

**CLAYOQUOT BIOSPHERE TRUST  
BOARD OF DIRECTORS MEETING  
DRAFT MINUTES**

**January 31, 2014  
1:00 p.m. – 3:00 p.m.  
Ucluelet Community Centre, Ucluelet**

**Directors:** Cathy Thicke, Alan McCarthy, Stephanie Hughes, Mariah Charleson,  
Geoff Lyons, Hannah Nicholls, Tammy Dorward and Guy Louie  
**Alternates:** Rebecca Henn and Drew Burke  
**Regrets:** Anne Mack  
**Advisors:** Kendall Woo, Jeff Shatford, Renee Wissink and Brian Retzer  
**Staff:** Rebecca Hurwitz, Adrienne Mason, Brooke Wood and  
Tabitha McGregor

Cathy Thicke chaired the meeting. The meeting began at 1:01p.m.

**1. Agenda**

**Moved by Geoff Lyons, seconded by Alan McCarthy to approve the agenda. Approved by consensus.**

**2. Minutes from the December 5, 2013 Board of Directors meeting**

**Moved by Stephanie Hughes, seconded by Hannah Nicholls to approve the December 5, 2013 meeting minutes. Approved by consensus.**

Note: To add chair's signature to the minutes in the future.

Cathy Thicke asked for a round of introductions.

Guy Louie entered the meeting at 1:11p.m.

**3. Delegation**

Lindsay McInnes of Cleantech Community Gateway/Ecotrust Canada presented "An Assessment of Opportunities for Regional Partnerships for Shared Infrastructure in Clayoquot and Barkely Sounds."

Violet Clark entered the meeting at 1:17 p.m.

**4. Community Updates**

Each Board member had an opportunity to provide a brief update.

Geoff Lyons from the District of Ucluelet stated how the "selling features" of Ucluelet are the Wild Pacific Trail and the Ucluelet Aquarium.

Alan McCarthy discussed the construction of a community centre for Yuułu?il?ath. Alan also provided copies of the Umacuk newspaper.

Mariah Charleson stated that the water taxi is now running which is positive for the Hesquiaht First Nation community.

Hannah Nicholls mentioned that many of her peers in Tofino are not familiar with the mandate of the CBT. A visual medium such as a video was suggested as the best way to promote the CBT to community members.

Stephanie Hughes provided information on a canoe exhibit being created at the Tofino Botanical Gardens honouring Joe Martin. Interpretive panels will be created in both English and Nuu-chah-nulth. Stephanie also mentioned that a fundraising dinner was taking place February 4 to support the Ahousaht basketball team.

Guy Louie discussed that Ahousaht would benefit from the Supreme Court of Canada ruling affirming the commercial fishing rights of five First Nations communities.

Cathy Thicke thanked Violet Clark for her board service as the member for the Ahousaht First Nation community.

Tammy Dorward thought the Supreme Court's fisheries decision was also positive for Tla-o-qui-aht and ties in with recent marine training initiatives in the Tla-o-qui-aht community.

Renee Wissink mentioned that Pacific Rim National Park was undergoing infrastructure improvement.

Brian Retzer discussed several strategic planning committees that could relate to West Coast communities including float homes and foreshore. Brian also mentioned how he has exported the expertise he gained from working in the Clayoquot area when working in the Central and North Coast areas of B.C.

Cathy mentioned the District of Tofino has formally changed the name of the Lighthouse Trail to the Tonquin Trail. Cathy also said that The District of Tofino is working in conjunction with a few other community groups to return the Weeping Cedar Woman statue. Site at present is undetermined.

## **5. Reports**

### **a) Managing Director**

Rebecca Hurwitz made additions to the report. The ACRD Area C seat is vacant and is currently advertised with a February 5 submission deadline. The Canadian Commission for UNESCO's AGM will be held in Victoria June 5-7. The CBT will host a post-conference delegation locally.

Audit preparations are underway. Rebecca thanked Brooke for her work with the auditing process and wished her all the best for her maternity leave.

**b) Executive Committee**

The Executive Committee worked together to adjust the managing director's job description and performance appraisal.

**c) Treasurer/Investment Committee**

Stephanie Hughes informed the Board the Canada Fund is at \$15.1M.

**d) Correspondence**

- i. Drew Burke appointed as Alternate for District of Tofino.
- ii. John Fraser Resignation Letter as Alternate ACRD Director.
- iii. Symthe Ratcliffe – Letter of Engagement
- iv. Terry Dorward appointed as Alternate for Tla-o-qui-aht First nations

**Motion to approve the reports as presented. Moved by Geoff Lyons, seconded by Hannah Nicholls. Approved by consensus.**

**Motion to accept the appointment of Drew Burke as Alternate Director for the District of Tofino. Moved by Tammy Dorward, seconded by Alan McCarthy. Approved by consensus.**

**Motion to accept the resignation of John Fraser. Moved by Geoff Lyons, seconded by Alan McCarthy. Approved by consensus.**

**Motion to accept appointment of Terry Dorward as Alternate Director for the Tla-o-qui-aht First Nation. Moved by Alan McCarthy, seconded by Geoff Lyons. Approved by consensus.**

**6. Retreat Planning**

Rebecca presented the plan for the Board retreat. The quote from Blackrock Oceanfront Resort was the most suitable. The retreat will be held at the Black Rock February 21 & 22, 2014.

Environment Canada is helping to support the cost of the facilitator; Barb McMillan.

**7. Biosphere Centre Scoping Report**

Rebecca presented an overview of the Biosphere Centre and its history with the CBT.

Kendall Woo mentioned that the federal government is moving away from managing capital and real estate. When doing a cost/benefit analysis it is also helpful to consider other ways of using the money such as putting it out into the community. CBT should be clear on separation of roles. The role of the federal government is not to build. And with the CBT the role between the organization and the municipality must not be confused.

Geoff Lyons stated that there is room for investing in something instead of paying a straight lease. Also consider being a tenant of a larger building. The report is a good start, but isn't confining us to any commitment.

Cathy Thicke commented that there is a difference between large and small communities. There is very little space for rent or lease on the west coast.

**Motion to accept Biosphere Centre report as presented. Moved by Geoff Lyons; seconded by Stephanie Hughes. Approved by consensus.**

#### **8. Community Foundations Of Canada**

Rebecca presented the Community Foundations of Canada checklist and reviewed it with the Board.

**Given that CFC has a mandate (Annual General Meeting, May 2002) to confirm that members meet, or are working to meet criteria for continuing membership, the Board of Directors of Clayoquot Biosphere Trust has reviewed, read and understood the Criteria for continuing Membership in CFC and has completed the Checklist on continuing Criteria for Membership in CFC. Moved by Cathy Thicke, seconded by Stephanie Hughes. Approved by consensus.**

#### **9. Managing Director Job Description and Performance Appraisal Template**

The Board noted that it is most important to strive to provide a safe working environment and that accidents cannot be avoided completely. The managing director should not be penalized if such an incident were to occur. During a performance appraisal, the Executive Committee will gather information from the Board as a whole.

**Motion to accept the job description and performance appraisal template with allowance to amend by mutual consent. Moved by Geoff Lyons, seconded by Hannah Nicholls. Approved by consensus.**

#### **10. Other Business**

Kendall Woo offered Environment Canada's scientific expertise to review any scientific grant applications that may come forward during the Call for Projects.

#### **11. Questions from the Public**

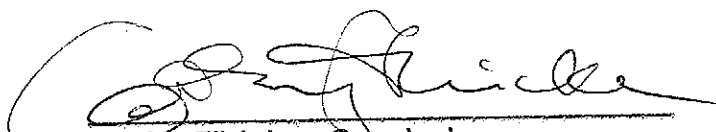
None.

**12. Moved by Hannah Nicholls to adjourn meeting**

Meeting adjourned at 3:07 p.m.

I hereby certify these minutes are correct.

  
Alan McCarthy, Secretary

  
Cathy Thicke, Co-chair