

Regular Meeting Addendum

Date: November 7, 2024
Time: 10:30 am
Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

		Pages
13.	STAFF REPORTS	1:50 PM - 2:50 PM
13.11	<i>Draft 2025/26 Gabriola Local Trust Committee Annual Meeting Schedule - Request for Decision</i>	2 - 4



REQUEST FOR DECISION

To: Gabriola Island Local Trust
Committee

For the Meeting of: November 7, 2024

From: Meeting Administrator

Date Prepared: October 17, 2024

SUBJECT: Draft 2025/26 Gabriola Local Trust Committee Annual Meeting Schedule

RECOMMENDATION: THAT Gabriola Island Local Trust Committee approve their January, 2025 to March, 2026 Meeting Schedule.

DIRECTOR COMMENTS: The work of developing the proposed 2025 committee schedule has been centralized thereby allowing the Executive Coordinator and Meeting Administrator to consider, at length, the many factors involved in creating an effective schedule that meets the requirements of each committee, the chairpersons, and committee members. The proposed schedule allows decisions made by local trust committees to move onto the relevant standing committee's agenda to Executive Committee in a timely manner allowing for increased efficiency. Adoption of the proposed meeting schedule will increase productivity by allowing a seamless process in completing the work required to organize and publish the meetings without need for significant re-ordering of the schedule.

1 PURPOSE:

To approve the Gabriola Island Local Trust Committee Business Meeting Schedule from January 1, 2025 to March 31, 2026

2 BACKGROUND:

Each Local Trust Committee (LTC) is asked to endorse, by resolution, its regular annual business meeting schedule for 2025. Pending Trust Council's decision at its December meeting, Trust Council Bylaw No. 197, 2024 Section 5 proposes that local trust committee meetings be scheduled for the fiscal year instead of the calendar year. Therefore, if Bylaw No. 197, 2024 is adopted the local trust committee meetings will be scheduled from January 1, 2025 through March 31, 2026 and then April 1 through March 31 thereafter.

As part of this endorsement, the LTC will need to designate which meeting dates are anticipated to be electronic or in-person. This would allow staff to plan further in advance to accommodate meeting logistics, enable staff to book venues for the year and anticipate cancelling the bookings if the meetings get changed to electronic-only at a later date.

Factors that have been considered when putting together the schedule are as follows:

- LTC's preferred meeting days and times;
- Number of meetings held per year;
- Anticipated project commitments and application volumes;
- Chair and trustee availability and conflicts with Executive Committee and Trust Council Standing Committee meeting dates;
- Chair travel;
- Trust Council meeting dates;

- Trust Council Standing Committees including: Executive, Financial Planning and Audit Committee, Governance, Regional Planning, and Trust Programs;
- Flow of work from LTCs through standing committees to Financial Planning Committee to Executive Committee and then to Trust Council;
- Islands Trust Conservancy Board meetings, Bowen Island Municipality meetings, Union of BC Municipalities, Association of Vancouver Island and Coastal Communities, and other conferences;
- Other local trust committee meeting dates;
- Statutory holidays including Christmas closures;
- Preference to hold as few meetings in August as possible;
- Available staff and financial resources; and
- Ferry and travel schedules.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: If Gabriola Island LTC makes significant amendments to the schedule there will be a substantial re-ordering of LTC and Council Committee meeting dates as a result.

FINANCIAL: LTCs decisions whether to hold electronic meetings or in-person meetings will affect budgets. Electronic meetings do not incur venue costs or travel status costs from trustees or staff.

POLICY:

Trust Council Bylaw No. 197 (Proposed).
LTC Meeting Procedure Bylaws.

IMPLEMENTATION/COMMUNICATIONS: Dates and locations of meetings will be posted immediately following adoption and as per LTC Meeting Procedures Bylaws.

FIRST NATIONS RELATIONS: Not applicable.

OTHER: Adoption of an April to March fiscal LTC meeting schedule will provide each LTC with advance notice of meeting dates for the following year as Trust Council and local trust committees will continue to adopt the schedule in November or December of the previous year.

4 RELEVANT POLICY(S):

Trust Council Bylaw No. 197 (Proposed).
LTC Meeting Procedure Bylaws.

5 ATTACHMENT(S):

1. [GB-LTC_2025_MAR2026 Meeting Dates-DRAFT.pdf](#)

RESPONSE OPTIONS

Recommendation: As provided.

Alternative: *THAT Gabriola Island Local Trust Committee approve their January 1, 2025 to December 31, 2025 Business Meeting Schedule.*

Prepared By: Lisa Millard, Meeting Administrator

Reviewed By/Date: Stefan Cermak, Director, Planning Services / October 25, 2024



Islands Trust

DRAFT

Gabriola Island Local Trust Committee January, 2025 – March, 2026 Regular Meetings

The Gabriola Island Local Trust Committee will be meeting to consider land use applications, bylaws, correspondence, and various community planning topics.

Meetings are subject to change. Please visit the Islands Trust website for up-to-date schedule information.

DATE		TIME	MEETING TYPE	LOCATION
Thursday	January 23, 2025	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	February 20, 2025	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	April 17, 2025	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	June 26, 2025	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	July 31, 2025	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	September 4, 2025	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	October 9, 2025	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	November 20, 2025	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	January 22, 2026	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)
Thursday	February 19, 2026	10:30 a.m.	Regular	Gabriola Arts and Heritage Centre 476 South Rd., Gabriola Island (or Electronic)

The proposed meeting agenda is generally available one week prior to the meeting and may be obtained at the Islands Trust office or on our website.

Please note that correspondence received from the public may become part of a meeting agenda that is published online.

VISIT OUR WEBSITE: <https://islandstrust.bc.ca/location/gabriola/>

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