

3.2.ix Policy

ISLANDS TRUST/TRUST FUND BOARD COMMUNICATIONS

Trust Council: September 16, 1999

Amended: June 13, 2008

A: PURPOSE:

To identify mutual commitment on the part of the Islands Trust and the Trust Fund Board to nurture a positive and productive working relationship.

B: POLICY:

1.0 Communications with Trust Council

1. Trust Fund Board will provide an annual workshop at Trust Council meetings to provide trustees with information regarding the work of the Islands Trust Fund.
2. The Islands Trust information package to candidates running for trustee will include information on the Islands Trust Fund and Trust Fund Board. Islands Trust staff will request the Islands Trust Fund Manager to review and update information when new packages are being developed.
3. Information packages to all trustees, following elections, will note that two trustees will be elected at the first Trust Council meeting to sit as members of the Trust Fund Board and a contact for further information about the Trust Fund Board.
4. Orientation at the initial Trust Council meeting will include information regarding the Islands Trust Fund and Trust Fund Board.
5. The Islands Trust Fund Board may meet with Trust Council Committees to discuss areas of mutual interest.
6. The Trust Fund Board will invite the Chairpersons of Council Committees to Board meetings when discussing issues or items specific to the Committee.
7. The Islands Trust Fund Board members will be invited to attend any part of a public Trust Council meeting.
8. The Trust Fund Board will provide a report highlighting completed, current and planned activities for each quarter at all Trust Council meetings.

2.0 Communications with Executive Committee

1. Director of Trust Area Services or Islands Trust Fund Manager will provide highlights of Trust Fund Board activities at the Executive Committee meeting directly following each Trust Fund Board meeting.

2. The Trust Fund Board will meet with Executive Committee as soon as possible after each December Trust Council meeting to establish a schedule for regular meetings to plan or respond to Trust Council items. At a minimum, the Board and Executive Committee will meet annually.

3.0 Communications with Trustees

1. Information on Islands Trust Fund-owned properties on each island will be included in the Islands Trust Orientation Manual. The Islands Trust Fund Manager will ensure this information is kept current.
2. Local trustees will be advised of any meetings and joint initiatives the Trust Fund Board undertakes on their island(s).
3. The Trust Fund Board will ensure that local trustees are made aware of the date(s) for site monitoring for Islands Trust Fund properties and covenanted lands on their island.
4. Communication between Local Trust Committees, Bowen Island Municipality and the Trust Fund Board is guided by the Memoranda of Agreement between Local Trust Committees and the Trust Fund Board.
5. The Trust Fund Board will provide regular updates to the newsletter of Islands Trust.

4.0 Communications with Staff

1. The Islands Trust Fund Staff and Local Planning Services will have a joint meeting at least annually to exchange information on current and planned work of mutual interest.
2. The Islands Trust Fund Manager will provide an example Conservation Covenant for reference purposes to planning staff.
3. Regional Planning Managers will provide new planning staff with a copy of the Memoranda of Agreement between the Local Trust Committees and the Trust Fund Board for Local Trust Committees they will be dealing with.
4. Legal Services workshops for Trust Council will also consider items relating to the work of the Islands Trust Fund.
5. Trust Fund Board members will be introduced to the management team as a part of their orientation by the Trust Fund Manager.