CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Thursday November 9, 2017
1:00 pm – 4:00 p.m.
Toquaht Nation office, 1971 Peninsula Rd, Ucluelet

Present: Chief Anne Mack, Cathy Thicke, Denise Koshowski, Geoff Lyons, Mayco Noel, Ashley Ireland, Rebecca Henn, Erin McMullan, Tracey Parker (by phone)
Staff: Rebecca Hurwitz, Brooke Wood, Faye Missar and Laura Di Feo
Guest: Emmet Wellmen

Meeting began at 12:40 with the CBT Neighbourhood Small Grants video presentation.

1. Welcome and Introductions

Chief Anne Mack welcomed everyone and shared a Nuu-chah-nulth word, teaching the group how to say “how are you” in Nuu-chah-nulth.

Cathy Thicke also welcomed everyone and introduced the agenda.

2. Consent Agenda

Rebecca Hurwitz noted that going forward the minutes will not record who has moved and seconded a motion, nor the director updates.

Motion to approve the consent agenda approved by consensus.

Cathy shared the appointment letter received from Ahousaht Nation for Tom Campbell and Mark Jack.

Motion to accept the appointment of Tom Campbell as director and Mark Jack as alternate director approved by consensus.

3. Director updates

This was an opportunity for Directors to provide a short update on items that relate to the CBT. Directors were reminded to be brief and emphasize the connection to CBT activities.

4. hisînqʷîl de briefing

This was an opportunity to reflect on hisînqʷîl and any further work to wrap up the gathering. Cathy asked everyone to share their own reflections on the planning and the event. Directors and staff expressed a very positive reflection of the event - it was a great opportunity to bring people from different communities all together -- and people would love to see something
similar in the future. Many commented on the weather which improved greatly over the day from its very rainy beginnings and seemed in keeping with the work of healing and reconciliation. Many also shared their appreciation for the work of the volunteers and staff, especially Brooke. Rebecca mentioned that a short film and reflection paper are in progress funded, in part, by the Canadian Commission for UNESCO Reconciliation in Action series. As well, staff will complete the report to the federal government once all of the bookkeeping is complete. Ashley Ireland suggested to move the welcoming closer to the parking lot, as more people would be able to hear it. Cathy suggested the next regional gathering could be held to recognize and celebrate the 20-year anniversary of the Biosphere designation in 2020.

5. **Biosphere Centre**

Rebecca provided an update on the renewal of the office lease, as well as the potential sites for a permanent centre. She has initiated negotiations with Mamook for a 3-year lease with a modest annual increase. Discussions with the District of Tofino and Vancouver Island Regional Library are moving slower than she would like given that VIRL has many large capital projects underway. Rebecca is working with DoT staff to determine realistic next steps to establish agreement on how the partners can work together during the initial stages. The CBT has suggested the partners establish an MOU to guide the process. Rebecca also noted that CBT has formally withdrawn interest in the vacant lot at 314 Main Street which is owned by Hesquiaht.

6. **CBT Governance and Policy Statements**

Rebecca provided an updated CBT Board Governance & Policy Statement package for review and approval. Tracey Parker noted that Kendall had recently provided feedback via email to Rebecca on two issues which he wishes to see the CBT address. Rebecca spoke to the two issues. First, Kendall asked that Environment and Climate Change Canada be listed as a member of the Investment Committee on the Investment Committee policy and that he be formally invited to participate. Second, Kendall raised an inconsistency between the Long-Term Investment Policy 6.2 and direction provided by ECCC in 2017 regarding the investment of the Canada Fund endowment; mainly that real estate is not an allowable investment for the Canada Fund endowment. The current policy conflicts with this information and Kendall asked that the policy be updated. Rebecca will bring a revised policy forward as a substantive revision once the administrative changes currently proposed have been completed.

**Motion to approve the revised CBT Board Governance & Policy Statements and to update the Investment Committee policy and Long-term Investment Policy as soon as possible approved by consensus.**
7. Philanthropic Community’s Declaration of Action signing

The CBT signed on to the Philanthropic Community’s Declaration of Action in late 2016. This was an opportunity to reflect on the CBT’s actions in regards to healing and reconciliation, as well as future aspirations.

Cathy shared the CBT vision that was initially articulated in 2000. She added that the CBT hosts meetings in every community and that it is important to recognize these communities and the different cultures. CBT has always begun meetings by recognizing the territory and, more recently, learning a Nuu-chah-nulth word as a way of beginning business. CBT has been proactive in developing research protocols and granting to Indigenous communities to support their priorities and direction. For example, the recent Community Fund for Canada’s 150th grants have focused on inspiring a deeper understanding about the people, places and events that shape our country and our communities. The CBT has also worked to develop cultural awareness more broadly through a number of workshops and trainings. In September, the CBT co-hosted the regional gathering with Yuułuʔiłʔatḥ Government and Parks Canada to creating space for truth and healing.

The Board and staff took the time to sign the declaration as a testament to continuing to walk together down the road of reconciliation.

8. 2018 – 2020 Business Planning

Rebecca presented initial staff input on the upcoming business plan and invited Directors to provide input prior to finalization at the December meeting. She noted that 2017 has been an exceptional year with the various Canada150 grants, events and programs. CBT has also taken on the administration of a number of regional programs. Board members can expect a business plan that speaks to all of these recent changes without anticipating any further growth.

9. Scholarship deferral request

The Board has received a deferral request from CBT scholarship recipient Murrin Bewick. Staff recommend approving the deferral request as per the enclosed briefing note. Cathy suggested all members should have a look at the note. Cathy asked Faye if it is possible for a student to apply for a CBT scholarship without graduating from USS. Faye noted that she is in the process of reviewing the entire scholarship program and will discuss further at the December meeting.

Motion to approve Murrin Bewick’s deferral request approved by consensus.
10. **Canadian Biosphere Reserves Association update**

Rebecca provided an overview of the Canadian Biosphere Reserves Association recent and upcoming activities. Rebecca shared the Pessimit Call for Reconciliation, which she sees as a good opportunity to tie the work happening in BRs across Canada together. She noted that there is a huge range in the types of relationships and partnerships seen across the country. She recommended that CBT support the Pessimit Call for Reconciliation.

Rebecca shared an overview of the upcoming CBRA activities tied to Canada’s Target 1. The first step is hiring a project manager, as well as updating bylaws.

The directors were asked to think about the future contribution of CBT to CBRA. There will be an election for the CBRA chair position next spring. The CBT should consider if it wishes to continue to grow its national and international contribution prior to the June AGM. In the meantime, Rebecca will ask the current chair what can be expected in terms of the time dedicated, money, and travel expected.

**Motion to sign Pessimit Call for Reconciliation approved by consensus.**

11. **Salary Adjustment Implementation**

As per the June 8 board decision, all CBT staff positions were to be placed within the Parks Canada grid structure effective July 1, 2017. At the same time, the Parks Canada collective agreement has not yet reached settlement. Rebecca wished to implement the increases to staff salary in a timely manner. She proposed implementing salary increases based on other recently negotiated and ratified federal union agreements as outlined in the enclosed briefing note.

**Motion to approve the proposed implementation approved by consensus.**

Meeting Adjourned at 3:10

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I hereby certify these minutes to be true.

Cathy Thicke, Co-Chair

Geoff Lyons, Treasurer