

## 1.2.i. Policy

# POLICY STATEMENT AMENDMENT POLICY

Trust Council: December, 1995  
(Amended: March 6, 1998, March 23, 2016)

### A: PURPOSE:

1. To outline the required steps for Trust Council to review and amend the Policy Statement Bylaw.

### B: REFERENCES:

1. *Islands Trust Act*. Sections 15, 16, 22 and 27
2. Policy Statement Bylaw (No. 17)
3. Policy and Procedures Manual:
  - a) Policy Statement Implementation (1.3.i.)
  - b) Coordination Agreements Process (2.1.4)
  - c) Meeting Procedures Bylaw 101 (2.2.iv)
  - d) Priority Setting/Review Guidelines (6.2.1)
  - e) Budget Process Policy (6.3.i)
  - f) Annual Report Policy (6.10.i)
4. Protocol Agreements:
  - a) Islands Trust Council – Bowen Island Municipality Protocol Agreement
  - b) Islands Trust Council – Snuneymuxw First Nation Protocol Agreement
  - c) Islands Trust Council – Lyackson First Nation Protocol Agreement

### C: DEFINITIONS

1. “Engagement Plan” is a plan for engaging First Nations and stakeholders that is consistent with any protocol agreements in place (see B.4) and contains at least the following sections:
  - a. Context
  - b. Objectives
  - c. List of interested parties
  - d. Key messages
  - e. Engagement activities
  - f. Timing
  - g. Risks and mitigations
  - h. Resources

and considers the following audiences:

- i. Trust Area electors
- ii. local trust committees/island municipalities
- iii. First Nations
- iv. regional districts operating with the Trust Area
- v. school district boards, and improvement district boards,
- vi. the provincial and federal governments and their agencies, as determined in consultation with the ministry responsible for local government; and
- vii. other persons, organizations and authorities with interests the Islands Trust Council considers will be affected.

2. “Policy Statement Topic Review Inventory” is a document that compiles, at a minimum, suggestions for Policy Statement topics needing clarification or expansion and suggested new Policy Statement topics.

## **D. POLICY:**

### **1. REQUIREMENTS**

- 1.1 The Policy Statement Bylaw may be amended by Trust Council with the approval of the Minister responsible for local government.
- 1.2 Each term, Trust Council will identify Policy Statement review and/or amendment tasks.
- 1.3 Trust Council will assign the Executive Committee, Trust Programs Committee or a select committee (delegated body) to coordinate the Policy Statement amendment process.
- 1.4 Adoption of Policy Statement amendments will occur only after Trust Council has undertaken a first, second and third reading and received approval of the Minister responsible for local government.
- 1.5 Ministerial approval is based on ensuring no conflicts with Provincial interests and adequate engagement with First Nations.

### **2. TOPIC REVIEW INVENTORY**

- 2.1 Upon request, Trust Council will consider suggestions for Policy Statement topic reviews and, by resolution, will direct inclusion in a Topic Review Inventory document.

### **3. TOPIC REVIEW PROCESS**

- 3.1 If a newly elected Trust Council has undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy

Statement topic review priorities. If no public consultation on priorities for the current term has occurred, Trust Council will engage with those identified in C.1 before selecting Policy Statement topic review priorities for the term.

- 3.2 Once Trust Council has selected topics for review, Trust Council will assign review of the selected priority Policy Statement topics to its delegated body and request recommendations regarding possible amendments to the Policy Statement Bylaw.
- 3.3 As part of its annual budget cycle, Trust Council will allocate resources required to review the selected topics.
- 3.4 Trust Council may establish or adjust Policy Statement topic review priorities at any time.
- 3.5 Once Trust Council has selected topics for review, Trust Council will inform the Ministry responsible for local government and invite First Nations in the Trust Area to participate in the next steps.

#### **4. AMENDMENT PROCESS**

- 4.1 The Executive Committee will guide agency referrals, public engagement, internal processing, and Policy Statement Bylaw amendment requirements, in accordance with its Terms of Reference.
- 4.2 As soon as practicable after the initiation of a Policy Statement amendment process, the Executive Committee must adopt an engagement plan per Section C.1., and must consider whether the opportunities for engagement with one or more of the persons, organizations and authorities listed in the plan should be early and ongoing.
- 4.3 Based on the engagement plan adopted by Executive Committee in 4.2, the Trust Council's delegated body will engage with stakeholders and First Nations about each topic proposed for amendment, prior to drafting a Policy Statement Amendment bylaw.
- 4.4 After first reading of the Policy Statement Amendment bylaw, Trust Council will request that the amendments be referred to First Nations, municipalities, regional districts and provincial and federal government agencies or departments having jurisdiction in the Trust Area. The minimum referral period to other agencies will be 45 days.
- 4.5 The Executive Committee, prior to third reading by Trust Council may provide for public input to Trust Council through correspondence, delegations or petitions in accordance with the Meeting Procedures Bylaw.

- 4.6 Trust Council, prior to third reading, will review input received from Islands Trust Council committees, local trust committees, the Trust Fund Board, trustees or staff of the Islands Trust, First Nations, referral agencies and the public, and all input received through the engagement plan adopted in accordance with section C.1.
- 4.7 After Trust Council has adopted an amendment to the Policy Statement the Executive Committee will advise all consulted First Nations and referral agencies in accordance with the adopted engagement plan.
- 4.8 If Trust Council adopts an amendment to the Policy Statement that changes directive policies, Trust Council will advise local trust committees and island municipalities on resulting updates to official community plans.
- 4.9 If Trust Council adopts an amendment to the Policy Statement that changes directive policies, Trust Council will consider giving funding priority to LTC programs that implement the new directive policies during the budgeting process.

## **5. COMMUNICATIONS**

- 5.1 The Executive Committee will monitor and report on the implementation of this policy to Council annually while producing the Islands Trust Annual Report.

## **6. POLICY STATEMENT REVIEW**

- 6.1 The Islands Trust Council may, from time to time, initiate a public review of the entire Policy Statement.