



Policy:	6.10.4 (formerly 3.2.ix)
Approved By:	Trust Council
Approval Date:	September 16, 1999
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Policy Holder:	Manager of Islands Trust Conservancy

ISLANDS TRUST/ISLANDS TRUST CONSERVANCY BOARD COMMUNICATIONS

Purpose

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

A. Definitions

n/a

B. Policy

1. Communications with Trust Council

- 1.1** Islands Trust Conservancy Board will provide an annual workshop at Trust Council meetings to provide trustees with information regarding the work of the Islands Trust Conservancy.
- 1.2** The Islands Trust information package to candidates running for trustee will include information on the Islands Trust Conservancy and Islands Trust Conservancy Board. Islands Trust staff will request the Islands Trust Conservancy Manager to review and update information when new packages are being developed.
- 1.3** 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 Islands Trust Conservancy Board and a contact for further information about the Islands Trust Conservancy Board.
- 1.4** Orientation at the initial Trust Council meeting will include information regarding the Islands Trust Conservancy and Islands Trust Conservancy Board.
- 1.5** The Islands Trust Conservancy Board may meet with Trust Council Committees to discuss areas of mutual interest.
- 1.6** The Islands Trust Conservancy Board will invite the Chairpersons of Council Committees to Board meetings when discussing issues or items specific to the Committee.
- 1.7** The Islands Trust Conservancy Board members will be invited to attend any part of a public Trust Council meeting.

1.8 The Islands Trust Conservancy Board will provide a report highlighting completed, current and planned activities for each quarter at all Trust Council meetings.

2. Communications with Executive Committee

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

2.2 The Islands Trust Conservancy 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. Communications with Trustees

3.1 Information on Islands Trust Conservancy-owned properties on each island will be included in the Islands Trust Orientation Manual. The Islands Trust Conservancy Manager will ensure this information is kept current.

3.2 Local trustees will be advised of any meetings and joint initiatives the Islands Trust Conservancy Board undertakes on their island(s).

3.3 The Islands Trust Conservancy Board will ensure that local trustees are made aware of the date(s) for site monitoring for Islands Trust Conservancy properties and covenanted lands on their island.

3.4 Communication between Local Trust Committees, Bowen Island Municipality and the Islands Trust Conservancy Board is guided by the Memoranda of Agreement between Local Trust Committees and the Islands Trust Conservancy Board.

3.5 The Islands Trust Conservancy Board will provide regular updates to the newsletter of Islands Trust.

4. Communications with Staff

4.1 The Islands Trust Conservancy Staff and Local Planning Services will have a joint meeting at least annually to exchange information on current and planned work of mutual interest.

4.2 The Islands Trust Conservancy Manager will provide an example Conservation Covenant for reference purposes to planning staff.

4.3 Regional Planning Managers will provide new planning staff with a copy of the Memoranda of Agreement between the Local Trust Committees and the Islands Trust Conservancy Board for Local Trust Committees they will be dealing with.

4.4 Legal Services workshops for Trust Council will also consider items relating to the work of the Islands Trust Conservancy.

4.5 Islands Trust Conservancy Board members will be introduced to the management team as a part of their orientation by the Islands Trust Conservancy Manager.

C. Legislated References

n/a

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

n/a