



## POLICY MANUAL

Code: TFB 03008

Policy X Procedure  Guideline

Title: Policy on Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Trust Fund Board Matters

Approved By: Trust Fund Board

Approved: September 8, 2003  
Resolution #: TFB 03/

Chairperson signature:

Further References: Memoranda of Agreement with Trust Council, Local Trust Committees, Island Municipalities and Trust Fund Board Policy TFB 02/489 Communicating Information regarding Covenant and Acquisition Projects

---

**PURPOSE:** To clarify when the Trust Fund Board will refer items to Trust Council (TC), Local Trust Committees (LTCs), and Island Municipalities (IMs).

### **BACKGROUND**

Since 1996, the Islands Trust Fund Board has had signed Memoranda of Agreement (MOA) with Trust Council and all Local Trust Committees regarding the coordination of activities. It is unclear whether the existing MOA with Bowen Island Local Trust Committee was considered by Bowen Island Municipality when it was incorporated. These MOA indicate that the Trust Fund Board will refer the Trust Fund Plan to every LTC for comment before the plan is submitted for approval in accordance with the *Islands Trust Act*.

In addition, the MOA indicates that where the Board considers a draft management plan or program for a specific property or for an island may have an impact on the jurisdiction of the relevant LTC, the Board will refer the draft plan or program to the LTC for comment before the plan or program is adopted by the Board and the Board will consider LTC comments on the plan or program.

Further, the MOAs outline that LTCs will refer bylaws that may impact on the responsibilities of the Board and any application to the LTC wherein a landowner is offering to donate land or money to the Board.

In July 2002, following extensive consultation with Trust Council, the Trust Fund Board approved a policy regarding communicating information regarding covenant and acquisition projects to ensure the confidential nature of land negotiations was maintained. The Trust Fund Board's conservation proposal requirements now include an indication from the landowners regarding whether the landowner agrees to allow information about the project to be distributed to trustees, planning staff and the public.

### **DETAILS:**

1. The Trust Fund Board will refer the final draft of the Islands Trust Fund Plan, required by the Islands Trust Act, to all Local Trust Committees, Island Municipalities and Trust Council and will take comments received into account prior to finalizing it for submission to the Minister for approval. The Trust Fund Board may choose to make a presentation to Trust Council highlighting the significant aspects of the Plan.
2. The Trust Fund Board will provide the final draft of any new Five Year Strategic Plan to Trust Council for comment and will take comments received into account prior to finalizing the Plan.
3. When the Board is proposing a special program (e.g. landscape classification mapping, landowner contact program) on an island, the board will discuss the program with and request input to the program from the local trustees before initiating the program. If the program covers a number of islands the Board may choose to discuss the program at Trust Council instead as a means to get comments from trustees.
4. When the Board is proposing a special program for the Islands Trust Area the intent and parameters relating to the program will be outlined to Trust Council early in the conceptual stages.
5. When the Board is considering a policy that relates to communication or cooperation with local trustees, Local Trust Committees, Island Municipalities, and/or Trust Council the Board it will refer the proposed policy to Trust Council for comment and will consider all comments received prior to finalizing the policy. Where such policy relates specifically to one Local Trust Committee or Island Municipality only, the policy will be referred to the applicable Local Trust Committee or Island Municipality instead of Trust Council.
6. As a courtesy, Trust Fund Board members and Islands Trust Fund staff will endeavour to contact local trustees to let them know when they will be on-island in an official capacity.
7. When the Islands Trust Fund is preparing a news release regarding an island project, staff will endeavour to provide local trustees with a copy of the news release prior to its submission to the media.

