



Islands Trust

GOVERNANCE TASK FORCE 2005-8 TERMS OF REFERENCE

INTRODUCTION

In recent years, Trust Council and others have studied ways of improving the effectiveness of the Islands Trust in meeting its legislated object. Recent discussions with representatives of the Ministry of Community Services indicate that there is an opportunity to explore changes that would improve governance in the Islands Trust Area. Ministry staff are currently developing a discussion paper regarding the topic.

MANDATE

On March 10 2006, the Islands Trust Council passed a resolution requesting the Islands Trust Executive Committee to create and establish terms of reference for a task force of interested trustees and senior staff.

The mandate of the Governance Task Force is:

- to coordinate the Islands Trust's consultation with island communities
- develop recommendations to Council
- coordinate Council's input to the Ministry of Community Services in regards to Islands Trust governance review during the 2005-8 term and
- to return to the June Council meeting with those recommendations that it feels are important to get on the provincial government's legislative agenda in time for the local government elections of 2008.

MEMBERSHIP AND ORGANIZATION

On March 16 2006, Islands Trust Council Chair Kim Benson invited Trust Council members to send expressions of interest in task force membership to CAO Linda Adams.

The Executive Committee passed a resolution on April 4, 2006 indicating that all Trust Council members who expressed an interest will form the Governance Task Force. Members are:

Kim Benson
Gisele Rudischer
Gary Steeves
Rose Willow

Louise Bell
George Ehring
Peter Frinton
Ken Hancock
Brian Hollingshead
Peter Lamb
Sheila Malcolmson
Alison Morse
Roy Smith

The Executive Committee will not appoint new members after the Governance Task Force's first formal meeting. Members who miss more than three meetings without being excused by resolution of the Governance Task Force will be disqualified from membership.

Islands Trust Council Chair Kim Benson will chair the Governance Task Force.

Staff appointed by the CAO will keep meeting minutes and a list of follow-up actions.

Islands Trust Council Chair Kim Benson will call the first formal meeting of the Governance Task Force. Governance Task Force members will determine subsequent meeting times and places and will make use of teleconference facilities as appropriate.

As required by the *Community Charter*, Governance Task Force meetings will be open to the public to observe and will be subject to public notice. The Task Force may move to close meetings to the public in order to discuss matters pursuant to s. 90 of the *Community Charter* (meetings that may or must be closed to the public).

GUIDING PRINCIPLES

The Governance Task Force will have regard for the object of the Islands Trust.

Activities of the Governance Task Force will aim to improve governance in the Islands Trust Area and to improve the ability of the Islands Trust to implement its provincial object throughout the Islands Trust Area.

The Governance Task Force will work in recognition of previous work of the Islands Trust Council in regards to governance improvement and will recognize past decisions that Trust Council has already implemented.

The Governance Task Force will coordinate the Islands Trust's consultation with those members of the public that are interested in the Islands Trust Area. Consultation will take place in an open manner that ensures that all interested parties have a fair opportunity to participate.

The Governance Task Force will work collaboratively with regional governments and provincial agencies.

The Governance Task Force will focus its resources on achievable tasks that the Islands Trust Council or the provincial government and other agencies are most likely to implement during the 2005-8 term, based on feedback from the provincial government and on resources available to the Islands Trust Council.

SCOPE

The Islands Trust Governance Task Force will coordinate a variety of activities, including public consultation and collaboration with other parties such as regional districts and provincial agencies aimed at developing Trust Council's strategy for improving governance in the Islands Trust Area during the 2005-8 term.

The Governance Task Force will not implement any changes in governance or request implementation by a third party until the Islands Trust Council has endorsed proposed changes.

The Governance Task Force will monitor implementation of any strategy for governance improvement that the Islands Trust Council has endorsed and supported with the necessary resources.

ROLES AND RESPONSIBILITIES

The Chair of the Governance Task Force will be responsible for coordination of meeting agendas and for conducting meetings in accordance with Robert's Rules of Order.

Governance Task Force members will attend meetings as agreed and will participate in the work of the Governance Task Force as assigned by the Governance Task Force.

Governance Task Force members will request new business items through the Chair by advising other members of the item at least one week in advance of each meeting.

STAFF RESOURCES

In the 2006-7 fiscal year, CAO Linda Adams will provide staff support to the Governance Task Force, subject to other on-going responsibilities and other requests of the Islands Trust Council.

The CAO may request other members of the Islands Trust senior staff to participate in Governance Task Force meetings on occasion, subject to their other on-going responsibilities and other requests of the Islands Trust Council.

Special Project Planner Gillian Saxby will provide coordination assistance to the Governance Task Force, under the direction of the CAO.

If determined necessary, the CAO may form a team of other Islands Trust staff, to provide back-up support to the Governance Task Force.

All Islands Trust staff activities in regards to the Governance Task Force will respond to resolutions of the Governance Task Force and not to requests from individual Governance Task Force members. Governance Task Force members will ensure that work requests take place at meetings of the Governance Task Force, by resolution.

In September 2006, the Governance Task Force will determine whether it wishes to request additional staff or other resources during Trust Council's development of the 2007-8 budget. If so, it will develop estimates of the costs of the desired resources.

TIME LINES

The Governance Task Force will work to meet the following deadlines in 2006:

- June, 2006
 - Recommendations to Trust Council regarding advice to the Ministry of Community Services about the recommended scope of any provincial participation in governance improvements that are expected during the 2005-8 term.
 - Initial recommendations regarding any legislative changes that Trust Council may request of the Ministry of Community Services in time for the 2008 Local General Elections.
- Sept, 2006 – Recommendations to Trust Council regarding any requests to the Ministry of Community Services related to legislative changes that would effect changes necessary for the 2008 Local General Elections.
- December, 2006 – Recommendations to Trust Council regarding any activities that would require additional resources.

Some initial milestones for 2006 are identified in Attachment A.

BUDGET RESOURCES

The Islands Trust budget for 2006-7 includes \$5000 for programs under Trust Area Services related to governance review. This budget will cover the costs of Governance Task Force meetings and a limited amount of community consultation, communications and contractor assistance during fiscal year 2006-7. Additional funding for Task Force activities may be available, and staff will seek additional funding through appropriate channels.

The Governance Task Force should make recommendations to Trust Council regarding the need for any additional resources in future fiscal years.

COMMUNICATIONS

Communications with the media and members of the public regarding the activities of the Islands Trust, including the activities of the Governance Task Force are the responsibility of the Executive Committee. The Chair will be the designated spokesperson for the Governance Task Force, unless otherwise determined by the Executive Committee.

While other members of the Governance Task Force are free to have informal conversations with members of the public regarding the activities of the Governance Task Force, they will refer media enquiries, formal enquiries from organized groups and correspondence regarding the activities of the Governance Task Force to the Chair.

Any correspondence directed to the Governance Task Force will be included in the agenda of a subsequent meeting and disposed of in accordance with the Governance Task Force's direction. All members of the Governance Task Force will refer any Governance Task Force correspondence they receive to the CAO for distribution to other Governance Task Force members.

The Islands Trust Communications Specialist will provide communications assistance to the Executive Committee in regards to a communications plan, news releases, website postings and other matters relevant to the activities of the Governance Task Force. The Executive Committee will consult with and advise the Governance Task Force regarding communications.

Islands Trust staff will develop and maintain a webpage on the Islands Trust website regarding the activities of the Governance Task Force. Staff will coordinate the postings of regular items such as a schedule of meetings, agendas, minutes, correspondence, public submissions and relevant resource materials and links. Staff will post other materials at the direction of the Governance Task Force, subject to available resources.

THIRD PARTY LIAISON

The Executive Committee will coordinate political liaison with other governments regarding the Governance Task Force, including liaison with the Minister of Community Services, other provincial ministers, Chairs of Regional Districts and political heads of First Nations.

CAO Linda Adams will coordinate liaison with the staff of regional districts, provincial agencies, First Nations and other third parties.

REFERENCE MATERIALS

Islands Trust staff will maintain a digital reference library related to Islands Trust governance and will post it on the Islands Trust website.

Attachment A
Islands Trust
Governance Task Force
2006 Milestones

Time	Milestones
First meeting April 10, 2006	<ul style="list-style-type: none"> • Establish meeting schedule • Review relevant background information • Review terms of reference and task force scope • Identify task force objectives • Identify initial list of work required to meet objectives • Arrange meeting date with Ministry of Community Services staff
June, 2006	<ul style="list-style-type: none"> • Recommendations to Trust Council regarding advice to the Ministry of Community Services about the recommended scope of any provincial participation in governance improvements that are expected during the 2005-8 term. • Initial recommendations regarding any legislative changes that Trust Council may request of the Ministry of Community Services in time for the 2008 Local General Elections.
Sept, 2006	<ul style="list-style-type: none"> • Final recommendations to Trust Council regarding any requests to the Ministry of Community Services related to legislative changes that would effect changes necessary for the 2008 Local General Elections.
Dec, 2006	<ul style="list-style-type: none"> • Recommendations to Trust Council regarding any activities that would require additional resources.