

ISLANDS TRUST POLICY MANUAL TABLE OF CONTENTS

Title (Date Approved/Amended)

Date: January 26, 2017

1. POLICY STATEMENT

1.1. General

1.2. Policy Statement Bylaw

- i. Policy Statement Amendment Policy (December, 1995) (Amended: March 6, 1998; March 23, 2016)

1.3. Implementation Policies

- i. Policy Statement Implementation (June 11, 1994) (Amended: March 11, 1995; December 8, 2000; June 16, 2005; March 23, 2016)
- ~~ii. Topic Review Framework (June 11, 1994) (Amended: September 15, 1995; March 10, 2005) (Removed)~~

2. TRUST COUNCIL

2.1. General

- i. Statutory Rules of Conduct (June 11, 1994) (Amended: March 9, 1996; September 19, 1997; December 5, 2003; September 9, 2014)
- ii. Standards of Conduct (September 12, 1992) (Amended: December 6, 1997, June 17, 2000; December 5, 2003; December 8, 2010)
- iii. Governance Principles (September 12, 1992) (Amended: September 17, 2009)
- iv. Coordination Agreement Process (September 9, 1994) (Amended: March 8, 1997; December 10, 1999; December 8, 2000; June 10, 2004; September 11, 2013)
- v. Islands Trust Legislative Structure (March 7, 1992)
- vi. Legal Advice (June 11, 1994) (Amended: June 9, 1995; March 9, 1996; December 6, 1997)
- vii. Trust Wide Administrative Procedures (Section 11) (September 27, 1996)
- viii. Development Approvals Information Bylaws (September 18, 1998)
- ix. Meeting Procedures Guidelines (September 15, 2000)
- x. Administration of Natural Area Protection Tax Exemption Program (September 13, 2002) (Amended: March 12, 2004; December 8, 2006; June 15, 2007; March 7, 2013)
- xi. Community Stewardship Awards Program (March 7, 2003) (Amended: December 5, 2003; September 16, 2005; December 8, 2006; March 11, 2009; September 16, 2009; September 10, 2014; December 7, 2016)
- xii. Administration of the Crown Land Acquisition Initiative (December 9, 2004) (Amended: December 8, 2006)
- xiii. Acquisition and Disposal of Land Held by Trust Council (December 8, 2006)

2.2. Trust Council Meetings

- i. Requests for Decisions (RFD)/Reports (September 12, 1992)
- ii. Council Meeting Preparation (June 11, 1994) (Amended: June 13, 2008; September 11, 2008)
- iii. Trust Council Resolutions Without Meeting (December 5, 1992)
- iv. Meeting Procedures Bylaw No. 101 (March 11, 2004) (Amended: October 12, 2009, December 21, 2009)
- v. ~~Islands Trust Council Minutes Guidelines~~ (Replaced by policy 6.13)

2.3. Council Committees

- i. Council Committee System (June 6, 1992) (Amended: March 12, 1994; March 6, 1998; March 10, 2006; September 11, 2008)
- ii. Local Planning Committee Terms of Reference (June 11, 1994) (Amended: March 6, 1998; June 16, 2000; June 13, 2003; March 10, 2015)
- iii. Financial Planning Committee Terms of Reference (December 11, 1993) (Amended: March 6, 1998; March 10, 2006; September 11, 2008)
- iv. Trust Programs Committee Terms of Reference (June 11, 1994) (Amended: March 6, 1998; December 8, 2000; March 7, 2003)

2.4. Executive Committee

- i. Executive Committee Terms of Reference (March 12, 1994) (Amended: June 18, 2014)
- ii. Executive Committee & Trust Fund Board Resolutions Without Meeting (September 12, 1992) (Amended: March 30, 1994)
- iii. Executive Committee Election (March 12, 1994)
- iv. Executive Committee Legislative Role (June 11, 1994) (Amended: June 13, 2008)
- v. ~~Executive Committee Meeting Guidelines (April 11, 2000) (Removed)~~
- vi. Executive Committee Meeting Preparation (May 28, 2013) (Amended: January 14, 2014)

3. TRUST FUND BOARD**3.1. Organizational**

TFB Bylaw 1: A Bylaw to Regulate the Meetings of the Trust Fund Board

- 3.1.1 Trust Fund Board Member Appointments, Reappointments and Elections Policy
- 3.1.2 Election of Chair
- 3.1.3 Trust Fund Board Roles and Responsibilities
- 3.1.4 Board Standards of Conduct Policy
- 3.1.5 Board Member Attendance and Participation and Member Removal
- 3.1.6 Annual Budget Submissions Policy
- 3.1.7 Fundraising and Donations Policy and Procedure (Amended March 31, 2015)
 - o Opportunity Fund Guidelines
 - o Geographically Restricted Fund Guidelines
 - o Covenant Management and Defence Fund Guidelines
- ~~3.1.8 Donor Recognition Policy (Repealed)~~
- 3.1.9 Funds for Partnership Acquisition Projects Policy

3.2. Land Transactions and Property Management

- 3.2.1 Board Approval of Land and Financial Transactions Policy
- 3.2.2 Assessing Conservation Proposals
- 3.2.3 Acquisition and Management of Land
- 3.2.4 Conservation Covenants
- 3.2.5 Natural Area Protection Tax Exemption Covenants
- 3.2.6 Heritage Forest Land Acquisition and Protection Policy
- 3.2.7 Disposition of Land Policy
- 3.2.8 Covenant Enforcement Policy
- 3.2.9 Management Plan Costs Policy

3.3. Communication Cooperation and Liaison

- 3.3.1 Islands Trust Fund and Local Planning Services Coordination Policy
- 3.3.2 Communicating Information Regarding Covenant and Acquisition Projects Policy
- 3.3.3 Relationships with External Groups Policy
- 3.3.4 TFB Role in Partnership Acquisition Projects Policy
- 3.3.5 Policy on Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Trust Fund Board Matters

ISLANDS TRUST POLICY MANUAL

- 3.3.6 Research Policy
- 3.3.7 Freedom of Information and Protection of Privacy – Routinely Released Information Policy
- 3.3.8 Freedom of Information and Protection of Privacy Policy
- 3.3.9 Freedom of Information and Protection of Privacy Policy – Designation of Fees

4. LOCAL TRUST COMMITTEES

4.1. General

- i. Local Trust Committee Chair Guidelines (September 12, 1992) (Amended: June 10, 2004)
- ii. Local Trust Committee Meeting Guidelines (December 9, 1994) (Amended: September 14, 2001; December 5, 2003)
- iii. Model Local Trust Committee Meetings Procedures Bylaw (September 12, 1992) (Amended: December 5, 2003)
- iv. Model Local Trust Committee Development Procedures Bylaw (September 12, 1992) (Amended: September 27, 1996)
- v. Local Trust Committee Section 26 Resolutions Without Meeting (December 5, 1992) (Amended: March 11, 1995; September 27, 1996; March 8, 1997; September 9, 2014)
- vi. Local Trust Committee Guidelines for Authorizing Decisions (December 11, 1993) (Amended: September 27, 1996; December 7, 1996; March 8, 1997; March 6, 1998)
- vii. ~~Local Trust Committee Minute Guidelines~~ (Replaced by policy 6.13)
- viii. ~~Local Trust Committee Local Expense Account~~ (Replaced by policy 6.5.iii)
- ix. Inter-Local Trust Committee Community Planning Bylaw Referral (September 18, 1998)
- x. Use of Islands Trust Flag (June 18, 1999)
- xi. Local Trust Committee Referendum Guidelines (June 17, 2000)
- xii. Associated Islands Project Prioritization Criteria (September 18, 1998)
- xiii. Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications (June 10, 2004) (Amended: March 9, 2011)
- xiv. Model Development Permit Guidelines for Eagle, Raptor and Heron Habitat Protection (March 10, 2006)

4.2. Advisory Planning Commissions

- i. Advisory Planning Commission Terms of Reference (September 25, 1993) (Amended: June 17, 2000)
- ii. Advisory Planning Commission Operating Guidelines (June 26, 1993) (Amended: June 17, 2000)

4.3. Advisory Groups

- i. Local/Island Advisory Transportation Committees (December 5, 1992)

4.4. Board of Variance

5. LAND USE/PLANNING

5.1. General

5.2. Community Plans

5.3. Community Planning

- i. Holding Covenants and Rights of Way (December 5, 1992)
- ii. Transfer of Density (TD) (December 9, 1995)
- iii. Acquisition of Community Park Land under Section 941 of the *Local Government Act* (May 29, 1996)

- iv. School Sites Acquisition Statutes Amendment Act Procedure (March 9, 1996)
- v. Best Practices for Local Trust Committees in Holding Conservation Covenants (June 17, 2005)

5.4. Land Use Regulation

- i. Land Use Regulation Guidelines (December 11, 1993)
- ii. Procedural Fairness in Rezoning (September 25, 1993) (Amended: December 11, 1993; December 9, 2009)
- iii. Amenity Bonus Tools (March 11, 1995)
- iv. Heritage Designation Bylaws (September 15, 1993)

5.5. Bylaw Investigation

- i. Bylaw Enforcement (March 11, 1995) Amended: December 1995; June 6, 1997; June 5, 1998; June 13, 2003; December 5, 2003; December 10, 2004; June 17, 2005; March 10, 2006)

5.6. Applications

- i. Application Processing Services (March 13, 1993) Amended: June 13, 2002; June 10, 2004)
- ii. Cost Recovery Agreements (September 10, 1994) (Amended: June 10, 2004)
- iii. Extraordinary Processing Services Guidelines (March 9, 1996) (Amended: June 10, 2004)

5.7. Bylaw Amendments

- i. Bylaw Checklist (March 12, 1994) (Amended: March 11, 1995, December 7, 1996; June 16, 2005)

5.8. Mapping

- i. Digital Information Distribution Policy (March 10, 2005)

5.9. Best Management Practices

- i. Best Management Practices for Delivery of Local Planning Services to Local Trust Committees (March 10, 2006) (Amended: September 11, 2013)
- ii. Planning, Regulation and Advocacy Initiatives: Outer Boundary of the Islands Trust Area (September 10, 2014)

6. ORGANIZATIONAL PROCESS

6.1. General

- i. First Nations Engagement Principles (December 7, 2016)

6.2. Organizational Planning

- i. Priority Setting/Review Guidelines (June 6, 1992) (Amended: June 10, 2004)

6.3. Budget Process

- i. Budget Process Policy (June 15, 2001) (Amended: September 14, 2001; December 9, 2005; June 19, 2014)
- ii. Special Property Tax Requisition (December 10, 2004) (Amended: June 16, 2005; September 11, 2013)

6.4. Policy Development

6.5. Financial Management

- i. General Revenue Fund Surplus Policy (December 5, 1992) (Amended: September 14, 2001; December 5, 2003; September 17, 2004; December 9, 2005; December 12, 2008; September 11, 2013)
- ii. Budget Control and Adjustment Authority (March 10, 1993) (Amended: June 10, 2004; March 13, 2008; September 16, 2010; September 11, 2013)
- iii. Purchasing Procedure (March 25, 1996) (Amended: March 29, 2007; December 9, 2009; September 16, 2010; September 11, 2013; March 5, 2014)
- iv. Grants and Donations Administration Policy (December 9, 2009) (Amended: June 15, 2016)

6.6. Elections

- i. By-election Funding Policy (December 9, 2005)

6.7. Work Programming

- i. Work Program, Follow-up Action Lists and Priorities Chart (December 17, 1992)

6.8. Orientation - New Trustees

6.9. Legal Services

- i. Legal Services Management Policy (September 12, 1992) (Amended: September 16, 2005)
- ii. Legal Services Access (December 5, 1992) (Amended June 6, 1997; September 16, 2005)

6.10. Communications

- i. Annual Report Policy (September 12, 1992) (Amended: September 15, 2006; September 14, 2011)
- ii. Communications Policy (September 17, 2004)
- iii. Advocacy Policy (September 12, 2012) (Amended: September 30, 2013)

6.11. Roles and Responsibilities

- i. Trustee/Staff Responsibility Guideline (June 6, 1992)

6.12. Training and Development

- i. Trustee Training/Conference Attendance (June 6, 1992)
- ii. UBCM/AVICC Membership and Resolutions (December 5, 1992) (Amended: June 17, 2005; March 11, 2015)
- iii. Voluntary Staff Travel to Islands (December 10, 1999)

6.13. Islands Trust Minutes Guidelines (June 13, 2012) (replaces policies 2.2.v and 4.1.vii)

7. ADMINISTRATIVE

7.1. General

- i. Administrative Fairness Principles (June 11, 1994) (Amended: September 17, 2009)
- ii. Handling of Administrative Fairness Complaints (June 11, 1994) (Amended: March 9, 2001)
- iii. Use of Local Trustee Letterhead (September 9, 1994) (Amended: December 5, 2003)
- iv. Use of Islands Trust Letterhead (September 9, 1994) (Amended: December 5, 2003)
- v. Ombudsman Referrals (December 7, 1996)
- vi. Corporate Logo Policy (September 16, 1999) (Amended: March 29, 2007)
- vii. Receipt of Confidential Information from External Government Organizations and Agencies (March 9, 2001) (Amended: December 7, 2001; December 5, 2003)

7.2. Financial

- i. Trustee Remuneration (December 8, 2010) (Amended: June 15, 2011; March 11, 2015)

ISLANDS TRUST POLICY MANUAL

- ii. Administrative Service Charges (June 11, 1994)
- iii. Trustee Travel Policy and Procedures (June 19, 2014)
- iv. Application Fee Refunds (September 28, 1996)
- v. Incorporation Study Cost Allocations (September 18, 1998)(Amended: December 4, 1998; December 6, 2012)
- vi. Municipal Tax Requisition Calculation (March 10, 2004)(Amended: December 6, 2012; December 4, 2013)

7.3. Information Management Systems

7.4. Office Operations

- i. Incoming Local Trust Committee Correspondence: General (December 4, 2013)
- ii. Handling of Correspondence: Chair and Executive Committee (April 5, 1993) (Amended: March 28, 2000)
- iii. ~~Trustee Equipment Allocation and Retrieval (September 8, 1993)~~ (Replaced by policy 7.5.i)
- iv. On-Island Trustee Offices (December 5, 2003)
- v. Carbon Neutral Operations (June 12, 2013)

7.5. Computer Systems

- i. Trustee Equipment Allocation (December 6, 2002) (Amended: December 5, 2014)

7.6. Freedom of Information and Protection of Privacy

- i. Freedom of Information and Protection of Privacy Policy (September 9, 1994) (Amended: December 9, 1995; December 5, 2003)
- ii. Freedom of Information and Protection of Privacy Procedure (September 9, 1994) (Amended: December 9, 1995)

8. HUMAN RESOURCES

8.1. General

- i. Staff Organization Chart (Nov/06)

8.2. Staff Training

- i. Staff Training/Conference Attendance (June 6, 1992)

8.3. Performance Management

8.4. Personnel

- i. Chief Administrative Officer Contingency Succession Plan (June 11, 2013) (Amended: July 29, 2014)