



Islands Trust

**GAMBIER ISLAND
LOCAL TRUST COMMITTEE
AGENDA**

A BUSINESS MEETING OF **THE GAMBIER ISLAND LOCAL TRUST COMMITTEE**
held at 10:30 am on Thursday, April 10, 2014
at Gleneagles Community Centre
6262 Marine Drive, West Vancouver, BC

LATE ITEMS, ADDITIONS

**AMENDMENTS/ADDITIONS
TO ITEMS:**

- 7. BUSINESS ARISING FROM MINUTES**
- 7.2 Amendments to Gambier Island Local Trust Committee Procedure Bylaw No. 87
 - 7.2.1 Staff Report dated April 1, 2014 - *attached*

- 17. NEW BUSINESS**
- 17.3 Proposed Metro Vancouver Waste to Energy Facility at Port Mellon - *discussion*

STAFF REPORT

Date: April 1, 2014

File No: 3040-20-01
LTC Open Meetings - General

To: Gambier Island Local Trust Committee

For the meeting of: April 10, 2014

From: Carmen Thiel, Legislative Services Manager

**Re: Bylaw No. 127 – Amendment to Gambier Island Local Trust Committee
Procedure Bylaw No. 87**

PURPOSE

The purpose of this report is to present a proposed procedure bylaw amendment which responds to requests made by the Gambier Island Local Trust Committee (GMLTC) to allow for electronic participation by members at a Local Trust Committee (LTC) meeting.

BACKGROUND

At its meeting on March 20, 2014, the GMLTC reviewed draft wording to provide for electronic meetings and directed staff to prepare a bylaw to amend GMLTC Meeting Procedure Bylaw 87 to incorporate requested amendments as presented at the meeting.

Provisions in the proposed amendment bylaw include:

- The ability of all LTC members to participate electronically at a special meeting (s. 17);
- The ability of not more than one member of the LTC to participate electronically at a regular meeting; note that this member could be the Chair (s. 19);
- An individual member of the LTC cannot participate by electronic means in two consecutive regular LTC meetings (s. 20);
- The restrictions regarding 1) the number of LTC members that may participate electronically at a regular meeting, and 2) participation in two consecutive regular meetings may be waived by unanimous resolution of the LTC (s. 21);
- Where any LTC member is participating in an open meeting through electronic communication facilities, the facilities must enable all meeting participants and the public to hear, or watch and hear, all meeting participants and must provide notice when participants join or leave the meeting (s. 24 and 25);
- During an electronic meeting that is open to the public, a designated staff member must physically attend at the meeting location specified in the notice of meeting (s. 26);
- Notice of a special electronic meeting must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings (sample notice attached as Appendix 2).

STAFF COMMENTS:

This report presents the proposed bylaw for consideration of first through third readings and forwarding to the Executive Committee for approval. Bylaw No. 127 cited as "Gambier Island Local Trust Committee Meeting Procedure Bylaw No. 87, 2004, Amendment Bylaw No. 1, 2014" is attached as Appendix 1.

RECOMMENDATIONS:

That the Gambier Island Local Trust Committee

1. give First Reading to Bylaw No. 127, cited as "Gambier Island Local Trust Committee Meeting Procedure Bylaw No. 87, 2004, Amendment Bylaw No. 1, 2014";
2. give Second Reading to Bylaw No. 127, cited as "Gambier Island Local Trust Committee Meeting Procedure Bylaw No. 87, 2004, Amendment Bylaw No. 1, 2014";
3. give Third Reading to Bylaw No. 127, cited as "Gambier Island Local Trust Committee Meeting Procedure Bylaw No. 87, 2004, Amendment Bylaw No. 1, 2014";
4. forward Bylaw No. 127, cited as "Gambier Island Local Trust Committee Meeting Procedure Bylaw No. 87, 2004, Amendment Bylaw No. 1, 2014" to the Islands Trust Executive Committee for consideration of approval.

Prepared and Submitted by:

Carmen Thiel

April 1, 2014

Legislative Services Manager

Date

Concurred in by:

Courtney Simpson

April 3, 2014

RPP, MCIP
Regional Planning Manager

Date

Appendices:

Appendix 1: Bylaw No. 127

Appendix 2: Sample Special Electronic Meeting Notice

GAMBIER ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 127

A Bylaw to Amend the Gambier Island Local Trust Committee Meeting Procedure Bylaw

The Gambier Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Gambier Island Local Trust Area under the Islands Trust Act, enacts as follows:

1. Gambier Island Local Trust Committee Meeting Procedure Bylaw No. 87, 2004, is amended as follows:

1.1 By deleting section 10 in its entirety and replacing it with the following:

"10. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson."

1.2 By adding the following new sections after section 16, and by renumbering section 17 and section 18 to become section 30 and section 31 respectively:

"ELECTRONIC MEETINGS

17. A special meeting of the Local Trust Committee to deal with urgent new business may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

18. An individual Local Trust Committee member who is not at the physical location of a special Local Trust Committee meeting or a regular Local Trust Committee meeting may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.

19. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member may participate by means of electronic communication facilities.

20. An individual member of the Local Trust Committee may not participate by means of electronic communication facilities in two consecutive regular meetings of the Local Trust Committee.

21. The Local Trust Committee may waive the restrictions in sections 19 and 20 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

22. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

23. A member of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
24. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
25. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
26. For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.
27. Cell phone or satellite connections may be used for open Local Trust Committee meetings.
28. If communication is lost to one or more electronic participants during a meeting:
 - 28.1 the participant affected will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes;
 - 28.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 28.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.
29. The costs of electronic participation in a Local Trust Committee meeting will be borne by the Gambier Island Local Trust Committee if the Local Trust Committee member is participating from a location within Canada or has received the approval of the majority of Local Trust Committee members."

2. This bylaw may be cited as "Gambier Island Local Trust Committee Meeting Procedure Bylaw No. 87, 2004, Amendment Bylaw No. 1, 2014".

READ A FIRST TIME THIS	DAY OF	, 2014
READ A SECOND TIME THIS	DAY OF	, 2014
READ A THIRD TIME THIS	DAY OF	, 2014
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	DAY OF	, 2014
ADOPTED THIS	DAY OF	, 2014

CHAIRPERSON

SECRETARY

**Islands Trust Council
Financial Planning Committee
Notice of Special Electronic Meeting
(Preliminary Discussions – Budget 2010-2011)**

Notice is hereby given that the Financial Planning Committee of the Islands Trust Council will hold a special electronic meeting to consider further recommendations regarding the Islands Trust Council's draft budget for the 2010-2011 fiscal year.

Members of the Financial Planning Committee will participate in the meeting by means of a teleconference call which will occur on (day, date, at time).

Members of the public who wish to listen to the electronic committee meeting may do so by attending the Islands Trust office at 1627 Fort Street, Victoria, BC at the time noted above.

For further information on the meeting, please contact _____ at 250 405-5150.

Signed by the Chair or Deputy Secretary