



<b>Policy:</b>	4.1.2
<b>Approved By:</b>	Trust Council
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<b>Policy Holder:</b>	Legislative Services Manager

## LOCAL TRUST COMMITTEE MEETING GUIDELINES

### Purpose

To supplement the statutory rules and procedure bylaw requirements applicable to regular and special Local Trust Committee (LTC) meetings.

### A. Definitions

n/a

### B. Policy (Guidelines)

#### 1. Meetings

- 1.1 Any gathering of a quorum of LTC members at which the business of the LTC is advanced in a material way constitutes a meeting for the purposes of the “open meeting” rule in the *Community Charter*. The purpose of the open meeting rule is to ensure that the LTC’s business is conducted in an open forum, except where the nature of the business comes within one of the statutory exceptions to the rule and the business may lawfully be conducted in the absence of the public. The fact that a particular discussion may be occurring via telephone or e-mail does not prevent it from constituting a “meeting” for the purposes of the open meeting rule.
- 1.2 The fact that two persons may constitute a quorum of the LTC presents particular difficulties in the application of the open meeting rule. Local trustees need not avoid one another in social situations or impose other artificial constraints on their interaction as members of an island community. Discussions of administrative and logistical matters connected to the LTC’s business agenda are unlikely to violate the open meeting rule. Trustees should ask themselves, in determining whether a particular discussion or other interaction should be avoided outside the forum of a Trust committee meeting, whether the fact that the discussion or interaction has already occurred would enable the committee to get through a forthcoming meeting agenda more quickly as a result of the trustees having already exchanged views on the matter. If the answer is yes, then the discussion or interaction should not occur outside the context of an actual meeting.
- 1.3 Resolutions Without Meeting are statutory exceptions to the “open meeting” rule, with the result that the interaction that occurs in the course of the taking of a vote under that procedure cannot in law constitute a meeting.

## 2. Rules of Order

- 2.1 Every member of the LTC wishing to speak to a question or motion shall address himself or herself to the Chair. A member of the LTC may speak only after the Chair has recognized the member. If two or more members indicate at the same time a desire to speak, the Chair may designate the order in which each is to speak. If the Chair wishes to speak in a meeting, the Chair need only address the meeting at the time they wish to do so.
- 2.2 A member must address the Chair as "Mr. Chair" or "Madam Chair", as the case may be.
- 2.3 Except as otherwise resolved by the LTC, a member may:
  - 2.3.1 Speak only to a matter being debated by the LTC.
  - 2.3.2 Speak only once to a matter, but a member may speak more than once to a matter in order to:
    - 2.3.2.1 explain a material part of his or her speech which may have been misunderstood; or
    - 2.3.2.2 ask a question.
  - 2.3.3 Speak for no more than 15 minutes at a time.
  - 2.3.4 Not speak to a matter already dealt with by the LTC.
  - 2.3.5 Not speak when called to order by the Chair.
- 2.4 No member may interrupt a member who is speaking except to raise a point of order. No member may cause a disturbance at a meeting or disrupt it.
- 2.5 A member may debate any motion other than a motion to table a matter.
- 2.6 Any person attending a meeting may address the LTC on any item of business on the agenda, but only if the LTC resolves to allow that person to address it.
- 2.7 At the time any ruling is made by the Chair on a point of order, the Chair must inform the LTC of the ground or grounds on which the ruling is made.
- 2.8 Every motion shall be presented in concise form, beginning with the phrase "I move that..." and the member making the motion shall not speak to the motion until the motion has been seconded.
- 2.9 On a vote being taken, the members present shall indicate their vote by a show of hands. When it has been requested that the members be polled, the Chair shall individually call the name of each member present who shall state whether he or she votes in the affirmative or the negative.

- 2.10 When a member so requests, the names of those who vote for and those who vote against a question must be recorded in the minutes of the meeting.
- 2.11 When the question under consideration contains distinct propositions, the vote on each proposition shall be taken separately, should any member so request.

### **3. Agenda Format**

- 3.1 All LTC regular business meeting agendas will include all of the substantive items shown in the model agenda in Attachment 1.
- 3.2 Order of business should be close to the model agenda in Attachment 1, though modifications as indicated below may be made:
  - 3.2.1 Town Hall session is an optional open session for public input. This session should be limited to one location on the agenda.
  - 3.2.2 The Closed Meeting is located at the end of the agenda in the model as it is the least disruptive location to hold a closed meeting; however, if there is a need for in-camera discussion before consideration of an agenda item, the Closed Meeting session may be moved to the beginning or close to the beginning of the agenda.
  - 3.2.3 A break, for meetings of two hours or longer, is not shown, but should be included in the agenda.
- 3.3 The agenda should include the approximate time for major item based on the estimated amount of time required to present and discuss each item. The time is for guidance only and a note to this effect should be included at the bottom of the agenda.

### **C. Legislated References**

#### Policy and Procedures Manual:

- Model Local Trust Committee Meeting Procedures Bylaw (4.1.3)
- Statutory Rules of Conduct (2.1.1)

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

Attachment 1: Model Local Trust Committee Agenda Format

**Attachment 1:**

**Model Local Trust Committee Regular Business Meeting Agenda**

\_\_\_\_\_ Island Local Trust Committee

**Regular Meeting Agenda**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

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1. Call to Order	Time	Pages
2. <i>Town Hall (optional)</i>	<i>Time</i>	<i>Pages</i>
3. Approval of Agenda	Time	Pages
4. Minutes	time	Pages
4.1. Regular business meeting minutes (previous meeting)		
4.2. Section 26 – Resolutions-without-meeting		
4.3. Advisory Planning Commission Minutes		
5. Business Arising from Minutes	Time	Pages
5.1. Follow-up Action List		
6. <i>Community Information Meeting (optional)</i>		
7. <i>Public Hearing (optional)</i>	<i>Time</i>	<i>Pages</i>
8. Applications and Referrals	Time	Pages
9. Local Trust Committee Projects	Time	Pages
10. Delegations	Time	Pages
11. Correspondence	Time	Pages
12. New Business	Time	Pages
13. Reports	Time	Pages
13.1. Trustee Reports		
13.2. Chair’s Report		
13.3. Islands Trust Conservancy Report		
13.4. <i>Electoral Area Director Report (optional)</i>		
13.5. Applications Report		
13.6. Adopted Policies and Standing Resolutions Report		
14. Work Program	Time	Pages
14.1. List of Top Priorities		
14.2. List of Projects		
15. <i>Closed Meeting (optional)</i>	<i>Time</i>	<i>Pages</i>
16. <i>Rise and Report (optional)</i>		
17. Up Coming Meetings		
18. Adjournment	Time	Pages