

**7.1.iv. Policy****USE OF ISLANDS TRUST LETTERHEAD**

Trust Council: September 9, 1994

Amended: December 5, 2003

**A: PURPOSE:**

1. The purpose of this policy is to provide guidance to Islands Trust corporate entities on the appropriate use of Islands Trust letterhead, and, when Islands Trust letterhead is used by a Trust corporate entity, to ensure:
  - 1.1. that statutory requirements are met.
  - 1.2. that a proper record keeping system is kept.
  - 1.3. that operational efficiency and effectiveness is achieved.

**B: REFERENCES:**

1. *Community Charter* Sections 102 and 103
2. Freedom of Information and Protection of Privacy Legislation
3. Policy Manual: Use of Local Trustee Letterhead (7.1.iii.)

**C: POLICY:**

1. Islands Trust letterhead may only be used by a corporate entity of the Islands Trust, being all local trust committees, the Executive Committee, and Trust Council, when a decision of the corporate entity has been made by resolution to initiate a letter stating the actions/wishes/requests of the corporate entity.
2. A letter from a corporate entity of the Islands Trust must be signed by the appropriate chairperson unless otherwise authorized by the local trust committee.
3. All local trust committee correspondence must be copied to local trustees and the responsible senior planner and other persons as required.
4. All Executive Committee correspondence must be copied to the Executive Committee members and the Executive Director, to local trustees, if required, the responsible manager for follow-up, and other persons as required.

5. All Trust Council correspondence must be copied to the Executive Committee members and the Executive Director, the responsible manager for follow-up, and other persons as required.
6. Letters sent to a Federal or Provincial Minister should be signed by the trust committee chairperson.
7. Letters sent to senior federal or provincial government officials should be signed by the Executive Director or a manager.
8. The format of a letter on Islands Trust letterhead shall be:
  - 8.1. Block style
  - 8.2. File Number at top right of first page
  - 8.3. Swiss Roman 12-point font.
9. Local trustees must not correspond on Islands Trust or local trust committee letterhead with any person, corporation, governmental or other body in order to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the local trustee has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.