Ballenas-Winchelsea Islands Local Trust Committee

Regular Meeting Agenda

Date: Wednesday, November 18, 2026
Start Time: 02:30 PM
Location: Electronic Meeting, with a physical location to view the livestream of the meeting at:
Islands Trust Salt Spring Office
4 – 121 McPhillips Avenue
Salt Spring Island, B.C. V8K 2T6

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1. CALL TO ORDER

(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. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. NEW BUSINESS

4.1 LTC Orientation Presentation

4.2 Trustee Appointment - Mount Arrowsmith Biosphere Region Roundtable

Verbal Update
Visit https://www.mabr.ca/ to learn more.

5. REPORTS

5.1 Trustee Reports - Verbal Update

5.2 Chair's Report - Verbal Update

5.3 Electoral Area Director's Report - None

5.4 Mount Arrowsmith Biosphere Region (MABR) Report - None

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

5.6 Islands Trust Conservancy Report - None

6. PUBLIC PARTICIPATION PERIOD

7. MINUTES

7.1 Regular Business Meeting Minutes

7.1.1 Local Trust Committee Meeting Adopted Minutes of June 3, 2026 Page 5

For Information

7.2 Special Business Meeting Minutes

7.2.1 Local Trust Committee Special Meeting Adopted Minutes of August 21, 2026 Page 9

For Information

7.3 Advisory Planning Commission Minutes - None

7.4 Section 26 - Resolutions-Without-Meeting

7.4.1 Report Dated November 2026 Page 11

For Information

8. FOLLOW-UP ACTION LIST Page 13

For Information

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. DELEGATIONS - None

12. CORRESPONDENCE - None

(Correspondence received concerning current applications or projects is posted to the Local Trust Committee webpage.)

13. APPLICATIONS AND REFERRALS - None

14. LOCAL TRUST COMMITTEE PROJECTS - None

15. ADMINISTRATIVE REPORTS

15.1 Applications Report - None

15.2 Adopted Policies and Standing Resolutions Report Page 14

For Information

15.3 Trustee and Local Expense Report

15.3.1 September 2026 Page 17

For Information

15.4 Indigenous Relations Report - None

15.5 Other Reports - None

16. WORK PROGRAM

16.1 Active Projects List - None

16.2 Future Projects List Report - Dated November 2026 Page 18

For Information

17. CLOSED SESSION

Motion for consideration:

17.1 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:
(f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

17.2 Report from Closed Session

18. UPCOMING MEETINGS

18.1 Next Regular Meeting is to be scheduled.

19. ADJOURNMENT

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

Date: June 3, 2026
Location: Electronic Meeting

Members Present: Laura Patrick, Chair
Tobi Elliott, Trustee
David Maude, Trustee
Timothy Peterson, Trustee

Staff Present: Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
Warren Dingman, Bylaw Compliance & Enforcement Manager
Lisa Millard, Meeting Administrator/Recorder

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

1. CALL TO ORDER

Chair Patrick called the meeting to order at 11:00 a.m. She 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 PARTICIPATION - None

4. MINUTES

4.1 Local Trust Committee Minutes dated June 18, 2024 - for adoption

By general consent, the Local Trust committee meeting minutes of June 18, 2024 were adopted.

4.2 Resolutions Without Meeting Report dated May 2026

Received for information.

5. BUSINESS ARISING FROM MINUTES

5.1 Follow-up Action List Report dated May 2026

Received for information.

6. COMMUNITY INFORMATION MEETING – None

7. PUBLIE HEARING - None

8. APPLICATIONS AND REFERRALS - None

9. LOCAL TRUST COMMITTEE PROJECTS – None

10. DELEGATIONS - None

11. CORRESPONDENCE

11.1 Mount Arrowsmith Biosphere Region (MABR) Roundtable Gathering Vol. 37 -
Meeting Minutes - dated March 27, 2026

Received for information.

12. NEW BUSINESS

12.1 Mount Arrowsmith Biosphere Region (MABR) Roundtable - dated March 27, 2026

It was noted that an elected official is typically appointed to the roundtable by Executive Committee and the appointment might take into consideration that the geography of the region spans more than one Local Trust Area. The Director of Trust Area Services indicated the matter can be taken to Trust Council for consideration of an appointment next term.

EX-2026-001
It was MOVED and SECONDED
that the Executive Committee acting as the Ballenas-Winchelsea Local Trust Committee appoint Chair Patrick as a member of the Mount Aerosmith Biosphere Region Roundtable.

CARRIED

13. REPORTS

13.1 Trustee Reports - None

13.2 Chairs Report - None

13.3 Trust Conservancy Reports

13.3.1 January 2026

Received for information.

13.3.2 Islands Trust Conservancy 4th Quarter Report Update

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 Report dated March 2026

Received for information.

13.8 Adopted Polices and Standing Resolutions

EX-2026-002
It was MOVED and SECONDED
that the Executive Committee acting as the Ballenas-Winchelsea Local Trust Committee amend standing res EX-LTC-2018-008 by adding Mount Aerosmith Biosphere Region Roundtable after Area Director.

CARRIED

EX-2026-003
It was MOVED and SECONDED
that the Executive Committee acting as the Ballenas-Winchelsea Local Trust Committee amend standing resolution EX-LTC-2018-008 to include First Nations with interests in the Ballenas-Winchelsea Local Trust Area.

CARRIED

14. WORK PROGRAM

14.1 Active Projects Report - None

14.2 Future Projects Report dated June 2026

Received for information.

15. CLOSED MEETING

15.1 Motion to Close the Meeting

EX-2026-004
It was MOVED and SECONDED,
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.

CARRIED

The meeting was recessed at 11:35 a.m. and adjourned at 12:00 p.m. following the in-camera session.

15.2 Rise and Report

Chair Patrick reported adoption of the April 18, 2023 in-camera meeting minutes.

16. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for Wednesday, November 18, 2026 at 2:30 p.m. to be held electronically.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 12:00 p.m.

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Laura Patrick, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Minutes of a Special Meeting

Date: Friday, August 21, 2026
Location: Electronic Meeting

Members Present: Laura Patrick, Chair
Timothy Peterson, Trustee
David Maude, Trustee
Tobi Elliott, Trustee

Staff Present: Rueben Bronee, Chief Administrative Officer
David Marlor, Director, Legislative and Information Services
Warren Dingman, Manager, Bylaw Compliance and Enforcement
Katherine Vogt, Recorder

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

1. CALL TO ORDER

Chair Patrick called the special meeting to order at 9:01 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. PUBLIC COMMENT PERIOD

There were no members of the public in attendance.

5. CLOSED MEETING

EX-2026-005
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(f)(g) and (i) of the Community Charter in order to consider matters related to law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; litigation or potential litigation affecting the Islands Trust; and 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 recessed at 9:04 a.m. and reconvened at 9:41 a.m. following the in-camera session.

6. RISE AND REPORT

The chair reported that the *in-camera* minutes of June 3, 2026 had been adopted.

7. ADJOURNMENT

By general consent the meeting was adjourned at 9:42 a.m.

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Laura Patrick, Chair

Certified Correct:

_____

Katherine Vogt, Recorder

Minutes are not official until adopted at a subsequent meeting.

Islands Trust

Print Date: Nov 9, 2026

Resolution Report

Ballenas-Winchelsea LTC

Meeting Date	Resolution	Added By	Classification	Action
27-Oct-2026	BW-2026-005 **Adopt August 21, 2026 Minutes** **That the Executive Committee acting as the Ballenas-Winchelsea Local Trust Committee special meeting minutes of August 21, 2026 be adopted as presented.** Ballenas-Winchelsea LTC	**Kalyaan Selvakumar**	Resolution Without Meeting	**Carried**
27-Oct-2026	BW-2026-004 **Adopt June 3, 2026 Minutes** **That the Executive Committee acting as the Ballenas-Winchelsea Local Trust Committee regular business meeting minutes of June 3, 2026 be adopted as presented.** Ballenas-Winchelsea LTC	**Kalyaan Selvakumar**	Resolution Without Meeting	**Carried**
18-Aug-2026	BW-2026-003 **2026-08-18 – RWM – 3** **Item Description:** Schedule Special Meeting August 21, 2026 at 9:00 a.m. THAT the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Ballenas-Winchelsea LTC	**Unknown user**	Resolution Without Meeting	**Carried**
26-May-2026	BW-2026-002 **2026-05-26 – RWM – 2** **Item Description:** Annual Report 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. Ballenas-Winchelsea LTC	**Unknown user**	Resolution Without Meeting	**Carried**

Meeting Date	Resolution	Added By	Classification	Action
08-Apr-2026	BW-2026-001 **2026-04-08 – RWM – 1** **Item Description:** Meeting Location Change 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. Ballenas-Winchelsea LTC	**Unknown user**	Resolution Without Meeting	**Carried**

Print Date: Nov 9, 2026

Follow Up Action Report

Ballenas-Winchelsea LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 03-Jun-2026 **Target:** 18-Nov-2026	FUAL-2026-120 **BW FUAL #1** Amend standing res EX-LTC-2018-008 by adding Mount Arrowsmith Biosphere Region Roundtable after Area Director	Unassigned	**100%** **Completed**
Meeting: 03-Jun-2026 **Target:** 18-Nov-2026	FUAL-2026-121 **BW FUAL #2** Amend standing resolution EX-LTC-2018-008 to include First Nations with interests in the Ballenas-Winchelsea Local Trust Area.	Unassigned	**100%** **Completed**
Meeting: 19-Apr-2023 **Target:** 03-Jun-2026	**2023-04-19 – FUAL #18128** Share updates and invitations regarding Snaw-naw-as (Nanoose) First Nation & Islands Trust Protocol Agreement with Ballenas-Winchelsea Islands LTC.	Unassigned	**0%** **In Progress**

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 Amended 2026-06-03 Amended 2026-06-03	EX-LTC-2018-008 EX-2026-002 EX-2026-003	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, First Nations with interests in the Ballenas-Winchelsea Local Trust Area, Regional District of Nanaimo Electoral Area Director, and Mount Aerosmith Biosphere 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	**It was MOVED and SECONDED** that the Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) adopt the following standing resolution: 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: 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.

5.	June 3, 2026	EX-2026-001	Chair appointment to Roundtable	**It was MOVED and SECONDED** that the Executive Committee acting as the Ballenas-Winchelsea Local Trust Committee appoint Chair Patrick as a member of the Mount Aerosmith Biosphere Region Roundtable. It was noted that an elected official is typically appointed to the roundtable by Executive Committee and the appointment might take into consideration that the geography of the region spans more than one Local Trust Area. The Director of Trust Area Services indicated the matter can be taken to Trust Council for consideration of an appointment next term.

Islands Trust

LTC EXP SUMMARY REPORT F2027

Invoices posted to Month ending September 2026

Item 15.3.1

610 Executive	Invoices posted to Month ending September 2026	Budget	Spent	Balance
LTC Local				
65200-610	LTC - Local Exp - LTC Meeting Expenses	200.00	87.30	112.70
TOTAL LTC Local Expense		200.00	87.30	112.70
Projects				
TOTAL Project Expenses		0.00	0.00	0.00

Future Projects Report

Ballenas-Winchelsea Islands

1. *OCP & LUB Review*	Responsible	Date Received
Possible OCP & LUB Projects: - 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.		29-Jun-2022