



<b>Policy:</b>	2.2.2
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	June 11, 1994
<b>Amendment Date(s):</b>	June 13, 2008; September 11, 2008
<b>Policy Holder:</b>	Chief Administrative Officer

## COUNCIL MEETING PREPARATION

### Purpose

To provide direction and details for the preparation, conduct and follow up requirements for Trust Council meetings including agenda submissions, Executive Committee and director's roles, minutes, meeting program elements, and meeting program principles.

### A. Definitions

n/a

### B. Policy

#### 1. Agenda

##### 1.1 Submission Format

All written items being submitted to Trust Council for decision should be processed through the use of a Request for Decision (RFD) form with appropriate accompanying reports and/or documents.

##### 1.2 Agenda Item Submissions

The following provides targets and deadlines for the submission of items for a Trust Council meeting:

###### 1.2.1 At Meeting

Items may be added to the agenda as new business at the meeting by notifying the Chair and receiving approval from a majority of the members of Trust Council.

###### 1.2.2 Late Written Items

One week before the Trust Council meeting is the deadline to submit late RFD's, or RFD reconsideration for Executive Committee review prior to being presented to Trust Council at the start of its meeting.

### 1.2.3 Written Items for Agenda Package

The deadline to submit RFD's for Executive Committee review, prior to being included in the distributed Trust Council agenda package, is one week prior to the last regular Executive Committee meeting that is held before the week of the Trust Council meeting.

## 1.3 Executive Committee and Chief Administrative Officer Roles

### 1.3.1 Ongoing Liaison

It is suggested that committees, trustees and/or staff may forward reports and/or preliminary RFD's for items going to Trust Council to the Executive Committee for its preliminary feedback before the above-noted deadlines for formal submission.

### 1.3.2 Executive Committee Review

All written items being submitted to Trust Council must be submitted for review by the Executive Committee.

### 1.3.3 Executive Committee Role

The Executive Committee is responsible for reviewing all RFD's being submitted to Trust Council and may:

1.3.3.1 add its noted editorial comments including an alternate recommendation which does not alter the submitter's intent in its RFD;

1.3.3.2 submit an additional RFD highlighting substantive comments which do alter the submitter's intent, including an alternate recommendation. This RFD will be added to the submitter's, or preferably replace the original RFD, based on agreement by the submitter;

1.3.3.3 return the RFD, and/or attached information if incomplete, for resubmission as a "late" item and therefore not to be included in the distributed agenda package.

### 1.3.4 Chief Administrative Officer (CAO) Review

All written items being submitted to the Executive Committee must be submitted to the Executive Coordinator or CAO in advance of the above-noted deadlines.

### 1.3.5 Chief Administrative Officer Role

The CAO is responsible to receive all RFD's for review and comment relative to:

1.3.5.1 policy, organizational, financial and implementation implications;

1.3.5.2 identification and evaluation of alternatives;

1.3.5.3 relevance to current organizational priorities;

1.3.5.4 general completeness as quality information from which Trust Council can make a decision;

1.3.5.5 processing agenda items through the Executive Committee.

#### 1.4 Agenda Notification/Distribution

##### 1.4.1 Preliminary Agenda Program

It is intended that Trust Council, at each quarterly meeting, will endorse a preliminary meeting program as the basis for the Executive Committee to prepare the next quarterly meeting.

##### 1.4.2 Follow-up Action

RFD's or Council resolutions requiring further action by, or reporting back to Trust Council, should set a targeted quarterly meeting for this follow-up as a basis for the Executive Committee to prepare Trust Council business meeting agendas.

##### 1.4.3 Proposed Meeting Program Distribution

A proposed meeting program and a request for notice of new business will be circulated to all trustees and senior staff for information approximately five weeks before the Trust Council meeting date.

##### 1.4.4 Agenda Package Distribution

The proposed agenda package will be distributed to all trustees and senior staff at least two Tuesdays before the Trust Council meeting date. For clarity, the proposed agenda package will be distributed to all trustees who are members of a local trust committee, whether or not they are members of Trust Council.

##### 1.4.5 Agenda Reference

A complete agenda package for the Trust Council meeting will be kept in the Trust's boardroom for review and future reference.

##### 1.4.6 Media Notification

A News Release on the proposed agenda will be:

1.4.6.1 posted on the Islands Trust website;

1.4.6.2 distributed to all news release subscribers;

1.4.6.3 distributed to all media on the Trust's media list; and

1.4.6.4 sent to all staff and trustees for further distribution at their discretion five weeks before the Council meeting.

1.4.7 Public Notification

Notices will be posted on the island where the Council meeting is being held.

**2. Minutes**

2.1 Meeting Follow-up

2.1.1 Immediate Action Items

Trust Council items requiring immediate action by people throughout the organization will be circulated by the CAO during the week following Trust Council.

2.1.2 Follow-up Action List

The Trust Council follow-up action list will be prepared by management for review at the next Executive Committee meeting prior to distribution to all trustees and senior staff within three weeks of the Trust Council meeting.

**3. Meeting Program Elements**

3.1 Meeting Program

The Trust Council Meeting Program generally involves three days, comprised of workshop and information sessions, the consideration of information and decision items and opportunities for the public to address Council. Portions of the meeting may be closed to the public by resolution in accordance with Section 90 of the Community Charter.

3.2 Public Access

3.2.1 All meetings will be open to the public unless closed to the public by resolution in accordance with Section 90 of the Community Charter.

3.2.2 The Executive Committee may recommend that portions of the Trust Council meeting be closed to the public in accordance with Section 90 of the Community Charter. The Meeting Program will indicate the approximate times of the recommended closures and the general nature of the subjects to be considered.

3.2.3 The Meeting Program will include one closed session with the CAO to accommodate the discussion of matters related to Section 90 of the Community Charter.

#### **4. Meeting Program Principles**

- 4.1 It is intended that Trust Council will hold three of its quarterly meetings on Trust Area Islands and its December meeting in Victoria.
- 4.2 It is intended that all members of a local trust committee, including those who are not voting members of Trust Council, will be invited to attend and participate in Trust Council meetings and that their attendance will be given the same logistical and financial support extended to Trust Council members.
- 4.3 It is intended that Trust Council will include a reasonable opportunity to hear from members of the public during its quarterly meeting through formal delegations or a “town hall” session.
- 4.4 It is intended that Trust Council's meeting program length will be determined by Trust Council's direction as provided:
  - 4.4.1 in the Trust's work programs;
  - 4.4.2 in time-frames determined by resolutions for specific matters;
  - 4.4.3 in Council's endorsement of its next quarterly meeting program at each of its meetings.
- 4.5 It is expected that trustees, the Executive Committee and staff will continually offer suggestions to the Chair and/or CAO for ongoing efforts to improve Trust Council's meetings.
- 4.6 It is expected that the Chair will use discretion in developing and adjusting the Council meeting program and wherever possible the Chair will seek the determination of Council in this regard.

#### **C. Legislated References**

Policy and Procedures Manual:

Request for Decision/Reports (2.2.1)

Meeting Procedure Bylaw No. 101 (2.2.4)

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

n/a