

2.4.vi. Policy

EXECUTIVE COMMITTEE MEETING PREPARATION

Executive Committee: May 28, 2013

Amended: January 14, 2014

A: PURPOSE:

1. To provide direction and details for the preparation, conduct and follow-up requirements for Executive Committee meetings including agenda submissions, correspondence, and order of business

B: REFERENCES:

1. Trust Council Bylaws:
 - 1.1. Trust Council Meeting Procedures Bylaw 101
2. Policy Manual:
 - 2.4.i Executive Committee Terms of Reference
 - 2.4.ii Executive Committee Legislative Role
 - 2.4.v Executive Committee Meeting Guidelines

C: POLICY:

1. EXECUTIVE COMMITTEE MEETING AGENDAS

1.1. SUBMISSION FORMAT

Where possible, written items being submitted to the Executive Committee for decision should be processed through the use of the Executive Committee's Request for Decision form with appropriate accompanying reports and/or documents.

1.2. AGENDA ITEM SUBMISSIONS

The following provides targets and deadlines for staff's submission of items to an Executive Committee meeting agenda:

i. Written Items for Agenda Package

The deadline for staff to submit Requests for Decisions and Briefings for an Executive Committee agenda is 1 p.m., four full calendar days before the day of the Executive

Committee meeting when the matter will be considered. For example, where an Executive Committee meeting is scheduled to begin on a Tuesday morning, the deadline for submission of approved documents to the Executive Coordinator is 1 p.m. on the previous Thursday. (*Note: See table at end of this policy for illustration*)

ii. Late Items

Executive Committee members and staff may suggest the addition of late items as new business after the agenda deadline by notifying the chair and receiving approval from a majority of the members of the Executive Committee before or at the meeting. Where possible, any written materials that accompany suggested additions should be circulated in advance of the meeting, providing as much time as possible for review.

Late items should only be submitted for consideration if they are urgent, having arisen since the agenda deadline and where resolution is desirable before the next meeting of the Executive Committee.

iii. Chief Administrative Officer Review

All items being submitted to the Executive Committee by staff must be submitted to the Chief Administrative Officer in advance of the above-noted deadlines with sufficient time for review and comment.

At the Chief Administrative Officer's discretion, items submitted to the Executive Committee by staff that cannot be properly reviewed by the agenda deadline may be withheld until the next meeting of the Executive Committee.

iv. Chief Administrative Officer Role

The Chief Administrative Officer is responsible to receive all Requests for Decision and Briefings for review relative to:

- 1) policy, organizational, financial and implementation implications.
- 2) identification and evaluation of alternatives.
- 3) relevance to current organizational priorities such as the Islands Trust Policy Statement and the Islands Trust Council's strategic plan.
- 4) general completeness as quality information from which the Executive Committee can make a decision.

v. Notice of Petitions and Delegations

A person who wants to present a petition to, or a delegation who wants to appear before the Executive Committee at a regular meeting shall, by at least 1 p.m. seven full calendar days prior to the meeting, deliver the request to the Executive Coordinator. The request must

include the name of each petitioner with his or her residential address and the subject of the petition or delegation. The subject of the petition or delegation must be related to a matter that is within the jurisdiction of the Executive Committee.

At the discretion of the Chair, following consultation with other members of the Executive Committee, the petitioner or delegation may be given a space on the agenda. Priority will be given to petitions or delegations related to matters on the agenda of the Executive Committee meeting.

No petition may be presented to, nor delegation appear before the Executive Committee if this section has not been complied with unless otherwise agreed to by resolution of the Executive Committee before or at the meeting where the petition is to be presented or the delegation wishes to appear.

The maximum time for presentation of a petition or appearance of a delegation before the Executive Committee is ten minutes unless otherwise approved by resolution of the Executive Committee before or at the meeting.

vi. Correspondence

Executive Committee correspondence will be handled in accordance with Trust Council policy 7.4.ii (Handling of Correspondence; Chair and Executive Committee) (*note: amendments to this policy will also be proposed*). (*Note: All Executive Committee correspondence will be forwarded to Executive Committee members by email upon receipt and will be acknowledged by the Executive Coordinator as soon as possible*).

The Executive Coordinator will maintain an electronic log of the business correspondence of the Executive Committee. A partial correspondence log showing the date, name, subject and date of acknowledgement for all business correspondence will be included in each Executive Committee agenda, and will include all Executive Committee correspondence received by the Executive Coordinator:

- Since the cut-off date and time for the correspondence log included on the previous Executive Committee agenda, and
- by 4:30 p.m., five full calendar days before the Executive Committee meeting

If correspondence is received that can be properly considered in a closed meeting of the Executive Committee, a separate log of such correspondence will be included in the closed meeting agenda.

If a member of the Executive Committee or the Chief Administrative Officer wishes an individual item of correspondence to be considered at a meeting of the Executive Committee, they must, by at least 1 p.m., seven calendar days prior to the meeting, notify the Executive Coordinator, who will include the correspondence in the draft of the proposed Executive Committee meeting agenda.

If a member of the Executive Committee or the Chief Administrative Officer wishes an individual item of correspondence to be considered at a meeting of the Executive Committee

and the correspondence has been received after the Agenda Deadline, they may suggest its addition as a late item in accordance with section 1.2(ii).

1.3. ORDER OF BUSINESS

The agenda for all regular Executive Committee meetings will normally include the following matters in the order in which they are listed below:

- (a) Introduction of late items;
- (b) Approval of agenda;
- (c) Adoption of minutes;
- (d) Follow-up Action List and Director Updates;
- (e) Trust Council meeting preparation (at last meetings before Trust Council);
- (f) Bylaws for approval consideration;
- (g) Executive Committee projects;
 - i. Trust-Council initiated;
 - ii. Executive Committee initiated;
- (h) Closed meeting (if necessary)
- (i) New business;
- (j) Rise and report decisions from closed meeting (if applicable);
- (k) Correspondence (for information unless raised for action);
- (l) Review and amendment of work program;
- (m) Adjournment.

1.4. AGENDA NOTIFICATION AND DISTRIBUTION

i. Preliminary Meeting Agenda Review

While written materials may be submitted to the agenda package four calendar days before an Executive Committee meeting date, the deadline for staff to submit agenda *topics* is 1 p.m., seven full calendar days before each Executive Committee meeting date.

The Executive Coordinator will prepare a draft of the proposed Executive Committee meeting agenda, identifying decision and information items and including any requests for delegations or petitions and circulate it to Executive Committee members by at least 4:30 p.m., seven calendar days before each Executive Committee meeting date. Decision items unlikely to include a Request for Decision will be flagged.

The Chair will consult with other members of the Executive Committee and provide direction to the Executive Coordinator regarding the proposed meeting agenda and approval of any requests for delegations or petitions at least six full calendar days before each Executive Committee meeting date.

ii. Agenda Package Distribution

The proposed agenda and accompanying written materials (the agenda package) will be distributed to Executive Committee members and senior staff at least four full calendar days before the Executive Committee meeting date.

2. MEETING FOLLOW-UP**2.1 Follow-up Action List**

Executive Committee resolutions requiring further action will be recorded on a Follow Up Action List. The Follow Up Action List should identify the meeting for this follow-up as a basis for preparation of upcoming meeting agendas.

The Executive Committee Follow Up Action List should be used and maintained in a manner consistent with Trust Council Policy 6.7.i (Work Program, Follow Up Actions Lists and Priority Charts).

The Executive Coordinator will circulate the Executive Committee Follow-Up Action List to all Executive Committee members and staff named in the list as soon as possible following each Executive Committee meeting and no later than two calendar days after each meeting.

2.2 Work Program

An Executive Committee Work Program should be used and maintained in a manner consistent with Trust Council Policy 6.7.i (Work Program, Follow Up Actions Lists and Priority Charts).

The Executive Committee Follow-up Action List will record all directions to staff that arise from meetings and that can be expected to be accomplished before the next meeting. Where projects or activities arising from any meeting are expected to require more than a total of four hours of staff time from any unit, the Follow-up Action List will indicate only that the projects and activities will be added to the Executive Committee's Work Program.

The Executive Committee's Work Program will record all long-term projects and activities that the Executive Committee is responsible for, whether arising from legislation, Trust Council resolution or policy. The format for the Executive Committee's Work Program will be adopted by resolution of the Executive Committee.

NOTE: The following table illustrates an example of the timelines for meeting agenda preparation that are described in this policy:

| SUN | MON* | TUES | WED | THURS | FRI | SAT |
|-----|---|--|--|--|-----|-----|
| | <p>- 7 DAYS 1:00 p.m. Deadline for: staff identification of agenda topics, delegation or petition requests, requests to include correspondence items on agenda</p> <p>4:30 p.m. Deadline for Exec Coord. to circulate draft agenda and delegate/petition requests to EC members</p> | <p>- 6 DAYS 4:30 p.m. AGENDA DEADLINE Deadline for Chair direction to Exec. Coord. re agenda and delegates/petitions</p> | <p>-5 DAYS 4:30 p.m. Cut-off time for correspondence log appearing on each EC agenda</p> <p>Deadline to notify delegates/petitioners regarding their status on EC agenda</p> | <p>- 4 DAYS 1:00 p.m. Deadline for staff submission of approved written agenda materials to Exec. Coord.</p> <p>4:30 p.m. EC Agenda Package distributed to EC and senior staff</p> | | |
| | | <p>EC MEETING</p> | | <p>+ 2 DAYS EC FUAL distributed</p> | | |

- In the event of a statutory holiday that falls within this timeline, the deadlines described pertain to the preceding work day.