



## Trust Council Minutes of a Regular Meeting

**Date:** September 16 to September 18, 2025  
**Location:** The Haven, Phoenix Auditorium  
240 Davis Road, Gabriola, BC V0R 1X1

**Executive Members Present:**

1. Laura Patrick, Chair, Salt Spring Island Local Trust Area
2. Tobi Elliott, Vice-Chair, Gabriola Island Local Trust Area
3. David Maude, Vice-Chair, Mayne Island Local Trust Area
4. Timothy Peterson, Vice-Chair, Lasqueti Island Local Trust Area

**Members Present:**

5. Sue Ellen Fast, Bowen Island Municipal Trustee (electronic attendance)
6. Judith Gedye, Bowen Island Municipal Trustee
7. Sam Borthwick, Denman Island Local Trust Area (electronic attendance)
8. David Graham, Denman Island Local Trust Area
9. Susan Yates, Gabriola Island Local Trust Area
10. Lisa Gauvreau, Galiano Island Local Trust Area
11. Ben Maberley, Galiano Island Local Trust Area
12. Kate-Louise Stamford, Gambier Island Local Trust Area
13. Alex Allen, Hornby Island Local Trust Area (electronic attendance)
14. Grant Scott, Hornby Island Local Trust Area (electronic Sept. 18)
15. Mikaila Lironi, Lasqueti Island Local Trust Area
16. Jeanine Dodds, Mayne Island Local Trust Area (electronic Sept. 17, 18)
17. Jamie Harris, Salt Spring Island Local Trust Area (electronic attendance)
18. Mairead Boland, Saturna Island Local Trust Area (electronic Sept. 18)
19. Kristina Evans, South Pender Island Local Trust Area (electronic Sept. 16)
20. Dag Falck, South Pender Island Local Trust Area (electronic attendance)
21. Ken Hunter, Thetis Island Local Trust Area
22. Peter Luckham, Thetis Island Local Trust Area (electronic Sept. 18)

**Members Regrets:**

23. Joe Bernardo, Gambier Island Local Trust Area
24. Aaron Campbell, North Pender Island Local Trust Area
25. Lee Middleton, Saturna Island Local Trust Area

**Members Absent:** 26. Deb Morrison, North Pender Island Local Trust Area

**Staff Present:**

Rueben Bronee, Chief Administrative Officer  
Stefan Cermak, Director, Planning Services  
Clare Frater, Director, Trust Area Services  
David Marlor, Director, Legislative and Information Services  
Julia Mobbs, Director, Financial and Employee Services  
Joshua Bard, Information Systems Specialist  
Warren Dingman, Bylaw Compliance and Enforcement Manager  
Joe Elliott, Senior Indigenous Relations Advisor  
Renee Jamurat, Regional Planning Manager  
Robert Kojima, Regional Planning Manager  
Jill Marrack, A/Senior Policy Advisor

**Lisa Millard, Meeting Administrator/Recorder  
Chloe Straw, Program Coordinator  
Alexandra Trifonidis, Executive Coordinator  
Sage Dyck, Technician, Pacific Audio**

**Others Present:**       **There were up to 7 members of the public in attendance**

**TUESDAY SEPTEMBER 16, 2025**

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

Snuneymuxw Elder Geraldine Manson (C'tasi:a) welcomed members of Trust Council and called upon attendees to embrace life, the environment, and the citizens they represent.

**1.       CALL TO ORDER**

Chair Patrick called the meeting to order at 1:10 p.m.

**2.       LAND ACKNOWLEDGEMENT / TERRITORIAL WELCOME**

Chair Patrick acknowledged the meeting was being held in the territory of Coast Salish First Nations. Each trustee introduced themselves with acknowledgement of the First Nations territory in which they live and work.

**3.       APPROVAL OF AGENDA**

**3.1      Review of the Agenda**

The following additions to the agenda were presented for consideration:

- 5.2      Notice of Motion – December Trust Council Meeting
- 5.3      Request for Sponsorship of Development Application Fee

**3.2      Approval of the Agenda**

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

**4.       GENERAL BUSINESS ARISING**

**4.1      Consent Agenda Items**

**4.1.1   Draft June 17-19 Islands Trust Council Quarterly Meeting Minutes**

THAT Islands Trust Council adopt the minutes as presented.

**By general consent** Islands Trust Council adopted the recommendation as presented in item 4.1.1.

**4.1.2   Draft July 29 Islands Trust Council Special Meeting Minutes**

It was noted that the minutes reflected that Trustee Bernardo left the meeting at 5:45 p.m. and also seconded the subsequent motion and an amendment is required to show the correct sequence of events.

**By general consent** Islands Trust Council adopted the July 29, 2025 special meeting minutes, as amended.

4.1.3 Resolution without Meeting Report

Receive for information.

**By general consent** Islands Trust Council adopted the recommendation as presented in item 4.1.3.

4.1.4 Islands Trust Active Priorities Chart

Receive for information.

Each Council Committee Chair provided an update on the work program of their respective committees and Vice-Chair Peterson provided an update on the work of the Trust Programs Committee on behalf of Chair Evans.

4.1.4.1 Executive Committee Work Program Report

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

4.1.4.2 Governance Committee Work Program Report

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

4.1.4.3 Financial Planning Committee Work Program Report

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

4.1.4.4 Regional Planning Committee Work Program Report

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

4.1.4.5 Trust Programs Committee Work Program Report

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

4.1.4.6 Accessibility Committee Report

Trustee Lisa Gauvreau provided a verbal report.

4.1.4.7 Islands Trust Conservancy Quarterly Report

Chair Lisa Gauvreau provided a verbal report.

**By general consent** Islands Trust Council adopt the recommendation as presented in items 4.1.4, 4.1.4.1, 4.1.4.2, 4.1.4.3, 4.1.4.4, and 4.1.4.5.

## 5. NEW BUSINESS

### 5.1 Notice of Motion - December Trust Council Meeting

Trustee Elliott noted that the topic of the use of generative artificial intelligence was brought forward by Trustee Borthwick at the June Trust Council Meeting and she provided notice that the following motions will be brought forward at the December Trust Council meeting.

THAT Trust Council amend the Strategic Plan to add under Strategic Direction 1.2 [strengthen governance, decision-making and workflow processes] new key initiative “1.2.7 Use of generative artificial intelligence in the Islands Trust workplace” with a start date in fiscal year 2026/27.

THAT Trust Council request Executive Committee to report back to Trust Council on the implications and policy options, including costs, of the use of generative artificial intelligence (AI) by Islands Trust staff, trustees, and contractors.

## **5.2 Notice of Motion – December Trust Council Meeting**

Trustee Stamford noted the challenges that Advisory Planning Commissions are experiencing due to the legislated requirement that they meet in person and she will bring the following motion forward at the December Trust Council meeting.

THAT Trust Council request staff to provide options for local trust committees to obtain the permission to hold advisory body meetings by means of electronic or by other communication facilities.

The agenda was reordered and item 5.3 was discussed following item 10.

## **6. CORRESPONDENCE**

### **6.1 2025-06-27 Ministry of Forests - NOTICE- Land Use Planning Agreement Between Squamish Nation and British Columbia**

Trustees provided the following comments:

- There is need for a communications strategy to assist local trust committees in speaking to the land agreement with community members;
- There may be possibility to raise this topic during the upcoming meeting with Ministry of Lands, Water, and Resource Stewardship staff.

### **6.2 2025-07-07 C Robertson - Grafton Lake Water Supply and the Building Code**

### **6.3 2025-08-29 Friends of the Gulf Islands Society - Correspondence for Trust Council Meeting Package**

**By general consent** items 6.1, 6.2, and 6.3 were received for information.

Trustee Allen left the meeting at 2:00 p.m.

The agenda was reordered and item 20 was discussed following item 6.3.

## **20. TRUSTEE ROUNDTABLE**

Trustees provided a verbal update on the work of their local trust committees.

Trustee Allen returned to the meeting at 2:15 p.m.

Trustee Borthwick left the meeting at 2:57 p.m.

## 7. EXECUTIVE

### 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 Continuous Learning Plan

Receive for information.

#### 7.1.4 Evaluation of Potential Locations for Trust Council Meetings – December 2025 and March 2026 - Briefing

Receive for information.

**By general consent** Islands Trust Council adopted the recommendation as presented in items 7.1.1, 7.1.2, 7.1.3, and 7.1.4.

Trustee Allen left the meeting at 3:00 p.m.

Trustee Borthwick returned to the meeting at 3:00 p.m.

The meeting was recessed for a break at 3:01 p.m. and reconvened at 3:16 p.m.

### 7.2 Discussion / Decision Items

#### 7.2.1 Islands Trust Operational Review - Verbal Update

The Chief Administrative Officer provided a verbal update and highlighted the following:

- An operational review is underway with the intention of identifying administrative and operational challenges and recommendations for solutions will be put forward prior to the December Trust Council meeting;
- Challenges identified include staff, administrative, and resources capacity required to undertake priority work;
- There is a need to improve or replace technology tools including document management, website improvements, project management software, and custom applications as a priority and each of these is a project requiring investment of time and funds;
- Broader human resources challenges include voluntary staff departures, a high mobility rate within the organization, many positions in which there is only one person who knows how to do the job, limited advancement potential, and an obligation to follow the classification and compensation requirements of the Public Service Agency;
- Fixing the underlying issues does not address overall workload, a higher budget and more employees are not necessarily the solution, and how the work is done needs to be addressed.

Trustee Allen returned to the meeting at 3:27 p.m.

Discussion ensued and the following comments and clarifications were noted:

- Trust Council has latitude to shape the committee structure outside of the local trust committees; however, shorter and more frequent meetings will still require the preparation of the same amount of material spread out over several meetings;
- Trustees can take steps to create efficiencies within their local Trust areas and might not need several Official Community Plans to encompass islands associated with a primary island;
- There is need to operationally support the governance structure yet there remains an obligation to meet the expectations that the public has regarding the core business and role of the Islands Trust;
- Local government delivery service on each island results in a significant cost and can perpetuate differences rather than cohesion;
- Committee members often spend a lot of time challenging the legitimacy of the information provided by staff and focussing on minutiae resulting in work being directed that isn't required and this contributes to operational challenges;
- The level of bureaucracy and procedural requirements can gridlock the ability of trustees to get the work accomplished;
- Co-governance and meaningful engagement with First nations is the most complex piece of work that needs to be undertaken and touches on all organizational aspects and to move forward Trust Council would need to be prepared to invest the money and time to develop a path forward that contains a level of flexibility to respond to the ever-changing environment in which it needs to take place;
- The Regional Planning Committee could focus on Trust-wide shoreline plans, coastal Douglas fir, and water protection zones so this work is not being done on an individual local trust committee level.

## **8. ENGAGEMENT / COLLABORATION**

### **8.1 Delegations**

There were no delegations.

### **8.2 Public Comments**

A member of the public spoke to the recent online public town hall which focussed on the draft Trust Policy Statement and the following comments were recorded:

- Community concerns were not addressed;
- The refusal to define environment as natural environment was defended by claiming it was almost useless to put in a definition that will be unsatisfactory;
- There were no assurances that any new densities would be for affordable or reserved for workers;
- Climate change was waived off as being embedded in the draft and there are few specific directives addressing climate change;

- It was suggested limiting population growth would not limit environmental harm;
- Environmental protections remain weak and policies enable more development.

The agenda was reordered and item 11.1.1 through 11.2.1 were discussed following item 8.2.

## 11. PLANNING SERVICES

### 11.1 Consent Agenda Items

#### 11.1.1 Director of Planning Services Report

Receive for information.

#### 11.1.2 Bylaw Compliance and Enforcement Statistical Reports - Briefing

Receive for information.

#### 11.1.3 Dark Sky Principles - Briefing

Receive for information.

#### 11.1.4 Local Trust Committee Comments on Developments Adjacent to Local Trust Areas - Briefing

Receive for information.

**By general consent** Islands Trust Council adopted the recommendation as presented in items 11.1.1, 11.1.2, 11.1.3 and 11.1.4.

### 11.2 Discussion / Decision Items

#### 11.2.1 Housing Strategic Action Plan - Request For Decision

The Director of Planning Services summarized the Request for Decision.

##### **TC-2025-079**

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

that Trust Council endorse the Housing Strategic Action Plan as included in the Request for Decision of September 16, 2025.

**CARRIED**

##### **TC-2025-080**

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

that Trust Council amend Trust Council's Strategic Plan by:

- replacing Key Initiative 2.3.2 "Design a plan to advocate to enhance community access to funding for housing in the Trust Area" with: "Implement the Housing Strategic Action Plan."

**CARRIED**

Discussion on item 11.2.1 was scheduled to continue following item 11.2.2.

The meeting was recessed for the day at 5:34 p.m.

## **WEDNESDAY, SEPTEMBER 17**

Chair Patrick reconvened the meeting at 9:04 a.m.

Trustee Dodds arrived to the meeting at 9:04 a.m.

### **9. CLOSED MEETING**

#### **TC-2025-081**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Evans,** that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to

(c) consider matters related to 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 meeting was closed to the public at 9:07 a.m. and recalled to order at 10:04 a.m.

### **10. RISE AND REPORT**

Chair Patrick rose and reported the adoption of the June, 2025 Trust Council Quarterly Meeting *in-camera* minutes and the July 29, 2025 Trust Council *in-camera* Special Meeting minutes.

The agenda was reordered and item 5.3 was discussed following item 10.

#### **5.3 Request for Sponsorship of Development Application Fee**

The Director of Planning Services noted Trust Council is being asked to consider sponsorship of the development application fee for an affordable housing rezoning application. The application addresses several community needs and the Executive Committee recommended approving the full financial request.

Discussion ensued and it was clarified that Trust Council approved, in the current budget, \$15,000 for sponsorship fees.

#### **TC-2025-082**

**It was MOVED by Trustee Graham, and SECONDED by Trustee Scott,** that Trust Council approve financial sponsorship of \$4,882 for rezoning application PLR20250220 (154 King's Lane Road) which would vary Salt Spring Island Land Use Bylaw No. 355 to allow development of up to 50-affordable housing units, general offices, a child day care centre, and a reduced minimum lot size for potential subdivision of the subject property.

**CARRIED**

The agenda was reordered and item 11.1.1 through item 11.2.1 were discussed following item 8.2.

### **11. PLANNING SERVICES**

11.2.2 Bylaw Compliance and Enforcement Policy Review - Draft Policy 5.5.1 and Manual - Request For Decision

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

- Trust Council received a report from the Office of the Ombudsperson regarding bylaw enforcement practices and subsequently provided direction to implement the recommendations into the Policy;
- New processes, standards, and procedures have been identified;
- Trust Council policy provides a broad, general scope on how Bylaw Officers conduct their work while the direction bylaw enforcement takes occurs at the local trust committee level;
- Each local trust committee will have a Compliance and Enforcement Policy which replaces standing resolutions;
- Draft Policy 5.5.1 has been reviewed by the Ombudsperson who indicated it was a good representation of administrative fairness but cautioned against local trust committee ability to direct bylaw officers;
- A local trust committee has ability to provide input on bylaw enforcement actions but can not interfere with investigations or be involved at the adjudication stage;
- Staff will return with an amended policy for adoption as well as an implementation plan following feedback received from Trust Council.

The meeting was recessed for a break at 10:33 a.m. and reconvened at 10:49 a.m.

Each trustee was invited to speak to the proposed Bylaw Compliance and Enforcement Policy and Best Practices Manual and the following comments and clarifications were noted:

- The notification of investigation period should be reasonable as per the *Local Government Act* and Trust Council policy and the definition of reasonable should be determined by, and included in, the Local Trust Committee Bylaw Enforcement Policy;
- Templated letters, including the initial contact letter, have not been updated and will be brought forward to the Regional Planning Committee for review and comment;
- The policy states investigation may be commenced if bylaw contraventions appear to cause health and safety issues; however, this language provides for broad interpretation and there is preference to use the term “threat to life, environment, or human health” as recommended by the Ombudsperson;
- The Local Trust Committee Bylaw Complaint and Enforcement Policy 5.4 and 5.5 state enforcement on a non-compliant short-term vacation rental is a priority and complaints may be investigated without notice and this appears to indicate a Bylaw Officer can enter a property without prior consultation;
  - The Bylaw Compliance and Enforcement Manager clarified officers do not demand entry into dwellings to determine if the property is operating as a short-term vacation rental, Temporary Use Permits typically specify that an officer may enter the property between the hours of 9:00 a.m. to 5:00 p.m. on any day

without prior consultation and this is done to ensure the conditions of the permit are being met;

- Interactions between bylaw investigators and property owners are typically captured in notes however they are not always documented; therefore, a report form might need to be developed for this purpose;
- The Ombudsperson’s caution about local trust committee involvement could be captured as a note within the policy at the direction of Trust Council;
- Concerns regarding protection of privacy, being sensitive to frivolous complaints, and awareness of cultural sensitivities require further consideration;
- It should be made clear at what stages a local trust committee can direct an investigation to be closed and when they can not.

Trustees Scott left the meeting at 11:54 a.m.

The meeting was recessed for a break at 11:54 a.m.

## **12. COMMUNITY FIELD TRIP**

Trustees visited the Gabriola Island Recycling Organization and Makerspace.

Chair Patrick reconvened the meeting at 2:00 p.m.

Trustee Harris arrived to the meeting at 2:00 p.m.

## **13. PLANNING SERVICES (continued)**

Discussion on item 11.2.2 resumed following the break.

### **TC-2025-083**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Boland,** that Trust Council request staff to replace the words “health and safety issues” in Bylaw Compliance and Enforcement Policy 5.5.1 section 2.2.3 and in section 5.3 replace the words “a risk to health, safety or the environment” with the words “an immediate threat to life, environment or human health”.

### **TC-2025-084**

**It was MOVED by Trustee Harris, and SECONDED by Trustee Hunter,** to amend the motion to read: That Trust Council request staff to replace the words “health and safety issues” in Bylaw Compliance and Enforcement Policy 5.5.1 section 2.2.3 and in section 5.3 replace the words “a risk to health, safety or the environment” with the words “an immediate threat to life or human health”.

**DEFEATED**

### **TC-2025-085**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Gedye,** to table the motion TC-2025-083.

**CARRIED**

Trustee Scott returned to the meeting at 2:23 p.m.

**TC-2025-086**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Boland,** that Trust Council refer the “health and safety issues” wording in the Bylaw and Compliance and Enforcement Policy 5.5.1 to the Regional Planning Committee for discussion for potential wording amendments based on the Ombudsperson’s recommendations.

**CARRIED**

**TC-2025-087**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Allen,** that Trust Council request staff to change the word “without” to “with prior notification” in section 5.5 of the Local Trust Committee Bylaw Compliance and Enforcement Policy to apply the same procedural fairness process as provided in section 5 of the Bylaw Compliance and Enforcement policy 5.5.1.

**DEFEATED**

**TC-2025-088**

**It was MOVED by Trustee Yates, and SECONDED by Trustee Stamford,** that Trust Council endorse draft Bylaw Compliance and Enforcement Policy 5.5.1.

**CARRIED**

**TC-2025-089**

**It was MOVED by Trustee Yates, and SECONDED by Trustee Evans,** that Trust Council endorse draft Bylaw Compliance and Enforcement Best Practices Manual.

**CARRIED**

Discussion on item 11.2.1 began following item 8.2 and continued following item 11.2.2.

**11.2.1 Housing Strategic Action Plan - Request For Decision**

It was noted that the work of improving and clarifying referral processes with First Nations has commenced and is ongoing.

It was moved that Trust Council request that Planning Services prioritize the department’s work on improving and clarifying Islands Trust’s referral processes with First Nations, and that a key initiative be added to the current Strategic Plan under 1.2 – strengthen governance decision making and workflow processes to be undertaken in the current term.

It was suggested that the motion be severed following “referral processes with First Nations”.

Discussion ensued and the following comments were noted:

- Should this work be prioritized, staff would need to determine the impact on the rest of the workplan;
- Focus should be placed on the recently adopted Strategic Plan work before reordering the priorities;

- The work is already being done, is in the Strategic Plan under First Nations Relations and Reconciliation, and is part of the Reconciliation Action Plan work program;
- There will be a large number of referrals to First Nations as part of the Trust Policy Statement and it might not be the appropriate time to request staff deepen a project when one is already underway;
- There is trust in staff to advance the First Nation referrals improvement project as an important and valued project and a motion to prioritize is not required.

**TC-2025-090**

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

that Trust Council requests that planning services prioritize the departments work on improving and clarifying Islands Trust’s referrals processes with First Nations.

**DEFEATED**

**TC-2025-091**

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

that Trust Council request staff to provide an updated briefing introducing the Housing Options Tool Kit and the Housing Strategic Action Plan and their uses and benefits to local trust committees and community.

**DEFEATED**

**TC-2025-092**

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

that Trust Council direct staff to include portions of the report dated August 14, 2025 prepared for the September 2025 Trust Council on the Housing Strategic Action Plan, specifically pages 115-117 of the September, 2025 agenda, be included in the next strategic planning session of Trust Council.

**CARRIED**

**14. TRUST AREA SERVICES**

**14.1 Consent Agenda Items**

**14.1.1 Director of Trust Area Services Report**

The Director of Trust Area Services stated some staff vacancies had been filled, introduced new staff, and noted a project is emerging out of Trust Programs and Regional Planning Committees to develop a multi-year plan around indicators and measuring which will require a temporary researcher position be established.

Receive for information.

**By general consent** Islands Trust Council adopted the recommendation as presented in item 14.1.1

14.1.2 Policy Statement Amendment Project - Project Update - Briefing

Receive for information.

**By general consent** Islands Trust Council adopted the recommendation as presented in item 14.1.2

14.1.3 Agreements Monitoring - Briefing

Receive for information.

The Director of Trust Area Services stated that the Ministry of Transportation and Transit agreement is one of the priorities and provided an update on First Nations Protocol Agreement work.

**By general consent** Islands Trust Council adopted the recommendation as presented in item 14.1.3.

14.1.4 Public Feedback on 2026/27 Budget Priorities - Briefing

Receive for information.

Trustees provided general feedback on the budget priorities survey.

**By general consent** Islands Trust Council adopted the recommendation as presented in item 14.1.4.

Trustee Scott left the meeting at 3:28 p.m.

The meeting was recessed for a break at 3:38 p.m. and was reconvened at 4:13 p.m.

## **14.2 Discussion / Decision Items**

14.2.1 Recommendations Regarding Pre-budget Surveys - Request For Decision

The Director of Trust Area Services summarized the Request for Decision and indicated that current direction to staff is outlined in an appendix to the budget process policy which sets out the timeline under which staff bring forward briefings regarding support for an annual budget engagement process and staff will continue to take this direction until such time that there is a request to amend the policy.

Discussion ensued and the following comments were noted:

- There is concern about reliability of information received and the number of responses;
- The information received is limited in scope and it is for Trust Council to determine what information they would like to seek from the public and the cost to be associated with getting said information;
- Year to year comparisons require caution as it is a self-selected survey and different people will participate each year;

- If it is felt that value is not being attained from the survey then the use of staff time should be considered;
- Trustees did not provide direction to move forward with the survey for the next fiscal period at this time.

14.2.2 Amendment to the Trust Council Communications Policy 6.10.2 - Request For Decision

The Director of Trust Area Services summarized the Request for Decision and indicated that approximately ten eligible staff would receive clothing with an estimated budget of \$1500 this fiscal period and an ongoing budget of less than \$1000 per year to replace garments.

**TC-2025-093**

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

that Trust Council approve the proposed amendments to the Trust Council Communications Policy 6.10.2 to include branded clothing.

**CARRIED**

14.2.3 Heritage Conservation Act Transformation Project Advocacy - Request For Decision

The Director of Trust Area Services summarized the Request for Decision noting Executive Committee is seeking Trust Council’s endorsement for the Chair to send a letter supporting Phase 3 engagement on the Heritage Conservation Act Transformation Project.

Discussion ensued and the following topics were suggested to be put forward as key messages:

- Sharing data layers with partners including modeling areas of high heritage potential;
- Expanding the scope of the existing Heritage Conservation Act Section 4 agreements to cover more operational matters related to First Nations heritage;
- How the presence of sites and sites boundaries are determined;
- Early awareness of heritage and areas of high heritage potential through due diligence checks at the time of purchase and building permit application;
- Potential heritage management zones;
- The single project-based permit model.

**TC-2025-094**

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

that Trust Council request staff to support the Chair in providing input to the Phase 3 Engagement on Heritage Conservation Act Transformation Project.

**CARRIED**

The agenda was reordered and items 16.1.1, 16.2.1, 16.2.2 and 16.2.3 were discussed following item 14.2.3

**16. LEGISLATIVE AND INFORMATION SERVICES**

**16.1 Consent Agenda Items**

16.1.1 Director of Legislative and Information Services Report

Receive for information.

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

**16.2 Discussion / Decision Items**

16.2.1 Schedule Committee of the Whole Meeting to Review Islands Trust Draft Code of Conduct

It was noted a Committee of the Whole meeting was to be scheduled for November 17 based on consultant availability and a poll conducted on trustee availability; however, fewer trustees than is required for quorum have confirmed attendance.

**TC-2025-095**

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

that Trust Council request staff to schedule an electronic Committee of the Whole special meeting to review the draft Islands Trust code of conduct on Monday, November 17, 2025 at 9:00 a.m.

**CARRIED**

16.2.2 Trust Council Ratification of Council Committee Member Appointment - Request For Decision

The Director of Legislative and Information Services summarized the Request for Decision.

**TC-2025-096**

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

that Trust Council ratify the appointment of Trustee David Maude to the Accessibility Committee.

**CARRIED**

16.2.3 Conference/Convention Attendee Reporting Template - Request For Decision

The Director of Legislative and Information Services summarized the Request for Decision.

**TC-2025-097**

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

that Trust Council approve the Conference/Convention Attendee Reporting Template for inclusion as an attachment to Policy 6.12.1 – Trustee Training/Conference Attendance, along with the corresponding policy amendments required to incorporate the template.

**CARRIED**

**15. ADDRESS BY DOUG S. WHITE,**

Chair Patrick welcomed Douglas S. White, (Kwul'a'sul'tun), special counsel to Premier David Eby on Indigenous Reconciliation, former Chief of Snuneymuxw First Nation, and past Chair of the BC First Nations Justice Council.

Mr. White spoke to the enduring presence of the Coast Salish peoples who have been stewarding the land and waters located within what is known as the Trust Area for thousands of years. He spoke to the opportunity that Islands Trust has to overcome past patterns of exclusion to help achieve respective goals by partnering with First Nations to build momentum to change the future through reconciliation and long-term relationship building. He urged Trust Council to make use of the statutory tools that are currently in place, including the *United Nations Declaration on the Rights of Indigenous Peoples* and the provincial government's *Declaration on the Rights of Indigenous Peoples Act*, as frameworks for reconciliation and to update existing, and develop new, Protocol Agreements with the Nations within the Trust Area and asked Islands Trust to think deeply about the future and develop real partnerships while demonstrating intention through the work that is being done.

The meeting was recessed for the day at 5:48 p.m.

**THURSDAY, SEPTEMBER 18**

Chair Patrick reconvened the meeting at 9:00 a.m.

Trustees Allen and Graham were not in attendance.

The agenda was reordered and items 16.1, 16.2.1, 16.2.2 and 16.2.3 were discussed following item 14.2.3.

**16. LEGISLATIVE & INFORMATION SERVICES**

**16.2.4 2022 Governance Report Recommendations - Request For Decision**

The Director of Legislative and Information Services summarized the Request for Decision and noted Trust Council is being asked to establish priorities for the remaining work.

Governance Committee Chair Gedye summarized the committee's work on the report recommendations to date.

Trustee Borthwick joined the meeting at 9:06 a.m.

Trustee Scott jointed the meeting at 9:11 a.m.

Discussion ensued regarding the relevance, importance, and prioritization of the recommendations and the following comments were noted:

- The Secretary to Trust Council role is not fully understood, the position is separate from an operational staff position and filling the role would only be pursued if Trust Council provided direction, and approved budget, to do so;
- Recommendation 9 arranges for the appointment of First Nations representatives to Trust Council which links to the Strategic Plan initiative 5.1.2 which is to clarify opportunities for co-governance and co-management in the Trust area;
- Recommendation 11, the adoption of a comprehensive multi-year planning document, is already a top priority within the Strategic Plan and identified as advancing the corporate planning framework;
- Recommendation 6, helping trustees understand their roles, is already being looked at by staff who will be engaging trustees in conversation to shape an approach to, and support of, onboarding new trustees.

Trustee Lironi left the meeting at 9:35 a.m. and returned at 10:00 a.m.

Trustee Dodds left the meeting at 10:06 a.m.

**TC-2025-098**

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

that Recommendation 1 move up to the prioritized section of the Governance Committee 2022 Governance Report recommendation.

**CARRIED**

Trustees Harris and Luckham left the meeting at 10:29 a.m.

The meeting was recessed for a break at 10:29 a.m. and reconvened at 10:45 a.m.

**TC-2025-099**

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

that recommendation 8 [Secretary to Trust Council] be moved to the list of recommendations to be undertaken by staff as appropriate

**CARRIED**

Trustee Evans opposed

**TC-2025-100**

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

that Trust Council request that staff provide analysis of the position of secretary as per the 2022 Governance Report, and request for analysis on current roles and gaps needed to be filled (including Corporate Officer i.e. Bowen Island).

**CARRIED**

**TC-2025-101**

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

that Recommendation 9 [First Nations representation] be moved to the list of not further work to be undertaken, in light that the intent is captured in initiative 5.1.2 in the current Strategic Plan.

**CARRIED**

**TC-2025-102**

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

that Trust Council request Governance Committee to prioritise the following recommendations of the 2022 Governance Report:

- recommendation 1 [Election of Trust Council leadership];
- recommendation 11 [adoption of comprehensive, multi-year planning document], and
- recommendation 7 [helping trustees fulfil their roles],

with the understanding that:

- recommendation 3 [committee membership],
- recommendation 4 [committee mandates],
- recommendation 5 [roles of committees], and
- recommendation 6 [helping trustees understand their roles]
- recommendation 8 (secretary to Trust Council) and
- recommendation 15 [Trustee Compensation]

will be undertaken by staff as appropriate, and:

- recommendation 12 [communications and engagement],
- recommendation 13 [management alignment with Trust Council] and
- recommendation 14 [exploiting the potential for synergy between Islands Trust Conservancy and Islands Trust]

will be undertaken when prioritised by Trust Council.

**CARRIED**

**TC-2025-103**

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

to amend the motion to change the word “exploiting” in recommendation 14 to “exploring”.

**DEFEATED**

Trustee Luckham returned to the meeting at 11:07 a.m.

**TC-2025-104**

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

that Trust Council not undertake any further work on the following recommendations of the 2022 Governance Report:

- recommendation 2 [number of committees and committee mandates];
- recommendation 10 [provincial representation]; and
- recommendation 9 [First Nations representation]

**CARRIED**

## **17. FINANCIAL AND EMPLOYEE SERVICES**

### **17.1 Consent Agenda Items**

#### 17.1.1 Director of Financial and Employee Services Report

Receive for information.

#### 17.1.2 June 30, 2025 Financial Results - Request For Decision

THAT Trust Council approve the June 30, 2025 Financial Report.

**By general consent** Islands Trust Council adopted the recommendation as presented in items 17.1.1 and 17.1.2.

Trustee Dodds returned to the meeting at 11:12 a.m.

#### 17.1.3 Statement of Financial Information (SOFI) - Request For Decision

The Director of Financial and Employee Services answered questions and provided clarifications regarding the Schedule of Payments to suppliers.

THAT Trust Council approve the 2024/25 Statement of Financial Information.

**By general consent** Islands Trust Council adopted the recommendation as presented in item 17.1.3.

### **17.2 Discussion / Decision Items**

#### 17.2.1 Project Proposal: Cost of Processing Planning Applications – Trust Council Request For Decision

The Director of Financial and Employee Services summarized the Request for Decision and indicated that the Financial Planning Committee is recommending that Trust Council request staff to prepare a proposed project plan for assessing the full cost of processing planning applications as the last time the work was undertaken was in 2019; however, there remains a gap between how much revenue is realized from application fees compared to the costs associated with processing the applications.

Discussion ensued and the following comments and clarifications were noted:

- The Financial Planning Committee is asking staff to develop the plan which is a separate project than implementing the plan;

- Plan implementation would require redirection of Strategic Plan priorities and staff resources;
- Cityview software maps out the processes of each application and notes when an application starts and stops but does not track staff time spent on the application;
- The project was proposed in a previous term when the question was asked if taxpayers were subsidizing development within the Trust Area and policy states 100% of costs of development are to be recovered;
- Consideration of changing the annual percentage increase of existing fees could be taken until there is space within the Strategic Plan to comprehensively review options;
- The work could be returned to the Financial Planning Committee.

Trustee Dodds left the meeting at 11:35 a.m.

Trustee Lironi left the meeting at 11:38 a.m. and returned at 11:43 a.m.

**TC-2025-105**

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

that Trust Council request Financial Planning Committee return to Trust Council with recommendations on how to increase the application fees.

**CARRIED**

**17.2.2 2026/27 Draft Budget Assumptions, Principles, and Guidelines – Request For Decision**

The Director of Financial and Employee Services summarized the Request for Decision and provided the following contextual elements:

- The Islands Trust Conservancy passed a resolution expressing strong support for robust Geographic Information Systems and both Financial Planning Committee and Executive Committee support the resolution; however, the Financial Planning Committee did not add a specific budget guideline for this item;
- The Governance Committee is undertaking a review of Trust Council’s policy on trustee remuneration and a consultant’s report will not be available at the time the first draft of the budget is provided; therefore, the first budget draft will continue to calculate the remuneration under the existing policy;
- Next fiscal year is an election year and the cost of elections will be substantially increasing due, in part, to Regional Districts indicating an increase of 50% in the costs charged to undertake the election process on Islands Trust’s behalf;
- There are expectations of limited, to potentially no, general surplus beyond what is required by policy to be held; therefore, surplus will likely not be available to put into next year’s budget to fund planned expenses which may result in an increase in tax pressures.

Trustee Borthwick left the meeting at 11:55 a.m. and returned at 12:00 p.m.

Discussion ensued.

Trustees Luckham left the meeting at 12:05 p.m.

**TC-2025-106**

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

that Trust Council establish 2026/27 budget guideline that funding for Geographical Information Systems be prioritized for initiatives in the 2025-28 strategic plan.

**CARRIED**

**TC-2025-107**

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

that Trust Council approve Financial Planning Committee's recommended draft 2026/27 Budget Assumptions, Principles, and Guidelines as amended.

**CARRIED**

Trustee Gauvreau left the meeting at 12:18 p.m.

The meeting was recessed for a break at 12:18 p.m. and reconvened 1:00 p.m.

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

Discussion ensued regarding disposition of correspondence and the guest speaker.

**TC-2025-108**

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

that Trust Council request Executive Committee and the Chair to write to Minister Boyle, and copy the office of the Premier, expressing appreciation for the presence and words of Doug S. White.

**CARRIED**

**TC-2025-109**

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

that Trust Council request staff to draft a letter for the signature of the Chair to the Minister of Housing and Municipal Affairs in response to item 6.3 correspondence on the September, 2025 agenda from the Friends of the Gulf Islands Society regarding their petition, conveying that the information has been received and Trust Council considers the protection of the environment as a core value.

**CARRIED**

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

Received for information.

The agenda was reordered and item 20 was discussed following item 6.3

**20. TRUSTEE ROUNDTABLE**

The Trustee roundtable resumed and Trustees who had not participated in the discussion on September 16 provided updates on the work of their local trust areas.

**21. TRUSTEE UPDATES - Appointed Trustees on External Committees**

Written updates were received for information.

**21.1 Association of Vancouver Island and Coastal Communities Climate Leadership Steering Committee (AVICC-CL)**

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

**21.3 Baynes Sound/Lambert Channel Ecosystem Forum**

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

**21.5 Mount Arrowsmith Biosphere Region**

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

**21.7 Southern Gulf Islands Forum**

**21.8 Transportation/Ferry Group**

**22. NEXT MEETING**

The next Islands Trust Council Quarterly meeting is scheduled to be held in-person in Victoria, December 2-4, 2025.

**22.1 Proposed Upcoming Trust Council Program**

Received for information.

**23. ADJOURNMENT**

**By general consent** the meeting was adjourned at 1:45 p.m.

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**Laura Patrick, Chair**

**Certified Correct:**

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**Lisa Millard, Meeting Administrator/Recorder**