Executive Committee
Agenda

Date: Wednesday, October 28, 2026

Time: 9:15 a.m.

Location: Electronic Meeting, and a physical location to view the livestream of the meeting:

Islands Trust Victoria Office

#200 - 1627 Fort Street

Victoria, BC V8R 1H8

Pages

1. CALL TO ORDER

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

   3.1 Introduction of New Items

   3.2 Approval of Agenda

      3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

   Chair Patrick to report that at the last in-camera session the Executive Committee adopted the August 26, 2026 in-camera session minutes.

5. ADOPTION OF MINUTES

   For review and approval.

   5.1 Draft Executive Committee Meeting Minutes of October 14, 2026 — 4 - 8

6. FOLLOW UP ACTION LIST AND UPDATES

   6.1 Follow Up Action List/Director/CAO Updates — 9 - 11

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

   6.3 Islands Trust Conservancy Liaison Update

7. BYLAWS FOR APPROVAL CONSIDERATION - None

8. TRUST COUNCIL MEETING PREPARATION

   8.1 Executive

   8.2 Trust Area Services

8.3 Planning Services

8.4 Financial and Employee Services

8.5 Legislative and Information Services

8.5.1 Local Trust Committee Regular Meeting Agenda Template - Request for Decision 12 - 19

For review and forwarding to December's Islands Trust Council Quarterly Meeting Agenda.

8.6 Draft November Inauguration and Open House Agenda 20 - 20

8.7 Draft November 2-Day Islands Trust Council Meeting Schedule 21 - 22

8.8 November Islands Trust Council Delegation Applications

No applications were received at the time of agenda circulation.

8.9 Draft December Islands Trust Council 3-Day Schedule 23 - 24

8.10 Draft November Islands Trust Council Meeting Agenda 25 - 27

9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

9.1 Executive

9.2 Trust Area Services

9.3 Planning Services

9.4 Financial and Employee Services

9.5 Legislative and Information Services

10. EXECUTIVE COMMITTEE PROJECTS - None

10.1 Trust Council Initiated

10.1.1 Executive

10.1.2 Trust Area Services

10.1.3 Planning Services

10.1.4 Financial and Employee Services

10.1.5 Legislative and Information Services

10.2 Executive Committee Initiated

10.2.1 Executive

10.2.2 Trust Area Services

10.2.3 Planning Services

10.2.4 Financial and Employee Services

10.2.5 Legislative and Information Services

11. NEW BUSINESS

11.1 Executive/Trust Council

11.2 Trust Area Services

11.3 Planning Services

11.4 Financial and Employee Services

11.5 Legislative and Information Services

12. CORRESPONDENCE - None

13. WORK PROGRAM

13.1 Review and amendment of current work program 28 - 31

14. NEXT MEETING

The next meeting of the Executive Committee will be held in-person at the Victoria Coast Hotel & Marina Saturday, November 14 at 3:30 p.m.

15. CLOSED MEETING

THAT the meeting be closed to the public subject to Sections 90(1)(i) of the Community Charter in order to consider matters related to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

16. ADJOURNMENT

Executive Committee
Minutes of a Regular Meeting

Date: **Wednesday, October 14, 2026**
Location: **Electronic Meeting**

Members Present:
Laura Patrick, Chair, Salt Spring Island Local Trust Area
Tobi Elliott, Vice-Chair, Gabriola Island Local Trust Area
David Maude, Vice-Chair, Mayne Island Local Trust Area (Victoria Boardroom)
Timothy Peterson, Vice-Chair, Lasqueti 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
Derek Cockburn, Acting Director, Financial and Employee Services
Warren Dingman, Manager of Bylaw Compliance and Enforcement
Alexandra Trifonidis, Executive Coordinator

Guests or Members of the Public Present: No guests or members of the public were present.

1. CALL TO ORDER

The meeting was called to order at 9:14 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following addition to the agenda was presented for consideration:

- Item 11.2.1 Introduction Letters to New Members of Legislative Assembly

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Nothing to report.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of September 23, 2026

Two corrections to the minutes were noted:

- In Item 6.3, the meeting month needs to be changed from "October" to "September".
- In Item 7.3, the end of the first sentence needs to be changed from "...which was one of the options identified in the public notice." to "...the Request For Decision circulated to all local trust committees to update their public notification bylaws."

By general consent the Executive Committee minutes of September 23, 2026 were adopted, as amended.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Chief Administrative Officer informed the Committee the Follow Up Action List report format is new due to internal software changes and staff are working at resolving issues during the transition.

The Committee reviewed the follow up action list, and Directors provided their area reports.

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

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

6.3 Islands Trust Conservancy Liaison Update

The Islands Trust Conservancy liaison provided an update.

6.3.1 Islands Trust Conservancy Board and Executive Committee Liaison Meeting Minutes of July 28, 2026

Received for information.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Saturna Island Local Trust Committee - Bylaw No. 146 and No. 147

The Director of Planning Services introduced the item.

EC-2026-102
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 146, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026" in accordance with Section 27 of

the *Islands Trust Act*.

CARRIED

EC-2026-103
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 147, cited as "Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.2 Salt Spring Island Local Trust Committee – Bylaw No. 553 - Request for Decision

The Director of Planning Services introduced the item.

EC-2026-104
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 553, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2026" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION - None

9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

10. EXECUTIVE COMMITTEE PROJECTS - None

11. NEW BUSINESS

11.1 Executive/Trust Council - None

11.2 Trust Area Services

11.2.1 Introduction Letters to New Members of Legislative Assembly

Vice-Chair Elliott introduced the item, requesting that letters be sent to newly elected Members of the Legislative Assembly following the election. Staff noted that this was already established as a routine procedure following an election. Discussion ensued regarding who would be copied on the letters.

EC-2026-105
It was MOVED and SECONDED,
that Executive Committee requests staff send introductory letters to newly elected officials following the provincial election, to

congratulate and orient them to Islands Trust and the relevant local trust committees.

CARRIED

11.3 Planning Services - None
11.4 Financial and Employee Services - None
11.5 Legislative and Information Services - None

12. CORRESPONDENCE - None

13. WORK PROGRAM

13.1 Review and amendment of current work program

Received for information.

14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, October 28th at 9:15 a.m.

15. CLOSED MEETING

The Chair indicated that the Committee would not be resuming the public portion of the meeting following the closed session and that a report will be made at the next scheduled meeting, if necessary.

EC-2026-106
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Section 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 closed to the public at 9:45 a.m. and reopened at 10:11 a.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 10:11 a.m.

_____

Laura Patrick, Chair

CERTIFIED CORRECT:

_____

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

DRAFT

Islands Trust

Print Date: Oct 23, 2026

Follow Up Action Report

Executive Committee

Dates	Activity	Responsibility	Progress / Status
Executive Office			
Meeting: 14-Oct-2026 **Target:** 14-Oct-2026	FUAL-2026-030 **7.2 Salt Spring Island Local Trust Committee – Bylaw No. 553 - Request for Decision** Staff to inform relevant planning staff that the Islands Trust Executive Committee approved Salt Spring Island Local Trust Committee Bylaw No. 553, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2026” in accordance with Section 27 of the Islands Trust Act.	**Rueben Bronee**	**100%** **Completed**
Meeting: 14-Oct-2026 **Target:** 14-Oct-2026	FUAL-2026-029 **7.1 Saturna Island Local Trust Committee - Bylaw No. 146 and No. 147** Staff to inform relevant planning staff that the Islands Trust Executive Committee approved Saturna Island Local Trust Committee Bylaw No. 146, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026” in accordance with Section 27 of the Islands Trust Act; and, that the Islands Trust Executive Committee approved Saturna Island Local Trust Committee Bylaw No. 147, cited as “Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026” in accordance with Section 27 of the Islands Trust Act.	**Rueben Bronee**	**100%** **Completed**
Meeting: 29-Jul-2026 **Target:** 08-Dec-2026	FUAL-2026-032 **2026-07-29 – FUAL #21324** Staff to inform Islands Trust Council that Executive Committee recommend Islands Trust Council direct staff to conduct an in-depth review of costing and potential long-term resourcing that is informed by meaningful input from First Nations to inform an advocacy strategy to support discussions with senior levels of government with regards to resourcing for Indigenous relations to advance the Islands Trust mandate.	**Rueben Bronee**	**0%** **In Progress**
Meeting: 29-Jul-2026 **Target:** 03-Dec-2026	FUAL-2026-010 **2026-07-29 – FUAL #21322** Staff to prepare options to revise the current Islands Trust Council meeting scheduling format, to the December 2026 Islands Trust Council Meeting.	**Rueben Bronee**	**0%** **In Progress**

Dates	Activity	Responsibility	Progress / Status
Meeting: 24-May-2023 **Target:** 13-Mar-2026	FUAL-2023-003 **2023-05-24 – FUAL #18262** Explore future education/workshop sessions on decision-making to benefit trustees.	**Rueben Bronee**	**0%** **In Progress**
Finance & Employee Services			
Meeting: 20-Dec-2023 **Target:** 15-Feb-2027	FUAL-2023-004 **2023-12-20 – FUAL #18852** Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	**Derek Cockburn**	**0%** **In Progress**
Legislation & Information Systems			
Meeting: 06-May-2026 **Target:** 15-Dec-2026	FUAL-2026-033 **2026-05-06 – FUAL #21107** Staff to undertake work to ensure that local trust committee agendas conform to Islands Trust Council Meeting Procedures Bylaw No. 101.	**David Marlor**	**100%** **Completed**
Meeting: 17-Jun-2025 **Target:** 08-Mar-2027	FUAL-2025-004 **2025-06-17 – FUAL #20361** Staff to draft options for an updated version of Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS.	**David Marlor**	**0%** **In Progress**
Meeting: 15-Jan-2025 **Target:** 12-Nov-2026	FUAL-2025-005 **2025-01-15 – FUAL #19914** Staff to prepare a primer on principles of the meeting assembly based on the guidelines from the training session May 19, 2022 along with clarification on points of order.	**David Marlor**	**0%** **In Progress**
Meeting: 07-Oct-2021 **Target:** 08-Jun-2027	FUAL-2021-001 **2021-10-07 – FUAL #17753** Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	**David Marlor**	**0%** **In Progress**
Trust Area Services & Conservancy			

Dates	Activity	Responsibility	Progress / Status
Meeting: 14-Oct-2026 **Target:** 15-Nov-2026	FUAL-2026-031 **11.2.1 Introduction Letters to New Members of Legislative Assembly** Staff to send introductory letters to newly elected officials following the provincial election, to congratulate and orient them to Islands Trust and the relevant local trust committees.	**Clare Frater**	**0%** **In Progress**
Meeting: 24-Jul-2024 **Target:** 31-Mar-2027	FUAL-2024-004 **2024-07-24 – FUAL #19435** Staff to develop protocol agreements in cooperation with Quw'utsun (Cowichan) Nations for Trust Council's consideration.	**Clare Frater**	**0%** **In Progress**
Meeting: 05-Jun-2024 **Target:** 31-Mar-2027	FUAL-2024-003 **2024-06-05 – FUAL #19292** Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration.	**Clare Frater**	**0%** **In Progress**
Unassigned Department			
Meeting: 14-May-2025 **Target:** 24-Feb-2027	**2025-05-14 – FUAL #20287** Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Unassigned	**87%** **In Progress**
Meeting: 14-May-2025 **Target:** 24-Feb-2027	**2025-05-14 – FUAL #20262** Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Unassigned	**51%** **In Progress**

REQUEST FOR DECISION

To:	**Trust Council**	**For the Meeting of:**	October 28, 2026
From:	**Local Planning Services**	**Date Prepared:**	October 5, 2026

SUBJECT: LOCAL TRUST COMMITTEE REGULAR MEETING AGENDA TEMPLATE

RECOMMENDATION:

1. THAT Islands Trust Council recommend that local trust committees implement the revised model local trust committee regular meeting agenda template.
2. THAT Islands Trust Council amend Policy 4.1.2 Local Trust Committee Meeting Guidelines by replacing Attachment 1 with the attached model local trust committee regular business meeting agenda.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
While local trust committees' set their own agenda, this recommendation from Islands Trust Council is intended to streamline the agendas preparation process, improve transparency and reduce costs by using a harmonized template for meeting agendas.

PURPOSE: To seek approval on a revised model local trust committee meeting agenda template for use across all regions.

BACKGROUND: At the Executive Committee meeting held May 6, 2026, Executive Committee requested the following:

> *that Executive Committee request that staff undertake work to ensure that local trust committee agendas conform to Trust Council Meeting Procedures Bylaw No. 101.*

Note the above resolution has an incorrect reference; Bylaw 197 of the Trust Council meeting procedures bylaw that applies to local trust committees, not Bylaw 101. The issue raised in the meeting was the inconsistency in the number of public participation sessions, the naming of those sessions and the location of them in the meeting agenda.

Islands Trust Policy 4.1.2, Local Trust Committee Meeting Guidelines, includes a Model Local Trust Committee (LTC) Regular Business Meeting Agenda template.

Over time, the Southern, Northern, and Salt Spring LTC meeting agenda templates have evolved independently. As a result, the order and naming of agenda items are no longer consistent with the model template or across regions. In addition, some LTCs have not adopted updated terminology, and several standing agenda items are rarely or never addressed during meetings.

Legislative and Information Services is introducing version 6 of eScribe (meeting preparation and attendance software), which will be used for agenda preparation, minutes templates, and preparation of minutes. The new system will be populated with standardized templates over the coming weeks, with staff expected to begin using the updated version in November 2026.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Implementing a standardized LTC agenda template in conjunction with the eScribe transition would:

- **Improve consistency:** Establish common meeting structure and terminology across all LTCs.
- **Increase efficiency:** Provide a standardized format for agenda preparation and meeting administration.
- **Support the eScribe implementation:** Allow the updated software to be configured around a consistent, approved agenda structure from the outset.
- **Enhance professionalism:** Ensure a consistent and professional presentation of published agendas and minutes.
- **Support continuity:** Establish a common framework at the beginning of term 2026-30 for new LTC chairs and trustees.
- **Reduce future transition effort:** Align agenda practices before templates are embedded in the new software.

It is recommended that the Model LTC Regular Business Meeting Agenda template be updated and implemented in conjunction with the eScribe rollout, rather than waiting for the full review of Policy 4.1.2.

FINANCIAL: None

POLICY: Legislative and Information Services has identified Policy 4.1.2 as one of Islands Trust Council's policies requiring review and updating. A timeline for the broader policy review has not yet been established. The policy remains open for amendment through the Governance Committee process, and the updated agenda template can be considered as part of that review. Islands Trust Council may also identify further changes at that time.

The updated template would provide a consistent operational standard for LTC meetings while remaining open to further refinement through the formal Policy 4.1.2 review process. This approach would allow the organization to realize the benefits of standardization immediately while preserving Islands Trust Council's opportunity to consider broader policy or governance changes at a later date.

IMPLEMENTATION/COMMUNICATIONS: Introduction to LTCs through receipt of their first regular meeting agenda of the term.

FIRST NATIONS RELATIONS: None

OTHER: None

RELEVANT POLICY(S): Islands Trust Policy 4.1.2 Local Trust Committee Meeting Guidelines
Islands Trust Council Local Trust Committee Meeting Procedures Bylaw No. 197

ATTACHMENT(S): Attachment 1: Proposed model LTC regular meeting agenda
Attachment 2: Policy 4.1.2 current model LTC regular meeting agenda

Attachment 3: Current format of a Northern LTC regular meeting agenda
Attachment 4: Current format of a Southern LTC regular meeting agenda
Attachment 5: Current format of a Salt Spring LTC regular meeting agenda

---

RESPONSE OPTIONS

Recommendation:
THAT Islands Trust Council recommend that local trust committees implement the revised model local trust committee regular meeting agenda template.

THAT Islands Trust Council amend Policy 4.1.2 Local Trust Committee Meeting Guidelines by replacing Attachment 1 with the attached model local trust committee regular business meeting agenda.

Alternative:

1. THAT Islands Trust Council approve the model local trust committee meeting agenda template, as amended.

2. THAT Islands Trust Council not approve the model local trust committee meeting agenda template and waits for Governance Committee to conduct policy work.

Prepared By: Lisa Millard, Meeting Administrator

Reviewed By/Date: **Director, Legislative and Information Services/October 20, 2026**
Director, Planning Services/October 20, 2026

Attachment 1

PROPOSED

Local Trust Committee
Regular Business Meeting Agenda Template

1. CALL TO ORDER

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. PUBLIC PARTICIPATION PERIOD

5. MINUTES

- **5.1 Regular Business Meeting Minutes (previous meeting)**
- **5.2 Section 26 – Resolutions-Without-Meeting**
- **5.3 Advisory Planning Commission Minutes**

6. FOLLOW UP ACTION LIST

7. COMMUNITY INFORMATION MEETING (when applicable)

8. PUBLIC HEARING (when applicable)

9. DELEGATIONS

10. CORRESPONDENCE

11. APPLICATIONS AND REFERRALS

12. LOCAL TRUST COMMITTEE PROJECTS

13. NEW BUSINESS

14. REPORTS

- **14.1 Trustee Reports**
- **14.2 Chair's Report**
- **14.3 Electoral Area Director's Report**
- **14.4 Islands Trust Conservancy Report**
- **14.5 Applications Report**
- **14.6 Adopted Policies and Standing Resolutions Report**
- **14.7 Trustee and Local Expense Report**

15. WORK PROGRAM

- **15.1 Active Projects List**
- **15.2 Future Projects List**

16. CLOSED SESSION (if needed)

17. UPCOMING MEETINGS

18. ADJOURNMENT

POLICY 4.1.2 Model Local Trust Committee

Regular Business Meeting Agenda

1. CALL TO ORDER
2. TOWN HALL (optional)
3. APPROVAL OF AGENDA
4. MINUTES
   - 4.1. Regular Business Meeting Minutes (previous meeting)
   - 4.2. Section 26 – Resolutions-Without-Meeting
   - 4.3. Advisory Planning Commission Minutes
5. BUSINESS ARISING FROM MINUTES
   - 5.1. Follow-up Action List
6. COMMUNITY INFORMATION MEETING (optional)
7. PUBLIC HEARING (optional)
8. APPLICATIONS AND REFERRALS
9. LOCAL TRUST COMMITTEE PROJECTS
10. DELEGATIONS
11. CORRESPONDENCE
12. NEW BUSINESS
13. REPORTS
    - 13.1. Trustee Reports
    - 13.2. Chair's Report
    - 13.3. Islands Trust Conservancy Report
    - 13.4. Electoral Area Director Report (optional)
    - 13.5. Applications Report
    - 13.6. Adopted Policies and Standing Resolutions Report
14. WORK PROGRAM
    - 14.1. List of Top Priorities
    - 14.2. List of Projects
15. CLOSED SESSION (if needed)
16. RISE AND REPORT (if needed)
17. UPCOMING MEETINGS
18. ADJOURNMENT

Attachment 3

CURRENT FORMAT USED FOR

Northern Local Trust Committee

Minutes of Regular Meeting

			EXCEPTIONS	
1.	**CALL TO ORDER**			
2.	**TERRITORIAL ACKNOWLEDGEMENT**			
3.	**APPROVAL OF AGENDA**			
4.	**REPORTS**			
	4.1	**Trustee Reports**	Hornby LTC	ITC Report is here
	4.2	**Chair's Report**	Gabriola LTC	Added First Nations Report
	4.3	**Electoral Area Director's Report**		
5.	**PUBLIC PARTICIPATION PERIOD**		Lasqueti LTC	Uses term Town Hall
6.	**MINUTES**			
7.	**BUSINESS ARISING FROM MINUTES**			
	7.1	**Follow-up Action List**		
8.	**DELEGATIONS**			
9.	**APPLICATIONS AND REFERRALS**			
10.	**LOCAL TRUST COMMITTEE PROJECTS**			
11.	**CORRESPONDENCE**			
12.	**NEW BUSINESS**			
13.	**STAFF REPORTS**			
	13.1	**Trust Conservancy Report**	Hornby LTC:	ITC Report is in section 4
	13.2	**Applications Report**	Gabriola LTC:	Added Climate Change
	13.3	**Trustee and Local Expense Report**		Action Update
	13.4	**Adopted Policies and Standing Resolutions**		
	13.5	**First Nations Relationship Building Update**		
	13.7	**Local Trust Committee Webpage**		
14.	**WORK PROGRAM**			
	14.1	**Active Projects Report**		
	14.2	**Future Projects Report**		
15.	**UPCOMING MEETINGS**			
16.	**CLOSED MEETING**			
17.	**ADJOURNMENT**			

Attachment 4

CURRENT FORMAT USED FOR

Southern Local Trust Committee

Regular Business Meeting Template

		EXCEPTIONS
1.	**CALL TO ORDER**	
2.	**TERRITORIAL ACKNOWLEDGEMENT**	
3.	**APPROVAL OF AGENDA**	
4.	**TRUSTEE REPORTS**	Mayne LTC items 4-6 done in s. 17
5.	**CHAIR'S REPORT**	
6.	**ELECTORAL AREA DIRECTOR REPORT**	
7.	**FIRST NATIONS REPORT**	Mayne LTC does not include
8.	**PUBLIC PARTICIPATION PERIOD**	
9.	**COMMUNITY INFORMATION MEETING**	
10.	**PUBLIC HEARING**	
11.	**MINUTES**	
12.	**BUSINESS ARISING FROM MINUTES**	
13.	**DELEGATIONS**	
14.	**CORRESPONDENSE**	
15.	**APPLICATIONS AND REFERRALS**	
16.	**LOCAL TRUST COMMITTEE PROJECTS**	
17.	**REPORTS**	
	17.1 Active Projects Report	Mayne LTC includes items 4-6 here
	17.2 Future Projects Report	
	17.3 Applications Report	
	17.4 Trustee and Local Expense Report	
	17.5 Adopted Policies and Standing Resolutions	
	17.6 Local Trust Committee Webpage	SP LTC includes "Reconciliation & FN
	17.7 Islands Trust Conservancy Report	Relationship Building Repot
18.	**NEW BUSINESS**	
19.	**UPCOMING MEETINGS**	
20.	**PUBLIC PARTICIPATION**	
21.	**ADJOURNMENT**	

Attachment 5

CURRENT FORMAT USED FOR

Salt Spring Local Trust Committee

Regular Business Meeting Template

1. CALL TO ORDER & TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF AGENDA

3. PUBLIC PARTICIPATION

4. DELEGATIONS

5. TRUSTEE REPORTS

6. CHAIR'S REPORT

7. ELECTORAL AREA DIRECTOR REPORT

8. PREVIOUS MEETINGS

- **8.1 Minutes**
- **8.2 Resolution without Meeting Report**
- **8.3 APC Minutes**
- **8.4 LTC Public Hearing Record**

9. CORRESPONDENCE

10. BUSINESS ARISING FROM MINUTES

12. COMMUNITY INFORMATION MEETING

13. PUBLIC HEARING

14. APPLICATIONS AND REFERRALS

15. LOCAL TRUST COMMITTEE PROJECTS

16. NEW BUSINESS

17. REPORTS

- **17.1 Adopted Policies and Standing Resolutions**
- **17.2 Open Applications Report**
- **17.3 Expense Report**
- **17.4 Islands Trust Conservancy Report**

18. UPCOMING MEETINGS

19. CLOSED MEETING

20. ADJOURNMENT

Islands Trust

Thursday, November 12th, 2026

TRUSTEE OPEN HOUSE	12:00 PM - 4:00 PM

Location: Islands Trust Victoria Office #200 - 1627 Fort Street , Victoria

Trustees pick up personalized hardware and attend an orientation session at the following time slots:

Gabriola, Salt Spring, North and South Pender Trustees	12:00 PM - 1:30 PM
Denman, Hornby, Mayne, Saturna and Thetis Trustees	1:30 PM - 3:00 PM
Bowen, Galiano, Gambier and Lasqueti Trustees	3:00 PM - 4:00 PM

Travel to Coast Victoria Hotel & Marina

INAUGURATION	5:00 PM - 9:00 PM

Location: Coast Victoria Hotel & Marina, 146 Kingston St., Victoria

TERRITORIAL ACKNOWLEDGEMENT & WELCOME	5:00 PM - 5:30 PM
SWEARING-IN CEREMONY & INDIVIDUAL HEADSHOTS	5:30 PM - 7:00 PM
GROUP PHOTO	7:00 PM - 7:30 PM
RECEPTION DINNER	7:30 PM - 9:00 PM

DRAFT

Islands Trust Council Meeting Schedule

Date & Time: 9:00 AM, Friday, November 13 through 2:30 PM, Saturday, November 14, 2026

Location: Coast Victoria Hotel - Coast Ballroom, 146 Kingston Street, Victoria, B.C. V8V 1V4

FRIDAY

Time	DAY 1 - Session Highlights	Agenda Item
9:00 AM	**Welcome and Introductions** • Call to Order and Approval of Agenda • Governance and the Role of Trustees	1 - 4
10:00 AM	**Notice of Election & Intent for Executive Committee**	5
	BREAK 10:30 - 10:45 AM	
10:45 AM	**Islands Trust Council Committees** • Committee Overviews and Expressions of Interest	6
11:15 AM	**Islands Trust Department Overviews** • Legislative and Information Services • Financial and Employee Services	7
	LUNCH 12:15 - 1:00 PM	
1:00 PM	**Islands Trust Department Overviews (Continued)** • Planning Services • Trust Area Services	7
2:00 PM	**Islands Trust Conservancy** • Introduction to the Islands Trust Conservancy • Notice of Intent for the Islands Trust Conservancy Board	8
	BREAK 3:00 - 3:15 PM	
3:15 PM	**Closed Meeting** • Public are welcome to attend all sessions excluding the Closed Meeting.	9
4:30 PM	**Executive Committee and Islands Trust Conservancy Board Candidate Presentations**	10
	ADJOURN - ~ 5:30 PM	

DRAFT

Times are provided for information and may vary. See meeting agenda for full list of meeting agenda items.
Please visit the Islands Trust website at islandstrust.bc.ca

Islands Trust Council Quarterly Meeting Schedule
13 & 14, November, 2026

Islands Trust

SATURDAY

Time	DAY 2 - Session Highlights	Agenda Item
8:30 AM	**Trustee Training Session** Not open to the public	
	Public Meeting Reconvenes at 10:45 AM	
10:45 AM	**Communications** • Introduction to Communications Policies and Practices	11
11:15 AM	**Business Items** • Correspondence	12
	LUNCH 12:00 - 12:30 PM	
12:30 PM	**Nominations and Elections** • Executive Committee • Islands Trust Conservancy Board	13
1:30 PM	**Delegation & Public Comment Period**	14
	ADJOURN - ~ 2:30 PM	
3:30 PM	**Executive Committee Meeting - Gonzales Room**	Please visit the event web page for the agenda.

DRAFT

Islands Trust Council Quarterly Meeting Schedule

Date & Time: 1:00 PM, Tuesday, December 8 through 1:00 PM, Thursday, December 10, 2026

Location: Hotel Grand Pacific - Vancouver Island Ballroom, 463 Belleville Street #3, Victoria, B.C. V8V 1X3

DRAFT

TUESDAY

Time	DAY 1 - Session Highlights	Agenda Item
10:00 AM	**Executive Committee Meeting - Galiano Room**	Please visit the event web page for the agenda.
	Islands Trust Council Meeting Begins at 1:00 PM	
1:00 PM	**Welcome and Introductions** • Call to Order and Territorial Welcome • Approval of Agenda	TBD
1:25 PM	**General Business Arising** • Islands Trust Council Committee Work Programs • Correspondence	TBD
2:00 PM	**Executive Office**	TBD
	BREAK 3:30 - 3:45 PM	
3:45 PM	**Legislative and Information Services**	TBD
4:30 PM	**Delegations and Public Comment Period**	TBD
	ADJOURN ~ 5:30 PM	

Times are provided for information and may vary. See meeting agenda for full list of meeting agenda items.
Please visit the Islands Trust website at islandstrust.bc.ca

Islands Trust Council Quarterly Meeting Schedule
8-10, December, 2026

Islands Trust

WEDNESDAY

Time	DAY 2 - Session Highlights	Agenda Item
9:00 AM	**Closed Meeting** • Public are welcome to attend all sessions excluding the Closed Meeting.	TBD
	BREAK 10:00 - 10:15 AM	
10:15 AM	**Trust Area Services**	TBD
	LUNCH 12:00 - 1:00 PM	
1:00 PM	**Financial and Employee Services**	TBD
	BREAK 3:00 - 3:15 PM	
3:15 PM	**Financial and Employee Services (Continued)**	TBD
4:15 PM	**Planning Services**	TBD
	ADJOURN ~ 5:00 PM	

THURSDAY

Time	DAY 3 - Session Highlights	Agenda Item
9:00 AM	**Planning Services (Continued)**	TBD
	BREAK 10:30 - 10:45 AM	
10:45 AM	**Trustee Roundtable**	TBD
12:15 PM	**New Business, Disposition of Delegations, Meeting Wrap Up** • Islands Trust Council Follow Up Action List	TBD
	ADJOURN ~ 1:00 PM	

DRAFT

Islands Trust Council
Meeting Agenda

Date: Friday, November 13 through Saturday, November 14, 2026

Time: 9:00 a.m. start time on Friday

Location: Coast Victoria Hotel & Marina - Coast Ballroom

146 Kingston Street, Victoria BC V8V 1V4

Pages

1. WELCOME REMARKS AND INTRODUCTIONS 9:00 AM - 9:30 AM

2. CALL TO ORDER

3. APPROVAL OF AGENDA

3.1 Review of the Agenda

Late items, new items, and re-ordering of the agenda.

3.2 Approval of the Agenda

4. GOVERNANCE AND THE ROLE OF TRUSTEES 9:30 AM - 10:00 AM

Chief Administrative Officer, Rueben Bronee

5. NOTICE OF ELECTION & INTENT FOR EXECUTIVE COMMITTEE 10:00 AM - 10:30 AM

BREAK

10:30 AM - 10:45 AM

6. ISLANDS TRUST COUNCIL COMMITTEES 10:45 AM - 11:15 AM

6.1 Committee Overviews

- Accessibility Committee
- Financial Planning Committee
- Governance Committee
- Regional Planning Committee
- Trust Programs Committee

6.2 Expressions of Interest

7. ISLANDS TRUST DEPARTMENT OVERVIEWS 11:15 AM - 2:00 PM

DRAFT

7.1 **Legislative and Information Services** 11:15 AM - 11:45 AM

Director, David Marlor

7.2 **Financial and Employee Services** 11:45 AM - 12:15 PM

Acting Director, Derek Cockburn

LUNCH

12:15 PM - 1:00 PM

7.3 **Planning Services** 1:00 PM - 1:30 PM

Director, Stefan Cermak

7.4 **Trust Area Services** 1:30 PM - 2:00 PM

Director, Clare Frater

8. **ISLANDS TRUST CONSERVANCY** 2:00 PM - 3:00 PM

8.1 **Introduction to the Islands Trust Conservancy**

Manager, Wendy Tyrrell

8.2 **Notice of Intent for the Islands Trust Conservancy Board**

BREAK

3:00 PM - 3:15 PM

9. **CLOSED SESSION** 3:15 PM - 4:30 PM

THAT the meeting be closed to the public subject to Section 90(1)(i) of the Community Charter in order to consider matters related to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff attend the meeting.

10. **EXECUTIVE COMMMITTEE & ISLANDS TRUST CONSERVANCY BOARD CANDIDATE PRESENTATIONS** 4:30 PM - 5:30 PM

SATURDAY, NOVEMBER 14

11. **COMMUNICATIONS** 10:45 AM - 11:15 AM

11.1 **Introduction to Communications Policies and Practices**

Director, Clare Frater

DRAFT

12. CORRESPONDENCE 11:15 AM - 12:00 PM

LUNCH

12:00 PM - 12:30 PM

13. NOMINATIONS & ELECTIONS 12:30 PM - 1:30 PM

13.1 Executive Committee

13.2 Islands Trust Conservancy Board

14. ENGAGEMENT / COLLABORATION 1:30 PM - 2:30 PM

14.1 Delegations

14.2 Public Comments

15. NEXT MEETING

The next Islands Trust Council Quarterly Meeting is scheduled to be held in-person in Victoria at the Hotel Grand Pacific, December 8 - 10, 2026.

15.1 Proposed December Islands Trust Council Program

Received for information.

16. ADJOURNMENT ~2:30 PM

DRAFT

Islands Trust

Print Date: Oct 23, 2026

Work Program Report

Executive Committee

Dates	Activity	Responsibility	Progress / Status
Meeting: 03-May-2023 **Target:** 31-Mar-2028	FUAL-2023-008 **2023-05-03 – Active Project #449** **Description:** Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025. Implementation ongoing for active projects. Initiation of new work on hold per the accepted recommendation of the Operational Review Report	**Rueben Bronee**	**0%** **In Progress**
Meeting: 02-Sep-2020 **Target:** 31-Mar-2028	FUAL-2020-001 **2020-09-02 – Active Project #443** **Description:** Update and implement Indigenous Relations Action Plan (Strategic Plan 5.1.1) 2026-2028 Indigenous Relations Action Plan approved by Trust Council in June 2026. Implementation planning underway.	**Clare Frater**	**0%** **In Progress**
Meeting: 26-Feb-2020 **Target:** 29-Jun-2029	FUAL-2020-002 **2020-02-26 – Active Project #386** **Description:** Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1) Project underway guided by Trust Council project charter.	**Clare Frater**	**0%** **In Progress**

Islands Trust

Print Date: Oct 23, 2026

Work Program Report

Executive Committee

Dates	Activity	Responsibility	Progress / Status
Meeting: 12-May-2025 **Target:** -	FUAL-2025-010 **2025-05-12 – Future Project #672** **Description:** Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3) To be determined. Regional Planning Committee is evaluating the Freshwater Sustainability Strategy. TC did not support business case for developing an Implementation Plan.	**Clare Frater** **Stefan Cermak**	**0%** **Not Started**
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-012 **2025-03-12 – Future Project #670** **Description:** Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2) Initiation timeline: Priority for this Council term	**Clare Frater**	**0%** **Not Started**
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-013 **2025-03-12 – Future Project #669** **Description:** Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3) Initiation timeline: 2026/27	**Clare Frater** **Rueben Bronee**	**0%** **Not Started**
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-014 **2025-03-12 – Future Project #668** **Description:** Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2) Initiation timeline: Priority for this Council term	**Clare Frater** **Rueben Bronee**	**0%** **Not Started**

Dates	Activity	Responsibility	Progress / Status
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-016 **2025-03-12 – Future Project #666** **Description:** Create a grant program to increase public understanding of the impact of climate change to the unique amenities and environment of the Islands Trust Area (Strategic Plan Initiative 4.2.2) Initiation timeline: TBD	**Clare Frater**	**0%** **Not Started**
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-017 **2025-03-12 – Future Project #665** **Description:** Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting (Strategic Plan Initiative 3.1.1) Initiation timeline: Priority for this Council term	**Clare Frater**	**0%** **Not Started**
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-018 **2025-03-12 – Future Project #664** **Description:** Design a plan to advocate to enhance community access to funding for housing in the Trust Area (Strategic Plan Initiative 2.3.2) Initiation timeline: Priority for this Council term	**Clare Frater**	**0%** **Not Started**
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-019 **2025-03-12 – Future Project #663** **Description:** Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind (Strategic Plan Initiative 1.2.6) Initiation timeline: 2026/27: (May 2023 EC asked for priority to Ministry of Transportation and Infrastructure)	**Clare Frater** **Rueben Bronee**	**0%** **Not Started**
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-020 **2025-03-12 – Future Project #662** **Description:** Explore new engagement models (virtual and in person forums) to reach more community members (Strategic Plan Initiative 1.2.2) Initiation timeline TBD	**Clare Frater**	**0%** **Not Started**

Dates	Activity	Responsibility	Progress / Status
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-015 **2025-03-12 – Future Project #667** **Description:** Amend legislation to increase the percentage of NAPTEP to act as an incentive for the protection of forest cover for climate change (Strategic Plan Initiative 4.2.4) Initiated	**Clare Frater**	**0%** **In Progress**
Meeting: 12-Mar-2025 **Target:** -	FUAL-2025-011 **2025-03-12 – Future Project #671** **Description:** Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5) New Indigenous Relations Action Plan approved by Trust Council. Staff are assessing implementation activities and related budget implications.	**Rueben Bronee**	**0%** **In Progress**
Meeting: 11-May-2023 **Target:** -	FUAL-2023-007 **2023-05-11 – Future Project #659** **Description:** Pay Transparency Report Submission & Posting The Pay Transparency Act became law on May 11, 2023. Under the legislation, beginning in 2026, Islands Trust must prepare and submit a Pay Transparency Report by November 1 annually. These reports must be posted publicly on the Islands Trust website. Inaugural report approved at Sept 10/26 TC meeting. To be posted on website by end of Sept 2026.	**Derek Cockburn**	**0%** **In Progress**