



Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Regular Meeting Agenda

Date: June 3, 2026
Time: 11:00 am
Location: Electronic Meeting

	Pages
1. CALL TO ORDER 11:00 AM - 11:05 AM	
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."	
2. APPROVAL OF AGENDA 11:05 AM - 11:10 AM	
3. PUBLIC PARTICIPATION 11:10 AM - 11:15 AM	
4. MINUTES 11:15 AM - 11:20 AM	
4.1 Local Trust Committee Minutes dated 18 June 2024	4 - 8
For Adoption	
4.2 Resolutions Without Meeting Report dated May 2026	9 - 10
Received for information	
5. BUSINESS ARISING FROM MINUTES 11:20 AM - 11:25 AM	
5.1 Follow-up Action List dated May 2026	11 - 12
Received for Information	
6. COMMUNITY INFORMATION MEETING - NONE	
7. PUBLIC HEARING - NONE	
8. APPLICATIONS AND REFERRALS - NONE	
9. LOCAL TRUST COMMITTEE PROJECTS - NONE	
10. DELEGATIONS - NONE	
11. CORRESPONDENCE 11:25 AM - 11:30 AM	

11.1	Mount Arrowsmith Biosphere Region (MABR) Roundtable Gathering Vol. 37 - Meeting Minutes - dated March 27, 2026		13 - 15
	For Consideration		
12.	NEW BUSINESS		
12.1	Mount Arrowsmith Biosphere Region (MABR) Roundtable - dated March 27, 2026	11:30 AM - 11:35 AM	16 - 18
	Trustee Briefing Note		
13.	REPORTS	11:35 AM - 11:40 AM	
13.1	Trustee Reports		
13.2	Chairs Report		
13.3	Trust Conservancy Report		
13.3.1	<u>January 2026</u>		19 - 19
	Received for Information		
13.3.2	<u>ITC 4th Quarter Report Update</u>		20 - 25
	Received for Information		
13.4	Regional District of Nanaimo Electoral Area E Director Update	11:40 AM - 11:45 AM	
13.5	Snaw-naw-as (Nanoose) First Nation Representative Report	11:45 AM - 11:50 AM	
13.6	Applications Report -NONE		
13.7	Trustee and Local Expense Report dated March 2026	11:50 AM - 11:55 AM	26 - 26
13.8	Adopted Policies and Standing Resolutions	11:55 AM - 12:00 PM	27 - 28
14.	WORK PROGRAM	12:00 PM - 12:05 PM	
14.1	Active Projects Report dated - NONE		
14.2	Future Projects Report dated June 2026		29 - 29
15.	CLOSED MEETING	12:05 PM - 1:30 PM	

15.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) for the purpose of considering:

- *(d) Adoption of In-Camera Meeting Minutes dated 19 April 2023*
- *(g) and (f) Legal Advice/Bylaw Enforcement*

And that the recorder and staff attend the meeting.

15.2 Rise and Report

16. UPCOMING MEETINGS

16.1 Next Electronic Regular Meeting Scheduled for Wednesday, November 18, 2026 at 2:30 p.m.

17. ADJOURNMENT



Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Regular Meeting Agenda

Date: June 18, 2024
Location: Harbour House Hotel
121 Upper Ganges Road, Salt Spring Island, BC

Members Present: Peter Luckham, Chair
Tobi Elliott, Trustee
David Maude, Trustee
Timothy Peterson, Trustee

Staff Present: Chris Hutton, Regional Planning Manager
Bruce Belcher, Planner 1
Rob Pingle, Legislative Clerk
Lisa Millard, Recorder (electronic)

Others Present: There were no members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:05 a.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. PUBLIC COMMENTS - None

4. MINUTES

4.1 Local Trust Committee Minutes dated October 4, 2023 - for adoption

By general consent, the Local Trust committee meeting minutes of October 4, 2023 were adopted.

4.2 Resolutions Without Meeting Report dated June 2024

Received for information.

5. BUSINESS ARISING FROM MINUTES

5.1 Follow-up Action List Report dated June 2024

Received for information.

6. COMMUNITY INFORMATION MEETING – None

7. **PUBLIC HEARINGS - None**

8. **APPLICATIONS AND REFERRALS**

8.1 **EX-DP-2024.1 (C. Walker) – Staff Report**

The Planner summarized the staff report and highlighted the following:

- The development permit application is for the new construction of a single family dwelling located within the shoreline development permit area;
- Any construction on Mistaken Island would fall within the 30 metre buffer from the natural boundary to the sea;
- The building site was chosen to be located within an area that had previously been disturbed;
- Tree removal will be limited to three trees considered dangerous;
- The applicant has proposed to relocate the existing cabin and build a new structure 2.5 metres further from the natural boundary of sea than the existing building location;
- The application is based on professional biologist and professional geological engineer assessments; and
- The application meets all of the objectives and guidelines for the development permit area.

The applicant was in attendance and noted the following:

- They actively protect the ecosystem on the island;
- They are focussed on building within the area of previously disturbed land and maintaining a small footprint;
- They will be bringing a small excavator on site but no heavy equipment; and
- They are building a net zero energy home.

Trustee Peterson stated that the island is located within the Snaw-Naw-As First Nation whom Islands Trust will be signing a protocol agreement with soon. Discussion ensued and the Trustees acknowledged that while a development permit application does not require referral to First Nations it is important to advise the Snaw-Naw-As that an application is in progress.

BW-2024-001

It was MOVED and SECONDED

that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) approve issuance of Development Permit application EX-DP-2024.1 (Walker).

CARRIED

8.2 **EX-DVP-2024.1 (C. Walker) - Staff Report**

The Planner noted that the development variance permit application is to vary the minimum setback from the natural boundary to the sea from 15 metres to 10.4 metres and that locating the building further outside of the setback area would require significant vegetation removal.

BW-2024-002

It was MOVED and SECONDED

that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) approve issuance of EX-DVP-2024.1 (Walker).

CARRIED

Discussion ensued regarding communications with the Snaw-Naw-As First Nation.

BW-2024-003

It was MOVED and SECONDED

that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request the Chair write a letter to Snaw-Naw-As First Nation regarding issuance of DP 2024.1 (Walker) and DVP 2024.1 (Walker) as discussed.

CARRIED

9. LOCAL TRUST COMMITTEE PROJECTS – None

10. DELEGATIONS - None

11. CORRESPONDENCE - None

12. NEW BUSINESS – None

13. REPORTS

13.1 Trustee Reports

The Trustees did not have anything to report that was relevant to the Ballenas-Winchelsea area.

13.2 Chairs Report

Chair Luckham stated that Islands Trust has entered into a protocol agreement with the Snaw-naw-as First Nation and the agreement is waiting for signature.

13.3 Trust Conservancy Reports

13.3.1 April 2024

Received for information.

13.3.2 May 2024

Received for information.

13.4 Regional District of Nanaimo Electoral Area E Director Update - None

13.5 Snaw-naw-as (Nanoose) First Nation Representative Report - None

13.6 Applications Report - None

13.7 Trustee and Local Expense Reports

13.7.1 September 2023

Received for information.

13.7.2 October 2023

Received for information.

13.7.3 November 2023

Received for information.

13.7.4 December 2023

Received for information.

13.7.5 January 2024

Received for information.

13.7.6 February 2024

Received for information.

13.7.7 March 2024

Received for information.

13.8 Adopted Polices and Standing Resolutions

Discussion ensued about the standing resolution requiring Local Trust Committees to annually write a letter to First Nation and if a letter is not going to sent annually then the standing resolution should change.

2004-BW-004

It was MOVED and SECONDED

that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First Nations in the Trust Area, to be developed with local trust committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations.

CARRIED

14. WORK PROGRAM

14.1 Active Projects Report - None

14.2 Future Projects Report dated June 2024

Received for information.

15. CLOSED MEETING - None

16. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Wednesday, October 9, 2024 at 10:30 am at Islands Trust, Victoria Office Boardroom, 200-1627 Fort Street Victoria, BC

17. ADJOURNMENT

By general consent, the meeting was adjourned at 9:54 a.m.

Peter Luckham, Chair

Certified Correct:

Lisa Millard, Recorder



Resolutions Without Meetings Log

Ballenas-Winchelsea Islands

Resolution Number	Action	Date
<p>2026-002</p> <p>Text Inclusion</p> <p>THAT the Ballenas-Winchelsea (Executive) LTC approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.</p>	Carried	26-May-2026
<p>2026-001</p> <p>Meeting Location Change</p> <p>THAT the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) change the 11:00 a.m. June 3rd, 2026 regular meeting from in-person to electronic.</p>	Carried	08-Apr-2026
<p>2025-004</p> <p>Annual Report</p> <p>THAT the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) approves the attached April, 2026 to March, 2027 regular meeting schedule"</p>	Carried	27-Nov-2025
<p>2025-003</p> <p>Meeting Cancellation</p> <p>THAT the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) cancel their regular business meeting scheduled for October 15, 2025</p>	Carried	10-Oct-2025
<p>2025-002</p> <p>Annual Report</p> <p>That the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.</p>	Carried	26-May-2025

Resolutions Without Meetings Log

Ballenas-Winchelsea Islands

Resolution Number	Action	Date
<p>2025-001</p> <p>Meeting Cancellation</p> <p>THAT the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) cancel regular business meeting scheduled for April 02, 2025.</p>	<p>Carried</p>	<p>26-Mar-2025</p>
<p>2024-003</p> <p>2025 Meeting Dates</p> <p>THAT the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) schedule its regular business meetings at 9:30 AM on the following dates in 2025: April 2 and October 15 and to be held in person at the Islands Trust Victoria Office.</p>	<p>Carried</p>	<p>02-Dec-2024</p>
<p>2024-002</p> <p>Meeting Cancellation</p> <p>THAT the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) cancel regular business meeting scheduled for October 09, 2024.</p>	<p>Carried</p>	<p>07-Oct-2024</p>

Follow Up Action Report

Ballenas-Winchelsea Islands

12-Dec-2018

Progress	Activity	Responsibility	Dates	Status
100%	<ol style="list-style-type: none"> Send Nanoose FN and RDN Electoral Area director a link to the BW LTC meeting agenda packages one week prior to each meeting and remind them of the opportunity to provide verbal or written or phone in updates to the LTC. <i>Item moved to Standing Resolutions.</i> 	Kalyaan Selvakumar		Completed

19-Apr-2023

Progress	Activity	Responsibility	Dates	Status
0%	<ol style="list-style-type: none"> Share updates and invitations regarding Snaw-naw-as (Nanoose) First Nation & Islands Trust Protocol Agreement with Ballenas-Winchelsea Islands LTC. 	Clare Frater	Target: 03-Jun-2026	In Progress

Follow Up Action Report

Ballenas-Winchelsea Islands

18-Jun-2024

Progress	Activity	Responsibility	Dates	Status
100%	1 that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) approve issuance of Development Permit application EX-DP-2024.1 (Walker).	Rob Pingle		Completed
100%	2 that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) approve issuance of EX-DVP-2024.1 (Walker).	Rob Pingle		Completed
100%	3 That the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request the Chair write a letter to Snaw-naw-as First Nation regarding issuance of DP 2024.1 (Walker) and DVP 2024.1 (Walker) as discussed. January 16, 2025 - Letter sent.	Chris Hutton Kalyaan Selvakumar		Completed
100%	4 That the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. This has been conveyed to Executive Committee and is reflected on the EC FUAL. However, it includes this note: this item is proposed as an action in the draft Indigenous Relations Action Plan. Should it remain in the approved Plan, staff recommend this item be removed.	Chris Hutton Kalyaan Selvakumar	Target: 31-Mar-2026	Completed

MEETING MINUTES

MABR Roundtable Gathering Vol. 37

Friday, March 27, 2026 from 10:00am to 12:30pm

Location: ts'xwelikwshenawtxw, 124 West 2nd Ave, Qualicum Beach

Attendees (11)

Anne Skipsey, Councillor, Town of Qualicum Beach

Blain Sepos, Executive Director, Parksville-Qualicum Beach Tourism Association

Graham Sakaki, Regional Research Institute Manager, Mount Arrowsmith Biosphere Region Research Institute

Sydney Boyachek, Project Coordinator, Mount Arrowsmith Biosphere Region Research Institute

Kim Burden, Executive Director, Nanoose Economic Development Corporation

Laura Patrick, Chair, Islands Trust Council

Lehann Wallace, Electoral Area G Director, Regional District of Nanaimo

Nitya Harris, Community Representative

Ray Woroniak, Programs Officer, Mount Arrowsmith Biosphere Region

Slyvia Martin, Councillor, City of Parksville

Steve Adams, Resource Technologist, Mosaic Forest Management

Objectives

The main objectives of this Roundtable gathering are for participants to:

1. Continue to engage in respectful and meaningful dialogue with one another.
2. Hear from one another about regional/organizational/community updates.
3. Discuss past, present, and future events and research for the MABR/RI.

Welcome

- Acknowledgement of First Nation unceded territory.
- Around the circle brief introductions.
- Review of MABR Roundtable Culture of Engagement.

Agenda Adoption

- Agenda adopted with addition of the following to MABR updates:
 - Food sub-committee

MABR/MABRRI Updates

New Honorary Membership Proposal

- Pam Shaw is resigning from Faculty member position at VIU and Director of MABRRI in April 2026.
 - Dr. Laren Touchant, Professor of Political Studies with expertise in environment, climate, and social policy and governance, and Dr. Matt Bowes, Professor of Geography and Global Studies with expertise in social and cultural geography and tourism will be stepping in as co-Directors of MABRRI in April 2026. Dr. Lauren Touchant will be invited to the next roundtable meeting on behalf of VIU and MABRRI.
 - Following the Terms of Reference, honorary appointment was done on consensus, with all those present in favour of creating a second honorary membership for Dr. Pam Shaw.

Food Sub-Committee

- Ray Woroniak, Programs Officer, MABR, has attended meetings with the RDN Community of Practice group.
 - Group is lead by Island Health, is still growing and split into two areas (Nanaimo and Parksville/Qualicum area).
 - Participants include local municipalities, community organizations, schools, food co-ops, and social service agencies.
 - Ongoing discussions with Island Health and local food program stakeholders to identify needs and opportunities.
- Food coordination challenges identified:
 - Some food is being wasted due to lack of storage or distribution capacity.
 - A potential solution: hiring a part-time food coordinator (fee-for-service, ~\$13,000 per municipality) to coordinate efforts among existing volunteer groups.
 - Focus on consistent, small amounts of food distribution, including fresh produce to families across the community.

MABR Sub-Committee

- A Roundtable sub-committee was discussed to define next steps and clarify roles.
 - Tasks include:
 - Determine who will participate on this committee
 - Clarify who is attending MISC on behalf of the MABR.
 - Clarifying what the roundtable vs. the society should handle.
 - Setting criteria for partner participation and potential delegations to other government levels.
- Community events:
 - Coordination of school and community food events (e.g., pancake breakfasts) discussed to maximize impact and Roundtable member participation.

Roundtable Member Updates

Blain Sepos, Parksville Qualicum Beach Tourism Association

- Focus on increasing off-season activity.
 - Tourism sector performing strongly; restaurants and hotels are indicating record-breaking months so far this year.
- Community Shared Value Report from AGM will be circulated and made publicly available.

Kim Burden, Nanoose Economic Development Corporation

- Gearing up for tourism; first year in several without construction.
- 74 RV sites operational and performing well.
- Forestry permit obtained for harvesting burnt wood on Wesley Ridge; no buyer selected yet.
- Continuing clam harvesting; monitoring gas station operations.

Lauren Patrick, Islands Trust Council

- Ballenas-Winchelsea Islands Local Trust Area jurisdiction extends to high water mark; OCP dates from 2013.
- Next meeting: June 3, 2026 (online; see meeting details [here](#)); public attendance is encouraged to support updates and protection measures.
- Suggested creating a letter of support to highlight significance in the area.

Sylvia Martin, City of Parksville

- Water supply concerns in Parksville; City documents provide guidance on usage.
- Feasibility study on water solution expected mid-year (June/July).
- Governance and inter-agency coordination being reviewed to address supply for community growth.

Lehann Wallace, Regional District of Nanaimo

- Successful purchase of Hamilton Marsh.

Steve Adams, Mosaic Forest Management

- Focusing on Koksilah Watershed multi-year pilot project:
 - Reduce forest harvest, enhance watershed services, renewable energy exploration.
 - Collaboration with First Nations, provincial agencies, and Mosaic.
- Presented annual donation (\$5,000) to MABR.
- Emphasized the need for clear communication between members of the roundtable when supporting community engagement with advocacy and governance groups.

Anne Skipsey, Town of Qualicum Beach

- Pollinator garden initiatives progressing, thanks to Ray and town staff.
- Authority and public education regarding off-leash dog regulations to be reviewed to increase clarity for public and enforcement.
- Hosting repair café on April 25.
- Participated in Resilient Urban Futures workshop at the University of Waterloo.

Nitya Harris, Community Representative

- Hosted community café to discuss SDG 12, focusing on sustainable consumption and production.
- Recommended improved signage and education for dog off-leash areas.

Guest Presentation/Workshop: Jon Beale and Laura Carr-Pries, Local Futures

- Local Futures is located in the Grebel Peace Incubator on the University of Waterloo Campus.
- Guest presentation discussed collective impact as an approach for communities and municipalities to collaboratively advance the SDGs through inclusive dialogue with stakeholders, focusing on their relevance to local development challenges and opportunities.

Closing

Next Roundtable: June 5th, 10:00 am – 12:30 pm at ts'xwelikwshenawtxw (MABR Education Centre, 124 West 2nd Ave).

Briefing Note: Mount Arrowsmith Biosphere Region (MABR) Roundtable

Date of Meeting: March 27, 2026

From: Laura Patrick

Purpose: To summarize key observations, opportunities, and recommended actions arising from participation in the MABR Roundtable.

Key Observations

1. Representation and Staff Alignment

- The MABR website currently lists Chris Hutton as the Islands Trust representative.
- Responsibility for the Bellanas–Winchelsea (BW) Local Trust Committee (LTC) has been assigned to Salt Spring Island office staff.
- **Observation:** This assignment should be reviewed to better align with relationship-building responsibilities with:
 - Qualicum First Nation
 - Snaw-Naw-As First Nation
 - Snuneymuxw First Nation

Consideration: Aligning LTC support with staff already engaged in these relationships may strengthen coordination, trust-building, and responsiveness.

2. Culture of Engagement Model

The MABR Roundtable has adopted a [“Culture of Engagement”](#) framework that shapes how participants interact. Key elements include:

- Acknowledgement of Traditional Territories
- Respect for Indigenous protocols and collaboration principles
- Open, respectful, and transparent communication
- Emphasis on shared goals over individual positions
- Active listening and equitable participation
- Creating a constructive and forward-looking meeting environment

Opportunity for Islands Trust:

- Consider adapting a similar Culture of Engagement framework for:
 - Trust Council
 - Local Trust Committee meetings

Potential Benefit:

Could improve meeting tone, inclusivity, and effectiveness—particularly in settings where

current decorum rules are primarily directed at public participants rather than elected members.

3. Roundtable Engagement and Regional Awareness

- A map of the Bellanas–Winchelsea Local Trust Area was presented to illustrate its scale and scope (marine and island areas from Denman Island to Gabriola Island, extending east toward Lasqueti Island and west to the high-water mark on Vancouver Island).
- The area includes ecologically and publicly significant shorelines (e.g., Parksville and Qualicum Beach).

Discussion Points Raised:

- Whether local Official Community Plans (OCPs) and Land Use Bylaws (LUBs):
 - Recognize MABR
 - Reflect First Nations' rights and title
- Roundtable members were encouraged to:
 - Engage with the upcoming BW LTC meeting (May 6)
 - Submit written comments or participate in public comment

Notable Response:

- A representative from Snaw-Naw-As First Nation (Nanoose Economic Development Corporation) expressed clear interest in the BW LTC area.

Additional Question Raised:

- If Islands Trust jurisdiction extends to the high-water mark along Parksville and Qualicum Beach:
 - Why are there not stronger partnerships to manage issues such as:
 - Dog impacts on beaches
 - Public education regarding wildlife

4. Action Item

- Provide BW LTC meeting information (May 6) to Graham Sakaki.

5. Onboarding and Governance Opportunities

Idea for Trust Council onboarding improvements:

- Include one-page summaries of key partner organizations, particularly those involving:
 - Elected or appointed representation

Examples:

- Biosphere regions (e.g., MABR, Atl’ka7tsem/Howe Sound)
- Intergovernmental or regional committees
- Advisory bodies (e.g., aquaculture, climate leadership)

Additional Consideration:

- Formalize Trust Council appointments to key external organizations to ensure clarity, continuity, and accountability.

6. External Presentation: Waterloo University – Local Futures Program

- Focus on “futuring” — proactively shaping desired outcomes rather than reacting to change.
- Emphasis on:
 - The impact of small, strategic shifts over time
 - Integrating carrying capacity into planning and decision-making

Relevance to Islands Trust:

- Aligns with long-term land use planning, ecological protection, and sustainable community development.

Next Steps / Upcoming

- **Next MABR Roundtable Meeting:** June 5, 2026

Summary

The MABR Roundtable highlighted:

- Strong models for collaborative engagement, particularly with First Nations
- Opportunities to improve internal alignment and external partnerships
- Growing regional interest in the Bellanas–Winchelsea Local Trust Area
- Practical ideas to strengthen Trust Council governance and onboarding



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JANUARY 20, 2026 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

- Islands Trust Conservancy (ITC) Board Chair and Vice-Chair elections were held. Trustee Lisa Gauvreau was re-elected by acclamation as Board Chair, and Tanner Timothy | nənqəm was re-elected by acclamation as Board Vice-Chair.
- The ITC Board requested staff to finalize a Conservation Agreement between ITC and Environment and Climate Change Canada and to obtain a signature from the Chair or Authorized Signatory
- The ITC Board requested staff to pursue opportunities for funding from Environment and Climate Change Canada for the continued operation of the ITC Species at Risk Program, beyond March 2026.
- The ITC Board approved the ITC 2028-2032 Five-Year Plan Project Charter and Logic Model to facilitate engagement with First Nations and cooperative development of the Plan.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2025.
- The ITC Board requested staff to bring policy options to the ITC Board at its next meeting to guide allocation of funds of private donations, and provide policy options regarding undirected donations.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Visit the Islands Trust Conservancy Journal: <https://islandstrust.bc.ca/conservancy/the-journal/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>



ISLANDS TRUST CONSERVANCY

ISLANDS TRUST CONSERVANCY REPORT TO TRUST COUNCIL 2025-2026 - 4th Quarter Update

COMPLETED SINCE LAST REPORT (January - March 2026)	PLANNED FOR FIRST QUARTER 2026-27 (April - June 2026)
1. STRATEGIC PLANNING/ADMINISTRATION/OPERATIONS	
<p>Personnel/Staffing: Continued recruitment for</p> <ul style="list-style-type: none"> • Covenant Management Specialist • Communications Specialist • Administrative Assistant 	<p>Personnel/Staffing: Onboard new</p> <ul style="list-style-type: none"> • Covenant Management Specialist • Communications Specialist • Administrative Assistant
<p>ITC Five-Year Plan development: Developed a logic model and work plan Updated project charter Prepared and delivered engagement letters to First Nations and conservation partners Hosted an Information Session with interested First Nations (Feb. 19th)</p>	<p>ITC Five-year Plan development: Establish cooperative engagement framework and commence engagement with First Nations interested in involvement with development of Five-year Plan</p>
<p>ITC Board support: Hosted January 20th and March 17th ITC Board meetings Hosted January 30th ITC Board special meeting Began re-appointment process for provincially appointed board members Submitted referral response to Trust Council on the draft Policy Statement</p>	<p>ITC Board support: Host May ITC Board meeting Host special ITC Board meeting for ITC audit report findings Continue to support board member re-appointment process</p>
<p>Financial Management Continued to support the Board in reviewing and refining its budget request and business cases through review cycle Submitted revised budget to Committee of the Whole and Trust Council Prep for financial statement process</p>	<p>Financial Management Complete financial statement process and support the annual audit process. Implement budget Begin budget planning for 2027/28</p>
<p>ITC Policies: Continued policy review/update project</p>	<p>ITC Policies: Continue policy review/update project Engage with First Nations on identifying policy gaps and improvements</p>

As of March 2026, the Islands Trust Conservancy protects 115 conservation properties, 34 nature reserves and 81 covenants (29 of which have NAPTEP certificates)



**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

<p>SAR Program: Continued negotiation of a conservation agreement between Environment and Climate Change Canada (ECCC)</p> <p>Received a \$26,000 grant from Tree Canada to support the recovery of species and ecosystems at risk at Mt Tuam Protected Area</p> <p>Continued facilitating Species at Risk Program evaluation</p> <p>Completed collation and mapping of ITC SAR data (Co-op student project)</p> <p>Developed and presented a Stewardship Education Webinar on Species at Risk</p> <p>Presented on ITC Species at Risk Program to the Regional Planning Committee in February</p> <p>Co-organized and hosted an in-person meeting for 40 Priority Places Program grant recipients</p> <p>Completed Q3 reporting to funder for ECCC Priority Places Species at Risk Program</p> <p>Investigated SAR monitoring research proposals for 26/27 fiscal year</p> <p>Presentation to ITC Board ‘SAR Program Highlights’ at March meeting</p> <p>Continued collaboration with Planning Services to develop products, training, and support materials about species and ecosystems at risk</p>	<p>SAR Program: Complete final report to ECCC for Species at Risk (SAR) Program</p> <p>Investigate and implement SAR monitoring research proposals for 26/27 fiscal year</p> <p>SAR Program administrative wrap-up</p> <p>Plan with Protected Areas Management Team to prioritize species at risk work post ECCC funding.</p>
<p>Software Updates:</p> <p>Data Management System/GIS: Investigated procurement options for GIS specialist/firm to design a data management system to integrate into existing GIS systems.</p> <p>Field Technology Tools and Applications: Assessed new tools and features and provided feedback to GIS team</p> <p>Securement Applications Portal: Ongoing revisions, staff training, and procedure development for Islands Trust Applications Portal</p>	<p>Software Updates:</p> <p>Data Management System/GIS: Contract GIS specialist/firm to design a data management system to integrate into existing GIS’s systems.</p> <p>Field Technology Tools and Applications: Provide feedback to mapping team about application re-launch</p> <p>Work with mapping team to prepare software and database for 2026 field work season</p> <p>Securement Applications Portal: Ongoing revisions, staff training, and procedure development for the Islands Trust Applications Portal</p>



ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

<p>Other: Attended meeting with Tsawout First Nation (January)</p>	<p>Other: TBD</p>
<p>2. COVENANT AND PROPERTY SECUREMENT PROJECTS</p>	
<p>Conservation Planning Began developing a project plan for Regional Conservation Plan evaluation</p> <p>Collaborated with Planning Services to identify gaps in ecological data and analyses</p> <p>Updated conservation proposal forms with revised waiver of confidentiality, and information about First Nations referrals</p> <p>Continued securement negotiations on ~27 ha of land for ITC nature reserve (1 Galiano, 1 Salt Spring)</p> <p>Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring)</p> <p>Continued discussions related to enquiries about conservation options for three properties (1 Salt Spring, 1 Hornby, 1 Saturna).</p> <p>Ongoing review of applications for three land donations (Salt Spring, Lasqueti, Denman) and 1 NAPTEP (Salt Spring)</p>	<p>Conservation Planning Prepare project charter for multi-year Regional Conservation Plan evaluation and revision</p> <p>Board review and decision on three conservation proposals.</p> <p>Continue negotiations on existing conservation proposal projects</p>
<p>3. COVENANT AND PROPERTY MANAGEMENT</p>	
<p>Protected Area Monitoring: Presented nature reserve and covenant monitoring results and recommendations from 2025 monitoring season to ITC Board</p> <p>Issued reports with notice of compliance/non-compliance and stewardship recommendations to covenant landholders</p> <p>Collaborated with management groups to address concerns observed on nature reserves</p> <p>Collaborated with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants.</p> <p>Reviewed annual monitoring program and implemented improvements for 2026 season.</p>	<p>Protected Area Monitoring: Continue addressing concerns observed on nature reserves.</p> <p>Continue to collaborate with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants.</p> <p>Commence 2026 monitoring season</p>

As of March 2026, the Islands Trust Conservancy protects 115 conservation properties, 34 nature reserves and 81 covenants (29 of which have NAPTEP certificates)



ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

<p>Protected Area Management Projects: Reviewed annual reports from management groups and contractors implementing management projects in ITC protected areas</p> <p>Finalized list of priority projects for 2026-27</p> <p>Worked with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.</p>	<p>Protected Area Management Projects: Implement third year of three-year service contracts for management activities in ITC nature reserves.</p> <p>Commence procurement processes for priority projects for environmental monitoring, species-at-risk conservation, ecosystem stewardship, infrastructure maintenance, and other management needs</p> <p>Continue work with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.</p>
<p>Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves.</p> <p>Continued policy development for management planning, risk management, and signage.</p>	<p>Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves until March 2027.</p> <p>New policies in review for management planning, risk management, and signage.</p>
<p>Technology Improvements: Worked with GIS staff on updates and improvements to FieldMaps app based on user feedback during 2025 field season.</p> <p>Continued to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications.</p> <p>Trial Survey123 as a replacement for paper monitoring forms.</p>	<p>Technology Improvements: Complete work with GIS staff to ensure updates to FieldMaps have been made and trialed.</p> <p>Roll out Survey123 for official use in Monitoring Program if trial is successful.</p> <p>Continue to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications.</p> <p>Continue to explore remote monitoring solutions and related policy development.</p>
<p>Other: Continued policy review, drafting of new policies, and revision of outdated policies.</p>	<p>Other: Continue policy review/drafting/update.</p>
<p>4. COMMUNICATIONS AND OUTREACH</p>	
<p>NOTE: Support on priority communications projects this quarter was provided by a contractor while the Communications Specialist position is vacant. Many communication-related activities are pending until a new Communications Specialist is onboarded.</p>	
<p>Social Media: Weekly social media posts & engagement across all ITC platforms</p> <p>Launch of strategic giving WillPower campaign for 2026</p>	<p>Social Media: Weekly social media posts & engagement across all ITC platforms - Launch Reflections from the Field in spring 2026 to highlight field work, Winter Heron features on social media</p>

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2025-2026 - 4th Quarter Update**

	Ongoing strategic giving WillPower campaign posts
News Releases: None	News Releases: TBD
Publications: Designed and delivered digital & physical ITC Holiday Cards to donors and other key stakeholders Published end-of-year ITC eNews Published Giving Tuesday ITC eNews Issued <i>Caring for Your Conservation Covenant</i> newsletter to covenant landholders ITC FOLKLIFE Ad circulation in next issue of the magazine	Publications: Publish Winter Heron Newsletter Publish Winter ITC eNews
Outreach: None	Outreach: None
Events: None	Events: Host celebration for one new nature reserve and one new NAPTEP covenant on Salt Spring Island
Reports: None	Reports: Prepare for ITC 2025/26 Annual Report
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Donor Relations: Stewardship of donors and advisors (ongoing) Reviewed and updated donor members in contract relationship database Received and processed donations – sent thank you letters and issued charity tax receipts Met with several potential donors interested in legacy giving Tour of S’ul-hween X’pey (Elder Cedar) Nature Reserve with legacy donor	Donor Relations: Stewardship of donors and advisors (ongoing) Receive and process donations – send thank you letters and issue charity tax receipts Follow up with potential donors interested in legacy giving
Strategic Giving: Continued WillPower Campaign seeking bequests of conservation lands or conservation funds Calls with two professional advisors Updated pledged bequests	Strategic Giving: Continue WillPower Campaign seeking bequests of conservation lands or conservation funds Review effectiveness of WillPower Campaign

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<p>Fund Management: Continued review of Opportunity Fund Guidelines</p>	<p>Fund Management: Review donation Policy and other fund guidelines Develop Fund Management Policy</p>
<p>Other: Developed draft Opportunity Fund application form Developed grant-needs spreadsheet Researched external grant opportunities (ongoing) Reviewed donation policies and fund guidelines Developed legacy and conservation print ad for Folklife Magazine</p>	<p>Other: Research external grant opportunities (ongoing)</p>

Islands Trust

LTC EXP SUMMARY REPORT F2026
Invoices posted to Month ending January 2026

610 Executive	Invoices posted to Month ending January 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65200-610	LTC - Local Exp - LTC Meeting Expenses	<u>200.00</u>	<u>147.05</u>	<u>52.95</u>
	TOTAL LTC Local Expense	<u>200.00</u>	<u>147.05</u>	<u>52.95</u>
Projects				
	TOTAL Project Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea) Policies & Standing Resolutions

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 19, 2015	EX-LTC-2015-007	Adoption of Minutes via RWM	It was MOVED and SECONDED that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea) request staff to issue an Resolution Without Meeting for adoption of the minutes on a regular basis.
2.	December 12, 2018	EX-LTC-2018-008	Forward agenda packages to Snaw-Naw-As Nation & EA Director	It was MOVED and SECONDED that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request staff to forward agenda packages to the Nanoose (Snaw-Naw-As Nation) First Nations and Regional District of Nanaimo Electoral Area Director one week prior to each meeting, and remind them of the opportunity to provide verbal, written or phone in updates to the Local Trust Committee.
3.	March 4, 2020	EX-LTC-2020-004	Model Radio Antenna Strategy-Briefing	It was MOVED and SECONDED, that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) adopt the model strategy for radio antennas as presented in the “Model Strategy for Antenna Systems - Local Planning Committee” report dated May 3, 2018.

4.	March 12, 2020	EX-LTC-RWM-2020.1	Reconciliation engagement with local First Nations	<p>It was MOVED and SECONDED that the Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) adopt the following standing resolution:</p> <p>Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:</p> <ul style="list-style-type: none"> a) Annually, write a letter to First Nations, (re)introducing Trustees and Staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations’ cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; and e) Establish and maintain government to government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations’ traditional territories within the Islands Trust Area.
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Future Projects Report

Ballenas-Winchelsea Islands

1. <i>OCP & LUB Review</i>	Responsible	Date Received
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Possible OCP & LUB Projects:

29-Jun-2022

- Conduct early engagement with First Nations and others to provide input to define the project.
- Identify significant un-fragmented forest and non-forest ecosystems and ensure these are noted on mapping for environmental and carbon sequestration value.
- Implement the Protection of Coastal Douglas fir and Associated Ecosystems toolkit and Islands Trust Conservancy Regional Conservation Plan.

2. <i>Administrative</i>	Responsible	Date Received
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N/A

3. <i>Advocacy and Communications</i>	Responsible	Date Received
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N/A

4. <i>Bylaw Enforcement</i>	Responsible	Date Received
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N/A