem health in all land use planning decisions</div>

## Islands Trust Council Strategic Plan 2025-28

FOCUS AREA	GOALS & DESIRED OUTCOMES	STRATEGIC DIRECTIONS	KEY INITIATIVES
			
	Marine and foreshore ecosystems are healthy	3.3 Strengthen marine and foreshore protection practices	3.3.1 Map eelgrass and kelp forests
<b>Climate Change</b>	Land use decisions are informed by data and ongoing monitoring to manage and adapt to climate risks	4.1 Identify the Trust's mandate and role related to climate change	4.1.1 Develop a climate action strategy, set baseline data and targets
			4.1.2 Partner with agencies and others to share climate data
	Communities understand effects of climate change on the Trust Area	4.2 Improve community understanding about climate change mitigation and adaptation	4.2.1 Design and implement a climate action education plan
			4.2.2 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
		4.2.3 Update OCPs and LUBs to foster climate change resilience (considering topics such as Coastal Douglas-fir protection, foreshore and nearshore environments, and groundwater)	
		4.2.4 Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) to act as an incentive for the protection of forest cover for climate change mitigation and adaptation	
<b>First Nations Relations &amp; Reconciliation</b>	Policies, plans, and resources provide opportunities for collaborative First Nations engagement aligned with UNDRIP	5.1 Enhance proactive planning and intentionality of reconciliation initiatives	5.1.1 Update and implement Reconciliation Action Plan
			5.1.2 Clarify opportunities for co-governance and co-management of the Trust Area
			5.1.3 Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies
	Indigenous knowledge is incorporated into stewardship and management of Trust Area	5.2 Engage with Indigenous Governing Bodies and Indigenous Peoples on	5.2.1 Develop innovative frameworks for decision-making and involve pilot LTCs / BIM with Indigenous Governing Bodies

## Islands Trust Council Strategic Plan 2025-28

FOCUS AREA	GOALS & DESIRED OUTCOMES	STRATEGIC DIRECTIONS	KEY INITIATIVES
		governance, growth management, heritage and ecosystem protection, and climate change	<div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <div style="text-align: center;">  <p>Top priority for current council term</p> </div> <div style="text-align: center;">  <p>Priority for current council term</p> </div> <div style="text-align: center;">  <p>To be initiated 2026-2027</p> </div> <div style="text-align: center;">  <p>Initiation timeline TBD</p> </div> </div> <div style="background-color: #28a745; color: white; padding: 10px;"> <p>5.2.2 Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples</p> </div>



**OTHER:** None.

**4 RELEVANT POLICY(S):** Advocacy Policy

**5 ATTACHMENT(S):** April 9, 2025 letter from Ministry of Tourism, Arts, Culture and Sport re Geographical Name Request for Bowen Island

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**RESPONSE OPTIONS**

**Recommendation:** To request staff to draft a letter from the Chair expressing Trust Council's support for official recognition of the Smí7mant Áyalhkw and Xéla7an placenames for beaches on Bowen Island.

**Alternative:**

1. Request staff to draft a letter from the Chair expressing Trust Council's concern about official recognition of the Smí7mant Áyalhkw and Xéla7an placenames for beaches on Bowen Island.
2. Do not send a letter in response.

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**Prepared By:** Clare Frater, Director, Trust Area Services

**Reviewed By/Date:** CAO /May 5, 2025



April 9, 2025

File: 10280-60 (92G/6)

Islands Trust  
Southern Office (Victoria)  
200 – 1627 Fort Street, Victoria, BC, V8R 1H8  
Sent by email to:  
information@islandstrust.bc.ca

Dear Islands Trust:

The BC Geographical Names Office has received a request from the Bowen Island Municipality, with support from Squamish Nation, to officially recognize two place names for geographical features within their municipal boundaries. At this time, we are inviting you to comment on two proposed changes as detailed in Appendix A and on the attached map.

Official names are labelled on Provincial and Federal maps and charts and included in the Province's official names datasets. The history of all past and present official names is maintained in the BC Geographical Names Information System and accessible through the BC Geographical Names Web App: <https://apps.gov.bc.ca/pub/bcgnws/web/>.

In accordance with the BC Geographical Naming Policy and Procedures, before any naming decisions are made it is important to ascertain a) if there are known traditional names for these features, and b) that the proposed names reflect the heritage values in the area. Requesting input from governments, communities and relevant organizations potentially impacted by a feature's official name is a vital step in the geographical naming process.

As an identified organization, we are requesting any comments you have on behalf of your agency on these proposed official name changes.

Adoption of these names would not prejudice legitimate claims to the land.

Please redirect this request to the appropriate contact within your organization as needed or let me know if it should be sent elsewhere. Feel free to contact me directly if you have any questions. Thank you in advance for your comments; your response before July 13, 2025, would be appreciated.

Kind regards,

Trent Thomas  
Provincial Toponymist  
Trent.thomas@gov.bc.ca

Enclosure

cc: Distribution

## Appendix A: Name Change Requests

1. Make "**Smí7mant Áyalhkw**" the official name of the beach north of Cape Roger Curtis, east of Worlcombe Island, southeast side of Collingwood Channel, on the southwest end of Bowen Island, Regional District
  - Current Official Name: N/A
  - "**Smí7mant Áyalhkw**" is a Siwxwú7mesh name and means "place of pebbles" (information submitted by Bowen Island Municipality, 2025).
  - This beach has been known locally as "Pebble Beach" and "Roger Curtis Beach" (information submitted by Bowen Island Municipality, 2025).
  - This beach is located at: 49.3433, -123.4286.
  - "**Smí7mant Áyalhkw**" name record: <https://apps.gov.bc.ca/pub/bcgnws/names/76599.html>
2. Make "**Xéla7an**" the official name of the beach north of King Edward Bay, east of Ragged Island, east side of Collingwood Channel, on the west side of Bowen Island, Regional District
  - Current Official Name: N/A
  - "**Xéla7an**" is a Siwxwú7mesh name and means "marked/coloured on the cheek/side" (information submitted by Bowen Island Municipality, 2025).
  - This beach has been known locally as "Crayola Beach" and "Bluewater Beach" (information submitted by Bowen Island Municipality, 2025).
  - This beach is located at: 49.3767, -123.4169.
  - "**Xéla7an**" name record: <https://apps.gov.bc.ca/pub/bcgnws/names/76619.html>

**For audio of the names being spoken and additional information visit the name records, linked above and accessible through the [BC Geographical Names Web App](#).**

### Distribution List:

Bowen Island Heritage Preservation Association	Museum and Archives Bowen Island British Columbia
Bowen Island Tourism	Musqueam Indian Band
Canadian Coast Guard	North Shore Emergency Management
Cowichan Tribes	North Shore Rescue
Halalt First Nation	Royal Canadian Marine Search and Rescue
Islands Trust	Stz'uminus First Nation
Lions Bay Search and Rescue	Tsleil-Waututh Nation
Lyackson First Nation	Ts'uubaa-asatx First Nation
Metro Vancouver Regional District	



**Name Information**

**"Smí7mant Áyalhkw"**

**Current Name:** N/A

**Lat, Long:** 49.3433, -123.4286

**Relative Location:** North of Cape Roger Curtis, east of Worlcombe Island, southeast side of Collingwood Channel, on the SW end of Bowen Island

**"Xéla7an"**

**Current Name:** N/A

**Lat, Long:** 49.3767, -123.4169

**Relative Location:** North of King Edward Bay, east of Ragged Island, east side of Collingwood Channel, on the west side of Bowen Island

**NTS Map:** 92G/6

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Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary Sphere

**Key Map of British Columbia**





Staff propose cancelling the previously scheduled June 30 COtW meeting. Despite the fact polling showed that quorum could be met, some key staff are not available that day.

### 3 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** None

**FINANCIAL:** Evening meetings will require overtime wages to unionized staff. Funds to support these additional meeting expenses are available through the regular operating budget.

**POLICY:** None

**IMPLEMENTATION/COMMUNICATIONS:** Both the Committee of the Whole meeting and special Trust Council meeting will be open meetings available for public attendance. Subscriber notifications will be sent out once the agenda is posted online.

**FIRST NATIONS RELATIONS:** None. Part of the urgency to hold these meetings now is to ensure a fulsome period (currently scheduled for six months) to hear from, and work with, Indigenous Governing Bodies, on the latest iteration of the Policy Statement.

**OTHER:** None

### 4 RELEVANT POLICY(S): None

### 5 ATTACHMENT(S):

1. Project Charter – Policy Statement Amendment Project (V10)

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## **RESPONSE OPTIONS**

### **Recommendations:**

- 1) **THAT Trust Council cancel the Committee of the Whole meeting scheduled for June 30, 2025.**
- 2) **THAT Trust Council schedule a day-long special electronic Committee of the Whole meeting on July 9, 2025 to review the draft new Islands Trust Policy Statement.**
- 3) **THAT Trust Council schedule a special electronic Trust Council meeting on the afternoon and evening of July 29, 2025 to consider First Reading of the draft new Policy Statement.**

### **Alternative:**

- 1) Review of the draft new Policy Statement by Committee of the Whole is not required. Trust Council can skip this step and proceed directly to consideration of First Reading. If this is the case, Trust Council can resolve to cancel its scheduled June 30 COtW meeting, forego scheduling another COtW meeting in its place, and simply resolve to schedule a special Trust Council meeting on either July 9 or July 29.
- 2) Trust Council may determine that trustee availability for the recommended summer meetings is insufficient. If this is the case. Trust Council could decide to address

revisions and First Reading at the September regular Trust Council meeting. If this is the case, it could cancel the scheduled June 30 Committee of the Whole meeting and resolve as follows:

**THAT Trust Council will consider First Reading of the draft new Policy Statement at its regular meeting in September 2025 and request that staff update the Policy Statement Amendment Project project charter accordingly**

The implications of delaying First Reading until September is a one-month delay in the launch of the public engagement period. If Trust Council still intends to adopt the new Policy Statement before the end of the political term, this one-month delay will have to be accommodated elsewhere in the project schedule, either by reducing the public engagement period to five months, or reducing the time available for Ministerial review to three months.

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**Prepared By:** Jason Youmans, Senior Policy Advisor, Trust Area Services

**Reviewed By/Date:** Clare Frater, Director, Trust Area Services/June 13, 2025  
Rueben Bronee, CAO/Date

# Policy Statement Amendment Project - Project Charter V10

**Purpose** To support Trust Council’s update of the Islands Trust Policy Statement bylaw, incorporating feedback from Indigenous Governing Bodies, the public, and referral agencies, and approval by the Minister of Municipal Affairs.

**Background** Trust Council has assigned Executive Committee, with involvement from Trust Programs Committee as appropriate, the task of updating the Islands Trust Policy Statement through the lenses of reconciliation, climate change, and affordable housing, and to undertake early engagement with Indigenous Governing Bodies (IGBs) and the public in the process.

## Objectives

- To adopt an updated Policy Statement bylaw that supports Trust Council’s commitments to reconciliation, climate change, and affordable housing, and reflects feedback from the public, IGBs, and partner agencies.

## In Scope

- Policy Statement amendment drafting directed by TC resolutions, communications, legal review, and implementation planning
- IGB engagement, public engagement, and agency referrals
- Four readings/Ministerial approval

## Out of Scope

- Treaty or territorial negotiations or accommodation
- Consequential amendments to official community plans and land use bylaws

## Workplan Overview

Major Deliverable/Milestone	Dates
<p><b>Past Years (FY 2019-20, 2021-22, 2022-23, 2023-24)</b></p> <ul style="list-style-type: none"> <li>-IGB early engagement Phases 1 (2019-2021), 2 (2021-2022), and 3 (2023)</li> <li>-Public engagement Phases 1 (2019-2020), 2 (2021), and 3 (2022)</li> <li>-Policy review and analysis by Trust Council’s committees/working groups and staff (2020-22)</li> <li>-Amendment drafting and legal review Phase 1 (Apr-Jun 2021), Phase 2 (Dec 2022-Mar 2023)</li> <li>- IGB Early engagement Phase 3</li> </ul>	2019-2024
<p><b>Present (FY 2024-25)</b></p> <ul style="list-style-type: none"> <li>- Review and revision of draft Policy Statement by Committee of the Whole at bi-monthly meetings</li> </ul>	May 2024 - May 2025
<p><b>Proposed Next Steps (FY 2025-26)</b></p> <p><b>-First Reading</b></p> <ul style="list-style-type: none"> <li>-Bylaw referral to IGBs, regional districts, Conservancy Board and others</li> <li>-Six-month public engagement (referrals to local trust committees and island municipalities with TAS support online and in-person where requested; Staff-led Trust-wide survey</li> </ul>	June 2025 July 2025 - Jan 2026 July 2025 - Jan 2026
<p><b>Final Adoption (FY 2025-26/2026-27)</b></p> <ul style="list-style-type: none"> <li>-Trust Council receives referral responses and passes resolutions on further revisions required</li> <li>-Amendment drafting and amendment/<b>Second</b> and <b>Third</b> Reading by Trust Council</li> <li>-Refer proposed bylaw to Minister with final FN engagement report; allow six months for review</li> <li>- <b>Ministerial Approval</b> (estimated—no statutory timeline), and <b>Adoption</b></li> <li>-Final graphic design and distribution, celebration event, implementation planning</li> </ul>	Feb 2026 March—April 2026 April 2026 Oct 2026 Oct 2026— Nov 2026

## Project Team

Executive Committee COtW/TPC Director, TAS	Project Champion Policy Content Advisors Project Director
Sr. Policy Advisor	Project Manager & Policy Writer
Program Coordinator	Public Engagement Coordinator
Communications Specialist	Communications Coordinator
Sr. Intergovtl Policy Advisor	First Nations Engagement Coordinator

## Budget

Item	FY 24-25	FY25-26	FY26-27
Communications	\$10,000	\$26,000	\$10,000
Public Engagement	\$0	\$17,500	\$0
Legal Review	\$25,000	\$10,000	\$5,000
Capacity Funding	\$4,000	\$0	\$0
<b>Total Activity Costs:</b>	<b>\$39,000</b>	<b>\$53,500</b>	<b>\$15,000</b>

## Approved by:

Clare Frater, Director, TAS

## Endorsement: TC

Date: TC-2024-120, Dec. 04, 2024

\*Timeline assumes Trust Council schedules special meetings between regular quarterly meetings.

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## 1. ACCESSIBILITY COMMITTEE

Under the *Accessible British Columbia Act*, Trust Council must have an accessibility committee. The role of the committee is to help Trust Council identify barriers to accessibility in all aspects of the organisation and identify means to mitigate those barriers. The Committee's role is to first develop, and then on a three-year schedule, review and update an accessibility plan. There is a public consultation component in the legislation.

Staff has established a meeting schedule for the committee that includes four meetings per year. Staff will be drafting an outline of an accessibility plan for consideration by the Accessibility Committee in 2025. This draft will eventually come to Trust Council for consideration.

## 2. LEGISLATIVE SERVICES

### **Draft Legislation Affecting the Islands Trust**

At time of writing, there are two bills before the legislature of interest to the Islands Trust.

Bill 13 [Miscellaneous Statutes Amendment], which received Royal Assent on May 29, 2025 and comes into force for the 2026 general local elections, includes amendments to address disqualifications after a general election, as well as amendments regarding documentation required for candidates, and revised rules for mail-in votes among other things. The Bill includes amendments to the *Islands Trust Act*. Generally, the proposed legislation will allow Trust Council to appoint a person to a vacancy caused by reasons specified in the Act until an election is called.

Bill 15 [Infrastructure projects Act], which received Royal Assent on May 29, 2025 and comes into force by regulation, proposes to create the new Infrastructure Projects Act. This Act is vague on details of what is meant by an infrastructure project, and presumably, these would be defined by regulation. The Bill also proposes to amend the *Islands Trust Act* to make the *Islands Trust Act*, along with regional growth strategies, the land use planning provisions in the *Local Government Act* and the *Vancouver Charter*, subject to the section of the *Infrastructure Projects Act* regarding varying requirements in provincial legislation. This allows a local government to request the lieutenant governor-in-council to expedite the infrastructure project, and in doing so the lieutenant governor-in-council may vary provisions in the specified Acts, or modify provisions in the specified Act. In relation to the Islands Trust Area, this appears to suggest that Trust Council could request that the lieutenant governor-in-council expedite an infrastructure project in the Trust Area and in doing so the lieutenant governor-in-council could vary or modify a provision in the *Islands Trust Act* in order to expedite the project.

Staff will continue to monitor the Bills and will add them to the legislative monitoring chart.

### **Risk Management**

The Director attended the annual Municipal Insurance Corporation of British Columbia (MIABC) annual Risk Management conference in Vancouver in April, 2025. The conference focussed on sessions on reduction of risk for local governments, and included discussion on the use of Artificial Intelligence (AI) in the workplace, and ways to mitigate the risks.

MIABC provides annually 1% of the subscription account for each local government, or \$500, whichever is greater, as a grant for any projects that reduce risk. Islands Trust won an additional \$1000 at the conference, giving us \$1500 for 2025. If this is not used in 2025, it will be added to our grant amount next year.

## **3. INFORMATION SERVICES**

Information Services continues to maintain all technology services and support to staff and trustees as part of ongoing operations. Specific work completed with the help of third-party technical support over the last quarter includes:

### **MapIT and TAPIS**

The previous Trust Area Property Information System (TAPIS) had to be shut down as the software it was running on was out of date and no longer supported. Migrating to a new system had required extensive modifications, and accommodation to ensure the data is secure. Staff is currently working on the necessary scripts that automate the continued updating of data in TAPIS. Once this is complete, and security concerns are addressed and tested, a version (called MapIT) will be made available to the public via our website.

### **Expense Claim Upgrades**

The new Expense claim system is ready and awaits testing by the Finance department. This is expected to take place over summer, and staff will update Trust Council in September.

### **Salt Spring Office Move**

The new office is under construction, Information Services has moved all staff into remote work arrangement. A temporary office was setup in November to serve staff in office when required.

### **Operational**

Information Services has two vacancies, the Information Technology Manager position, and the Information Systems Specialist position. We are in the process of recruiting for the Information Specialist Position, and we expect to advertise the Information Technology Manager position as soon as we receive approval of classification. Due to the vacancies, the Director is providing helpdesk support management, and leveraging our contracts with Blackmans and Caorda to provide necessary support until our staffing levels are back to normal. Through this support model, we are able to continue with necessary system maintenance and upgrades.

**TRUST COUNCIL  
BYLAW NO. 197, 2024**

A bylaw to establish procedures for meetings of local trust committees

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WHEREAS Section 11 of the *Islands Trust Act* states that Trust Council may, by bylaw adopted by at least 2/3 of its members present at the meeting at which the vote on adoption takes place, establish procedures that one or more local trust committees, as specified in the bylaw, must follow in exercising their authority and carrying out their responsibilities under this or any other enactment;

And WHEREAS The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

**SHORT TITLE**

1. This bylaw may be cited as “Local Trust Committees’ Meeting Procedure Bylaw No. 197, 2024”.

**APPLICATION**

2. This bylaw applies to Denman Island Local Trust Committee, Gabriola Island Local Trust Committee, Galiano Island Local Trust Committee, Gambier Island Local Trust Committee, Hornby Island Local Trust Committee, Lasqueti Island Local Trust Committee, Mayne Island Local Trust Committee, North Pender Island Local Trust Committee, Salt Spring Island Local Trust Committee, Saturna Island Local Trust Committee, South Pender Island Local Trust Committee, Thetis Island Local Trust Committee and the Executive Committee Acting as a Local Trust Committee.

**DEFINITIONS**

3. “Principal Office” means the headquarters office location of the Islands Trust.

**MEETINGS AND NOTICE OF MEETINGS**

4. The first regular meeting of a local trust committee shall be held on a date to be determined by each Local Trust Committee by Resolution Without Meeting following a general local election.
5. At the first regular meeting referred to in Section 4, and at the last regular meeting of each of the first, second, and third years following a general election, or by Resolution Without Meeting, each Local Trust Committee shall establish a schedule of the date, time and place of its regular Local Trust Committee meetings for the following fiscal year, of which there shall be at least two held in-person except for the Executive Committee Acting as a Local Trust Committee, in which case all regular meetings may be electronic.
6. The meeting schedule:
  - a. for the Galiano Island Local Trust Committee, Mayne Island Local Trust Committee, North Pender Island Local Trust Committee, Saturna Island Local Trust Committee, and South Pender Island Local Trust Committee, shall be posted on a bulletin board located at the Victoria Office of the Islands Trust, and the schedule shall be posted on a notice board on the relevant island that is accessible to the public;
  - b. for the Denman Island Local Trust Committee, Gabriola Island Local Trust Committee, Gambier Island Local Trust Committee, Hornby Island Local Trust Committee, Thetis Island Local Trust Committee, and Lasqueti Island Local Trust Committee, shall be posted on a bulletin board

- located at the Northern Office of the Islands Trust, and shall be posted on a notice board on the relevant island that is accessible to the public;
- c. for the Salt Spring Island Local Trust Committee and Executive Committee Acting as a Local Trust Committee, shall be posted on a bulletin board located at the Salt Spring Island Office of the Islands Trust.
7. Public notice of the availability of the regular meeting schedule at the place specified in Section 6 shall be given at least once a year by publication in a newspaper circulating in the local trust area, or if the local trust committee has adopted an alternative means of public notice under s. 94.2 of the Community Charter, then the notice shall be provided once per year in accordance with that bylaw.
  8. Advance public notice of a regular or special meeting that is to be conducted by means of electronic or other communication facilities shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, that the proceedings are open to the public and shall be posted at the places specified in Section 6 and delivered to trustees in accordance with Section 9. Notice of a special meeting which is to be conducted by means of electronic or other communication facilities shall be delivered to the trustee in accordance with Section 10.
  9. Each local trustee shall provide to the Deputy Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee's Islands Trust email address or given to the trustee in person.
  10. Any two members of a local trust committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered or emailed to the trustee's Islands Trust email address at least 48 hours before the time of the meeting, and by posting the notice at the places specified in Section 6, except that notice to Local Trust Committee members may be waived by unanimous vote.
  11. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.
  12. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
  13. A quorum of a local trust committee is two members, except for the Executive Committee Acting as a Local Trust Committee, in which case the quorum is three.
  14. In the event that neither the Chairperson nor the alternate member of a local trust committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Planning Services, or their designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson

## **REGULAR MEETING AGENDA**

15. The Deputy Secretary must prepare an agenda for each regular meeting, which must:
  - a. state the general nature of each business item to be dealt with at the regular meeting;

- b. be sent to each trustee's email address at least seven (7) days before the scheduled meeting date; and
  - c. the agenda outline to be released publically at least two (2) days before the release of the full agenda.
16. The Director of Planning Services or their designate shall legibly record the minutes of the meetings of each local trust committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or their designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
17. The minutes are a record of decisions, and shall include a record of every resolution of the Committee, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

### **MEETING PROCEDURE, RESOLUTIONS AND BYLAWS**

18. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
19. Motions shall be in writing, and may be moved by any member of a local trust committee; the Chair may allow motions to be made verbally but must ensure the recorder reads it back correctly.
20. Bylaws may be read by title only, provided that each member of a local trust committee is in possession of a complete copy of the proposed bylaw at the meeting.
21. The Chairperson of a local trust committee, or other trustee who presided at the meeting at which it was adopted, and the Deputy Secretary of the Islands Trust, shall sign every bylaw adopted by a local trust committee, and the Deputy Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

### **DELEGATIONS**

22. A Delegation period is limited to fifteen (15) minutes in duration, and may be scheduled for each regular meeting of a local trust committee. The time limit may be extended by unanimous vote of the members present.
23. An individual, or a representative of an organization, may request to address a local trust committee as a delegation.
24. A delegation requesting permission to appear before a local trust committee shall submit a written request in the form prescribed by the Deputy Secretary. The subject of the written request and the presentation must fall within the jurisdiction of the Local Trust Committee.
25. The written request must specify the subject matter of the presentation and include either a copy of the presentation or an overview of the information to be presented. The written request must also include the name and address of the person(s) speaking.

26. All written requests to appear before the Local Trust Committee must be received by the Deputy Secretary by 12:00 noon fourteen (14) calendar days prior to the meeting.
27. Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those Local Trust Committee members present
28. Any video presentations used as part of a delegation's address to a local trust committee will count toward the time limit permitted for the delegation.
29. In the event of a delegation presenting a petition, the petition shall contain a petitioner's full name, residential address, telephone number, and a signature or valid email address. (Note: an email address may only be associated with one signatory).
30. Where written requests have not been received by the Deputy Secretary as prescribed in section 34, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.
31. A local trust committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
32. The Deputy Secretary, in consultation with the Chair, may schedule delegations to another Local Trust Committee meeting.
33. The Deputy Secretary, in consultation with the Chair, may refuse to place a delegation on the agenda.
34. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.

#### **ORDER AND DECORUM**

35. The Chair is to preserve order at every meeting of a local trust committee and has the power to make such rulings as are necessary to do so, including the power to rule on all points of order and may deny any individual or a delegation the right to address a meeting if, in the Chair's opinion, the individual or the delegation:
  - a. makes defamatory remarks about any person or speaks disrespectfully of any person;
  - b. addresses issues not contained within the written application of the individual or delegation, as prescribed in sections 25 and 42; or
  - c. immoderately raises their voice, or uses profane, vulgar or offensive language, gestures or signs.
36. Individuals and delegations will not be heard at regular meetings of the Local Trust Committee on the following:
  - a. the promotion of commercial products or services which have no connection to the business of the Local Trust Committee;
  - b. matters on which a local trust committee has approved commencement of prosecution and on which judgment has not been rendered;
  - c. publicly tendered contracts or proposal calls for the provision of goods and services for the Local Trust Committee, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by a local trust committee or Islands Trust staff; or

- d. Topics which are normally dealt with by Islands Trust staff as a matter of routine.
- 37. A local trust committee member may, on recognition by the Chair, ask or answer questions of a member of the public who is addressing a local trust committee. Debate with, or by, any member of a local trust committee or staff is not permitted.
- 38. The Chair or person presiding may expel and exclude a person from a meeting of a local trust committee for improper conduct.

#### **INVITED PRESENTATIONS**

- 39. Members of a local trust committee may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.

#### **PUBLIC PARTICIPATION**

- 40. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of a local trust committee and may be extended by majority vote of the Local Trust Committee members present.
- 41. A member of the public may have three (3) minutes to address a local trust committee during the public participation period, unless extended by unanimous vote of the Local Trust Committee members present.
- 42. Persons wishing to address a local trust committee must state their first and last name and topic involved.
- 43. Subjects must relate strictly to matters under the jurisdiction of a local trust committee, but other subjects may be permitted by majority vote of the Local Trust Committee.
- 44. Subjects must be brief and to the point.

#### **ELECTRONIC MEETINGS**

- 45. Regular or special meetings of a local trust committee beyond the minimum number of in-person physical meetings identified in Section 5 may be conducted entirely by means of electronic or other communication facilities if a majority of the members of a local trust committee have agreed by resolution, and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
- 46. An individual Local Trust Committee member who is unable to attend at the physical location of a local trust committee meeting that is held in-person may choose to participate by means of electronic or other communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
- 47. For each local trust committee meeting, not more than one Local Trust Committee member may participate by means of electronic or other facilities when the meeting has been scheduled for an in-person meeting.

48. An individual member of a local trust committee may not participate by means of electronic or other communication facilities in two consecutive regular Local Trust Committee meetings that are held in-person.
49. A local trust committee may waive the restrictions in sections 47 and 48 by unanimous resolution, of the Local Trust Committee.
50. Members of a local trust committee who use electronic or other communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
51. Members of a local trust committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
52. Where members of a local trust committee are participating in a meeting through electronic or other communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
53. Where members of a local trust committee are participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
54. For the duration of a local Trust Committee meeting conducted by electronic or other communication means that is open to the public, a designated staff member shall be in attendance at the place specified in the meeting notice for the public to hear, or watch and hear, the meeting.
55. If communication is lost to one or more trustees participating electronically during the meeting:
  - a. the affected trustee participating electronically will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes;
  - b. if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and,
  - c. if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication and the remainder of the agenda will be added to the next agenda.

READ A FIRST TIME THIS	13 <sup>TH</sup>	DAY OF	MARCH,	2025
READ A SECOND TIME THIS	13 <sup>TH</sup>	DAY OF	MARCH,	2025
READ A THIRD TIME THIS	13 <sup>TH</sup>	DAY OF	MARCH,	2025
ADOPTED BY 2/3 VOTE THIS	___ <sup>TH</sup>	DAY OF	___	2025

---

CHAIRPERSON

---

DEPUTY SECRETARY



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*, although some have limitations. On-line or print newspapers may still have 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.

There may be other methods of notice publication that are not included in the list above. While some communities use subscriber lists, advice we have received is that a subscriber list for the Islands Trust area is likely too narrow to meet the accessibility criteria in the Public Notice Regulation. Local trust committees are not limited to the list above, and may consider other options that work best in their community; however, the local trust committee must consider whether the method meets the reliable, suitable and accessible test. Local trust committees are encouraged, where possible, to use the two options in the model Public Notice Bylaw to reduce administrative overhead and provide consistency between local trust areas.

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.

### **3 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.

**POLICY:**

There are no policy implications

**IMPLEMENTATION/COMMUNICATIONS:**

Staff would forward a standard report to each local trust committee with a recommendation to adopt the model bylaw for its local trust area.

**FIRST NATIONS RELATIONS:**

There are no First Nations relations implications.

**OTHER:**

There are no other implications.

**4 RELEVANT POLICY(S):**

- Section 94 and Section 94.2 of the Community Charter
- Community Charter Public Notice Regulation

**5 ATTACHMENT(S):**

- Draft Policy 4.1.16 Model Public Notice Bylaw

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**RESPONSE OPTIONS**

**Recommendation:**

That Trust Council adopt “Policy 4.1.16 Model Public Notice Bylaw” and forward it to the local trust committees for consideration in the adoption of a public notice bylaws for the local trust areas.

**Alternative:**

As directed by Trust Council.

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**Prepared By:** David Marlor, Director, Legislative and Information Services

**Reviewed By/Date:** Chief Administrative Officer/May 22, 2025  
Executive Committee/June 4, 2025



<b>Policy:</b>	4.1.16
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	
<b>Amendment Date(s):</b>	
<b>Policy Holder:</b>	Director, Legislative and Information Services

## MODEL PUBLIC NOTICE BYLAW

### Purpose

A model Public Notice Bylaw to guide for local trust committees in adoption of a Public Notice Bylaw as an alternative to the default notice requirements under s.94 of the *Community Charter*.

### A. Policy

1. Under the *Islands Trust Act* and *Community Charter*, the authority to adopt public notice bylaws rests with the local trust committees.
2. To provide administrative harmonisation where possible between local trust committees, Trust Council has adopted a model Public Notice Bylaw.
3. Public notice bylaws adopted by local trust committees should follow the model attached to this policy; variation in actual methods to provide notice may be considered to reflect local needs in different local trust areas.

### B. Procedure

1. Procedure to adopt public notice bylaw is as established by legislation.

### C. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1: Model Public Notice Bylaw.

Attachment 1

\_\_\_ ISLAND LOCAL TRUST COMMITTEE

PUBLIC NOTIFICATION BYLAW

BYLAW NO. XXX

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

WHEREAS pursuant to section 94.2 of the Community Charter, the \_\_\_ 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 \_\_\_ 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 \_\_\_ Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as " \_\_\_ Island Local Trust Committee Public Notification Bylaw No. XXX, 20\_\_".
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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

CHAIRPERSON

SECRETARY



## REQUEST FOR DECISION

**To:** Trust Council **For the Meeting of:** June 17, 2025  
**From:** Executive Committee **Date Prepared:** May 23, 2025  
**SUBJECT:** Amendment to Trust Council Meeting Procedure Bylaw 101 Regarding Petitions and Delegations

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### RECOMMENDATION:

That Trust Council Bylaw 199, cited as “Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025” be read a First Time.

That Trust Council Bylaw 199, cited as “Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025” be read a Second Time.

That Trust Council Bylaw 199, cited as “Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025” be read a Third Time.

### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The recommendations are focused on the changes to petition and delegation procedures to address concerns raised, mostly in how delegations are disposed, and to allow the public to review the agenda and then provide a petition or delegation to council regarding an issue on the agenda.

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#### 1 PURPOSE:

To amend Trust Council Meeting Procedures Bylaw in regards to receipt of and disposition of delegations at Trust Council meetings.

#### 2 BACKGROUND:

At its regular meeting on May 15, 2024 the Executive Committee passed the following resolution:

***EC-2024-060***

*that Executive Committee request staff to work with Vice-Chair Peterson and Chair Luckham to prepare a request for decision for September Trust Council with options and a recommendation on policy for Disposition of Trust Council Delegations.*

At its regular business meeting on July 3, 2024 the Executive Committee passed the following resolution:

***EC-2024-081***

*that Executive Committee requests staff to investigate other local government practices and policies respecting delegations, public comments and presentations to Council, including the Capital Regional District, Regional District of Nanaimo and Cowichan Valley Regional District, for consideration of Trust Council*

At its regular meeting business meeting in September 2024, Trust Council passed the following resolution:

*That Trust Council request Executive Committee to return to Trust Council's with a draft bylaw to amend Trust Council's Meeting Procedure Bylaw 101 that:*

- 1. requires delegations to specify the action they are asking of Trust Council;*
- 2. establishes that resolutions in relation to disposition of delegations will allow time for staff to provide advice;*
- 3. if time is of the essence, the resolutions in relation to disposition of delegations will delegate a response to the Executive Committee;*
- 4. establishes approval authority and establishes a different deadline for receipt of delegations for matters on the agenda, and such a deadline would need to be after the release of the agenda to the public and before the start of the Trust Council meeting;*
- 5. establishes a maximum number and/or time limit for all delegations to maintain the integrity of the published agenda; and*
- 6. provides clear criteria for rejection of delegations, with a clear appeal process to Trust Council and 2/3 majority vote required of Trust Council to approve a rejected delegation.*

### **Islands Trust Bylaws, Policy and Procedures**

The attached draft Bylaw 199 (Attachment 1) proposes to amend Trust Council Meeting Procedures Bylaw to address the items listed in the resolution above. A marked up copy of the changes are included in Attachment 2 to show how bylaw 199, if adopted, would change the existing meeting procedures bylaw.

Draft Bylaw 199 replaces Section 5.8, 5.9 and 5.10 with new language related to acceptance and process of acceptance of petitions and delegations. Generally, the bylaw amendments still require general petitions and delegations to be received three weeks before the Trust Council meeting, but has added the ability for petitions and delegations related to an item on the agenda to be received up to 4 pm the business day before the Trust Council meeting. These would then be brought to the pre-Trust Council Executive Committee meeting as a late item for consideration of addition to the agenda. This consideration would involve determination whether or not it is about an item on the agenda, and whether there is sufficient time to add them to the agenda.

The amendment in 5.8(a) requires petitioners and delegations to specify the action they are asking of Trust Council.

There is no change to the 10 minutes per petition or delegation requirement; however, language has been added to allow the Executive Committee during the preparation of the agenda to consider balancing requests for petitions or delegations with the business agenda time requirements. Trust Council may also by 2/3 vote extend the time limit for a petition or delegation, or by a 2/3 vote allow delegations refused by the Secretary or the Executive Committee.

A new section has been added called "Disposition of Delegations" and includes two new sections 5.17 and 5.18. This states that Trust Council will consider disposition of delegations before the end of Trust Council, and that the disposition request will allow time for staff to provide written advice to Trust Council, and time for Trust Council to consider that advice. This in practice would likely involve either asking staff to report back at the next Trust Council meeting on a petition or delegation issue, or referring the issue to one of its standing committees to review and provide advice on.

Section 5.17 allows that time may be of the essence, and in this case Trust Council may delegate disposition of one or more petitions or delegations to the Executive Committee or the Trust Council Chair. In this instance, either the Executive Committee or Chair would work with staff on an appropriate response.

The key intent of the amendment to ensure that Trust Council is fully informed before making a decision on petition or delegations hear during the meeting.

### **3 IMPLICATIONS OF RECOMMENDATION**

#### **ORGANIZATIONAL:**

There would be a modification for administrative staff in relation to receipt of late delegations or petitions for Trust Council meetings.

#### **FINANCIAL:**

There are no financial implications

#### **POLICY:**

There are no policy implications

#### **IMPLEMENTATION/COMMUNICATIONS:**

Staff would use a resolution without meeting to have Trust Council formally adopt Bylaw 199, and then this would be consolidated with Trust Council Bylaw 101 and posted on the Islands Trust website. Delegation and petition information forms on the website would be updated.

#### **FIRST NATIONS RELATIONS:**

There are no First Nations Relations implications

#### **OTHER:**

There are no other implications

### **4 RELEVANT POLICY(S):**

[Meeting Procedures Bylaw 101](#)

[Trust Council Policy 2.2.2 \(Council Meeting Preparation\)](#)

### **5 ATTACHMENT(S):**

Draft Trust Council Bylaw 199

Trust Council Bylaw 101 – marked up with Bylaw 199 amendments

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### **RESPONSE Options**

#### **Recommendation:**

- 1. That Trust Council Bylaw 199, cited as “Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025” be read a First Time.**
- 2. That Trust Council Bylaw 199, cited as “Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025” be read a Second Time.**
- 3. That Trust Council Bylaw 199, cited as “Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025” be read a Third Time.**

#### **Alternative:**

Trust Council could decide to add, or alter the items recommended by the Executive Committee to be considered in draft bylaw 199. This could be done by a resolution to amend the bylaw before considering the readings.

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**Prepared By:** David Marlor, Director, Legislative and Information Services

**Reviewed By/Date:** Chief Administrative Officer/May 23, 2025  
Executive Committee/June 4, 2025

**ISLANDS TRUST COUNCIL**

**BYLAW NO. 199**

\*\*\*\*\*  
A BYLAW TO AMEND THE ISLANDS TRUST COUNCIL MEETING PROCEDURES BYLAW  
\*\*\*\*\*

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, as amended, enacts as follows:

1. Islands Trust Council Meetings Procedures Bylaw, 2004, is amended as follows:
  - a) By deleting sections 5.8, 5.9 and 5.10 in their entirety and replacing with the following:

“5.8 (a) A person who wishes to present a petition to or a delegation who wants to appear before Trust Council at a regular meeting of Trust Council shall deliver the request in writing to the Secretary on the prescribed application form. The request must include the name of each applicant or designate with their residential address, the subject of the petition or delegation, a complete copy of the presentation material for the record, and the specific action they are requesting of Trust Council.

(b) The subject of the petition or delegation must be related to a matter that is within the jurisdiction or activities of Trust Council.

(c) If the subject of the presentation material relates directly to a matter on the agenda, the material may be delivered to the Secretary after the release of the agenda outline to the public and must be received by the Secretary before 4 pm the business day before the start of the Trust Council meeting.

(d) If the subject of the presentation material does not relate directly to a matter on the agenda, the material must be delivered to the Secretary at least three (3) weeks prior to the start of the Trust Council meeting.

(e) At the discretion of the Executive Committee, the petitioner or delegation may be given a space on the agenda.

(f) The maximum time allocated on Trust Council agenda is 10 minutes per delegation, including time for questions. The number of delegations will be managed by the Executive Committee during agenda preparation to ensure time for delegations is balanced with the business agenda time requirements.

(g) The Secretary, and/or the Executive Committee may refuse delegations or delegation materials that contain content that, in their opinion, is defamatory, libellous or slanderous. This include statements that are false and damage a person's reputation, or those that are likely to expose someone to hatred, contempt, or ridicule.

”

- 5.9 (a) Where written application has not been received, or a delegation has been refused, as prescribed in section 5.8 a petitioner or delegation may address the meeting if approved by a vote of at least 2/3 of the members present.
- (b) Trust Council may, on request, extend the time limit for an individual delegation if approved by a vote of at least 2/3 of the members present.
- 5.10 No petition may be presented to, nor delegation appear before Trust Council unless it complies with Section 5.8 and 5.9.

b) By adding a new heading and sections following 5.16 as follows:

**“DISPOSITION OF PETITIONS AND DELEGATIONS**

- 5.17 Before the end of the meeting, Trust Council may consider disposition of petitions and delegations. Any disposition request will allow time for staff to provide written advice to Trust Council and time for Trust Council to consider that advice.
- 5.18 If time is of the essence, Trust Council may delegate disposition of one or more petitions or delegations to the Executive Committee or the Trust Council Chair.”

2. This Bylaw may be cited for all purposes as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2025”.

READ A FIRST TIME THIS	DAY OF	, 2025
READ A SECOND TIME THIS	DAY OF	, 2025
READ A THIRD TIME THIS	DAY OF	, 2025
ADOPTED THIS	DAY OF	, 2025

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SECRETARY

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CHAIR

- (b) state the general nature of each business item to be dealt with at the regular meeting; and
- (c) be sent to each trustee's address at least seven (7) days before the scheduled meeting date.

5.5 Any trustee, Local Trust Committee, Council Committee or the Chief Administrative Officer may propose an item of business for the agenda of a regular meeting by giving written notice of the item, in reasonable detail, to the Secretary three (3) weeks prior to the meeting, for agenda consideration by the Executive Committee.

### Special Meeting Agenda

5.6 The Chair, Executive Committee or both shall provide the trustees with an agenda stating the specific items of business to be considered at a special meeting.

### Addition of Agenda Items

5.7 Council may, by resolution supported by an affirmative vote of at least 2/3 of the members present, place urgent items on the agenda at the beginning of the regular meeting during adoption of the agenda.

### Notice to Secretary of Petitions and Delegations

~~5.8 (a) A person who wishes to present a petition to, or a delegation who wants to appear before Council at a regular meeting of Council shall, at least three (3) weeks prior to the meeting, deliver the request in writing to the Secretary on the prescribed application form. The request must include the name of each applicant or designate with their residential address, the subject of the petition or delegation and a complete copy of the presentation material for the record.~~

~~(b) Where written application has not been received as prescribed in section 5.8(a), a petitioner or delegation may address the meeting if approved by a vote of at least 2/3 of the members present, in accordance with Section 5.10.~~

~~(c) The subject of the petition or delegation must be related to a matter that is within the jurisdiction or activities of Trust Council.~~

5.8 (a) A person who wishes to present a petition or a delegation who wants to appear before Trust Council at a regular meeting of Trust Council shall deliver the request in writing to the Secretary on the prescribed application form. The request must include the name of each applicant or designate with their residential address, the subject of the petition or delegation, a complete copy of the presentation material for the record, and the specific action they are requesting of Trust Council.

(b) The subject of the petition or delegation must be related to a matter that is within the jurisdiction or activities of Trust Council.

(c) If the subject of the presentation material relates directly to a matter on the agenda, the material may be delivered to the Secretary after the release of the agenda outline to the

## ISLANDS TRUST POLICY MANUAL

public and must be received by the Secretary before 4 pm the business day before the start of the Trust Council meeting.

(d) If the subject of the presentation material does not relate directly to a matter on the agenda, the material must be delivered to the Secretary at least three (3) weeks prior to the start of the Trust Council meeting.

(e) At the discretion of the Executive Committee, the petitioner or delegation may be given space on the agenda.

(f) The maximum time allocated on Trust Council agenda is 10 minutes per petition or delegation, including time for questions. The number of petitions and delegations will be managed by the Executive Committee during agenda preparation to ensure time for petitions and delegations is balanced with the business agenda time requirements.

(g) The Secretary, and/or the Executive Committee may refuse petitions, delegations or petition and delegation materials that contain content that, in their opinion, is defamatory, libellous or slanderous. This include statements that are false and damage a person's reputation, or those that are likely to expose someone to hatred, contempt, or ridicule.

~~5.9 At the discretion of the Executive Committee, the petitioner or delegation may be given a space on the agenda.~~

5.9 (a) Where written application has not been received, or a petition or delegation has been refused, as prescribed in section 5.8, a petition or delegation may address the meeting if approved by a vote of at least 2/3 of the members present.

(b) Trust Council may, on request, extend the time limit for an individual petition or delegation if approved by a vote of at least 2/3 of the members present.

~~5.10 No petition may be presented to, nor delegation appear before Trust Council unless Section 5.8 and 5.9 has been complied with unless otherwise agreed to by resolution of the Executive Committee before the meeting or of Trust Council at the meeting.~~

5.10 No petition may be presented to, nor delegation appear before Trust Council unless it complies with Section 5.8 and 5.9.

### **Correspondence**

5.11 Anyone who wishes correspondence to be considered at a meeting of Council shall, at least three (3) weeks prior to the meeting, deliver the correspondence to the Secretary. At the discretion of the Executive Committee, the correspondence shall be attached to the agenda or where it deems it appropriate, the correspondence shall be identified on the agenda and copies made available to Trustees who request it at the meeting.

### **Time Allowed for Petitions and Delegations**

- 5.12 The maximum time for presentation of a petition or appearance of a delegation before Council is ten (10) minutes unless otherwise approved by resolution of the Executive Committee before the meeting or by resolution of Trust Council at the meeting.

### **Confidential Resolutions Without Meeting**

- 5.13 The Chair or the Executive Committee may direct the Secretary to conduct a resolution without meeting in a confidential manner where the matter to be considered comes within the scope of s.90 of the *Community Charter*, and to record the resolution without meeting in a minute book to which the public may not have access.

### **Minutes**

- 5.14 The Secretary shall keep legible minutes of every regular and special meeting of the Council and shall record any declarations made in relation to a conflict of interest and any resolutions closing a meeting to the public.
- 5.15 The minutes of every meeting must be adopted by resolution of Council. If each trustee has received a copy of the minutes of a meeting, those minutes may be adopted by resolution of Council. Any changes to the minutes as stipulated by Council resolution must first be made by the Secretary before adoption. All approved Council minutes shall be distributed to all Trustees.

### **Inspection and Copying of Council Approved Minutes**

- 5.16 The minutes for every Council meeting are open for inspection by any person. Any person may make copies of minutes at reasonable times. This Section does not apply to a meeting from which the public has been excluded or a resolution without meeting that has been recorded in the manner specified in Section 5.12.

### **DISPOSITION OF PETITIONS AND DELEGATIONS**

5.17 Before the end of the meeting, Trust Council may consider disposition of petitions and delegations. Any disposition request will allow time for staff to provide written advice to Trust Council and time for Trust Council to consider that advice.

5.18 If time is of the essence, Trust Council may delegate disposition of one or more petitions or delegations to the Executive Committee or the Trust Council Chair.”

## **PART 6 - RULES OF CONDUCT**

### **Recognition of Speakers**

- 6.1 A trustee may speak in a meeting after the trustee has raised his or her hand and the Chair has recognized the trustee. If two or more trustees wish to speak, the Chair may designate the order in which each is to speak. If the Chair wishes to speak in a meeting, the Chair need only address the meeting.

### **Rules Regarding Trustees When Speaking**

## **ISLANDS TRUST POLICY MANUAL**



## REQUEST FOR DECISION

**To:** Trust Council **For the Meeting of:** June 17, 2025  
**From:** Chief Administrative Officer Performance Evaluation Policy Committee **Date Prepared:** May 6, 2025  
**SUBJECT:** Chief Administrative Officer Performance Evaluation Policy

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### RECOMMENDATIONS:

1. THAT Trust Council adopt Trust Council Policy “2.5.1 Chief Administrative Officer Performance Evaluation”.
2. THAT Trust Council adopt amendments as recommended by the Chief Administrative Officer Performance Evaluation Policy Committee dated June 17, 2025 to Trust Council “Policy 2.3.1 Council Committee System”.
3. THAT Trust Council adopt amendments as recommended by the Chief Administrative Officer Performance Evaluation Policy Committee dated June 17, 2025 to Trust Council “Policy 2.4.1 Executive Committee Terms of Reference” dated June 17, 2025.

### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The proposed approach, recommended by an independent consultant is based on industry standards, and tailored to the unique Islands Trust governance structure.

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#### 1 PURPOSE:

To establish a procedure for annual performance review of the Chief Administrative Officer (CAO).

#### 2 BACKGROUND:

At its regular business meeting in September 2024, Trust Council passed the following resolutions:

##### ***TC-2024-072***

*That Trust Council establish a Chief Administrative Officer Performance Evaluation Policy Select Committee consisting of the members of the Executive Committee and the chairs of all four standing committees.*

##### ***TC-2024-073***

*That Trust Council establish the terms of reference for the Chief Administrative Officer Performance Evaluation Policy Select Committee as follows:*

- a) Review material provided by Trustee Falck and Trustee Patrick to Trust Council on December 7, 2023 regarding evaluation of Chief Administrative Officers;*
- b) Engage a consultant to work with the Chief Administrative Officer Performance Evaluation Policy Select Committee, to develop a policy for the performance evaluation of the Islands Trust Chief Administrative Officer; and*

- c) *Make recommendations to Trust Council on adoption of a Chief Administrative Officer Performance Evaluation Policy*

**TC-2024-074**

*That Trust Council approve spending of up to \$15,000 from the unspent funds approved for recruiting a new Chief Administrative Officer to engage a consultant to develop a Chief Administrative Officer performance evaluation policy.*

Attached as Appendix 1 is a draft Policy 2.5.1 [Chief Administrative Officer Performance Evaluation], and consequential amendments to Policy 2.3.1 [Council Committee System] and Policy 2.4.1 [Executive Committee Terms of Reference].

**Policy 2.5.1 Chief Administrative Officer Performance Evaluation**

This draft policy provides a transparent and consistent framework for the initial and on-going (annual) evaluation of the Chief Administrative Officer. It establishes a process including a 360 degrees review of the Chief Administrative Officer administered by a consultant, areas for review, and a process to undertake the review. The policy assigns the responsibility for the work to the Chief Administrative Officer Performance Evaluation Committee (CAOPEC). Currently evaluation of the Chief Administrative Officer is delegated by Trust Council to the Executive Committee.

The CAOPEC would meet annually, based on the schedule attached to Policy 2.5.1 and follow the process laid out in Policy 2.5.1 to evaluate the Chief Administrative Officer.

**Consequential Amendments:**

Policy 2.3.1 [Council Committee Systems] is amended to add the Chief Administrative Officer Performance Evaluation Committee as a new standing committee of Trust Council, and establish the membership (Executive Committee and the chairs of the Financial Planning, Regional Planning, Trust Programs and Governance committees).

A draft of the revised Policy 2.3.1 is attached as Appendix 2, and in the draft amendments are marked in red as follows:

1. Added to list of standing committees “1.1.1.6 Chief Administrative Officer Performance Evaluation Committee”.
2. Inserted a new section 1.1.6 that establishes the membership of the Chief Administrative Officer Performance Evaluation Committee and renumbered subsequent subsections.
3. Amended new numbered sections 1.1.11 and 1.1.12 (formerly 1.1.10 and 1.1.11) to correct cross-reference errors.
4. Added “Chief Administrative Officer Performance Evaluation Committee (CAOPEC) to Appendix 1 [summary of standing committee-specific function]
5. Added Attachment 7 “Terms of Reference” with the purpose and cross-reference to new Policy 2.5.1 [Chief Administrative Officer Performance Evaluation).

Policy 2.4.1 [Executive Committee Terms of Reference] is amended to remove the responsibility to create a committee to hire and evaluate the Chief Administrative Officer.

A draft of the revised Policy 2.4.1 is attached as Appendix 3, and in this draft amendments are marked in red as follows:

1. Amended Section 9.1 to read as follows:  
*To require, when needed, the Chief Administrative Officer Performance Evaluation Committee(CEOPEC), to undertake recruiting, appointing, and orienting a CAO; to ensure that, prior to appointing a new CAO, the CAOPEC*

*has consulted with the Islands Trust Council and has complied with the terms of reference for such consultation indicated in Attachment 1 to this policy.*

2. Amended Section 9.2 to read as follows:  
*To coordinate discipline actions associated with the Chief Administrative Officer, after the initial six-month probationary period, in consultation with the Chief Administrative Officer Performance Evaluation Committee as required*
3. Amended Section 9.3 to read as follows:  
*To require, if the Executive Committee considers it necessary, the CAOPEC to seek advice from the Public Service Agency and make recommendations to Trust Council about any Executive Committee initiatives to consider termination of a CAO's employment without just cause after the initial six-month probationary period.*
4. Amended Attachment 1 to refer to the Chief Administrative Officer Performance Evaluation Committee, remove redundant wording, and renumber as required.

The amendments to Policy 2.4.1 recognize that the Executive Committee, through legislative requirements, Trust Council policy, and practical considerations, works closely on a daily basis with the CAO; therefore, any concerns regarding the CAO, or notice of resignation will be first transmitted to the Executive Committee. This policy provides the process for the Executive Committee to act in relation to those two scenarios.

### **3 IMPLICATIONS OF RECOMMENDATION**

#### **ORGANIZATIONAL:**

A new on-going committee that meets to review the CAO annually, will need administrative staff support, which will be provided by the Executive Office.

#### **FINANCIAL:**

The requirement for a consultant to undertake a 360 review of the CAO annually will require an annual budget.

#### **POLICY:**

This is a change in policy, essentially expanding the pool of trustees involved in the annual performance evaluation of the CAO. Currently the responsibility is with the Executive Committee.

#### **IMPLEMENTATION/COMMUNICATIONS:**

Trust Council policies will be updated and posted on the website.

#### **FIRST NATIONS RELATIONS:**

There are no First Nation relations implications.

#### **OTHER:**

There are no other implications.

### **4 RELEVANT POLICIES:**

Policy 2.3.1 Council Committee System

Policy 2.4.1 Executive Committee Terms of Reference

### **5 ATTACHMENT(S):**

Appendix 1: Draft Policy 2.5.1 Chief Administrative Officer Performance Evaluation Policy

Appendix 2: Draft amendments (marked up) Policy 2.3.1 Council Committee System

Appendix 3: Draft amendments (marked up) Policy 2.4.1 Executive Committee Terms of Reference

## **RESPONSE OPTIONS**

### **Recommendation:**

1. THAT Trust Council adopt Trust Council Policy “2.5.1 Chief Administrative Officer Performance Evaluation”.
2. THAT Trust Council adopt amendments as recommended by the Chief Administrative Officer Performance Evaluation Policy Committee dated June 17, 2025 to Trust Council “Policy 2.3.1 Council Committee System”.
3. THAT Trust Council adopt amendments as recommended by the Chief Administrative Officer Performance Evaluation Policy Committee dated June 17, 2025 to Trust Council “Policy 2.4.1 Executive Committee Terms of Reference” dated June 17, 2025.

### **Alternative:**

1. Trust Council could send one or more of the policy amendments back to the Chief Administrative Officer Performance Evaluation Policy Committee for further work.
  2. Trust Council could make amendments to one or more of the policies and then adopt the policy, or defer adoption if staff advice is required on the amendment before consideration of adoption.
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**Prepared By: David Marlor, Director, Legislative and Information Services**

**Reviewed By/Date: Chief Administrative Officer/May 22, 2025  
Executive Committee/June 4, 2025**



Islands Trust

<b>Policy:</b>	2.5.1
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	
<b>Amendment Date(s):</b>	
<b>Policy Holder:</b>	Director, Legislative and Information Services (Secretary)

## Chief Administrative Officer Performance Evaluation

### Overview

The Chief Administrative Officer (CAO) plays a pivotal role in the leadership and management of Islands Trust, serving as the primary link between Trust Council, staff, and external partner groups. The CAO is responsible for providing strategic advice, ensuring organizational effectiveness, and driving the implementation of Trust Council's priorities and goals. This leadership position directly influences the success of the organization, the morale of staff, and the relationships with key partners, including local communities, First Nations, and other levels of government.

Given the importance of this role, a robust and comprehensive performance review process is essential to:

- ensure accountability and alignment with the organization's strategic direction
- provide a fair and constructive mechanism for feedback
- foster continuous professional development and improvement
- support the CAO in navigating challenges and achieving organizational excellence

This policy outlines a transparent and consistent framework for evaluating the CAO's performance, ensuring their efforts are recognized, their challenges are addressed, and their leadership drives the success of Islands Trust.

### Purpose

This policy establishes a structured, fair, and transparent process for evaluating the performance of the CAO of Islands Trust. It aims to:

- promote accountability, leadership, and continuous improvement
- align the CAO's performance with the strategic goals of Islands Trust
- facilitate open and constructive feedback between the CAO, Trust Council, and staff
- ensure organizational and operational effectiveness

### Scope

This Performance Evaluation Policy applies only to the CAO of Islands Trust Council.

### Policy

#### 1. CAO Performance Evaluation Framework

##### 1.1 Initial Six-Month Review and Evaluation

1.1.1 Purpose: The initial six-month review evaluates the CAO's integration into Islands Trust, their capacity to address immediate priorities, and their demonstrated leadership potential.

1.1.2 Areas for Review:

- Building relationships with trustees, direct reports, staff, and external partner groups.
- Understanding organizational policies, challenges, culture, and strategic priorities.
- Delivering on key initial responsibilities, such as supporting and providing high-quality advice to Trust Council, establishing performance plans for senior staff, improving organizational communication, and assessing the strategic and operational needs of Islands Trust.
- Ethical standards, decision-making, and accountability.

1.1.3 360 Process:

- Self-Assessment: The CAO completes a self-assessment report reflecting on achievements and challenges.
- Feedback Collection: Feedback is gathered via surveys and interviews from trustees, staff, and, if required, external partner groups. An external consultant will conduct this process and produce a report, to be presented to the designated CAO Performance Evaluation Committee (CAOPEC).
- Evaluation Committee: The CAOPEC reviews the findings of the report.
- Evaluation Meeting: The CAOPEC meets with the CAO to review findings and discuss short and long-term goals for the CAO, to be evaluated at the annual performance review.

## **1.2 Recurring Annual Performance Review**

1.2.1 Purpose: The review evaluates the CAO's annual key performance objectives, based on progress on strategic goals, personal development goals, and contribution to organizational performance.

1.2.2 Areas for Review:

- Leadership and Management: Staff morale, retention, empowerment, and overall organizational culture.
- Strategic Planning and Implementation: Progress on Trust Council's strategic and corporate plans.

- **Communication and Relationship-Building:** Effective communication with staff, trustees, and external partner groups, including First Nations and government agencies.
- **Operational Efficiency:** Streamlining operations, improving processes, and ensuring financial accountability through effective budget management.
- **Ethics and Accountability:** Maintenance of ethical standards, transparency, and accountability.

#### 1.2.3 360 Process:

- **Self-Assessment:** The CAO reflects on their performance and progress toward goals.
- **Feedback Collection:** A 360-degree feedback process, including surveys and interviews with trustees, staff, and, if required, external partner groups. An external consultant will conduct this process and produce a report, to be presented to the CAOPEC.
- **Evaluation Committee:** The CAOPEC reviews the findings of the report.
- **Evaluation Meeting:** The committee meets with the CAO to discuss the review and establish new goals.
- **Report and Documentation:** A written report summarizes the evaluation, key findings, and agreed-upon objectives for the following year. It is agreed upon and signed by the Chair, Vice-Chair, and CAO, and endorsed by Trust Council.

#### 1.2.4 Schedule for Annual Performance Review:

- Annually, in April, the CAOPEC will establish a start date to initiate and schedule an evaluation process, and update Appendix 1 to reflect the needs of that particular year.
- See Appendix 1 for a detailed timetable for the annual CAO performance review process.

1.2.5 The final evaluation of the Chief Administrative Officer will be endorsed by Trust Council and then signed by the Chair, the Vice-chair, and the Chief Administrative Office.

## 2. Evaluation Criteria

- **Strategic Leadership:** Demonstrates strategic thinking, provides actionable advice, and implements Trust Council's vision and priorities.
- **Staff and Organizational Support:** Builds a safe, inclusive workplace culture, empowers staff, and maintains high staff morale.

- **Partner Engagement:** Effectively communicates and builds partnerships with key external groups, including Islands Trust communities, First Nations, and regional and provincial government entities.
- **Operational Excellence:** Demonstrates adaptability, innovation, and the ability to solve emerging challenges.
- **Ethics and Integrity:** Exhibits transparency, fairness, and accountability in all actions and decisions.

### **3. Methods of Evaluation**

- **360-Degree Feedback:** Surveys and interviews with trustees, senior staff, and key partner groups.
- **Independent Third-Party Reviews:** Employing an external consultant to manage the evaluations process objectively on an annual basis and offer feedback on the process where necessary.
- **Performance Metrics:** Progress reports on strategic goals, operational improvements, and organizational milestones.
- **Trustee and Staff Surveys:** Anonymous surveys to evaluate the CAO's support and leadership.
- **Self-Assessment Reports:** Annual self-evaluations reflecting on progress and identifying challenges.
- **Benchmarking:** Comparing the CAO's role and performance with similar positions in other BC local governments to ensure fair assessments.

### **4. Compensation**

- **Performance-Based Adjustments:** Adjustments to the CAO's salary or other compensation will be based on the overall performance as outlined in this policy unless specific terms are separately prescribed in the CAO's employment contract.

#### **4.1 Compensation Review:**

- The CAOPEC will review the CAO's compensation annually.
- The CAOPEC will consider performance evaluation results, progress on strategic goals, and any relevant market benchmarks.
- The committee will make a recommendation regarding compensation adjustments to Trust Council for approval.

### **5. CAO Feedback**

To ensure fairness and organizational improvement, the CAO will be given opportunities to:

- Provide feedback on systemic challenges, organizational dysfunctions, or other barriers.
- Offer insights and strategic advice for improving operations and decision-making.

## **6. Confidentiality and Reporting**

- All feedback collected during the evaluation process will remain confidential and anonymized to ensure open and honest responses.
- Final evaluation reports will be shared with Trust Council and maintained by Human Resources as part of the CAO's employment records.

## **7. Review and Amendments**

- This policy will be reviewed on an annual basis by Trust Council to ensure its effectiveness and relevance. An external consultant may be hired to assist with the Performance Evaluation review.
- Amendments may be made to incorporate best practices or address organizational needs.

## **8. Approval and Implementation**

The CAO Performance Evaluation Policy integrates robust evaluation, accountability, and performance-based considerations to ensure the CAO's role is effectively aligned with the organizational priorities of Islands Trust.

# Appendix 1

## Schedule for Annual Performance Review

**\*\*This schedule template is adjustable and can be amended on an annual basis by the Chief Administrative Officer Performance Evaluation Committee.**

<b>DELIVERABLE</b>	<b>WHO</b>	<b>DUE DATE</b>
Start date of the evaluation process		
Engage consultant (contract) to undertake and report on the 360 reviews		
360 review start		
360 reviews completed		
Report on 360 reviews to the CAOPEC		
Performance metrics		
Benchmarks		
Self-review completed		
Review of input, benchmarks		
Discussion with CAO		

NOTE: ~~Text to be removed.~~ Text to be added.



<b>Policy:</b>	2.3.1
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	March 6, 1998
<b>Amendment Date(s):</b>	September 11, 2008; March 14, 2018; June 8, 2021; September 21, 2022; June 29, 2023; September 28, 2023; June 20, 2024
<b>Policy Holder:</b>	Chief Administrative Officer

## COUNCIL COMMITTEE SYSTEM AND TERMS OF REFERENCE

### Purpose

This Policy outlines the composition and general role of standing committees and select committees. The attachments include an overview of committee-specific functions for each established standing committee, and the terms of reference for each established standing committee.

### A. Definitions

**Governance** means the structure and processes by which Trust Council, Executive Committee, local trust committees and council committees are directed, controlled, and held to account to achieve their goals and objectives.

**Select Committee** means a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council.

**Standing Committee** means a regular permanent committee of Trust Council.

**Trustee** means a “local trustee” or “municipal trustee” as defined in the *Islands Trust Act*

### B. Policy

#### 1. Establishment and Membership

##### 1.1 Standing Committees

1.1.1 A Council Committee System is adopted by Trust Council comprised of five standing committees and the Executive Committee (see Attachment 1):

1.1.1.1 Regional Planning

1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.1.4 Governance

**NOTE:** ~~Text to be removed.~~ Text to be added.

- 1.1.1.5 Accessibility
- 1.1.1.6 Chief Administrative Officer Performance Evaluation Committee
- 1.1.2 Membership for the Regional Planning, Financial Planning and Trust Programs committees includes trustees who have been appointed by the Trust Council Chair, and ratified by Trust Council.
- 1.1.3 The Governance Committee consists of seven members of Trust Council who have been elected by Trust Council. Election of the Governance Committee shall occur no later than the March Trust Council meeting in the calendar year following the quadrennial trustee election.
- 1.1.4 One Executive Committee member will be assigned by the Trust Council Chair to the Regional Planning Committee and the Trust Programs Committee.
- 1.1.5 The Financial Planning Committee is comprised of all members of the Executive Committee, the Chair (or designate) of the Regional Planning Committee, Trust Programs Committee, and the Governance Committee, a member chosen by the Islands Trust Conservancy Board and three (3) other local or municipal trustees.
- 1.1.6 The Chief Administrative Officer Performance Evaluation Committee is made up of the Executive Committee and the Chairs of the Financial Planning Committee, Trust Programs Committee, Regional Planning Committee and Governance Committee.
- 1.1.7 By the second Trust Council meeting following the quadrennial trustee elections, or as required, the Chair of Trust Council will recommend appointments to the Regional Planning, Trust Programs, Accessibility and Financial Planning committees for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.
- 1.1.8 The Trust Council Chair is an ex-officio member of the Trust Programs, Regional Planning, and Governance committees.
- 1.1.9 One of the two Trust Council elected members of the Islands Trust Conservancy is an ex-officio member of the Governance Committee, as determined by the Chair of the Islands Trust Conservancy.
- 1.1.10 The Accessibility Committee membership must meet the requirements of the *Accessible British Columbia Act*. The Accessibility Committee membership is:

**NOTE:** ~~Text to be removed.~~ Text to be added.

- 1.1.10.1 a minimum of one and up to four people from organizations that support people with disabilities, or who have disabilities, in the Islands Trust Area;
- 1.1.10.2 a minimum of one person who is Indigenous;
- 1.1.10.3 a minimum of one and up to two people from the Islands Trust Area;
- 1.1.10.4 a minimum of one and up to two trustees appointed by Trust Council Chair and ratified by Trust Council;
- 1.1.10.5 the Chair of Trust Council as an ex-officio member; and
- 1.1.10.6 half of the membership in 1 through 4 above must be people with a disability, or support people with disabilities, or are from an organization that supports people with disabilities.

1.1.11 Appointments under Section 1.1.10 will be by advertisement or other means as determined appropriate by the Executive Committee. Advertising will occur shortly after the local government general election. The Executive Committee will appoint members from the advertising or other process as soon as possible after the local government general election. Trust Council will ratify the appointments under section 1.1.10.

1.1.12 Membership appointed under 1.1.10 will continue until new members have been appointed. In the event a member resigns, the Executive Committee will determine the appropriate process to replace that person.

## 1.2 Select Committees

1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.

1.2.2 Select committees must have terms of reference established and approved by Trust Council.

1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, they or designate shall be an ex-officio member of each select committee.

~~1.2.4 The agenda for select committees should include:~~

~~—— 1.2.4.1 Approval of previous meeting minutes~~

~~—— 1.2.4.2 Follow-Up Action List (FUAL)~~

~~—— 1.2.4.3 Trust Council referral items~~

1.2.5 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.

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1.2.6 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.

1.2.7 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

## **2. Committee Chair**

2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.

2.2 The Trust Council Chair may appoint an interim Committee Chair when required.

2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of a meeting.

## **3. Available Resources**

3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.

3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

## **4. Staff Support**

4.1 Staff's primary function to a committee is to act in a support/advisory role and as such, a committee may make requests of staff.

4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

## **5. Meetings**

5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.

5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.

5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be coordinated with the Executive Coordinator.

**NOTE:** ~~Text to be removed.~~ Text to be added.

- 5.4 Committee meetings during the Trust Council quarterly meetings are to be avoided.
- 5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.

## **6. Agenda/Minutes Preparation**

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Committee Chair.
- 6.2 The agenda will be distributed to committee members and the CAO at least seven days before the meeting.
- 6.3 The agenda shall be determined as follows:
  - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
  - 6.3.2 The agenda shall be approved as the first item of business.
  - 6.3.3 The agenda for standing and select committees should include:
    - 6.3.3.1 Approval of previous meeting minutes
    - 6.3.3.2 Follow-Up Action List (FUAL)
    - 6.3.3.3 Trust Council referral items
- 6.4 Minutes must be done in accordance with Trust Council Policy 6.13 Islands Trust Minutes Guidelines.
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.
- 6.7 Draft minutes of a committee meeting are considered for approval at the next meeting.

## **7. Council/Committee Relationship**

- 7.1 Each standing committee shall maintain a work program - which must include:
  - 7.1.1 Items referred to the committee from Trust Council (including referral date).
  - 7.1.2 Projects, new initiatives, ideas, and issues identified by the committee.

**NOTE:** ~~Text to be removed.~~ Text to be added.

- 7.1.3 The top three (3) priorities/strategies that it is working on, as approved by Trust Council, and must include any of Trust Council's priorities that it has **been** assigned.
- 7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.
- 7.3 Standing committees are required to submit a Highlights Report to the Executive Coordinator in time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).
- 7.4 All standing committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.
- 7.5 The Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.
- 7.6 It is the role of the Executive Committee members of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Committee's directions and activities and vice versa.

## **8. Rules of Conduct/Voting**

- 8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees.
- 8.2 The quorum of a council committee is 50% of all of its members.
- 8.3 The Executive Committee member designate on the Regional Planning Committee and Trust Programs Committee shall have the full voting privileges of a committee member.
- 8.4 Ex-officio members of Council Committees and select committees shall be non-voting members and shall not be included in determining quorum of a meeting.

## **9. Liaison**

- 9.1 Liaison with provincial, federal, and local government politicians shall be requested by a Committee Chair to the Trust Council Chair or the CAO so that the Trust's political liaison can be coordinated. The Council Committee is

**NOTE:** ~~Text to be removed.~~ Text to be added.

expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.

- 9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.
- 9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

## **10. General Role of Standing Committees**

- 10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.
- 10.2 To provide feedback to staff on matters going to Trust Council.
- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.
- 10.5 To create sub-committees (or task forces) which may be comprised of trustees, staff or external persons as required for a specific duration to examine a particular committee matter upon approval by Trust Council.
- 10.6 To provide input and feedback to the annual budget process.
- 10.7 To provide input to Trust Council's organizational strategic planning process.

## **C. Legislated References**

Trust Council Meeting Procedure Bylaw 101

## **D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures**

Attachment 1: Standing Committee-Specific Functions

Attachment 2: Regional Planning Committee Terms of Reference

Attachment 3: Financial Planning Committee Terms of Reference

Attachment 4: Trust Programs Committee Terms of Reference

Attachment 5: Governance Committee Terms of Reference

Attachment 6: Accessibility Committee Terms of Reference

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Attachment 7: Chief Administrative Officer Performance Evaluation Committee Terms of Reference

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## Attachment 1: SUMMARY OF STANDING COMMITTEE-SPECIFIC FUNCTIONS

<p><b>REGIONAL PLANNING COMMITTEE (RPC)</b></p> <ol style="list-style-type: none"><li>1. Growth Management Tools</li><li>2. Community Planning Tools</li><li>3. Development Management Tools</li><li>4. Local Planning Service Delivery</li></ol>	<p><b>TRUST PROGRAMS COMMITTEE (TPC)</b></p> <ol style="list-style-type: none"><li>1. Environmental Policy</li><li>2. Research and Information Systems Program</li><li>3. Sustainable Communities Policy</li><li>4. Trust Area Program Initiatives</li></ol>
<p><b>FINANCIAL PLANNING COMMITTEE (FPC)</b></p> <ol style="list-style-type: none"><li>1. Annual Budget</li><li>2. Long Term Financial Planning</li><li>3. Fiscal Controls</li><li>4. Annual Audit</li></ol>	<p><b>GOVERNANCE COMMITTEE (GC)</b></p> <ol style="list-style-type: none"><li>1. Governance structure and processes</li><li>2. Governance Best Practices</li><li>3. Legislative Reform</li></ol>
<p><b>ACCESSIBILITY COMMITTEE (AC)</b></p> <ol style="list-style-type: none"><li>1. Identify barriers to individuals in or interacting with the organization</li><li>2. Advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization</li><li>3. Develop an Accessibility Plan and advise on implementation of the Plan</li><li>4. Review the Accessibility Plan every three years including seeking public feedback on the Accessibility Plan and how to remove and prevent barriers to individuals in or interacting with the organization</li></ol>	<p><b>CHIEF ADMINISTRATIVE OFFICER PERFORMANCE EVALUATION COMMITTEE (CAOPEC)</b></p> <ol style="list-style-type: none"><li>1. Initial and on-going evaluation of the Chief Administrative Officer as outlined in policy 2.5.1</li></ol>

**NOTE:** ~~Text to be removed.~~ Text to be added.

## **Attachment 2: Regional Planning Committee Terms of Reference**

The Regional Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Development Management – overseeing the procedures for processing of land use bylaws, permits etc., in an efficient and effective manner
2. Local Trust Committee Functions – responding to local trust committee planning needs applicable throughout the Trust Area
3. Local Planning Services – advising on the provision and allocation of resources to deliver local planning services to island communities
4. Public Awareness/Education – promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services
5. Emerging Issues – Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction
6. Policy Guidance – Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council
7. Liaison – Maintain liaison with Islands Trust Conservancy Board and Trust Programs Committee, as required.

### **Attachment 3: Financial Planning Committee Terms of Reference**

The Financial Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

#### **1. Annual Budget Process**

To facilitate Council's involvement in the annual budget process by:

1. providing direction to all program units, via management, in overseeing the process of budget preparation
2. assisting Council in establishing the principles and assumptions for the development of the budget
3. reviewing the base operating needs and all program requests against the principles and assumptions and make recommendations to Council
4. representing the interests of Council, Executive Committee, and Council Committees throughout the budget process

#### **2. Budget and Financial Planning**

To facilitate the linkage of the annual strategic planning process with the annual budget process through:

1. the interpretation of Council's priorities/strategies and related work programs into resource allocation requirements both for the annual budget and for long range planning practices
2. direction to management in the development of long range financial planning and capital budgeting
3. facilitating Council's involvement in the preparation of a three year operational and capital budget plan

#### **3. Financial Management**

To report to and make recommendations to Council regarding the organization's financial management practices such as:

1. a regular financial reporting system
2. development of financial management policies and procedures
3. assessing/monitoring revenue generating and expenditure control practices, management recommendations for financial resource allocations within and during the annual budget
4. review financial reporting documents for the Ministry/Treasury Board and/or public presentation via the Executive Committee

#### **4. Annual Audit**

The Financial Planning Committee will appoint from amongst its members, but excluding members of the Executive Committee and trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit and will report directly to Council by:

1. reviewing audit reports

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2. reviewing with management the management letter recommendations and determining necessary actions
3. monitoring the implementation of the auditor's recommendations
4. recommending an accounting firm to Trust Council, each year, to conduct the annual audit
5. reviewing with the auditors the year end audit (and interim audit) work program

**5. Islands Trust Conservancy Support**

To provide advice to the Islands Trust Conservancy Board on financial services and support available from the Islands Trust.

**6. Management Advice**

To monitor and review the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

**NOTE:** ~~Text to be removed.~~ Text to be added.

#### **Attachment 4: Trust Programs Committee Terms of Reference**

The Trust Programs Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction
2. maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council
3. developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council
4. preparing recommendations for inter-agency initiatives and feedback on proposed inter-agency agreements
5. providing input to the continued development and maintenance of a useful research and information system
6. providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation
7. maintaining a liaison with the Islands Trust Conservancy Board

The responsibilities stated apply to the following areas:

1. Resource Management - promoting sustainability in the use of natural resources of the Trust Area
2. Land Conservation - promoting protection and preservation of ecosystems throughout the Trust Area
3. Water Management - promoting protection and preservation of groundwater and surface water supply and quality
4. Marine Environment - promoting protection and preservation of coastal and deep water marine ecosystems
5. Sustainable Communities - promoting liveable communities:
  - with sustainable and viable local economies
  - with housing that accommodates socio-economic diversity
  - with regard for the carrying capacity of supporting island environments
6. Conservation Strategy - developing strategies beyond regulatory tools to achieve the Islands Trust's Object
7. Public Awareness/Education - promoting enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement

**NOTE:** ~~Text to be removed.~~ Text to be added.

## **Attachment 5: Governance Committee Terms of Reference**

The purpose of the Governance Committee is to provide focus upon improvement of governance, to develop and recommend to the Trust Council good governance and management approaches and frameworks, and to lead processes to support and evaluate the effectiveness of Trust Council and its committees.

The Governance Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. initially reviewing the Islands Trust Governance Report dated March 8, 2022 and submitting a prioritized list of the recommendations in that Report to Trust Council with advice as to possible actions
2. identifying, evaluating and providing, on an on-going basis, advice to Trust Council on emerging governance and management issues with respect to areas of concern, best practices, and appropriate structures and procedures to allow Trust Council to function most effectively
3. maintaining a committee work program to manage committee initiatives and providing Trust Council with quarterly updates
4. providing recommendations to Trust Council for legislation reform initiatives to improve Trust Council governance and management

The Governance Committee may contract external expertise to provide advice subject to funding by Trust Council and at the discretion of the committee.

The responsibilities stated apply to the following area:  
Trust Council Governance and Management

**NOTE:** ~~Text to be removed.~~ Text to be added.

## **Attachment 6:** Accessibility Committee Terms of Reference

The Accessibility Committee is a mandatory requirement under the *Accessible British Columbia Act* effective September 1, 2023.

The Accessibility Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. identify barriers to individuals (public, employees, trustees) in or interacting with the organization in offices, owned or leased locations, Islands Trust Conservancy lands owned or leased, including meeting and public hearing locations
2. identify barriers to individuals (public, employees, trustees) in or interacting with the organization electronically through the Islands Trust website, social media accounts, telephone, electronic meetings or other electronic means
3. advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization
4. develop an Accessibility Plan that address the issues identified, with options and recommendations to remove the barriers, and advise on implementation of the Plan
5. review the Accessibility Plan every three years and seek public feedback on the Accessibility Plan; and, as part of the review, seek feedback generally from the public on potential accessibility barriers and how to remove and prevent barriers to individuals in or interacting with the organization

**NOTE:** ~~Text to be removed.~~ Text to be added.

**Attachment 7: Chief Administrative Officer Performance Evaluation Committee Terms of Reference**

The purpose of the Chief Administrative Officer Performance Evaluation Committee is to provide the initial (after hiring) and on-going annual performance evaluation of the Chief Administrative Officer.

1. Initial and on-going evaluation of the Chief Administrative Officer as out lined in policy 2.5.1
2. Other duties as required by the Executive Committee under Policy 2.4.1

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<b>Policy:</b>	2.4.1
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	March 12, 1994
<b>Amendment Date(s):</b>	June 18, 2014 June __, 2025
<b>Policy Holder:</b>	Chief Administrative Officer

## EXECUTIVE COMMITTEE TERMS OF REFERENCE

### Purpose

To outline, further to the Standard Committee Terms of Reference, the specific roles and responsibilities of the Executive Committee in support of the Islands Trust's Object, goals, objectives and policies.

### A. Definitions

n/a

### B. Policy

#### Areas of Responsibilities

#### 1. Bylaw Approval

- 1.1 To consider approval of all bylaws based on compliance requirements with the Trust's Object and Policy Statement.
- 1.2 To review and provide recommendations to Trust Council on all Trust Council bylaws.

#### 2. Trust Council

- 2.1 To work with the Chair in the preparation and facilitation of effective Trust Council meetings and to review and make recommendations on all Trust Council agenda items.
- 2.2 To serve as a liaison between all Council committees and to coordinate inter-committee communication, follow up on Trust Council referrals and committee submissions to Trust Council via the Executive Committee.
- 2.3 To assist trustees, Council committees, local trust committees and the Chief Administrative Officer (CAO) in resolving internal conflicts.
- 2.4 To ensure the Islands Trust's legislative adherence to Trust bylaws, policies, procedures and guidelines, and relevant provincial and federal legislation.

#### 3. Legislation

**NOTE:** ~~Text to be removed.~~ Text to be added.

- 3.1 To monitor legislation of the federal and provincial government through facilitating Trust input to relevant legislation proposals and the assessment of relevant new legislation.
- 3.2 To coordinate Council's legislative amendment program by maintaining a legislative change program of current and possible proposals recommending legislative changes to Trust Council.
- 3.3 To facilitate the development of protocol agreements with other agencies to maximize inter-agency cooperation to pursue the Trust's Object.

#### **4. Policy Development**

- 4.1 To coordinate the Islands Trust policy development program and to review all policy matters presented to Council.
- 4.2 To review and provide comment on management's operational procedures development.

#### **5. Organizational Strategic Planning**

- 5.1 To monitor the development and implementation of the Trust's work program function.
- 5.2 To coordinate the development, preparation and implementation of an organizational strategic plan.
- 5.3 To facilitate an ongoing trustee training and orientation program.

#### **6. Communications**

- 6.1 To coordinate an effective agency liaison with external government, private and non-profit sector agencies.
- 6.2 To coordinate an effective public relations program through the development of targeted public communication efforts.
- 6.3 To maximize effective internal communications by facilitating opportunities for trustees, local trust committees, Council Committees, Trust Council and staff consultation and information exchange and provision of services and resources.

#### **7. Islands Trust Conservancy Liaison**

- 7.1 To facilitate financing and service arrangements by the Islands Trust to the Islands Trust Conservancy program.
- 7.2 To facilitate effective liaison between the Islands Trust Conservancy Board and other Islands Trust entities.

#### **8. Management Liaison**

**NOTE:** ~~Text to be removed.~~ Text to be added.

- 8.1 To facilitate feedback on the organization's and/or staff's performance via the CAO and monitor appropriate follow-up action by management.
- 8.2 To review and provide input to management's operational procedures, proposals, plans and issues.

## 9. Chief Administrative Officer Liaison

- 9.1 ~~To coordinate, when needed, the formation and operation of a Chief Administrative Officer Hiring Committee (CAOHC), consisting of the Executive Committee and the chairs of Trust Council's three Council committees, that will be responsible for recruiting, appointing, orienting and evaluating a CAO during the initial six-month probationary period; to ensure that, prior to appointing a new CAO, the CAOHC has consulted with the Islands Trust Council and has complied with the terms of reference for such consultation indicated in Attachment 1 to this policy.~~

To require, when needed, the Chief Administrative Officer Performance Evaluation Committee (CAOPEC), to undertake recruiting, appointing, and orienting a CAO; to ensure that, prior to appointing a new CAO, the CAOPEC has consulted with the Islands Trust Council and has complied with the terms of reference for such consultation indicated in Attachment 1 to this policy.

- 9.2 ~~To coordinate appraisal and discipline actions associated with the CAO, after the initial six-month probationary period, in consultation with Trust Council as required.~~

To coordinate discipline actions associated with the Chief Administrative Officer, after the initial six-month probationary period, in consultation with the Chief Administrative Officer Performance Evaluation Committee as required.

- 9.3 ~~To coordinate, if the Executive Committee considers it necessary, the formation and operation of a Chief Administrative Officer Employment Evaluation Committee, consisting of the Executive Committee and the chairs of Trust Council's three Council committees, that will be responsible for seeking advice from the Public Service Agency and making decisions about any Executive Committee initiatives or recommendations to consider termination of a CAO's employment without just cause<sup>1</sup> after the initial six-month probationary period.~~

To require, if the Executive Committee considers it necessary, the CAOPEC to seek advice from the Public Service Agency and make recommendations to Trust Council about any Executive Committee initiatives to consider termination of a CAO's employment without just cause after the initial six-month probationary period.

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<sup>1</sup> Under the *Employment Standards Act*, 'termination without just cause' means an employee is terminated for reasons unrelated to a 'just cause' such as theft, fraud, dishonesty, wilful misconduct, chronic absenteeism, etc. Termination 'without just cause' requires an appropriate notice period, compensation in lieu of notice, or a combination of the two, based on length of service.

**NOTE:** ~~Text to be removed.~~ Text to be added.

**C. Legislated References**

1. Policy and Procedures Manual:

1.1 Council Committee System (2.3.1)

1.2 Islands Trust Council Meeting Procedures Bylaw No. 101 (2.2.4)

**D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures**

Terms of Reference for Trust Council Consultation during a CAO Hiring Process (Attachment 1)

NOTE: ~~Text to be removed.~~ Text to be added.

## Attachment 1

### Terms of Reference

#### Chief Administrative Officer Hiring Committee

#### Consultation with Trust Council during a Chief Administrative Officer Hiring Process

#### 1. Purpose

- 1.1 These Terms of Reference are intended to guide a the Chief Administrative Officer ~~Hiring Committee (CAOHC)~~ Performance Evaluation Committee, ~~if and when one has been formed~~ pursuant to section 9.1 of Policy 2.4.1. Specifically, the purpose of these Terms of Reference is to ensure that such a committee consults with Trust Council early in the Chief Administrative Officer (CAO) hiring process and before the end of a new CAO's initial six-month probationary period.

#### 2. References

- 2.1 The following references are relevant to these Terms of Reference:
1. Policy 2.4.1 – Executive Committee Terms of Reference
  2. Islands Trust CAO Position Description (current version at the time a CAOHC is formed)
  3. Public Service Agency Policies and Procedures regarding hiring processes and probationary periods for Exempt Staff (current versions at the time a CAOHC is formed)
  4. *Public Service Act*

#### 3. Background

- 3.1 The hiring process for a CAO must follow the requirements of the *Public Service Act*, including the policies and procedures of the BC Public Service Agency and requirements of the BC Merit Commissioner.
- 3.2 All appointments to the BC Public Service must be based on merit. All hiring processes are subject to audit by the BC Merit Commissioner to confirm that appointments have been made on the basis of merit.
- 3.3 Selection Criteria that may be used to select a CAO must be based on the current version of the Islands Trust Chief Administrative Officer Position Description, which outlines the required education, experience, knowledge, skills, abilities and competencies required of the position.
- 3.4 The first six months of employment for a new CAO is a probationary period. Management of the probationary period for a new CAO must follow the policies and procedures of the BC Public Service Agency.

**NOTE:** ~~Text to be removed.~~ Text to be added.

#### 4. Process

4.1 Once the Executive Committee has determined that it is necessary to begin the process for hiring a CAO, it will, as soon as practicable, ~~form a~~ require the Chief Administrative Officer ~~Hiring Committee (CAOHC)~~ Performance Evaluation Committee to have oversight over:

- the entire CAO hiring process, including recruiting and selecting a new CAO
- orienting and evaluating a newly-appointed CAO during the initial six-month probationary period.

~~4.2 — Meetings of the CAOHC will be chaired by the Chair of the Islands Trust Council and will follow meeting procedures for committees as such procedures have been established in the Islands Trust Council's current Meeting Procedures Bylaw.~~

4.32 The CAOHC CAOPEC will seek advice from the Public Service Agency with regard to the CAO hiring process, to ensure the process is based upon a fair and appropriate methodology that meets the requirements of the BC Merit Commissioner.

4.43 The CAOHC CAOPEC will design a process for early consultation with Trust Council about CAO selection. Consultation at a meeting of Trust Council is preferable, but the CAOHC CAOPEC could use consultation through electronic or telephone survey where it believes this is in the best interests of the Islands Trust. Consultation with Trust Council will focus on the relative importance of those selection criteria that have been identified in the Islands Trust CAO Position Description and, therefore, may be considered in the selection process (education, experience, knowledge, skills, abilities and competencies).

4.54 In consultation with executive recruitment professionals, at the BC Public Service Agency, and to the degree that is practicable, the CAOHC CAOPEC will consider any input it has received from Trust Council (re Section 4.4), when it is designing and developing:

- a CAO job advertisement;
- the methodology for reviewing and rating CAO candidate resumes;
- CAO candidate screening tools such as interview questions, written tests, work simulation exercises and evaluation of work samples.

~~4.6 — In consultation with professionals at the BC Public Service Agency, and to the degree practicable, the CAOHC will consult with Trust Council before the end of a new CAO's initial 6-month probationary period and will consider the input it has received from Trust Council before making any decisions about the outcome of the probationary period.~~

## **AVICC 2025 Report** -Tim Peterson

The weather was pleasant, and the AVICC convention in Nanaimo was packed with speakers and sessions.

Friday morning I attended the workshop on **Community Healthcare Solutions**.

The first section focused on policy tools in the context of substance abuse, mental health, and addictions. Presenters noted that dominant narratives shape conceptions about how to regulate. Using tobacco, alcohol, and cannabis regulation as examples of legalization with regard to cultural attitudes and health outcomes, presenters offered data to provide context to the discussion around regulating opioids from a health standpoint, including how policy tools can improve outcomes for community members.

Next, we heard from the **BC Nurses Union** representative about the challenges of recruitment and retention, noting that shortages of personnel can drive overwork and burnout, perpetuating the cycle of staffing shortages. BCNU is currently advocating for a faster process of accreditation for foreign trained nurses.

Finally, **Donna Hais, President and Chair** of the non-profit **Fair Care Alliance** and **Dr. David Forrest, President, Nanaimo Medical Staff Association**, presented rather alarming data comparing the almost-equal populations of Vancouver Island (as split north-south at the Malahat), and the inequities of facilities and capacity between the regions. Concerns about shortages of beds, understaffing, the absence of a cath lab, having only two cardiologists, and the failure of Nanaimo Hospital to pass a seismic review were among the most alarming.

The afternoon sessions were opened with a Blessing by **Honoured Snuneymuxw Elder Geraldine Manson**.

Friday afternoon's address on **Regional District Legislation by Don Lidstone, K.C.**, was interrupted by a fire alarm, but resumed in truncated form on the weekend. This was a continuation of discussions around amending legislation to catch up with current issues.

Saturday morning, **Islands Trust's resolution** for mental health supports for local elected leaders failed narrowly, 66-63. While I was disappointed at the outcome, members from the ad hoc group who helped in the development of the resolution will be bringing it to the other four Area Associations for consideration. I would like to recognize Director Frater's support and her work on drafting the resolution. That work will be utilized by proponents of the resolution at the other Area Associations, and thus has broader value than just its consideration at AVICC.

Also on Saturday, I attended the **Island Coastal Economic Trust (ICET) Update: Transforming Coastal Economic Development — A Path to Co-Governance and Sustainable Investment** session, and the following workshops:

**-Local Governments and the TRC Calls to Action: A Legal Overview** with two associates from **Young Anderson**. The focus was on key legal developments in the last 10 years that affect local governments, their responsibilities, and their approaches and identifying areas in which local governments can continue to support progress and advancements in reconciliation through various means within their jurisdiction. It was noted that open meeting rules may present problems in discussions between local governments and First Nations and Indigenous Governing Bodies, which may not wish to publically share certain parts of such discussions. However, the legal basis around supporting Indigenous Data Sovereignty may be the foundation of a path for such discussions in the future.

**-21 Things You Need to Know About Indigenous Self-Government, with presenter K'axwsumala'galis Bob Joseph** (author of 21 Things You May Not Know About the Indian Act, and the upcoming volume with the title of the workshop). Mr. Joseph focused on what local governments should know to effectively support reconciliation, including discussion on the meaning of self-governance from an Indigenous perspective, avoiding preconceived notions, and the importance of listening in relationship building.

On Saturday, Chair Patrick, Vice-Chair Elliot, Trustee Gedye, CAO Bronee, and I had a private session with **Parliamentarian Eli Mina**, to discuss improving our meetings, with the aim of creating a safe meeting environment to support better decision making. Mr. Mina also gave an informative Plenary Session on **Meeting Rules and Responsible Governance** on Sunday.

Speakers over the event included keynotes **Keith Baldrey & Vaughn Palmer** on BC Politics, **Chair of Island Health Leah Hollins**, **UBCM President Trish Mandewo** and more.

We also heard from BC representatives **Minister of State for Local Governments and Rural Communities, Hon. Brittny Anderson**, **Minister of Health, Hon. Josie Osborne**, **Minister of Social Development and Poverty Reduction Hon. Sheila Malcolmson**, and **MLA for Saanich North and the Islands, Rob Botterell**.

I appreciated the opportunity afforded by attending AVICC to speak with each of these provincial representatives one-on-one, and share views and perceptions about issues that are important for Islands Trust and to residents of the Islands Trust Area.

## Report on AVICC Presentation, April 12 2024

Tobi Elliott, Vice Chair, Gabriola Trustee

The THOW Steering Committee met on April 4, 2025 to receive and discuss the “Final Report on THOW Enablement Project in the Trust Area” (Reid). SC members also reviewed materials prepared by Trustee Elliott and Director Craig for a presentation sharing the project’s results at the Association of Vancouver Island Coastal Communities (AVICC) Convention 2025, April 12-14, 2025, in Nanaimo.

The THOW presentation was part of a 3-part panel on **Community Housing Solutions**: “As calls for affordable housing expand to calls for attainable housing options in rural areas, Tiny Homes on Wheels (THOWs) are being explored as more than a boutique niche. Many local governments are interested in learning how to safely regulate tiny homes on wheels as legal dwellings in their communities. In September 2024, Islands Trust Council funded an initiative to convene technical working groups of planners, building experts, industry, and waste/water servicing professionals to develop options for a regulatory framework to regulate and enable THOWs through appropriate certification, zoning, tenure and servicing in the Islands Trust area. The Regional District of Nanaimo and Islands Trust presented their initial findings, barriers, potential models and recommendations.” [https://avicc.ca/wp-content/uploads/2025/04/2025-Program\\_FINAL.pdf](https://avicc.ca/wp-content/uploads/2025/04/2025-Program_FINAL.pdf)

A slideshow presentation featuring the key milestones and goals of the project, as well as critical findings, was presented by (left to right): **Director Vanessa Craig** (Regional District of Nanaimo Director, Electoral Area B, RDN Chair), **Lexie Boekenkruger** (Manager of Building Inspection Services, RD Nanaimo), **Lisa Grant** (GM of Development and Emergency Services, RD Nanaimo) and **Trustee Tobi Elliott**. Both RDN staff had participated in the Technical working group, and presented their key findings at AVICC in a panel discussion. Presentation slides available here: <https://avicc.ca/agm-convention/2025-nanaimo-april-11-13/2025-convention-presentations/>



Trustee Elliott introduced the THOW project framework, goals and objectives. Director Craig introduced the panel of technical experts. General Manager Grant and Manager Boekenkruger shared key findings from the panel. Trustee Elliott shared briefly about the National Model Code Committees and how the THOW Project findings might feed into their process for Housing Supply (see **Background on Canadian Building Harmonization Codes Committees**).

**Key Finding 1:** As some tiny home manufacturers have achieved conformity with the CSA Z240MH standard, the RDN Building permitting department is able to issue a building permit for new built MH tiny homes, even with wheels, if secured to ground.

- RDN staff welcomed the opportunity to join the group to address tiny home regulations proactively. Their typical involvement with tiny homes is often reactive, addressing complaints about THOWs through bylaw enforcement or requests to legalize existing units, which is more challenging. This initiative allowed them to be part of the development of solutions, with time for discussion and finding common ground.
- The technical panel included tiny home manufacturers (Mint Tiny Homes, Sunshine Tiny Homes), planners and siting and servicing professionals.
- Land use regulations for tiny homes can be flexible, allowing local governments to create their own zoning bylaws. But the RDN lacks flexibility with the building code and the BC Building Act.
- A key moment for RDN staff was realizing how close the tiny home manufacturers are to meeting the CSA Z240 MH (mobile home) standard. Meeting this standard allows for the RDN to issue building permits for tiny homes.
- Discussion on foundation: tying down tiny homes to foundations has been a challenge, but there are multiple solutions, including traditional tie-downs, meeting building code requirements, or alternative methods approved by a structural engineer. Tiny homes on wheels can meet code requirements if properly tied down.
- Discussions with the industry highlighted their ability to innovate faster compared to the pace of BC Building Code changes. Manufacturers realized they are close to meeting the CSA Z240 MH standard and can make changes more readily than amendments to BCBC.
- Achieving this standard will offer benefits for clients/THOW dwellers, such as cheaper interest rates and the ability to obtain insurance. Meeting the MH standard also helps tiny homes qualify as full-time residences and receiving a building permit.
- There was excitement about finding solutions for purpose-built THOWs not yet on properties. The conversations during the day led to substantial progress.

**Key Finding 2:** The potential for local governments to develop policy options for non-MH, site-built tiny homes, and those built to the CSA Z240 RV standard. Depending on the risk tolerance for local governments vs demonstrated housing need, policy options for local governments could endorse RV or self-built tiny homes as dwellings if they met certain health and safety standards. Each local government needs to consider their tolerance for risk, balanced against community housing needs. The other piece of work is to build political will and support for government to act.

- Manager Grant acknowledged that there are a number of existing units built to the RV standard that people have already moved on to lots. Policy options could be developed for local governments related to tiny homes that are self-built or CSA Z240 RV designation; such policies would need to be developed by individual local governments depending on the approach.
- The discussion about broader tiny home legalization needs to involve elected officials and address policy risks.

- Discussion around the previous experience with secondary suites. The Province had previously developed a program in 2014 to support local governments in legalizing or recognizing illegal secondary suites. Legalizing secondary suites provided benefits such as cost recovery for servicing, understanding service impacts, and ensuring basic health and safety.
- The Regional District of Nanaimo (RDN)'s current regulatory approach to conformity has three categories:
  - **Conforming:** Able to issue a basic building permit.
  - **Recognize:** Meets basic safety aspects with some inspection.
  - **Unrecognized:** Does not meet safety standards and is not recognized.
- These categories can inform a policy risk discussion with elected officials. The goal is to allow staff to move forward with assurance that basic life, health, and safety standards are met.

**Finding 3:** Education and awareness needed for Building Inspection professionals. Could be expanded through the Building Official Professionals Organization.

#### **Next steps/Follow Up:**

Approximately 6 Directors/Counsellors connected with Director Craig and Trustee Elliott for copies of the report following AVICC.

What forms of advocacy needs to happen, where should it be directed?

- UBCM: Planning for Union of BC Municipalities will occur over the next six weeks. Need messaging to spread the word among other local governments
- Connect with Capital Regional District and others who are interested in next steps
- Support RDN staff to promote through the Building Inspectors Professional Association and planning institute
- Send THOW report to the Director of Building Safety and Standards (Ministry of Housing, BC) to inform their work on the next code update (2030), currently working through committee discussions. We had been invited to share our research and what was discovered through this project around regulating tiny homes. See <https://cbhcc-cchcc.ca/en/code-priorities/>

#### **Background on Canadian Building Harmonization Codes Committees**

The Canadian Board for Harmonized Construction codes cycle runs on 5 years. The next code update for 2030 scopes in efforts to increase housing supply, including tiny homes. Proposed changes to the National Model Codes provisions are developed by the National Model Code Committees (NMCCs) in accordance with the CBHCC's approved work plan. For more information on the code development process, visit the [Code development process](#) page. The mandate for the current NMCC code development committee on Housing Supply is to:

“Support efforts to increase housing supply by considering innovative construction methodologies, enabling additional construction options for housing, and supporting densification efforts. The areas of focus for this priority include requirements for tiny homes, building relocation, modular construction, and the consideration of single egress construction in certain circumstances.

## AVICC 2025 Report by Laura Patrick

I attended the Chiefs, Mayors, and Chairs forum on Friday, April 11. Brittny Anderson, Minister of State and Local Government and Rural Communities was the guest speaker, and she entertained questions. There was much discussion on infrastructure needs for municipalities and regional districts. I believe it would be a good idea to replicate a meeting like this with the Electoral Area Directors, and improvement district chairs in the islands.

The April 11 opening events and keynote address from Keith Baldrey and Vaughn Palmer was entertaining, but insightful into the workings of the provincial government from a reporter's view. They mentioned that most mayors and councillors are also visiting the Premier in the "corner office" after they meet with a minister.

On April 12 I attended "Towards Prosperity for All: Redefining Regional and Community Economic Development. My submitted question was noted as a great question and answered by the panel: "How do we address the narrative of either/or with environmental protection and economic prosperity?" They said that you cannot separate them, and you must take a long-term perspective and focus on well-being.

I also attended the update on the Island Coastal Economic Trust (ICET). This governing board is in the process of transitioning to co-governance and sustainable investment. I have recommended that Brodie Guy would be a good speaker to invite to a future meeting to learn about the path they are taking.

We had a private session with Eli Mina where we talked about how to best use 'points of order' and 'notice of motions.'

Attended a workshop on "Local Governments & the TRC Calls of Action: A Legal Overview." They reviewed the outcomes/standings of several legal actions and the use of Section 7 of the Declaration on the Rights of Indigenous Peoples Act. This section enables the Province and IGBs to enter into agreements that recognize Indigenous decision-making with the provincial statutory decision-making framework.

Of course, I attended the Community Housing Solutions discussion to support Trustee Elliott, and the Regional District of Nanaimo team present the Tiny Homes on Wheels findings from the technical workshop that the Trust facilitated. Their presentation was well received and garnered enthusiastic questions.

On April 12 I attended the address from MLA Botterell and then the Plenary Session with Eli Mina: Meeting Rules and Responsible Governance. Rob's message was about stopping the divisiveness and working collaboratively. Eli Mina made it clear that "suffering is optional"

in local government meetings. His point was to use process to create effective and efficient meetings.

## Report by Trustee Susan Yates

On May 29 I met with the newly-constituted ferry advocacy group on Gabriola, which includes 2 past FAC Chairs, the current ex-FAC Chair, and members of the Gabriola Transportation Society.

It was a forward-thinking and positive meeting, and we have support from our local newspaper and the Regional District of Nanaimo. The RDN Board endorsed writing a letter to BCF expressing their concern about the disbanding of coastal community Ferry Advisory Committees, thanks to our Director Vanessa Craig.

This new group will encourage a positive relationship with BC Ferries Management (as did our FAC). We will do our best to try the new communications mode introduced by BCF, and at the same time ensure that our community's transportation priorities with BCF are not ignored, especially with regard to safety at both terminals and on the ferry.

We will continue to communicate with our community via our local newspaper and via social media. We will maintain the Gabriola (ex) FAC website, with a few necessary changes, because it gets a lot of traffic, it is accountable, and it helps us to determine priority concerns.

## Follow Up Action Report

### Trust Council

#### Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
0%	1 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 01-Jun-2025	In Progress
50%	2 Staff to engage with the Province to analyse Section 7 of the Declaration on the Rights of Indigenous Peoples Act to see how it pertains to Islands Trust Council, Islands Trust Conservancy, the Local Trust Committees, and Bowen Island Municipality.	Rueben Bronee	Meeting: 25-Sep-2024 Target: 17-Sep-2025	In Progress
0%	3 Staff to schedule a Committee of the Whole meeting for Trust Council to discuss the September Meeting Conduct.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 01-Jun-2025	In Progress
86%	4 Staff to explore options for the December 2025 and March 2026 Trust Council meetings to be held in the Trust Area.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 20-Jun-2025	In Progress
100%	5 Staff to schedule a Committee of the Whole meeting for Trust Council to clarify its interpretation of unique amenities from Trust Council's discussion of September, 2023, in light of the updated legal opinion received.	Rueben Bronee	Meeting: 04-Dec-2024 Target: 01-Apr-2025	Completed
100%	6 Staff to schedule a Committee of the Whole meeting for Trust Council to review the 2022 Governance Review supported by analysis and recommendations by the Governance Committee, and staff, by no later than June, 2025.	Rueben Bronee	Meeting: 04-Dec-2024 Target: 01-Jun-2025	Completed

## Follow Up Action Report

### Trust Council

#### Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
80%	7 Staff to set one of the upcoming bi-weekly Committee of the Whole meetings solely to discuss the draft Code of Conduct.	Rueben Bronee	Meeting: 05-Dec-2024 Target: 24-Jul-2025	In Progress
100%	8 Staff to mark the following items on the April 2025-November 2026 Strategic Plan as the highest priority: 1.1.1 the Islands Trust Policy Statement 1.2.1 a corporate planning process 1.2.3 revising bylaw enforcement practices and decisions 1.2.5 the review and implementation of accepted recommendations of the 2022 Governance Report 1.3.3 act on the province's response to the Request for a Provincial Review	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	Completed
100%	9 Staff to combine the following key initiatives in the strategic plan to read as follows: 1.3.1 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.	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	Completed
100%	10 Staff to amend the draft Islands Trust Strategic Plan 2025-28 by replacing the text in item 1.2.3 with "Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence."	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	Completed
0%	11 Staff to schedule an electronic Special Meeting of Trust Council for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.	Clare Frater Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-May-2025	In Progress

## Follow Up Action Report

### Trust Council

#### Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
100%	<p><b>12</b> Staff to assist Trust Council Chair in calling for expressions of interest from trustees to join Trust Programs Committee to complete the Policy Statement work. (In Progress)</p> <p>And request the Chair of Trust Council to make appointments for ratification by Trust Council as soon as possible.</p>	Rueben Bronee	<p>Meeting: 12-Mar-2025</p> <p>Target: 31-Mar-2025</p>	Completed

## Follow Up Action Report

### Trust Council

#### Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	<p><b>1</b> 5.2.2 Review of Trust Council Policies - Undertake review and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director. Now with Governance Committee and budget request for 2025.</p>	David Marlor	<p>Meeting: 26-Sep-2023 Target: 12-Dec-2025</p>	In Progress
75%	<p><b>2</b> That Trust Council request Staff to prepare a draft amendment to the Trust Council Meeting Procedures Bylaw under Section 11 of the Islands Trust Act so that it also applies to all 13 local trust committees, and add amendments to require release of local trust committees' agenda outlines a minimum of two days before release date of full agenda. (for adoption in June 2025)</p> <p>THAT Trust Council request staff to prepare a draft Local Trust Committee Development Procedures Bylaw under Section 11 of the Islands Trust Act that will establish standard procedures applicable to all local trust committees.</p> <p>THAT Trust Council request Staff to prepare a Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw (for readings in June 2025)</p>	David Marlor	<p>Meeting: 07-Dec-2023 Target: 17-Jun-2025</p>	In Progress
50%	<p><b>3</b> Rename 'Islands Trust Council Goals' chart to 'Islands Trust Council Strategic Plan Goals' in the IT App and corresponding report. pending updates to ITApps, then code modification</p>	David Marlor	<p>Meeting: 24-Sep-2024 Target: 13-Nov-2024</p>	In Progress
100%	<p><b>4</b> Staff to amend Bylaw No. 197 to read as follows for Item 29: 29. In the event of a delegation presenting a petition, the petition shall contain a petitioner's full name, residential address, telephone number, and a signature or valid email address. (Note: an email address may only be associated with one signatory).</p>	David Marlor	<p>Meeting: 12-Mar-2025 Target: 15-Apr-2025</p>	Completed

## Follow Up Action Report

### Trust Council

#### Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
100%	5 Staff to amend Bylaw No. 197 by adding the words "but other subjects may be permitted by majority vote of the Local Trust Committee" after the words "local trust committee" to Item 43.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	Completed
100%	6 Staff to amend Bylaw No. 197 by changing the word "three" to the word "two" in paragraph 48.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	Completed
100%	7 Staff to bring Bylaw No. 197 for adoption at the June 2025 Trust Council meeting.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	Completed
25%	8 Staff to inform the Accessibility Committee that Trust Council recommend that local trust committees consider how to respond to concerns raised about accessibility of meetings by members of the public, especially in terms of time of day, and day of the week, of meetings and other engagement opportunities.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	In Progress

## Follow Up Action Report

### Trust Council

#### 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.	Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2025	In Progress
49%	2 Staff to report in the September (2024) and March (2025) Trust Council meetings about the tracking of planning staff time and application revenue with regards to cost recovery.	Stefan Cermak	Meeting: 14-Mar-2024 Target: 30-Sep-2025	In Progress
25%	3 Staff to: 1. Solicit First Nations to get their feedback about the referral processes, concerns and new initiatives; 2. Develop a work plan that captures planned actions advancing from this Referrals to First Nations - Request for Decision; and 3. Include this initiative in the Draft 2025-2028 Strategic Plan and the amended Reconciliation Action Plan.	Stefan Cermak	Meeting: 26-Sep-2024 Target: 30-Sep-2025	In Progress
79%	4 Staff to implement the Islands Trust Housing Action Plan into the 2025-2028 Strategic Plan, and prioritize implementation of Actions 23, 24 and 26, with a focus on enabling Tiny Homes On Wheels in the Trust Area. (RPC resolution 2024-020)	Stefan Cermak	Meeting: 26-Sep-2024 Target: 19-Feb-2025	In Progress
0%	5 Staff to clarify Trust Council's jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.	Stefan Cermak	Meeting: 11-Mar-2025 Target: 18-Aug-2025	In Progress

## Follow Up Action Report

### Trust Council

#### Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
0%	6 Staff to advise Trust Council regarding a memorandum of understanding or some means of referral for local trust committees to be able to comment on major rezoning of development applications adjacent to their local trust areas.	Stefan Cermak	Meeting: 13-Mar-2025 Target: 01-Aug-2025	In Progress

#### Director, Administrative Services

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to amend the budget to reflect Trust Council increasing the 2025/26 budget for Trust Council meetings by \$67,500 to provide funding for four in-person Trust council meetings.	Julia Mobbs	Meeting: 12-Mar-2025 Target: 31-Mar-2025	Completed
100%	2 Staff to return with an updated financial plan bylaw for Trust Councils consideration.	Julia Mobbs	Meeting: 12-Mar-2025 Target: 13-Mar-2025	Completed
100%	3 Staff to forward the Islands Trust Council Bylaw 201, cited as the "Islands Trust Council Financial Plan Bylaw 2025-2026", and the Islands Trust Council Bylaw 202, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026", to the Minister of Municipal Affairs for approval consideration.	Julia Mobbs	Meeting: 13-Mar-2025 Target: 31-Mar-2025	Completed

## Follow Up Action Report

### Trust Council

#### Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
64%	1 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions. (ONGOING)	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
5%	2 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater	Meeting: 21-Sep-2022 Target: 31-Mar-2025	In Progress
0%	3 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 01-Jun-2025	In Progress
0%	4 Staff to report to the Executive Committee on options to support renewed advocacy with San Juan County and Indigenous Governing Bodies that is directed to our respective federal and state/provincial bodies on oil spill prevention in the Salish Sea.	Clare Frater	Meeting: 05-Dec-2024 Target: 23-Sep-2025	In Progress
100%	5 Staff to advise the Trust Programs Committee that Trust Council assigned the remainder of the Policy Statement work to Trust Programs Committee.	Clare Frater	Meeting: 12-Mar-2025 Target: 14-Mar-2025	Completed
0%	6 Staff to schedule an electronic Special Meeting of Trust Council for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.	Clare Frater Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-May-2025	In Progress

## Follow Up Action Report


### Trust Council

#### Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	7 Staff to report the number of attendees at each of the stewardship educational webinar since February, 2025 when the report was written.	Clare Frater	Meeting: 13-Mar-2025 Target: 17-Jun-2025	In Progress
100%	8 Staff to inform the Islands Trust Conservancy that Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption (NAPTEP) Certificate for the covenanted portion of the property described as PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption (NAPTEP).	Clare Frater	Meeting: 13-Mar-2025 Target: 31-Mar-2025	Completed

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