2.3.i. Policy

COUNCIL COMMITTEE SYSTEM
Trust Council: March 6, 1998
Amended: September 11, 2008

A: PURPOSE:

1.   A Council Committee System is adopted by Trust Council comprised of three Council
        Committees and the Executive Committee (see Attachment 1.):

1.1.   Local Planning

1.2.   Financial Planning

1.3.   Trust Programs

B: REFERENCES:

1.   Policy Manual:

1.1.   Local Planning Committee: Terms of Reference (2.3.ii.)

1.2.   Financial Planning Committee: Terms of Reference (2.3.iii.)

1.3.   Trust Programs Committee: Terms of Reference (2.3.iv.)

2.   Current Council Committee Members List

C: BACKGROUND:

This Policy outlines general Terms of Reference (Section D:1-9.) applicable to all
Committees, the general role of all Committees (Section D:10.) and an overview of
Committee-Specific functions which are detailed further in each Council Committee's
specific terms of reference.

D: POLICY:

1.   Membership

1.1.   **Committee membership** includes trustees (including members of a local trust committee
        who are not members of Trust Council) who have been appointed by the Council Chair.
        One Executive Committee member will be assigned by the Council Chair to each
        committee. The Financial Planning Committee is comprised of all members of the
        Executive Committee, the Chair (or designate) of other Council Committees, a member

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chosen by the **Trust Fund Board** and three (3) other locally-elected or municipal trustees.

1.2.   By the second Trust Council meeting following the triennial trustee elections or as required, the Chair of Trust Council will recommend Council Committee member appointments for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area wide considerations.

1.3.   The Trust Council Chair is an ex-officio member of the TPC and LPC.

2.   Committee Chair

2.1.   Committee members shall elect the Committee Chair and Vice-Chair as required.

2.2.   The Council Chair may appoint an interim Council Committee Chair when required.

2.3.   The Committee Chair will normally chair the Committee meeting. However, the Chair may designate the Vice-Chair to act as Chair. In the absence of the Chair and Vice-Chair the Committee shall choose a Committee member to act as Chair of the meeting.

3.   Available Resources

3.1.   Each Committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.

3.2.   A Committee resolution is required to expend monies from the Committee's assigned Committee projects account.

4.   Staff Support

4.1.   Staff's primary function to a Committee is to act as in a support/advisory role and as such a Committee may make requests of staff.

4.2.   It is the Chief Administrative Officer's role to manage and direct staff support to the Committees and concerns in this regard should be communicated by the Committee Chair to the Chief Administrative Officer. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

5.   Meetings

5.1.   The number of Committee meetings per year is four and any further meetings must be planned within the approved Committee's meeting expense account.

5.2.   Changes to Master Meeting Schedule of regularly scheduled Committee meetings must be requested through the Executive Coordinator.

5.3.   Committee meetings during the Trust Council quarterly meetings are to be avoided.

6.   Agenda/Minutes Preparation

6.1.   Committee meetings agendas will be prepared by the designated staff in consultation
        with the Chair.

6.2.   The agenda will be distributed to Committee members, the Trust Council Chair and the
        Chief Administrative Officer at least 10 days before the meeting.

6.3.   The **agenda** shall be determined as follows:

        i.   Additional items may be placed on the agenda by agreement of a majority of the
                Committee members present at the meeting.

        ii.   The agenda shall be approved as the first item of business.

        iii.   The agenda should include:

                1)   Approval of previous meeting minutes.

                2)   Follow Up Action List.

                3)   Council referral items.

6.4.   **Minutes** should be kept on a standard format and include: those present and absent,
        numerically sequenced resolutions, status of resolution, disposition of agenda items and
        specific matters requested by a member attending. It is not intended that minutes are to be
        a recording of everything that is said at a meeting but rather a listing of key points
        relative to agenda items and resolutions.

6.5.   Each Committee is required to maintain a **Follow Up Action List** using the Trust's
        standardized format.

6.6.   The Follow Up Action List is to be distributed to all Committee members, the designated
        staff member, the Council Chair and the Chief Administrative Officer within 7 days of
        the Committee meeting.

6.7.   Minutes are approved at the next meeting and approved minutes signed by the Recorder
        shall be distributed to all Committee members, Chief Administrative Officer and
        Executive Committee within 3 days of the Committee's approval of the minutes.

7.   Council/Committee Relationship

7.1.   Each Committee shall maintain a **work program** - which must include:

> i.   items referred to the Committee from Council (dated).
>
> ii.   new initiatives, ideas and issues identified by the Committee.
>
> iii.   the top three (3) Priorities/Strategies that it is working on, as approved by Trust
>   Council, which must include any of Trust Council's priorities that it has been
>   assigned.

7.2.   Each Committee shall review and priorize items within its work program, each Trust
        Council item referred to it, and shall report to Trust Council at the next quarterly Trust
        Council meeting on such items.

7.3.   Committees are required to submit a **Highlights Report** to the Executive Secretary, to be
        presented by the Committee Chair (or designated Committee member), in time for the
        Trust Council agenda package preparation deadline.

7.4.   All Committee proposals and/or recommendations shall be referred to the Executive
        Committee to be placed on the Trust Council agenda. These must be submitted for the
        Executive Committee's last meeting prior to when the Trust Council agenda package is
        distributed to Trustees.

7.5.   The Chair (or designate) may request an opportunity to directly present Committee
        matters to the Executive Committee.

7.6.   It is the role of the Executive Committee member to ensure inter-committee liaison on
        relevant information, referrals, status on Council priorities/strategies and to keep the
        Executive Committee apprised of the Council Committee directions and activities and
        vice-versa.

8.   Rules of Conduct/Voting

8.1.   Unless otherwise provided or agreed to by members, the Trust issued edition of *Robert's
        Rules of Order* shall apply.

8.2.   Unless otherwise provided or agreed to by members, voting shall be by a show of hands.

8.3.   A quorum of any Committee shall be comprised of 50% of the current membership
        appointments. Meetings may be conducted without a quorum, however, resolutions must
        be ratified at the Committee's next meeting.

8.4.   The Executive Committee member designate (excluding the Council Chair) shall have
        the full voting privileges of a Committee member.

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9.   Liaison

9.1.   Liaison with provincial, federal and local government politicians shall be requested by the Committee Chair to the Trust Council Chair (or Chief Administrative Officer) so that the Trust's political liaison can be coordinated. The Committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Trust representation.

9.2.   Liaison with provincial, federal and local government staff shall be requested by the staff liaison member (in consultation with the Chief Administrative Officer when liaison is required with a senior staff). It is expected that Trustees, for the purpose of Committee business, would meet other government staff with an Islands Trust staff member.

9.3.   Liaison with the media shall be coordinated through the Chief Administrative Officer and the Trust Council Chair who in turn may refer specific inquiries to the Committee Chair.

10.   General Role

10.1.   To provide policy advice to Council in response to Council's referrals, Committee initiatives and external requests of the Trust.

10.2.   To provide feedback to staff on matters going to Trust Council.

10.3.   To implement and maintain a Committee - specific work program.

10.4.   To make recommendations to Trust Council on interagency liaison or protocol initiatives.

10.5.   To create subcommittees (or task forces) which may be comprised of trustees, staff or external persons as required for a specific duration to examine a particular Committee matter upon approval by Trust Council.

10.6.   To provide input and feedback to the annual budget process.

10.7.   To provide input to Trust Council's organizational strategic planning process.

E: ATTACHMENTS:

1.   Attachment 1**.: COMMITTEE-SPECIFIC FUNCTIONS**

Attachment 1.: **COMMITTEE-SPECIFIC FUNCTIONS**

LOCAL PLANNING COMMITTEE (LPC)	**TRUST PROGRAMS COMMITTEE (TPC)**
1. Growth Management Tools 2. Community Planning Tools 3. Development Management Tools 4. Local Planning Service Delivery	1. Environmental Policy 2. Research and Information Systems Program 3. Sustainable Communities Policy 4. Trust Area Program Initiatives
FINANCIAL PLANNING COMMITTEE (FPC)	**EXECUTIVE COMMITTEE (EC)**
1. Annual Budget 2. Long Term Financial Planning 3. Fiscal Controls 4. Annual Audit	1. Bylaw Approval 2. Policy Agenda Coordination 3. Legislation Agenda 4. Communications Agency Liaison 5. Chief Administrative Officer Liaison 6. Trust Council Business 7. Strategic Direction