

**1.3.ii. Procedure****POLICY STATEMENT  
TOPIC REVIEW FRAMEWORK**

Trust Council: June 11, 1994

Amended: September 15, 1995; March 10, 2005

**A: PURPOSE:**

1. To provide a framework to maintain an inventory of Policy Statement topic areas for review and to determine the priority topic areas for attention through Trust Council.

**B: REFERENCES:**

1. *Islands Trust Act: Section 15*
2. Policy Statement Bylaw (No. 17) 1993
3. Policy Manual:
  - 3.1. Policy Statement Implementation (1.3.i.)
  - 3.2. Policy Statement Bylaw (1.2.)

**C: BACKGROUND:**

1. The Trust Programs Committee (TPC) will complete an Annual Policy Statement Report that includes a Policy Statement Topic Review Inventory.
2. The Trust Programs Committee will maintain a Policy Statement Topic Review Inventory that will include the review topics, brief descriptions, and the source of the suggested topics.

**D: PROCEDURE:****1. MAINTAINING THE INVENTORY**

- 1.1. The Trust Programs Committee will maintain an inventory of suggested policy statement topics for review as identified through the following:
  - i. requests from external agencies or the public,
  - ii. other policy or legislative initiatives of the Islands Trust, the province or other government agencies, and
  - iii. requests from staff, trust bodies, or trustees of the Islands Trust.

**2. TRUST PROGRAMS COMMITTEE RECOMMENDATIONS**

- 2.1. The Trust Programs Committee will prepare a Policy Statement Topic Review Inventory by September of each year.
- 2.2. The Trust Programs Committee will make suggestions for policy statement topics review to Trust Council, the Trust Fund Board, local trust committees, and staff by October of each year.
- 2.3. The Trust Programs Committee will make priority topic recommendations to Trust Council from the Topic Review Inventory in November of each year.

### **3. TRUST COUNCIL CONSIDERATION**

- 3.1. Trust Council will establish the annual priority of the specific topics for review by resolution in December of each year.
- 3.2. The priority Policy Statement review topics will be those items approved by Trust Council as part of Trust Council's work program or the work program of a trust body.

### **4. REVIEW TOPIC IMPLEMENTATION**

- 4.1. The Trust Programs Committee will forward resource requirements requests, as required, for all priority Policy Statement review topics to Trust Council within the annual budget process.
- 4.2. The Trust Programs Committee will recommend adjustments to the priority Policy Statement review topics as required based on resource allocations from the annual budget, emerging issues and topic review completions.
- 4.3. The Trust Programs Committee will provide guidelines for priority Policy Statement topic reviews relative to agency referral, internal processing, and Policy Statement Bylaw amendment requirements.

### **5. ANNUAL POLICY STATEMENT REPORT**

- 5.1. The Trust Programs Committee will forward an Annual Policy Statement Report that includes the recommended priority review topics from the Topic Review Inventory to Trust Council in December of each year.