

2.1.xi Procedure

ADMINISTRATION OF COMMUNITY STEWARDSHIP AWARDS PROGRAM

Trust Council: March 7, 2003

Amended: December 5, 2003; September 16, 2005; December 8, 2006;
March 11, 2009; September 16, 2009

A: PURPOSE:

1. To define policies and procedures that will ensure a fair, effective and coordinated process to implement the annual Community Stewardship Awards program in accordance with related policies of Islands Trust Council.
2. To provide an opportunity for the Islands Trust to proactively and positively engage island communities in promoting stewardship within the Trust Area.

B: REFERENCES:

1. The *Islands Trust Act* defines the Islands Trust's purpose, referred to in the legislation as its "object":

"The object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia."
2. The Islands Trust Policy Statement:
 - 2.1. Guiding Principle: The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection, and stewardship of the Trust Area's amenities, environment, and resources.
 - 2.2. The Islands Trust Policy Statement includes many policies that depend upon others for their implementation. Recognition and encouragement of those actions that are supportive of the Islands Trust mandate will assist in the implementation of the Policy Statement.

C: POLICY and PROCEDURES:

GENERAL

1. Trust Council will establish an Islands Trust Community Stewardship Awards Program to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
2. The Trust Programs Committee of Trust Council will be responsible for initiating the Islands Trust Community Stewardship Awards Program.

NOMINATION ELIGIBILITY

3. The following guidelines outline nomination eligibility for a Community Stewardship Award:
 - a) The program will be open to any individual, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community or its environment in the Trust Area in a manner consistent with the mandate of the Islands Trust.
 - b) Current staff members, contractors, and trustees are not eligible as individual nominees and organizations are not eligible as nominees if current staff members, contractors or trustees play a leadership role in the organization;
 - c) Nominations can relate to either a single project, or to work carried out over a period. At the time of nomination, the project or work must be ongoing or must have been completed within the previous twelve months; and
 - d) Nominations must be received by the deadline established by the Islands Trust. Nominations submitted after the deadline will not be received unless the delay is due to a technical or logistical error on the part of the Islands Trust.

NOMINATION PROCESS

4. Staff will use the following nomination process for Community Stewardship Awards:
 - a) Members of the public and other agencies will be invited to nominate individuals or organizations;
 - b) Trust Area Services staff will remind trustees to promote the program and encourage nominations from their own communities.
 - c) Each nominator will be permitted two nominations per category;
 - d) All nominators will be required to fill out the Islands Trust Community Stewardship Awards Nomination Form (Schedule A). Any additional nomination information provided on separate sheets of paper must not exceed 1000 words;
 - e) Nominations will be invited under the categories of individuals, organizations, or other. The 'other' category may include, but is not limited to, awards for enduring achievement, climate change (adaptation and/or mitigation), youth, or posthumous recognition.
 - f) Each individual or organization nominated for an award must indicate acceptance of the nomination by signing the nomination form and returning it to the Islands Trust; and
 - g) After the close of nominations, each nominee will receive a certificate of nomination.

NOMINATION EVALUATION AND SELECTION PROCESS

5. The Islands Trust will use the following process for evaluating the Community Stewardship Awards:
 - a) Trust Area Services staff will ask trustees from all of the local trust areas in which nominations have been received to comment on the merits of nominations. This information will be included in Trust Programs Committee decision materials;
 - b) The Trust Programs Committee will evaluate nominations based on the following criteria:
relationship of project or work to the Islands Trust Policy Statement, benefits to the community or Trust Area, collaboration with others, innovation, and the level of community support and involvement;

- c) The Trust Programs Committee will make recommendations to Trust Council for up to two awards in each of the individual and organizational categories, and for up to two additional awards in those or other categories.
 - d) Trust Council will review the Trust Programs Committee recommendations and decide upon the award recipients;
 - e) Following Trust Council's decision, staff will notify recipients by phone prior to distributing press release;
 - f) Local Trust Committees and Island Municipalities will present the awards to the recipient individuals and organizations;
 - g) Trust Area Services staff will include recognition of recipients and other nominees in the e-news publications and on the Islands Trust website; and
 - h) The Trust Programs Committee will review the program and consider revisions as needed.
6. Staff will implement the Community Stewardship Awards Program annually based on the following schedule:

February	Award program announced (news release with broad distribution to media and potential nominators, notice board posters, web page information and on-line nomination form)
March	Provide program materials to trustees for local promotion.
End April	Deadline for receipt of nominations and initial staff screening of nominations for eligibility.
May	Nominations forwarded to Trust Programs Committee members for consideration.
May	Trust Programs Committee recommendations to Trust Council.
June	Trust Council decision regarding awards and Award recipients notified.
Aug	Trust Programs Committee review of the program and process, if needed
Fall	Awards presentation at a Local Trust Committee or Island Municipality meeting.
Fall	Recognition of recipients and other nominees in e-news and on website.

PROGRAM COSTS AND FEES

7. The Awards will consist of an engraved plaque or other small memento. The total costs of all awards will not exceed \$600.00.
8. Trust Area Services staff will provide support to the Trust Programs Committee in implementing the awards program.

SCHEDULE A



Islands Trust

SUSTAINING THE ISLANDS
Community Stewardship Awards Program
- Nomination Form -

Please check the box beside the category of award that you are nominating:

- Individual
- Organization/ Group
- Other (up to two additional discretionary awards may be given each year)

Date

Nominator

Nominator's Address

Nominator's Telephone

Fax

E-mail

Nominated individual or group

Name of project or description of work

Nominee contact name

Position

Nominee's address

Nominee's telephone

Fax

E-mail

Acceptance of Nomination

If you or your organization is being nominated for an award, please sign below to accept the nomination:

Authorized Signature

Date

(Continued on reverse)

Project Description

Please provide the following information about the nominated project on separate sheets (maximum 1000 words)

What was/is the overall purpose of the project or work?

Please describe the activities and events of the project or work. Provide details about who was involved in the project -- planning, promoting and funding it.

Describe how the project was related to the object of the Islands Trust.

How did the project encourage activities consistent with the mandate of the Islands Trust as outlined in the Islands Trust Policy Statement? Did it protect, enhance or restore the natural environment? Did it add to the economic sustainability of an island community? Did it support the social life of an island?

Describe the benefits of the project in the community or in the Trust Area.

Describe how the project was or will be meaningful and lasting to the community or to the entire Trust Area. Who benefits? How much? For how long will the benefits last?

Describe how the nominee collaborated with others.

How did the nominee collaborate with others and broaden support for the project? How many people were involved in the project or work?

Describe how the project or work was particularly innovative.

How did the project create new ways of doing things or develop new solutions? Was there innovation in the degree or type of community participation?

Describe the degree to which the community supported and became involved in the project or work.

How broadly did members of the community support the project and become involved in it to achieve success? Did the nominee build bridges, avoid alienating those with other ideas and reach out to those who might not be natural supporters of the project or work?

Nominee Eligibility

- The Islands Trust Community Stewardship Awards program is open to any individual, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community in the Trust Area in a manner consistent with the object of the Islands Trust, except that current staff members, contractors and trustees are not eligible as individual nominees and organizations are not eligible as nominees if current staff members, contractors or trustees play a leadership role in the organization.
- Nominations can relate to either a single project, or to work carried out over a period.
- Each nominator may make two nominations per category.
- At the time of nomination, the project or work must be ongoing or must have been completed within the previous twelve months.
- Nominees are eligible for one award annually per project or type of work.
- Nominees will be judged on the following criteria: relationship of project or work to the Islands Trust Policy Statement, benefits to the community or Trust Area, collaboration with others, innovation and the level of community support and involvement.

“The object of the Islands Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.”

- The Islands Trust Act