



Policy:	7.1.4
Approved By:	Trust Council
Approval Date:	September 9, 1994
Amendment Date(s):	December 5, 2003
Policy Holder:	Director of Trust Area Services

USE OF ISLANDS TRUST LETTERHEAD

Purpose

1. The purpose of this policy is to provide guidance to Islands Trust corporate entities on the appropriate use of Islands Trust letterhead, and, when Islands Trust letterhead is used by a Trust corporate entity, to ensure:
 - 1.1 that statutory requirements are met;
 - 1.2 that a proper record keeping system is kept;
 - 1.3 that operational efficiency and effectiveness is achieved.

A. Definitions

n/a

B. Policy

1. Islands Trust letterhead may only be used by a corporate entity of the Islands Trust, being all local trust committees, the Executive Committee, and Trust Council, 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.
2. A letter from a corporate entity of the Islands Trust must be signed by the appropriate Chair unless otherwise authorized by the local trust committee.
3. All local trust committee correspondence must be copied to local trustees and the responsible senior planner and other persons, as required.
4. All Executive Committee correspondence must be copied to the Executive Committee members and the Chief Administrative Officer, to local trustees, if required, the responsible manager for follow-up and other persons, as required.
5. All Trust Council correspondence must be copied to the Executive Committee members and the Chief Administrative Officer, the responsible manager for follow-up and other persons, as required.
6. Letters sent to a federal or provincial minister should be signed by the Trust Committee Chair.
7. Letters sent to senior federal or provincial government officials should be signed by the Chief Administrative Officer or a manager.

8. The format of a letter on Islands Trust letterhead shall be:
 - 8.1 Block style
 - 8.2 File Number at top right of first page
 - 8.3 Calibri 11-point font
9. 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

Community Charter Sections 102 and 103

Freedom of Information and Protection of Privacy Legislation

Policy Manual: Use of Local Trustee Letterhead (7.1.3)

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

n/a