

## **GUIDELINES FOR PUBLIC PARTICIPATION DURING LOCAL TRUST COMMITTEE MEETINGS**

### **How to Share Your Ideas with the Gambier Island Local Trust Committee**

#### ***Town Hall***

This is an opportunity for public comments typically offered during each LTC meeting. The Town Hall is a chance for members of the public to inform trustees about topics relevant to the local trust area. While no advance notice is required to speak at a town hall session, the time available will vary, depending on the number of citizens who wish to speak during the 10 minute session. The LTC will make every effort to hear all members of the public during the Town Hall but reserves the right to limit Town Hall submissions.

Organizations and individuals who have submitted an application to the Islands Trust should not speak during Town Hall. They are welcome to speak when their applications are presented to the LTC for a decision; see below.

#### ***Delegations***

At least two (2) weeks prior to the local trust committee (LTC) meeting, send a request to [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca) including the name and address of the presenter(s), the subject of the delegation and any materials or documents to be presented. It is important to note that the purpose of a delegation is to present new ideas or information that is not otherwise being considered by the LTC (in a project or application). The LTC does not typically make decisions on delegation requests at the same meeting, although they may choose to request staff to report back with further information.

Delegations have up to 10 minutes to speak to the LTC unless additional time is permitted by LTC resolution. To ensure necessary business is completed, the LTC reserves the right to limit the number of delegations it receives at any one meeting.

Organizations and individuals who have submitted an application to the Islands Trust do not appear as a delegation. They are welcome to speak when their applications are presented to the LTC for a decision; see below.

#### ***Correspondence***

Correspondence may be submitted to the LTC at any time by email to [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca).

If a member of the public or an organization wishes to have their correspondence included in an LTC agenda package, this request must be received at least two (2) weeks prior to the LTC meeting (either in person, by mail or by email to [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)).

Correspondence included in an LTC agenda package should pertain to issues which are not otherwise being considered in LTC projects or applications. Organizations and individuals who have submitted an application to the Islands Trust should direct correspondence to the staff assigned to their application.

Correspondence regarding LTC projects or complex applications is typically posted to the LTC website.

Anonymous correspondence will not be accepted.

#### ***Applicants***

Applicants should communicate with Islands Trust staff regarding application requirements and the application process. Contact staff via [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca) or visit <http://www.islandstrust.bc.ca/islands/land-use-planning/application-guides-forms/> for further information.

When an application comes before the LTC for a decision, staff will present a report and recommendations to the LTC. The applicant may then speak, for up to 5 minutes, in order to indicate their concurrence with the report and recommendations or to advise the LTC of any errors or omissions. After the LTC makes a decision, the applicant may ask questions for clarification of the LTC's decision or direction to staff.

Applicants are permitted to participate electronically in meetings.

Applicants should communicate with Islands Trust staff in advance of the LTC meeting if they are concerned with staff recommendations or if they are aware of any errors or omissions in the staff report.

---

**Please note, the LTC is under no obligation to accept delegations, town hall comments, correspondence, or other submissions that are deemed defamatory or offensive in nature.**