



Executive Committee Revised Agenda

Date: Wednesday, February 4, 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	5 - 5
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Chair Patrick to rise and report that at the January 14th in-camera meeting the Executive Committee adopted the December 2 and December 17, 2025 in-camera meeting minutes.	
5. ADOPTION OF MINUTES	
For review and adoption.	
5.1 Draft Executive Committee Meeting Minutes of January 14, 2026	6 - 12
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	13 - 20
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	

7.1	Gambier Island Local Trust Committee - Proposed Bylaw No. 161 – Repeal of Meeting Procedures Bylaw - Request for Decision	21 - 27
	1. THAT the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 161, cited as "Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025" in accordance with Section 27 of the <i>Islands Trust Act</i> .	
7.2	Lasqueti Island Local Trust Committee - Proposed Bylaw No. 106 – Public Notification Bylaw - Request for Decision	28 - 34
	1. THAT the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 106, cited as "Lasqueti Island Local Trust Committee Public Notification Bylaw No. 106, 2025" in accordance with Section 27 of the <i>Islands Trust Act</i> .	
7.3	Thetis Island Local Trust Committee - Proposed Bylaw No. 116 – Repeal of Meeting Procedures Bylaw - Request for Decision	35 - 41
	1. THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 116, cited as "Thetis Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 116, 2025" in accordance with Section 27 of the <i>Islands Trust Act</i> .	
8.	TRUST COUNCIL MEETING PREPARATION	
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	8.1.1 Draft March Trust Council Quarterly Meeting 3-day Schedule	42 - 42
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8.5	Legislative and Information Services	
	8.5.1 Updated Trust Council Policy 2.1.15 Secretariat Services - Request For Decision	51 - 58
9.	COMMITTEE OF THE WHOLE MEETING PREPARATION	
9.1	Draft February 18 Committee of the Whole Special Meeting Agenda	
	See Appendix A	
10.	EXECUTIVE COMMITTEE PROJECTS	
10.1	Trust Council Initiated	
	10.1.1 Executive	

10.1.2 Trust Area Services

10.1.2.1 Advocacy Evaluation – Verbal Update

See Context Notes.

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

10.2.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision

59 - 69

THAT the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2026 convention for Executive Committee's consideration in January/February 2026.

10.2.2.2 *Reconciliation Standing Resolutions – Discussion*

10.2.3 Planning Services

10.2.4 Financial and Employee Services

10.2.4.1 Appointment of Financial Statement Auditors - Request for Decision

70 - 72

THAT KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2025/26 financial statement audit.

10.2.5 Legislative and Information Services

11. NEW BUSINESS

11.1 Executive/Trust Council

11.1.1 *Training Opportunities - Discussion*

11.2 Trust Area Services

11.2.1 B.C. Coastal Marine Strategy (CMS) - Update

See Context Notes.

11.3 Planning Services

11.4 Financial and Employee Services

11.5 Legislative and Information Services

12. CORRESPONDENCE (for information unless raised for action)

12.1 2026-01-10 M MacMillen - Facebook Notices 73 - 73

12.2 2026-01-19 Gabriola Ferry Committee and Gabriola Island Transportation Society - Keeping Experience Cards Affordable 74 - 75

For consideration of inclusion in the March Islands Trust Council Quarterly Meeting agenda.

12.3 2026-01-21 Liz Steele - Negotiations for Ownership of the Kensington Lands on Gabriola Island, BC 76 - 77

13. WORK PROGRAM

13.1 Review and amendment of current work program 78 - 81

14. NEXT MEETING

The next Executive Committee meeting will take place in-person at the Victoria Office on Wednesday, February 25, 2026 at 9:15 a.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 (i) 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

Agenda No.	From	Context Notes
11.2.2	Director, Trust Area Services	On January 20, 2026 Trust Area Services staff attended a provincial webinar for local governments on implementation of the Coastal Marine Strategy. Key messages were that there are more than 100 activities identified in the strategy but limited means to implement them in the current fiscal climate. The implementation is being undertaken by multiple ministries as guided by ministry service plans, and the actions were developed with First Nations. Some highlights of information shared included: • The Province is working with First Nations on the South Coast to apply monitoring for near shore ecosystems • The Province is looking at what is can do to prevent polystyrene pollution in the marine environment (Islands Trust advocated on this topic in 2022 and 2017.) • The Province is expanding understanding of soft shoreline engineering techniques. In 2023, Islands Trust Council provided feedback on the Coastal Marine Strategy Intentions Paper. In 2025 UBCM endorsed resolution NR69 calling on the Province of British Columbia to enshrine the BC Coastal Marine Strategy into law. Recently, local governments such as Victoria, Saanich and Langford have been writing on their own to advocate that the BC Coastal Marine Strategy be enshrined into law. Executive Committee may wish to invite a presentation on the Coastal Marine Strategy for Trust Council or consider recommending an advocacy position to Trust Council.
10.1.2.1	Director, Trust Area Services	Advocacy Policy 6.10.3 at Section (G. 2.) states: In the last year of every Islands Trust Council term, the Executive Committee will review and evaluate the effectiveness of the advocacy work undertaken during that term, considering the general policies in Section B. Staff would like to hear from the Executive Committee about the extent of effort staff should commit to this and whether LTC advocacy should be in scope. Each year advocacy is summarized in the annual report. There is no overarching advocacy strategy in place. To provide context regarding the extent of effort required, there were approximately 8 letters sent in 2023, 3 letters in 2024, and 11 letters in 2025. There were approximately 10 LTC letters sent in 2023-2025. Some of these letters included UBCM resolution requests. In addition, the Chair wrote to thank decision-makers for meetings/ decisions, and LTC Chairs wrote letters of support for community initiatives – these would not be considered advocacy. The Executive Committee waived advocacy evaluation in 2018 due to staff workload, and in 2022 simply request a summary which was provided to Trust Council on its September 2022 agenda (see page 171-185).



Executive Committee Minutes of a Regular Meeting

Date: Wednesday, January 14, 2026
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

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
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Warren Dingman, Manager of Bylaw Compliance and Enforcement
Joe Elliott, Senior Indigenous Relations Advisor
Jason Youmans, Senior Policy Advisor
Alexandra Trifonidis, Executive Coordinator

Guests Present: Stephanie Atleo, Director of Governance, Cowichan Tribes
Lisa Gauvreau, Chair, Islands Trust Conservancy Board
nənqəm (Tanner Timothy), Vice-Chair, Islands Trust Conservancy Board
Jeannine Georgeson, Appointed Islands Trust Conservancy Board Member
Wendy Tyrrell, Manager, Islands Trust Conservancy Board

Members of the Public Present: One member of the public was present electronically.

1. CALL TO ORDER

The meeting was called to order at 9:15 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

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 December 17, 2025

Vice-Chair Maude referred to item 11.6 of the meeting minutes, reiterating previously raised concerns regarding conflicts related to the format and scheduling interval of the November 2026 local trust committee and standing committee meetings. Clarification was sought as a staff report outlining the rationale for the meeting schedule had not yet been received. It was again suggested that the meetings be changed from in-person to electronic.

Staff informed the Committee that the intent of the first meeting was to address trustee onboarding and business items, noting that past practice had been to hold the meeting as soon as possible following the November Trust Council meeting. Staff will provide a report to an upcoming meeting explaining the rationale.

By general consent the Executive Committee minutes of December 17, 2025 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.

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.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Bowen Island Municipality - Official Community Plan Bylaw Amendment Bylaw No. 675 - Request for Decision

The Director of Planning Services introduced the item.

EC-2026-001
It was MOVED and SECONDED,

DRAFT

that Executive Committee approve Bylaw No. 675, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025” pursuant to Section 38 of the *Islands Trust Act*.

CARRIED

7.2 Bowen Island Municipality - Official Community Plan Amendment Bylaw No. 693 - Request for Decision

The Senior Policy Advisor introduced the item, noting staff recommend Executive Committee approve the bylaw.

EC-2026-002

It was MOVED and SECONDED,

that Executive Committee approve Bylaw No. 693, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025” pursuant to Section 38 of the *Islands Trust Act*.

CARRIED

7.3 Salt Spring Island Local Trust Committee - Bylaw No. 549 - Request for Decision

The Director of Planning Services introduced the item, noting staff recommend Executive Committee approve the bylaw.

EC-2026-003

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 549, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025” and Bylaw No. 550, cited as “Salt Spring Island Housing Agreement Bylaw No. 550, 2025” in accordance with Section 27 of the *Islands Trust Act*.

A question was raised regarding whether the Executive Committee had the authority to approve administrative bylaws. Staff clarified that the Executive Committee was required to approve all local trust committee bylaws and explained that Trust Council policy deemed all administrative bylaws to be consistent with the Policy Statement. Staff advised that there were no concerns.

Salt Spring Island Local Trust Committee Chair Peterson expressed appreciation to staff for their timely action on advancing the Bylaw.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 December Post-Trust-Council Survey Results – Briefing

The Chief Administrative Officer introduced the briefing, noting that the report was standard practice following Trust Council meetings and

highlighting that the results were the most favourable received in the past year with respect to venue and logistics.

A question was raised regarding the possibility of updating meeting agendas to include links to agenda items in order to reduce the number of pages. Staff advised that implementation had been delayed due to a postponed software upgrade by the service provider and staffing constraints within the Information Services department.

Received for information.

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

10.1.2 Trust Area Services

10.1.2.1 2025/26 Annual Report Contents - Request for Decision

The Director of Trust Area Services introduced the item, noting it is an annual item.

EC-2026-004

It was MOVED and SECONDED,

that the Executive Committee approves the proposed table of contents for the 2025/26 Annual Report.

CARRIED

10.1.2.2 Communications on the 2026/27 Draft Budget – Briefing

The Director of Trust Area Services spoke to the item, requesting feedback from the Committee.

Discussion ensued on:

- the use of social media clips and posts for trustees to share with the public;
- the housing graphics, with a request to enlarge them;
- types of engagement approaches;
- Financial Planning Committee's historical budget engagement practices; and
- easy to digest information on how the budget process works.

DRAFT

Received for information.

- 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 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision

A request was made that the item be deferred to the February meeting, noting that the Qathet Regional District was considering the matter at their January meeting.

An update was provided regarding Regional District of Nanaimo Director Craig's work on a resolution to revise the building code for small houses, as well as her work on developing a rural housing strategy.

By general consent item 10.2.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision was deferred to an Executive Committee meeting in February.

- 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 (for information unless raised for action)**

12.1 **2026-01-06 Minister Neill - UBCM 2025 & Crown Land Agreements**

A note was made for staff to pay particular attention to use of language when writing to the Minister.

EC-2026-005

It was MOVED and SECONDED,

that Executive Committee request item 9 on the Director of Trust Area Services Follow Up Action List be removed.

CARRIED

13. **WORK PROGRAM**

13.1 **Review and amendment of current work program**

By general consent item 13.1 was received for information.

14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, February 4th, 2026 at 9:15 a.m.

15. CLOSED MEETING

EC-2026-006

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the Islands Trust; 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 Committee recessed for break at 10:04 a.m. and reconvened at 10:15 a.m.

The meeting was closed to the public at 10:15 a.m. and reopened at 10:53 a.m.

The Committee recessed for break at 10:53 a.m. and reconvened at 1:30 p.m.

16. CO-GOVERNANCE PRESENTATION BY COWICHAN TRIBES

Introductions were conducted of all in attendance.

Stephanie Atleo introduced herself, noted that she would need to leave at 2:30 p.m. and that Eamon Gaunt sends his regrets.

The presentation highlighted key principles of collaborative governance, including shared decision-making, building trust, honesty and transparency between parties, and ensuring decision-makers are actively involved. It emphasized the importance of defining roles through agreements and protocols, consulting relevant stakeholders, exploring co-management models, and fostering respectful communication, citing the IMB protocol agreement as a positive example of multi-partner collaboration.

Attendees participated in a question-and-answer period following the presentation.

The session concluded with appreciation shown to Stephanie Atleo for sharing her knowledge on the topic of co-governance.

17. ADJOURNMENT

By general consent the meeting adjourned at 2:30 p.m.

Laura Patrick, Chair

DRAFT

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

DRAFT

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
75%	1 Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 13-Mar-2026	In Progress

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings. DEFFERED: Not yet started. Trust Council December 2025 resolution to not start new work this term.	David Marlor	Meeting: 07-Oct-2021 Target: 03-Jun-2026	In Progress
51%	2 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater David Marlor	Meeting: 12-Apr-2022 Target: 31-Mar-2026	In Progress
50%	3 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	Meeting: 15-Jan-2025 Target: 03-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	4 Staff to draft options for an updated version of Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS. This will be undertaken as part of the Governance Committee on-going project to review and update TC policies.	David Marlor	Meeting: 17-Jun-2025 Target: 03-Mar-2026	In Progress
75%	5 Staff will review the Resolution Without Meetings (RWMs) policy further and report back with findings and recommendations. Being undertaken and will go to GC and then to EC and TC. Expected to TC in March 2026.	David Marlor	Meeting: 02-Jul-2025 Target: 03-Mar-2026	In Progress
50%	6 Staff to amend the Islands Trust Council Meeting Procedures Bylaw No.101 to reflect the fact that the Islands Trust is unable to proceed with its first Trust Council meeting of a new term until Bowen Island Municipality formally appoints two Bowen Island Municipality Councilors as Islands Trust Trustees, which occurs in the first couple weeks of November. Underway and will come to June 2026 Trust Council.	David Marlor	Meeting: 29-Oct-2025 Target: 02-Jun-2026	In Progress
50%	7 Staff to inform the Governance Committee that Executive Committee request Governance Committee that policy 6.12.2 UBCM/AVICC Membership and Resolutions be included in the policies queued for amendment updates before the end of the term.	David Marlor	Meeting: 19-Nov-2025 Target: 03-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
66%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2026	In Progress
90%	2 Staff to forward the Short Term Rental Accommodation - Principal Residence Opt-In Update Briefing to all local trust committees.	Stefan Cermak	Meeting: 03-Sep-2025 Target: 21-Jan-2026	In Progress
100%	3 Staff to inform Bowen Island Municipality staff that Executive Committee approved Bylaw No. 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" pursuant to Section 38 of the <i>Islands Trust Act</i> .	Stefan Cermak	Meeting: 14-Jan-2026 Target: 15-Jan-2026	Completed
100%	4 Staff to inform Bowen Island Municipality staff that Executive Committee approved Bylaw No. 693, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025" pursuant to Section 38 of the <i>Islands Trust Act</i> .	Stefan Cermak	Meeting: 14-Jan-2026 Target: 15-Jan-2026	Completed
100%	5 Staff to inform the Salt Spring Island Office staff that Executive Committee approved Salt Spring Island Local Trust Committee Bylaw No. 549, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 5, 2025" and Bylaw No. 550, cited as "Salt Spring Island Housing Agreement Bylaw No. 550, 2025" in accordance with Section 27 of the <i>Islands Trust Act</i> .	Stefan Cermak	Meeting: 14-Jan-2026 Target: 15-Jan-2026	Completed

Follow Up Action Report

Executive Committee

Director, Financial and Employee Services

Progress	Activity		Responsibility	Dates	Status
51%	1	Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater Julia Mobbs	Meeting: 20-Dec-2023 Target: 18-Mar-2026	In Progress
95%	2	Staff to forward the Enhanced Mental Health Benefits for Trustees - Request For Decision to the March Trust Council Quarterly Meeting agenda.	Julia Mobbs	Meeting: 19-Nov-2025 Target: 25-Feb-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
51%	1 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater David Marlor	Meeting: 12-Apr-2022 Target: 31-Mar-2026	In Progress
66%	2 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2026	In Progress
51%	3 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater Julia Mobbs	Meeting: 20-Dec-2023 Target: 18-Mar-2026	In Progress
15%	4 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration. ON HOLD at request of Snuneymuxw First Nation.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
25%	5 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 17-Oct-2026	In Progress
10%	6 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.	Clare Frater	Meeting: 24-Jul-2024 Target: 08-Sep-2026	In Progress
0%	7 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 04-Feb-2026	In Progress
49%	8 Staff, with advice from Trustee Elliott, to draft a letter to Snuneymuxw First Nation to gauge their interest in a joint meeting and mention that there is an opportunity to jointly apply for up to a \$20,000 Union of BC Municipality Community to Community Grant. In preparation for a potential grant application with Snuneymuxw First Nation staff to estimate associated costs, and report back to Executive Committee. (ON HOLD)	Clare Frater	Meeting: 18-Dec-2024 Target: 31-Mar-2026	In Progress
96%	9 Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 20-Feb-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
15%	10 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.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 08-Sep-2026	In Progress
80%	11 Staff to apply for, and, if successful, manage a \$20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 03-Jul-2026	In Progress
2%	12 Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 03-Jul-2026	In Progress
84%	13 Trust Council Direction: Trust Council request Executive Committee to allocate \$1500 to communications explaining the draft 2026/27 budget.	Clare Frater	Meeting: 03-Dec-2025 Target: 13-Feb-2026	In Progress
95%	14 Staff to forward the AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision to an Executive Committee meeting in February.	Clare Frater	Meeting: 14-Jan-2026 Target: 27-Jan-2026	Completed
100%	15 Staff to remove item 9 on the Director of Trust Area Services Follow Up Action List.	Clare Frater	Meeting: 14-Jan-2026 Target: 15-Jan-2026	Completed

Follow Up Action Report

Executive Committee

Senior Indigenous Relations Advisor

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 04-Feb-2026	In Progress
96%	2 Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 20-Feb-2026	In Progress
15%	3 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.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 08-Sep-2026	In Progress
80%	4 Staff to apply for, and, if successful, manage a \$20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 03-Jul-2026	In Progress
2%	5 Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 03-Jul-2026	In Progress



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: GM BL 161

3900-03: Meeting
Procedures Repeal Bylaw

DATE OF MEETING: February 4, 2026

TO: Islands Trust Executive Committee

FROM: Nadine Mourao, Legislative Clerk / Deputy Secretary

SUBJECT: Gambier Island Local Trust Committee - Proposed Bylaw No. 161 – Repeal of Meeting Procedures Bylaw

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 161, cited as "Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025" in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Gambier Island Local Trust Committee referred Bylaw No. 161 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

Financial:

None

Policy:

None

Implementation and Communications:

Staff will communicate Executive Committee's decision to the Gambier Island Local Trust Committee.

First Nations:

There are no implications for First Nations relations.

Other:

There are no other anticipated implications of the recommendation.

PURPOSE

To rescind the Gambier Island Local Trust Committee Meeting Procedures Bylaw, 2022

BACKGROUND

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the Islands Trust Act

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 23 to 45 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

Proposed Bylaw No. 161 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)
- Islands Trust Council Executive Committee Legislative Role ([Policy 2.4.4](#))

ALTERNATIVE

1. **Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:**

THAT the Executive Committee request that staff advise Gambier Island Local Trust Committee in writing that the Executive Committee considers that Gambier Island Local Trust Committee Bylaw No. 161, cited as "Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Gambier Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk / Deputy Secretary	January 21, 2026
Concurrence:		Select Date.

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gambier Island Local Trust Committee

Bylaw No.: GM-161

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 09-Sep-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 09-Sep-2025

Reading: 09-Sep-2025

Third Reading

PROPOSED

GAMBIER ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 161

A Bylaw to repeal the "Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Gambier Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Gambier Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 161, 2025".
2. "Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022", is hereby repealed.

READ A FIRST TIME THIS 9TH DAY OF SEPTEMBER , 2025

READ A SECOND TIME THIS 9TH DAY OF SEPTEMBER , 2025

READ A THIRD TIME THIS 9TH DAY OF SEPTEMBER , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

____ DAY OF _____ , 202_

ADOPTED THIS ____ DAY OF _____ ,
202_

Chairperson

Secretary



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: LA BL 106

3900-03: Public Notification
Bylaw

DATE OF MEETING: February 4, 2026
TO: Islands Trust Executive Committee
FROM: Nadine Mourao, Legislative Clerk
SUBJECT: Lasqueti Island Local Trust Committee - Proposed Bylaw No. 106 – Public Notification Bylaw

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 106, cited as "Lasqueti Island Local Trust Committee Public Notification Bylaw No. 106, 2025" in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Lasqueti Island Local Trust Committee referred Bylaw No. 106 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

Financial:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

Policy:

There are no policy implications. Trust Council policy deems that Administrative bylaws are consistent with the Islands Trust Policy Statement.

Implementation and Communications:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

First Nations:

There are no First Nations relations implications.

Other:

There are no other implications.

PURPOSE

The purpose of bylaw is to provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

BACKGROUND

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter*.

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability

principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

Proposed Bylaw No. 106 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Section 94 and Section 94.2 of the Community Charter](#)
- [Community Charter Public Notice Regulation](#)
- [Trust Council Policy 4.1.16 Model Public Notice Bylaw](#)

ALTERNATIVE

1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Lasqueti Island Local Trust Committee in writing that the Executive Committee considers that Lasqueti Island Local Trust Committee Bylaw No. 106, cited as "Lasqueti Island Local Trust Committee Public Notification Bylaw No. 106, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Lasqueti Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk	January 23, 2026
Concurrence:	Stefan Cermak, Director Local Planning Services	January 26, 2026

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Lasqueti Island LTC Bylaw No. 106



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Lasqueti Island Local Trust Committee

Bylaw No.: LA-106

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 08-Dec-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 08-Dec-2025

Reading: 08-Dec-2025

Third Reading

LASQUETI ISLAND LOCAL TRUST COMMITTEE
PUBLIC NOTIFICATION BYLAW
BYLAW NO. 106

WHEREAS pursuant to section 94.2 of the Community Charter, the Lasqueti Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Lasqueti Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE, the Lasqueti Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Lasqueti Island Local Trust Committee Public Notification Bylaw No. 106, 2025".
2. The means of publication for public notice requirements under the Community Charter, Local Government Act, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) in a newspaper that publishes at least once a month on Lasqueti Island.

READ A FIRST TIME THIS 8TH DAY OF DECEMBER, 2025

READ A SECOND TIME THIS 8TH DAY OF DECEMBER, 2025

READ A THIRD TIME THIS 8TH DAY OF DECEMBER, 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 202__

ADOPTED THIS _____ DAY OF _____, 202__

Chairperson

Secretary



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: TH BL 116

3900-03: Meeting
Procedures Repeal Bylaw

DATE OF MEETING: February 4, 2026
TO: Islands Trust Executive Committee
FROM: Nadine Mourao, Legislative Clerk / Deputy Secretary
SUBJECT: Thetis Island Local Trust Committee - Proposed Bylaw No. 116 – Repeal of Meeting Procedures Bylaw

RECOMMENDATION

- 1. THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 116, cited as "Thetis Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 116, 2025" in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Thetis Island Local Trust Committee referred Bylaw No. 116 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

Financial:

None

Policy:

None

Implementation and Communications:

Staff will communicate Executive Committee's decision to the Thetis Island Local Trust Committee.

First Nations:

There are no implications for First Nations relations.

Other:

There are no other anticipated implications of the recommendation.

PURPOSE

To rescind the Thetis Island Local Trust Committee Meeting Procedures Bylaw, 2022

BACKGROUND

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the Islands Trust Act

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 23 to 45 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

Proposed Bylaw No. 116 now requires Executive Committee approval prior to adoption.

RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)
- Islands Trust Council Executive Committee Legislative Role ([Policy 2.4.4](#))

ALTERNATIVE

1. **Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:**

THAT the Executive Committee request that staff advise Thetis Island Local Trust Committee in writing that the Executive Committee considers that Thetis Island Local Trust Committee Bylaw No. 116, cited as "Thetis Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 116, 2025" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Thetis Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk / Deputy Secretary	October 7, 2025
Concurrence:		Select Date.

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Thetis Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 116, 2025



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Thetis Island Local Trust Committee

Bylaw No.: TH-116

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 02-Sep-2025

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Recieved by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by
Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 02-Sep-2025

Reading: 02-Sep-2025

Third Reading

PROPOSED

THETIS ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 116

A Bylaw to repeal the "Thetis Island Local Trust Committee Meeting Procedure Bylaw, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Thetis Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Thetis Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 116, 2025".
2. "Thetis Island Local Trust Committee Meeting Procedure Bylaw, 2022", is hereby repealed.

READ A FIRST TIME THIS 2ND DAY OF SEPTEMBER , 2025

READ A SECOND TIME THIS 2ND DAY OF SEPTEMBER , 2025

READ A THIRD TIME THIS 2ND DAY OF SEPTEMBER , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

____ DAY OF _____ , 202_

ADOPTED THIS ____ DAY OF _____ , 202_

Chairperson

Secretary

DRAFT Islands Trust Council Quarterly Meeting Schedule

March 10-12, 2026

[Visit the meeting webpage to view the AGENDA, to join the meeting electronically, and to view the livestream or attend by phone-in.](#)

Tuesday, March 10	Wednesday, March 11	Thursday, March 12
10:00 Executive Committee Meeting	9:00 Closed Meeting Public are welcome to attend all sessions excluding the Closed Meeting Rise and Report	9:00 Planning Services Consent Agenda Item(s) Decision/Discussion Items
12:00 Lunch	10:30 Break	10:30 Break
1:00 Territorial Welcome Call to Order and Approval of Agenda	10:45 Trust Area Services Consent Agenda Item(s) Decision/Discussion Items	10:45 Planning Services (Con't)
1:15 General Business Arising Consent Agenda Item(s) Islands Trust Active Priorities Chart Committees Work Programs (EC, GC, FPC, RPC, TPC, ITCB, AC) Committee Chair Verbal Reports	12:00 Lunch	12:00 Lunch
2:00 Correspondence	1:00 Financial and Employee Services Consent Agenda Item(s) Decision/Discussion Items Islands Trust 2026/27 Budget	12:30 New Business Trustee-Initiated Requests for Decision
2:15 Executive Office Consent Agenda Item(s) Decision/Discussion Items		1:00 Trustee Roundtable
2:30 To be determined		2:15 Disposition of Delegations/Public Comment & Correspondence
3:30 Break	3:00 Break	2:30 Meeting Wrap-up Proposed June Trust Council 3-day Program
3:45 Legislative & Information Services Consent Agenda Item(s) Decision/Discussion Items	3:15 Financial and Employee Services (Con't)	
4:30 Delegations / Public Comment		
5:30 Adjourn for the Day (approx.)	5:30 Adjourn for the Day (approx.)	
6:00-7:00 Dinner	6:00-7:00 Dinner	



Islands Trust

*times are provided for information and may vary



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 10, 2026

From: Trust Area Services

Date Prepared: January 28, 2026

SUBJECT: Allocation of provincial grant for engagement with First Nations

RECOMMENDATION: That Trust Council approve allocation of the First Nation engagement grant as presented in the March 10, 2026 “Allocation of provincial grant for engagement with First Nations” briefing.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The proposed grant allocation for FY26 and FY27 are consistent with current projected spending and with the draft 2026/27 budget. If this allocation is approved the final reporting to the Ministry of Housing and Municipal Affairs would occur in March 2027. Staff have not proposed allocating any funds to development of protocol agreements as there are typically grant funds available from the UBCM Community to Community program for this purpose.

1 PURPOSE: To seek Trust Council approval of proposed allocation of the First Nations engagement grant from the Ministry of Housing and Municipal Affairs.

2 BACKGROUND:

On March 24, 2023, the Islands Trust Chief Administrative Officer received correspondence (attached) advising that the Province was providing Islands Trust with a grant of \$150,000 for general purpose of developing protocol agreements and engagement with First Nations in the Trust area, to be used over the course of the next five years. There had been no grant application submitted in advance.

In previous years, staff have advised Executive Committee of intended annual allocations, but at this time, are seeking formal approval from Trust Council of the proposed allocation as set out below:

ITEM	DESCRIPTION	Actual Spending		Projected Spending	Projected Budget		Total allocated
		FY24	FY25	FY26	FY27	FY28	TOTAL
1	Engagement training for trustees	8,000	17,000				\$ 25,000
2	Policy Statement Amendment Project	4,000					\$ 4,000
3	Islands Trust Conservancy 2028 to 2032 Plan Project			10,000	17,000		\$ 27,000
4	DELTC Major Project (Housing Review)		750	2,250	2,000		\$ 5,000
5	GBLTC Major Project (OCP and LUB Review)		500	5,500	4,000		\$ 10,000
6	GMLTC Major Project (OCP/LUB Targeted Amendments)	16,000					\$ 16,000
7	HOLTC Major Project (OCP/LUB Review)	12,000	3,750	11,250	10,000		\$ 37,000
8	NPLTC Major Project (Housing Access and Affordability)						\$ -
9	SSLTC Major Project (Ganges (OCP & LUB Review)				26,000		\$ 26,000
10	SSLTC Major Project (Ganges (Shiya'hwat / SYOW T) Village Area Plan)						\$ -
							\$ -
							\$ -
							\$ -
	TOTAL GRANT SPEND	40,000	22,000	29,000	59,000	0	\$ 150,000
	Total Grant awarded						\$ 150,000
	Amount allocated over (under) grant amounts						\$ -

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: No organizational implications.

FINANCIAL: Approval of the proposed allocation will provide certainty in the budgeting process.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will implement the allocation as directed, and will convey Trust Council's decision to the funder in the annual reporting in March 2026.

FIRST NATIONS RELATIONS: This funding is intended to support relationship building with First Nations.

OTHER: None.

4 **RELEVANT POLICY(S):** [Grants and Donations Administration Policy](#)

5 **ATTACHMENT(S):** March 24, 2023 correspondence from ADM Faganello

RESPONSE OPTIONS

Recommendation: That Trust Council approve allocation of the First Nation engagement grant as presented in the March 10, 2026 "Allocation of provincial grant for engagement with First Nations" briefing.

Alternative: That Trust Council request that staff adjust allocation of the First Nation engagement grant as presented in the March 10, 2026 "Allocation of provincial grant for engagement with First Nations" briefing as follows:

- XX
- XX
- XX

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Rueben Bronee, CAO/January 30, 2026



March 24, 2023

Russ Hotsenpiller (*sent via email only*)
Chief Administrative Officer
Islands Trust
200 - 1627 Fort Street
Victoria, BC V8R 1H8

Dear Russ Hotsenpiller:

On behalf of the Province of British Columbia, I am pleased to advise you that a grant has been approved in the amount of \$150,000 for the general purpose of developing protocol agreements and engagement with First Nations in the Trust area, to be used over the course of the next five years. The Ministry's representative for this funding will be Marijke Edmondson, Strategic Advisor, Local Government Division, (778) 698-3227.

In the event that the funding cannot be used in its entirety for the intended purpose, please notify the Ministry as soon as possible. I look forward to receiving within the first year, an overview of the Islands Trust's plans for engagement with First Nations on potential protocols or other agreements about working together, and to receiving an annual summary of progress by March 31st until the funds are fully expended.

Islands Trust agrees to acknowledge the Ministry's assistance on written materials, where appropriate. The following acknowledgement may be used:

"We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Municipal Affairs."

We are pleased to support the important work you do and wish you success in building effective and collaborative working relationships with the First Nations in whose territories the Islands Trust operates.

Funds will be electronically deposited into your bank account.

Sincerely,

 Marijke Edmondson
on behalf of

Tara Faganello
Assistant Deputy Minister
Local Government Division

cc: Birgit Schmidt, Director, Operations and Client Relations Unit
Marijke Edmondson, Strategic Advisor
Local Government Division

BRIEFING

To: Executive Committee **For the Meeting of:** February 4, 2026
From: Trust Area Services **Date Prepared:** January 22, 2026
SUBJECT: ISLANDS TRUST PROPERTY TAX ASSESSMENT NOTICE INSERT FOR 2026/27

PURPOSE: To seek feedback on a draft Islands Trust property tax assessment notice insert for 2026/27.

BACKGROUND:

In August 2019, Islands Trust learned that Islands Trust was eligible to include a Rural Tax Notice Insert in the mailing of Rural Property Tax Notices by the Ministry of Finance, with the mailing costs paid by the Ministry of Finance. The Islands Trust sent its first Rural Tax Notice Insert to local trust areas in 2021, and continues to do so on an annual basis.

A finalized tax notice insert must be submitted to the Province by April 1 each year. The notice will be printed on white legal sized paper in greyscale.

The notice provides general information about the Islands Trust and basic budget information.

The tax notice is for local trust areas only. A piece of communication that will be part of the Bowen Island Municipality property tax assessment notice has been created and will be provided to Executive Committee for review separately later in the year.

The notice is similar to previous years, except that it will include information about the upcoming elections, which may take up more space than the previous call-out box, requiring the removal of a five-year property tax history table from the draft.

ATTACHMENT(S):

1. DRAFT revised tax notice insert for 2026/27.

FOLLOW-UP: The project is already underway. Staff will integrate feedback received, incorporate the final budget numbers after Trust Council approves the budget in March, and will send to the graphic designer for revisions. Staff provide the final version to Executive Committee for approval on March 25, 2026 and will then send to provincial staff before the April 1 deadline.

Prepared By: Morgana van Niekerk, Communications Specialist, January 22, 2026

Reviewed By/Date: Clare Frater, Director, Trust Area Services, January 25, 2025

The Islands Trust is located within the treaty and territorial lands and waters of the *BOŖĖĆĖN, K'ómoks, Lək'wəjən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəθən məsteyəxw, Scia'new, səlilwətaʔ, SEMYOME, shishálh, Sḵwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, STÁUTW, Stz'uminus, ʔaʔəmen, toq qaymɪxw, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁELP, WSIKEM, Xeláltxw, Xwémalhkwu/ʔop qaymɪxw, and xwməθkʷəyəm.*

Islands Trust

The Islands Trust is a special-purpose government mandated to preserve and protect over 450 islands and surrounding waters in the Salish Sea.

The Islands Trust Area is the homeland of many Coast Salish Peoples who have called this region home since time immemorial. Covering 5,200 square kilometres of land and water in the Salish Sea, the Trust Area has over 30,000 residents and 10,000 non-resident property owners. The region features spectacular beauty, extensive archaeological and culturally significant sites, and habitats for an exceptional variety of species.

(map)

Governance

The 26-member Islands Trust Council is comprised of two elected trustees from each local trust area (except the Ballenas-Winchelsea Local Trust Area) and two trustees from Bowen Island Municipality. Local land-use planning decisions are made by local trust committees except on Bowen Island, which is an island municipality with a municipal council. Local trust committees are comprised of two locally elected trustees and an appointed chair. All decisions made must be consistent with the Islands Trust's legislated mandate to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and British Columbia generally. The Islands Trust Conservancy is governed by a board comprised of three elected trustees and three trustees appointed by the Minister of Housing and Municipal Affairs.

Trust Council meetings are generally open to the public, and community members are encouraged to attend. Meeting dates and times are available at islandstrust.bc.ca.

Implementing the Preserve and Protect Mandate

The Islands Trust works to preserve and protect the Islands Trust Area through land use planning, land conservation through the Islands Trust Conservancy, and programs in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons, organizations, the government of British Columbia, and you.

Land Use Planning

Land use planning contributes to preserving and protecting the environment, cultural heritage, and communities through the maintenance of 20 unique official community plans, hosting community information meetings to help islanders understand land use planning, rezoning, and application processing. Islands Trust also develops and delivers longer-term projects to support strategic goals.

Region-wide Programs

The Islands Trust Council supports the preserve and protect mandate through region-wide programs such as public education sessions; stewardship education resources; advocacy about decisions and initiatives that affect the islands; ecosystem and freshwater mapping; and cooperating with others governments, including Indigenous Governing Bodies, to benefit the Islands Trust Area.

Land Protection

The Islands Trust Conservancy is governed by a board made up of provincial appointees and Islands Trust trustees. Its mission is to protect special places in the Islands Trust Area by encouraging and assisting voluntary conservation initiatives. To date, 1,385+ hectares of land across 115 conservation properties have been protected, including 81 conservation covenants and 34 nature reserves.

Islands Trust Budget 2026/27

Islands Trust Council approved its 2026/27 budget in March 2026. The budget features approved spending of \$XM, with \$XM directed to operations, \$X directed to special projects, and \$X directed to the purchase of new capital assets.

Highlights:

\$XM — local trust area property taxes (excludes Bowen Island)

\$X— Bowen Island Municipal tax requisition

X% increase in total planned spending for operations, projects, and capital purchases

\$X— external grant funds

\$X — transfers from Island Trust surplus and reserve funds

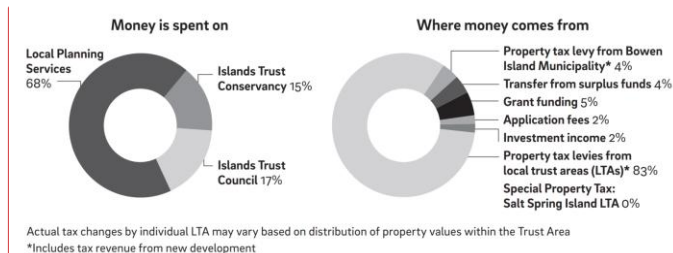
\$X — application fees and sales

\$X — investment and other income

The 2026/27 budget anticipates that revenue from external sources (i.e. fees, grants, investment income) and internal funds (i.e. surplus, reserve transfers) will decrease significantly.

THE BUDGET IS SPENT ON: (graphic)
(graphic)

THE BUDGET IS FUNDED BY:



Commented [MvN1]: New graphics to come

Actual tax changes by individual local trust area may vary based on distribution of property values within the Trust Area.

*Includes tax revenue from new construction

(header for graphic 1) In 2026, a X% increase to the rural property tax levy for Islands Trust resulted in \$X being raised from local trust area contributions. (update graphic below to 2026 figures)



Commented [MvN2]: New graphic to come

(call out box) Elections 2026

Trustees elected in the next election will serve in two roles — as a member of a local trust committee or Bowen Island Municipal Council, and as a member of Islands Trust Council. Trust Council will then elect three of the 26 elected trustees to serve on the Islands Trust Conservancy Board and four to serve on the Islands Trust Executive Committee.

Trustees make important decisions that guide how Islands Trust preserves and protects the Islands Trust Area and its unique amenities and environment for residents and all British Columbians.

Vote to help shape the future of your island on Saturday, October 17, 2026. For more information, visit islandstrust.bc.ca/about-us/accountability/elections/.

To find out about registering to vote, check with the Regional District in your area .

Contact Islands Trust if you have questions:
250-405-5151 | info@islandstrust.bc.ca

(include FB logo) Facebook: @IslandsTrust

(include Instagram logo) Instagram: @islandstrust

(include LinkedIn logo) LinkedIn: @islandstrust

NOTE: The Provincial Surveyor of Taxes issues your Rural Property Tax Notice, and the BC Provincial Government receives your tax payment. Please refer to your Rural Property Tax Notice for payment options. Questions about your property tax notice should be directed to 1-888-355-2700. **(Call out box)**

April, 2026



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** January 28, 2026
From: Governance Committee **Date Prepared:** January 23, 2026
SUBJECT: Trust Council Policy 2.1.15 Secretariat Services

RECOMMENDATION:

THAT Trust Council replace the current Policy 2.1.15 Secretariat Services with the draft updated Policy 2.1.15 Secretariat Services dated January 23, 2026 for reference.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The revised policy updates the policy to reflect current needs, and better reflects the intent of legislation and the object of Islands Trust.

1 PURPOSE: To update the Secretariat Services policy.

2 BACKGROUND:

Staff has undertaken a review of the means in which Trust Council provides coordination support to other bodies in alignment with the Islands Trust legislation and object.

The revised policy makes the link between the program and legislation clearer, retains approval of funding with Trust Council, and establishes a method to accept application, review and allocate the funds that is more manageable for staff, Executive Committee and Trust Council.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

No organizational implications

FINANCIAL:

No financial implications

POLICY:

No policy implications

IMPLEMENTATION/COMMUNICATIONS:

Staff will forward to Trust Council in March 2026 along with a Request for Decision with the Governance Committee recommendation, and the information contained in the background of this Request for Decision

FIRST NATIONS RELATIONS:

No First Nations relations implications

OTHER:

No other implications

4 RELEVANT POLICY(S):

n/a

5 ATTACHMENTS:

- 1. Draft Updated Policy 2.1.15 Secretariat Services**
- 2. Current Policy 2.1.15 Secretariat Services**

RESPONSE OPTIONS

Recommendation:

THAT Trust Council replace the current Policy 2.1.15 Secretariat Services with the draft updated Policy 2.1.15 Secretariat Services dated January 23, 2026 for reference.

Alternative:

As determined by Trust Council.

Options include to request changes to the draft policy, and in this case, staff would bring those back to a future Trust Council meeting.

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Chief Administrative Officer/January 29, 2026

Policy:	2.1.15
Approved By:	Islands Trust Council
Approval Date:	September 15, 2020
Amendment Date:	March xx, 2026
Policy Holder:	Director Trust Area Services

SECRETARIAT SERVICES

Purpose

To support non-profit organizations and Indigenous Governing Bodies in the coordination, determination, and implementation of regional, improvement district, and government of British Columbia policies that increase public awareness, understanding, and appreciation of the history and heritage of the Islands Trust Area and the unique amenities and environment of the Island Trust Area.

To define a Trust Council process for allocating funding to support administrative functions undertaken by coordinating groups within the Islands Trust Area in support of the Islands Trust object.

A. Definitions

Coordinating Group means a group comprised of Indigenous Governing Bodies, organizations, and/or interested parties that convene regularly to share information and collaborate or to determine, implement or carry out Indigenous Governing Body, regional district, improvement district, or government of British Columbia policies in the Trust Area.

Secretariat Services means the provision of administrative support including, but not limited to, meeting organization, meeting administration, public notices, recording and distribution of meeting notes or minutes, and website hosting and updating.

Secretariat Services Budget refers to annual funding granted by the Islands Trust Council for the provision of secretariat services.

Trust Object means the Object of Islands Trust as set out in section 3 of the *Islands Trust Act*.

B. Policy

In accordance with Section 8(2) of the *Islands Trust Act*, the Islands Trust Council has discretionary powers for the purposes of carrying out the Trust Object. Section 8(2)(b) particularly allows for the allocation of funds for the coordination and assistance in the determination, implementation and carrying out of municipal, regional and improvement district, and government of British Columbia policies for the preservation and protection of the Islands Trust Area and its unique amenities and environment.

1. Requests for financial assistance may be submitted throughout the year.
2. In September of each year the Executive Committee will recommend to the Islands Trust Council an allocation for the Secretariat Services budget for the following fiscal year.
3. In March, Islands Trust Council will allocate Secretariat Services funds based on the submissions received.
4. If unallocated funds remain following the March meeting, Islands Trust Council may disperse the funds at subsequent meetings during the fiscal year.

5. Islands Trust Council may only allocate funding to or undertake Secretariat Services for Coordination Groups that:
 - 5.1 have an appointed representative of Islands Trust Council, Bowen Island Municipality, a local trust committee, or the Islands Trust Conservancy Board as a member or regular participant; and,
 - 5.2 invite and encourage Indigenous Governing Bodies' involvement and leadership in a manner that is consistent with the Islands Trust Council's First Nations Engagement Principles Policy and Reconciliation Declaration; and,
 - 5.3 undertake work that coordinates and assists in the determination, implementation, and carrying out of municipal, regional and improvement district, and government of British Columbia policies that carry out the Trust Object.
6. When Islands Trust Council allocates funding from the Secretariat Services budget for Secretariat Services to a Coordination Group, the amount may not exceed the direct award commitment spending level in Islands Trust Council's Policy 6.5.3 (Procurement).
7. Where Islands Trust Council commits to undertaking Secretariat Services directly, the Council will seek staff advice regarding staff availability.
8. Coordinating groups seeking Secretariat Services shall submit the attached Secretariat Services form outlining the requirement including the following information:
 - 8.1 name of and contact information for coordinating entity;
 - 8.2 information regarding the requirement for secretariat services;
 - 8.3 funds requested.

C. Legislated References

[Islands Trust Act](#)

[Islands Trust Council Policy 6.5.3 \(Procurement\)](#)

[Islands Trust Council Policy 6.1.1 \(First Nations Engagement Principles\)](#)

D. Attachment

- 1 - Secretariat Services application form



ISLANDS TRUST

SECRETARIAT SERVICES

Name of Co-ordinating Entity:	
Email Address:	
Phone Number:	
Contact Name:	
How does a Local Trustee or Municipality Elected Office participate in the organization or the First Nation?	
What is the linkage between the requesting organization, policy direction and Trust Object?	
What type of support is requested? If financial support is requested, please specify the amount and how the funds will be used.	
What will be the impact if the requested support is provided or not provided?	
Applicant Signature	
Date of Submission	
Approved/Not Approved Date:	Funds Approved:

Collection Notice: Personal information contained on this form is collected under the authority of the *Local Government Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. The personal information will be used for purposes associated with the Secretariat Services program. Enquiries about the collection or use of information in this form can be directed to the Director, Legislative and Information Services at 250-405-5169, or send an email to FOI@islandstrust.bc.ca.



Policy:	2.1.15
Approved By:	Trust Council
Approval Date:	September 15, 2020
Amendment Date(s):	
Policy Holder:	Director of Trust Area Services

SECRETARIAT SERVICES

Purpose

1. To define a process for allocating funding and staff time with respect to administrative support for Coordination Groups in the Trust Area, in accordance with Trust Council's authority to coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies.
2. To reinforce that Trust Council, its committees and the Executive Committee are not permitted to provide grants-in-aid in support of other organizations, unless consistent with the Procurement Policy (6.5.3) and the History, Heritage and Conservation Grants-In-Aid Policy (2.1.14), but may support coordination and assistance in the determination, implementation and/or carrying out of First Nation, regional, improvement district, and government of British Columbia policies.

Background

Section 8(2) of the *Islands Trust Act* establishes the discretionary powers of Trust Council for the purpose of carrying out the Trust Object. In accordance with section 8(2)(b), the Trust Council may "coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies for the preservation and protection of the Trust Area and its unique amenities and environment." Part II of the Islands Trust Policy Statement further provides that:

"To achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities."

A. Definitions

"Coordination Group" means a group comprised of First Nations, organizations and/or stakeholders that convene to share information and collaborate or to determine, implement or carry out First Nation, regional district, improvement district, or government of British Columbia policies in the Trust Area.

"Secretariat Services" means the provision of administrative support including, but not limited to, meeting organization, meeting administration, public notices, recording and distribution of meeting notes or minutes, and website hosting and updating.

"Secretariat Services Budget" has the meaning set out in section 1.1 hereof.

"Trust Object" means the object of the trust as set out in section 3 of the *Islands Trust Act*.

B. Policy

1. Funding Source

- 1.1 By September of each year, the Trust Programs Committee will recommend to the Financial Planning Committee an allocation for the Secretariat Services budget for the following fiscal year (the “Secretariat Services Budget”).

2. Policy for Providing Secretariat Services

- 2.1 Trust Programs Committee will assess opportunities to provide Secretariat Services at its first meeting of the fiscal year. If staff resources or funding remain unallocated after this meeting, the Trust Programs Committee may consider additional opportunities at future meetings.
- 2.2 Trust Programs Committee may only allocate funding to or undertake Secretariat Services for Coordination Groups that:
 - 2.2.1 have an appointed representative of the Trust Council, Bowen Island Municipality, a local trust committee, or the Islands Trust Conservancy as a member or regular participant;
 - 2.2.2 invite and encourage First Nations involvement and leadership in a manner that is consistent with the Islands Trust Council’s First Nations Engagement Principles Policy and Reconciliation Declaration; and
 - 2.2.3 undertake work that coordinates and assists in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies that carry out the Trust Object.
- 2.3 Trust Programs Committee is encouraged to prioritize support for Coordination Groups that work collaboratively and respectfully with First Nations governments and Indigenous Peoples within the Trust Area.
- 2.4 When Trust Programs Committee allocates funding from the Secretariat Services budget for Secretariat Services for a Coordination Group, the amount may not exceed the direct award commitment spending level in Trust Council’s Procurement Policy 6.5.3.
- 2.5 Where Trust Programs Committee commits to undertaking Secretariat Services directly, the Committee will seek staff advice regarding availability of staff.

C. Legislated References

Islands Trust Act, Section 3

Islands Trust Act – Subsections 8(2)(b) & (f)-(h)

Islands Trust Policy Statement, Part II - The Islands Trust Object and its Meaning

Policy Manual: History, Heritage and Conservation Grants-In-Aid (2.1.14)

Policy Manual: Procurement (6.5.3)

Policy Manual: First Nations Engagement Principles (6.1.1)

D. Other References

Islands Trust Council's Reconciliation Declaration, March 14, 2019

E. Attachments

N/A

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 17, 2025

From: Trust Area Services **Date Prepared:** December 10, 2025

SUBJECT: AVICC/UBCM RESOLUTION SELECTION (Annual Item)

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2026 convention for Executive Committee’s consideration in January/February 2026.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust has had a practice of submitting resolutions to AVICC/UBCM. Resolutions endorsed by the UBCM membership can trigger advocacy support from UBCM staff and often result in a well-considered response from the affected Ministry or Department. Depending on the resolution(s) submitted, the Executive Committee may wish to consider additional advocacy such as proposing a related session for the UBCM conventions or a meeting with a minister.

However, given Trust Council’s recent acceptance of the recommendations of the 2025 Operational Review, Executive Committee should give careful consideration to whether any proposed resolutions are a high enough priority to allocate limited staff capacity to support the work required to support them. I recommend only resolutions of direct and timely relevance to Islands Trust’s strategic plan priorities and mandate be advanced.

- 1 **PURPOSE:** To seek direction about drafting resolution(s) and backgrounder(s) for the 2026 Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.
- 2 **BACKGROUND:** On November 24, 2025, staff sent out an email to staff and trustees with a call for resolutions for the annual AVICC/UBCM Conference.

It is possible for Islands Trust to submit more than one resolution. Staff do not recommend proposing more than two resolutions in any one year due to the resulting workload and the difficulty in advocating for more than two topics at one convention.

In the past, Executive Committee has supported selected resolutions by suggesting/organizing complementary AVICC/UBCM sessions and by requesting and/or attending Ministers’ meetings to discuss the proposed topic.

Section 4.2 of the Islands Trust policy 6.12ii on UBCM/AVICC Membership and Resolutions states: *Trustees and staff are encouraged to propose resolutions for submission to the AVICC or UBCM conventions to the Executive Committee by the end of each calendar year.*

When selecting a resolution, the Executive Committee should be guided by section 4.2 of the Islands Trust policy 6.12ii on UBCM/AVICC Membership and Resolutions:

All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions address topics within their legislated jurisdiction and are consistent with the Islands Trust Policy Statement.

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to other local government across the province. There was only one viable suggestion for an Islands Trust 2026 resolution:

Source	Topic	Rationale	Senior Staff Assessment
Tim Peterson	Requesting end of Transport Canada efforts to divest remote port facilities	Small island communities rely on their federal docks as lifelines to the rest of Canada, for access to everything from food to medical services. The ongoing efforts by Transport Canada to divest remote port facilities causes uncertainty for affected communities. This continued uncertainty appears unnecessary given the low likelihood of a viable transfer of remaining remote port facilities.	This topic is not connected to a Policy Statement policy or a strategic plan initiative. If the resolution is to proceed to UBCM it would need to make clear it is more than a regional issue. It would be more likely to succeed if co-sponsored with a local government outside of the AVICC area using the same resolution and backgrounder. The resolution could be directed directly to Transport Canada or could be directed to BC Ministry of Transportation and Transit to work with/demand/request that... etc. Staff understand that this topic may also be advanced to the qathet Regional District Board for advocacy.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Drafting a resolution and preparing a one-page backgrounder will take up to one day of the Senior Policy Advisor's time for each topic selected, and will require review by Director of Trust Area Services and CAO. It will also require some time from the Executive Assistant to send to AVICC and prepare for the information package given to Islands Trust delegates attending the conventions. Some topics may require legal advice, or research/review time by other staff in the organization.

FINANCIAL: None expected.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: If the Executive Committee selects a topic, staff will aim to provide a draft resolution(s) and backgrounder(s) on the January 14, 2026 or February 4, 2026 Executive Committee agenda. The resolution(s) must be submitted to AVICC by February 12, 2026.

FIRST NATIONS RELATIONS: The Director of Trust Area Services and/or Senior Policy Advisor will ensure that resolution wording aligns with Islands Trust Council's Reconciliation Declaration.

OTHER: None.

4 RELEVANT POLICY(S):

- [Policy 6.12.ii - UBCM/AVICC Membership and Resolutions](#)

5 ATTACHMENT(S):

- 1) AVICC Resolutions Notice - Request for Submissions

RESPONSE OPTIONS

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2026 convention for Executive Committee's consideration in January/February 2026.

Alternative:

1. That the Executive Committee not propose a resolution to AVICC/UBCM.
2. That the Executive Committee select different resolutions for AVICC/UBCM.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Ruben Bronee, Chief Administrative Officer, December 11, 2025



2026 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2026 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from **April 24-26, 2026**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and First Nations and must have been endorsed by the Board or Council of that member.
- **Each member may submit a maximum of three (3) resolutions (updated August 2025).**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention. **Each sponsor will be given 2 minutes to introduce their resolution (updated August 2025)**
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and **should not contain more than two "whereas" clauses**. Each whereas clause must have only one sentence.

LATE AND OFF THE FLOOR RESOLUTIONS

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- Late Resolutions must be received by AVICC by **noon on Wednesday, April 22nd, 2026**.
- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM, are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

AVICC RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention. Please note that the UBCM Bylaws were updated at the 2025 UBCM Convention as included as **Appendix A** with this document.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

UBCM BYLAW & RESOLUTIONS PROCESS UPDATE

At their 2025 UBCM Convention, members endorsed ***ER1: Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process***. The changes to UBCM's Bylaws will impact how resolutions endorsed at AVICC are considered after they are sent to the UBCM Resolutions Committee. Please note the following changes to the UBCM Bylaws [15.(c)]:

- The Resolutions Committee **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- **Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:**
 - **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
 - **Resolution is outside of the scope of BC local governments and member First Nations;**
 - **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
 - **Resolution is regional in focus.**

ER1 in its entirety and the rationale provided by the UBCM Executive has been included as **Appendix A** with this document.

The AVICC Executive is currently evaluating our own resolutions process. The 2026 Convention Rules & Procedures for handling Resolutions, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the *whereas* clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC **and/or** UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **If absolutely necessary**, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>

Section ER

ER1 **Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process**

UBCM Executive

Whereas the large number of resolutions submitted by UBCM members—more than 200 annually— results in a wide range of policy positions, rendering it challenging for UBCM to focus its advocacy efforts;

And whereas a reduction in the number and breadth of policy positions adopted annually by the membership would enable UBCM to advocate more effectively, by focusing time and resources on issues with significant province-wide impact on local governments and member First Nations:

Therefore be it resolved that Section 15(c) of the UBCM Bylaws be amended by adding the text in bold type as follows, to enable the Resolutions Committee to apply filters to determine which resolutions may be included for consideration by the membership at Convention:

15. COMMITTEES (Other than Nominating Committee):

(c) The Resolutions Committee:

- shall examine all Annual Resolutions regularly submitted to the Convention;
- **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- shall recommend in favour of or against the Annual Resolutions respectively;
- may correlate Annual Resolutions; and
- may recommend amendments.

Any Annual Resolution may be referred by the Convention to the Resolutions Committee either alone or with new resolutions for study and report to the Convention.

Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:

- **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
- **Resolution is outside of the scope of BC local governments and member First Nations;**
- **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
- **Resolution is regional in focus.**

UBCM Resolutions Committee Recommendation: **Endorse**

UBCM Resolutions Committee Comments:

The Resolutions Committee is seeking membership approval of this Extraordinary Resolution to reduce the volume of resolutions received and considered each year and improve the quality of resolutions considered.

Lens #1 - Resolutions that reaffirm existing policy

The Committee proposes that any resolution that aligns with resolutions already endorsed or not endorsed by the membership should be received rather than put forward for further consideration by the membership. The current intent of the Resolutions Committee is that a 5 year window would be adopted to establish existing policy under this lens.

Lens #2 - Resolutions outside of local government scope

The Committee suggests that limiting resolutions for consideration to those that directly relate to local government service delivery will strengthen the efficacy and credibility of UBCM's advocacy.

Lens #3 - Resolutions that are unclear or poorly formatted

UBCM staff and the Resolutions Committee currently expend considerable time working with the sponsors to help them to clarify and format their resolutions. Removing this function will encourage those drafting resolutions to meet established standards for clarity and better resolutions.

Lens #4 - Resolutions that are regional in focus

Resolutions for consideration at UBCM should have a province-wide focus. Resolutions that are regional in focus should be considered and acted upon by Area Associations.

The Committee proposes to include all resolutions captured by one or more of the lenses in an appendix of the Resolutions Book. While these resolutions are being published for transparency, these resolutions are not to be considered and are not available to be brought forward for consideration via a motion to vary the agenda.

The Committee would point out that section 14(d) of the UBCM Bylaws grants the UBCM Executive authority to bring forward to Convention a resolution on any matter at any time. This authority of the UBCM Executive enables UBCM to respond quickly to a changing policy or legislative environment, bringing forward issues or concerns that may fall within existing UBCM policy, but require immediate consideration.

Members are encouraged to read the accompanying backgrounder found in the Appendix of this Resolutions Book to learn more about the proposed Extraordinary Resolution.

Conference decision: Endorsed



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** February 4, 2026
From: Financial Services **Date Prepared:** January 16, 2026
SUBJECT: APPOINTMENT OF FINANCIAL STATEMENT AUDITORS

RECOMMENDATION:

That KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2025/26 financial statement audit.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Through Bylaw 3, the Executive Committee has been delegated the responsibility to appoint financial auditors for Islands Trust and the Islands Trust Conservancy.

1 PURPOSE:

The *Islands Trust Act* ("the Act") Section 18 (1) says that:

"The trust council must appoint an auditor to audit the accounts and transactions of the trust council and the local trust committees."

2 BACKGROUND:

As per Section 10 of the Act [*"The trust council may, by bylaw adopted by at least 2/3 of its members present at the meeting at which the vote on adoption takes place, delegate its powers under sections 8 (1) (d) and (f) and (2) (a) to (f) and 9 (1), subject to any restrictions or conditions specified in the bylaw"*].

In 1990, Trust Council delegated this power to the Executive Committee through Bylaw 3 (attached).

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: KPMG was the successful proponent on a Request for Proposals for Audit Services for a five-year period to 2022. Appointment of KPMG for 2025/26 audit services represents an extension to the term, supported by staff in compliance with the Islands Trust procurement policy. The proposal still requires an annual appointment of the auditors by Executive Committee.

FINANCIAL: The approved annual budget includes the cost of the annual audit.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: If approved, the Director, Administrative Services will engage KPMG as the auditors for the 2025/26 financial audit and advise the Financial Planning Committee accordingly.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S): Trust Council Bylaw No.3

5 ATTACHMENT(S): Islands Trust Bylaw No. 3.

RESPONSE OPTIONS

Recommendation: That KPMG be appointed financial statement auditor for the Islands Trust and the Islands Trust Conservancy 2025/26 financial statements.

Alternative: No other alternatives identified.

Prepared By: Director, Financial and Employee Services
Reviewed By: Rueben Bronee, Chief Administrative Officer

ISLANDS TRUST COUNCIL

BYLAW NO. 3

A Bylaw Relating to Administrative Matters of the Islands Trust.

The Islands Trust Council, having jurisdiction in respect of the Province of British Columbia pursuant to the *Islands Trust Act*, R.S.B.C., 1989, enacts as follows:

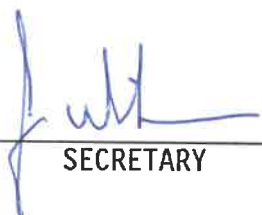
1. This bylaw may be cited for all purposes as the "Islands Trust Council Administration Bylaw, 1990".
 - (1) This Trust Council's Executive Committee is delegated authority for:
 - (a) the appointment of persons to the offices of secretary, treasurer and other officer positions, and the appointments of other employees to carry out the operations of the Trust Council, the executive committee, the local trust committees & the trust fund board.
 - (b) the appointment of auditors to audit the accounts & transactions of the Trust Council the local trust committees and the Trust Fund Board.
2. The Islands Trust Bylaw Investigations Officer position is designated as an officer of the Islands Trust.
3. Payment of premiums for Accident Insurance for Council members, Advisory Planning Commission members & Board of Variance members is authorized by Trust Council.

READ A FIRST TIME THIS 1st day of April , 1990

READ A SECOND TIME THIS 1st day of April , 1990

READ A THIRD TIME THIS 1st day of April , 1990

RECONSIDERED, AND FINALLY PASSED AND ADOPTED THIS 11th day of April , 1990



SECRETARY



CHAIRPERSON

From: Mavis MacMillen <[REDACTED]>
Sent: Saturday, January 10, 2026 11:26 AM
To: Executive Admin
Subject: Facebook notices

Dear executive committee:

I am astounded that the executive committee is set to hand over most of its public notice distribution to a US social media behemoth whose behaviour in that realm has been, and continues to be, deplorable. Facebook use may relieve us of some monetary cost, but the cost of supporting "engagement-maximizing products that hijack attention, erode agency, and creep people out through surveillance and manipulation" (Atlantic.com) is far greater. Not only should we be avoiding US media that bend the knee to Trump, but this proposed change is at the expense of supporting local media, a forum that is an integral part of our community. What happens when we no longer have that source of local news? There is a question of trust here. Moreover, there are many of us out there who refuse to subscribe to Facebook on principle. How are we to know when important announcements are forthcoming from our governing body?

I urge you to reconsider, and support our local newspaper.

Mavis MacMillen
[REDACTED]

From: gabriolatransportation <gabriolatransportation@gmail.com>
Subject: Keeping Experience Cards affordable
Date: January 19, 2026 at 2:07:42 PM PST
To: nicolas Jimenez <nicolas.jimenez@bcferries.com>
Cc: sheila malcolmson <sheila.malcolmson.MLA@leg.bc.ca>, vanessa Craig <vanessa.craig@rdn.bc.ca>, erin udal <info@gabriolachamber.ca>, GTS Contact list <derek@southernnews.com>, mayor@bimbc.ca

January 7, 2026

To: CEO Nicolas Jimenez,

BC Ferry Corporation, Ste 500, 1321 Blanshard St., Victoria BC V8W 0B6
nicolas.jimenez@bcferries.com

Re: Minimum load amount for BC Ferries Experience Cards

Dear Mr. Jimenez,

Members of our community are concerned about the impending increase in cost to the Experience cards used by residents in ferry-dependent coastal communities. Most residents who use the Experience card need the cost break offered by the card, but the minimum top-up amount creates a barrier for anyone with a limited income, including seniors, families, and single parents.

We implore you to consider reducing the current minimum load amount of \$130 for vehicle drivers and \$50 for walk-on passengers. We suggest \$100 for vehicle and \$30 for walk-on reloading minimum amounts. Island residents are entirely dependent on BC Ferries to provide daily transportation to work, school, medical and other appointments, and census statistics indicate that many Gabriola residents live well below the poverty line for British Columbia.

This week our local newspaper's editorial summarized our predicament very well with the headline "Experience Card fees put disproportionate burden on low income residents". Some residents end up paying for a single ticket because it's cheaper than the EC card reload amount. It is another example of how people who struggle financially pay more for a basic service that should be available to everyone who lives in B.C.

Please consider this request from those whose livelihoods depend on BC Ferries.

Sincerely,

Steven Earle, Ivan Bulic, Tawny MacLachlan Capon

for the Gabriola Ferry Committee and Gabriola Island Transportation Society

cc:

MLA Sheila Malcolmson
Mayor Andrew Leonard, Bowen Island Municipality
Islands Trust Council

Vanessa Craig, Director for Area B, Regional District of Nanaimo
Erin Udal, Executive Director, Gabriola Chamber of Commerce
Editor, Gabriola Sounder

From: Liz Steele <[REDACTED]>
Sent: Wednesday, January 21, 2026 11:18 AM
To: rebecca.alty@parl.gc.ca; IRR.Minister@gov.bc.ca; 'Malcolmson.MLA, Sheila'; Executive Admin; Tobi Elliott; Laura Patrick; Susan Yates
Cc: 'Kronis, Tamara - M.P.'; Editor, The Sounder; mail@snuneymuxw.ca
Subject: Negotiations for Ownership of the Kensington Lands on Gabriola Island, BC

Dear Minister Alty, Minister Herbert, MLA Malcolmson, Islands Trust Executive, and Trustees Elliot, Patrick and Yates,

Re: Negotiations for Ownership of the Kensington Lands on Gabriola Island, BC

The Provincial situation in BC of the untested [Rising Sun agreement](#)^[i] granting Aboriginal title in Haida Gwaii and the stunning [Cowichan Nation-Richmond decision](#)^[ii] that ignored fee-simple property owners has generated uncertainty among Gabriolans that is overwhelming. It is compounded by Islanders being left out of the negotiations the Federal and Provincial governments and Snuneymuxw First Nation (SFN) are currently engaged in for the [Kensington Lands](#)^[iii] on Gabriola Island, BC, even though I, for example, have been a resident of Gabriola Island for 38 years.

To be clear, I want nothing more than to go into the future side-by-side with the SFN as friendly, supportive Island neighbours united in the stewardship of our precious Island, but I am not part of these negotiations. While I recognize that some aspects of these negotiations are confidential, without details of what Islanders may expect from the SFN as owners of this large tract of land, I feel uncertain, left out and without value, and this is certainly in a large part due to the current Provincial situation.

While fee-simple land seems to be protected in BC, the property market is affected by uncertainty about how well property is protected; and that in turn negatively affects property values that drive the tax base that funds services, such as health care, education, and our democracy. This is a serious situation, and so, I have questions. They are listed below. Please provide me with answers from the perspective of your individual portfolios as soon as possible.

Thank you,

Liz Steele
Resident, Gabriola Island

1. The perception of being excluded—as the Richmond property owners were—does not create a foundation for peaceful, neighbourly relations. People are already speculating that the SFN intend to clear-cut the lands, which is a contentious issue for Islanders. Is there a

mechanism (web site, newsletter, etc.) for fee-simple landowners (i.e., future neighbours of the SFN), to get quality, factual information about the plans for the Kensington lands that prevents the unnecessary spreading of speculation and innuendo (that is often detrimental to relationship-building)? Will there be an open house or a something similar to explain plans to the Community and offer a forum for questions? It would be very helpful to have at least one open house before the finalizing of any agreement and again after the agreement is finalized.

2. What details can you share of the management plan the SFN currently has for the Kensington Lands?
3. If/when ownership transfers to the SFN, will the SFN be bound by the bylaws of the Regional District of Nanaimo and the Islands Trust as other fee-simple owners on Gabriola are bound? If not, how will the issues that these bylaws address be managed?
4. If the management plan includes housing development, will it be within the current density limit attributed to the Kensington lands? If more densities are requested by the SFN, from where will those densities come? Sustainable densities depend on adequate groundwater and ensuring safe wildfire evacuation. These are issues for all of the Gulf Islands.
5. If/when ownership transfers to the SFN, will SFN consultation continue to be a requirement for land use and development on lands on Gabriola Island that the SFN do not hold title to?
6. Will the [2008 protocol agreement between the SFN and the Islands Trust](#)^[iv] continue after any land transfer takes place? If not, will another agreement be in place? If so, what details will this agreement contain?
7. The Cowichan Nation has claimed some of southern Gabriola. Are they or the SFN or any other First Nation asking for Aboriginal title to lands on Gabriola Island? If so, which First Nation(s) are seeking this title and for which land(s) are they seeking this title?
8. Fee simple land title is not protected in the Canadian Constitution while Aboriginal title is protected. How will residents of Gabriola who are not part of the SFN be included in the discussion about possible Aboriginal title on Gabriola Island? Or, will we be left out of that process?
9. Will fee simple property owners be required to pay money (e.g., rent/lease, taxes) for any reason—now or in the future—to any or every First Nation who holds Aboriginal title? If so, will we see a commensurate reduction in taxes paid to our elected government?
10. Is there any other information you can provide that will help me and others not feel left out of the Kensington Lands negotiation that will help build positive relationships during this significant change for our community?

Active Projects Report

Executive Committee

1. *Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)*

Activity:

Project underway guided by Trust Council project charter. Anticipated project completion by November 2026.

Responsible

Clare Frater

Dates

Rec'd: 26-Feb-2020
Target: 01-Nov-2026

2. *Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)*

Activity:

Initiation timeline: Staff drafting underway

Responsible

Clare Frater

Dates

Rec'd: 02-Sep-2020
Target: 31-Mar-2026

3. *Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.*

Activity:

Implementation underway.

Responsible

Rueben Bronee

Dates

Rec'd: 03-May-2023
Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. *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.

Responsible

Date Received

Julia Mobbs

11-May-2023

2. *Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence (Strategic Plan Initiative 1.2.3) (joint with RPC)*

Trust Council endorsed Policy 5.5.1 and Best Practice Manual amendments. RPC to draft Implementation Plan and final amendments. Present to Trust Council for adoption and subsequent monitoring and reporting.

Responsible

Date Received

Stefan Cermak

12-Mar-2025

3. *Explore new engagement models (virtual and in person forums) to reach more community members (Strategic Plan Initiative 1.2.2)*

Initiation timeline TBD

Responsible

Date Received

Clare Frater

12-Mar-2025

4. *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)

Responsible

Date Received

Clare Frater

12-Mar-2025

Rueben Bronee

5. *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

Responsible

Date Received

Clare Frater

12-Mar-2025

Future Projects Report

Executive Committee

6. <i>Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting (Strategic Plan Initiative 3.1.1)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
7. <i>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)</i>	Responsible	Date Received
Initiation timeline: TBD	Clare Frater	12-Mar-2025
8. <i>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)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
9. <i>Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater Rueben Bronee	12-Mar-2025
10. <i>Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)</i>	Responsible	Date Received
Initiation timeline: 2026/27	Clare Frater Rueben Bronee	12-Mar-2025
11. <i>Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

Future Projects Report

Executive Committee

12. <i>Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)</i>	Responsible	Date Received
To be determined. Staff is drafting new Reconciliation Action Plan and associated implementation plan for Trust Council approval.	Rueben Bronee	12-Mar-2025
13. <i>Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)</i>	Responsible	Date Received
To be determined. Regional Planning Committee is developing a Freshwater Sustainability Strategy Implementation Plan for Trust Council approval.	Clare Frater	12-May-2025