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| Policy: | 2.1.15 |
| Approved By: | Islands Trust Council |
| Approval Date: | 2020-09-15 |
| Amendment Date: | 2026-06-16 |
| 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, understanding, and appreciation of the history and heritage of the Islands 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 Islands Trust Area in support of the Islands Trust object.

A. Definitions

Coordination 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 Islands 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 Islands Trust Council 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

| | |
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| Name of Co-ordination Group: | |
| | |
| Email Address: | |
| | |
| Phone Number: | |
| | |
| Contact Name: | |
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| 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 | Funds Approved: |
| Date: | |

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 the Director, Legislative and Information Services at 250-405-5169, or send an email to FOI@islandstrust.bc.ca.