



Policy:	7.1.3
Approved By:	Trust Council
Approval Date:	September 9, 1994
Amendment Date(s):	December 5, 2003
Policy Holder:	Director of Trust Area Services

USE OF LOCAL TRUSTEE LETTERHEAD

Purpose

1. The purpose of this policy is to provide guidance to local trustees in the use of local trustee letterhead, and to ensure that when local trustee letterhead is used by local trustees as individuals:
 - 1.1 statutory requirements are met;
 - 1.2 a proper record keeping system is kept;
 - 1.3 operational efficiency and effectiveness is achieved.
2. When a letter from a local trustee is written in this context, it is inappropriate to use Islands Trust letterhead, which is only to be used by Islands Trust corporate entities, upon resolution.

A. Definitions

n/a

B. Policy

1. Islands Trust letterhead may be used by a corporate entity of the Islands Trust only when a decision of the corporate entity has been made by resolution to initiate a letter stating the actions/wishes/requests of the corporate entity. It must not be used by a local trustee who is initiating correspondence as an individual.
2. Where a member of a local trust committee is corresponding as an individual local trustee from a local trust area, the local trustee may use local trustee letterhead.
3. When a local trustee is corresponding on local trustee letterhead, the local trustee must use an opening paragraph to make it clear that they are corresponding in their individual capacity as trustee, and to avoid misleading the recipient of the correspondence into thinking that the contents of the correspondence are necessarily the view of the local trust committee, e.g.:

"As a local trustee from _____ Island, I express the following views regarding..." It must be clear that the content of the correspondence reflects the position or opinion of an individual local trustee. It must also be clear that the letter is not written on behalf of the local trust committee.

4. When a local trustee is corresponding on local trustee letterhead, the signature line must identify the trustee as a local trustee of the island he/she is representing. The following signature line example should be followed:

**"Trustee Smith
Local Trustee for _____ Island"**

5. All letters on trustee letterhead must be copied to the Victoria office, to ensure that proper record keeping systems are kept, and to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.
6. Local trustee letterhead will be designed in accordance with Attachment 1, and will be printed on high quality, recycled white paper.
7. Local trustees must not correspond on Islands Trust or local trust committee letterhead with any person, corporation, governmental or other body in order to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the local trustee has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

C. Legislated References

1. *Community Charter* Sections 102 and 103.
2. *Freedom of Information and Protection of Privacy Act*.
3. Policy and Procedures Manual: Use of Islands Trust Letterhead (7.1.4).

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

Attachment 1 – Sample of Local Trustee Letterhead



Insert Trustee Name
Insert Island Name Local Trustee

Insert Address
Insert Address
Telephone:

Email:
Web www.islandstrust.bc.ca

Insert Date

Insert name and address

Dear XX:

Yours sincerely,

Insert Trustee Name
Insert Island Name Local Trustee

cc Islands Trust Victoria Office

Preserving *Island* communities, culture and environment

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis