

6.10.i. Policy**ANNUAL REPORT POLICY**

Trust Council: September 12, 1992

Amended: September 15, 2006 and September 14, 2011

A: PURPOSE:

1. The purpose of this policy is to provide a process for developing the Islands Trust Annual Report, in compliance with the *Islands Trust Act*, Section 19.

B: REFERENCES:

1. *Islands Trust Act*: Section 19

C: BACKGROUND:

1. Section 19 of the *Islands Trust Act* requires the Islands Trust Council to prepare and file with the minister annually a report respecting the previous fiscal year that includes:
 - 1.1. an audited balance sheet and statement of receipts and expenditures;
 - 1.2. a report of Trust Council, Executive Committee and Local Trust Committee operations; and
 - 1.3. the annual report of the Trust Fund Board as required under Section 46 of the *Act*.
2. The report may be enhanced by way of other additional reports on operational highlights and initiatives, as well as educational or promotional background about the Trust.

D: POLICY:**1. Format**

An outline of contents, a presentation format and a production budget will be prepared and presented to the Executive Committee for approval.

2. Content

The contents will include the legislative requirements of Section 19 of the *Act*, the Islands Trust Council's progress in achieving its adopted Strategic Plan and the highlights of local trust committee achievements in the fiscal year.

3. Review

A draft report document, including all text and data content, will be submitted to Trust Council for approval before submission to the Minister.

4. Timing

- 4.1. In March of each year, staff will present the annual report budget, outline, format and template for committee reports (council committees and local trust committees) to the Islands Trust Executive Committee for approval.
- 4.2. In April of each year, senior staff will draft all committee reports using the approved outline and template and submit drafts to each committee for review and approval.
- 4.3. By April 30 of each year, senior staff will submit reports to the Chief Administrative Officer regarding their unit's achievements, including their progress on Trust Council's Strategic Plan.
- 4.4. By May 30 of each year, the Chief Administrative Officer will submit a draft document to the Islands Trust Executive Committee for review and approval by Trust Council in June.
- 4.5. Within one month of Trust Council's approval, the Annual Report for the previous fiscal year will be distributed.

5. Distribution

- 5.1. In fulfilment of Section 19 of the *Act*, the annual report, together with a covering letter under the signature of the Chairperson of the Islands Trust, will be sent to the Minister responsible for the Islands Trust.
- 5.2. Electronic versions of the annual report will also be sent to the following:
 - a. Bowen Island Municipal Council
 - b. Regional Districts within the Trust Area
 - c. M.L.A.s and M.P.s in ridings within the Trust Area
 - d. Islands Trust trustees
 - e. The Islands Trust website