

## 6.13 Minutes Guidelines

# ISLANDS TRUST MINUTES GUIDELINES

Trust Council: June 13, 2012

### A: PURPOSE:

1. To provide guidelines for the preparation of meeting minutes for all Islands Trust bodies.
2. To provide for a high standard of organizational minute taking, which includes consistency of format and general content of minutes across all Islands Trust bodies.
3. To ensure that properly called and constituted meeting minutes are recorded, prepared, distributed and filed in a consistent manner and available for public viewing in keeping with statutory requirements.

### B: APPLICATION:

These guidelines apply to the minutes of all Islands Trust bodies including: Trust Council, Executive Committee, Financial Planning Committee, Local Planning Committee, Trust Programs Committee, Trust Fund Board, Local Trust Committees, and all standing, select, or other committees, including advisory committees and commissions appointed by these bodies, and Boards of Variance.

### C: REFERENCES:

1. *Community Charter* Sections 90, 91, 92, 95, 97, 100
2. *Freedom of Information and Protection of Privacy Act*
3. Applicable **Islands Trust procedures bylaws**: Bylaw 101 – Trust Council & Council Committees; Bylaw 1 – Trust Fund Board; and **Local Trust Committee procedures bylaws**: Bylaw 163 – Denman Island; Bylaw 225 – Gabriola Island; Bylaw 162 – Galiano Island; Bylaw 87 – Gambier Island; Bylaw 118 – Hornby Island; Bylaw 74 – Lasqueti Island; Bylaw 126 – Mayne Island; Bylaw 156 - North Pender Island; Bylaw 391 – Salt Spring Island; Bylaw 83 – Saturna Island; Bylaw 93 – South Pender Island; and Bylaw 78 – Thetis Island
4. *Local Government Act* Sections 236, 237
5. *Robert's Rules of Order, Newly Revised – 11<sup>th</sup> Edition*.
6. Mina, Eli, “Mina’s Guide to Minute Taking – Principles, Standards & Practical Tools”, Eli Mina Consulting, Vancouver, BC, [eli@elimina.com](mailto:eli@elimina.com), [www.elimina.com](http://www.elimina.com)
7. Cryderman, Paula, “Minutes to Success”, Canadian Secretary, May 1985

**D: GUIDELINES:**

1. **PURPOSE OF MINUTES:** Minutes are a formal public record of all proceedings passed at meetings of Trust bodies. The minutes shall record every resolution of the body including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.
2. **MINUTES STANDARD:** The recommended standard for Islands Trust minutes will be *anecdotal* minutes which include the decisions/actions and objective summaries of discussion or debate leading to decisions, as deemed necessary. Ideally, such minutes contain point-form summaries of debate and discussion and do not attribute comments to individual members. This style of minutes falls in between *decision-only* and *verbatim* minutes and is the recommended standard for minutes in most cases.

**3. DRAFT MINUTES FORMAT**

- 3.1 **Draft minutes** must be prepared in accordance with Policy 6.13 Islands Trust Minutes Guidelines, in the standard format lay-out as set out in:
  - Appendix 1 to Policy 6.13 (sample *open meeting* minutes); and
  - Appendix 2 to Policy 6.13 (sample *closed meeting – in camera* – minutes)

which include wording for standard motions and decisions and as prescribed in the templates designed for the electronic meeting management system used by Islands Trust.

The Legislative Services Manager is authorized to create, maintain and amend the Appendices, as required from time to time, for approval by Executive Committee.

- 3.2 Draft minutes shall be prepared by Islands Trust staff within 7 days of the meeting.
- 3.3 Draft minutes shall be prepared by contract minute takers within the time period set out in the contract, which in any event must not exceed 7 days from the day of the meeting.

**3.4 Minimum Content**

The following are the minimum content requirements for meeting minutes:

- i. at the beginning, list the type of meeting (e.g. regular, special, in-camera, community information, town hall, etc.);
- ii. name of the body, date and location of the meeting;
- iii. list the Council/Committee members as Present, Absent or Regrets, as appropriate;

- iv. members participating in a meeting by audio or audio/visual electronic means are deemed to be present at a meeting; indicate the method of the electronic communication in brackets after the member's name, e.g. Trustee Smith (by telephone); or, where numerous members are attending by electronic means, indicate their presence in a grouping, e.g. Present by telephone: Trustees Jones, Smith ....;
- v. separately list staff and other guests present;
- vi. include full names for members, staff and guests and their respective positions or titles;
- vii. indicate the approximate number of members of the public present;
- viii. no abbreviations other than recognized planning abbreviations or standard contractions shall be used;
- ix. the time the meeting was called to order;
- x. Chair's welcoming remarks to be included in summary or point form; if acknowledged by the Chair, include a statement that the meeting is being held in First Nations territory;
- xi. list items as they appear on the agenda; the order of the agenda may be changed by the meeting participants;
- xii. document the decisions made by motion for each item listed on the agenda or added under New Business, or a specific direction not made by a motion;
- xiii. if a member makes a declaration of conflict of interest under Section 100(2) of the *Community Charter*, or having made such a declaration and subsequently obtained legal advice makes a further declaration under Section 100(4), the Recorder shall record the declaration, the reasons given for it and the time of the member's departure from the meeting and, if applicable, the time of the member's return to the meeting;
- ix. any member who so requests may have their comment(s) recorded "for the record" in the draft minutes;
- x. record when a member enters the meeting after it has commenced and when a member leaves or returns to the meeting;
- xi. when recording comments of a member or a chair, the member will be addressed by the title "Trustee" followed by the member's surname and the chair will be addressed by the title "Chair" followed by the chair's surname;
- xii. note time of adjournment of the meeting;
- xiii. put in signature block at the end of the minutes including a line for the Chair to sign as well as a line for the Recorder to certify minutes.

### **3.5 Discussion and Debate by Meeting Members**

If discussion or debate is included it shall:

- be minimal
- be very concise
- be in summary or point form
- pertain only to the item being considered

- not attribute comments or actions to a Trust body as a whole unless the specific decision or direction is made in the form of a motion
- when summarizing member statements or positions of support or concern, qualify the reference by using the following terms: “some Trustees” or “some \_\_\_\_\_ Committee members” or “Trustees”.

As directed by Roberts Rules of Order, minutes are a record of what happened at a meeting, not what was said, so leave out:

- i. direct speech or quotes except as formal motions;
- ii. names of people making suggestions or comments unless reference is to a motion, decision, agreement to follow-up, or delegation of a specific task to a named person. The exception to this is if a member expressly requests that his or her comment(s) be recorded “for the record”;
- iii. off-topic comments or discussion;
- iv. details of a lengthy discussion that reaches no conclusion.

**3.6 Common Principles for Recording Effective Minutes** – Note that a quorum must be present for the meeting to begin. If a quorum is not present, the meeting may continue but no motions or decisions can be made.

To assist the Chair when required, Recorders must keep track of the status of all motions on the floor as well as the order of meeting proceedings in relation to the approved agenda. Prior arrangements may be made with the Chair on the most appropriate way to alert the Chair to a problem or issue which arises during the meeting. Such arrangements may include passing a note, speaking up or showing a cue card (e.g. *repeat the motion, take the vote, etc.*).

When recording and preparing minutes, the following general principles will apply:

- i. completeness and accuracy in recording all motions made and actions taken;
- ii. if unsure of the wording of a motion, ask permission to read it out loud for confirmation;
- iii. professionalism (thoroughly reviewed, no typos or grammatical errors);
- iv. consistent in form and content and laid out in accordance with Islands Trust format standards so that they are clear, appealing and easy to read;
- v. written in plain, easily understood language;
- vi. written in the third person using past tense;
- vii. minutes do not carry or imply the opinions of the recorder;

- viii. written in sufficient detail to allow a person who was not at the meeting to understand what business was transacted and the reasoning behind decisions;
- ix. where a staff member presents a staff report or other agenda material at a meeting, provide a concise executive style summary of the key issues or concepts covered; and leave out exhaustive information or minutia which is available by reading the report itself;
- x. focus on decisions, key points, ideas, arguments and facts presented and not on the individuals present (*record points, not people*);
- xi. with the exception of agenda items such as *Trustee Reports* or *Chair's Report*, maintain a collective focus on the body as a whole and not what each individual said or did; summaries of debate or discussion shall be done in concise point-form and not in essay style;
- xii. identify details of any documents or material related to agenda items, e.g. type, author, date, subject.

### **3.7 Delegations**

Presentations made by a delegation or speaker shall be very briefly summarized in one or two sentences, i.e. the delegation was in favour/opposed to an item on the agenda, or an indication of what the delegation wants the Islands Trust to do. Reference shall be made in the minutes to any written documentation received from the delegation that is being kept for the record including the type, author, date of material and subject.

### **3.8 Local Trust Committee Community Information Meetings and Town Hall Meetings**

Whether as a stand-alone meeting, or as a portion of a Local Trust Committee meeting, these minutes shall contain a synopsis of the issue(s) being discussed and a point form summary of the comments made by the public attending the meeting. If several members of the public raise the same views or comments, it is not necessary to restate those comments repeatedly. Public commentary may include the speaker's name, however personal information such as the speaker's street address or email address shall not be included in the minutes.

### **3.9 Motions**

- i. A motion is on the floor when it has been moved and seconded.
- ii. With the exception of Trust Council minutes, it is not necessary to record the name of the member who moved or seconded a motion. For example:
  - a. Trust Council:  
MOVED by Trustee Jones, SECONDED by Trustee Smith, that  
...
  - b. All other Trust bodies:

It was MOVED and SECONDED that...

- iii. Record the result of the motion i.e. CARRIED, DEFEATED or WITHDRAWN;
- iv. Anyone wishing to be recorded as having an opposite vote will be noted as follows:
 

**CARRIED**

**Trustees Jones, Cook and Smith Opposed**
- v. Amendments to motions shall be recorded. Only two amendments may be made to the original motion and are voted on in reverse order.
- vi. Where there is agreement by the body to change a motion without a formal amending process, the resulting motion is to be recorded.
- vii. Routine and non-controversial decisions such as:
  - approval of the agenda
  - adoption of minutes
  - handling reports and correspondence, i.e. receipt or endorsement of material, or direction to staff and members
  - approval of meeting rules (e.g. speaking protocol, speaking limits, etc.)
  - adjournment

may be made by consensus, if there is no objection from members, and shall be recorded in the event a motion is not put. Consensus-based decisions, as stated by the Chair, shall be formatted to stand out in the minutes in the same way as motions so that they are easily identified.
- viii. **Numbering of Motions:** Each motion shall be identified in the minutes by: a code identifying the Trust body, a sequential number, and the year. A separate number shall be assigned for each motion to amend, withdraw or table a motion already on the floor. It is not necessary to assign a new number where a motion has been made, then amended once or twice, and restated in the minutes with the inclusion of the amendments, for the final vote on the main motion, as amended.
- ix. Where there is considerable discussion or debate on a motion, which results in either a member or the Chair calling for the question on motion to be put, the following phrase may be used:
 

“The question on the motion was then called,

**CARRIED”**

### 3.10 In Camera or Closed Meeting Minutes

- i. A motion must be made in an open meeting to close a meeting in accordance with the *Community Charter* and go in camera.
- ii. In camera minutes are to include only motions made, and **no summary of discussion or debate**.
- iii. Minutes of in camera meetings are to be a separate document and kept separately.
- iv. Motions to close a meeting and Rise and Report shall be in accordance with the samples provided in Appendix 2.

#### **4. DISTRIBUTION OF DRAFT MINUTES**

- 4.1** Once draft minutes have been prepared by the Recorder, they must be vetted as follows:
- a) proof-read and spell checked by the Secretary or designate;
  - b) reviewed for content by a second designated staff person who attended the meeting;
  - c) finally, reviewed by the Chair of the Trust body for informal feedback before circulation to members and posting on the Islands Trust website. The Chair may make suggestions to enhance the clarity and accuracy of the minutes, but may not alter the draft minutes to modify decisions with which she or he disagrees. Any substantive changes must be brought to the next meeting for formal amendment by the body; and
  - d) returned to the Secretary or designate for distribution.
- 4.2** Prior to distribution the word "DRAFT" shall be:
- prominently placed at the top of the front page,
  - within the footer of each page, and
  - as a diagonal watermark across each page.
- 4.3** Draft minutes are distributed to Trustees prior to the Trust body meeting where the draft minutes are to be considered for adoption.
- 4.4** The Secretary or designate is responsible for:
- a) making copies or otherwise distributing draft minutes in accordance with the agreed upon distribution list; and
  - b) publishing the “open meeting” draft minutes to the Islands Trust website, once they have been vetted in accordance with section 4.1, have had the word “DRAFT” applied in accordance with section 4.2, and provided that they are accompanied by a standard Islands Trust disclaimer to the effect that *Minutes are not official until adopted at the next meeting or a subsequent meeting.*

#### **5. ADOPTING MINUTES**

Minutes are not official until adopted at the next meeting.

- 5.1** Draft minutes of the previous meeting must be brought forward to a subsequent meeting of the Trust body for adoption. The draft minutes shall be adopted by consensus or by a motion of the Trust body.
- 5.2** Draft “open meeting” minutes may be adopted through a Resolution Without Meeting instead of being adopted at the subsequent meeting, if required.
- 5.3** As an exception, draft “in camera” minutes shall be adopted at a subsequent In Camera meeting and cannot be adopted by Resolution Without Meeting. Note that staff may act on a matter decided by

resolution at an in camera meeting, without waiting for the minutes to be adopted.

- 5.4** Once the draft minutes have been adopted, the word "DRAFT" will be:
- removed from the top of the first page,
  - replaced by the word "ADOPTED" in the footer of each page of the adopted minutes, and
  - the watermark removed.
- 5.5** As soon as possible following adoption of the minutes the Secretary or designate will publish the adopted "open meeting" minutes to the Islands Trust website, replacing the draft minutes of the same meeting.
- 5.6** The Secretary or designate will ensure that both the Recorder and the Chair sign the original copy of the adopted minutes on the signature lines, which appear on the last page of all minutes, and will file the minutes as required under Section 7.1 of these guidelines.

## **6. AVAILABILITY OF MINUTES TO THE PUBLIC**

- 6.1** Adopted minutes, other than minutes of a closed meeting, shall be open for inspection by any person and any person may have copies and extracts of the minutes made at all reasonable times upon request and on payment of the fee of 25 cents per page (*Community Charter* Sections 95, 97).
- 6.2** The Secretary or designate is responsible for ensuring that adopted minutes are published to the Islands Trust website.

## **7. FILING**

- 7.1** Original signed minutes must be filed directly into minute files and stored in fire proof cabinets located in each Islands Trust office after appropriate copies have been distributed. An electronic copy of the adopted minutes will be filed in the electronic meeting management program minutes library.
- 7.2** Minutes are an historical record of decisions, directions and policies of the Islands Trust and are to be retained as a permanent record.

### **Appendices** (attached)

1. **Appendix 1 to Policy 6.13 Islands Trust Minutes Guidelines:**  
Sample Open Meeting Minutes
2. **Appendix 2 to Policy 6.13 Islands Trust Minutes Guidelines:**  
Sample Closed Meeting – *In Camera* - Minutes –
3. **Appendix 3 to Policy 6.13 Islands Trust Minutes Guidelines:**  
Suggested verbs to use in discussion summaries

**APPENDIX 1 to Policy 6.13 Islands Trust Minutes Guidelines:**  
**SAMPLE OPEN MEETING MINUTES**

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**Index of Sample Wording to be Used**

	<b>Item # in Sample Minutes</b>	<b>Topic</b>
a.	Item 2	Approval of agenda – either by motion or consensus, including adding or deleting items and changing the order
b.	Item 3	Adoption of minutes – by motion or consensus
c.	Item 4.1.3	Bylaw readings
d.	Item 4.2.2	Amending a motion and assigning Resolution Numbers
e.	Item 4.3.1	Example of point form or summarized discussion
f.	Item 6.1	Motion to Close Meeting – done in open meeting; cite the basis for going <i>in camera</i> directly from the <u>Community Charter</u>
g.	Item 7	Rise and Report – done in open meeting – list only those items included in Rise and Report motion(s) from the <i>in camera</i> meeting
h.	Item 9	Adjournment - either by motion or consensus



## **Executive Island Local Trust Committee Minutes of a Regular\* Meeting**

[\* OR Special, Community Information, Town Hall]

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**Date of Meeting:** **Wednesday, May 30, 2012**  
**Location:** **Islands Trust Office Boardroom,  
200-1627 Fort Street, Victoria, BC**

**Members Present:** Susan White, Chair  
Brian Gray, Local Trustee  
Adam Black, Local Trustee

**Regrets:** Michael Green, Local Trustee

**Staff Present:** Ken Kona, Island Planner  
Mary Smith, Recorder

**Staff Absent:** Brenda Leader, Regional Planning Manager

**Media and Others Present:** Five members of the public

### **1. CALL TO ORDER**

The meeting was called to order at 10:04 am. Chair Susan White acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

### **2. APPROVAL OF AGENDA**

The following additions to the agenda [or deletions or reordering of items] were presented for consideration:

- 4.3.2 Correspondence from Charles Jones dated May 28, 2012 re: Oil Tanker Traffic
- 4.4.1 EC-RZ-2011.2 (Paul John) Staff Report dated May 1, 2012

**By general consent** the agenda was approved, as amended.

OR

**By general consent** the agenda and addendum were approved.

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**APPENDIX 1 to Policy 6.13 Islands Trust Minutes Guidelines:**

*SAMPLE OPEN MEETING MINUTES* (including wording for standard motions and decisions)

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OR

**EC 99/12**

**It was MOVED and SECONDED,**  
that the agenda and addendum be approved.

**CARRIED**

**3. MINUTES AND FOLLOW-UP ACTION**

**3.1. Minutes of Meetings/Resolutions Without Meeting**

3.1.1. Executive Island Local Trust Committee Minutes of March 5, 2012

**EC 100/12**

**It was MOVED and SECONDED,**  
that the Executive Island Local Trust Committee Minutes of March 5, 2012 be adopted.

**CARRIED**

OR

**EC 100/12**

**It was MOVED and SECONDED,**  
that the Executive Island Local Trust Committee Minutes of March 5, 2012 be amended by deleting the phrase "except as indicated" in item 4.1.1, and that the minutes be adopted as amended.

**CARRIED**

OR

**By general consent** the Executive Island Local Trust Committee Minutes of March 5, 2012 were adopted [,as amended].

**3.2. Follow-up Action List**

The follow-up action list was reviewed.

**4. BUSINESS ITEMS**

**4.1 Trustees Report**

Trustee Gray reported that he attended a briefing session in Nanaimo, BC on May 14, 2012 regarding proposed ferry fare increases within the Islands Trust area.

**APPENDIX 1 to Policy 6.13 Islands Trust Minutes Guidelines:**

*SAMPLE OPEN MEETING MINUTES* (including wording for standard motions and decisions)

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Trustee Black advised that he participated in a meeting in Courtenay, BC on May 17, 2012 with Comox Valley Regional District elected and staff representatives on various matters of common interest.

**4.2 Bylaws**

4.2.1. Executive Island Local Trust Committee Bylaw No. 263

Staff indicated that Executive Island Bylaw No. 263 was a bylaw which set out notification procedures for bylaw enforcement.

**EC 101/12**

**It was MOVED and SECONDED,**

that Executive Island Local Trust Committee Bylaw No. 263, cited as “Executive Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011”, be read a first time.

**CARRIED**

**EC 102/12**

**It was MOVED and SECONDED,**

that Executive Island Local Trust Committee Bylaw No. 263, cited as “Executive Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011”, be read a second time.

**CARRIED**

**EC 103/12**

**It was MOVED and SECONDED,**

that Executive Island Local Trust Committee Bylaw No. 263, cited as “Executive Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011”, be read a third time.

**CARRIED**

**EC 104/12**

**It was MOVED and SECONDED,**

that Executive Island Local Trust Committee Bylaw No. 263, cited as “Executive Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011”, be adopted.

**CARRIED**

**APPENDIX 1 to Policy 6.13 Islands Trust Minutes Guidelines:**

*SAMPLE OPEN MEETING MINUTES* (including wording for standard motions and decisions)

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**4.3 Correspondence**

- 4.3.1. Letter from Residents & Owners Association of Executive Island dated May 2, 2012 re: Authority for Beach Accesses

Committee members reviewed and discussed the above noted letter which requested the Trust Committee to consider alternatives to the current authority and approval process for providing beach accesses on the island.

**By general consent** Committee directed staff to prepare a response for the Chair's signature.

- 4.3.2 Correspondence from Charles Jones dated May 28, 2012 re: Oil Tanker Traffic

**EC 105/12**

**It was MOVED and SECONDED,**

that the letter from Charles Jones dated May 28, 2012 be forwarded to the Federal Minister of the Environment.

**EC 106/12**

**It was MOVED and SECONDED,**

that the motion be amended by adding the words "with the other letters received to date on this topic" to the end of the motion.

**CARRIED**

The question on the motion, as amended, was then called,

**CARRIED**

OR

The question on the following motion, as amended, was then called:

That the letter from Charles Jones dated May 28, 2012 be forwarded to the Federal Minister of the Environment with the other letters received to date on this topic.

**CARRIED**

**4.4 Applications and Permits**

- 4.4.1 EC-RZ-2011.2 (Paul John) Staff Report dated May 1, 2012

Planner Kona presented the staff report and recommended an updated definition of affordable housing which was distributed to Committee with the addendum agenda. She indicated that the rezoning proposal had been referred to the

**APPENDIX 1 to Policy 6.13 Islands Trust Minutes Guidelines:**

*SAMPLE OPEN MEETING MINUTES* (including wording for standard motions and decisions)

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Advisory Planning Commission in April and that the Commission recommended in favour of moving forward with the rezoning.

There was discussion on the proposal and the following points were raised:

- annual review and regulation of the number of occupants is required;
- a definition of affordable housing in the Land Use Bylaw is needed;
- consider specific versus generic terminology in the definition.

**EC 106/12**

**It was MOVED and SECONDED,**

that staff be requested to amend the draft definition of “affordable housing” to remove specific low income requirements.

During debate the reasons for drafting the new affordable housing definition and changing the income cutoff for eligibility were considered.

**CARRIED**

5. **NEW BUSINESS** – None.

6. **CLOSED MEETING**

6.1 **Motion to Close the Meeting**

**EC 107/12**

**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(1)(a) personal information about an identifiable individual who is being considered for a position appointed by the Committee and that the recorder and staff attend the meeting.

**CARRIED**

Committee closed the meeting at 11:05 am

**By general** consent Committee reconvened in open meeting at 11:11 am to rise and report [OR without report].

7. **RISE AND REPORT**

Chair White reported on the following:

**APPENDIX 1 to Policy 6.13 Islands Trust Minutes Guidelines:**

*SAMPLE OPEN MEETING MINUTES* (including wording for standard motions and decisions)

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**Appointments to Executive Island Advisory Planning Commission**

Jim Brown and Bob Black were appointed for a term to begin June 1, 2012 and to expire May 31, 2013; and Don Green was appointed for a term to begin June 1, 2012 and to expire May 31, 2014.

**8. NEXT MEETING**

The next meeting will take place on June 8, 2012.

**9. ADJOURNMENT**

**By general consent** the meeting adjourned at 11:13 am.

OR

**EC 108/12**

**It was MOVED and SECONDED,**  
that the meeting be adjourned at 11:13 am.

**CARRIED**

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**Susan White, Chair**

**CERTIFIED CORRECT:**

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**Mary Smith, Deputy Secretary and Recorder**

**APPENDIX 2 to Policy 6.13 Islands Trust Minutes Guidelines**

**SAMPLE CLOSED MEETING – IN CAMERA – MINUTES**

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**Index of Sample Wording to be Used**

<b>Item # in Sample Minutes</b>	<b>Topic</b>
a. Item 2	Approval of agenda – either by motion or consensus
b. Item 3	Adoption of minutes – either by motion or consensus
c. Item 4.1	Appointment of Commission members <u>plus motion to Rise and Report</u>
	<i><b>Note:</b> Preferably, a recommendation to rise and report should form part of the staff recommendation(s) in the report to the Trust body, wherever applicable. If the report does not include a rise and report recommendation, then it can be added at the end of the motion when the recommendation is being MOVED.</i>
d. Item 5	Or, a rise and report motion can be made under the standing agenda item RISE AND REPORT at the end of the meeting and may cover all instances where the body reports out to the public.
e. Item 6	Adjournment – either by motion or consensus

**APPENDIX 2 to Policy 6.13 Islands Trust Minutes Guidelines:**

*SAMPLE CLOSED MEETING – IN CAMERA - MINUTES* (including wording for standard motions/decisions)

**Note:** In Camera minutes will include only motions/decisions made and actions taken. No summary of discussion or debate is included.

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**Executive Island  
Local Trust Committee**  
**Minutes of the *In Camera Portion***  
**of a Regular [or Special] Meeting**

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**Date of Meeting:** Wednesday, May 30, 2012  
**Location:** Islands Trust Office Boardroom,  
200-1627 Fort Street, Victoria, BC

**Members Present:** Susan White, Chair  
Adam Black, Local Trustee  
Brian Gray, Local Trustee

**Regrets:** Michael Green, Local Trustee

**Staff Present:** Ken Kona, Island Planner  
Mary Smith, Recorder

**Staff Absent:** Brenda Leader, Regional Planning Manager

**Media and Others Present:** None

**1. CALL TO ORDER**

The meeting was called to order at 11:05 am.

**2. APPROVAL OF AGENDA**

**By general consent** the agenda was approved, as amended.

OR

**By general consent** the agenda and addendum were approved.

OR

**EC 109/12**

**It was MOVED and SECONDED,**  
that the agenda [and addendum] be approved.

**CARRIED**

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**APPENDIX 2 to Policy 6.13 Islands Trust Minutes Guidelines:**

*SAMPLE CLOSED MEETING – IN CAMERA - MINUTES* (including wording for standard motions/decisions)

**Note:** In Camera minutes will include only motions/decisions made and actions taken. No summary of discussion or debate is included.

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**3. MINUTES**

**3.1. Executive Island Local Trust Committee *In Camera* Minutes of March 5, 2012**

**EC 110/12**

**It was MOVED and SECONDED,**

that the Executive Island Local Trust Committee *In Camera* Minutes of March 5, 2012 be adopted.

**CARRIED**

OR

**EC 110/12**

**It was MOVED and SECONDED,**

that the Executive Island Local Trust Committee *In Camera* Minutes of March 5, 2012 be amended by deleting the name of Linda Jones from the list of Staff Present, and that the minutes be adopted as amended.

**CARRIED**

OR

**By general consent** the Executive Island Local Trust Committee *In Camera* Minutes of March 5, 2012 be adopted [as amended].

**4. BUSINESS ITEMS**

**4.1 Appointments to Executive Island Advisory Planning Commission**

**EC 111/12**

**It was MOVED and SECONDED,**

1) that the following persons be appointed to the Executive Island Advisory Planning Commission:

For a term to begin June 1, 2012 and to expire May 31, 2013

Jim Brown            1234 Seaway Road, Executive Island, BC V0N 1Z0

Bob Black            272 Starfish Lane, Executive Island, BC V0N 1Z0

For a term to begin June 1, 2012 and to expire May 31, 2014

Don Green            12 Straits Road, Executive Island, BC V0N 1Z0

(replacing Ann Jons)

2) and that Committee rise and report on the appointments.

**CARRIED**

**APPENDIX 2 to Policy 6.13 Islands Trust Minutes Guidelines:**

*SAMPLE CLOSED MEETING – IN CAMERA - MINUTES* (including wording for standard motions/decisions)

**Note:** In Camera minutes will include only motions/decisions made and actions taken. No summary of discussion or debate is included.

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5. **RISE AND REPORT** [Alternative if rise and report motion not included in motion appointing APC members – as in 4.1 above]

**EC 112/12**

**It was MOVED and SECONDED,**

that the Executive Committee rise and report on the appointment of members to the Executive Island Advisory Planning Commission.

**CARRIED**

6. **ADJOURNMENT**

**By general consent** the meeting adjourned at 11:11 am.

OR

**EC 113/12**

**It was MOVED and SECONDED,**

that the meeting be adjourned at 11:11 am.

**CARRIED**

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**Susan White, Chair**

**CERTIFIED CORRECT:**

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**Mary Smith, Recorder**

Appendix 3 to Policy 6.13 Islands Trust Minutes Guidelines:  
*Suggested verbs to use in discussion summaries*

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Common verbs for use by minute takers in place of the word "said" which may imply a direct quote, e.g. "John Doe or Trustee Smith **said** that...."

**advised**  
**addressed**  
**announced**  
**acknowledged**  
**answered**

**cautioned**  
**claimed**  
**commented**  
**confirmed**

**estimated**  
**expressed** (concern/opposition/support)  
**explained**

**indicated**

**mentioned**

**noted**

**observed**

**proposed**

**recommended**  
**remarked**  
**reported**

**spoke to or spoke on**  
**stated**  
**suggested**  
**summarized**  
**supported**

Islands Trust  
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