Executive Committee
Minutes of a Regular Meeting

Date:	**Wednesday, July 29, 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 Warren Dingman, Manager, 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 9:15 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the Trust Area has been home to Indigenous Peoples since time immemorial. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

No new items were introduced.

3.2 Approval of Agenda

By general consent the agenda was approved as presented.

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 July 8, 2026

By general consent the Executive Committee minutes of July 8, 2026 were adopted as presented.

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.

The Director of Legislative and Information Services provided the Committee with election nomination and candidate information package information, including important dates and information on how to obtain the materials.

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.

Local Trust Committee Chairs shared their experiences and feedback using the local trust committee opening script at local trust committee meetings. Staff noted the script was intended for the Islands Trust Policy Statement work and would be refined for use at local trust committee meeting.

6.3 Islands Trust Conservancy Liaison Update

The Islands Trust Conservancy Liaison provided an update on the regular Islands Trust Conservancy Board meeting and the joint meeting with the Executive Committee, both held on July 28th.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 722 - Request for Decision

The Director of Planning Services introduced the item, and noted that staff advise it is not contrary or at variance to the Islands Trust Policy Statement.

EC-2026-079
It was MOVED and SECONDED,
that the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 722, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 722, 2026" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

7.2 Denman Island Local Trust Committee Bylaw No. 265 - Request for Decision

Appreciation was expressed for Manager Dingman's work in updating enforcement bylaws.

The Manager of Bylaw Compliance and Enforcement presented the Bylaw.

A question was raised regarding the number of local trust committees that have Bylaw Enforcement Notification bylaws. Staff confirmed that ten local trust committees have such bylaws.

EC-2026-080
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 265, cited as "Denman Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 232, 2019, Amendment No. 1, 2026" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.3 Thetis Island Local Trust Committee - Proposed Bylaw No. 118 – Public Notification Bylaw - Request for Decision

The Director of Planning Services noted staff recommend approval.

EC-2026-081
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 118, cited as "Thetis Island Local Trust Committee Public Notification Bylaw No. 118, 2026" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The Committee recessed for break at 10:27 a.m. and reconvened at 10:40 a.m.

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 Implications of the Provincial Infrastructure Projects Act – Briefing

The Chief Administrative Officer presented the Briefing noting it was being advanced from a request by the Islands Trust Council at their June meeting.

A question was raised regarding which industries could operate within the Islands Trust Area and whether local trust committees are adequately protected under their current bylaws. Staff agreed that this was an important consideration when reviewing Official Community Plans. Concern was also raised regarding whether the Islands Trust would have an advisory, consultative, or engagement role in the future.

By general consent Item 8.1.1 was forwarded to the September Islands Trust Council meeting agenda.

A question was raised regarding the procedure for bringing the *Drought Ready: From Crisis Response to Community and Watershed Resilience in British Columbia* report forward for consideration by the Islands Trust Council. Staff clarified that staff-to-staff discussions were underway with San Juan County to prepare a report for the September Islands Trust Council meeting. Staff also advised that the information would be brought forward for review at the August 26th Executive Committee meeting.

8.1.2 Draft September Islands Trust Council 3-Day Schedule

The Chief Administrative Officer introduced the Schedule and noted that, since the agenda was circulated, staff had received confirmation from Dr. Tara Martin of her availability to present at the September meeting. The Chief Administrative Officer noted that the draft agenda was currently full but manageable.

The following comments were made on the Schedule:

- Space has been made for trustees to conduct a roundtable.
- The order in which the departments are reflected on the Schedule differs between meetings depending on content and timing of agenda items.
- This meeting will be conducted fully electronically.

Received for information.

Discussion ensued on meeting logistics, including which Executive Committee member(s) would be in attendance at the Victoria Office to assist the Chair in running the meeting.

8.2 Trust Area Services - None

8.3 Planning Services

8.3.1 Letter of Understanding Between Salt Spring Island Local Trust Committee and Capital Regional District – Salt Spring Local Community Commission - Request for Decision

By general consent Item 8.3.1 was forwarded to the September Islands Trust Council meeting agenda.

8.4 Financial and Employee Services - None

8.5 Legislative and Information Services - None

9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

10.1.1 Executive

10.1.1.1 Executive Committee 2027/28 Budget Requests - Request for Decision

The Chief Administrative Officer presented the item and spoke to the Operating Budgets table in the Request for Decision.

The Committee reviewed the table in numerical order and provided comments on the following:

1. Islands Trust Council Meetings
    - The value of in-person meetings.
    - The Committee discussed advancing all presented budget lines and projected figures to allow the incoming Council and Executive Committee to determine whether they should remain in the budget.
    - A question was raised regarding the historical practice of holding four in-person Islands Trust Council meetings and their effectiveness.
    - Various meeting format options were discussed, including more regular use of special meetings of the Islands Trust Council.
    - The use of the Committee of the Whole and opportunities to improve its effectiveness.

    EC-2026-082
    It was MOVED and SECONDED,
    that the Islands Trust Executive Committee request staff to prepare options to revise the current Islands Trust Council meeting scheduling format, for the December 2026 Islands Trust Council Meeting.

CARRIED

2. Islands Trust Council Training and Conferences
    - A comment was made that the amount allocated was overly generous.
4. Trust Council Chair Travel
    - A request was made to amend the description to include language indicating that travel is "related to the Chair's job".
5. Executive Committee Meeting Expense
    - A comment was made that the day of the week is a significant factor depending on where Executive Committee members reside, as well as the associated travel costs and time.
    - Consideration should be given to the locations of Executive Committee members when appointing local trust committee chairs.
    - A suggestion was made to conduct a check-in or assessment at the end of the first term regarding chair assignments, including travel and logistical considerations, and whether any changes might be needed.
9. UBCM/AVICC Conventions
    - A suggestion was made to reduce the budget by removing the Union of BC Municipalities breakfast.

- It was suggested that the Union of BC Municipalities breakfast may be more effective in the second year than the first year of a new term.
- A suggestion was made that accommodation at the Union of BC Municipalities convention be provided only for the chair and two staff.
- It was suggested that all Executive Committee members attend the Association of Vancouver Island Coastal Communities convention.
- It was suggested to provide the new Executive Committee with all options to allow them to determine which items to add or omit from the budget.
- The value of the expenditures relative to their costs was considered.
- Public perception and messaging were also discussed.

EC-2026-083
It was MOVED and SECONDED,
that Executive Committee defer decision on its budget requests for 2027/28 to the August 26th Executive Committee meeting.

DEFEATED

EC-2026-084
It was MOVED and SECONDED,
that Executive Committee forward its 2027/28 operating budget requests to Financial Planning Committee for inclusion in the draft 2027/28 budget:

1. $170,000 for Islands Trust Council Meetings
2. $40,000 for Islands Trust Council Training and Conferences
3. $6,000 for Islands Trust Council Travel for Training
4. $1,000 for Islands Trust Council Chair Travel
5. $8,000 for Executive Committee Meeting Expense
6. $35,000 for Executive Committee on local trust committee costs
7. $1,500 for Executive Committee Training and Conferences
8. $1,000 for Executive Committee Travel for Training
9. $33,000 for UBCM/AVICC Conventions

CARRIED

10.1.2 Trust Area Services - None
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

10.2.1.1 Estimated Resourcing for First Nations Relationship Building - Briefing

The Chief Administrative Officer spoke to the information presented in the Briefing.

Discussion ensued on:

- steps to developing an advocacy strategy with the Province;
- the timing of a new Council coming into office in relation to the Province's timeline;
- establishing a staff or trustee working group to develop an advocacy proposal;
- Strategic Plan Item 1.3.1; and
- the likelihood and viability of submitting a request to the Province.

EC-2026-085
It was MOVED and SECONDED,
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.

CARRIED

The Committee recessed for break at 12:21 p.m. and reconvened at 12:51p.m.

10.2.2 Trust Area Services - None
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 - None

12. CORRESPONDENCE

12.1 2026-07-10 - J Margison - July 8 Executive Committee Meeting and Bylaw Approval

Concerns were expressed regarding the allegations made in the correspondence.

Received for information.

12.2 2026-07-14 S Brands - Land Transfers

A question was raised whether a previous response had been sent to the writer with a similar topic.

The Committee considered a response back to the writer.

By general consent Item 12.2 was forwarded to Islands Trust Council to be included in their September meeting agenda.

12.3 2026-07-19 H Miller - Follow-up to my Letter of 27 June 2026

By general consent a letter was directed to be sent to the writer acknowledging receipt and expressing appreciation for the correspondence.

13. WORK PROGRAM

13.1 Review and amendment of current work program

A request to update the wording in Item 2 of the Active Projects report from "Reconciliation Action Plan" to "Indigenous Relations Action Plan" was raised. Staff confirmed they would make the change.

Received for information.

14. NEXT MEETING

The next meeting of the Executive Committee will be held electronically on Wednesday, August 26, 2026 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-2026-086
It was MOVED and SECONDED,
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.

CARRIED

The meeting was closed to the public at 1:07 p.m. and reopened at 1:40 p.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 1:40 p.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder