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| Policy: | 2.3.1 |
| Approved By: | Trust Council |
| Approval Date: | March 6, 1998 |
| Amendment Date(s): | September 11, 2008; March 14, 2018 |
| Policy Holder: | Chief Administrative Officer |

COUNCIL COMMITTEE SYSTEM

Purpose

1. A Council Committee System is adopted by Trust Council comprised of three Council Committees and the Executive Committee (see Attachment 1):
 - 1.1 Regional Planning
 - 1.2 Financial Planning
 - 1.3 Trust Programs

A. Background

This Policy outlines general Terms of Reference (Section B: 1-9) applicable to all committees, the general role of all committees (Section B: 10) and an overview of committee-specific functions which are detailed further in each Council Committee's specific terms of reference.

B. Policy

1. Membership

- 1.1 Committee membership includes trustees (including members of a local trust committee who are not members of Trust Council) who have been appointed by the Council Chair. One Executive Committee member will be assigned by the Council Chair to each committee. The Financial Planning Committee is comprised of all members of the Executive Committee, the Chair (or designate) of other Council Committees, a member chosen by the Islands Trust Conservancy Board and three (3) other locally-elected or municipal trustees.
- 1.2 By the second Trust Council meeting following the quadrennial trustee elections or as required, the Chair of Trust Council will recommend Council Committee member appointments for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.
- 1.3 The Trust Council Chair is an ex-officio member of the Trust Programs Committee and Regional Planning Committee.

2. Committee Chair

- 2.1 Committee members shall elect the Committee Chair and Vice-Chair as required.

- 2.2 The Council Chair may appoint an interim Council Committee Chair when required.
- 2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of the meeting.

3. Available Resources

- 3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.
- 3.2 A committee resolution is required to expend monies from the committee's assigned committee projects account.

4. Staff Support

- 4.1 Staff's primary function to a committee is to act in a support/advisory role and as such a committee may make requests of staff.
- 4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

5. Meetings

- 5.1 The number of committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.
- 5.2 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be requested through the Executive Coordinator.
- 5.3 Committee meetings during the Trust Council quarterly meetings are to be avoided.

6. Agenda/Minutes Preparation

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Chair.
- 6.2 The agenda will be distributed to committee members, the Trust Council Chair and the CAO at least 10 days before the meeting.
- 6.3 The agenda shall be determined as follows:
 - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
 - 6.3.2 The agenda shall be approved as the first item of business.

6.3.3 The agenda should include:

6.3.3.1 Approval of previous meeting minutes

6.3.3.2 Follow-Up Action List (FUAL)

6.3.3.3 Council referral items

6.4 Minutes should be kept in a standard format and include: those present and absent, numerically sequenced resolutions, status of resolutions, disposition of agenda items and specific matters requested by a member attending. It is not intended that minutes are to be a recording of everything that is said at a meeting but rather a listing of key points relative to agenda items and resolutions.

6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.

6.6 The FUAL is to be distributed to all committee members, the designated staff member, the Council Chair and the CAO within seven days of the committee meeting.

6.7 Minutes are approved at the next meeting and approved minutes signed by the Recorder shall be distributed to all committee members, CAO and Executive Committee within three days of the committee's approval of the minutes.

7. Council/Committee Relationship

7.1 Each committee shall maintain a work program - which must include:

7.1.1 Items referred to the committee from Council (dated).

7.1.2 New initiatives, ideas and issues identified by the committee.

7.1.3 The top three (3) Priorities/Strategies that it is working on, as approved by Trust Council, which must include any of Trust Council's priorities that it has been assigned.

7.2 Each committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.

7.3 Committees are required to submit a Highlights Report to the Executive Coordinator, to be presented by the committee Chair (or designated committee member), in time for the Trust Council agenda package preparation deadline.

7.4 All committee proposals and/or recommendations shall be referred to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.

7.5 The Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.

- 7.6 It is the role of the Executive Committee member to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the council committee's directions and activities and vice-versa.

8. Rules of Conduct/Voting

- 8.1 Unless otherwise provided or agreed to by members, the Trust issued edition of *Robert's Rules of Order* shall apply.
- 8.2 Unless otherwise provided or agreed to by members, voting shall be by a show of hands.
- 8.3 A quorum of any committee shall be comprised of 50% of the current membership appointments. Meetings may be conducted without a quorum, however, resolutions must be ratified at the committee's next meeting.
- 8.4 The Executive Committee member designate (excluding the Council Chair) shall have the full voting privileges of a committee member.

9. Liaison

- 9.1 Liaison with provincial, federal and local government politicians shall be requested by the committee Chair to the Trust Council Chair (or CAO) so that the Trust's political liaison can be coordinated. The committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Trust representation.
- 9.2 Liaison with provincial, federal and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.
- 9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the committee Chair.

10. General Role

- 10.1 To provide policy advice to Council in response to Council's referrals, committee initiatives and external requests of the Trust.
- 10.2 To provide feedback to staff on matters going to Trust Council.
- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.

- 10.5 To create sub-committees (or task forces) which may be comprised of trustees, staff or external persons as required for a specific duration to examine a particular committee matter upon approval by Trust Council.
- 10.6 To provide input and feedback to the annual budget process.
- 10.7 To provide input to Trust Council's organizational strategic planning process.

C. Legislated References

Policy and Procedures Manual:

Regional Planning Committee (RPC): Terms of Reference (2.3.2)

Financial Planning Committee (FPC): Terms of Reference (2.3.3)

Trust Programs Committee (TPC): Terms of Reference (2.3.4)

Current Council Committee Members List

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

Attachment 1: Committee-Specific Functions

Attachment 1: COMMITTEE-SPECIFIC FUNCTIONS

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| <p style="text-align: center;">REGIONAL PLANNING COMMITTEE (LPC)</p> <ol style="list-style-type: none">1. Growth Management Tools2. Community Planning Tools3. Development Management Tools4. Local Planning Service Delivery | <p style="text-align: center;">TRUST PROGRAMS COMMITTEE (TPC)</p> <ol style="list-style-type: none">1. Environmental Policy2. Research and Information Systems Program3. Sustainable Communities Policy4. Trust Area Program Initiatives |
| <p style="text-align: center;">FINANCIAL PLANNING COMMITTEE (FPC)</p> <ol style="list-style-type: none">1. Annual Budget2. Long Term Financial Planning3. Fiscal Controls4. Annual Audit | <p style="text-align: center;">EXECUTIVE COMMITTEE (EC)</p> <ol style="list-style-type: none">1. Bylaw Approval2. Policy Agenda Coordination3. Legislation Agenda4. Communications Agency Liaison5. Chief Administrative Officer Liaison6. Trust Council Business7. Strategic Direction |