

CLAYOQUOT BIOSPHERE TRUST  
BOARD OF DIRECTORS MEETING  
Draft Minutes

Thursday, April 20<sup>th</sup> 2023  
4:00 – 6:30 p.m.  
by video conference only

**Present:** Nicky Ling, Naomi Mack, Mike Davis, Brian Titaro, Toni Buston, Zoltan Schafer, Vaida Siga, Brett Freake

**Staff:** Rebecca Hurwitz, Rosalee Brown

1. Welcome, territorial acknowledgement, and introductions

Nicky welcomed the group and let a round of introductions.

2. Nuu-chah-nulth word of the meeting:

Rosalee shared the word of the meeting - picup – cedar bark.

3. Consent agenda

- a. Approval of the agenda
- b. Board of Directors meeting minutes, March 9, 2023
- c. Executive Committee meeting minutes, April 12, 2023
- d. Operational Plan report, April 13, 2023
- e. Correspondence:
  - i. District of Ucluelet re: Toni Buston appointment, March 21, 2023
  - ii. Toni Buston re: resignation, March 30, 2023

**Motion to accept the resignation of Toni Buston as director and accept her nomination as alternate director by the District of Ucluelet effective March 14, 2023. Motion carried by consensus.**

**Motion to approve the consent agenda. Motion carried by consensus.**

4. Director Updates

Directors provided a short update on items that relate to the CBT.

5. Fossil Fuel Free Investment Primer & Review Report

Derek Sam of George & Bell Consulting joined the meeting to present a primer on Fossil Fuel Free (FFF) Investing and to share the results of the enclosed Investment Manager Review, which was conducted with direction from the Investment Committee. Rebecca shared that the Investment Committee has recommended that the CBT move forward with a manager search.

Derek provided an overview of the three managers that were reviewed in the enclosed report. He also shared an overview of FFF investing and described how each of the firms sits on the spectrum of options. There could be an option to create a custom portfolio for CBT, but that would come with additional cost. Rebecca noted that the CBT has marketed itself as a FFF investor. The group was comfortable considering the three options before them and will discuss further in light of their responses to the RFP.

**Motion to move forward with a request for proposals for an investment manager and to approve a \$8,000 budget. Motion carried by consensus.**

Rebecca shared an update on the cost-of-living adjustment (COLA) recovery plan. The Investment Committee has discussed and has directed her to use the Bank of Canada inflation forecast and Genus returns outlook as the assumptions for the plan. Rebecca is awaiting more info from Genus and will bring forward a draft at the next meeting.

#### 6. Biosphere Centre Update

Rebecca shared the Biosphere Centre status update prepared by Bob Prenovost with input from other project team participants. The next major milestone will be review of the final design phase (design development) on July 10<sup>th</sup> via zoom. Rebecca shared that our application to the Rural Economic Development Implementation Program was unsuccessful, and she's requested feedback on the application. Rebecca reviewed the other funding requests currently in progress. Please reach out to Michelle and Rebecca if you have any leads or further questions.

#### 7. Audit Service Plan

Derek Lamb of Chan Nowosad Boates has provided the 2022 audit service plan. Nicky reviewed the plan and asked the questions on page 4 of the plan regarding professional standards and fraud. No concerns were noted, although directors are encouraged to reach out to Derek directly if they wish.

#### 8. Education Award Policy Review and Update

In June 2022, the board recommended the following updates to the Education Award Policy 8.3:

The committee recommended 1) to develop the award policy further to be more flexible and aligned with the CBT equity pathway. 2) increase the awards to \$4000 which will align with increased costs of education and allow it for a more generous split between equally suited candidates. 3) develop a mature student award for students aligned with SDG #4 Quality Education (lifelong learning).

Rebecca, in Jason's absence, reviewed the enclosed updated Education Award Policy (8.3) and welcomed questions before recommending that the policy be approved. Elyse, via email, suggested that the eligibility to the lifelong learner award be amended to allow for part-time and continuing studies. The board was supportive of this amendment.

**Motion to approve the policy as amended. Motion carried by consensus.**

## 9. Board Recruitment

The CBT board will move through several transitions in 2023. These positions are in the process of being filled:

- District of Ucluelet primary
- Tla-o-qui-aht First Nations primary and alternate

Rosalee and Rebecca have been in contact with Elmer Frank Tla-o-qui-aht Elected Chief Councilor regarding appointment of TFN members.

Staff have received the enclosed appointment letter from Maaqtusiis Hahoulthee Stewardship Society (MHSS) and are awaiting confirmation that all Ahousaht leadership are supportive of the appointment. Rebecca welcomes any board discussion or advice on the next steps.

After much discussion, the board determined that it was best continue to build relationships with Ahousaht Chief and Council in hopes that all Ahousaht leadership will be supportive of an appointment to the CBT. MHSS is not listed in our bylaws as a "participating community" and the board did not wish to make an interim appointment at this time. Staff was asked to continue outreach to Ahousaht and will let the MHSS team know that the appointment has not been accepted at this time. Staff will seek in person opportunities to request an appointment.

## 10. Executive Director Performance Review

Directors are reminded to provide input via the survey before May 5<sup>th</sup> so that Nicky and Mike can collate the information and share back with the board at the next meeting.

11. In Camera

The board went in camera to receive an update on community funds.

12. New business

13. Adjourn

**Motion to adjourn.**

The next CBT Board meeting will be held Thursday, May 25<sup>th</sup> in person in Hitacu.