



Governance Committee Agenda

Date: Wednesday, January 28, 2026
Time: 10:00 am - 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER**
2. **AGENDA**
 - 2.1 **New Items and Re-Ordering of the Agenda**
 - 2.2 **Approval of Agenda**
3. **PUBLIC COMMENT PERIOD**
4. **DELEGATIONS**

None.
5. **CORRESPONDENCE**

None.
6. **ADMINISTRATIVE COORDINATION**
 - 6.1 **Draft Minutes of Previous Meetings**
 - 6.1.1 **Governance Committee Draft Minutes of November 3, 2025** 3 - 8

For review and approval.
 - 6.2 **Resolutions Without Meeting**

None.
 - 6.3 **Follow up Action List** 9 - 11

For review
7. **BUSINESS - WORK PROGRAM ITEMS**
 - 7.1 **Set Special Meeting to Review Consultant's Report in regards to Trust Council Policy** 12 - 13
 - 7.2.1 **Trustee Remuneration - Request For Decision**

That Governance Committee set a Special Meeting for Tuesday, February 17, 2026, from 4:30 p.m. to 7:30 p.m. to review a consultant's report in regards to Trust Council policy 7.2.1 Trustee Remuneration.

7.2	Roles and Responsibilities of the Executive Committee - Briefing	14 - 30
8.	BUSINESS - OTHER	
8.1	Consolidation of Resolutions Without Meeting Policies - Request For Decision	31 - 48
	That Governance Committee recommend to Trust Council to adopt draft Policy 6.1.2 (Resolutions Without Meeting) and repeal Policies 2.2.3 (Trust Council Resolutions Without Meeting), 2.4.2 (Executive Committee and Islands Trust Conservancy Board Resolutions without Meeting), and 4.1.5 (Local Trust Committee Section 26 Resolutions without Meeting)	
8.2	Secretariat Services Policy Update - Request For Decision	49 - 56
	That Governance Committee recommend to Trust Council that it replace the current Policy 2.1.15 Secretariat Services with the draft updated Policy 2.1.15 Secretariat Services dated January 23, 2026 for reference.	
9.	BUSINESS - NEW	
10.	WORK PROGRAM	
	For review and referral to Trust Council before each quarterly TC meeting	
10.1	Internal Work Matrix	57 - 57
10.2	Work Program to forward to Trust Council	58 - 58
11.	NEXT MEETING	
	Wednesday, April 29, 2026 from 10:00 a.m. to 3:00 p.m.	
12.	CLOSED MEETING	
	If desired:	
	That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (quote the pertinent section here, for example, (1)(a) personal information about...) and that the recorder and staff [attend/not attend] the meeting.	
13.	RISE AND REPORT	
	If requested	
14.	ADJOURNMENT	
	*Approximate time is provided for the convenience of the public only and is subject to change without notice.	



Governance Committee Minutes of a Regular Meeting

Date: November 3, 2025
Location: Electronic Meeting

Members Present: Judith Gedye, Bowen Island Municipality (Chair)
Jamie Harris, Salt Spring Island Local Trust Area (Vice-Chair)
Joe Bernardo, Gambier Island Local Trust Area
Sam Borthwick, Denman Island Local Trust Area
Lee Middleton, Saturna Island Local Trust Area
Timothy Peterson, Lasqueti Island Local Trust Area
Laura Patrick, Salt Spring Island Local Trust Area, and
Islands Trust Council Chair, (ex-officio)

Member Absent: Kate-Louise Stamford, Gambier Island Local Trust Area
Lisa Gauvreau, Galiano Island Local Trust Area, and
Islands Trust Conservancy Chair, (ex-officio)

Staff Present: Rueben Bronee, Chief Administrative Officer
David Marlor, Director, Legislative Services
Stefan Cermak, Director, Planning Services
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

Chair Gedye called the meeting to order at 10:00 a.m. and provided a territorial acknowledgement.

2. AGENDA

2.1 New Items and Re-Ordering of the Agenda

The following addition to the agenda was presented for consideration:

- a revised work matrix from Chair Gedye to be addressed at agenda item 10 – Work Program

2.2 Approval of Agenda

By general consent the agenda was approved as amended.

3. PUBLIC COMMENT PERIOD

No member of the public was present.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Governance Committee minutes of August 13, 2025

By general consent the Governance Committee minutes of August 13, 2025 were approved as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

Received for information.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Trust Council Direction on 2022 Governance Report Recommendations - Briefing

Chair Gedye introduced the topic. Committee discussion included:

- CAO Bronee will be working on the corporate planning process project with a group of trustees, some of whom are members of the Governance Committee.
- The Committee noted the top three priorities as set by Trust Council.

7.2 Trust Council Policy 7.2.1 (Trustee Remuneration) – Verbal Update

Director Marlcor provided a verbal update, indicating that the Request For Proposal for a Trustee Remuneration Policy Review was published on Friday, October 31, 2025 with a closing date of November 24, 2025. He noted that the expected timing of the completion of that work may require the Governance Committee to set a special meeting in order to review the resulting consultant's report as it would not be expected to be completed by the time of the Governance Committee's January 28, 2026 meeting and reviewing the report at the April, 2026 meeting would be too late to be able to provide direction for the new fiscal year. Committee discussion included:

- the possibility of Committee members to provide a list concerns and issues that the consultant will need to address

- the Committee will want to review the previous consultant's report, including the methodology of that report

8. BUSINESS - OTHER

8.1 Governance Committee 2026/27 Budget Request – Trust Council Policies Review Project – Request For Decision

Director Marlor introduced the Request For Decision. Committee discussion included:

- the amount of \$6,400 in the last section of the Request For Decision should be \$6,000
- possibility of drafting a policy that speaks to how policies are developed, reviewed, approved, and implemented
- how Bylaw 101 (Meeting Procedures) relates to the project
- many Trust Council policies have a mix of actual policy for Trust Council and management procedures or guidelines
- possibility of separating Trust Council policies, or portions of some Trust Council policies, that should remain as Trust Council policies and others that could be considered as operational/management guidelines
- possibility of staff first working on the methodology to review all the Trust Council policies
- possibility of prioritising policies for review and update, with the current policies relating to Trust Council and committees being given initial priority

GC-2025-030

It was MOVED and SECONDED,

that Governance Committee request staff amend the second bullet of "Projected Results/Deliverables" in the Policy Review business case by adding the following words to the end of the sentence: ", with the current policies relating to Trust Council and committees being given initial priority."

CARRIED

GC-2025-031

It was MOVED and SECONDED,

that Governance Committee recommend to Trust Council the following 2026/27 budget request for inclusion in the draft 2026/27 budget:

- 1) \$6,000 for continuation of Trust Council policies review project.

CARRIED

Committee recessed at 11:29 a.m. and returned at 11:35 a.m.

8.2 Consolidation of Two Trust Council Policies (2.2.1 - Request For Decision Reports and 2.2.2 - Council Meeting Preparation) - Briefing

Director Marlor introduced the Briefing, noting that Trust Council Policy 2.2.1 was last amended in September of 2008 and staff have identified a number of areas that

need review and amendments. As an example, staff support for trustee-initiated Request For Decisions needs to be clarified. Committee discussion included:

- a “notice of motion” may be a useful process to adopt for Islands Trust that, for example, may clarify staff involvement in supporting trustee-initiated RFDs
- Executive Committee’s role needs to be clarified
- policy language should be directive, as “do this” or “don’t do this”, but not “you may do this”
- adherence to approved Trust Council policies needs to be improved
- the relation of Trust Council policies with meeting procedures bylaws needs to be clarified
- possibility of providing the two policies to the Committee by using WebDAV so that members can add comments to each policy

8.3 Consolidation of Three Trust Council Policies in regards to Resolutions Without Meeting - Verbal Update

Director Marlor provided a verbal update, indicating that staff have initiated a review of three Trust Council policies and two operational procedures that relate to Resolutions Without Meeting and plan to update and consolidate them. Once prepared, the proposed policy will be brought forward to the Governance Committee for review.

8.4 Proposed Governance Committee 2026/2027 Meeting Schedule – Request For Decision

Director Marlor introduced the Request For Decision. Committee discussion included:

- adopting the proposed schedule would mean that the Governance Committee would have four more meetings before the end of the current term
- possibility of setting special meetings of the Committee and/or to create working groups to address specific work
- possibility of creating a special meeting to review all the policies that speak to the Executive Committee’s role, responsibilities, and election process

GC-2025-032

It was MOVED and SECONDED,

that Governance Committee adopt the proposed meeting dates of April 29, July 15, October 8, and November 25 of 2026 and of January 13, 2027 for the 2026/27 fiscal year and also direct staff to schedule all adopted Governance Committee meeting dates as electronic meetings.

CARRIED

Committee recessed at 12:49 p.m. and resumed at 1:20 p.m.

9. BUSINESS - NEW

None.

10. WORK PROGRAM

The Committee reviewed its Work Program (Active Projects), the Priority Matrix, and the suggested revisions to the Priority Matrix that Chair Gedye presented as a late item. Committee discussion included:

- the meaning of helping trustees understand and fulfill their roles
- the importance of the review of the election of the Executive Committee
- the need to provide thorough orientation to newly elected trustees

Trustee Middleton left the meeting at 1:52 p.m.

- Director Marlor stated that he will share a document with the Committee members after the meeting that shows the authorities for the Executive Committee, and the Islands Trust Council Chair and Vice-Chairs, as provided by legislation and by Trust Council bylaws and policies.

GC-2025-033

It was MOVED and SECONDED,
that Governance Committee request staff to bring forward to the next meeting the topics of the structure of the Executive Committee election; and an overview of the role and responsibilities of the Executive Committee, for discussion.

CARRIED

- possibility of moving work on Trustee Remuneration policy to Urgent and High Priority
- It was noted that the Matrix is an in-house document for the benefit of the Committee and the Work Program (Active Projects) is sent to Trust Council for review and approval.

GC-2025-034

It was MOVED and SECONDED,
that Governance Committee request staff to amend the Active Projects list of the Work Program by deleting items #1 and #4 and renumbering the remaining projects accordingly.

CARRIED

- CAO Bronee provided some comments in regards to the corporate planning process, noting that staff are working on departmental plans and that he will reconvene the Corporate Planning Working Group to continue work on the corporate plan.

11. NEXT MEETING

Wednesday, January 28, 2026, 10:00 a.m. to 3:00 p.m. to be held electronically.

12. CLOSED MEETING

None.

13. RISE AND REPORT

None.

14. ADJOURNMENT

By general consent the meeting was adjourned at 2:52 p.m.

Judith Gedye, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Governance Committee

09-Apr-2025

Progress	Activity	Responsibility	Dates	Status
50%	1 staff to arrange for the consultant's report in relation to Trustee Remuneration Policy be prepared and ready for Trust Council consideration for March 2026.	David Marlor Julia Mobbs	Target: 15-Mar-2026	In Progress

13-Aug-2025

Progress	Activity	Responsibility	Dates	Status
20%	1 staff to draft a policy combining Trust Council policies, with recommended updates, in priority order: 1. 2.2.1 Requests for Decision (RFD)/Reports and 2.2.2 Council Committee Preparation; 2. 2.4.1 Executive Committee Terms of Reference, 2.4.3 Executive Committee Election, 2.4.4 Executive Committee Legislative Role and 2.4.6 Executive Committee Meeting preparation; 3. 6.2.1 Priority Setting/Review Guidelines, and 6.7.1 Work Program, Follow-up Action List and Priorities Report; and 4. 5.4.2 Procedural Fairness in Rezoning, 7.1.1 Administrative Fairness Principles, 7.1.2 Handling of Administrative Fairness Complaints, and 7.1.5 Ombudsperson Referrals.	David Marlor	Target: 09-Jun-2026	In Progress

Follow Up Action Report

Governance Committee

18-Sep-2025

Progress	Activity	Responsibility	Dates	Status
25%	1 Trust Council Direction: that the Governance Committee prioritize the following recommendations of the 2022 Governance Report: · recommendation 1 [Election of Trust Council leadership]; · recommendation 11 [adoption of comprehensive, multi-year planning document], and · recommendation 7 [helping trustees fulfil their roles], with the understanding that: - recommendation 3 [committee membership], - recommendation 4 [committee mandates], - recommendation 5 [roles of committees], and - recommendation 6 [helping trustees understand their roles] - recommendation 8 (secretary to Trust Council) and - recommendation 15 [Trustee Compensation] will be undertaken by staff as appropriate, and: · recommendation 12 [communications and engagement], · recommendation 13 [management alignment with Trust Council] and · recommendation 14 [exploiting the potential for synergy between Islands Trust Conservancy and Islands Trust] will be undertaken when prioritised by Trust Council. <u>AND</u> that work not be undertaken any further on the following recommendations of the 2022 Governance Report: - recommendation 2 [number of committees and committee mandates]; - recommendation 10 [provincial representation]; and - recommendation 9 [First Nations representation]	David Marlor	Target: 30-Nov-2025	In Progress

Follow Up Action Report

Governance Committee

03-Nov-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to amend the second bullet of "Projected Results/Deliverables" in the Policy Review business case by adding the following words to the end of the sentence: ", with the current policies relating to Trust Council and committees being given initial priority."	Robert Barlow	Target: 06-Nov-2025	Completed
100%	2 Staff to forward to Trust Council the following 2026/27 Governance Committee budget request for inclusion in the draft 2026/27 budget: 1) \$6,000 for continuation of Trust Council policies review project.	Robert Barlow	Target: 06-Nov-2025	Completed
100%	3 Staff to arrange the logistics for the Governance Committee adopted meeting dates of April 29, July 15, October 8, and November 25 of 2026 and of January 13, 2027 for the 2026/27 fiscal year, all of which will be electronic meetings, once Trust Council adopts their meeting schedule at the December Trust Council meeting.	Robert Barlow	Target: 31-Dec-2025	Completed
50%	4 Staff to provide to the Committee a document that shows the authorities for the Executive Committee, and the Islands Trust Council Chair and Vice-Chairs, as provided by legislation and by Trust Council bylaws and policies.	David Marlor	Target: 28-Jan-2026	In Progress
50%	5 Staff to bring forward to the January, 2026 meeting the topics of the structure of the Executive Committee election; and an overview of the role and responsibilities of the Executive Committee, for discussion.	David Marlor	Target: 28-Jan-2026	In Progress
100%	6 Staff to amend the Active Projects list of the Work Program by deleting items #1 and #4 and renumbering the remaining projects accordingly.	Robert Barlow	Target: 07-Nov-2025	Completed

REQUEST FOR DECISION

To: Governance Committee **For the Meeting of:** January 28, 2026

From: David Marlor, Director
Legislative and Information
Services **Date Prepared:** January 19, 2026

**SUBJECT: Set Special Meeting to Review Consultant's Report in regards to Trust
Council Policy 7.2.1 Trustee Remuneration**

RECOMMENDATION:

That Governance Committee set a Special Meeting for Tuesday, February 17, 2026, from 4:30 p.m. to 7:30 p.m. to review a consultant's report in regards to Trust Council policy 7.2.1 Trustee Remuneration.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

As any amendments to the Remuneration Policy will take effect with the new term of trustees starting in November 2026, the special meeting is necessary to meet deadlines for March Trust Council, and still allow the Governance Committee opportunity to make recommendations in advance of Trust Council approving the fiscal year 2026/27 budget.

1 PURPOSE:

To set a Special Meeting so that Governance Committee can review a consultant's report and recommendation for updates to Trust Council policy 7.2.1 Trustee Remuneration.

2 BACKGROUND:

The Brentwood Advisory Group was selected through a Request for Proposal process to undertake a review of trustee remuneration values and methodologies under Trust Council policy 7.2.1 Trustee Remuneration. Under the terms of reference, the consultant is undertaking a review of compensation for officials of comparable local governing entities, such as local governments, regional districts and special purpose authorities; conducting an on-line survey of all trustees; and reviewing current remuneration values and methodologies. The consultant was asked to provide recommendations for updates and changes to the policy, as deemed necessary, and to present the findings to the Governance Committee in February.

The intent is to take draft amendments to the policy to Trust Council in March 2026 for their consideration, as the consultant's findings and recommendations may require consideration of amendments to the draft 2026/27 budget. The middle of February is the latest that Governance Committee can review and still have their recommendations forwarded to Trust Council in time for consideration in the budget.

Should final approval of policy recommendations not be approved in time to include in the 2026/27 budget, a budget amendment after approval is possible. However, it is most efficient to include amendments in the initial 2026/27 budget if possible.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

No organizational implications.

FINANCIAL:

The meeting will be held by zoom, so costs will be staff support and trustee remuneration for attending.

POLICY:

No policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Staff will update the meetings calendar on the website.

FIRST NATIONS RELATIONS:

No First Nations Relations implications.

OTHER:

No other implications.

4 **RELEVANT POLICY:** Trust Council Policy 7.2.1 Trustee Remuneration

5 **ATTACHMENT:** None.

RESPONSE OPTIONS

Recommendation:

That Governance Committee set a Special Meeting for Tuesday, February 17, 2026, from 4:30 p.m. to 7:30 p.m. to review a consultant's report in regards to Trust Council policy 7.2.1 Trustee Remuneration.

Alternative:

1. That Governance Committee set a Special Meeting for [Date/Time] to review a consultant's report in regards to Trust Council policy 7.2.1 Trustee Remuneration.

Prepared By: David Marlor, Director Legislative and Information Services

Reviewed By/Date:

BRIEFING

To: Governance Committee **For the Meeting of:** January 28, 2026
From: Legislative and Information Services **Date Prepared:** January 21, 2026
SUBJECT: Structure of Executive Committee Election and Role of the Executive Committee

PURPOSE:

To provide the Governance Committee with information on the roles of the Executive Committee.

BACKGROUND:

At its regular meeting on November 3, 2025, the Governance Committee passed the following resolution:

that Governance Committee request staff to bring forward to the next meeting the topics of the structure of the Executive Committee election; and an overview of the role and responsibilities of the Executive Committee, for discussion.

Structure of Executive Committee Election:

The structure of the Executive Committee election is set out in s.20(4) of the *Islands Trust Act* that states:

As soon as practicable after the election of local trustees under sections 6, the trust council must elect from among its members the chair and vice chairs.

The process for the Executive Committee election is set out in sections 6,7, and 8 of *BC Reg 119/90* (Islands Trust Regulation). Excerpt of sections 6, 7 and 8 of the regulation are in Attachment 1.

After the last general local election, the Election of the Executive Committee was held over the course of the first Trust Council meeting in November. Expressions of interest in being on EC were solicited after the local general election and before trust council meeting. On the first day of the November Trust Council meeting, council was asked if there were any others interested to be on the EC. Then a candidates' forum to allow those expressing interest to say why they want to be on EC was held. The actual elections, including nominations, was held on the last day of the Trust Council meeting to give trustees time to talk to the candidates before voting.

Duties of the Executive Committee:

Attachment 2 outlines the duties of the Executive Committee, the Trust Council Chair and the vice-chairs organized by authority: legislation, bylaws and policy.

ATTACHMENTS:

1. Except from BC Reg 119/90
2. Duties of Executive Committee, Trust Council Chair and vice-chairs.

FOLLOW-UP:

As requested by Governance Committee.

Prepared By: **David Marlor, Director, Legislative and Information Services**

Reviewed By/Date:

Excerpt from BC Reg 119/90

Election of executive committee

- 6** (1) The chairperson of the executive committee must be elected before elections are held for vice chairpersons.
- (2) No local trustee or municipal trustee shall, at one time, hold more than one office of chairperson or vice chairperson.
- (3) For each election the presiding officer shall call for nominations and accept and record each nomination that is
- (a) made by a local trustee or a municipal trustee, other than the nominee,
 - (b) seconded by a local trustee or a municipal trustee, other than by the nominee, and
 - (c) accompanied by an indication of the nominee's willingness to stand as a candidate.
- (4) If only one nomination is accepted and recorded for a position, the nominated candidate is elected to that position by acclamation.
- (5) After the recording of nominations and where an election by vote is required, the local trustees and municipal trustees shall, by majority vote of those present, elect a local trustee or municipal trustee who is not a candidate to assist the presiding officer in counting the votes.
- (6) If there is no election by acclamation, the presiding officer shall prepare ballots showing all the candidates' names in alphabetical order and distribute them to the local trustees and municipal trustees.
- (7) Voting is by secret ballot and proxy voting is not permitted.
- (8) If positions of vice chairperson must be filled by election by ballot, the candidate receiving the highest number of votes and, if circumstances require to fill further vacancies, the candidate receiving the second highest number of votes and the candidate receiving the third highest number of votes respectively, are elected.
- (9) The presiding officer shall announce the election of the successful candidate or candidates.
- (10) When the election is completed, the ballots shall be destroyed.

[am. B.C. Reg. 80/95, s. 2.]

Tied results

- 7** (1) If there are 2 or more candidates for election as chairperson tied for the lead after a ballot, a further vote by secret ballot must be held with only the names of these candidates on the ballot.
- (2) If the ballot under subsection (1) results in a further tie, the local trustee or municipal trustee elected under section 6 (5) to assist in counting the votes shall select a candidate by lot.
- (3) If, after a ballot for election as vice chairperson 2 or more candidates are tied for a vacancy that cannot therefore be filled without holding a further ballot, a further vote by secret ballot must be held and the names on this ballot must only be those of the candidates who were tied.

(4) Subsection (2) applies if there is a further tie as a result of the further vote under subsection (3).

[am. B.C. Reg. 80/95, s. 3.]

Vacancies

8 If an office of the executive committee becomes vacant, the election under section 20 (7) of the Act of a local trustee or municipal trustee to serve the balance of the term shall be held within 90 days of the vacancy under section 6 of this regulation.



Islands Trust



ISLANDS TRUST CONSERVANCY

Responsibilities of the Islands Trust Council Chair, Vice-Chairs and Executive Committee

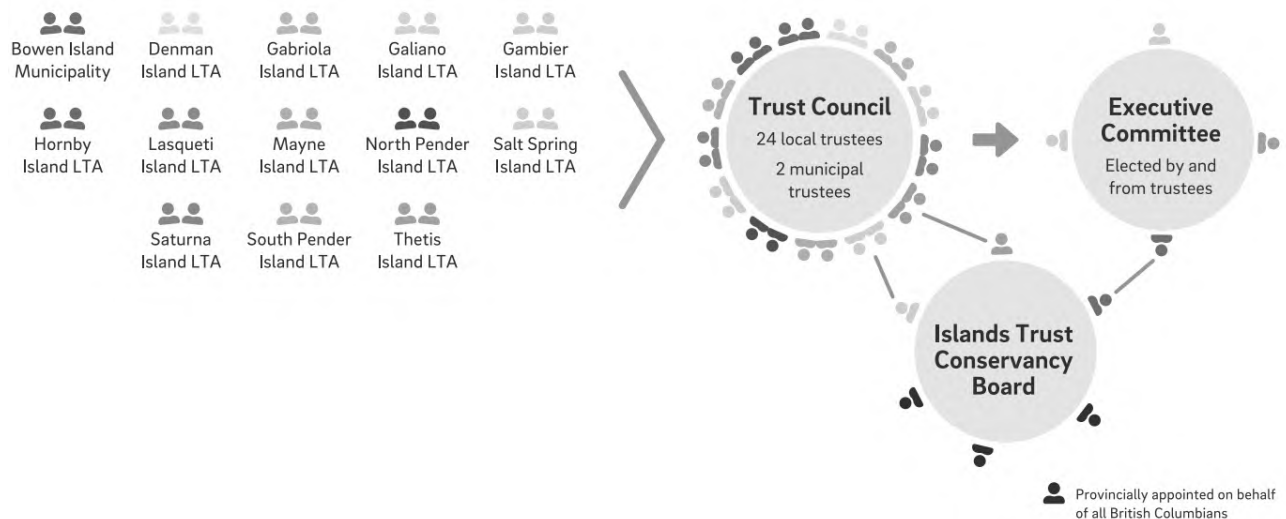
**Revised
November 1, 2022**

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EXECUTIVE COMMITTEE COMPOSITION

As illustrated in the following diagram, the Executive Committee (EC) consists of the Chair and Vice-Chairs elected by Trust Council, ‘as soon as practicable’¹ after local general elections are held every four years. Executive Committee members hold their seats until their replacements are elected after the next election.



The Islands Trust Council has adopted [Policy 2.4.3 – Executive Committee Election](#) to guide the election process, which must be consistent with the [Islands Trust Regulation](#) (BC Reg 119/90). Section 20 of the [Islands Trust Act](#) provides further details about the composition of the EC.

Some of the EC’s responsibilities and authorities come directly from *Islands Trust Act*, while others are assigned by bylaw, policy or resolution of the Islands Trust Council. Responsibilities and authorities that come directly from the *Islands Trust Act* include:

PURPOSE OF THE EXECUTIVE COMMITTEE

The *Islands Trust Act* sets of the purpose of the Executive Committee as follows:

Section 4(1): *The trust council, executive committee, local trust committees and Islands Trust Conservancy are continued for the purpose of carrying out the object of the trust.*

Section 4(3): *The executive committee is intended to carry out the daily business of the trust, to review the activities of the local trust committees and to act as a local trust committee for that part of the trust area that is not in a local trust area or municipality.*

¹ [Islands Trust Act, s.20\(4\)](#)

RESPONSIBILITIES OF THE ISLANDS TRUST COUNCIL CHAIR

The role of the Trust Council Chair comes from legislation, Trust Council bylaws, policies and resolutions.

The role of the Chair is primarily to ensure the formal conduct of meetings is consistent with legislation, bylaws, policies and where those are silent on issues, consistent with Robert's Rules of Order. The Islands Trust Council Chair is also the Chair of the Executive Committee, and is responsible for the same orderly conduct of those meetings.

As Chair of Trust Council, the Chair typically acts as the spokesperson for Trust Council on issues related to other provincial, federal or First Nations interests. If not already established by Trust Council policy, this is done by resolutions of Trust Council.

Roles of the Chair by Legislation:

The only legislated role provided specifically to the Chair is the appointment of Vice-Chairs to Chair the local trust committees ([Islands Trust Act, s23\(3\)](#)).

Roles of the Chair by Trust Council bylaw:

The following is a list of the roles assigned to the Trust Council Chair by Trust Council bylaws:

- Facilitate communication between Trust Council (TC) and Islands Trust Conservancy Board ([TC Bylaw 86](#))
- Maintain orderly meetings of Trust Council and Executive Committee ([TC Bylaw 101](#))
 - o Ensure quorum.
 - o Call the meeting to order.
 - o Provide an agenda for special meetings, including date and time.
 - o Designate order in which trustee's speak to issues.
 - o Allow public to speak to Council.
 - o Allow time extension for public speaking.
 - o Keep order of the meeting, rule on points of order and conduct.
 - o May refuse a motion if it is contrary to a bylaw or an act.
 - o Put every motion to a vote once debate has ended.
 - o Direct Secretary to conduct Trust Council or Executive Committee resolutions-without-meeting.

Roles of the Chair by Trust Council policies:

The following is a list of responsibilities assigned to the Islands Trust Council Chair by Trust Council policies:

- Sign protocol agreements on behalf of Trust Council. ([TC Policy 2.1.4](#))
- Provide letter to recognise nominations of stewardship awards. ([TC Policy 2.1.11](#))

- Call the vote for Trust Council resolutions-without-meeting (RWMs), and when completed declare the vote carried or defeated. ([TC Policy 2.2.3](#))
- Recommend to Trust Council appointments to the Regional, Trust Programs, Financial Planning and Accessibility committees. ([TC Policy 2.3.1](#))
- Appoint one member of the Executive Committee to each of the Regional and Trust Programs committees. ([TC Policy 2.3.1](#))
- Sits as Ex-officio² member of the Regional Planning, Trust Programs, Governance and Accessibility committees, and select committees where the Chair is not a member otherwise. ([TC Policy 2.3.1](#)).
- Appoint interim committee chairs for any Trust Council committee if required. ([TC Policy 2.3.1](#))
- Liaison with media on behalf of committee chairs. ([TC Policy 2.3.1](#))
- Orderly conduct of Executive Committee meetings. ([TC Policy 2.4.6](#))
- Provide direct access to legal council for Vice-Chairs as needed with notification to Chief Administrative Officer (CAO). ([TC Policy 6.9.2](#))
- Sign the Annual Report for submission to the Minister. ([TC Policy 6.10.1](#))
- Act as designated spokesperson for the Islands Trust Council and Executive Committee. ([TC Policy 6.10.2](#))
- Represent Trust Council advocacy positions to the media. ([TC Policy 6.10.3](#))
- In event of unplanned departure or extended leave of the CAO, convene meeting of the Executive Committee to review CAO succession plan ([TC Policy 8.4.1](#))

As the Chair appoints Vice-Chairs as chairs of the local trust committees, as required under s.23(3) of the *Islands Trust Act*, the Chair may appoint themselves to one or more local trust committees. As a result, the Chair may also have the duties of Vice-Chairs listed in the next section in relation to chairing and being a voting member of a local trust committee.

As one of the legislated roles of the Executive Committee is to act as a local trust committee for the Trust Area that is not inside a local trust area or an island municipality, the Chair also has all the responsibilities of the Chair for that committee.

² As per policy [2.3.1](#) (s.B.8.4), ex-officio members may participate but do not have a vote, and do not count towards quorum.

RESPONSIBILITIES OF THE ISLANDS TRUST COUNCIL VICE-CHAIRS

The role of the Trust Council Vice-Chairs comes from legislation, Trust Council bylaws, policies and resolutions.

As Chair of local trust committees, the Vice-Chair typically acts as the spokesperson for local trust committee on issues related to other provincial, federal or First Nations interests. If not already established by local trust committee standing resolution, this is done by resolutions of the local trust committee. The Vice-Chair is a voting member of the assigned local trust committees and will attend all meetings of the local trust committees. Typically, the three Vice-Chairs are each assigned to three or more local trust committees.

Responsibilities of Vice-Chairs from Trust Council Bylaw

- Call Trust Council meeting to order if Chair is not available. ([TC Bylaw 101](#))
- As chairs of the local trust committees, includes all the duties of that role ([TC Bylaw 197](#))

Responsibilities of Vice-Chairs from Trust Council Policy

- Provide advice to the Chair to improve Trust Council meetings. ([TC Policy 2.2.2](#))
- Sit on and participate in one of the council committees as appointed by the Chair; role on the committee is to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies. ([TC Policy 2.3.1](#))
- Member of the Financial Planning Committee. ([TC Policy 2.3.1](#))
- Orderly conduct of local trust committee meetings for which they are appointed as Chair; including ensuring meeting follows legislated, bylaw and Trust Council policy, and where these are silent on an issue, Robert's Rules of Order; recognise delegations and other speakers as appropriate, and rule on points of order. ([TC Policy 4.1.1](#))
- Oversee staff preparation of meeting agendas in consultation with trustees ([TC Policy 4.1.1](#))
- Vote on local trust committee business items on local trust committee for which they have been appointed as Chair, or alternate Chair if acting in that capacity. ([TC Policy 4.1.1](#))
- Rule on admissibility of motions, with reason considering Islands Trust mandate, Trust Council policy or local trust committee policy. ([TC Policy 4.1.1](#))
- Preserve order at local trust committee meetings. ([TC Policy 4.1.1](#))
- Call the vote for local trust committee resolutions-without-meeting (RWMs), and when completed declare the vote carried or defeated. ([TC Policy 4.1.5](#))
- Notify the Executive Committee when a local trust committee or the Islands Trust Conservancy Board passes a resolution related to advocacy. ([TC Policy 6.10.3](#))
- Sign the minutes of local trust committee meetings for which they are the Chair. ([TC Policy 6.13](#))

As one of the legislated roles of the Executive Committee is to act as a local trust committee for the Trust Area that is not inside a local trust area or an island municipality, the Vice-Chairs also has all the responsibilities of local trustees for that committee.

RESPONSIBILITIES OF THE ISLANDS TRUST EXECUTIVE COMMITTEE

The Trust Council Chair and three Vice-Chairs make up the Islands Trust Executive Committee. In addition to the roles listed above for the Chair and Vice-chairs, acting together as a single body, the Executive Committee has the following responsibilities established by legislation, Trust Council bylaws, Trust Council policies and from time-to-time resolutions of Trust Council on an issue by issue basis.

Executive Committee Responsibilities by Legislation

- For the purpose of carrying out the object of the trust, the Executive Committee must ([Islands Trust Act](#), s.21(1)):
 - o Consider bylaws submitted to it for approval under sections 27 (1)³ and 38 (1)⁴,
 - o Act as a local trust committee under section 23 (5)⁵ for that part of the trust area that is not in a local trust area or a municipality, and
 - o Carry out other duties that the trust council directs⁶.

Executive Committee Responsibilities by Trust Council Bylaw

- Appointment of officers ([TC Bylaw 3](#))
- Appointment of auditors ([TC Bylaw 3](#))
- Coordinating reviews and implementation of the *Islands Trust Policy Statement* ([TC Bylaw 17](#))
- Development of protocol agreements. ([TC Bylaw 65](#))
- Liaison with Bowen Island Municipality Council. ([TC Bylaw 72](#))
- Liaison with Islands Trust Conservancy Board. ([TC Bylaw 86](#))
- Provide agenda for special meetings of Trust Council. ([TC Bylaw 101](#))
- Direct Secretary to conduct resolutions-without-meeting. ([TC Bylaw 101](#))
- Determine indemnification for petition for disqualification from office or defamatory conduct. ([TC Bylaw 145](#))

Executive Committee Responsibilities by Trust Council Policy

- **Legal Advice** ([TC policy 2.1.6](#))
 - o Waive confidentiality of specific legal advice.

³ s.27(1) requires all local trust committees' bylaws be approved by the Executive Committee before adoption by the local trust committees.

⁴ S.38(1) requires that all island municipality official community plan bylaws and amendments be approved by the Executive Committee before adoption by the municipality.

⁵ This area is unofficially referred to as the "Ballenas-Winchelsea Islands Local Trust Area"

⁶ Trust Council can direct Executive Committee by bylaw, policy, or by resolutions for specific items that come up on the Trust Council agenda.

- Consider requests to access alternate legal counsel.
 - Restrict access to legal advice.
- Consider recommendations of funding for Grants-in-Aid. ([TC Policy 2.1.14](#))
- Review requests for decisions (RFDs) going to Trust Council. ([TC Policy 2.2.1](#))
- Review all items and agenda for Trust Council. ([TC Policy 2.2.2](#))
- Deal with issues related to staff resources for council committees. ([TC Policy 2.3.1](#))
- **Bylaw Approval** ([TC Policy 2.4.1](#))
 - To consider approval of all bylaws based on compliance requirements with the Trust's Object and Policy Statement.
 - To review and provide recommendations to Trust Council on all Trust Council bylaws
- **Trust Council Business** ([TC Policy 2.4.1](#))
 - To work with the Chair in the preparation and facilitation of effective Trust Council meetings and to review and make recommendations on all Trust Council agenda items.
 - To serve as a liaison between all Council committees and to coordinate inter-committee communication, follow up on Trust Council referrals and committee submissions to Trust Council via the Executive Committee.
 - To assist trustees, Council committees, local trust committees and the Chief Administrative Officer (CAO) in resolving internal conflicts.
 - To ensure the Islands Trust's legislative adherence to Trust bylaws, policies, procedures and guidelines, and relevant provincial and federal legislation.
- **Legislation** ([TC Policy 2.4.1](#))
 - To monitor legislation of the federal and provincial government through facilitating Trust input to relevant legislation proposals and the assessment of relevant new legislation.
 - To coordinate Council's legislative amendment program by maintaining a legislative change program of current and possible proposals recommending legislative changes to Trust Council.
 - To facilitate the development of protocol agreements with other agencies to maximize inter-agency cooperation to pursue the Trust's Object.
- **Policy Development** ([TC Policy 2.4.1](#))
 - To coordinate the Islands Trust policy development program and to review all policy matters presented to Council.
 - To review and provide comment on management's operational procedures development.
- **Organizational Strategic Planning** ([TC Policy 2.4.1](#))
 - To monitor the development and implementation of the Trust's work program function.
 - To coordinate the development, preparation and implementation of an organizational strategic plan.
 - To facilitate an ongoing trustee training and orientation program.

- **Communications** [\(TC Policy 2.4.1\)](#)
 - o To coordinate an effective agency liaison with external government, private and non-profit sector agencies.
 - o To coordinate an effective public relations program through the development of targeted public communication efforts.
 - o To maximize effective internal communications by facilitating opportunities for trustees, local trust committees, Council Committees, Trust Council and staff consultation and information exchange and provision of services and resources.
- **Islands Trust Conservancy Liaison** [\(TC Policy 2.4.1\)](#)
 - o To facilitate financing and service arrangements by the Islands Trust to the Islands Trust Conservancy program.
 - o To facilitate effective liaison between the Islands Trust Conservancy Board and other Islands Trust entities.
- **Management Liaison** [\(TC Policy 2.4.1\)](#)
 - o To facilitate feedback on the organizations and/or staff's performance via the CAO and monitor appropriate follow-up action by management.
 - o To review and provide input to management's operational procedures, proposals, plans and issues.
- **Chief Administrative Officer Liaison** [\(TC Policy 2.4.1\)](#)
 - o To require, when needed, the Chief Administrative Officer Performance Evaluation Committee (CEOPEC) to undertake recruiting, appointing, and orienting a CAO; to ensure that, prior to appointing a new CAO, the CAOPEC has consulted with the Islands Trust Council and has complied with the terms of reference for such consultation;
 - o To coordinate discipline actions associated with the Chief Administrative Officer, after the initial six-month probationary period, in consultation with the Chief Administrative Officer Performance Evaluation Committee as required.
 - o To require, if the Executive Committee considers it necessary, the CAOPEC to seek advice from the Public Service Agency and make recommendations to Trust Council about any Executive Committee initiatives to consider termination of a CAO's employment without just cause after the initial six-month probationary period.
- Consider sponsorship of development applications that have a public interest. [\(TC Policy 4.1.13\)](#)
- Approve litigation and funding for legal enforcement of local trust committee bylaws. [\(TC Policy 5.5.1, Policy 6.9.2\)](#)
- Approve defense of bylaws or other litigation against Islands Trust. [\(TC Policy 6.9.2\)](#)
- Monitoring and reviewing Trust Council's priority setting process. [\(TC Policy 6.2.1, Policy 6.7.1\)](#)
- Decide corrective actions for over-budget expenditures in excess of \$20,000 as reported by staff. [\(TC Policy 6.5.2\)](#)
- Consider exemptions to grants and donations procedures and steps outlined by policy. [\(TC Policy 6.5.4\)](#)

- Consider grant applications to be made by Islands Trust. ([TC Policy 6.5.4](#))
- Consider disposition of donations where use is not specified by the donor. ([TC Policy 6.5.4](#))
- Approve projects that do not meet certain conditions in relation to grants. ([TC Policy 6.5.4](#))
- Approve outline of the Annual Report. ([TC Policy 6.10.1](#))
- **Advocacy** ([TC Policy 6.10.3](#))
 - o Coordinates Trust Council's advocacy direction.
 - o Encourage a coordinated approach to advocacy and external liaison as part of their appointment to local trust committees and the Islands Trust Conservancy Board.
 - o Direct individual advocacy actions in accordance with the advocacy direction set by Trust Council through resolutions and the Strategic Plan.
 - o May assist local trust committees, island municipalities and the Islands Trust Conservancy Board with advocacy if a request for support is referred to the Executive Committee by resolution of those bodies.
 - o Seek a resolution of support from a local trust committee before engaging in advocacy on a local trust area issue.
 - o Include a report on advocacy activities in its quarterly report to Trust Council.
 - o Use its annual joint meeting with the Islands Trust Conservancy Board and Bowen Island Municipality to discuss current and emerging advocacy topics of mutual interest.
- Consider and approve trustee training (unless approval can be made in a timely manner by Trust Council). ([TC Policy 6.12.1](#))
- Recommend trustee training program to Trust Council. ([TC Policy 6.12.1](#))
- Budget control and approve Executive Committee training and conference attendance. ([TC Policy 6.12.1](#))
- Represent Trust Council when motions of Trust Council are presented at UBCM (Union of British Columbia Municipalities) annual convention. ([TC Policy 6.12.2](#))
- Monitor staff structure as approved by Trust Council and conveyed to the public. ([TC Policy 7.1.1](#))
- Approve delegation of management authority for implementation by the Chief Administrative Officer (CAO). ([TC Policy 7.1.1](#))
- Act as a Standards of Conduct Review body for complaints regarding trustees. ([TC Policy 7.1.2](#))
- Approve trustee travel claims submitted outside the travel claim submission window, determine compensation in certain conditions. ([TC Policy 7.2.3](#))
- If there is an unplanned departure or absence of the CAO, implement the CAO succession plan ([TC Policy 8.4.1](#))

Executive Committee Responsibilities by Bowen Island Municipality Letters Patent

- Review and comment on Bowen Island Municipality official community plans when referred after 1st reading ([Letters Patent, s.15](#)).

- Review and comment on land use bylaw or other bylaws when referred after 1st reading ([Letters Patent, s.14.3](#))

Executive Committee Responsibilities by Bowen Island Municipality Agreement

- Organise a meeting with Bowen Island Municipal council by /October of each year to review protocol and other areas of mutual agreement and conservation work of the Islands Trust Conservancy ([Islands Trust-Bowen Island Municipality Protocol Agreement](#)).

APPENDIX 1:

LOCAL TRUST COMMITTEE AND BOWEN ISLAND MUNICIPALITY BYLAW APPROVAL

A significant role of the Executive Committee is considering approval of bylaws submitted by local trust committees (LTCs) and island municipalities⁷.

LOCAL TRUST COMMITTEE BYLAWS

Under Section 27 of the *Islands Trust Act*, local trust committees must submit all bylaws to the Executive Committee for approval before adoption, including bylaws that adopt official community plans, land use bylaws and administrative bylaws. Administrative bylaws are all considered to be consistent with the Islands Trust Policy Statement.

ISLAND MUNICIPALITY BYLAWS

Under Section 38 of the *Islands Trust Act*, Island municipalities must submit for approval:

- Official Community Plan (OCP) bylaws
- Land Use Bylaws where no Official Community Plan exists

At this time, the only island municipality in the Islands Trust Area is Bowen Island Municipality and its entire jurisdiction is covered by an Official Community Plan. The Bowen Island Municipality's [Letters Patent](#) also require it to undertake an early referral (after 1st reading) of official community plans for comment by the Executive Committee, and to refer 'non-OCP' bylaws, including land use bylaws, to the Executive Committee for comment, but not approval.

When the EC receives Bowen Island Municipality bylaws for consideration, accompanying staff reports advise the EC as to which type of bylaw is before it.

The [Protocol Agreement](#) between the Islands Trust Council and Bowen Island Municipality includes process diagrams that illustrate the approval process for bylaws submitted by an island municipal council.

EXECUTIVE COMMITTEE APPROVAL

Under Section 22 of the *Islands Trust Act*, the EC must consider all bylaws submitted by a LTC or an island municipal council. It must then either:

- Approve the bylaw

⁷ *Islands Trust Act* s.21

- b. Return the bylaw, giving reasons for the return and directions as to the changes to the bylaw that would be required for approval, or
- c. Refuse the bylaw, giving reasons for the refusal.

The EC must notify the LTC or municipal council of its decision within one month after the Islands Trust Secretary has received the bylaw. If this deadline is not met, the EC is deemed to have approved the bylaw. The Secretary records the date that each bylaw is received for EC consideration and includes a tracking sheet (noting the deadline) in the EC agenda package, with the bylaw.

Under Section 15 of the *Islands Trust Act*, a bylaw that is submitted for EC consideration must not be approved by the EC if it is contrary to or at variance with the *Islands Trust Policy Statement*. Each LTC bylaw submitted for EC consideration is accompanied by an analysis of its compliance with the *Policy Statement*, prepared by staff and approved by the LTC. Each island municipality official community plan bylaw submitted for EC consideration is accompanied by an analysis of its compliance with the *Policy Statement*, originally prepared by municipal planning staff for their council, and supplemented by an analysis by Islands Trust planning staff.

Bylaws that are not approved by the EC have no force or effect. If the EC does not approve a LTC bylaw or island municipality Official Community Plan bylaw, the LTC or island municipality may submit the bylaw to Trust Council for its consideration. This process has only been used once in the Islands Trust history. The process is similar to the EC's consideration of a bylaw, with longer time-periods permitted before a decision is made. If Trust Council does not approve an island municipality bylaw, the municipality may appeal to the Minister of Municipal Affairs and Housing.

Trust Council has adopted [Policy 2.4.4 - EC Legislative Role](#) to identify what it considers (without limiting the jurisdiction of the EC) appropriate factors that could lead the EC to refuse or return a bylaw. For LTC bylaws, these factors include (but are not limited to):

- Contrary or at variance with the *Islands Trust Policy Statement*.
- Contrary to the Islands Trust object.
- Would expose the Islands Trust to unreasonable expense in administration or enforcement.
- Would (on the advice of legal counsel) be enacted without legal authority or consistency with the relevant Official Community Plan.

For island municipality bylaws, the EC may only refuse or return a bylaw on the basis that it is contrary to or at variance with the *Islands Trust Policy Statement*.

APPENDIX 2:

EXECUTIVE COMMITTEE AS A LOCAL TRUST COMMITTEE

The *Islands Trust Act* also assigns the Executive Committee to be the local trust committee for any part of the Trust Area that is not in a local trust area or municipality. Schedule A attached to [BC Reg 119/90](#) and Bowen Island [Letters Patent](#) define the boundaries of the local trust committees and Bowen Island Municipality respectively. At this time, the only area not inside a local trust area or island municipality is an area that includes the Ballenas and Winchelsea Islands near Lantzville, shown on the Islands Trust Area map as the 'Executive Committee Local Trust Area'. This area is unofficially referred to as the "Ballenas-Winchelsea Local Trust Area".

Planning staff from the Northern Office are assigned to support the Executive Committee Acting as a Local Trust Committee and support the Executive Committee Acting as a Local Trust Committee's meetings, decisions, and projects.

REQUEST FOR DECISION

To: Governance Committee **For the Meeting of:** January 28, 2026

From: Legislative and Information Services **Date Prepared:** January 16, 2026

SUBJECT: Consolidation of Trust Council Policies in Regards to Resolutions Without Meeting

RECOMMENDATION:

That Governance Committee recommend to Trust Council to adopt draft Policy 6.1.2 (Resolutions Without Meeting) and repeal Policies 2.2.3 (Trust Council Resolutions Without Meeting), 2.4.2 (Executive Committee and Islands Trust Conservancy Board Resolutions without Meeting), and 4.1.5 (Local Trust Committee Section 26 Resolutions without Meeting)

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Consolidating and updating the resolutions without meeting (RWM) policies will help reduce confusion and workload for staff and trustees when processing RWMs. This work fits with the work of the Governance Committee to review all Trust Council policies.

1 PURPOSE:

To request Governance Committee consider updating and consolidating three current Trust Council policies in regards to Resolutions Without Meeting (RWM).

2 BACKGROUND:

Sections 13 and 26 of the *Islands Trust Act* enable Trust Council and local trust committees (respectively) to consider and vote on certain types of resolutions without meeting (RWM). A separate regulation enables such votes by the Executive Committee and the Islands Trust Conservancy Board. This is not a process that is available to other forms of local government in British Columbia, so there are no models for relevant policies.

Currently, three separate Trust Council policies outline the processes to be followed when Islands Trust bodies undertake Resolutions Without Meeting:

- 2.2.3 (Trust Council Resolutions Without Meeting),
- 2.4.2 (Executive Committee and Islands Trust Conservancy Board Resolutions without Meeting), and
- 4.1.5 (Local Trust Committee Section 26 Resolutions without Meeting).

A table describing the restrictions of provincial legislation and the three Trust Council policies is provided as Attachment 2.

All the current policies were created in the 1990s and were last amended in 2022, 1994 and 2014 respectively. The language of the current policies mostly predates the organizational use of email communications. The policies currently include practices that rely primarily on the use of physical mail, telephones and facsimile (fax) machines. In practice, trustees and staff now communicate primarily through email, including during the processing of resolutions without meeting.

The RWM process described in the policies varies from one policy to the other, creating inconsistencies and confusion.

The RWM processes described in the current policies are unnecessarily complex and do not mirror the process within a meeting when an Islands Trust body contemplates a resolution.

Consolidating three policies into one will make the RWM process administratively simpler and easier to replicate.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Consolidating three policies into one policy avoids confusion and will reduce complexity for trustees, the public, and for staff.

FINANCIAL:

There are no financial implications.

POLICY:

The draft Trust Council Policy 6.2.1 better aligns with the various pieces of legislation authorizing the use of resolution without meetings.

IMPLEMENTATION/COMMUNICATIONS:

Trust Council policy webpages will be updated. Staff operational procedures will be updated to reflect Trust Council Policy 6.2.1 (Resolutions Without Meeting). Communication to relevant staff will be communicated and training will be provided. Trustee orientation materials will also be updated.

FIRST NATIONS RELATIONS:

There are no implications for First Nations relations.

OTHER:

None.

4 RELEVANT POLICIES:

- a. 2.2.3 (Trust Council Resolutions Without Meeting),
- b. 2.4.2 (Executive Committee and Islands Trust Conservancy Board Resolutions without Meeting), and
- c. 4.1.5 (Local Trust Committee Section 26 Resolutions without Meeting).

5 ATTACHMENTS:

1. Draft Trust Council Policy 6.1.2 Resolutions Without Meeting
2. Current Primer on Resolutions Without Meeting
3. 2.2.3 (Trust Council Resolutions Without Meeting),
4. 2.4.2 (Executive Committee and Islands Trust Conservancy Board Resolutions without Meeting), and
5. 4.1.5 (Local Trust Committee Section 26 Resolutions without Meeting).

RESPONSE OPTIONS

Recommendation:

That Governance Committee recommend to Trust Council to adopt draft Policy 6.1.2 (Resolutions Without Meeting) and repeal Policies 2.2.3 (Trust Council Resolutions Without Meeting), 2.4.2 (Executive Committee and Islands Trust Conservancy Board Resolutions without Meeting), and 4.1.5 (Local Trust Committee Section 26 Resolutions without Meeting)

Alternative:

1. That Governance Committee request staff to amend the draft Policy 6.1.2 (Resolutions Without Meeting) and return to the Committee for further review.

Prepared By: Robert Barlow, Legislative Services Clerk

Reviewed By/Date: David Marlor, Director, Legislative and Information Services/
January 23, 2026

Policy:	6.1.2
Approved By:	Islands Trust Council
Approval Date:	
Amendment Date(s):	
Policy Holder:	Director, Legislative and Information Services

RESOLUTIONS WITHOUT MEETING

Purpose

To make provision for all Islands Trust bodies (Islands Trust Council, Committee of the Whole, Islands Trust Council's Standing and Select Committees, Executive Committee, Islands Trust Conservancy Board, and all local trust committees) to conduct a Resolution Without Meeting (RWM).

Principles

1. Normally most issues will be discussed and motions voted on at a properly called and constituted meeting.
2. In exceptional circumstances, an RWM may be conducted if an issue is deemed by the chair of an Islands Trust body to meet three criteria:
 - a. It is urgent, and,
 - b. it cannot be deferred to a scheduled meeting, and,
 - c. it does not require discussion.
3. An RWM cannot be conducted if:
 - a. an issue is deemed by the chair of an Islands Trust body to require a staff report, a Briefing, or a Request For Decision to be presented to that Islands Trust body, or,
 - b. at least one member of the pertinent Islands Trust body wishes to debate the issue.
4. The RWM process is dependent on the timely contribution and response of trustees. If a trustee expects to be absent and not able to access their Islands Trust email account, they should notify the Secretary or their delegate of that situation. In this case, the absent Trustee will not be assumed to be abstaining from voting.

A. Definitions

"entitled to vote" means a member of a Trust body who has not previously advised the Secretary or their delegate that they will not be available via any means during the period the vote is being taken, or has not declared a conflict of interest, or is not an ex-officio member under Policy 2.3.1 [Council Committee Systems].

"not requiring discussion" means not considered to be controversial, sensitive, complex or otherwise benefitting from discussion and debate.

"Secretary" means the person appointed by Islands Trust Council under Section 17(1)(a) of the *Islands Trust Act*.

"Special voting" means a Resolution Without Meeting by the Executive Committee or Islands Trust Conservancy Board as provided for in BC Reg 182/92 [Islands Trust Special Voting Regulation]

"telecommunication" means communication by electronic mail (email) or by voice via a telephone or video conference call.

"urgent" means where the issue in question requires immediate action as a result of unforeseen or unavoidable circumstances and must be dealt with before the next regular meeting.

B. Policy

1. **A Resolution Without Meeting is carried** where a majority of the members of an Islands Trust body entitled to vote on the resolution inform the Secretary or their delegate of their approval in person or by telecommunication.
2. **For all bodies except Islands Trust Council**, when a simple majority is required to carry the resolution, and only 50 percent or less of the eligible votes received are in favour after **two** business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.
3. **For Islands Trust Council**, when a simple majority is required to carry the resolution, and only 50 percent or less of the eligible votes received are in favour after **three** business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.
4. **For all bodies except Islands Trust Council**, when a 3/4 majority is required to carry the resolution, and only less than 75 percent of the eligible votes received are in favour after **two** business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.
5. **For Islands Trust Council**, when a 3/4 majority is required to carry the resolution, and only less than 75 percent of the eligible votes received are in favour after **three** business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.

NOTE: Under the *Local Government Act*, abstaining from voting is counted as a vote in favour. Treating non-votes as abstentions as per sections 2-5, and therefore in favour of a motion, may result in the motion being carried.

Legislated Limitations

6. Pursuant to the relevant legislation:
 - 6.1 **Islands Trust Council** cannot utilize a Resolution Without Meeting to:
 - give a bylaw second or third reading; or
 - make a decision on a local trust committee or island municipality bylaw referred to it under Section 27(3) or Section 38(3) of the *Islands Trust Act*.
 - 6.2 **Local trust committees** cannot utilize a Resolution Without Meeting to:
 - give a bylaw second or third reading.

- 6.3 The **Executive Committee and Islands Trust Conservancy Board** must:
- consider the matter being voted on to be urgent, and
 - consider that calling a regular or special meeting to conduct the vote is not practical.
- 6.4 The **Accessibility Committee** is enacted under the *Accessible British Columbia Act*, and does not have the ability to conduct votes outside of a meeting.
- 6.5 **Boards of Variance and Advisory Planning Commissions** are enacted under the *Local Government Act*, and do not have the ability to conduct votes outside of a meeting.
7. If a member of an Islands Trust body considers that they are not entitled to participate in a vote pursuant to Section 100(2) of the *Community Charter* (regarding a conflict of interest), the member must make a declaration giving the general reason(s) for the conflict of interest and must withdraw from voting and any discussion thereof. The declaration is as per Appendix B of Islands Trust Council Policy 2.1.1 (Statutory Rules of Conduct).

Conducting of the Resolution Without Meeting

8. **Any member of a Trust body or staff** may notify the chair of that Trust body of an apparent need for an RWM and will provide text for the proposed motion to the chair to consider.
9. For an **Executive Committee or Islands Trust Conservancy Board RWM**, the chair and one other member must consider the matter to be urgent and calling a regular or special meeting to conduct the voting is impractical. Notification of the EC or ITCB RWM must include why it is considered urgent and why it is not practical to hold a special or regular meeting to make the decision.
10. The **chair of all Islands Trust bodies, except for the Executive Committee and the Islands Trust Conservancy Board as noted above**, will decide if an RWM is appropriate and, if so, will request designated staff to conduct the RWM.
11. **All members of the Islands Trust body entitled to vote** will be given simultaneous notice of an RWM and the ability to view information on the subject of the resolution where available.
12. **If any member of the Islands Trust body who is entitled to vote** believes that the motion requires debate, they must notify the chair of that Islands Trust body of their belief as soon as possible after receiving the notice of the RWM. **The chair of that Islands Trust body** must declare that the RWM is cancelled.
13. If the **chair of that Islands Trust body** deems the issue:
- 13.1 remains urgent and cannot wait until the next scheduled meeting, the chair can request designated staff to conduct an RWM to establish a special meeting, or,

- 13.2 is not urgent, designated staff will add the issue to the agenda of the next scheduled meeting unless the chair directs otherwise.
14. **Designated staff** will request or call for a mover and a seconder to the proposed motion and will notify the chair when there is a mover and a seconder.
15. The **chair of the Islands Trust body** will authorise staff to send out the Call for a Vote.
16. **A member entitled to vote** may vote either “in favour”, or “opposed”, or they can declare that they abstain from voting. An abstention vote is recorded in the affirmative (“in favour”), and a notation will be made beside the name of the member who abstained.

Results of the Vote

17. Once the vote has been conducted, **staff** will notify the chair of the vote results.
18. The **chair** will declare the vote to be carried or defeated in accordance with the results.
19. **All members of the Islands Trust body** will be notified of the results of the vote and will be provided a copy of the completed RWM, if applicable.
20. **Staff** will provide a report on each completed RWM that will be placed on the agenda of the next regular meeting and recorded in the minutes of that meeting.

C. Legislated References

[Islands Trust Act: Section 13 – Islands Trust Council](#)

[Islands Trust Act: Section 26 – Local Trust Committees](#)

[BC Reg 189/92 – Executive Committee and Islands Trust Conservancy](#)

D. Attachments/Links to Supporting Forms, Documents, Websites, and Related Policies

[DECLARATION OF CONFLICT OF INTEREST, AS PER COMMUNITY CHARTER, SECTION 100, FOR A RESOLUTION WITHOUT MEETING \[Appendix B of Islands Trust Council Policy 2.1.1 \(Statutory Rules of Conduct\)\]](#)

Operational Procedure 02-04 Resolutions Without Meeting

Islands Trust

Primer on Resolutions without Meetings

February 2, 2024

	Trust Council	TC Standing and Select Committees	Executive Committee	Islands Trust Conservancy Board	Local Trust Committee
LEGISLATION	s.13 of the <i>Islands Trust Act</i>	None	BC Reg 189/92	BC Reg 189/92	s.26(3) of the <i>Islands Trust Act</i>
Restrictions	• Cannot be used to give 2nd or 3rd readings to bylaws. • Cannot be used to consider approval of local trust committee bylaw sent to Council for approval. • Cannot be used to consider approval of an Island Municipality bylaw sent to council for approval. • For a bylaw requiring 2/3 vote, 1st reading and adoption is by 2/3 of those eligible to vote.	None	• Chairperson and one other member consider the matter urgent • Calling a meeting is impractical • Defines urgent as requiring immediate action as a result of unforeseen circumstances • Includes rules on procedures for voting	• Chairperson and one other member consider the matter urgent • Calling a meeting is impractical • Defines urgent as requiring immediate action and as a result of unforeseen circumstances • Includes rules on procedures for voting	• Cannot be used to give 2nd or 3rd readings to bylaws. • Applies to Executive Committee Acting as a Local Trust Committee.
POLICY	TC Policy 2.2.3	TC Policy 2.2.3	TC Policy 2.4.2	TC Policy 2.4.2	TC Policy 4.1.5
Restrictions	• Should be deemed to be urgent • Should be for issues not requiring discussion or debate, or are not considered controversial, sensitive or complex • Applies to Trust Council standing and select committees • Establishes procedures	• Should be deemed to be urgent • Should be for issues not requiring discussion or debate, or are not considered controversial, sensitive or complex • Applies to Trust Council standing and select committees • Establishes procedures	• No restrictions beyond the regulatory restrictions above. • Establishes process for voting	• No restrictions beyond the regulatory restrictions above. • Establishes process for voting	• Should be deemed urgent and must need to be dealt with before the next meeting • Should be for issues not requiring discussion or debate, or are not considered controversial, sensitive or complex • Establishes process for voting



Policy:	2.2.3
Approved By:	Trust Council
Approval Date:	December 5, 1992
Amendment Date(s):	March 9, 2022
Policy Holder:	Legislative Services Manager

TRUST COUNCIL RESOLUTIONS WITHOUT MEETING

Background

Section 13 of the *Islands Trust Act* allows Trust Council (TC) to obtain, count votes and pass or defeat resolutions on Council or committee issues without the necessity of holding a regular or special meeting. A resolution approved in accordance with Section 13 is as valid as if it had been voted on and passed at a properly called and constituted meeting of the TC. The provisions of this policy also apply to Trust Council's standing and select committees wherever applicable.

Principles

1. It is preferable for most TC resolutions to be voted on at properly called and constituted meetings. However, where an issue is deemed to be urgent (i.e., where the issue in question requires immediate action as a result of unforeseen circumstances and must be dealt with before the next regular meeting of the TC) a Section 13 Resolution Without Meeting (RWM) may be conducted.
2. Section 13 RWMs are for decisions not requiring any discussion or debate by the TC.
3. TC resolutions on issues which may be considered controversial, sensitive, complex or otherwise benefitting from discussion and debate, should be voted on at a properly constituted meeting wherever possible.
4. The Section 13 RWM process is dependent on the timely contribution and response of trustees.

A. Definitions

"Secretary" means the person appointed by Trust Council under Section 17(1)(a) of the *Islands Trust Act* and includes a Deputy Secretary.

"Telecommunication" means communication over a distance and includes electronic mail (email), telephone and facsimile.

B. Policy

1. Legislative Requirements

- 1.1 Approval of a Section 13 RWM is given where a majority of the members of the Trust Council entitled to vote on the resolution inform the Secretary (or their designate) of their approval in person or by telecommunication.

- 1.2 Only for a Trust Council resolution giving first reading or adopting a bylaw, approval is given where 2/3 of the members of Trust Council entitled to vote on the resolution approve the resolution.

2. Issues Where Voting by RWM Is Restricted

- 2.1 The Trust Council cannot vote by RWM in the following cases:
 - 2.1.1 when giving second or third reading to a bylaw; or,
 - 2.1.2 when making a decision on a bylaw referred to it under section 27(3) of the *Islands Trust Act*. This section prescribes that where the Executive Committee returns or refuses to approve a bylaw submitted to it by a Local Trust Committee, the Local Trust Committee may refer the bylaw to Trust Council for approval, and Council cannot make a decision about that bylaw without holding a properly-called and constituted meeting of Trust Council.
- 2.2 If a trustee considers that they are not entitled to participate in a vote pursuant to Section 100(2) of the *Community Charter* (regarding a perceived conflict of interest), the trustee must make a declaration using the "Section 100(2) *Community Charter* Declaration" form (Attachment 3 to the Procedures for Trust Council Section 13 Resolutions Without Meeting), giving the general reason(s) and must withdraw from voting. The completed declaration form must be submitted to the Secretary.

3. Conduct of the Vote

- 3.1 All members of TC will be given simultaneous notice of a Section 13 RWM and any trustee may request to receive relevant background information on the subject of the resolution where available.
- 3.2 The TC Chair will call for the vote on a Section 13 RWM that has been moved and seconded, and members will be entitled to vote on the resolution.
- 3.3 The TC Chair should not vote on the Section 13 RWM prior to the "Conducting of the Vote" phase.
- 3.4 A trustee may vote either "in favour", "opposed", or abstain from voting. Legislation regulates that an abstention vote is recorded in the affirmative ("in favour"), but a notation will be made beside the name of the trustee who abstained.
- 3.5 Any member of the TC may propose to have consideration of a Section 13 RWM postponed until the next regular meeting or a special meeting of the TC where the trustee believes that the motion requires debate and discussion. **Section 4.3.2 -**

RWM to Postpone of the operational procedures for TC Section 13 RWM applies in this instance.

- 3.6 Whenever possible, the TC Chair should allow other trustees the opportunity to move and second Section 13 RWMs. An exception would be where the Section 13 RWM is being put forward by the Chair.

4. Results of the Vote

- 4.1 Once the vote has been conducted, and the vote received by the Secretary, the TC Chair will declare the vote to be carried or defeated in accordance with the results. The TC members are notified of the results of the vote. The vote is recorded as a Section 13 RWM of the TC.
- 4.2 A report on each completed Section 13 RWM will be placed on the agenda of the next regular open or closed TC meeting and recorded in the minutes of that meeting.

C. Legislated References

Islands Trust Act: Section 13

Community Charter: Section 100

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Operational Procedures for Trust Council Section 13 Resolutions Without Meeting



Policy:	2.4.2
Approved By:	Trust Council/Islands Trust Conservancy Board
Approval Date:	September 22, 1992
Amendment Date(s):	March 30, 1994
Policy Holder:	Legislative Services Manager

EXECUTIVE COMMITTEE AND ISLANDS TRUST CONSERVANCY BOARD

RESOLUTIONS WITHOUT MEETING

Purpose

To make provision for the Executive Committee and the Islands Trust Conservancy Board to obtain and count votes of members on urgent issues and for passing resolutions and adopting bylaws on those issues without the necessity of holding a regular or special meeting.

Background

The Order in Council to give the Executive Committee and the Islands Trust Conservancy Board authorization for voting by Resolution Without Meeting (RWM) was approved on May 29, 1992. Subsequently, the Islands Trust Special Voting Regulation and Ministerial Order were approved by the Minister of Municipal Affairs, Recreation and Housing, on May 29, 1992 and are currently in effect.

A. Definitions

n/a

B. Policy

1. Legislative Requirements

- 1.1 A special vote may be taken by the Executive Committee and the Islands Trust Conservancy Board only when the Chair and one other member considers that the issue to be voted on is urgent, and where calling a regular or special meeting to conduct a vote is impractical. "Urgent" is defined as when the issue in question requires immediate action as a result of unforeseen circumstances.
- 1.2 The special vote may be conducted by the corporate secretary of the Islands Trust, meaning the member delegated as corporate secretary by the Executive Committee or the Islands Trust Conservancy Board. If the corporate secretary is absent, ill or otherwise disabled, the Chair may appoint another staff person to conduct the vote.
- 1.3 The vote may be conducted by telephone, by delivery, by facsimile transmission, or by other means of electronic transmission. All reasonable attempts shall be made to ensure that each member entitled to vote has the opportunity to do so.

- 1.4 Once the vote has been conducted, the Chair shall be informed of the results, and the Chair shall declare the vote to have passed or failed in accordance with those results. The vote shall be recorded as a RWM of the Executive Committee or the Islands Trust Conservancy Board.

2. Issues Where Voting is Restricted

2.1 Executive Committee

There are no specific restrictions on issues which can be voted upon, unless the Executive Committee is acting as a local trust committee. If this is the case, the Executive Committee must abide by Sections 26(3) and (4) of the *Islands Trust Act*. Specifically, if the Executive Committee is acting as a local trust committee, members entitled to vote cannot vote by RWM for second or third readings of bylaws.

2.2 Islands Trust Conservancy Board

There are no specific limitations on issues that can be voted upon.

C. Procedure

1. Requirements to Allow a Resolution Without Meeting Vote

- 1.1 The Chair and one other member must establish if the issue is urgent (requiring immediate action as a result of unforeseen circumstances).
- 1.2 The Chair and one other member must consider that calling a regular or special meeting to conduct the vote on the urgent issue is impractical.

2. Background Material

Members must receive relevant background information on the issue before a RWM vote is conducted.

3. Resolution-Without-Meeting Form (Attachment 1)

- 3.1 Part 1 of the RWM form must state the reasons why the issue is being considered by RWM and which members considered that the matter must be dealt with by RWM.
- 3.2 Part 2 of the RWM form shall state the Mover and the Seconder, along with the resolution to be considered.
- 3.3 Part 3 of the RWM form shall show the members' names, their approval or disapproval of the resolution, and the dates and times of each member's vote.
- 3.4 Part 4 of the RWM form shall show the Chair's signature, and the date the RWM was declared passed or failed.
- 3.5 Part 5 of the RWM form shall show the signature of the corporate secretary or staff delegate who conducted the vote.

4. How the Resolution-Without-Meeting Vote is to be Conducted

- 4.1 The corporate secretary or staff person delegated to conduct the vote must make all reasonable attempts to ensure that each member is contacted.
- 4.2 Each member is to be contacted by either
 - 4.2.1 telephone or other means of telecommunication; or
 - 4.2.2 delivery, including by delivery in writing, by facsimile transmission or other means of electronic transmission, or other means by delivery in electronic form.
- 4.3 Each member shall vote by informing the corporate secretary or staff delegate of their approval or disapproval of the resolution.
- 4.4 The corporate secretary or staff delegate shall record each member's vote, including the dates and times when the members' votes were attained.
- 4.5 After the corporate secretary or staff delegate has made all reasonable attempts to contact each member, the Chair shall be informed of the results, and shall declare the vote to have passed or failed in accordance with those results.
- 4.6 The completed RWM shall be logged and numbered, and placed, along with all background information, in the Executive Committee or Islands Trust Conservancy Board Minutes Binder.
- 4.7 Each member shall receive a copy of the completed RWM form.

C. Legislated References

Local Government Act: Sections 793(8) and (9)

B.C. Regulation 189/92

Schedule Islands Trust Special Voting Regulation

Legislative Requirements for Executive Committee and Islands Trust Conservancy Board Resolutions-Without-Meeting

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1: Resolution Without Meeting

Attachment 1: Resolution-Without-Meeting

(ISLANDS TRUST EXECUTIVE COMMITTEE)

or

(ISLANDS TRUST CONSERVANCY BOARD)

RESOLUTION-WITHOUT-MEETING

RESOLUTION-WITHOUT-MEETING NO. RWM - - (Year) (Staff to complete)

Chair _____ and Vice-Chair _____ of the (Executive Committee) or (Islands Trust Conservancy Board) considers the following matter urgent because (state reason why matter is considered urgent), and that calling a regular or special meeting to conduct a vote on the matter would be impractical.

It was Moved by Trustee _____ and Seconded that;

(Motion)

Please vote on the above motion by completing the ballots below:

☐

IN FAVOUR

☐

IN FAVOUR

☐

IN FAVOUR

☐

OPPOSED

☐

OPPOSED

☐

OPPOSED

Signature/Phone Approval

Signature/Phone Approval

Signature/Phone Approval

Date

Date

Date

☐

IN FAVOUR

☐

OPPOSED

Signature/Phone Approval

Date

THE CHAIR DECLARED THE ABOVE-NOTED RESOLUTION _____ IN ACCORDANCE WITH THE ISLANDS TRUST SPECIAL VOTING REGULATION THIS _____ DAY OF _____, (Year).

CHAIR'S SIGNATURE

RECEIVED BY ISLANDS TRUST CORPORATE SECRETARY THIS ____ DAY OF _____, 19____.

CORPORATE SECRETARY'S SIGNATURE

(Signature of Recorder)



Policy:	4.1.5
Approved By:	Trust Council
Approval Date:	December 5, 1992
Amendment Date(s):	March 11, 1995; September 27, 1996; March 8, 1997; September 9, 2014
Policy Holder:	Legislative Services Manager

LOCAL TRUST COMMITTEE SECTION 26 RESOLUTIONS-WITHOUT-MEETING

Background

Section 26 of the *Islands Trust Act* allows local trust committees (LTC) to pass or defeat resolutions on LTC issues without the necessity of holding a regular or special meeting. A resolution approved in accordance with Section 26 is as valid as if it had been voted on and passed at a properly called and constituted meeting of a LTC.

Principles

1. It is preferable for most LTC resolutions to be voted on at properly called and constituted meetings. However, where an issue is deemed to be urgent (i.e., where the issue in question requires immediate action as a result of unforeseen circumstances and must be dealt with before the next regular meeting of the LTC) a Section 26 Resolution Without Meeting (RWM) may be conducted.
2. Section 26 RWM's are for decisions not requiring any discussion or debate by a LTC.
3. LTC resolutions on issues which may be considered controversial, sensitive, complex or otherwise benefitting from discussion and debate, should be voted on at a properly constituted meeting wherever possible.
4. The Section 26 RWM process is dependent on the timely contribution and response of local trustees.

A. Definitions

"Secretary" means the person appointed by Trust Council under Section 17(1)(a) of the *Islands Trust Act* and includes a Deputy Secretary.

"telecommunication" means communication over a distance and includes electronic mail (email), telephone and facsimile.

B. Policy

1. Legislative Requirements

- 1.1 Approval of a Section 26 RWM is given where a majority of the members of the LTC entitled to vote on the resolution inform the Secretary (or their designate) of their approval in person or by telecommunication.

2. Issues Where Voting Is Restricted

- 2.1 The only specific restriction is that a LTC cannot vote on a Section 26 RWM to give a bylaw second or third reading. A properly called and constituted meeting of the LTC must occur to give a LTC bylaw second or third readings.
- 2.2 If a trustee considers that he or she is not entitled to participate in a vote pursuant to Section 100(2) of the *Community Charter* (regarding a perceived conflict of interest), the trustee must make a declaration using the “Section 100(2) *Community Charter* Declaration” form (Attachment 3 to the Procedures for Local Trust Committee Section 26 Resolutions Without Meeting), giving the general reason(s) and must withdraw from voting. The completed declaration form must be submitted to the Secretary.

3. Conduct of the Vote

- 3.1 All members of a LTC will be given simultaneous notice of a Section 26 RWM and the ability to view information on the subject of the resolution where available.
- 3.2 The Chair of a LTC will call for the vote on a Section 26 RWM that has been moved and seconded, and members will be entitled to vote on the resolution.
- 3.3 The Chair should not vote on the Section 26 RWM prior to the “Conducting of the Vote” phase.
- 3.4 A trustee may vote either “in favour”, “opposed”, or abstain from voting. Legislation regulates that an abstention vote is recorded “in favour”, but a notation will be made beside the name of the trustee who abstained.
- 3.5 Any member of a LTC may propose to have consideration of a Section 26 RWM postponed until the next regular meeting or a special meeting of the LTC where the trustee believes that the motion requires debate and discussion.
- 3.6 Whenever possible, LTC Chairs should allow the local trustees for the Local Trust Area the opportunity to move and second Section 26 RWM’s. An exception would be where the Section 26 RWM is being put forward by the Chair.

4. Results of the Vote

- 4.1 Once the vote has been conducted, and the vote received by the Secretary, the Chair of the LTC will declare the vote to have passed or failed in accordance with the results. The LTC members are notified of the results of the vote. The vote is recorded as a Section 26 RWM of the applicable LTC.
- 4.2 A report on each completed Section 26 RWM will be placed on the agenda of the next regular open or closed LTC meeting and recorded in the minutes of that meeting.

C. Legislated References

Islands Trust Act: Section 26

Community Charter; Section 100

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a

REQUEST FOR DECISION

To: Governance Committee **For the Meeting of:** January 28, 2026
From: Legislative and Information Services **Date Prepared:** January 23, 2026
SUBJECT: Policy 2.1.15 Secretariat Services

RECOMMENDATION:

THAT Governance Committee recommend to Trust Council that it replace the current Policy 2.1.15 Secretariat Services with the draft updated Policy 2.1.15 Secretariat Services dated January 23, 2026 for reference.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The revised policy updates the policy to reflect current needs, and better reflects the intent of legislation and the object of Islands Trust.

1 PURPOSE: To update the Secretariat Services policy.

2 BACKGROUND:

Staff has undertaken a review of the means in which Trust Council provides coordination support to other bodies in alignment with the Islands Trust legislation and object.

The revised policy makes the link between the program and legislation clearer, retains approval of funding with Trust Council, and establishes a method to accept application, review and allocate the funds that is more manageable for staff, Executive Committee and Trust Council.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

No organizational implications

FINANCIAL:

No financial implications

POLICY:

No policy implications

IMPLEMENTATION/COMMUNICATIONS:

Staff will forward to Trust Council in March 2026 along with a Request for Decision with the Governance Committee recommendation, and the information contained in the background of this Request for Decision

FIRST NATIONS RELATIONS:

No First Nations relations implications

OTHER:

No other implications

4 RELEVANT POLICY(S):

n/a

5 ATTACHMENTS:

- 1. Draft Updated Policy 2.1.15 Secretariat Services**
- 2. Current Policy 2.1.15 Secretariat Services**

RESPONSE OPTIONS

Recommendation:

THAT Governance Committee recommend to Trust Council that it replace the current Policy 2.1.15 Secretariat Services with the draft updated Policy 2.1.15 Secretariat Services dated January 23, 2026 for reference.

Alternative:

As determined by the Governance Committee.

Options include to request changes to the draft policy, and in this case, staff would bring those back to a future Governance Committee meeting before forwarding to Trust Council.

A further option would be to make minor amendments to the draft policy and forward to Trust Council.

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Chief Administrative Officer/January 23, 2026

Policy:	2.1.15
Approved By:	Islands Trust Council
Approval Date:	September 15, 2020
Amendment Date:	March xx, 2026
Policy Holder:	Director Trust Area Services

SECRETARIAT SERVICES

Purpose

To support non-profit organizations and Indigenous Governing Bodies in the coordination, determination and implementation of regional, improvement district and government of British Columbia policies that increase public awareness and understanding and appreciation of the history and heritage of the trust area and the unique amenities and environment of the Island Trust Area.

To define a Trust Council process for allocating funding to support administrative functions undertaken by coordinating groups within the Trust Area in support of the Islands Trust object.

A. Definitions

Coordinating Group means a group comprised of Indigenous Governing Bodies, organizations and/or interested parties that convene regularly to share information and collaborate or to determine, implement or carry out Indigenous Governing Body, regional district, improvement district, or government of British Columbia policies in the Trust Area.

Secretariat Services means the provision of administrative support including, but not limited to, meeting organization, meeting administration, public notices, recording and distribution of meeting notes or minutes, and website hosting and updating.

Secretariat Services Budget refers to annual funding granted by the Islands Trust Council for the provision of secretariat services.

Trust Object means the Object of Islands Trust as set out in section 3 of the *Islands Trust Act*.

B. Policy

In accordance with Section 8(2) of the *Islands Trust Act*, the Islands Trust Council has discretionary powers for the purposes of carrying out the Trust Object. Section 8(2)(b) particularly allows for the allocation of funds for the coordination and assistance in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies for the preservation and protection of the Trust Area and its unique amenities and environment.

1. Requests for financial assistance may be submitted throughout the year.
2. In September of each year the Executive Committee will recommend to the Financial Planning Committee an allocation for the Secretariat Services budget for the following fiscal year.
3. In March, Islands Trust Council will allocate Secretariat Services funds based on the submissions received.

4. If unallocated funds remain following the March meeting, Islands Trust Council may disperse the funds at subsequent meetings during the fiscal year.
5. Islands Trust Council may only allocate funding to or undertake Secretariat Services for Coordination Groups that:
 - 5.1 have an appointed representative of Islands Trust Council, Bowen Island Municipality, a local trust committee, or the Islands Trust Conservancy Board as a member or regular participant; and,
 - 5.2 invite and encourage Indigenous Governing Bodies' involvement and leadership in a manner that is consistent with the Islands Trust Council's First Nations Engagement Principles Policy and Reconciliation Declaration; and,
 - 5.3 undertake work that coordinates and assists in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies that carry out the Trust Object.
6. When Islands Trust Council allocates funding from the Secretariat Services budget for Secretariat Services to a Coordination Group, the amount may not exceed the direct award commitment spending level in Islands Trust Council's Policy 6.5.3 (Procurement).
7. Where Islands Trust Council commits to undertaking Secretariat Services directly, the Council will seek staff advice regarding staff availability.
8. Coordinating groups seeking Secretariat Services shall submit the attached Secretariat Services form outlining the requirement including the following information:
 - 8.1 name of and contact information for coordinating entity;
 - 8.2 information regarding the requirement for secretariat services;
 - 8.3 funds requested.

C. Legislated References

[Islands Trust Act](#)

[Islands Trust Council Policy 6.5.3 \(Procurement\)](#)

[Islands Trust Council Policy 6.1.1 \(First Nations Engagement Principles\)](#)

D. Attachment

- 1 - Secretariat Services application form



ISLANDS TRUST

SECRETARIAT SERVICES

Name of Co-ordinating Entity:	
Email Address:	
Phone Number:	
Contact Name:	
How does a Local Trustee or Municipality Elected Office participate in the organization or the First Nation?	
What is the linkage between the requesting organization, policy direction and Trust Object?	
What type of support is requested? If financial support is requested, please specify the amount and how the funds will be used.	
What will be the impact if the requested support is provided or not provided?	
Applicant Signature	
Date of Submission	
Approved/Not Approved Date:	Funds Approved:

Collection Notice: Personal information contained on this form is collected under the authority of the *Local Government Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. The personal information will be used for purposes associated with the Secretariat Services program. Enquiries about the collection or use of information in this form can be directed to Director, Legislative and Information Services at 250-405-5169, or send an email to FOI@islandstrust.bc.ca.



Policy:	2.1.15
Approved By:	Trust Council
Approval Date:	September 15, 2020
Amendment Date(s):	
Policy Holder:	Director of Trust Area Services

SECRETARIAT SERVICES

Purpose

1. To define a process for allocating funding and staff time with respect to administrative support for Coordination Groups in the Trust Area, in accordance with Trust Council's authority to coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies.
2. To reinforce that Trust Council, its committees and the Executive Committee are not permitted to provide grants-in-aid in support of other organizations, unless consistent with the Procurement Policy (6.5.3) and the History, Heritage and Conservation Grants-In-Aid Policy (2.1.14), but may support coordination and assistance in the determination, implementation and/or carrying out of First Nation, regional, improvement district, and government of British Columbia policies.

Background

Section 8(2) of the *Islands Trust Act* establishes the discretionary powers of Trust Council for the purpose of carrying out the Trust Object. In accordance with section 8(2)(b), the Trust Council may "coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies for the preservation and protection of the Trust Area and its unique amenities and environment." Part II of the Islands Trust Policy Statement further provides that:

"To achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities."

A. Definitions

"Coordination Group" means a group comprised of First Nations, organizations and/or stakeholders that convene to share information and collaborate or to determine, implement or carry out First Nation, regional district, improvement district, or government of British Columbia policies in the Trust Area.

"Secretariat Services" means the provision of administrative support including, but not limited to, meeting organization, meeting administration, public notices, recording and distribution of meeting notes or minutes, and website hosting and updating.

"Secretariat Services Budget" has the meaning set out in section 1.1 hereof.

"Trust Object" means the object of the trust as set out in section 3 of the *Islands Trust Act*.

B. Policy

1. Funding Source

- 1.1 By September of each year, the Trust Programs Committee will recommend to the Financial Planning Committee an allocation for the Secretariat Services budget for the following fiscal year (the “Secretariat Services Budget”).

2. Policy for Providing Secretariat Services

- 2.1 Trust Programs Committee will assess opportunities to provide Secretariat Services at its first meeting of the fiscal year. If staff resources or funding remain unallocated after this meeting, the Trust Programs Committee may consider additional opportunities at future meetings.
- 2.2 Trust Programs Committee may only allocate funding to or undertake Secretariat Services for Coordination Groups that:
 - 2.2.1 have an appointed representative of the Trust Council, Bowen Island Municipality, a local trust committee, or the Islands Trust Conservancy as a member or regular participant;
 - 2.2.2 invite and encourage First Nations involvement and leadership in a manner that is consistent with the Islands Trust Council’s First Nations Engagement Principles Policy and Reconciliation Declaration; and
 - 2.2.3 undertake work that coordinates and assists in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies that carry out the Trust Object.
- 2.3 Trust Programs Committee is encouraged to prioritize support for Coordination Groups that work collaboratively and respectfully with First Nations governments and Indigenous Peoples within the Trust Area.
- 2.4 When Trust Programs Committee allocates funding from the Secretariat Services budget for Secretariat Services for a Coordination Group, the amount may not exceed the direct award commitment spending level in Trust Council’s Procurement Policy 6.5.3.
- 2.5 Where Trust Programs Committee commits to undertaking Secretariat Services directly, the Committee will seek staff advice regarding availability of staff.

C. Legislated References

Islands Trust Act, Section 3

Islands Trust Act – Subsections 8(2)(b) & (f)-(h)

Islands Trust Policy Statement, Part II - The Islands Trust Object and its Meaning

Policy Manual: History, Heritage and Conservation Grants-In-Aid (2.1.14)

Policy Manual: Procurement (6.5.3)

Policy Manual: First Nations Engagement Principles (6.1.1)

D. Other References

Islands Trust Council's Reconciliation Declaration, March 14, 2019

E. Attachments

N/A

>>>>>**URGENCY**>>>>>>>

NOT IMMEDIATE but IMPORTANT * Compensation * Info to candidates before election * Meeting process (bylaw 101 & policies) * Secretariat/ In-Hse counsel	URGENT and HIGH PRIORITY * Election of Executive Committee * Strategic/Corporate Planning process / management review * Help Trustees fulfil their roles
NOT IMMEDIATE and LOWER PRIORITY * Committees - clear mandates/ size & numbers/ champion proposals to TC * Help Trustees understand their roles * Response to Prov. re: review of ITA * Representational differences	URGENT but LOWER PRIORITY [when prioritized by TC] * Communications * Advocacy * mandate of Conservancy more prominent (“exploiting potential for synergy”)

MATTERS OUTSIDE OUR JURISDICTION WHICH WE CONSIDER URGENT & IMPORTANT

- * First Nations representation (possible referral to 1st N Cttee if it gets established, otherwise multiple protocol agreements exist which were not considered in Governance report)

MATTERS OUTSIDE OUR JURISDICTION WHICH WE CONSIDER NEITHER URGENT NOR A PRIORITY

- * Representation of provincial interest on TC - simple idea, complex in execution, multiple solutions.

MATTERS WE CONSIDER IMPORTANT BUT NOT URGENT BCZ EXAMINED BY OTHER COMMITTEES

- * Local planning issues - OCP numbers & updates (Regional Planning)
- * Policy Statement (Executive Committee)
- * Leadership development (EC?)

COMPLETED

- * Section 3. Islands Trust Act/mandate
- * recording of negative votes (forward to Executive Committee)

Active Projects Report

Governance Committee

1. Corporate Planning

Activity:

Continue implementation of enhanced corporate planning processes:
Visioning - complete; Values - skipped; SWOT - complete; Strategic Plan - in progress;
Departmental work plans - upcoming; incorporating work plans into the financial plan - upcoming.

Responsible

David Marlor

Dates

Rec'd: 17-Apr-2023
Target: 03-Mar-2026

2. Meeting process (Bylaw 101 and policies)

Activity:

Review and recommend amendments to the Trust Council Meeting Procedure Bylaws 101 and related policies to address the concerns raised by Great Northern Management Consultants in the 2022 Governance Review Report of the Islands Trust.

Responsible

David Marlor

Dates

Rec'd: 17-Apr-2023
Target: 30-Sep-2026

3. Policy 7.2.1 Trustee Remuneration - Review and Update

Activity:

Review and update Trust Council's Policy 7.2.1 Trustee Remuneration in line with the UBCM Council and Board Remuneration Guide.

Responsible

Julia Mobbs

Dates

Rec'd: 12-Jan-2024
Target: 27-Feb-2026