



Policy:	2.1.9
Approved By:	Trust Council
Approval Date:	September 15, 2000
Amendment Date(s):	
Policy Holder:	Legislative Services Manager

MEETING PROCEDURES GUIDELINES

Purpose

To clarify the requirements for meetings being in public and to offer guidelines for ensuring meetings are treated appropriately in accordance with the *Local Government Act*, *Islands Trust Act*, the *Community Charter* and case law.

A. Definitions

In these guidelines,

"**Executive Committee**" means the committee referred to in section 20(1) of the *Islands Trust Act*;

"**Local Trust Committee**" means the committee referred to in section 23(2) of the *Islands Trust Act*;

"**Meeting**" includes a gathering of a quorum of members of the Trust Council, a local trust committee, the Islands Trust Conservancy Board, or a committee of any of them to make a decision or to discuss matters that lead to or may lead to a decision;

"**Trust Council**" means the Islands Trust Council referred to in section 5 of the *Islands Trust Act*;

"**Islands Trust Conservancy Board**" means the board referred to in section 40(1) of the *Islands Trust Act*;

"**Trustee**" means a local trustee, municipal trustee and a trustee of the Trust Fund, or any of them, as the context requires.

B. Policy

1. Meeting Requirements

- 1.1 All meetings of Trust Council, a Local Trust Committee, the Islands Trust Conservancy Board and any committees must be open to the public.
- 1.2 A part of a meeting dealing with matters identified in Section 90 of the *Community Charter* may be closed to the public if a resolution is passed to close that part of the meeting, and to state the basis under Section 92 of the *Community Charter* for the closure.
- 1.3 A meeting is a gathering of at least a quorum of members where decisions are made or matters that will lead to a decision are discussed.

- 1.4 Notice of meetings must be given in compliance with a relevant procedures bylaw.
- 1.5 Minutes of any meeting must be recorded and made available to the public.
- 1.6 Teleconferencing can be done if any interested member of the public can participate by conference or speaker telephone in an advertised location.

2. Resolutions-Without-Meeting

- 2.1 Sections 13(2), (3) and (4), and 26(2), (3) and (4) of the *Islands Trust Act* provide authority for Resolution-Without-Meeting (“RWM”). These are not made at meetings. Any decision made at a meeting is not an RWM.
- 2.2 The ability to vote on a decision by RWM does not authorize teleconferencing where there is no way for the public to hear deliberations.

3. Notice Requirements

- 3.1 Notice of all meetings must be given in accordance with requirements of the applicable meeting procedure bylaw, and must contain information about the meeting location, time and date.
- 3.2 Notice must be given for cancelled or rescheduled meetings in the same manner as original notice is given, in compliance with the Procedures Bylaw.

C. Legislated References

n/a

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a