Executive Committee
Minutes of a Regular Meeting

Date:	**Wednesday, May 6, 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 Timothy Peterson, Vice-Chair, Lasqueti Island Local Trust Area
Staff Present:	Rueben Bronee, Chief Administrative Officer Stefan Cermak, Director, Planning Services Derek Cockburn, Acting Director, Financial and Employee Services Clare Frater, Director, Trust Area Services Joe Elliott, Senior Indigenous Relations Advisor Jason Youmans, Senior Policy Advisor Alexandra Trifonidis, Executive Coordinator
Staff Regrets:	David Marlor, Director, Legislative and Information Services
Members of the public present:	Two members of the public were present electronically.

1. CALL TO ORDER

Acting Chair Elliott called the meeting to order at 9:15 a.m. and informed the Committee that Chair Patrick would be a few minutes late joining the meeting.

2. TERRITORIAL ACKNOWLEDGEMENT

Acting Chair Elliott acknowledged that the meeting was being held within Coast Salish territories across the Islands Trust Area and recognized Red Dress Day.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following items within the agenda addendum were presented for consideration:

- Item 10.2.2.1 a briefing on Advancing Engagement with the Province on Resourcing for First Nations Relationship Building
- Item 12.3 correspondence 2026-05-05 Bowen Island Mayor Leonard - Re: Agenda Item 10.2.2.1 – Staff Briefing on First Nations Engagement Resourcing

3.2 Approval of Agenda

By general consent the agenda and addendum were approved, as presented.

Chair Patrick joined the meeting at 9:19 a.m. and assumed the responsibility of chairing the meeting.

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 April 15, 2026

Two corrections in the minutes were noted:

1. In the Staff Present section, the attendance of Islands Trust Conservancy Manager Wendy Tyrrell was not reflected and should be added.
2. In section 16.4, the bullet regarding the development of a growth model does not clearly reflect the discussion held. It was suggested that it be revised to read: "Acknowledging that the Conservancy's success is a growth model, and that strategies need to be developed to sustain that growth over time."

By general consent the Executive Committee minutes of April 15, 2026 were adopted, as amended.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the Follow Up Action List, and Directors provided their area reports.

A question was raised regarding the inconsistency in the number of public participation periods included on local trust committee agendas. Discussion ensued regarding consistency across all local trust committees meeting agendas, Policy 4.1.2, the newly adopted Islands Trust Council Meeting Procedures Bylaw No. 101, the implementation of newly adopted bylaws and the process for updating relevant policies, as well as operational consistency regarding updated follow-up action lists and the timelines for distributing them to committees by email.

EC-2026-057
It was MOVED and SECONDED,
that Executive Committee request that staff undertake work to ensure that local trust committee agendas conform to Trust Council Meeting Procedures Bylaw No. 101.

CARRIED

It was noted that an item arising from the March 25, 2026 Executive Committee meeting regarding requested changes to the South Pender Island Local Trust Committee Meeting Notification Bylaw No. 131 was missing from the Follow Up Action List. A question was raised regarding whether the report would be ready for the upcoming South Pender Island Local Trust Committee meeting, and staff advised that they would follow up.

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.

The meeting recessed for break at 10:28 a.m. and reconvened at 10:39 a.m.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Denman Island Local Trust Committee - Proposed Bylaw No. 259 – Public Notification Bylaw - Request for Decision

EC-2026-058
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 259, cited as "Denman Island Local Trust Committee Public Notification Bylaw No. 259, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.2 North Pender Island Local Trust Committee - Bylaw No. 235 - Request for Decision

The Director of Planning spoke to the Request for Decision.

EC-2026-059
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 235, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2023” in accordance with Section 27 of the *Islands Trust Act*.

Appreciation for the work of the Islands Trust Conservancy was shared.

CARRIED

8. ISLANDS TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 Draft June Islands Trust Council 3-Day Schedule

The Chief Administrative Officer presented the schedule.

A concern was raised regarding scheduling discussion of the Policy Statement on the third day of the agenda.

8.2 Trust Area Services - None
8.3 Planning Services - None
8.4 Financial and Employee Services - None

8.5 Legislative and Information Services

8.5.1 Legislative Monitoring Report

The Director of Planning spoke to the Report, noting the new format of the report.

Staff brought to the Committee's attention that legislative changes may arise between now and the next meeting; if needed, adjustments will be made to the report and it will be resubmitted for review, or a verbal update will be provided at the Islands Trust Council meeting.

A note was made that the Heritage Conservation Act Transformation Project had been postponed indefinitely but was subsequently restarted; therefore, it was suggested that the corresponding Status column would need to be amended.

By general consent item 8.5.1 was forwarded to Islands Trust Council.

9. COMMITTEE OF THE WHOLE MEETING PREPARATION

9.1 Executive - None

9.2 Trust Area Services

9.2.1 Draft May 13, 2026 Committee of the Whole Regular Meeting Agenda

The Committee reviewed Appendix A.

The Director of Trust Area Services spoke to the agenda and expressed appreciation to her team for the work completed to date.

The Senior Policy Advisor provided remarks on the reports included in the agenda package.

Discussion ensued on:

- how the material should be presented to support meaningful discussion;
- the type of feedback being sought from the Committee of the Whole;
- feedback and recommendations received from the Ministry of Housing and Municipal Affairs;
- timing of the survey and improving communications with the public regarding work with Indigenous Governing Bodies;
- an error on page 24, where "Lasqueti Local" should be changed to "Xwe'etay News";
- providing guidance in the *Policy Statement Amendment Project: Public Engagement Phase 4 Report – Briefing* regarding potential options for next steps;

- the project timeline and process;
- providing a PowerPoint presentation outlining staff's recommendations for presentation at the meeting;
- potential upcoming meetings and logistics related to reviewing the associated meeting materials;
- how to approach a project of this scope;
- how best to transition the project to the incoming Council;
- having draft motions prepared for discussion regarding potential follow up; and
- amending the agenda cover to include the presentation provided by Be The Change Group, staff, and the trustee roundtable.

By general consent item 9.2.1 was forward to the Committee of the Whole, as amended, for the May 13, 2026 meeting.

9.3 Planning Services - None
9.4 Financial and Employee Services - None
9.5 Legislative and Information Services - None

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

10.1.1 Executive - None

10.1.2 Trust Area Services

10.1.2.1 Strategic Plan Survey 2026 – Briefing

The Chief Administrative Officer presented the Briefing, noting that it was brought forward following a request from the March Islands Trust Council meeting.

Committee feedback received regarding the survey included:

- presenting the survey in a manner that would best facilitate quality feedback responses;
- improving the structure of the questions;
- writing the survey in plain language; and
- limiting ranking questions to no more than three options (1, 2, and 3).

An idea of providing incentives to complete the survey was suggested, and staff cautioned that, because the survey is anonymous, doing so would be complicated and had not been done historically.

In response to a question regarding the survey budget, staff clarified that funding would come from the Communications pre-budget consultation line.

EC-2026-060

It was MOVED and SECONDED,
that Executive Committee request staff to revise the draft strategic priorities survey question five to improve clarity and usability of the results by:

1. Separating the survey content into two questions:
   a. Asking respondents to select their top 3 priorities; and
   b. Asking respondents to select actions they think will most effectively advance their selected priorities.
2. Ensuring that all survey questions are written in plain language that can be understood without specialized policy context.

CARRIED

10.1.2.2 2025/26 Annual Report - Approval of Executive Committee Sections - Request for Decision

The Director of Trust Area Services spoke to the Request for Decision, advising the Committee that it is being brought forward unusually early to allow for feedback.

Feedback received included:

- on page 91, the last two bullets do not contain the same level of detail as the other bullets and should be expanded to clarify the purpose of the sponsorships;
- on page 96, the top bullet should indicate that the Executive Committee met with the Minister, not the Ministry;
- on page 91, the language regarding the Strategic Plan should be changed from "making progress" to "adopting";
- on page 91, "Islands Trust Council" should be removed from the beginning of several bullets;
- on page 92, consistency was needed in the Reconciliation and Relationship Building section regarding the spelling and formatting of names;
- on page 95, in the Executive Committee Liaison Meetings section, the annual liaison meeting with Bowen Island Municipality needed to be added;
- in the Advocacy section, relevant information regarding Tiny Homes on Wheels discussed at AVICC and UBCM should be added;
- in the Delegations and Presentations to Islands Trust Council section, inconsistencies in how Trust

Council delegations were reported should be corrected;

- in the Bylaw Compliance & Enforcement Annual Report section, the approval of the Bylaw Compliance and Enforcement Manual and Policy should be added; and
- in the Delegations and Presentations to Islands Trust Council section, greater emphasis should be placed on the speakers.

Staff provided appreciation for raising the issue, but cautioned the use of a consistent format when writing names for Indigenous peoples, noting that family members and individuals may identify themselves in different ways, and that it is best to use the spelling or form of name provided.

EC-2026-061
It was MOVED and SECONDED,
that the Executive Committee approves the attached texts, as amended, for inclusion in the 2025/26 Annual Report for approval by Islands Trust Council and submission to the Minister of Housing and Municipal Affairs.

CARRIED

The Committee recessed for break at 11:52 a.m. and reconvened at 12:20 p.m.

10.1.3 Planning Services - None
10.1.4 Financial and Employee Services - None
10.1.5 Legislative and Information Services - None

10.2 Executive Committee Initiated

10.2.1 Executive - None

10.2.2 Trust Area Services

10.2.2.1 Advancing Engagement with the Province on Resourcing for First Nations Relationship Building - Briefing

The Chief Administrative Officer presented the briefing, providing context and noting that staff were not opposed to undertaking the work but had identified potential risks associated with continuing the request.

Discussion ensued regarding:

- the context of the initial ask;
- what work could be accomplished during the remainder of the term;
- long-term advocacy with the Province;

- the challenges of enacting responsible governance within territories of multiple First Nations; and
- strategy and vision for governance within the Trust Area.

10.2.3 Planning Services - None
10.2.4 Financial and Employee Services - None
10.2.5 Legislative and Information Services - None

11. NEW BUSINESS

11.1 Executive/Trust Council

11.1.1 Mount Arrowsmith Biosphere Region (MABR) Roundtable - Briefing

Chair Patrick presented the Briefing, noting what a critically important area the Ballenas Winchelsea Local Trust Area is to the two who reside in and many that visit the area.

Discussion ensued regarding staffing and resources related to relationship-building with First Nations, as well as the Salt Spring Island office holding responsibility for the Local Trust Committee rather than the Northern office, where the area is located.

An error in the spelling of “Ballenas” was found in the report and will be changed.

By general consent item 11.1.1 was forwarded to Islands Trust Council, as amended.

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

12. CORRESPONDENCE (for information unless raised for action)

12.1 2026-04-20 Union of BC Municipalities – Regional Community to Community (C2C) Program – 2026/27 Intake

The Director of Trust Area Services informed the Committee that the correspondence was included on the agenda for information and had been circulated to all local trust committees. The Director also noted that, for the October intake, bylaws or joint initiatives potentially eligible for funding could be considered by local trust committees as an opportunity for future applications. It was further noted that no expressions of interest had been received by the April 30 intake deadline.

Staff identified that the requirement to complete projects within one year presented a barrier.

A question was raised regarding whether the correspondence should be forwarded to the Islands Trust Conservancy Board, and staff confirmed that the correspondence had been shared with all staff and trustees.

The item was received for information.

12.2 2026-05-14 Saanich Inlet Roundtable Meeting Agenda

Chair Patrick informed the Committee that the Saanich Inlet Roundtable meeting, and subsequent ones scheduled throughout the year, conflicts with the upcoming Salt Spring Island Local Trust Committee meeting leaving her unable to attend.

Vice-Chair Elliott expressed a desire to attend the event and requested funding support for travel costs.

EC-2026-062
It was MOVED and SECONDED,
that Executive Committee approve Vice-Chair Elliott's attendance at the May 14, 2026 Saanich Inlet Roundtable Meeting, and that travel costs associated with attending the meeting come from the Executive Committee Training and Conferences budget.

CARRIED

12.3 2026-05-05 Bowen Island Mayor Leonard - Re: Agenda Item 10.2.2.1 – Staff Briefing on First Nations Engagement Resourcing

The Committee expressed concerns regarding the tone and content in the correspondence, and requested Chair Patrick discuss with Mayor Leonard at a later date.

By general consent item 12.3 was received for information.

13. WORK PROGRAM

13.1 Review and amendment of current work program

The Committee reviewed the work program reports.

By general consent the Active Projects Report was forwarded to Islands Trust Council.

The Director of Planning informed the Committee that item two in the Future Projects Report has been completed and can be removed from the list.

EC-2026-063
It was MOVED and SECONDED,
that Executive Committee request staff remove item two on the Future Projects Report.

CARRIED

14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, June 3, at 10:00 a.m.

It was noted that the Ballenas-Winchelsea Islands Local Trust Committee meeting is scheduled for the same day at 11:00 a.m., and accordingly, the start time of the Executive Committee meeting needs to be moved back.

EC-2026-064
It was MOVED and SECONDED,
that Executive Committee request staff change the start time of the June 3, 2026 Executive Committee Regular Business meeting from 10:00 a.m. to 12:00 p.m.

CARRIED

15. CLOSED MEETING

No closed meeting was held.

16. ADJOURNMENT

EC-2026-065
It was MOVED and SECONDED,
that the meeting be adjourned at 1:08 p.m.

CARRIED

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Laura Patrick, Chair

CERTIFIED CORRECT:

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Alexandra Trifonidis, Executive Coordinator and Recorder