



Governance Committee Agenda

Date: Thursday, October 8, 2026
Time: 10:00 am - 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. CALL TO ORDER
2. AGENDA
 - 2.1 New Items and Re-Ordering of the Agenda
 - 2.2 Approval of Agenda
3. PUBLIC COMMENT PERIOD
4. DELEGATIONS

None.
5. CORRESPONDENCE

None.
6. ADMINISTRATIVE COORDINATION
 - 6.1 Draft Minutes of Previous Meetings
 - 6.1.1 Governance Committee minutes of July 15, 2026 3 - 8

For review and approval
 - 6.2 Resolutions Without Meeting

None.
 - 6.3 Follow up Action List 9 - 10

For review
7. BUSINESS - WORK PROGRAM ITEMS
 - 7.1 Policy Review Update - Briefing 11 - 15
 - 7.2 Responsibilities of the Islands Trust Council Chair, Vice-Chairs, and Executive Committee - Report 16 - 30
8. BUSINESS - OTHER

8.1 Governance Committee Chair letter to next term's Chair - Discussion

9. BUSINESS - NEW

10. WORK PROGRAM

31 - 31

For review and referral to Trust Council before each quarterly TC meeting

11. NEXT MEETING

Wednesday, November 25, 2026, from 10:00 a.m. to 3:00 p.m.

12. CLOSED MEETING

If desired:

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (quote the pertinent section here, for example, (1)(a) personal information about...) and that the recorder and staff [attend/not attend] the meeting.

13. RISE AND REPORT

If requested

14. ADJOURNMENT

*Approximate time is provided for the convenience of the public only and is subject to change without notice.



DRAFT

Governance Committee Minutes of a Regular Meeting

Date: July 15, 2026
Location: Electronic Meeting

Members Present: Judith Gedy, Bowen Island Municipality (Chair)
Sam Borthwick, Denman Island Local Trust Area
Timothy Peterson, Lasqueti Island Local Trust Area
Kate-Louise Stamford, Gambier Island Local Trust Area
Laura Patrick, Salt Spring Island Local Trust Area, and
Islands Trust Council Chair, (ex-officio)

Member Regrets: Joe Bernardo, Gambier Island Local Trust Area
Lisa Gauvreau, Galiano Island Local Trust Area, and
Islands Trust Conservancy Board Chair

Member Absent: Jamie Harris, Salt Spring Island Local Trust Area (Vice-Chair)

Others Present: Mairead Boland, Saturna Island Local Trust Area
Kristina Evans, South Pender Island Local Trust Area

Staff Present: Reuben Bronee, Chief Administrative Officer
David Marlor, Director, Legislative and Information Services
Derek Cockburn, Director, Financial and Employee Services
Stefan Cermak, Director, Planning Services
Robert Barlow, Legislative Services Clerk/Recorder

As quorum was not achieved at the scheduled time start time of 10:00 a.m., an informal gathering occurred with Trustees Gedy, Peterson, Stamford and Patrick.

As there was present one member of the public who wished to address the trustees, that being Susie Miller, the trustees allowed her to address them regarding Mistaken Island, in the Ballenas-Winchelsea Local Trust Area, not having a vote for a local trustee and therefore do not have direct representation of a local trustee.

Quorum was then achieved at 10:38 am by the arrival of Trustee Borthwick.

1. CALL TO ORDER

Chair Gedy called the meeting to order at 10:38 a.m.

2. AGENDA

2.1 New Items and Re-Ordering of the Agenda

None.

2.2 Approval of Agenda

By general consent the agenda was approved as presented.

3. PUBLIC COMMENT PERIOD

None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

By general consent the committee deferred discussion of agenda item #6 Administrative Coordination to later in the meeting.

7. BUSINESS – WORK PROGRAM ITEMS

7.1 New Corporate Planning Process – Request For Decision

Trustees Boland and Evans were welcomed to the meeting to participate in the discussion that included:

- the possibility of changing the purpose of the Futures Project list used by local trust committees to include all identified planning issues, including an annual review to clarify feasibility and priorities
- the background of the request for the corporate plan, including the current issues and gaps and the intent of the plan
- Strengths Weaknesses Opportunities and Threats (SWOT) analysis might need to be managed by a third party
- LTC projects could be included in the plan
- a strategic plan developed by trustees could be included in the plan
- project charters could be improved
- the possibility of the trustee working group to continue their discussions
- the importance of local trust committee input to a corporate plan
- the value of concrete examples to show how the corporate plan would look
- the value of incorporating expected staff and trustee time required to achieve individual projects into the plan
- the value of keeping a corporate plan simple rather than complicated with a lot of details
- the value of each priority having a defined, measurable outcome
- whether public consultation in regards to the annual budget is able to obtain genuinely representative views of the public that could be acted on
- the meaning of “strategic priorities” in the document

- feasibility assessments can help to identify which actions are deliverable and therefore can support setting priorities
- CAO Bronee expected to incorporate minor amendments based on the discussion at the meeting and suggested that any major amendment would require a separate document to be provided to Trust Council

GC-2026-13

It was MOVED and SECONDED,

that Governance Committee request staff to advance the draft Islands Trust Corporate Planning Process to Trust Council for consideration at its September 2026 meeting subject to amendments with clarifications from the CAO of any amendments to this document.

CARRIED

Committee recessed at 11:38 a.m. and resumed at 11:47 a.m.

8. CLOSED MEETING

GC-2026-14

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90,(i)the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that the recorder and staff attend the meeting.

CARRIED

The Committee closed the meeting at 11:49 a.m. and reconvened in open meeting at 12:12 p.m.

9. RISE AND REPORT

Chair Gedye reported on the following:

- the April 29, 2026 Governance Committee in-camera meeting minutes were adopted as presented;
- Governance Committee received legal advice.

10. BUSINESS - WORK PROGRAM ITEMS (continued)

10.1 Options for Consideration by the Incoming Trust Council to Improve the Existing Trust Council Committee Structure - Briefing

CAO Bronee introduced the Briefing, indicating that Trust Council returned the issue to Governance Committee. Committee discussion included:

- how to encourage trustees to be involved with committee work
- potential impact to trustee remuneration
- corporate plan priorities will impact how to organize committees to undertake that work

Committee recessed at 12:28 p.m. and resumed at 1:04 p.m.

Committee discussion continued:

- the value to the new term Trust Council of the option considerations

GC-2026-15

It was MOVED and SECONDED,

that Governance Committee request staff to prepare a Request For Decision for the September, 2026, Trust Council meeting recommending the incoming Trust Council consider amending the existing committee structure to replace some standing committees with select committees to support Council's strategic priorities.

CARRIED

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Governance Committee minutes of April 29, 2026

By general consent the Governance Committee minutes of April 29, 2026 were approved as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

Received for information.

10. BUSINESS - WORK PROGRAM ITEMS (continued)

10.2 Harmonization of Resolutions Without Meeting Process – Request For Decision

Director Marlor introduced the Request For Decision. Committee discussion included that the RFD could explicitly identify what is being changed such as identifying “current” and “proposed” process.

GC-2026-16

It was MOVED and SECONDED,

that Governance Committee forward the attached Trust Council Request For Decision entitled “Harmonization of Resolution Without Meeting Process” to Trust Council for their September, 2026 meeting.

CARRIED

11. BUSINESS - OTHER

11.1 Fiscal 2027/28 Budget Business Cases - Discussion

Director Marlor introduced the discussion topic, noting that the normal course of the annual budget process would require a business case be provided to support any committee's funding request but that the Governance Committee membership in the new term of office may not be decided until near or after the annual budget is finalized in March, 2027. Committee discussion included that review of the corporate planning process and review of policies are likely tasks for the Governance Committee.

GC-2026-17

It was MOVED and SECONDED,

that Governance Committee request \$6,000 in the 2027/28 budget for Governance Committee to continue to work on policy review.

CARRIED

11.2 Draft Chair Letter to Next Term's Governance Committee/Committee Chair - Discussion

Director Marlor introduced the discussion topic. Committee discussion included whether membership on the Governance Committee should be by election or by appointment by Islands Trust Council Chair and ratification by Trust Council.

GC-2026-18

It was MOVED and SECONDED,

that Governance Committee recommend that Trust Council amend policy to align Governance Committee membership with other standing committees.

CARRIED

12. BUSINESS - NEW

None.

13. WORK PROGRAM

Director Marlor introduced the current work program.

GC-2026-19

It was MOVED and SECONDED,

that Governance Committee amend the current work program to change the target date of item #2 Meeting Process to June, 2027.

CARRIED

GC-2026-20

It was MOVED and SECONDED,

that Governance Committee forward the Work Program, as amended, to Trust Council for approval.

14. NEXT MEETING

Thursday, October 8, 2026, 10:00 a.m. to 3:00 p.m. to be held electronically.

15. ADJOURNMENT

By general consent the meeting was adjourned at 1:56 p.m.

Judith Gedy, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.



Islands Trust

Print Date: Oct 2, 2026

Governance Committee

Follow Up Action Report

Dates	Activity	Responsibility	Progress / Status
Meeting: 15-Jul-2026 Target: 17-Jul-2026	2026-07-15 – FUAL #21281 Staff to amend Governance Committee's current work program to change the target date of item #2 Meeting Process to June, 2027.	Unassigned	100% Completed
Meeting: 15-Jul-2026 Target: 19-Aug-2026	2026-07-15 – FUAL #21279 Staff to forward to Financial Planning Committee a Governance Committee request of \$6,000 in the 2027/28 budget for Governance Committee to continue to work on policy review.	Unassigned	100% Completed
Meeting: 15-Jul-2026 Target: 09-Sep-2026	2026-07-15 – FUAL #21276 Staff to advance the draft Islands Trust Corporate Planning Process to Trust Council for consideration at its September 2026 meeting subject to amendments with clarifications from the CAO of any amendments to this document.	Unassigned	100% Completed
Meeting: 15-Jul-2026 Target: 09-Sep-2026	2026-07-15 – FUAL #21280 Staff to forward Governance Committee's recommendation that Trust Council amend policy to align Governance Committee membership with other standing committees.	Unassigned	100% Completed
Meeting: 15-Jul-2026 Target: 09-Sep-2026	2026-07-15 – FUAL #21278 Staff to forward the Trust Council Request For Decision entitled "Harmonization of Resolution Without Meeting Process" to Trust Council for their September, 2026 meeting.	Unassigned	100% Completed
Meeting: 15-Jul-2026 Target: 09-Sep-2026	2026-07-15 – FUAL #21277 Staff to prepare a Request For Decision for the September, 2026, Trust Council meeting recommending the incoming Trust Council consider amending the existing committee structure to replace some standing committees with select committees to support Council's strategic priorities.	Unassigned	100% Completed
Meeting: 29-Apr-2026 Target: 15-Oct-2026	FUAL-2026-002 2026-04-29 – FUAL #21098 Staff to provide a revised Table of Executive Committee Delegated Authorities Briefing for the July 15, 2026 meeting that includes:all policies in the Briefing need to be hyperlinked for easy referencegrouping the information in the Briefing by legislation, bylaw, and policy to support further discussionhighlighting the policies that are already planned to be amended	Unassigned	0% Completed

Dates	Activity	Responsibility	Progress / Status
Meeting: 29-Apr-2026 Target: 08-Oct-2026	2026-04-29 – FUAL #21099 Staff to provide a public facing backgrounder to explain when and how RWMs can or should be utilized or should not be used	Unassigned	0% In Progress
Meeting: 18-Sep-2025 Target: 31-Dec-2026	2025-09-18 – FUAL #20605 that the Governance Committee prioritize the following recommendations of the 2022 Governance Report:- recommendation 1 [Election of Trust Council leadership];- recommendation 11 [adoption of comprehensive, multi-year planning document], and- recommendation 7 [helping trustees fulfil their roles],with the understanding that:- recommendation 3 [committee membership],- recommendation 4 [committee mandates],- recommendation 5 [roles of committees], and- recommendation 6 [helping trustees understand their roles]- recommendation 8 (secretary to Trust Council) and- recommendation 15 [Trustee Compensation]will be undertaken by staff as appropriate, and:- recommendation 12 [communications and engagement],- recommendation 13 [management alignment with Trust Council] and- recommendation 14 [exploiting the potential for synergy between Islands Trust Conservancy and Islands Trust]will be undertaken when prioritised by Trust Council.that work not be undertaken any further on the following recommendations of the 2022 Governance Report:- recommendation 2 [number of committees and committee mandates];- recommendation 10 [provincial representation]; and- recommendation 9 [First Nations representation]	Unassigned	25% In Progress
Meeting: 13-Aug-2025 Target: 31-Dec-2026	2025-08-13 – FUAL #20477 Staff to draft a policy combining Trust Council policies, with recommended updates, in priority order:1. 2.2.1 Requests for Decision (RFD)/Reports and 2.2.2 Council Committee Preparation;2. 2.4.1 Executive Committee Terms of Reference, 2.4.3 Executive Committee Election, 2.4.4 Executive Committee Legislative Role and 2.4.6 Executive Committee Meeting preparation;3. 6.2.1 Priority Setting/Review Guidelines, and 6.7.1 Work Program, Follow-up Action List and Priorities Report; and4. 5.4.2 Procedural Fairness in Rezoning, 7.1.1 Administrative Fairness Principles, 7.1.2 Handling of Administrative Fairness Complaints, and 7.1.5 Ombudsperson Referrals.	Unassigned	20% In Progress

BRIEFING

To: Governance Committee **For the Meeting of:** October 8, 2026

From: Legislative and Information Services **Date Prepared:** October 1, 2026

SUBJECT: Policy Review - Update

PURPOSE: to update the Governance Committee on the status of policy review

BACKGROUND:

A priority of the Governance Committee has been to review and update Trust Council policies. This is to ensure they meet legislative requirements, appropriately assign duties, and are relevant for the current needs of the organization.

Attached is a colour coded list of all of the policies. Of the 107 policies, 16 have been rescinded by Trust Council, 24 require no action as they are up to date and still relevant, 61 require updates, and of those 61, 41 can be combined with other similar policies to reduce the number of policies and reduce redundancy in policy language. Six of the policies can be rescinded as they are covering areas addressed by Council bylaws or are no longer required.

ATTACHMENT(S):

1. List of policies and status

FOLLOW-UP:

Staff intends to bring this report to the new Governance Committee in 2027 to seek prioritization of further policy work.

Prepared By: Director, Legislative and Information Services

Reviewed By/Date:

	Title	Adopted	Latest Amendment	Status
1.2.1	Policy Statement Amendment	1995-12-08	2016-03-23	Deal with as part of Policy Statement Amendment Project
1.3.1	Policy Statement Implementation	1994-06-11	2016-03-23	Deal with as part of Policy Statement Amendment Project
2.1.1	Statutory Rules of Conduct	1994-06-11	2014-09-09	Wait for new legislation on Code of Conduct
2.1.2	Standards of Conduct	1992-09-12	2021-11-30	Wait for new legislation on Code of Conduct
2.1.3	Governance Principles	1992-09-12	2009-09-17	Governance Committee to review
2.1.4	Coordination Agreements Process	1994-09-09	2013-09-11	Needs to be updated
2.1.5	Governance Structure	-	-	Rescinded By Trust Council
2.1.6	Legal Advice	1994-06-11	2021-06-09	Needs updating and combining with other legal policies
2.1.7	Trust-Wide Administrative procedures (section 11)	1996-09-27	-	Needs to be updated
2.1.8	Development Approvals Information Bylaws	1998-09-18	-	Rescinded By Trust Council
2.1.9	Meeting Procedures Guidelines	2000-09-15	-	Redundant - meeting procedure bylaw covers this.
2.1.10	Administration of Natural Area Protection Tax Exemption Program	2002-09-13	2013-03-07	Needs updating and combining with other policies
2.1.11	Administration of the Community Stewardship Awards Program	2002-03-07	2021-12-02	Needs to be updated
2.1.12	Administration of the Crown Land Acquisition Initiative	2004-12-09	2006-12-08	Needs to be updated
2.1.13	Acquisition and Disposal of Land Held by Trust Council	2006-12-08	-	Needs to be updated
2.1.14	History and Heritage Grants-in-Aid	2018-03-13	2022-09-20	Rescinded By Trust Council
2.1.15	Secretariat Services	2020-09-15	2026-06-16	Up to Date
2.1.16	Guidelines for EC sponsored or ITC Initiated NAPTEP Applications	2022-09-21	-	Rescinded By Trust Council
2.1.17	Grants Provided By Islands Trust Council	2026-09-10		Up to Date
2.2.1	Requests for Decision (RFD)/Reports	1992-09-12	-	Needs updating and combining with council meeting preparation policies
2.2.2	Council Meeting Preparation	1994-06-11	2008-09-11	Needs updating and combining with RFD policies
2.2.3	Trust Council Resolutions Without Meeting	1992-12-05	2022-03-09	Can be rescinded as covered by Bylaw 101
2.2.4	Meeting Procedures Bylaw No. 101	2004-03-11	-	Rescinded By Trust Council

2.3.1	Council Committee Systems	1998-03-06	2023-03-07	Subject to TC decision on Council Committees
2.3.2	Regional Planning Committee	1994-06-11	2022-09-21	Rescinded By Trust Council
2.3.3	Financial Planning Committee	1993-12-11	2022-09-21	Rescinded By Trust Council
2.3.4	Trust Programs Committee	1994-06-11	2022-09-21	Rescinded By Trust Council
2.3.5	Governance Committee	2022-09-21	-	Rescinded By Trust Council
2.4.1	Executive Committee Terms of Reference	1994-03-12	2014-06-18	Needs updating and combining with other policies
2.4.2	Executive Committee and Islands Trust Conservancy Board Resolutions Without Meeting	1992-09-22	1994-03-30	
2.4.3	Executive Committee Election	1994-03-12	2018-03-14	Needs updating and combining with other policies
2.4.4	Executive Committee Legislative Role	1994-06-11	2008-06-13	Needs updating and combining with other policies
2.4.6	Executive Committee Meeting Preparation	2013-05-28	2014-01-14	Needs updating and combining with other policies
2.5.1	CAO Performance Evaluation	2025-06-19	-	Up to Date
4.1.1	Local Trust Committee Chair Guidelines	1992-09-12	2004-06-10	Needs updating
4.1.2	Local Trust Committee Meeting Guidelines	1994-12-09	2018-09-18	Needs updating and combining with other policies
4.1.3	Model Local Trust Committee Meeting Procedures Bylaws	1992-09-12	2003-12-05	Bylaw 197 covers this - this policy can be rescinded
4.1.4	Model Local Trust Committee Development Procedures Bylaw	1992-09-12	1997-09-19	Needs updating and combining with other policies
4.1.5	Local Trust Committee Section 26 Resolutions-without-meeting	1992-12-05	2014-09-09	Bylaw 197 covers this - this policy can be rescinded
4.1.6	Local Trust Committee Guidelines for Authorising Decisions	1993-12-11	1998-03-06	Rescinded By Trust Council
4.1.9	Inter-Local Trust Committee Community Planning Bylaw Referral	1998-09-18	2017-06-21	Up to Date
4.1.10	Use of Islands Trust Flag	1999-06-18	-	Rescinded By Trust Council
4.1.11	Local Trust Committee Referendum Guidelines	2000-06-17	-	Needs rewriting
4.1.12	Associated Islands Project Prioritisation Criteria	1998-09-18	-	Rescinded By Trust Council
4.1.13	Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications	2004-06-10	2017-12-06	Rescinded By Trust Council
4.1.14	Model Development Permit Guidelines for Eagle, Raptor and Heron Habitat Protection	2006-03-10	-	Needs updating and combining with other policies
4.1.15	Delegation of Land Use Permits	2022-06-22	-	Needs updating
4.2.1	Advisory Planning Commission Terms of Reference	1993-09-25	2000-06-17	Needs updating and combining with other policies
4.2.2	Advisory Planning Commission Operating Guidelines	1993-06-26	2000-06-17	Needs updating and combining with other policies
4.3.1	Local/Island Advisory Transportation Committees Policy	1992-12-05	-	Rescinded By Trust Council
5.3.1	Holding Covenants and Rights of Way	1992-12-05	-	Needs updating
5.3.2	Transfer of Density	1995-12-09	-	Up to Date

5.3.3	Acquisition of Community Park Land under Section 510 of the Local Government Act	1996-05-29	-	Needs updating
5.3.5	Best Practices for Local Trust Committees in Holding Conservation Covenants	2005-06-17		Needs updating and combining with other policies
5.4.1	Land Use Regulation Guidelines	1993-12-11	-	Needs updating
5.4.2	Procedural Fairness in Rezoning	1993-09-25	2009-12-09	Needs updating and combining with other policies
5.4.3	Amenity Bonus Tools	1995-03-11	-	Up to Date
5.4.4	Heritage Designation Bylaws	1993-09-15	-	Up to Date
5.5.1	Bylaw Compliance and Enforcement	1995-03-11	2021-12-02	Up to Date
5.6.1	Application Processing Services	1993-03-13	2021-06-09	Up to Date
5.7.1	Local Trust Committee Bylaws Checklist	1994-03-12	2017-06-20	Up to Date
5.8.1	Digital Information Distribution	2005-03-10	-	Up to Date
5.9.1	Best Management Practices for Delivery of Local Planning Services to Local Trust Committees	2006-03-10	2022-06-22	Up to Date
5.9.2	Planning, Regulation and Advocacy Initiatives: Outer Boundary of Islands Trust Area	2014-09-10	-	Up to Date
6.1.1	First Nations Engagement Principles	2016-12-07	-	Up to Date
6.10.1	Annual Report	1992-09-12	2011-09-14	Up to Date
6.10.2	Communications	2004-09-17	2026-09-10	Up to Date
6.10.3	Advocacy	2012-09-12	2013-09-30	Up to Date
6.10.4	Islands Trust/Islands Trust Conservancy Board Communications	1999-09-16	2008-06-13	Up to Date
6.11.1	Trustee/Staff Responsibility Guidelines	1992-06-06	-	Rescinded By Trust Council
6.12.1	Trustee Training/Conference Attendance	1992-06-06	-	Needs updating and combining with other policies
6.12.2	UBCM/AVICC Membership and Resolutions	1992-12-05	2015-03-11	Needs updating and combining with other policies
6.12.3	Voluntary Staff Travel to Islands	1999-12-10	-	Up to Date
6.13.1	Islands Trust Minute Guidelines	2012-06-13	-	Staff procedures - minutes covered by bylaw, policy not required,
6.2.1	Priority Setting/Review Guidelines	1992-06-06	2004-06-10	Needs updating and combining with other policies
6.3.1	Budget Process	2001-06-15	2014-06-19	Needs updating and combining with other policies
6.3.2	Special Property Tax Requisition	2004-12-10	2013-09-11	Needs updating and combining with other policies
6.5.1	Reserves and Surplus	1992-12-05	2017-06-21	Needs updating and combining with other policies
6.5.2	Budget Control and Adjustment Authority	1993-03-10	2013-09-11	Needs updating and combining with other policies
6.5.3	Procurement	1996-03-25	2017-12-05	Needs updating
6.5.4	Grants and Donations Administration	2009-12-09	2016-06-15	Needs updating
6.5.5	Investment	2026-09-10	-	Up to Date
6.7.1	Work Program, Follow-up Action List and Priorities Report	1992-12-17	2022-09-21	Needs updating and combining with other policies
6.9.2	Legal Services Access and Management	1992-12-05	2021-06-09	Needs updating and combining with other policies
7.1.1	Administrative Fairness Principles	1994-06-11	2009-09-17	Needs updating and combining with other policies
7.1.2	Handling of Administrative Fairness Complaints	1994-06-11	2001-03-09	Needs updating and combining with other policies
7.1.3	Use of Local Trust Letterhead	1994-09-09	2003-12-05	
7.1.4	Use of Islands Trust Letterhead	1994-09-09	2003-12-05	Needs updating and combining with other policies
7.1.5	Ombudsperson Referrals	1996-12-07	-	Needs updating and combining with other policies
7.1.6	Corporate Logo	1999-09-16	2007-03-29	Needs updating and combining with other policies
7.1.7	Receipt of Confidential Information from External Government organisations and Agencies	2001-03-09	2003-12-05	Needs updating and combining with other policies
7.2.1	Trustee Remuneration	2010-12-08	2026-03-10	Needs updating and combining with other policies
7.2.2	Administrative Service Charges	1994-06-11	-	Needs updating and combining with other policies
7.2.3	Trustee Travel	2014-06-19	-	Needs updating and combining with other policies
7.2.4	Application Fee Refund	1996-09-28	-	Needs updating and combining with other policies
7.2.5	Incorporation Study Cost Allocation	1998-09-18	2012-12-06	Up to Date
7.2.6	Municipal Tax Requisition Calculation	2004-03-10	2018-09-19	Up to Date
7.4.1	Incoming Local Trust Committee Correspondence: General	2013-12-04	2021-06-08	Needs updating and combining with other policies
7.4.2	Chair and Executive Committee Correspondence	1993-04-05	2018-09-18	Needs updating and combining with other policies
7.4.4	On-Island Trustee Offices	2003-12-05	-	Up to Date
7.4.5	Carbon Neutral Operations	2013-06-12	-	Needs updating
7.5.1	Trustee Equipment Allocation	2002-12-06	2014-12-04	Up to Date
7.6.1	Freedom of Information and Protection of Privacy	1994-09-09	2021-09-23	Up to Date

7.6.2	Freedom of Information and Protection of Privacy Procedure	1994-09-09	2021-09-23	
8.1.1	Staff Organisational Chart	?	?	Rescinded By Trust Council
8.2.1	Staff Training/Conference Attendance	1992-06-06	-	Needs updating
8.4.1	Chief Administrative Officer Contingency Succession Plan	2013-06-11	2014-07-29	Up to Date

LEGEND

16	Rescinded
24	No action required - update to date or still relevant and correct
41	Require updating and combining with other similar policy topics
20	Require updates
6	Can be rescinded as covered by bylaw or not TC jurisdiction



Islands Trust



ISLANDS TRUST CONSERVANCY

Responsibilities of the Islands Trust Council Chair, Vice-Chairs, and Executive Committee

This document summarises the responsibilities of the Chair, Vice-Chairs and Executive Committee. The information is presented in order from legislated responsibility (from the *Islands Trust Act*, other Act or Provincial regulation), delegated by Trust Council bylaw, assigned by Trust Council Policy, assigned by Bowen Islands Letters Patent, and assigned by Bowen Island Municipality Agreement with the Islands Trust.

As the Governance Committee has a priority to update policies, this document identifies which policies are planned to be reviewed. Some of these are being taken on by specific directors, and others will be brought back to the Governance Committee with recommended amendments. In many cases, several policy documents address the same subject matter and there is an opportunity to combine these. Part of this process is to identify policies that would better serve the organisation as a Trust Council bylaw.

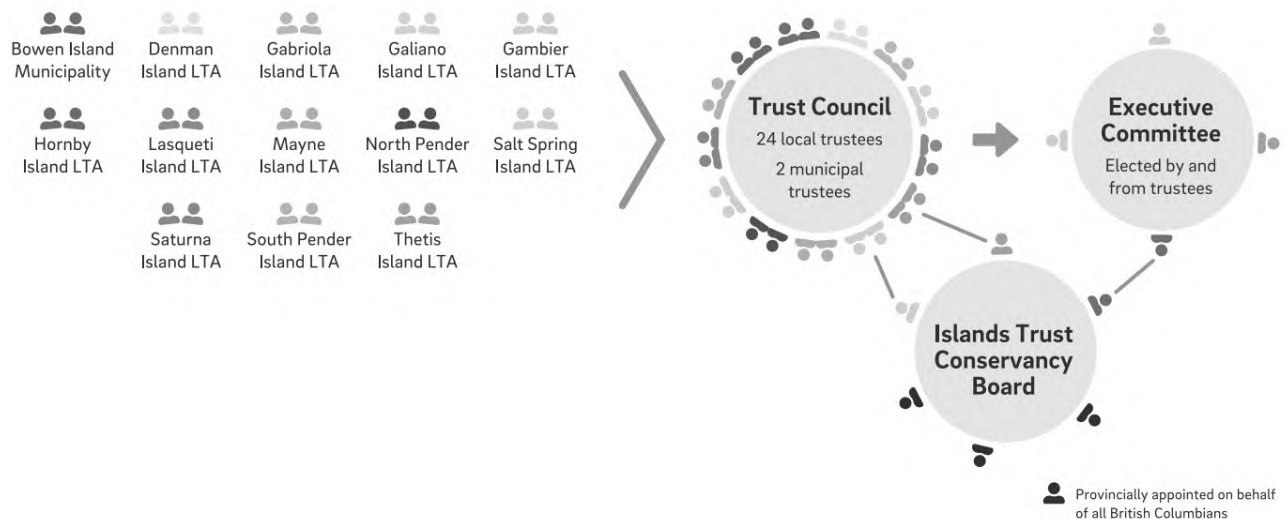
Revised
October 2, 2026

Table of Contents

EXECUTIVE COMMITTEE COMPOSITION	4
RESPONSIBILITIES OF THE ISLANDS TRUST COUNCIL CHAIR	5
RESPONSIBILITIES OF THE ISLANDS TRUST COUNCIL VICE-CHAIRS	7
RESPONSIBILITIES OF THE ISLANDS TRUST EXECUTIVE COMMITTEE.....	8
APPENDIX 1:	12
APPENDIX 2:	15

EXECUTIVE COMMITTEE COMPOSITION

As illustrated in the following diagram, the Executive Committee (EC) consists of the Chair and Vice-Chairs elected by Trust Council, ‘as soon as practicable’¹ after local general elections are held every four years. Executive Committee members hold their seats until their replacements are elected after the next election.



The Islands Trust Council has adopted [Policy 2.4.3 – Executive Committee Election](#) to guide the election process, which must be consistent with the [Islands Trust Regulation](#) (BC Reg 119/90). Section 20 of the [Islands Trust Act](#) provides further details about the composition of the EC.

Some of the EC’s responsibilities and authorities come directly from *Islands Trust Act*, while others are assigned by bylaw, policy, or resolution of the Islands Trust Council. Responsibilities and authorities that come directly from the *Islands Trust Act* include:

PURPOSE OF THE EXECUTIVE COMMITTEE

The *Islands Trust Act* sets out the purpose of the Executive Committee as follows:

Section 4(1): *The trust council, executive committee, local trust committees and Islands Trust Conservancy are continued for the purpose of carrying out the object of the trust.*

Section 4(3): *The executive committee is intended to carry out the daily business of the trust, to review the activities of the local trust committees and to act as a local trust committee for that part of the trust area that is not in a local trust area or municipality.*

¹ [Islands Trust Act, s.20\(4\)](#)

RESPONSIBILITIES OF THE ISLANDS TRUST COUNCIL CHAIR

The role of the Islands Trust Council Chair comes from legislation, Trust Council bylaws, policies, and resolutions.

The role of the Chair is primarily to ensure the formal conduct of meetings is consistent with legislation, bylaws, policies and, where those are silent on issues, consistent with Robert's Rules of Order. The Islands Trust Council Chair is also the Chair of the Executive Committee, and is responsible for the same orderly conduct of those meetings.

As Chair of Trust Council, the Chair typically acts as the spokesperson for Trust Council on issues related to other provincial, federal or First Nations interests. If not already established by Trust Council policy, this is done by resolutions of Trust Council.

Roles of the Chair by Legislation:

The only legislated role provided specifically to the Chair is the appointment of Vice-Chairs to Chair the local trust committees ([Islands Trust Act, s23\(3\)](#)).

Roles of the Chair by Trust Council bylaw:

The following is a list of the roles assigned to the Trust Council Chair by Trust Council bylaws:

- Facilitate communication between Trust Council (TC) and Islands Trust Conservancy Board ([TC Bylaw 86](#))
- Maintain orderly meetings of Trust Council and Executive Committee ([TC Bylaw 101](#))
 - o Ensure quorum.
 - o Call the meeting to order.
 - o Provide an agenda for special meetings, including date and time.
 - o Designate order in which trustees speak to issues.
 - o Allow the public to speak to Council.
 - o Allow time extension for public speaking.
 - o Keep order of the meeting, including rule on points of order and conduct.
 - o May refuse a motion if it is contrary to a bylaw or an act.
 - o Put every motion to a vote once debate has ended.
 - o Direct the Secretary to conduct Trust Council or Executive Committee resolutions-without-meeting.

Roles of the Chair by Trust Council policies:

The following is a list of responsibilities assigned to the Islands Trust Council Chair by Trust Council policies:

- Sign protocol agreements on behalf of Trust Council. ([TC Policy 2.1.4 – to be updated](#))
- Provide a letter to recognise nominations of stewardship awards. ([TC Policy 2.1.11 to be updated](#))

- Call the vote for Trust Council resolutions-without-meeting (RWMs), and when completed declare the vote carried or defeated. ([TC Policy 2.2.3 – to be rescinded](#))
- Recommend to Trust Council appointments to the Regional Planning, Trust Programs, Financial Planning and Accessibility committees. ([TC Policy 2.3.1 - potentially to be updated](#))
- Appoint one member of the Executive Committee to each of the Regional Planning and Trust Programs committees. ([TC Policy 2.3.1 potentially to be updated](#))
- Sits as Ex-officio² member of the Regional Planning, Trust Programs, Governance, and Accessibility committees, and select committees where the Chair is not a member otherwise. ([TC Policy 2.3.1 potentially to be updated](#)).
- Appoint interim committee chairs for any Trust Council committee if required. ([TC Policy 2.3.1 potentially to be updated](#))
- Liaison with media on behalf of committee chairs. ([TC Policy 2.3.1 potentially to be updated](#))
- Orderly conduct of Executive Committee meetings. ([TC Policy 2.4.6- to be updated and combined](#))
- Provide direct access to legal counsel for Vice-Chairs as needed with notification to the Chief Administrative Officer (CAO). ([TC Policy 6.9.2 – to be updated and combined](#))
- Sign the Annual Report for submission to the Minister. ([TC Policy 6.10.1- no changes planned](#))
- Act as designated spokesperson for the Islands Trust Council and Executive Committee. ([TC Policy 6.10.2 – no changes planned](#))
- Represent Trust Council advocacy positions to the media. ([TC Policy 6.10.3 – no changes planned](#))
- In the event of unplanned departure or extended leave of the CAO, convene meeting of the Executive Committee to review CAO succession plan ([TC Policy 8.4.1 - no changes planned](#))

As the Chair appoints Vice-Chairs as chairs of the local trust committees, as required under s.23(3) of the *Islands Trust Act*, the Chair may appoint themselves to one or more local trust committees. As a result, the Chair may also have the duties of Vice-Chairs listed in the next section in relation to chairing and being a voting member of a local trust committee.

As one of the legislated roles of the Executive Committee is to act as a local trust committee for that part of the Trust Area that is not inside a local trust area or an island municipality, the Chair also has all the responsibilities of the Chair for that committee.

² As per policy [2.3.1](#) (s.B.8.4), ex-officio members may participate but do not have a vote, and do not count towards quorum.

RESPONSIBILITIES OF THE ISLANDS TRUST COUNCIL VICE-CHAIRS

The role of the Islands Trust Council Vice-Chairs comes from legislation, Islands Trust Council bylaws, policies, and resolutions.

As chair of local trust committees, the Vice-Chair typically acts as the spokesperson for local trust committee on issues related to other provincial, federal, or First Nations interests. If not already established by local trust committee standing resolution, this is done by resolutions of the local trust committee. The Vice-Chair is a voting member of the assigned local trust committees and will attend all meetings of the local trust committees. Typically, the three Vice-Chairs are each assigned to three or more local trust committees.

Responsibilities of Vice-Chairs from Trust Council Bylaw

- Call Trust Council meeting to order if Chair is not available. ([TC Bylaw 101](#))
- As chairs of the local trust committees, includes all the duties of that role ([TC Bylaw 197](#))

Responsibilities of Vice-Chairs from Trust Council Policy

- Provide advice to the Chair to improve Trust Council meetings. ([TC Policy 2.2.2 – to be updated and combined](#))
- Sit on and participate in one of the council committees as appointed by the Chair. Their role on the committee is to ensure inter-committee liaison on relevant information, referrals, and status on Council priorities/strategies. ([TC Policy 2.3.1 – potentially may be updated](#))
- Member of the Financial Planning Committee. ([TC Policy 2.3.1 – potentially be updated](#))
- Orderly conduct of local trust committee meetings for which they are appointed as chair, including ensuring meeting follows legislation, bylaws, and Trust Council policy, and where these are silent on an issue, Robert's Rules of Order; recognise delegations and other speakers as appropriate; and rule on points of order. ([TC Policy 4.1.1 – to be updated and combined](#))
- Oversee staff preparation of meeting agendas in consultation with trustees ([TC Policy 4.1.1– to be updated and combined](#))
- Vote on local trust committee business items on local trust committees for which they have been appointed as Chair, or alternate Chair if acting in that capacity. ([TC Policy 4.1.1– to be updated and combined](#))
- Rule on admissibility of motions, with reason considering Islands Trust mandate, Trust Council policy, or local trust committee policy. ([TC Policy 4.1.1– to be updated and combined](#))
- Preserve order at local trust committee meetings. ([TC Policy 4.1.1– to be updated and combined](#))
- Call the vote for local trust committee resolutions-without-meeting (RWMs), and when completed declare the vote carried or defeated. ([TC Policy 4.1.5 – to be rescinded](#))
- Notify the Executive Committee when a local trust committee or the Islands Trust Conservancy Board passes a resolution related to advocacy. ([TC Policy 6.10.3 – no changes planned](#))

- Sign the minutes of local trust committee meetings for which they are the Chair. ([TC Policy 6.13 – to be rescinded and covered by bylaw](#))

As one of the legislated roles of the Executive Committee is to act as a local trust committee for that part of the Trust Area that is not inside a local trust area or an island municipality, the Vice-Chairs also has all the responsibilities of local trustees for that committee.

RESPONSIBILITIES OF THE ISLANDS TRUST EXECUTIVE COMMITTEE

The Trust Council Chair and three Vice-Chairs make up the Islands Trust Executive Committee. In addition to the roles listed above for the Chair and Vice-chairs, acting together as a single body, the Executive Committee has the following responsibilities established by legislation, Trust Council bylaws, Trust Council policies, and, from time-to-time, resolutions of Trust Council on an issue by issue basis.

Executive Committee Responsibilities by Legislation

- For the purpose of carrying out the object of the trust, the Executive Committee must ([Islands Trust Act](#), s.21(1)):
 - o Consider bylaws submitted to it for approval under sections 27 (1)³ and 38 (1)⁴,
 - o Act as a local trust committee under section 23 (5)⁵ for that part of the Trust Area that is not in a local trust area or a municipality, and
 - o Carry out other duties that the Trust Council directs⁶.

Executive Committee Responsibilities by Trust Council Bylaw

- Appointment of officers ([TC Bylaw 3](#))
- Appointment of auditors ([TC Bylaw 3](#))
- Coordinating reviews and implementation of the *Islands Trust Policy Statement* ([TC Bylaw 17](#))
- Development of protocol agreements. ([TC Bylaw 65](#))
- Liaison with Bowen Island Municipality Council. ([TC Bylaw 72](#))
- Liaison with Islands Trust Conservancy Board. ([TC Bylaw 86](#))
- Provide agenda for special meetings of Trust Council. ([TC Bylaw 101](#))
- Direct Secretary to conduct resolutions-without-meeting. ([TC Bylaw 101](#))

³ s.27(1) requires all local trust committees' bylaws be approved by the Executive Committee before adoption by the local trust committees.

⁴ S.38(1) requires that all island municipality official community plan bylaws and amendments be approved by the Executive Committee before adoption by the municipality.

⁵ This area is unofficially referred to as the "Ballenas-Winchelsea Islands Local Trust Area"

⁶ Trust Council can direct Executive Committee by bylaw, policy, or by resolutions for specific items that come up on the Trust Council agenda.

- Determine indemnification for petition for disqualification from office or defamatory conduct. ([TC Bylaw 145](#))

Executive Committee Responsibilities by Trust Council Policy

- **Legal Advice** ([TC policy 2.1.6 – to be updated and combined](#))
 - o Waive confidentiality of specific legal advice.
 - o Consider requests to access alternate legal counsel.
 - o Restrict access to legal advice.
- ~~Consider recommendations of funding for Grants in Aid.~~ ([TC Policy 2.1.14 - rescinded](#))
- Review requests for decisions (RFDs) going to Trust Council. ([TC Policy 2.2.1 – to be updated and combined](#))
- Review all items and agenda for Trust Council. ([TC Policy 2.2.2 – to be updated and combined](#))
- Deal with issues related to staff resources for council committees. ([TC Policy 2.3.1 – potentially to be updated](#))
- **Bylaw Approval** ([TC Policy 2.4.1 – to be updated and combined](#))
 - o To consider approval of all bylaws based on compliance requirements with the Trust's Object and Policy Statement.
 - o To review and provide recommendations to Trust Council on all Trust Council bylaws
- **Trust Council Business** ([TC Policy 2.4.1 – to be updated and combined](#))
 - o To work with the Chair in the preparation and facilitation of effective Trust Council meetings and to review and make recommendations on all Trust Council agenda items.
 - o To serve as a liaison between all Council committees and to coordinate inter-committee communication, and to follow up on Trust Council referrals and committee submissions to Trust Council via the Executive Committee.
 - o To assist trustees, Council committees, local trust committees, and the Chief Administrative Officer (CAO) in resolving internal conflicts.
 - o To ensure the Islands Trust's legislative adherence to Islands Trust bylaws, policies, procedures, and guidelines, and relevant provincial and federal legislation.
- **Legislation** ([TC Policy 2.4.1 – to be updated and combined](#))
 - o To monitor legislation of the federal and provincial government through facilitating Trust input to relevant legislation proposals and the assessment of relevant new legislation.
 - o To coordinate Council's legislative amendment program by maintaining a legislative change program of current and possible proposals recommending legislative changes to Trust Council.
 - o To facilitate the development of protocol agreements with other agencies to maximize inter-agency cooperation to pursue the Trust's Object.
- **Policy Development** ([TC Policy 2.4.1 – to be updated and combined](#))

- To coordinate the Islands Trust policy development program and to review all policy matters presented to Council.
- To review and provide comment on management's operational procedures development.
- **Organizational Strategic Planning** [\(TC Policy 2.4.1– to be updated and combined\)](#)
 - To monitor the development and implementation of the Islands Trust's work program function.
 - To coordinate the development, preparation, and implementation of an organizational strategic plan.
 - To facilitate an ongoing trustee training and orientation program.
- **Communications** [\(TC Policy 2.4.1– to be updated and combined\)](#)
 - To coordinate an effective agency liaison with external government, and private and non-profit sector agencies.
 - To coordinate an effective public relations program through the development of targeted public communication efforts.
 - To maximize effective internal communications by facilitating opportunities for trustees, local trust committees, Council Committees, Trust Council, and staff consultation, information exchange, and provision of services and resources.
- **Islands Trust Conservancy Liaison** [\(TC Policy 2.4.1– to be updated and combined\)](#)
 - To facilitate financing and service arrangements by Islands Trust to the Islands Trust Conservancy program.
 - To facilitate effective liaison between the Islands Trust Conservancy Board and other Islands Trust entities.
- **Management Liaison** [\(TC Policy 2.4.1– to be updated and combined\)](#)
 - To facilitate feedback on the organization's and/or staff's performance via the CAO, and monitor appropriate follow-up action by management.
 - To review and provide input to management's operational procedures, proposals, plans, and issues.
- **Chief Administrative Officer Liaison** [\(TC Policy 2.4.1– to be updated and combined\)](#)
 - To require, when needed, the Chief Administrative Officer Performance Evaluation Committee (CEOPEC) to undertake recruiting, appointing, and orienting a CAO; to ensure that, prior to appointing a new CAO, the CAOPEC has consulted with the Islands Trust Council and has complied with the terms of reference for such consultation.
 - To coordinate discipline actions associated with the Chief Administrative Officer, after the initial six-month probationary period, in consultation with the Chief Administrative Officer Performance Evaluation Committee as required.
 - To require, if the Executive Committee considers it necessary, the CAOPEC to seek advice from the Public Service Agency and make recommendations to Trust Council about any Executive Committee initiatives to consider termination of a CAO's employment without just cause after the initial six-month probationary period.

- Consider sponsorship of development applications that have a public interest. ([TC Policy 4.1.13 – to be updated and combined](#))
- Approve litigation and funding for legal enforcement of local trust committee bylaws. ([TC Policy 5.5.1 no changes planned](#), [Policy 6.9.2 – to be combined and updated](#))
- Approve defense of bylaws or other litigation against Islands Trust. ([TC Policy 6.9.2 – to be combined and updated](#))
- Monitoring and reviewing Trust Council’s priority setting process. ([TC Policy 6.2.1 to be updated and combined](#), [Policy 6.7.1 to be updated and combined](#))
- Decide corrective actions for over-budget expenditures in excess of \$20,000 as reported by staff. ([TC Policy 6.5.2 – to be updated and combined](#))
- Consider exemptions to grants and donations procedures and steps outlined by policy. ([TC Policy 6.5.4 – to be updated](#))
- Consider grant applications to be made by Islands Trust. ([TC Policy 6.5.4 – to be updated](#))
- Consider disposition of donations where use is not specified by the donor. ([TC Policy 6.5.4– to be updated](#))
- Approve projects that do not meet certain conditions in relation to grants. ([TC Policy 6.5.4– to be updated](#))
- Approve outline of the Annual Report. ([TC Policy 6.10.1 – no updates planned](#))
- **Advocacy** ([TC Policy 6.10.3 – No updates planned](#))
 - o Coordinates Trust Council’s advocacy direction.
 - o Encourage a coordinated approach to advocacy and external liaison as part of their appointment to local trust committees and the Islands Trust Conservancy Board.
 - o Direct individual advocacy actions in accordance with the advocacy direction set by Trust Council through resolutions and the Strategic Plan.
 - o May assist local trust committees, island municipalities, and the Islands Trust Conservancy Board with advocacy if a request for support is referred to the Executive Committee by resolution of those bodies.
 - o Seek a resolution of support from a local trust committee before engaging in advocacy on a local trust area issue.
 - o Include a report on advocacy activities in its quarterly report to Trust Council.
 - o Use its annual joint meeting with the Islands Trust Conservancy Board and Bowen Island Municipality to discuss current and emerging advocacy topics of mutual interest.
- Consider and approve trustee training (unless approval can be made in a timely manner by Trust Council). ([TC Policy 6.12.1 – to be updated and combined](#))
- Recommend trustee training program to Trust Council. ([TC Policy 6.12.1 – to be updated and combined](#))
- Budget control and approve Executive Committee training and conference attendance. ([TC Policy 6.12.1 – to be updated and combined](#))

- Represent Trust Council when motions of Trust Council are presented at UBCM (Union of British Columbia Municipalities) annual convention. ([TC Policy 6.12.2 – to be updated and combined](#))
- Monitor staff structure as approved by Trust Council and conveyed to the public. ([TC Policy 7.1.1 – to be updated and combined](#))
- Approve delegation of management authority for implementation by the Chief Administrative Officer (CAO). ([TC Policy 7.1.1 – to be updated and combined](#))
- Act as a Standards of Conduct Review body for complaints regarding trustees. ([TC Policy 7.1.2 – to be updated and combined](#))
- Approve trustee travel claims submitted outside the travel claim submission window, and determine compensation in certain conditions. ([TC Policy 7.2.3 – to be updated and combined](#))
- If there is an unplanned departure or absence of the CAO, implement the CAO succession plan ([TC Policy 8.4.1 – no updates planned](#))

Executive Committee Responsibilities by Bowen Island Municipality Letters Patent

- Review and comment on Bowen Island Municipality official community plans when referred after 1st reading ([Letters Patent, s.15](#)).
- Review and comment on land use bylaw or other bylaws when referred after 1st reading ([Letters Patent, s.14.3](#))

Executive Committee Responsibilities by Bowen Island Municipality Agreement

- Organise a meeting with Bowen Island Municipal council by /October of each year to review protocol and other areas of mutual agreement and conservation work of the Islands Trust Conservancy ([Islands Trust-Bowen Island Municipality Protocol Agreement](#)).

APPENDIX 1:

LOCAL TRUST COMMITTEE AND BOWEN ISLAND MUNICIPALITY BYLAW APPROVAL

A significant role of the Executive Committee is considering approval of bylaws submitted by local trust committees (LTCs) and island municipalities⁷.

LOCAL TRUST COMMITTEE BYLAWS

Under Section 27 of the *Islands Trust Act*, local trust committees must submit all bylaws to the Executive Committee for approval before adoption, including bylaws that adopt official community plans, land use bylaws, and administrative bylaws. Administrative bylaws are all considered to be consistent with the Islands Trust Policy Statement.

ISLAND MUNICIPALITY BYLAWS

Under Section 38 of the *Islands Trust Act*, Island municipalities must submit for approval:

⁷ *Islands Trust Act* s.21

- a. Official Community Plan (OCP) bylaws
- b. Land Use Bylaws where no Official Community Plan exists

At this time, the only island municipality in the Islands Trust Area is Bowen Island Municipality and its entire jurisdiction is covered by an Official Community Plan. The Bowen Island Municipality's [Letters Patent](#) also require it to undertake an early referral (after 1st reading) of official community plans for comment by the Executive Committee, and to refer 'non-OCP' bylaws, including land use bylaws, to the Executive Committee for comment, but not approval.

When the EC receives Bowen Island Municipality bylaws for consideration, accompanying staff reports advise the EC as to which type of bylaw is before it.

The [Protocol Agreement](#) between the Islands Trust Council and Bowen Island Municipality includes process diagrams that illustrate the approval process for bylaws submitted by an island municipal council.

EXECUTIVE COMMITTEE APPROVAL

Under Section 22 of the *Islands Trust Act*, the EC must consider all bylaws submitted by a LTC or an island municipal council. It must then either:

- a. approve the bylaw
- b. return the bylaw, giving reasons for the return and directions as to the changes to the bylaw that would be required for approval, or
- c. refuse the bylaw, giving reasons for the refusal.

The EC must notify the LTC or municipal council of its decision within one month after the Islands Trust Secretary has received the bylaw. If this deadline is not met, the EC is deemed to have approved the bylaw. The Secretary records the date that each bylaw is received for EC consideration and includes a tracking sheet (noting the deadline) in the EC agenda package, with the bylaw.

Under Section 15 of the *Islands Trust Act*, a bylaw that is submitted for EC consideration must not be approved by the EC if it is contrary to or at variance with the *Islands Trust Policy Statement*. Each LTC bylaw submitted for EC consideration is accompanied by an analysis of its compliance with the *Policy Statement*, prepared by staff and approved by the LTC. Each island municipality official community plan bylaw submitted for EC consideration is accompanied by an analysis of its compliance with the *Policy Statement*, originally prepared by municipal planning staff for their council, and supplemented by an analysis by Islands Trust planning staff.

Bylaws that are not approved by the EC have no force or effect. If the EC does not approve a LTC bylaw or island municipality Official Community Plan bylaw, the LTC or island municipality may submit the bylaw to Trust Council for its consideration. This process has only been used once in the history of Islands Trust. The process is similar to the EC's consideration of a bylaw, with longer time-periods permitted before a decision is made. If Trust Council does not approve an island municipality bylaw, the municipality may appeal to the Minister of Municipal Affairs and Housing.

Trust Council has adopted [Policy 2.4.4 - EC Legislative Role](#) to identify what it considers (without limiting the jurisdiction of the EC) appropriate factors that could lead the EC to refuse or return a bylaw. For LTC bylaws, these factors include (but are not limited to):

- Contrary or at variance with the *Islands Trust Policy Statement*.

- Contrary to the Islands Trust object.
- Would expose the Islands Trust to unreasonable expense in administration or enforcement.
- Would (on the advice of legal counsel) be enacted without legal authority or consistency with the relevant Official Community Plan.

For island municipality bylaws, the EC may only refuse or return a bylaw on the basis that it is contrary to or at variance with the *Islands Trust Policy Statement*.

APPENDIX 2:

EXECUTIVE COMMITTEE AS A LOCAL TRUST COMMITTEE

The *Islands Trust Act* also assigns the Executive Committee to be the local trust committee for any part of the Trust Area that is not in a local trust area or municipality. Schedule A attached to [BC Reg 119/90](#) and Bowen Island [Letters Patent](#) define the boundaries of the local trust committees and Bowen Island Municipality respectively. At this time, the only area not inside a local trust area or island municipality is an area that includes the Ballenas and Winchelsea Islands near Lantzville, shown on the Islands Trust Area map as the 'Executive Committee Local Trust Area'. This area is unofficially referred to as the "Ballenas-Winchelsea Local Trust Area".

Planning staff from the Northern Office are assigned to support the Executive Committee Acting as a Local Trust Committee and support the Executive Committee Acting as a Local Trust Committee's meetings, decisions, and projects.



Islands Trust

Print Date: Oct 2, 2026

Governance Committee

Work Program Report

17-Apr-2023

Dates	Activity	Responsibility	Progress / Status
Meeting: 17-Apr-2023 Target: 01-Jun-2027	2023-04-17 – Active Project #482 Description: Meeting process (Bylaw 101 and policies) Review and recommend amendments to the Trust Council Meeting Procedure Bylaws 101 and related policies to address the concerns raised by Great Northern Management Consultants in the 2022 Governance Review Report of the Islands Trust.	Unassigned	0% In Progress
Meeting: 17-Apr-2023 Target: 09-Sep-2026	2023-04-17 – Active Project #481 Description: Corporate Planning Continue implementation of enhanced corporate planning processes: Visioning - complete; Values - skipped; SWOT - complete; Strategic Plan - in progress; Departmental work plans - upcoming; incorporating work plans into the financial plan - upcoming.	Unassigned	0% In Progress