



Trust Council Select Committee Governance and Management Review Addendum

Date: Monday, May 10, 2021
Time: 1:00 pm
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Pages

4. BUSINESS ITEMS

4.5. *Presentation of consultants' work plan (attached)*

2 - 3

For Discussion
Monday, May 10, 2021

**Governance and Management Review of Islands Trust
Workplan Timeline**

Activity	Completion Date
Document Review (see list of documents below)	June 15, 2021
Interviews and Survey <ul style="list-style-type: none"> • Preparation • Execution Select Committee to: <ul style="list-style-type: none"> • review interview guide and survey questionnaire • agree on interviewees and survey respondents • agree on methodology and administration for on-line survey 	July 30, 2021 September 15, 2021
Analysis and Findings Ongoing communication and discussion with Select Committee, through monthly meetings, regarding clarification of issues, follow-up questions and additional material Discussion of Interim Report with Select Committee	October 15, 2021
Recommendations & Final Report Review with Select Committee of preliminary draft of recommendations, including a discussion on their practicability; and subsequent review of final draft of Report	November 30, 2021
Presentation of Report to Council	TBD

Documents for Review

- Islands Trust Act and Related Documents (i.e. Local Government Act, Community Charter)
- Policy Statement and all other Bylaws
- Documents related to the request for or the issuance of a directive as set out under Section 8 (1)(f) of the Act
- Stantec Report
- Strategic Plan (including related documents, e.g. environmental scan, SWOT analysis)
- Annual Budget
- Results of Online Public Survey for 2021-22 Budget
- Annual Report to Government
- Plans for specific advocacy issues and assessments of advocacy campaigns
- Official Community Plans
- Islands Trust Council/Bowen Island Municipality Protocol Agreement
- Documents related to population and population growth
- Land Use Planning initiatives for the last three years
- Regional Planning Committee's top priorities 2019-2022
- Development Activity for the past three years (2018 - 2020) for each of the Local Trust Areas (organized as North, South and Salt Spring)
- Local Planning Services activities over the last three years (summary document)
- Manuals and other documents related to Corporate Policies and Procedures
- Council Organization Chart and Committee Mandates
- Trust Organization Chart and Position Guides
- Documentation to support meetings of both ITC and LTCs
- Documents related to performance measurement and benchmarking

Other documents as Select Committee or CAO considers relevant