



Islands Trust

**EXECUTIVE COMMITTEE  
ACTING AS A  
LOCAL TRUST COMMITTEE  
(Ballenas – Winchelsea Islands)**

**Bylaw No. 24**

**Adopted - October 23, 2007**

**As amended by the Executive Committee Acting as a Local Trust Committee  
(Ballenas – Winchelsea Islands) Bylaw No. 29**

NOTE: This Bylaw is consolidated for convenience only and is not to be construed as a legal document.

Consolidated: JUNE 16, 2016

## BYLAW AMENDMENTS

This copy is consolidated for convenience only and includes the following Text Amendments only

Bylaw Number

Amendment Number

Adoption Date

Bylaw No. 29

Amendment No. 1, 2015

November 3, 2015

**ISLANDS TRUST EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST COMMITTEE**

**BYLAW NO. 24**

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A Bylaw to establish Procedures for Meetings of the Executive Committee  
when the Executive Committee is acting as a Local Trust Committee

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The Islands Trust Executive Committee (“Local Trust Committee”), being the Local Trust Committee having jurisdiction in respect of that part of the trust area that is not within a local trust area or municipality in the Province of British Columbia, pursuant to Section 23(5) of the *Islands Trust Act*, enacts as follows:

**SHORT TITLE**

1. This bylaw may be cited as “Islands Trust Executive Committee Acting as a Local Trust Committee Meeting Procedures Bylaw No. 24, 2004”.

**MEETINGS AND NOTICE OF MEETINGS**

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Chair of the Local Trust Committee following a general local election.
3. At the first regular meeting, and at the last regular meeting of each of the subsequent two years, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two, and the schedule shall be posted on a bulletin board located at the Victoria Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee’s mailing address or given to the trustee in person.
6. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the remaining members of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.
7. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson’s representations, if any, regarding the calling of the meeting.
8. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
9. A quorum of the Local Trust Committee is three members.
10. In the event that the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

BL 29  
Nov 2015

## MINUTES

11. The Director of Local Planning Services, or his or her designate, shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any Resolutions Without Meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
12. The minutes shall record every resolution of the Committee including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

## MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

13. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under any of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
14. Resolutions shall be in writing, may be moved by any member of the Local Trust Committee, and need only be seconded if requested by the Chair.
15. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by Resolution Without Meeting.
16. The Chairperson of the Local Trust Committee, or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

## ELECTRONIC MEETINGS

BL 29  
Nov 2015

17. A special meeting of the Local Trust Committee to deal with urgent new business may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
18. An individual Local Trust Committee member who is not at the physical location of a special Local Trust Committee meeting or a regular Local Trust Committee meeting may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
19. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member may participate by means of electronic communication facilities.
20. An individual member of the Local Trust Committee may not participate by means of electronic communication facilities in two consecutive regular meetings of the Local Trust Committee.
21. The Local Trust Committee may waive the restrictions in sections 19 and 20 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
22. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

23. A member of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
24. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
25. Where a member of the Local Trust Committee is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.
26. For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.
27. Cell phone or satellite connections may be used for open Local Trust Committee meetings.
28. If communication is lost to one or more electronic participants during a meeting:
  - 28.1 the participant affected will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes;
  - 28.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
  - 28.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust Committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.
29. The costs of electronic participation in a Local Trust Committee meeting will be borne by the Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) if the Local Trust Committee member is participating from a location within Canada or has received the approval of the majority of Local Trust Committee members."

#### EXECUTION OF DOCUMENTS

30. Any member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.
31. Islands Trust Executive Committee Acting as a Local Trust Committee Meeting Procedures Bylaw No. 21, 1997" is repealed.

READ A FIRST TIME THIS	20 <sup>TH</sup>	DAY OF	MAY	, 2004
READ A SECOND TIME THIS	20 <sup>TH</sup>	DAY OF	MAY	, 2004
READ A THIRD TIME THIS	7 <sup>TH</sup>	DAY OF	AUGUST	, 2007
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	23 <sup>RD</sup>	DAY OF	OCTOBER	, 2007
ADOPTED THIS	23 <sup>RD</sup>	DAY OF	OCTOBER	, 2007

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CHAIRPERSON

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SECRETARY