



<b>Policy:</b>	4.1.3
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	September 12, 1992
<b>Amendment Date(s):</b>	December 5, 2003
<b>Policy Holder:</b>	Legislative Services Manager

## MODEL LOCAL TRUST COMMITTEE MEETINGS PROCEDURES BYLAW

### Purpose

A bylaw to regulate the meetings of Trust committees.

### A. Definitions

n/a

### B. Policy

See Attachment 1

### C. Legislated References

Policy 4.1.1 – Local Trust Committee Chair Guidelines.

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

Attachment 1 - Model Local Trust Committee Bylaw

Attachment 2 - *Community Charter* and *Local Government Act* Provisions

Attachment 3 – Rules of Order

**ATTACHMENT 1**

**\_\_\_\_\_ LOCAL TRUST COMMITTEE**

**BYLAW NO. \_\_\_\_\_, 2004**

A bylaw to establish procedures for meetings of the Local Trust Committee

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The \_\_\_\_\_ Local Trust Committee, being the local trust committee having jurisdiction in respect of the \_\_\_\_\_ local trust area under the *Islands Trust Act*, enacts as follows:

**SHORT TITLE**

1. This bylaw may be cited as “\_\_\_\_\_ Local Trust Committee Meeting Procedure Bylaw No. \_\_\_\_\_, 2004.

**MEETINGS AND NOTICE OF MEETINGS**

2. The first regular meeting of the Local Trust Committee shall be held on the first \_\_\_\_\_ of December following a general local election.
3. At the first regular meeting, and the first meeting in December of each of the subsequent two years, 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 at [insert place at which schedule will be posted].
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 third member 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 two members.
10. In the event that the Chairperson is not 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.

**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 either 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 not be seconded.
- 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.

**EXECUTION OF DOCUMENTS**

- 17. The Chairperson and one other 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.
- 18. \_\_\_\_\_ Local Trust Committee Meeting Procedures Bylaw No. \_\_\_\_, 19\_\_ is repealed.

READ A FIRST TIME THIS	DAY OF	, 2004.
READ A SECOND TIME THIS	DAY OF	, 2004.
READ A THIRD TIME THIS	DAY OF	, 2004.
ADOPTED THIS	DAY OF	, 2004.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

## ATTACHMENT 2

### **COMMUNITY CHARTER and LOCAL GOVERNMENT ACT PROVISIONS**

Under the *Islands Trust Act* and the *Islands Trust Regulation* (B.C. Reg 119/90), the following Sections of the *Local Government Act* and the *Community Charter* apply to Local Trust Committee meeting procedures:

#### **Local Government Act**

- [LGA 223](#) Minutes of Meetings
- [LGA 225\(1\)\(a\)](#) Procedure Bylaw
- [LGA 225\(1\)\(b\)](#) Public Notice of Meetings
- [LGA 225\(2\)](#) Amendment of Procedure Bylaw

#### **Community Charter**

- [CC Part 4, Div 3](#) Open meetings
- [CC Part 4, Div 6](#) Conflict of interest
- [CC 122](#) LTC bylaw or resolution required
- [CC 123\(1 – 5 & 7\)](#) Voting rules
- [CC 127\(2\)](#) Notice of special meetings
- [CC 132](#) Authority of presiding member at meetings
- [CC 133](#) Expulsion from meetings
- [CC 135](#) Requirements for passing LTC bylaws

## **ATTACHMENT 3**

### **RULES OF ORDER**

This attachment does not form part of the Bylaw but is inserted for convenience only.

#### **Meeting Procedure Rules of Order**

1. Every member of the Local Trust Committee wishing to speak to a question or motion shall address himself or herself to the Chairperson. A member of the Local Trust Committee may speak after the Chairperson has recognized the member. If two or more members indicate at the same time a desire to speak, the Chairperson may designate the order in which each is to speak. If the Chairperson wishes to speak in a meeting, the Chairperson need only address the meeting.
2. No member may interrupt a member who is speaking except to raise a point of order. No member may cause a disturbance at or disrupt a meeting.
3. A member may debate any motion other than a motion to table a matter.
4. Any person attending a meeting may address the Local Trust Committee on any item of business on the agenda, but only if the Local Trust Committee resolves to allow that person to address the matter and/or the Trust Committee.
5. The Chairperson is to preserve order at every meeting and has the power to make such rulings as are necessary to do that, including the power to rule on all points of order.
6. At the time any ruling is made by the Chairperson on a point of order, the Chairperson must inform the Local Trust Committee of the ground or grounds on which the ruling is made.
7. Every motion shall be presented in concise form, beginning with the phrase "I move that..." and the member making the motion shall not speak to the motion until the motion has been seconded.
8. On a vote being taken, the members present shall indicate their vote by a show of hands, or a voice vote during a telephone conference call. When it has been requested that the members be polled, the Chairperson shall individually call the name of each member present who shall state whether he or she votes in the affirmative or the negative.
9. When a member abstains from voting on any question, he or she shall be regarded as having voted in the affirmative and at the request of the member abstaining, or the Chairperson, the abstention must be recorded in the minutes of the meeting. When a member leaves the meeting temporarily after declaring a conflict of interest, the member shall not be regarded as having abstained.
10. When a member so requests, the names of those who vote for and those who vote against a question must be recorded in the minutes of the meeting.
11. When the question under consideration contains distinct propositions, the vote on each proposition shall be taken separately, should any member so request.
12. Every question that comes before the Local Trust Committee, except where otherwise expressed in a statute, regulation or bylaw, must be decided by a majority of the members present.
13. A reference in this section to the Chairperson includes the person presiding.