



<b>Policy:</b>	2.2.1
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	September 12, 1992
<b>Amendment Date(s):</b>	
<b>Policy Holder:</b>	Chief Administrative Officer

## REQUESTS FOR DECISION (RFD)/REPORTS

### Purpose

To establish a process and format for presenting Requests for Decision and Reports being presented to Trust Council and Council committees. The intent of this policy is to:

1. ensure presentation readability and consistency.
2. help highlight relevant policy and resource allocation implications.
3. provide a framework for providing information for decision-making.
4. ensure that Council is offered a full range of options for consideration.
5. establish the Corporate Secretary as the focal point for information quality and monitoring resource/policy implications.

### A. Definitions

n/a

### B. Policy

1. All items being submitted to Trust Council and Council committees requiring them to consider making a decision should be submitted, or summarized if a report is prepared, on a Request for Decision (RFD) form.
2. All RFDs being submitted to the Executive Committee or Trust Council shall be reviewed for comment and signed by the Chief Administrative Officer before presentation.
3. All RFDs submitted to Trust Council shall also be reviewed for comment and recommendation by the Executive Committee at their meeting preceding the distribution of the Trust Council agenda package. (This meeting is generally three to four weeks before the quarterly Trust Council meeting date.)
4. Any RFD not received by the Executive Committee before Trust Council package distribution will not be included in the Trust Council package mail out (two weeks before Trust Council meetings).
5. Late topics may be included in the Trust Council agenda and noted as having "information pending". These "late" RFDs may be reviewed by the Executive Committee during their meeting immediately preceding the quarterly Trust Council meeting. (This meeting is generally

the day before Trust Council meets). The Executive Committee may forward the "late" RFDs to Trust Council as a handout during the Trust Council meeting. The above processing of late RFDs will be at the discretion of the Executive Committee.

6. A late Request for Decision topic listed in the Trust Council agenda, or received after Trust Council agenda package distribution, may be moved to new business if considered incomplete by the Executive Committee so that the item can still be discussed as a basis for further development of an RFD to be presented in a future Trust Council agenda.
7. All items being submitted to a Council committee involving a significant change in the allocation of human and fiscal resources or policy shall be submitted, or summarized if a report is prepared, on a Request for Decision form that has been reviewed and signed by the Chief Administrative Officer.

**C. Legislated References**

Policy and Procedures Manual: Council Meeting Preparation (2.2.2)

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

1. Attachment 1: Request for Decision (Annotated)
2. Attachment 2: Committee Report

**Attachment 1**

**ISLANDS TRUST**

**REQUEST FOR DECISION**

**(ANNOTATED)**

**TO:** *Decision-making Body*                      **DATE:** *month/day/year*  
**Target Decision Date:** *For Final Approval*

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**SUBJECT:** *TITLE TO BE SAME AS LISTED IN AGENDA - (BOLD CAPITALS)*

**RECOMMENDATION:** *Clear decision request with specific directions, i.e., action by whom, when and how.*

**CHIEF ADMINISTRATIVE OFFICER (OR DESIGNATE) COMMENTS:** *support/non-support for recommendation, alternative/further recommendation, and general comments.*

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**IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:** *Projected for existing work programs, staff workloads, and other aspects of the organization.*

**FINANCIAL:** *Source of existing or new funding; longer term implications, financial authority for funding transfer or new funding requests.*

**IMPLEMENTATION/COMMUNICATIONS:** *List key targets to implement and/or to communicate the recommendation if approved.*

**OTHER:** *By Staff, Management and Committees.*

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**BACKGROUND**

**REPORT/DOCUMENT:**                      **Attached**                       **Available**                       **N/A**

**KEY ISSUE(S)/CONCEPTS(S):** *State specifically the key components of the subject to be addressed.*

**RELEVANT POLICY:** *State relevance to existing Trust mandate, bylaws, policies and procedures and/or other government legislation.*

**DESIRED OUTCOME:** *State results(s) expected to occur through taking action on the subject (not how it is to*

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*be dealt with).*

**RESPONSE OPTIONS**

**Recommended:**

- Alternatives:**
- *Present various response options to achieve desired outcome(s) with "pros/cons" analysis highlights for each; or*
  - *Outline proposal highlights to take action on the subject.*

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**PREPARED BY:** \_\_\_\_\_

**REVIEWED BY EXECUTIVE COMMITTEE:**

**SUBMITTED BY:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_

**OTHER REVIEW:**

Chief Administrative Officer (or  
designate)

**Attachment 2**

**ISLANDS TRUST  
COMMITTEE REPORT**

**To: Trust Council**  
**From: Committee Name**

**Date: day/month/year**

**WORK PROGRAM (Top Three Priorities)**

**1.**

**Current**

- 
- 

**Planned**

- 
- 

**2.**

**Current**

- 
- 

**Planned**

- 
- 

**3.**

**Current**

- 
- 

**Planned**

- 
-

**WORK PROGRAM STATUS**

- 
- 

**TRUST COUNCIL MEETING - REQUEST FOR DECISION ITEM(S)**

- 1.
- 2.

**UPDATE** (on Meetings, Agency Liaison, Resource Requirements, etc.)

- 1.

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**Designate Staff**

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**Chair**