

2.1.ix Guidelines**MEETING PROCEDURES GUIDELINES**

Trust Council: September 15, 2000

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* and case law. The applicable statutory provisions are attached as Appendix A.

DETAILS**Interpretation**

1. 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 Trust Fund 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*;

"**Trust Fund 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.

2. Meeting Requirements

- a. All meetings of Trust Council, a Local Trust Committee, the Trust Fund Board and any committees must be open to the public.
- b. A part of a meeting dealing with matters identified in Section 242.2 of the *Local Government Act* 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 242.2 for the closure.
- c. 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.
- d. Notice of meetings must be given in compliance with a relevant procedures bylaw.
- e. Minutes of any meeting must be recorded and made available to the public.
- f. Teleconferencing can be done if any interested member of the public can participate by conference or speaker telephone in an advertised location.

3. Resolutions Without Meeting

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

4. Notice Requirements

- a. 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.
- b. Notice must be given for cancelled or rescheduled meetings in the same manner as original notice is given, in compliance with the Procedures Bylaw.