Islands Trust

Trust Programs Committee
Agenda

Date: Monday, January 9, 2023
Time: 9:30 am - 12:30 pm
Location: Electronic Zoom Meeting

8.2.1 **TPC RWM 2022-02 Adopt August 26, 2022 Minutes** 36 - 36

For Information.

8.2.2 **TPC RWM 2022-03 Cancel November 25, 2022 Meeting** 37 - 37

For Information.

8.2.3 **TPC RWM 2022-04 Schedule Special Meeting January 9, 2023** 38 - 38

For Information.

9. BUSINESS - WORK PROGRAM ITEMS

9.1 **Review of TPC 2023/24 Business Cases - Briefing** 39 - 46

10. BUSINESS - OTHER

10.1 **TPC 2023 Meeting Schedule - RFD** 47 - 49

1. That Trust Programs Committee adopt the meeting dates of February 6, April 3, May 15, August 28 and November 6 for the 2023 calendar year.

2. That Trust Programs Committee schedule all 2023 TPC meeting dates as electronic meetings.

11. BUSINESS - NEW

12. NEXT MEETING

To be determined. Suggested next date is Monday, February 6, 2023.

13. 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.

14. RISE AND REPORT

If requested

15. ADJOURNMENT

*Approximate time is provided for the convenience of the public only and is subject to change without notice.

Policy:	2.3.4
Approved By:	Trust Council
Approval Date:	June 11, 1994
Amendment Date(s):	March 6, 1998; December 8, 2000; March 7, 2003; September 21, 2022
Policy Holder:	Director of Trust Area Services

TRUST PROGRAMS COMMITTEE TERMS OF REFERENCE

Purpose

To outline the Trust Programs Committee's role in providing policy and planning advice to Islands Trust Council as one of four standing committees of Trust Council (See Policy 2.3.1).

A. Definitions

n/a

B. Policy

1. The Trust Programs Committee provides advice to the Islands Trust Council and management by:

   1.1 Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction.

   1.2 Maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council.

   1.3 Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.

   1.4 Preparing recommendations for inter-agency initiatives and feedback on proposed inter-agency agreements.

   1.5 Providing input to the continued development and maintenance of a useful research and information system.

   1.6 Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation.

   1.7 Maintaining a liaison with the Islands Trust Conservancy Board.

2. The responsibilities stated apply to the following areas:

   2.1 Resource Management - promoting sustainability in the use of natural resources of the Trust Area.

   2.2 Land Conservation - promoting protection and preservation of ecosystems throughout the Trust Area.

2.3 Water Management - promoting protection and preservation of groundwater and surface water supply and quality.

2.4 Marine Environment - promoting protection and preservation of coastal and deep water marine ecosystems.

2.5 Sustainable Communities - promoting liveable communities:

- with sustainable and viable local economies;
- with housing that accommodates socio-economic diversity;
- with regard for the carrying capacity of supporting island environments.

2.6 Conservation Strategy - developing strategies beyond regulatory tools to achieve the Islands Trust's Object.

2.7 Public Awareness/Education - promoting enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement.

C. Legislated References

Policy and Procedures Manual: Council Committee System Policy (2.3.1)

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

n/a

Council Committee Toolkit

Executive Office

November, 2022

Contents

1.0 Council Committees

1.1 Committee Composition

Membership and method of appointment to the four Trust Council committees is established by Trust Council policy.

The **Regional Planning Committee** (RPC) and **Trust Programs Committee** (TPC) consist of trustees appointed by the Trust Council chair with one Executive Committee member as assigned by the Trust Council Chair. The Trust Council Chair is an ex-officio (non-voting) member of the Regional Planning Committee and Trust Programs Committee.

Financial Planning Committee (FPC) consists of the Chair (or an appointee) from each of the other standing committees (2), all members of the Executive Committee (4), a member chosen by the Islands Trust Conservancy board (1), and three other locally elected or municipal trustees (3).

The **Governance Committee** includes a maximum of seven trustees elected by Trust Council by the March Trust Council meeting in the calendar year following the quadrennial trustee election, and one trust-council elected appointee of Islands Trust Conservancy Board as assigned by the Conservancy Board Chair as ex-officio. The Chair of Trust Council is an ex-officio (non-voting) member of the Governance Committee.

Council committee members elect their Committee Chair and Vice-Chair at the first meeting of the term or as required. The Trust Council Chair may appoint an interim Council committee Chair when required. The Committee Chair will normally chair the Committee meeting. However, the Chair may designate the Vice-Chair to act as Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a Committee member to act as Chair of the meeting.

Council committee members hold their seats until the end of their term as trustee unless they decide to step down.

Responsibilities and Authorities Assigned by Trust Council

Council committee responsibilities are assigned by policy or by resolution of the Islands Trust Council. Policies most frequently referenced by committees are summarized below.

Work assignments delegated to Council committees are made by Trust Council resolution and are recorded in the minutes and the Follow-Up Action List (FUAL). These assignments generally relate to short-term tasks.

Policy 2.3.1 – Council Committee System

Establishes that the role of Council committees is to:

- Provide policy advice to Trust Council in response to Council's referrals, committee initiatives and external requests of the Trust;
- Provide feedback to staff on matters going to Trust Council;
- Implement and maintain a committee-specific work program;
- Make recommendations to Trust Council on interagency liaison or protocol initiatives;
- Create subcommittees (or task forces) which may be comprised of Trustees, staff or external persons as required for a specific duration to examine a particular committee matter upon approval by Trust Council;
- Provide input and feedback to the annual budget process; and
- Provide input to Trust Council's organizational strategic planning process.

Council committee terms of reference provide an overview of specific Council committee roles and responsibilities, assigned by Trust Council, as follows:

Policy 2.3.2 Regional Planning Committee Terms of Reference

- Overseeing the procedures for processing of land use bylaws, permits etc.
- Responding to local trust committee planning needs applicable throughout the Trust Area;
- Advising on the provision and allocation of resources to deliver local planning services;
- Promoting opportunities for the enhanced public awareness of land use planning;
- Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction;
- Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council; and,
- Maintaining liaison with Islands Trust Conservancy and Trust Programs Committee, as required.

Policy 2.3.3 Financial Planning Committee Terms of Reference

- Facilitating Council's involvement in the annual budget process;
- Facilitating the linkage of the annual strategic planning process with the annual budget process;
- Reporting to and making recommendations to Council regarding the organization's financial management practices;
- Appointing from amongst its members, but excluding members of the Executive Committee and

trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit who will report directly to Council;

- Providing advice to the Islands Trust Conservancy on financial services and support available from Islands Trust; and,
- Monitoring and reviewing the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

Policy 2.3.4 Trust Programs Committee Terms of Reference

- Identifying and reporting to Council on emerging issues related to resource management, land conservation, water management, marine environment, sustainable communities, conservation strategy, and public awareness/education (see Terms of Reference policy for details) for Trust Council direction;
- Developing guidelines, policies and models;
- Preparing recommendations for interagency initiatives and agreements;
- Providing input to research and information systems;
- Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation;
- Maintaining a liaison with the Islands Trust Conservancy.

Policy 2.3.5 Governance Committee Terms of Reference

The Governance Committee provides advice and recommendations to the Islands Trust Council and management by:

- Initially reviewing the Islands Trust Governance Report dated March 8, 2022 and submitting a prioritized list of the recommendations in that Report to Trust Council with advice as to possible actions.
- Identifying, evaluating and providing, on an on-going basis, advice to Trust Council on emerging governance and management issues with respect to areas of concern, best practices and appropriate structures and procedures to allow Trust Council to function most effectively.
- Maintaining a committee work program to manage committee initiatives and providing Trust Council with quarterly updates.
- Providing recommendations to Trust Council for legislation reform initiatives to improve Trust Council governance and management.

1.2 Relevant Legislation and Policies

1.2.1 Legislation

All provincial legislation can be found on the BC Laws website. Committee members may find it useful to refer to a particular section of the *Islands Trust Act*, *Local Government Act*, or other legislation from time to time.

1.2.2 Requests for Decisions

Trust Council Policy 2.2.1 – Requests for Decision establishes a process and format for presenting Requests for Decision to Trust Council.

1.2.3 Communications

Trust Council Policy 6.10.2 – Communications establishes designated spokespeople and responsibilities in regards to organizational communications.

1.2.4 Advocacy

Trust Council Policy 6.10.3 – Advocacy assigns the Executive Committee and the Chair several responsibilities in coordinating the Islands Trust's advocacy program, including considering requests from trust bodies for advocacy assistance and management of the related staff resources.

1.2.5 Work Program

Council committee work is managed through Work Programs, as per Trust Council Policy 6.7.1. Work Program, Follow-Up Action Lists and Priorities Chart. There are two general components to the Work Program: the Top Priorities and the projects List.

TOP PRIORITIES

Council committees may identify prioritized work items that are then listed under Work Program in order of priority. Work items can be significant and long-term, such as the development of a new policy, or may be relatively minor. However, a committee may only have the capacity to undertake one major or significant project at a time. The Top Priority projects, unless very minor, should have a project charter and budget before any significant work can begin.

PROJECTS LIST

Council committees' projects list is a record of work the committee has been assigned by Trust Council or those items it may wish to initiate in the future, once current priorities have been addressed. Action does not generally occur until the item is approved and moved to the Priority list, subject to available time and resources.

Work Program Management:

- Early in the term, the committee should identify potential work program priorities in consultation with staff.
- Senior staff review potential projects and report back to the committee on the feasibility of the project including: options; availability of resources; project scope and timeline; budget requirements; and consistency with policies, legislation and the Islands Trust Strategic Plan.
- If additional resources are required, the project will need to be included as a budget request.
- Once a project is approved, staff will proceed with the work, reporting quarterly to the committee. The Director manages the staff resources to complete the project within the projected timeline, budget and scope.

Follow-Up Action List

The Follow-Up Action List (FUAL), as per Trust Council Policy 6.7.1, details actions arising from decisions and directions the committee made at a meeting and is the principle mechanism for ensuring that committee directions are carried out in a timely manner by the appropriate staff. Follow up action lists are drafted by staff after a committee meeting, with target completion dates and tasks assigned to the relevant staff person. Occasionally a member of the committee or the Chair will be requested by the committee to undertake an action and that can be noted on the FUAL. Once an action is done, it is noted as 'Done' on the FUAL, reported to the next committee meeting, and then removed from the FUAL. A FUAL report is generated for each committee meeting agenda.

Project Charters

A "project charter" is a document used by staff to communicate and track the scope, timeline, budget and deliverables of a project in a short, concise document. A project charter for a committee project is prepared by staff, approved by the Director, and presented to the committee for review and endorsement at the start of a project. The document is referred to throughout the life of a project to stay on track with the timeline, budget, scope and deliverables. All of these aspects of a project are liable to evolve and change over the life of the project and the charter can be revised accordingly. If a deliberate change is proposed, the impacts of changes should be carefully assessed. The committee reviews the progress of the project and makes decisions as needed.

1.3 Cooperating with First Nations

Islands Trust Council has committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples, and has stated that a commitment to Reconciliation is a long-term relationship-building and healing process.

Trust Council's Reconciliation Declaration and First Nations Engagement Policy guide actions of Trust Council, council committees and local trust committees. The work is also informed by:

- the Truth and Reconciliation (TRC) Calls to Action,
- the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP),
- the BC Declaration on the Rights of Indigenous Peoples Act (DRIPA), and,
- the Missing and Murdered Indigenous Women and Girls (MMIWG) Calls for Justice.

Staff are also guided by:

- the Draft Principles that Guide the Province of BC's Relationship with Indigenous Peoples and
- the Canadian Institute of Planning policy on Planning Practice and Reconciliation.

1.4 Resources

1.4.1 Staff Support

The Director of the relevant unit and an assigned planner/senior policy advisor/other staff provide the main staff support to the committee along with an administrative assistant. (See end of document for contact information).

Staff's primary function is to act in a support/advisory role and as such a committee may make requests of staff. It is the Chief Administrative Officer's role to manage and direct staff support to the committees. Concerns in this regard should be communicated by the Committee Chair to the Chief Administrative Officer. Unresolved matters shall be dealt with by the Executive Committee.

1.4.2 Budget Support

Trust Council allocates a meeting expense budget for Council committees separate from funding for special projects.

Budget Category	**What is this used for?**
Meeting Expenses	Room rentals, travel, meals, teleconference charges, etc.
Strategic Plan program budget	Strategic Plan projects (e.g. water workshop series, Coastal Douglas-fir toolkit)

Special projects (e.g. development of model bylaws, research, outreach publications, education programs) of the committee may require a funding request during the annual budget process. Such funding would cover the costs of items such as meetings, travel, contractor time, consultation and communications, advertising, legal review, and any statutory notifications associated with a project. Staff time, usually the largest resource required, is not allocated to these budgets.

Project funding requests for an upcoming fiscal period are reviewed by the Financial Planning Committee during the normal budget cycle and recommended projects are forwarded to Trust Council for inclusion in the annual budget.

Any hiring of contractors for a project or application must be tendered and awarded in a manner consistent with Trust Council Policy 6.5.3 - Procurement Policy.

Islands Trust Website

The Islands Trust Website (www.islandstrust.bc.ca) contains webpages for the Council committees.

Committee members are encouraged to review their committee's webpages as they will be a useful source of information throughout the term. The website (What's Happening/Meetings and Events) contains meeting schedules, agenda packages, and draft or adopted minutes.

The Trust Area Services unit manages the Islands Trust website and establishes standards and consistency. Each committee's Director manages the committee web pages.

1.5 Meetings

Types of Meetings

Trust Council Policy 2.1.9 Meeting Procedure Guidelines provide some guidance on conduct of committee meetings.

There are two types of open meetings, as per Provincial Legislation:

- Regular Business Meetings are scheduled for a whole calendar year at the start of each year. These meetings may be cancelled or rescheduled throughout the year, if needed.
- Special Meetings are organized on an as needed basis.

Regular Meetings

Typically, the regular business meetings are where committee business is conducted. This includes consideration of briefings and requests for decision documents, along with routine business such as adoption of minutes and a work program. All meetings are open to the public unless specifically closed. Council committees rarely receive delegations, but provide an opportunity for them when requested.

Special Meetings

Special meetings are organized as needed and usually contain only one or two business items and usually do not include routine business such as approval of minutes. However, Council committees are not limited as to what business they may conduct at a special meeting. As special meetings are primarily used to deal with an urgent matter, and as Council committees do not typically deal with urgent business, special meetings for Council committees are uncommon.

Closed Meetings

The *Community Charter* allows local governments to conduct some business within a closed meeting, where the committee can choose who can attend (closed meetings are often referred to as 'in camera') and excludes all others. The *Community Charter* is very specific as to what business can and cannot occur within a closed meeting. A potential reason for a Council committee to go in-camera could be for the receipt of legal advice.

Electronic Meetings

Committees are encouraged to utilize web-conferencing arranged by staff as a cost efficient, low-carbon means of conducting meetings. A web-conference meeting shall be considered a duly constituted meeting, provided it has been scheduled with at least one week notice and that an agenda package has been distributed for trustees' review.

Scheduling Meetings

Trust Council Policy 2.3.1. Council Committee System sets out that the Council committees will have four meetings per year and that any further meetings must be planned within the approved Committee's meeting expense account.

Adoption of the annual regular meeting schedule for a calendar year typically occurs at a regular meeting in the fall of the preceding year. In an election year, this occurs as soon as possible at the beginning of the new term. Meetings are scheduled based on the following factors:

- the committee's preferred meeting day (typically the same day of the week), held quarterly;
- meetings are adjusted for statutory holidays, conflicts with Trust Council, Executive Committee, Islands Trust Conservancy, and local trust committee meetings;
- meetings are not scheduled for late in December and early in January due to Christmas office closure and potential weather-related cancellations;
- meeting start times are set with consideration of ferry schedules to minimize the impacts of staff overtime.

Arranging and coordinating committee meetings requires a significant amount of staff resources. Moving, cancelling and postponing regular business meetings will happen as it is a normal part of business. Staff will accommodate committee requirements; however, please bear in mind any change to a business meeting date requires a significant amount of 'unseen' staff resources. The staff time required to prepare and follow up on special meetings may be close to that of a regular business meeting.

Some factors for committee members to keep in mind regarding meeting planning:

- consideration of staff resourcing (including staff responsible for putting the agenda together and staff required for meeting attendance), and availability of all committee members and minute-takers;
- support staff are responsible for tracking all meetings, producing meeting notices, posting the meeting schedule on the website, booking meeting venues including catering if necessary, arranging for minute takers, ensuring that adopted minutes are signed and filed, as well as preparing, distributing and filing agenda packages;
- meetings are scheduled on a regular basis to provide certainty for all participants, to ensure ongoing business moves forward, and to ensure staff resources are available to prepare for and attend the meeting;
- The annual meeting schedule is adopted by a resolution of the committee;
- All committee decisions are conducted in meetings or by Resolution without Meeting (RWM) (see below).

Meeting Agendas

Agendas are prepared well in advance of all meetings and complete agenda packages are generally distributed to the members of the committee and posted to the website one week before the meeting. At a minimum, the agenda should include:

1) Approval of minutes of the previous meeting;
2) Follow Up Action List;
3) Council referral items.

Committee meeting agendas will be prepared by the designated staff in consultation with the Chair. The following is a guide to the timeline used for committee regular business meeting agenda preparation.

Days Before the Meeting:

14-19 days	Staff holds teleconference with Committee Chair to review the draft agenda content and timings.
14 days	Deadline for staff and trustees to identify agenda topics.
12-14 days	Documents in regards to approved agenda items to be submitted to Director and staff compiles agenda package in eSCRIBE.
8 days	Cut-off for agenda items, including correspondence and delegations
7 days	Trustees and relevant staff are notified of agenda package in WebDAV.
6 days	Agenda package is posted to the website and hard copies printed for meeting and filing.
1-7 days	Director and Chair are consulted if a late agenda is requested. Late agenda items are discouraged and should be for pressing matters only.

Routine or minor additions to existing agenda items may be distributed by email and added at the meeting.

During Meeting:

Late Items are discouraged. However, late items may be added with committee approval at the meeting. These items must be provided to staff to ensure the items are included in the agenda record.

Motions and Resolutions

Resolutions are the official record of committee decisions and are recorded in the meeting minutes. The importance of a well prepared motion cannot be understated, and the time a trustee spends preparing the wording for a motion will pay off. A clear resolution will allow staff and the public to understand the committee's direction now and in the future, and an unclear resolution can create confusion, delays, and time spent working on something not intended by the committee.

Chairs receive formal training on Robert's Rules of Order and the resolution process, but committee members can help the process by keeping the following in mind:

- Requests for Decision include wording in the form of a resolution. Trustees making motions should use this wording as the basis of the motion, even if it is amended somewhat. Staff reports also contain alternative options, usually worded in the form of a motion.
- Where a committee resolution is sought, but a Request for Decision document has not been prepared (e.g. for minor items), staff may add 'Agenda Context Notes' that may include a recommended resolution.
- Motions brought to the table by an individual trustee should be written out, prior to the meeting if possible, circulated to the other members of the committee and provided to the minute taker.
- Motions are moved and seconded. Motions can be seconded for discussion and the Chair can second a motion.
- Direction to staff should be in the form of a resolution.
- Discussion should occur after the motion has been moved and seconded.
- All resolutions must be voted on within a business meeting except RWMs (see below).
- Resolutions must stand alone and be as specific as practical by not referring to 'attached documents', although if required, documents should be referenced by title, date, and where appropriate, author.
- The Chair should always ask the minute taker to read aloud the motion before voting and ensure the minute taker has the resolution recorded correctly.

Meeting Follow Up

After a committee meeting, the Secretary updates and completes the Follow Up Action List (FUAL).

Resolutions Without Meeting

As described in Policy 2.2.3 – Trust Council Resolutions without Meeting, the *Islands Trust Act* grants Islands Trust bodies a unique authority to make decisions outside of meetings (by phone, email or fax). This power was given in consideration of the relative infrequency of meetings compared to meetings of municipal councils and regional district boards, and the need to make some decisions in a timely manner. Use of resolutions-without-meeting (RWM), rather than making decisions in an open meeting, should be considered only for routine matters.

It is important to keep in mind that trustees cannot discuss or debate RWMs with other members of the committee as that would violate RWM rules. RWMs are not conducted in public (although a report of completed RWMs is included in the regular business meeting agenda) and the logistics can take up considerable staff time. For these reasons, RWMs should only be used in situations where the business cannot wait to the next business meeting or a business meeting is not scheduled within a reasonable time period. Some examples where a RWM may be appropriate: a discussion and debate has occurred at a meeting but the decision was deferred; scheduling a special meeting; or adopting minutes.

When minutes are being adopted via RWM, trustees are able to review the draft minutes and reply to staff with comments. If trustees have only minor changes, then the minutes will be updated and sent back out for adoption by RWM. If staff receives conflicting, complex or debatable comments from individual trustees, then the process stops and the unaltered draft minutes will wait until the next committee meeting for discussion.

Approval of a resolution is given where a majority of the members of the Council committee entitled to vote on the resolution inform the Secretary or their designate of their approval in person, or by telephone, or by other means of telecommunication. A trustee may vote either "in favour", "opposed", or abstain from voting. Pursuant to the legislation, an abstention vote is counted as being in favour. A trustee may also withdraw from voting if they perceive a conflict of interest.

Once the vote has been conducted, the Chair shall declare the vote to have carried (passed) or defeated (failed) in accordance with the results. The vote shall be recorded as a resolution without meeting of the Committee.

Minutes

As described in Trust Council Policy 6.13 – Islands Trust Minutes Guidelines, all committee meetings must have an official record, referred to as Minutes. Minutes are intended to be a record of decisions that were made, not a record of everything said at a meeting.

Once draft minutes have been prepared by the Secretary, they must be reviewed by the Chair of the committee for informal feedback before circulation to members and posting on the Islands Trust website. The Chair may make suggestions to enhance the clarity and accuracy of the minutes, but may not alter the draft minutes to modify decisions with which they disagree. Any substantive changes must be brought to the next meeting for formal amendment by the body.

Once finalized, the draft minutes will be placed on the next committee meeting agenda for consideration of adoption. Occasionally, the minutes are forwarded to the trustees for comment by email and then adopted by RWM. Please see earlier section: Section 26 Resolutions-Without-Meeting (RWM).

Once the committee has approved the minutes, the adopted set of minutes are posted to the website and form part of the public record. The adopted minutes will be signed by the Chair and by the Secretary and filed.

TPC - MEETING ORIENTATION

Islands Trust

- Quorum
- Getting Items on the Agenda
- Making Motions
- Rules of Order

QUORUM

Interpretation Act

- A quorum is half of the membership
- For TPC, membership is 6, so quorum is 3
- The Islands Trust Chair is an ex-officio member of TPC but their presence at a meeting is not counted towards quorum

GETTING ITEMS ON THE AGENDA

Islands Trust

Best Practices

- If possible, give "notice of motion" to be considered for a future meeting
- Provide written motion with background to staff a couple of weeks before the meeting
- Use the Request for Decision (RFD) format
- Staff can help you with motion wording
- Ensure issues are something the committee can deal with (i.e. under terms of reference)

GETTING ITEMS ON THE AGENDA

Avoid

- Walking item into the meeting with no notice
- Verbally asking for an item to be on the agenda but not providing any written material

GETTING ITEMS ON THE AGENDA

Other ways to get items on the TPC agenda

- LTC pass a motion to ask TPC to consider a specified issue
- Trust Council pass a motion to ask TPC to consider a specified issue
- Write to the TPC with your concerns or issue

MEETING ETIQUETTE & MAKING MOTIONS

Islands Trust

Meeting Etiquette

- The Chair runs the meeting according to legislation, bylaws, and Roberts Rules of Order
- Only speak “through the chair”
- Respect the process, don’t interrupt
- If you have a concern, raise “point of order”

MEETING ETIQUETTE & MAKING MOTIONS

Making Motions

- To make a motion you would say "I move that Trust Programs Committee…" and then state your motion
- Motions should say who is asking and who is being asked (e.g. Move that TPC request staff to…")
- Motions should be self-explanatory and stand alone – don't assume reader will know the context of the motion

MEETING ETIQUETTE & MAKING MOTIONS

Making Motions - Seconder

- A motion needs a "seconder" – to second raise your hand when the Chair asks for a seconder
- Once seconded, the Chair will ask for debate – usually starting with the mover
- Once all debate has concluded, or the Chair has determined it has, the Chair will then call the vote

MEETING ETIQUETTE & MAKING MOTIONS

Making Motions - Voting

- When asked by the Chair for those in favour, raise your hand and hold it high until the Chair indicates to lower
- When asked by the Chair for those against, raise your hand and hold it high until the Chair indicates to lower
- If you do not vote, it is called abstaining
- Abstained votes are considered to be a vote in the affirmative (legislation)

RULES OF ORDER

- Most votes require a simple majority of those in attendance to carry a motion (provided there is quorum present)
- A tied vote is a defeated motion as it is not a majority
- When a motion is on the floor, the debate must be to that motion
- A motion to amend the main motion may be moved following the same rules as the main motion

RULES OF ORDER

- Some amendments may be deemed “friendly” (usually to correct grammar, or to make the motion more clear)
- The Chair is the person who identifies if the amendment is “friendly” by asking if there are any objections. If there are, a formal vote is required
- If there are no objections, the amendment is accepted “by general consent” rather than a vote
- “By general consent” is fine for motions not requiring any action (e.g. do not ask staff to undertake work “by general consent”)

OTHER ORIENTATION AND TRAINING

Islands Trust

- December Trust Council – Eli Mina, Parliamentarian

QUESTIONS

September 20, 2022

Dear Chair of the Trust Programs Committee 2022-2026,

Congratulations on being elected to this role within the Islands Trust! As outgoing Chair of the Trust Programs Committee (TPC) 2018-2022 I wanted to provide you with some thoughts and reflections as the TPC engages in the next phase of work. The TPC provides policy advice to the Islands Trust Council (TC) via the Executive Committee (EC) on Trust-wide issues related to the TPC's areas of responsibility. Some past areas assigned to TPC work include issues relating to fresh water, marine stewardship, sustainable communities, public awareness and education, and the Islands Trust Policy Statement. While much of this work falls into advocacy advice, there are also larger policy and planning roles on which the TPC advises.

Sometimes this work can seem daunting as it often takes much longer than expected to effect desired changes, but it is rewarding and needed work. So, thank you in advance for your service to the First Nations of the Salish Sea, Island communities, the non-human organisms of the region, and the residents of British Columbia for helping to preserve and protect the unique amenities of the Trust Area.

I thought I would outline a few things that were engaged in during the 2018-2022 term and provide some of my own personal thoughts on the process or activity which may not have been in any of the official records so far. Please also feel free to reach out to me at any point if you want a deeper conversation on any of these issues.

Reconciliation

On March 14, 2019 the TC unanimously enacted its Reconciliation Declaration. Finding a new way forward with First Nations across the Islands Trust Area is an important issue of justice that the Islands Trust is now committed to. You should become completely familiar with this and do your own personal learning – if you haven't already – around issues of reconciliation as this is now a core commitment of the Islands Trust and impacts all aspects of its work.

Climate Change Emergency

On March 14, 2019 the TC unanimously enacted its Climate Emergency Declaration. Climate Change is impacting all areas of the Islands Trust Area and the Trust Council's understandings of these impacts will affect many things in your work this next four years, particularly the Trust Policy Statement work. You may need to suggest learning options for the Trustees depending on their understandings of climate change and its impacts to ensure that work within the TPC can progress in well informed ways.

The COVID Pandemic

The 2018-2020 term experienced the COVID Pandemic, and this impacted many things throughout local government. The TPC met throughout the Pandemic virtually to continue work on several projects. While we adjusted, living on islands often meant challenges with virtual meeting connections and it was an adjustment for us all. However, being forced rapidly and comprehensively into virtual meetings had its advantages too; committee meetings with members across the vast area of the Islands Trust are now possible virtually and that can save enormous amounts of time and energy while also reducing travel costs – both monetary and in terms of our carbon footprint. You will need to balance virtual and in person meetings in the future, weighing these costs with the benefit at critical points to have everyone on the TPC in the same space to build needed trust and collegiality.

The Policy Statement Amendment Project

During my term, the Trust Policy Statement Amendment Project (TPS) was initiated and dominated the TPC's work program. This caused other things on the committee's work list to be stalled because of staff time allocations to the TPS work and a few core initiatives. In addition, this project slowed due to shifts in workflow and community engagement and communication challenges during the pandemic. As this project is not yet completed, it will be a priority to get up to speed quickly on this work. I am happy to expedite this by coming in with key staff to brief the TPC early in the course of the term - see details here at the Policy Statement Amendment Program.

Due to the heavy workload around the TPS that remains, you may want to consider how many meetings to schedule per year, and whether they should be in person. In previous terms, other committees had only four meetings a year while TPC had six. In recent years, there were many more TPC or smaller working groups of the TPC meetings to address the need to move the project forward. It is important to have at least some of these meetings in person as complex work is somehow more productive in person than virtually.

TPC Accomplishments and Progress on Other Work

The Community Stewardship Awards program delivery was accomplished several times throughout my term. However, we suggested, and the TC executed policy changes to this program, that the awards only be offered in last year of term. You should be prepared for this well in advance to ensure that good communication is made with all trustees at least six months in advance of the submission date to ensure good nomination options are made.

The State of the Island Report was updated and would be a great resource for all of the Trustees to read but essential for the members of the TPC so as to get a good overview of the whole Trust Area. Additionally, the delivery of the stewardship education webinars and development of Living in the Trust Area mailing to new residents and associated materials are things that should be recommend reads for new committee members.

This term also saw the formalization of secretariat services program to support coordination groups. This program is well loved across the Trust and should, in my opinion, be championed by the TPC in future years.

Areas that Need Future Attention

The development of an agreement with the Ministry of Forests, Lands and Natural Resource Operations, and the Bowen Island Municipality about Crown lands decisions is still outstanding after more than a decade due to staff being assigned to higher priority work. Early in the term this should be revisited to consider it in the TPC work program. I recommend the project continue.

There is work to identify potential governance or operational changes that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area; this decision will need to come from TC through the EC to the TPC. This was on the committee work program when the term started and did not see progress other than the establishment of the secretariat services policy and associated program.

The committee developed key messages about climate change and procured an Islands Trust Climate Indicators: Scoping Exercise to Identify Climate Change Indicators for the Islands Trust Area Report and forwarded them to Trust Council but did not yet get TC support for monitoring indicators noted in the report. This should be considered again in the work program.

The TPC received a *Community Benefit Land Trust Concept Briefing* and added the topic to its projects list but saw no progress despite high interest on Trust Council regarding affordable housing issues. This is a highly promising pathway for the Trust Area and should be considered on the work program.

Future Guidance as the Chair

Without budgeting to backfill staff working on the TPS project, the committee did not have sufficient resources for other work. When TC dedicated a temporary Community Communications Specialist to the Living in the Trust Area project there was substantial progress. It is important to champion budget requests that allow for adequate staff resourcing to the diverse work of the TPC work plan. If adequate staff are not available, then it is better to pick a few priorities and fund them adequately than ask staff to juggle multiple projects as they can.

The Policy Statement project did not have sufficient staff resources or budget, and saw continuous project scope creep through the term, resulting in challenges in delivering the budget. A key lesson was the need for internal engagement on draft language with trustees and local trust committees/Bowen Island and communications materials ready early to support draft ideas. We should, depending on what happens with the TPS, be doing continuous review of TPS instead of letting needed smaller amendments build up.

Final Thoughts

There are challenges in being the Chair of TPC, particularly with the TPS as a part of the work program. You will need to seek consensus, knowing it is not fully possible. You will need to try to get people to be respectful when they are adamantly opposed to one another. You need to move work forward that at times seems as if people are trying to derail. You will need to set aside your own personal views and speak for the committee when presenting at TC – something I found very difficult at times. You will need to schedule additional meetings into your life at times that are not convenient to you as they are convenient to the complex Islands Trust calendar and others on the TPC. You will have to ensure that all voices within the TPC are heard, that arguments are presented are clear and reasoned, and that no one person dominates the discussion. Even given all these challenges, I have to say that I have been honoured to lead the TPC this past term and through this work to more deeply get to know Trustees across the region who passionately care about our communities, the environment, and our shared future. I am humbled by the service so many have given and the dedication they have made to ensure the region is governed with care, towards reconciliation, and in light of our changing climate and its impacts.

I sincerely hope you have a fabulous term and again thank you for stepping into this role and for the service you do for us all.

Dr. Deb L. Morrison
Chair, Trust Programs Committee, 2018-2022
Trustee, North Pender Island, 2018-2022

TRUST PROGRAMS COMMITTEE

<u>RESOLUTION WITHOUT MEETING</u>

RESOLUTION WITHOUT MEETING NO. RWM-2022-02

The following matter is considered urgent and necessary in order to adopt the draft minutes of the August 26, 2022 Trust Programs Committee meeting prior to the end of the term.

It was Moved by Trustee Brent and Seconded by Trustee Critchley,
that Trust Programs Committee adopt as presented the Trust Programs Committee minutes of August 26, 2022.

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Deb Morrison	October 10, 2022	In Favour
Paul Brent	October 7, 2022	In Favour
David Critchley	October 7, 2022	In Favour
Doug Fenton	October 7, 2022	In Favour
Michael Kaile	October 7, 2022	In Favour
Kees Langereis	October 7, 2022	In Favour
Benjamin McConchie	October 7, 2022	In Favour
Timothy Peterson	October 7, 2022	In Favour
Dan Rogers	October 7, 2022	In Favour
Steve Wright	October 9, 2022	In Favour

<u>TRUSTEES NOT CONTACTED</u>
Scott Colbourne
Grant Scott

FINAL VOTE COUNT	**10**	<u>IN FAVOUR</u>
	0	<u>OPPOSED</u>

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON October 10, 2022.

___________________________________ _________________________________

CHAIR'S SIGNATURE RECORDER'S SIGNATURE

TRUST PROGRAMS COMMITTEE

RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-2022-03

The following matter is considered urgent and needs to be addressed prior to the end of term. The first Trust Programs Committee meeting of the new term will be scheduled via RWM once the members are appointed to the Committee.

It was Moved by Trustee Rogers and Seconded by Trustee Kaile,
that Trust Programs Committee (TPC) cancel the November 25, 2022 meeting.

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Deb Morrison	October 28, 2022	In Favour
Grant Scott	October 26, 2022	In Favour
Doug Fenton	October 26, 2022	In Favour
Michael Kaile	October 26, 2022	In Favour
Kees Langereis	October 26, 2022	In Favour
Timothy Peterson	October 26, 2022	In Favour
Dan Rogers	October 26, 2022	In Favour
Steve Wright	October 26, 2022	In Favour
David Critchley	October 26, 2022	In Favour
Paul Brent	October 27, 2022	In Favour

<u>TRUSTEES NOT CONTACTED</u>
Benjamin McConchie
Scott Colbourne

FINAL VOTE COUNT	**10**	IN FAVOUR
	0	OPPOSED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON October 28, 2022.

__________________________________ __________________________________

CHAIR'S SIGNATURE RECORDER'S SIGNATURE

TRUST PROGRAMS COMMITTEE
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-2022-04

The following matter is considered urgent in order to schedule the first Trust Programs Committee meeting of the new term.

It was Moved by Trustee Peterson and Seconded by Trustee Fast,
that Trust Programs Committee schedule a Special Meeting for January 9, 2023 from 9:30 a.m. to 12:30 p.m.

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Alex Allen	December 14, 2022	In Favour
Sam Borthwick	December 14, 2022	In Favour
Sue Ellen Fast	December 14, 2022	In Favour
Tim Peterson	December 14, 2022	In Favour

TRUSTEES VOTE NOT AVAILABLE
Kristina Evans
Jamie Harris

FINAL VOTE COUNT	4	IN FAVOUR
	0	OPPOSED

THE CORPORATE SECRETARY (DAVID MARLOR, DIRECTOR OF LEGISLATIVE SERVICES) DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF *THE ISLANDS TRUST ACT* on December 15, 2022.

_______________________________________ _______________________________________

CORPORATE SECRETARY'S SIGNATURE RECORDER'S SIGNATURE

BRIEFING

To:	Trust Programs Committee	**For the Meeting of:**	January 9, 2023
From:	Trust Area Services	**Date Prepared:**	December 21, 2022
SUBJECT:	**Review of Business Cases**		

PURPOSE: To provide Trust Programs Committee (TPC) with an update on the Committee's previous requests regarding the development of the 2023/24 Islands Trust budget and to provide the proposed 2023/24 business cases for review.

BACKGROUND:

During the August 2022 TPC meeting, TPC reviewed draft business cases for the secretariat service and stewardship education program and passed the following motions:

> **TPC-2022-026**
> **It was MOVED and SECONDED,**
> that Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget, the business case for $15,000 for secretariat services.

> **TPC-2022-025**
> **It was MOVED and SECONDED,**
> that Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget, the business case for $20,000 for stewardship education.

In addition, TPC discussed that Executive Committee would be reviewing a business case for the Policy Statement Amendment Project and passed the following motion.

> **TPC-2022-024**
> **It was MOVED and SECONDED,**
> that Trust Programs Committee request Executive Committee include funding for an enhanced communications strategy within the 2023/24 business case for the Policy Statement Amendment Project.

ATTACHMENTS:

1. TPC Business case for 2023/24 funding for secretariat services program
2. TPC Business case for 2023/24 funding for stewardship education program

FOLLOW-UP: Staff will follow-up as directed.

Prepared By: **Clare Frater, Director of Trust Area Services**

Reviewed By/Date:

Islands Trust

Budget Funding Request
Short-Form Business Case

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

<table>
<tr><th colspan="2">TO BE COMPLETED BY INITIATOR</th></tr>
<tr><td>Initiated by (name, title):
Trust Programs Committee</td><td rowspan="3"><u>Budget Source</u> (select all that apply):

■ Specific Project Funding (select all that apply)
■ Third Party Contractors
☐ Staff Travel Expense
☐ Staff Overtime Expense
☐ New Staff Member – Temporary for project
☐ Computer Hardware/Software

☐ Furniture & Equipment

☐ Computer Hardware/Software/Supplies

☐ New Staff Resources (see Staff Costing Tool)
☐ Permanent
☐ Temporary
Temp Duration: ___________________

☐ Other – please describe: ______________________</td></tr>
<tr><td>Business Area:
Trust Council Initiatives - Trust Area Services</td></tr>
<tr><td>Name of Request:
Secretariat Services: $15,000</td></tr>
<tr><td>Date of Funding Request Submission:
August 26, 2022</td><td>Funding Required for (date range):
FY2023/2024</td></tr>
<tr><td colspan="2">ISSUE/OPPORTUNITY:
The Islands Trust Act states that Trust Council may coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district, First Nations, and government of British Columbia policies for the preservation and protection of the Trust Area and its unique amenities and environment. In September 2020, Trust Council adopted a Secretariat Services Policy. Trust Programs Committee has provided secretariat service support to coordination groups in the Trust Area such as the Baynes Sound / Lambert Channel Regional Forum, Howe Sound Community Forum, and Southern Gulf Island Regional Forum. This support includes both Islands Trust in-kind staff time, and the hiring of administrative consultants and workshop facilitators.</td></tr>
</table>

There are a number of coordinating bodies operating in the Trust Area, largely supported by volunteer or in-kind staff effort. These bodies bring together different levels of government, First Nations and community members on a regular basis to discuss matters of mutual interest/concern.

Over the years, coordinating bodies and trustees raised concern regarding the lack of funding for the administrative needs (e.g. meeting logistics, agenda preparation, minutes, facilitation, website hosting/posting, shared document drive) for some of the coordinating bodies and/or concern about the sustainability of relying on volunteer and side-of-the-desk coordinators.

In FY 2022/23, Trust Programs Committee allocated $15,000 budgeted by Trust Council to support four coordination groups and staff support to one coordination group.

In FY 2021/22, Trust Programs Committee allocated $12,000 budgeted by Trust Council and 70 staff hours to support five coordination groups.

In FY 2020/21, Trust Programs Committee allocated $11,000 budgeted by Trust Council to support four coordination groups.

PROJECTED RESULTS/DELIVERABLES:

Continued support to coordination groups in the Trust Area that further the Islands Trust Object.

RISK ASSESSMENT:

The main risk to secretariat services programming is staffing vacancies or reallocation of staff to other priorities. Staff will clearly advise Trust Programs Committee of staff capacity and will recommend use of contractors as appropriate.

ALTERNATIVES CONSIDERED:

Option 1: Budget a reduced funding amount and provide reduced secretariat service levels to coordination groups.

Option 2: Budget a higher funding amount and increased capacity to provide secretariat service levels to coordination groups.

Option 3: Do not budget for secretariat services and provide no secretariat services levels to coordination groups.

CRITICAL SUCCESS FACTORS:

Some limited staff time must be available to manage contractors and work with partners. Staff estimate that up to 100 hours (approx. three weeks) may be required to manage four contracts and work with the coordination groups, as well as provide direct administrative support should TPC decide to allocate staff time.

There must also be available contractors willing to take on the coordination/secretariat work.

Trust Programs Committee must decide on the amount of funding to be allocated to the various groups.

RECOMMENDED OPTION:

That $15,000 be budgeted for the Secretariat Services.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:
$15,000 to fund requests from groups for FY 2023/24

Qualitative Analysis:
Supporting coordination groups/partnerships allows for Islands Trust to support enhanced coordination and cooperation in the Islands Trust Area and to learn from these groups, which advocate on similar issues of interest to Islands Trust residents and trustees. Supporting these local groups strengthens Islands Trust's position within the community as a leader and ally, and creates an opportunity to build long-term collaborative relationships. Some of these groups also offer an opportunity for more targeted and effective collaboration with First Nations and regional districts in the Trust Area.

PURCHASING PROCEDURE:

All expenditures will be in accordance with Policy 6.5.3 on Procurement.

PROPOSED IMPLEMENTATION STRATEGY:

Following the Secretariat Services policy, Trust Programs Committee will assess opportunities to provide Secretariat Services at its first meeting of the fiscal year. If Trust Programs Committee indicates an interest in providing administrative support to certain coordination groups, staff will work with the coordination groups to determine the exact nature of the support, the timeframes, and expected workload.

STAFF RESOURCING:

Staff estimate that up to 100 hours (approximately three weeks) of the Program Coordinator's time may be required to manage contracts and work with the coordination groups, as well as provide administrative support should TPC decide to allocate staff time.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Funding for secretariat services supports enhanced collaboration in the Islands Trust Area. Staff may promote the Islands Trust's contributions, as appropriate.

Clare Frater, Trust Area Services for Trust Programs Committee

August 26, 2022

Initiator Name, Title

Date

Reviewed by Department Lead: Name, Title

Date

Budget Funding Request
Short-Form Business Case

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.1).

TO BE COMPLETED BY INITIATOR	
Initiated by (name, title): Trust Programs Committee **Business Area:** Trust Council Services: Trust Area Services **Name of Request:** Stewardship Education Program: $20,000	**Budget Source** (select all that apply): ■ **Specific Project Funding** (select all that apply) ■ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member – Temporary for project ☐ Computer Hardware/Software ☐ **Furniture & Equipment** ☐ **Computer Hardware/Software/Supplies** ☐ **New Staff Resources** (see Staff Costing Tool) ☐ **Permanent** ☐ **Temporary** Temp Duration: ____________________ ☐ **Other – please describe:** ________________________
Date of Funding Request Submission: August 26, 2022	**Funding Required for (date range):** FY2023/2024

ISSUE/OPPORTUNITY:
Trust Area communities play a critical role in supporting the Islands Trust Object. There is a need to broaden public and industry awareness about the uniqueness of the Islands Trust mandate and local bylaws, and to empower the public with education and tools to help preserve and protect local ecosystems and cultural heritage in the Islands Trust Area.

This budget request is to request funds to support stewardship education activities (e.g. educational webinars, workshops), including the Living in the Trust Area mailing to new residents, into the new term.

In FY 2020/21, with a budget of $15,000, Trust Programs Committee (TPC) successfully delivered Phase 1 of the program - a series of three climate action stewardship education webinars on the topics of rainwater harvesting, ecosystem-based adaptation, and eelgrass/blue carbon.

In FY 2021/22, with the Stewardship Education program budget of $24,000 (actuals spent was $15,000) the Committee supported development of a "Living in the Trust Area" package which was mailed to 1000 new property owners across the Trust Area in March 2022. The package included newly designed Islands Trust brochures, stewardship tips booklets, groundwater conservation brochures, as well as localized government service contact lists. The full budget was underspent as the committee was not able to offer webinars or other education programs due to staff resources being allocated to the Islands 2050 Policy Statement Phase 3 engagement.

In FY 2022/23 Trust Council budgeted $13,000 and TPC adopted a project charter allocating all the funds to three mailings of the Living in the Trust Area package and distribution of the materials to renters via community groups.

PROJECTED RESULTS/DELIVERABLES:
The provision of educational programming and materials on stewardship topics to be determined by Trust Program Committee in FY 2023/24.

RISK ASSESSMENT:

The main risk to stewardship education programming is staffing vacancies or reallocation of staff to other priorities. The Living in the Trust Area mailing project has been designed to require limited staff time with BC Mail undertaking most of the work. Staff will clearly advise Trust Programs Committee of staff capacity and will recommend use of contractors as appropriate.

ALTERNATIVES CONSIDERED:

Option 1: Budget a reduced funding amount.

Option 2: Budget a higher funding amount.

Option 3: Do not budget for stewardship education.

Option 4: Budget general funds for Trust Programs Committee programming without calling it stewardship education.

CRITICAL SUCCESS FACTORS:
Sufficient staff time to administer and deliver the program.
Trust Programs Committee decision-making regarding the topics to be addressed and methods of outreach.

RECOMMENDED OPTION:
That $20,000 be budgeted for the Stewardship Education Program.

COST/BENEFIT ANALYSIS:
Quantitative Analysis:

- $20,000 for the Stewardship Education Program for FY 2023/24

Qualitative Analysis:
A stewardship education program offers the opportunity to educate community members and professional practitioners about the importance of preserving and protecting the Trust Area, climate action, and methods of being a good steward. Increased understanding of the Islands Trust and rationale for the preserve and protect mandate could result in reduced bylaw infractions.

PURCHASING PROCEDURE:
All expenditures will be in accordance with Policy 6.5.3 on Procurement.

PROPOSED IMPLEMENTATION STRATEGY:
Staff would develop a project charter(s) for the Trust Programs Committee to guide stewardship education work. There are staff procedures available to guide a mailout of the Living in the Trust Area package.

STAFF RESOURCING:
Trust Area Services staff will support delivery of the project. The Living in the Trust Area project is expected to require approximately 50 hours of the Program Coordinator position. Additional staff hours will depend on the activities selected by Trust Programs Committee.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:
Change management, communication and collaboration will be addressed via the strategies outlined in the project charter and as directed by Trust Programs Committee during consideration of next steps.

The program would be supported by a communications plan. Ideally, components of the program would be delivered in collaboration with local agencies and/or First Nations.

Clare Frater, Trust Area Services for Trust Programs Committee	August 29, 2022
Initiator Name, Title	Date
Reviewed by Department Lead: Name, Title	Date

REQUEST FOR DECISION

To:	Trust Programs Committee	**For the Meeting of:**	January 9, 2023
From:	Legislative Services	**Date Prepared:**	December 20, 2022
SUBJECT:	**Proposed Trust Programs Committee 2023 Meeting Schedule**		

RECOMMENDATIONS:

1. That Trust Programs Committee adopt the meeting dates of February 6, April 3, May 15, August 28 and November 6 for the 2023 calendar year.

2. That Trust Programs Committee schedule all 2023 TPC meeting dates as electronic meetings.

SENIOR STAFF COMMENTS:

The proposed meeting dates allow for appropriate coordination of financial activities with Executive Committee and Trust Council meeting dates, and allows adequate time for staff and Committee members to perform their duties with appropriate care and due diligence.

1 PURPOSE:

1 To determine the 2023 meeting schedule for the Trust Programs Committee (TPC); and
2 To make decisions around meeting formats (electronic or in-person).

2 BACKGROUND:

Meeting Dates

Near the end of each calendar year, Trust Programs Committee determines the meeting dates for the next calendar year by way of resolution. Proposed meetings dates for the 2023 calendar year are as follows:

PROPOSED TPC DATE (Year 2023)	ASSOCIATED EC DATE (Year 2023)	TRUST COUNCIL DATES (Year 2023)	ANNUAL TPC TASKS
Monday, February 6	February 22	March 7-9	
Monday, April 3			Secretariat Services Support - RFD
Monday, May 15	June 14	June 27-29	Annual Report: Approval of TPC Section – RFD Topics for next fiscal business cases – RFD
Monday, August 28	September 13	September 26-28	Budget business cases – RFD Proposed TPC Meeting Dates – RFD
Monday, November 6	November 22	December 5-7	Revised Proposed TPC Meeting Dates (if required) - RFD

Meeting Format

Staff are requesting that TPC determine as early as possible if they wish to continue with electronic meetings for 2023. Early decision making in this regard will help staff with meeting logistics and will inform budget planning for this area.

Electronic meetings create time savings for trustees who do not have to travel, time savings for staff in terms of travel and catering arrangements, generates several thousands of dollars in cost savings to the organization annually, and reduces corporate greenhouse gas emissions in alignment with Islands Trust values. In addition, fully electronic meetings tend to generate higher quality meeting recordings for future public viewings.

Trust Council Bylaw 101 permits Council Committees to conduct fully electronic regular and special meetings. Section 11.11(a) states: ***"A** regular or special meeting of a Council committee or a special meeting of the Executive Committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the committee have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements."*

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Allows for appropriate coordination of financial activities with Executive Committee and Trust Council meeting dates, and allows adequate time for staff and Committee members to perform their duties with appropriate care and due diligence.

FINANCIAL:

The draft 2023/24 budget contains funding of approximately $2,000 for two TPC in-person meetings. The draft 2023/24 budget will be adjusted to reflect TPC decisions made related to this topic.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Communications with meeting administrative staff will circulate internally for purposes of planning.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICIES:

Trust Council Bylaw 101

Trust Council Policy 2.3.1 Council Committee System

5 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendations:

1. That Trust Programs Committee adopt the meeting dates of February 6, April 3, May 15, August 28 and November 6 for the 2023 calendar year.

2. That Trust Programs Committee schedule all 2023 TPC meeting dates as electronic meetings.

Alternatives:

1. That Trust Programs Committee adopt the proposed meeting schedule for the 2023 calendar year with amendments [as directed].

2. That Trust Programs Committee schedule only the 2023 TPC meeting dates of ________, ________, ________ as electronic meetings.

3. That Trust Programs Committee schedule all the 2023 TPC meetings as in-person meetings.

Prepared By: Robert Barlow, Legislative Services Clerk

Reviewed By: Clare Frater, Director, Trust Area Services