

CLAYOQUOT BIOSPHERE TRUST
BOARD OF DIRECTORS MEETING
DRAFT MINUTES

Thursday, October 29, 2020
1:00 p.m. – 4:00 p.m.
By video conference

Present: Geoff Lyons, Mike Davis, Thomas Campbell, Naomi Mack, Ruth Charleson, Nicky Ling, Hannah Nicholls, Mary Toews, Bryan Retzer, Dave Tovell, Denise Koshowski

Guests: Toni Buston, Bob Prenovost

Staff: Rebecca Hurwitz, Brett Freake, Colin Robinson

Nuu-chah-nulth word of the meeting: Ruth shared the Nuu-chah-nulth word: *qwayaciik*, meaning wolf

Policy of the meeting: 2020 Strategic Plan

1. Welcome and Introductions: introductions and community updates were made around the table.

2. Consent Agenda

- a. Approval of the agenda
- b. Board of Directors meeting minutes Sept 17, 2020
- c. Executive Committee meeting minutes Oct 21, 2020
- d. Executive Director Report
- e. Financial Reports
 1. CBT balance sheet Sept. 30.20
 2. CBT income statement Sept. 30.20
 3. CBT all funds balance sheet Sept. 30.20
 4. CBT all funds income statement Sept. 30.20
 5. CBT community endowment funds balance statement Sept 30.20
 6. CBT community endowment funds income statement Sept 30.20
 7. CBT Operating Fund actual to budget Sep.30.20
 8. Fundraising tracking sheet October 19.20

Motion to approve the consent agenda carried by consensus.

3. Biosphere Centre

Bob Prenovost, Project Manager, presented an update including:

- Rezoning process – on Oct 13th we presented to DoT council; council voted unanimously to advance the project to the next stage. There have been letters in opposition from 7 residents of the Crab Dock neighbourhood. CBT will provide DoT planning department with detailed summaries of community engagement activities conducted and design changes made to reflect input. We will also compile letters of community support. The next hearing in front of council could be as early as December 8, or early in 2021. The by-election this fall could impact this timeline.
- Revised business case update – the business case is now complete and will be submitted to CBT BoD for approval at next meeting. Updated financial modeling to reflect Board discussions, and have added in more detailed timeline and risk register. Bob encouraged all board members to reach out to him and/or Rebecca to learn more in depth about the business case, and he wants everyone to feel comfortable. The revised business case will come forward for approval on the next consent agenda.
- Canadian Emergency Business Account - CBT accessed a \$40K in interest-free loan, \$10K of which was non-repayable. An additional \$20K is available, \$10K of which is non-repayable. Repayable portions are repayable by June 2022.
- Investment Readiness Program - We received \$30K in funding in the spring and we have applied for another \$70K – we will hear back by mid-December. These funds will support capital campaigning in 2021.
- Capital Campaign Strategy RFP – 3 highly qualified fund development consulting firms submitted proposals; The Discovery Group has been selected but not confirmed as BC development committee is still going through due diligence. Work together would start in Q1 2021.

Motion authorize CBT staff to make an additional application for the CBBA loan carried by consensus.

4. Board Self-Assessment

As per CBT policy, the board completed the biennial self-assessment in September. The board discussed the results. Rebecca noted that she'd been holding off on a board orientation session to include the new Tla-o-qui-aht First Nations member but given that process is delayed, we are hoping to do the orientation sooner. She proposed a

range of different learning opportunities ranging from formal to informal, and acknowledged the challenges associated with zoom meetings.

5. Hesquiaht Land Vision Presentation

Chief Josh Charleson presented an update on the Hesquiaht Land Vision. He opened by sharing a map of the Hesquiaht territory watershed outlining proposed land-use designations. He explained the designations, management intents, and objectives:

- Hesquiaht Community Development areas
- Hesquiaht Watershed Health areas
- Hesquiaht Cultural and Natural areas
- Hesquiaht Forest Management areas

He then showed the current designations of the land, and highlighted how this is different from the plans that he outlined above. He noted that the current regime is a piecemeal and incohesive mix of TFLs, Timber Supply Areas, private land, parks, reserves with incongruent management plans that were not developed in concert with Hesquiaht. Existing Parks plans in the area do not mention the Hesquiaht and the new plans aim to make management more inclusive, cohesive, and ensure abundance for future generations.

Discussion of the plans covered the discussion of changing of TFL designations, which would involve negotiations with Mamook. Chief Josh noted the importance of engaging all stakeholders. This planning is not tied to treaty negotiations, as Hesquiaht has not been involved in such conversations in recent years. Rebecca noted the various zones within the Biosphere designation and that any information that could be shared (e.g. the draft map and the descriptions) would be highly valued. Josh explained that they would be happy to share the plans and highlighted the alignment with the UNESCO Biosphere designation.

6. COVID recovery action update

Rebecca introduced three planned activities that have been revised in order to respond to COVID over the coming months.

a) Leadership Vancouver Island community of practice: this is a way to bring together alumni from all years, supporting them to keep up their leadership skills and participate in a 4-session Vital Conversation with special facilitators and presenters about the topic of community resilience during 2020.

b) Vital Brief on COVID on the region: the pandemic brought significant impact on the region, hitting many limits associated with tourism and strained resources. The Vital Brief will compile data from many partners over last 6 months that surfaced at task force tables but were not accessible to public. Data will be compiled by CBT staff member Faye and analyzed through lens of Sustainable Development Goals. Regenerative tourism initiatives (Tribal Parks, West Coast Nest) will be highlighted. Data will be useful for many groups lobbying increased support/resources in our region.

c) Food Security: CBT has received significant funding through the United Way to improve food security and resilience, as well as emergency planning. All nations and communities have developed a point person for food-distribution in emergencies, and we want to capitalize on the new momentum, leveraging the skills of CBT's planning team.

She noted that board members can help by sharing these projects within their networks to increase participation.

7. Periodic Review Update

Rebecca provided an update on the periodic review process. She explained that this is a detailed and long process with the goal of maintaining the UNESCO Biosphere designation. Adrienne Mason is leading the writing of a number of sections, with Laura Loucks and Barb Beasley contributing sections as well. A draft copy will be available to board members by the next meeting for feedback and additions. The board will approve the final draft in January.

Adrienne Mason led a board brainstorm and recorded board members' ideas about how the biosphere designation has advanced points below:

- Particular vision and approaches adopted for addressing the socio-cultural context and role of the biosphere reserve.
- Use of traditional and local knowledge in the management of the biosphere reserve.
- Is the biosphere reserve addressed specifically in any local, regional or/and national development plan? If so, what plan(s)?
- Outcomes of management/cooperation plans of government agencies and other organizations in the biosphere reserve.

8. 2021 Strategic Business Planning

Rebecca explained that staff are beginning to review and budget for 2021, and anticipate that the majority of the activities will carry forward. She noted that COVID has had a large impact on the ability to complete many activities and, knowing that the Biosphere Centre development is underway and that we'll have recommendations from the periodic review process in 2021, Rebecca suggested we hold off on developing significant new projects at this time.

The board agreed that the CBT team is quite busy at this time and navigating the pandemic situation tactfully, without the capacity to launch new initiatives but rather remain in response mode.

9. Coastal Community Credit Union credit application

Staff are seeking approval to transition to a CCCU platinum business Mastercard in order to centralize banking with the credit union with separate cards for Rebecca, Verena and Colin. This will allow us to access transactions and statements via their website and can link the CCCU account to set up automated payments for the balance. The dividend payment will exceed the annual fee for the three cards and staff suggests that we maintain the maximum \$12,000 credit limit. The Executive Committee recommends the transition.

Motion to approve an application for the Platinum Business Mastercard to Coastal Community Credit Union with a maximum \$12,000 credit limit carried by consensus.

10. CBRA Board Representation

Rebecca is at the end of a 2-year term as chair of the Canadian Biosphere Reserves Association. She requested support to put her name forward for a second term and to continue to serve as the CBT's representative to the CBRA Board of Directors and the CCUNESCO Official Representative. Rebecca noted this role is a great opportunity for her to advocate for CBT, champion our work, and share information with other Canadian BRs and government liaisons.

Motion to approve Rebecca to put her name forward as chair of the Canadian Biosphere Reserves Association carried by consensus.

11. Adjourn

Motion to adjourn carried by consensus

The next CBT board meeting will be held Thursday, December 10th.