



Policy:	1.2.1
Approved By:	Trust Council
Approval Date:	1995-12-08
Amendment Dates:	1998-03-06; 2016-03-23; 2026-06-17
Policy Holder:	Director of Trust Area Services

POLICY STATEMENT AMENDMENT

Purpose

To outline the required steps for Trust Council to review and amend the Policy Statement Bylaw.

A. Definitions

1. “Engagement Plan” is a plan for engaging Indigenous Governing Bodies and interested and affected parties that is consistent with any protocol agreements in place (see C.4) and contains at least the following sections:
 1. Context
 2. Objectives
 3. List of interested parties
 4. Key messages
 5. Engagement activities
 6. Timing
 7. Risks and mitigations
 8. Resources

and considers the following audiences:

1. Trust Area electors
 2. local trust committees/island municipalities
 3. Indigenous Governing Bodies
 4. regional districts operating within the Trust Area
 5. school district boards, and improvement district boards,
 6. the provincial and federal governments and their agencies, as determined in consultation with the ministry responsible for local government; and
 7. other persons, organizations and authorities with interests the Islands Trust Council considers will be affected.
2. “Policy Statement Topic Review Inventory” is a document that compiles, at a minimum, suggestions for Policy Statement topics needing clarification, revision, or expansion and suggested new Policy Statement topics.

B. Policy

1. Requirements

- 1.1 The Policy Statement Bylaw may be amended by Trust Council with the approval of the Minister responsible for local government.

- 1.2 Trust Council will, within the first year of a term in office, seek early engagement with Indigenous Governing Bodies regarding potential Policy Statement topic review priorities and consider the need to amend the Policy Statement.
- 1.3 Trust Council will assign the Executive Committee, Trust Programs Committee or a select committee (delegated body) to coordinate the Policy Statement amendment process.
- 1.4 Adoption of Policy Statement amendments will occur only after Trust Council has undertaken a first, second and third reading and received approval of the Minister responsible for local government.
- 1.5 Ministerial approval is based on ensuring no conflicts with Provincial interests and adequate engagement with Indigenous Governing Bodies.

2. Topic Review Inventory

- 2.1 Upon request by trustees, Trust Council will consider suggestions for Policy Statement topic reviews and, by resolution, will direct inclusion in a Topic Review Inventory document.

3. Topic Review Process

- 3.1 If a newly elected Trust Council has set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use those priorities, as well as any suggestions made by Indigenous Governing Bodies, to inform selection of Policy Statement topic review priorities. Otherwise, Trust Council will use its Policy Statement Topic Review Inventory, as well as any suggestions made by Indigenous Governing Bodies, to inform potential topic review priorities.
- 3.2 After reviewing any applicable commitments in its agreements and bylaws, Trust Council will provide any notice required and may consider whether to engage with other governments before selecting Policy Statement topic review priorities.
- 3.3 Once Trust Council has selected topics for review, Trust Council will assign review of the selected priority Policy Statement topics to its delegated body and request recommendations regarding possible amendments to the Policy Statement Bylaw.
- 3.4 As part of its annual budget cycle, Trust Council will allocate resources as necessary to the Policy Statement topic review process.
- 3.5 Trust Council may establish or adjust Policy Statement topic review priorities at any time.
- 3.6 Once Trust Council has selected topics for review, Trust Council will inform the Ministry responsible for local government and invite Indigenous Governing Bodies in the Trust Area to participate in next steps.

4. Amendment Process

- 4.1 The Executive Committee will guide agency and Indigenous Governing Body referrals, public engagement, internal processing, and Policy Statement Bylaw amendment requirements, in accordance with its Terms of Reference.
- 4.2 As soon as practicable after the initiation of a Policy Statement amendment process, the Executive Committee must approve an engagement plan per Section A.1., and must consider whether engagement with one or more of the persons, organizations and authorities listed in the plan should be early and ongoing.
- 4.3 Based on the engagement plan approved by Executive Committee in 4.2, the Trust Council's delegated body will engage Indigenous Governing Bodies and interested and affected parties about each topic proposed for amendment, prior to drafting a Policy Statement Amendment bylaw.
- 4.4 After first reading of the Policy Statement Amendment bylaw, Trust Council will request that the amendments be referred to Indigenous Governing Bodies, island municipalities, regional districts and provincial and federal government agencies or departments having jurisdiction in the Trust Area. The minimum referral period to other agencies will be 90 days.
- 4.5 The Executive Committee, prior to third reading by Trust Council may provide for public input to Trust Council through correspondence, delegations or petitions, or other methods, in accordance with the Meeting Procedures Bylaw.
- 4.6 Trust Council, prior to third reading, will review input received from Islands Trust Council committees, local trust committees, the Islands Trust Conservancy Board, trustees or staff of the Islands Trust, Indigenous Governing Bodies and referral agencies and the public, and all input received through methods outlined in the engagement plan adopted in accordance with section A.1.
- 4.7 After Trust Council has adopted an amendment to the Policy Statement the Executive Committee will advise all consulted Indigenous Governing Bodies and referral agencies in accordance with the adopted engagement plan.

5. Communications

- 5.1 The Executive Committee will monitor and report on the implementation of this policy to Council annually while producing the Islands Trust Annual Report.

6. Policy Statement Review

- 6.1 The Islands Trust Council may, from time to time, initiate a public review of the entire Policy Statement.

C. Legislated References

1. *Islands Trust Act*: Sections 15, 16, 22 and 27
2. Islands Trust Council Policy Statement Bylaw (No. 17)
3. Islands Trust Council Meeting Procedures Bylaw (No. 101)
4. Islands Trust Council/Trust Fund Board Memorandum of Agreement Bylaw (No. 86)

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

1. Islands Trust Council Policies:
 1. Policy Statement Implementation (1.3.1)
 2. Coordination Agreements Process (2.1.4)
 3. Priority Setting/Review Guidelines (6.2.1)
 4. Budget Process (6.3.1)
 5. Annual Report (6.10.1)
2. Agreements:
 1. Islands Trust Council – Bowen Island Municipality Protocol Agreement
 2. Islands Trust Council – Snuneymuxw First Nation Protocol Agreement
 3. Islands Trust Council – Lyackson First Nation Protocol Agreement
 4. Islands Trust Council – BC Assets and Land Corporation Letter of Understanding
 5. Islands Trust Council – BC Ferry Corporation Protocol Agreement