



Policy:	2.4.2
Approved By:	Trust Council/Islands Trust Conservancy Board
Approval Date:	September 22, 1992
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Policy Holder:	Legislative Services Manager

EXECUTIVE COMMITTEE AND ISLANDS TRUST CONSERVANCY BOARD

RESOLUTIONS WITHOUT MEETING

Purpose

To make provision for the Executive Committee and the Islands Trust Conservancy Board to obtain and count votes of members on urgent issues and for passing resolutions and adopting bylaws on those issues without the necessity of holding a regular or special meeting.

Background

The Order in Council to give the Executive Committee and the Islands Trust Conservancy Board authorization for voting by Resolution Without Meeting (RWM) was approved on May 29, 1992. Subsequently, the Islands Trust Special Voting Regulation and Ministerial Order were approved by the Minister of Municipal Affairs, Recreation and Housing, on May 29, 1992 and are currently in effect.

A. Definitions

n/a

B. Policy

1. Legislative Requirements

- 1.1 A special vote may be taken by the Executive Committee and the Islands Trust Conservancy Board only when the Chair and one other member considers that the issue to be voted on is urgent, and where calling a regular or special meeting to conduct a vote is impractical. "Urgent" is defined as when the issue in question requires immediate action as a result of unforeseen circumstances.
- 1.2 The special vote may be conducted by the corporate secretary of the Islands Trust, meaning the member delegated as corporate secretary by the Executive Committee or the Islands Trust Conservancy Board. If the corporate secretary is absent, ill or otherwise disabled, the Chair may appoint another staff person to conduct the vote.
- 1.3 The vote may be conducted by telephone, by delivery, by facsimile transmission, or by other means of electronic transmission. All reasonable attempts shall be made to ensure that each member entitled to vote has the opportunity to do so.

- 1.4 Once the vote has been conducted, the Chair shall be informed of the results, and the Chair shall declare the vote to have passed or failed in accordance with those results. The vote shall be recorded as a RWM of the Executive Committee or the Islands Trust Conservancy Board.

2. Issues Where Voting is Restricted

2.1 Executive Committee

There are no specific restrictions on issues which can be voted upon, unless the Executive Committee is acting as a local trust committee. If this is the case, the Executive Committee must abide by Sections 26(3) and (4) of the *Islands Trust Act*. Specifically, if the Executive Committee is acting as a local trust committee, members entitled to vote cannot vote by RWM for second or third readings of bylaws.

2.2 Islands Trust Conservancy Board

There are no specific limitations on issues that can be voted upon.

C. Procedure

1. Requirements to Allow a Resolution Without Meeting Vote

- 1.1 The Chair and one other member must establish if the issue is urgent (requiring immediate action as a result of unforeseen circumstances).
- 1.2 The Chair and one other member must consider that calling a regular or special meeting to conduct the vote on the urgent issue is impractical.

2. Background Material

Members must receive relevant background information on the issue before a RWM vote is conducted.

3. Resolution-Without-Meeting Form (Attachment 1)

- 3.1 Part 1 of the RWM form must state the reasons why the issue is being considered by RWM and which members considered that the matter must be dealt with by RWM.
- 3.2 Part 2 of the RWM form shall state the Mover and the Seconder, along with the resolution to be considered.
- 3.3 Part 3 of the RWM form shall show the members' names, their approval or disapproval of the resolution, and the dates and times of each member's vote.
- 3.4 Part 4 of the RWM form shall show the Chair's signature, and the date the RWM was declared passed or failed.
- 3.5 Part 5 of the RWM form shall show the signature of the corporate secretary or staff delegate who conducted the vote.

4. How the Resolution-Without-Meeting Vote is to be Conducted

- 4.1 The corporate secretary or staff person delegated to conduct the vote must make all reasonable attempts to ensure that each member is contacted.
- 4.2 Each member is to be contacted by either
 - 4.2.1 telephone or other means of telecommunication; or
 - 4.2.2 delivery, including by delivery in writing, by facsimile transmission or other means of electronic transmission, or other means by delivery in electronic form.
- 4.3 Each member shall vote by informing the corporate secretary or staff delegate of their approval or disapproval of the resolution.
- 4.4 The corporate secretary or staff delegate shall record each member's vote, including the dates and times when the members' votes were attained.
- 4.5 After the corporate secretary or staff delegate has made all reasonable attempts to contact each member, the Chair shall be informed of the results, and shall declare the vote to have passed or failed in accordance with those results.
- 4.6 The completed RWM shall be logged and numbered, and placed, along with all background information, in the Executive Committee or Islands Trust Conservancy Board Minutes Binder.
- 4.7 Each member shall receive a copy of the completed RWM form.

C. Legislated References

Local Government Act: Sections 793(8) and (9)

B.C. Regulation 189/92

Schedule Islands Trust Special Voting Regulation

Legislative Requirements for Executive Committee and Islands Trust Conservancy Board Resolutions-Without-Meeting

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

Attachment 1: Resolution Without Meeting

Attachment 1: Resolution-Without-Meeting

(ISLANDS TRUST EXECUTIVE COMMITTEE)

or

(ISLANDS TRUST CONSERVANCY BOARD)

RESOLUTION-WITHOUT-MEETING

RESOLUTION-WITHOUT-MEETING NO. RWM - - (Year) (Staff to complete)

Chair _____ and Vice-Chair _____ of the (Executive Committee) or (Islands Trust Conservancy Board) considers the following matter urgent because (state reason why matter is considered urgent), and that calling a regular or special meeting to conduct a vote on the matter would be impractical.

It was Moved by Trustee _____ and Seconded that;

(Motion)

Please vote on the above motion by completing the ballots below:

IN FAVOUR

IN FAVOUR

IN FAVOUR

OPPOSED

OPPOSED

OPPOSED

Signature/Phone Approval

Signature/Phone Approval

Signature/Phone Approval

Date

Date

Date

IN FAVOUR

OPPOSED

Signature/Phone Approval

Date

THE CHAIR DECLARED THE ABOVE-NOTED RESOLUTION _____ IN ACCORDANCE WITH THE ISLANDS TRUST SPECIAL VOTING REGULATION THIS _____ DAY OF _____, (Year).

CHAIR'S SIGNATURE

RECEIVED BY ISLANDS TRUST CORPORATE SECRETARY THIS ___ DAY OF _____, 19__.

CORPORATE SECRETARY'S SIGNATURE

(Signature of Recorder)