Executive Committee
Minutes of a Regular Meeting

Date: **Wednesday, July 8, 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
David Marlor, Director, Legislative and Information Services
Joe Elliott, Senior Indigenous Relations Advisor
Alexandra Trifonidis, Executive Coordinator

Guests and 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 9:15 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the land and waters of the Trust Area have been home to Indigenous Peoples since time immemorial and spoke about the events held on Salt Spring Island on National Indigenous Peoples Day.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following additions to the agenda were presented for consideration:

- Item 5.1 draft Executive Committee Meeting Minutes of June 16, 2026
- Item 12.3 correspondence 2026-07-03 R Laplante - Request for consideration of the CAO's final report (agenda addendum)
- Item 12.4 correspondence 2026-07-07 C de Menyhart - Letter for the Agenda July 8, 2026 Meeting

3.2 Approval of Agenda

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

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Patrick reported that at the last in-camera meeting the Executive Committee adopted the June 3, 2026 in-camera meeting minutes.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of June 16, 2026

By general consent the Executive Committee meeting minutes of June 16, 2026 were adopted as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

Trustees and staff were introduced.

6.1 Follow Up Action List/Director/CAO Updates

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 mentioned the upcoming joint meeting with the Executive Committee on July 28th.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 721 - Request for Decision

The Director of Trust Area Services presented the item.

EC-2026-071
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 721, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 721, 2026" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

7.2 Galiano Island LTC LUB Bylaw No. 297 - Request For Decision

The Director of Planning Services introduced the item, spoke to the purpose of the Bylaw, and noted that staff and the Galiano Island Local Trust Committee find it is not contrary or at variance to the Islands Trust Policy Statement.

A question was raised regarding the purpose of the covenant. Staff confirmed it is to restrict uses and comply with water regulations, riparian area regulations, and noted it is a robust covenant.

EC-2026-072
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 297, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024” in accordance with Section 27 of the *Islands Trust Act*.

Discussion ensued on the following:

- Receiving and reading correspondence addressed to the Executive Committee;
- Correspondence item 12.1 and the concerns raised from neighbouring properties regarding activities in their residential neighbourhood; and
- Historical information and the process of Bylaws No. 296 and 297.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of June 16-18 Islands Trust Quarterly Meeting – Discussion

A roundtable discussion was conducted, and the following comments were noted:

- Trustees joined and left the meeting frequently over the three-day period, which made it difficult for staff to track attendance, particularly during vote counts.
- The format of electronic meetings was discussed.
- The agenda materials were well presented, and the overall agenda was well received and considered manageable.
- Staff's hard work was acknowledged and appreciated.
- The presentation on the British Columbia Coastal Marine Strategy was well received and appreciated.
- The Committee of the Whole section was considered effective.
- If fully electronic meetings become more common, the possibility of changing the meeting format from three days to one to one and a half days, held more frequently, was suggested.
- The post-meeting trustee survey results were consistent with previous surveys. The results indicated that a small number of respondents were dissatisfied with the meeting due to attendance and voting issues.
- A need for procedural changes and requirements to support accurate voting was identified.
- It was suggested that attendees participate from locations with reliable Wi-Fi connectivity whenever possible.
- The electronic meeting format was appreciated for providing opportunities to build relationships with other First Nations through welcomes and opening ceremonies, rather than being limited to site-specific locations.
- The financial impacts of electronic meetings were noted to be lower than those of in-person meetings.
- A question was raised regarding potential support for trustees to improve Wi-Fi connectivity, including coordinated bulk purchasing and the possibility of rebates or reimbursement for related costs.

- Several rural challenges were identified as barriers to trustees carrying out their responsibilities, including limited cell phone reception, unstable Wi-Fi connectivity, and power outages.
- It was suggested that a briefing or handout be developed to provide tips for establishing an effective home office for the new Council.
- The Chair's annotated agenda was identified as a valuable resource that assisted with facilitating the meeting.

8.1.1 Islands Trust Council Meeting Attendance - Discussion

Staff and Committee members discussed attendance at the June meeting, and the following items were noted:

- Prior to the meeting, staff distributed guidance outlining best practices for attending meetings virtually.
- Processes and the importance of trustees informing staff of their attendance, including arrivals and departures throughout the meeting and the challenges for staff to record such.
- The expectation that trustees actively participate while in attendance at meetings.
- Meeting minutes and trustee attendance. It was noted that attendance fluctuated throughout the meeting, with between 15 and 20 trustees present at any given time. Although 25 trustees participated over the course of the meeting, not all were in attendance simultaneously.
- Communicating observations regarding attendance at the June meeting, along with expectations for the September meeting.
- The use of the Chair's annotated agenda to support meeting procedures in the way of scripting.
- It was noted that achieving quorum for in-person meetings on Thursdays during Islands Trust Council meetings has generally been challenging and is not an issue exclusive to electronic meetings.
- Trustee remuneration for attending meetings.

8.1.2 Islands Trust Council Voting and Abstentions - Discussion

Staff and Committee members discussed voting procedures and abstentions at the June meeting, and the following items were noted:

- Under local government procedures, abstentions are not permitted, and a trustee who does not vote is deemed to have voted in favour of the motion.
- The use of roll call votes to confirm trustee attendance during voting was discussed.
- Potential updates to the Meeting Procedures Bylaw were discussed.
- Concerns were expressed regarding the potential erosion of confidence in decisions made through the current voting process.
- The use of the eScribe electronic voting module was discussed.

The Committee recessed for break at 10:45 a.m. and reconvened at 10:55 a.m.

8.2 Executive

8.2.1 June Islands Trust Council Follow Up Action List

The Chief Administrative Officer commented on Activity 8 on page 61 and noted that the item was 50% complete following recent initial staff-to-staff discussions.

Received for information.

8.2.2 June Islands Trust Council Highlights

The Committee reviewed the Highlights document and the following changes were recommended:

- Add Islands Trust Council's request to write a letter to the Minister of Water, Land and Resource Stewardship advocating that the British Columbia Coastal Marine Strategy be enshrined into law;
- Move the First Nations Referral Work Plan section to the Islands Trust Draft Indigenous Relations Action Plan 2026-2028 section; and
- Replace the words "its first ever" with "the" in the Islands Trust Draft Indigenous Relations Action Plan 2026-2028 section.

By general consent item 8.2.2 was approved, as amended.

8.3 Trust Area Services - None
8.4 Planning Services - None
8.5 Financial and Employee Services - None
8.6 Legislative and Information Services - None

9. COMMITTEE OF THE WHOLE MEETING PREPARATION

9.1 Executive

9.1.1 July 22 Committee of the Whole Meeting – Discussion

The Chief Administrative Officer presented the item and noted that staff had not had sufficient time to prepare a draft agenda for the Committee's review. It was further noted that the proposed agenda content was outlined in Item 9.2.1.

The Committee addressed Item 9.2.1 concurrently, and the following items were discussed:

- Ongoing engagement with some Indigenous Governing Bodies and the timing of the work.
- Expected levels of meeting attendance, specifically the challenges associated with achieving quorum.
- The possibility of Executive Committee recommending that the Committee cancel the meeting.
- The importance of continuing work to advance the Policy Statement project through to the end of the current term.

- The timing of the project and the potential risks associated with direct staff-to-staff work that may not align with the outcomes of engagement with First Nations.
- The value of Committee of the Whole discussing the Ministry of Housing and Municipal Affair's referral response, related discussions, and next steps.
    - iterative approach to developing recommendations for amending the draft Policy Statement's content.
- The value of feedback and guidance to staff throughout the process.
- Providing the material to the public to answer questions.

Staff clarified that the materials presented were examples of how information would be provided in future updates and did not represent the complete body of information. The purpose of the material was to demonstrate progress on the project and to obtain feedback on the proposed approach, content, and method of presenting information, rather than to support decision-making at this time.

EC-2026-073
It was MOVED and SECONDED,
that Executive Committee request staff conduct a resolution without meeting to Trust Council to cancel the July 22, 2026 Committee of the Whole meeting.

DEFEATED

9.2 Trust Area Services

9.2.1 Policy Statement Amendment Project: Next Steps (with Reordered Tables)

The Committee discussed item 9.2.1 at item 9.1.1.

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

10. EXECUTIVE COMMITTEE PROJECTS - None

11. NEW BUSINESS

11.1 Executive/Trust Council - None
11.2 Trust Area Services - None

11.3 Planning Services

11.3.1 Hornby LTC request to EC for endorsement of Major Project - TUP (STVR) Processing Approach, Related Upcoming Budget Request for Staffing Support - Request For Decision

The Director of Planning Services presented the item and noted that the Hornby Island Local Trust Committee preferred Option 2. It was further noted that staff were advising the Executive Committee that they had no concerns at this stage.

Chair Patrick indicated that she was not opposed to Hornby Island moving forward with the project. She spoke to previous discussions on the matter, collaboration with the Comox Valley, and proposed next steps.

Discussion ensued on the following:

- The Comox Valley Regional District had received requests to explore the implementation of business licensing.
- Public concern on Hornby Island is high.
- A substantial amount of funding was at stake for the community.

A question was raised replacing the language comments with concerns in the first recommendation. Staff clarified the intent is more or less the same and is focused on the oversight that Executive Committee provides.

EC-2026-074
It was MOVED and SECONDED,
that Executive Committee advise Hornby Island Local Trust Committee that it has considered administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and that it has no concerns at this time.

A comment was made that additional independent information on the regulatory and management options currently available would be helpful to both the Local Trust Committee and the Regional District of Nanaimo.

CARRIED

EC-2026-075
It was MOVED and SECONDED,
that Executive Committee advise Hornby Island Local Trust Committee that it has no concerns on submitting a business case based on the option 2 for budget consideration.

CARRIED

EC-2026-076
It was MOVED and SECONDED,
that the Executive Committee recommend to the Hornby Island Local Trust Committee, as part of developing its 2027/28 budget and business case to evaluate other options that could reduce financial and resource requirements, that the Local Trust Committee work collaboratively with the Comox Valley Regional District to commission an independent study examining the benefits and impacts of short-term rentals on Hornby Island; and

that the study provide an objective, evidence-based assessment of the effects of short-term rentals on, including but not limited to housing availability and affordability, the local economy, tourism, neighbourhood character, infrastructure, community well-being, and other issues specifically related to Hornby Island, such as, ferry capacity, solid waste management, freshwater, and emergency response; and

that the study identify and evaluate the full range of regulatory and management tools available to both the Comox Valley Regional District and the Hornby Island Local Trust Committee, including business licensing, land use regulations, enforcement mechanisms, and other policy options, to support informed decision-making by both authorities.

CARRIED

EC-2026-077
It was MOVED and SECONDED,
that should the Hornby Island Local Trust Committee undertake a study that the Executive Committee request staff to explore opportunities for grant funding and other external financial support that may be available to the Hornby Island Local Trust Committee and/or the Comox Valley Regional District to help expedite an independent study, with the objective of completing the work in time to inform the 2027/28 budget and any resources required to implement the preferred management approach.

CARRIED

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

12. CORRESPONDENCE (for information unless raised for action)

12.1 2026-06-22 J Margison - Letter of Concern re Public Input Galiano

Received for information.

12.2 2026-06-27 H. Miller - Letter of concern re: Bowen Island cidery rezoning and EC motion

A question was raised regarding the Executive Committee's responsibility to address a follow-up action item that had not been acted upon arising from a 2021 resolution. Staff clarified that it was too late to address the matter at this time and recommended strengthening processes to help ensure that follow-up actions are not missed in the future.

Received for information.

12.3 2026-07-03 R Laplante - Request for consideration of the CAO's final report

The Chief Administrative Officer spoke to the correspondence and clarified he has not provided a report as it states in the correspondence. Staff will follow up with the writer to clarify any confusion.

Received for information.

12.4 2026-07-07 C de Menyhart - Letter for the Agenda July 8, 2026 Meeting

Received for information.

13. WORK PROGRAM

13.1 Review and amendment of current work program

Received for information.

14. NEXT MEETING

The next two scheduled meetings of the Executive Committee are a liaison meeting hosted by the Islands Trust Conservancy on Tuesday, July 28, at 1:00 p.m., and a regular business meeting to be held electronically on Wednesday, July 29, at 9:15 a.m.

15. CLOSED MEETING

EC-2026-078
It was MOVED and SECONDED,
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.

CARRIED

The meeting was closed to the public at 12:14 p.m. and reopened at 12:28 p.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 12:28 p.m.

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Laura Patrick, Chair

CERTIFIED CORRECT:

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Alexandra Trifonidis, Executive Coordinator and Recorder