

Gabriola Land and Trails Trust

Summary of the policies and practices adopted by GaLTT's Board of Directors.

Operating Policy 1— Index and Application of Operating Policies

Policy

- 1.1 GaLTT's Board of Directors may adopt operating policies for the prudent conduct of GaLTT's affairs consistent with Bylaws Part 5, S.1. (3) Operating Policies.
- 1.2 As soon as is practicable, but no later than the next Annual General Meeting of GaLTT's membership, operating policies adopted by the Board will be submitted to the general membership for approval as ordinary resolutions.
- 1.3 An index and copies of all operating policies, including the date of their adoption by the Board and approval by the general membership, will be kept by the Board secretary. Any member of GaLTT may request and receive a copy of the Policies. All new Board members will receive a copy of the Policies as part of their orientation on joining the Board.

Practice

- 1.1 Operating policies will be adopted by a simple majority vote of Board members present at a duly called Board meeting.
- 1.2 The Board Secretary will be responsible for maintaining a current record of operating policies, for providing them to general members on request, and for giving a copy to new Board members on their joining the Board.
- 1.3 The current index of operating policies is:

OPERATING POLICY NUMBERS 1-5, ADOPTED JANUARY 2005

- 1. Index and application of operating policies**
- 2. Statement of Core Values**
- 3. Board Member Orientation and Guidance for Decision Making**
- 4. Conflict of Interest**
- 5. Fund Raising and Acquisitions**

OPERATING POLICY NUMBERS 6-9, ADOPTED DECEMBER 2006

- 6. Financial and Asset Management Procedures**
- 7. Membership**
- 8. Communications**
- 9. Acquisition and land ownership**

OPERATING POLICY NUMBER 10, ADOPTED APRIL 2009

- 10. Advertising**

Gabriola Land and Trails Trust

OPERATING POLICY NUMBER 11, ADOPTED NOVEMBER 2015

1. Community group sub-committees

Operating Policy 2—Statement of core values

Policy:

Core values that guide all GaLTT actions are:

- 2.1 The preservation and protection of the natural environment of Gabriola Island
- 2.2 Access to parks, trails, beaches, and sites of particular historical or social interest, for the use, recreation and enjoyment of the public.

Practice:

2.1 To implement its core values GaLTT carries out the actions specified in its Constitution and Bylaws, as incorporated under the BC Society Act, Sept. 29, 2004, and as may be modified subsequently in the manner specified in its Constitution and Bylaws.

Operating Policy 3—Board Member Orientation and Guidance for Decision Making

Policy

3.1 The Board will conduct its meetings and make decisions according to Roberts Rules of Order. If reference is made to different editions of Roberts Rules, the most recent edition will prevail.

3.2 The Board Secretary will provide new Board Members with an electronic or paper copy of the Canadian Government publication “Primer for Directors of Not-For-Profit Corporations: Rights, Duties, and Practices,” Industry Canada, 2002. (Catalogue number lu4-12/2002E, ISBN 0-662-32550-8)

3.2 Continuing Board Members will welcome and orient new Board members to GaLTT operations within one month of new members joining the Board.

Practice

3.1 The President is responsible for assuring that a copy of Roberts Rules of Order or synopsis is available at all Board meetings for reference.

3.2 Board members will use the “Primer for Directors of Not-For-Profit Corporations: Rights, Duties, and Practices” as guidance for organizational operations and decision-making. The publication contents themselves are not policies or bylaws of GaLTT, but are used to guide and inform Board actions.

3.3 A Board sub-committee will complete the eight checklists in “Primer for Directors...” annually and report the results to the Board for action.

3.4 The President is responsible for coordinating the introduction and orientation of new Board members to all continuing Board members. The President will assure that new Board members have received a copy of the GaLTT Constitution, Bylaws, Operating Policies, and the “Primer for Directors...”, and are familiar with Robert’s Rules of Order.

Operating Policy 4—Conflict of Interest

Policy

4.1 GaLTT Board members will only approve actions within the mandate of GaLTT's objects of incorporation.

4.2 GaLTT Board members will evaluate each meeting agenda item for potential conflicts of interest involving themselves and other Board members. Because GaLTT's mandate impinges upon government policies and actions, GaLTT Board members who are government officials, agents, employees or contractors must be particularly diligent in identifying and declaring their conflicts of interest.

Practice

4.1 GaLTT Board members will not advocate, move, or support motions at Board meetings pertaining to matters beyond GaLTT's objects of incorporation.

4.2 Whenever a GaLTT Board member is in a conflict of interest s/he is to declare it, if possible in advance of discussion of the matter, and to physically absent themselves from the meeting during discussion and decision about that matter.

4.3 A conflict of interest arises when a GaLTT director is a director, agent, employee, or contractor of another organization whose mandate may impinge upon GaLTT's. "*The individual's duty to both entities can lead to a conflict of interest. This can arise if the interests of the two entities are not in harmony, and the director cannot discharge his or her obligation to one without acting against the interests of the other.*" This is not the only potential source of conflicts of interest that must be declared. Board members are referred to "Primer for Directors of Not-For-Profit Corporations: Rights, Duties, and Practices," Industry Canada, 2002, e.g. page 24 and related pages for guidance.

4.4 If the existence of a Board member's possible conflict of interest is not recognized by that member, the existence of the conflict of interest will be decided by a simple majority vote of the other Board members present at the properly constituted Board meeting, with the member in question physically absent from the discussion and vote.

Operating Policy 5—Acquisitions and Fund Raising Policy

Policy:

5.1 GaLTT seeks property and financial support from sources and by methods that respect the environment, stakeholders, and human rights and security.

Practice:

5.1 Donations from individual donors, foundations, corporations, government agencies, governments, and other sources will be reviewed and approved by the GaLTT Board of Directors prior to acceptance.

5.2 The Board will review donations, and decide to apply for them, with reference to the "Socially Responsible Investing" values statement of "The Ethical Funds Company" in its annual and semi-annual reports available from its website www.ethicalfunds.com .

Gabriola Land and Trails Trust

5.3 Any company whose equity or debt is held by a mutual fund of the Ethical Funds Company (and has thereby already been evaluated against the above standards) can be considered by the GaLTT Board for a donation.

Operating Policy 6—Financial and Asset Management Procedures

Policy

- 6.1 It is a core responsibility of the full GaLTT Board of Directors to ensure that finances and assets are managed in a responsible and accountable way
- 6.2 Revenue and expenditures will be tracked accurately.
- 6.3 Budgets and financial reports will be regularly produced and available to members.
- 6.4 Financial practices will be fully documented and updated regularly as required.

Practice

- 6.1. Charitable receipts for income tax purposes are issued when requested by members/donors for amounts of \$20 or more.
- 6.2. The annual budget is approved by the Board of Directors and tabled at the AGM.
- 6.3. Major deviations from the authorized budget are approved by the Board of Directors
- 6.4. The internal system for handling money will be fully documented and current.

Operating Policy 7—Membership

Policy:

The Board will review membership applications and recommend acceptance where:

- 7.1 The membership applications and process are as specified in the Constitution and Bylaws, as incorporated under the BC Society Act, Sept. 29, 2004, or as subsequently modified subsequently in the manner specified in its Constitution and Bylaws.
- 7.3 The application is complete and meets a category agreed upon by the Board
- 7.2 The member supports GaLTT's core values as defined in Operating Policy 2.

Practice:

- 7.1 Membership application categories and fees are defined by the Board from time to time and periodically adjusted in this Operating Policy.
- 7.2 Membership is for one calendar year unless otherwise agreed upon.
- 7.3 Membership categories include individuals, families, and corporate members.
- 7.4 Membership applications may be accepted from individuals in the category of volunteer with no annual fee where the member agrees to provide 24 hrs of volunteer time to GaLTT projects annually.
- 7.5 Membership applications will not be accepted from corporations or other community groups in the category of volunteer.

Gabriola Land and Trails Trust

7.6 Memberships may be reviewed annually for renewal. Where a member has demonstrated a lack of support of GaLTT's Core Values the Board may recommend against accepting a new membership application.

7.7 Where volunteer members have not met the 24 hr annual time commitment to GaLTT projects the Board may recommend against accepting a new volunteer membership application.

7.8 The Board may offer honorary lifetime membership to individuals for extraordinary service, etc

7.9 Members in each membership categories may cast one vote at general meetings, except honorary members who have no voting capacity.

7.10 Annual Member fees are as follows: Individual - \$20; Family - \$25; Corporate - \$60; Volunteer - \$0

Operating Policy 8—Communications

Policy

8.1 The Board President is authorized to act as the spokesperson for the organization on all matters pertaining to GaLTT's mandate.

8.2 Board members may respond to inquiries related to policies and positions approved by the Board.

8.3 Board members must take care to ensure that their personal opinions are not construed as those of GaLTT.

Practice

8.1 All media and public inquiries will be referred to the Board President.

8.2 All correspondence will be signed by the Board President.

8.3 The Board President has the authority to delegate authority to another board member to respond to specific media and public inquiries and draft correspondence related to a specific issue.

8.4 Board members may share policies and positions adopted by the Board (with the exception of in camera decisions), in response to general inquiries from the membership or general public.

8.5 If Board members comment publicly (verbally or in writing) as private citizens on any matter which may be perceived to be related to GaLTT's mandate, they must take all reasonable steps to ensure that it is clear that it is their personal opinion and not a policy or position of GaLTT. In an instance where such a situation occurs, the member must advise the Board president in advance, or as soon as possible.

Operating Policy 9—Acquisition and Land Ownership¹

Policy

9.1 As indicated in the GaLTT Constitution section 2(e), the GaLTT Board of Directors may “...raise money, acquire funds and other assistance necessary to own, acquire and take by purchase, donations, devise or otherwise, land or personal property and expend, sell, exchange, mortgage, lease, let, improve or develop same for the purposes of the Gabriola Land and Trails Trust”.

9.2 Decisions regarding the acquisition of land are the responsibility of the Board of Directors and require the consent of 80% of the board through a vote at a regular or extraordinary board meeting.

9.3 The land trust works diligently to see that every land and conservation agreement transaction is legally, ethically and technically sound.

Practice

9.1 The Acquisitions and Fundraising Committee is responsible for bringing forward acquisition priorities for board review and approval. In addition, any board member may propose a property for acquisition.

9.2 Proposed properties will be assessed against the criteria for evaluating acquisition decisions laid out in the May 2006 Acquisition and Fundraising Plan as outlined below:

- a. importance of the property in establishing **linkages**
 - Provides a linkage in GaLTT’s stated goal of a system of parkland and trails from Descanso to Drumbeg by 2010;
 - Links one neighbourhood or park to another;
 - Links neighbourhoods to services;
 - Linkage that allows for loop hiking trails within a neighbourhood;
 - Linkage that allows for loop hikes on island beaches;
 - Adjoining property to an already existing park or trail which would allow for increased enjoyment or recreation by the public.
- b. **equity** of access
 - allows for public access to significant natural beauty spaces on the island, including shoreline, high views and cliff formations;
 - allows for recreational use in areas of natural beauty and access to the water (e.g. picnic sites, kayak launching sites);
 - distributes public parks and trails through all neighbourhoods on the island (e.g. some areas have no public access space);
 - allows public access to groups of people who normally cannot access parks and/or hiking trails (e.g. development of handicap accessible trails and park areas)
- c. the **ecological and/or historical/cultural/social significance** of the property
 - protects large or contiguous areas of forest land

¹ Adapted from Canadian Land Trust Standards and Practices. It is GaLTT’s intention to follow the standards and practices developed by the Canadian Land Trust unless explicitly stated otherwise in GaLTT policy.

Gabriola Land and Trails Trust

- protects natural areas of Gabriola's land forms not represented in current park holdings (i.e. East facing coastal bluffs; southern bluff views; important riparian areas)
 - protects an area of historical, cultural and/or social significance
 - protects a landform, animal, and /or plant in danger of ecological degradation
- d. the **environmental integrity** of the property
- site inventory is required related to possible environmental hazards and liability such as soil and groundwater contamination. This becomes especially important related to commercial lands as well as intensive agriculture locations.

9.3 In addition, Board members will consider the financial impact of each decision and will act with reasonable prudence. A business case will be developed for all proposed acquisitions which will include an assessment of liability and risk, a funding plan and the proposed approach to long term ownership and management. In the event that full funding for an acquisition is not secure, the board will only approve the acquisition if there is a viable plan in place to raise the necessary funds.

9.4 The land trust obtains a legal review of every land and conservation agreement transaction, appropriate to its complexity, by a lawyer or notary experienced with real estate law. As dictated by the project, the land trust secures appropriate expertise in financial, real estate, tax, scientific and land and water management matters.

9.5 The land trust refrains from giving specific legal, financial and tax advice and recommends in writing that each party to a land or conservation agreement transaction obtain independent legal, financial and tax advice.

9.6 The land trust takes steps, as appropriate to the project, before the land or conservation agreement transaction is complete, to identify and document whether there are hazardous or toxic materials on or near the property that could create future liabilities for the land trust.

9.7 The land trust determines the boundaries of every protected property through legal property descriptions, accurately marked boundary corners or, if appropriate, a survey. If a conservation agreement contains restrictions that are specific to certain zones or areas within the property, the locations of these areas are clearly described in the conservation agreement and supporting materials and can be identified in the field.

9.8 Every conservation agreement is tailored for the property according to project planning and: identifies the important conservation values protected; allows only permitted uses and/or reserved rights that will not significantly impair the important conservation values; contains only restrictions that the land trust is capable of monitoring; and is enforceable.

9.9 The land trust documents the intended purposes of each land and conservation agreement transaction, the intended uses of the property and the roles, rights and responsibilities of all parties involved in the acquisition and future management of the land or conservation agreement.

9.10 The land trust keeps originals of all irreplaceable documents essential to the defense of each transaction (such as legal agreements, critical correspondence, surveys, appraisals, and baseline documents) in one locations, and copies in a separate

Gabriola Land and Trails Trust

location. Original documents are protected from daily use and are secure from fire, floods and other damage.

9.11 All land and conservation agreement transactions are legally recorded at the appropriate records office according to municipal and provincial law.

9.12 When the land trust buys land, conservation agreements or other real property, it obtains a qualified independent appraisal to justify the purchase price. However, the land trust may choose to obtain a short narrative from a qualified real estate professional in the limited circumstances when a property has a very low economic value or a full appraisal is not feasible before a public auction. In limited circumstances where acquiring above the appraised value is warranted, the land trust documents the justification for the purchase price and that there is no impermissible private benefit². If negotiating for a purchase below the appraised value, the land trust ensures that its communications with the landowner are honest, forthright and recorded.

9.13 When the land trust sells land or conservation agreements, it first documents the important conservation values and drafts protection agreements as appropriate to the property. The land trust obtains a qualified independent appraisal that reflects the plans for the project and protection agreements and justifies the selling price. (The land trust may choose to obtain a short narrative from a qualified real estate professional in the limited circumstance when a property has a very low economic value.) The land trust markets the property and selects buyers in a manner that avoids any appearance of impropriety and preserves the public's confidence in the land trust. In the case of selling to an insider³ the land trust follows the following practice:

- follows its conflict of interest policy;
- documents that the project meets the land trust's mission;
- follows all transaction policies and procedures; and,
- ensures that this is no impermissible private benefit.
- For purchases and sales of property to insiders, the land trust obtains a qualified independent appraisal by a provincially licensed or certified appraiser who has verifiable conservation agreement or conservation real estate experience.
- When selling property to insiders, the land trust widely markets the property in a manner sufficient to ensure that the property is sold at or above fair market value and to avoid the reality or perception that the sale inappropriately benefited an insider.

9.14 If the land trust transfers or exchanges conservation land or conservation agreements, the land trust considers whether the new holder can fulfill the long-term stewardship and enforcement responsibilities, ensures that the transaction does not result in a net loss of important conservation values and, for donated properties, ensures that the transfer is in keeping with the donor's intent. If transferring to a party other than another non-profit organization or public agency, the consideration is based on a qualified independent appraisal (or short narrative when the property has a very low

² A private benefit ensues when the net earnings of a charitable organization come to the benefit of any private shareholder or individual.

³ Insiders are defined as board and staff members, substantial contributors, parties related to the above, those who have an ability to influence decisions of the organization and those with access to information not available to the general public.

Gabriola Land and Trails Trust

economic value) in order to prevent impermissible private benefit. Lands held under the Ecological Gifts Program require special permission from Environment Canada prior to any changes in status.

9.15 The land trust investigates the ownership of subsurface rights for all property transactions and where possible, works to mitigate the impacts the future development of those rights may have on the conservation values of the property.

9.16 In the event that a specific property is recommended for purchase, a vote will be taken at a regular board meeting, an extraordinary meeting or by telephone poll in instances where time is of the essence.

9.17 A decision to purchase property requires the consent of all board members.

Operating Policy 10—Advertising

Policy

10.1 GaLTT will not endorse or accept advertising for any commercial enterprise.

10.2 This policy applies to all GaLTT publications including printed materials and web-based materials.

Practice

10.1 GaLTT will not endorse or accept advertising from a commercial enterprise either for a fee or in exchange for promoting GaLTT activities.

10.2 A commercial enterprise is defined as a business whose primary objective is to make a profit.

10.3 GaLTT may share information about other non-profit organizations that have similar or complementary mandates to those of GaLTT. This information may be shared through printed materials or web-based materials (e.g. web links).

10.4 The President is responsible for determining whether an organization meets the criteria in 10.2 and 10.3

Operating Policy 11—Community projects & group subcommittees

Issue

Since 2004 Gabriola Land and Trails Trust (GaLTT) has developed a solid non-profit organization that is well respected in the community, with proven success in attaining charitable organization status, attracting and retaining members, donors, board members, and managing the organization's financial resources.

The local Streamkeepers group has become very successfully established as a subcommittee of the GaLTT Board, with a representative from that sub-committee also serving as a GaLTT Board member. Other community groups with projects have approached GaLTT to assist them in administration, fundraising, issuing charitable tax receipts and providing a registered entity from which to apply for grant funding.

Gabriola Land and Trails Trust

Policy

The purpose of this Operational Policy is to clarify GaLTT's relationship and approach to Streamkeepers and similar community project requests.

The Operational Policy Appendix also contains checklists for a Community Project submission, for GaLTT Board review, and a template for an approved MOU between GaLTT and the Community Project.

Process for Community Project support application, review and decision

1. The Community Project seeking GaLTT's administrative support must be defined in writing and submitted to the GaLTT Board of Directors for review. A checklist (Appendix 1) will help guide the contents of the submission which must include:
 - a. a description of the project, and the purpose of GaLTT's requested involvement
 - b. the scope, location, map, and drawings of structures proposed, if applicable
 - c. estimated time frame for GaLTT's required support (i.e. long term on-going, or short-term (up to 2 years));
 - d. fundraising goals, and work to date
 - e. key community supporters outside of GaLTT.
2. The GaLTT Board will review the Community Project:
 - a. Does the Project fit within GaLTT's existing mandate, constitution and by-laws? If yes, how does it fit?
 - b. If no, is the Board prepared to consider an amendment to GaLTT's existing mandate, constitution and by-laws in order to accept the Project as proposed?
 - a. Do the attributes of community group, project, objectives fit with GaLTT's 'social currency' in the community?
 - b. Does the GaLTT Board have sufficient capacity to accept the Project or Sub-Committee at this time?
 - c. What are the benefits of the Project to the community of Gabriola?
 - d. What are the benefits to GaLTT's affiliation with Project?
 - e. Are there risks to GaLTT's affiliation with Project?
 - f. What additional tasks will be expected of the GaLTT Board, bookkeeper, etc
 - g. Are there additional insurance or other liability implications for GaLTT?
 - h. What are the GaLTT expectations for the Community Group?
 - i. A long-term Project may be represented by a member appointed to the Board, or a short term (1 to 2 years) Project could be championed by an existing Board member,
 - ii. Public communications, the use of GaLTT website, etc should be reviewed in consideration of potential impacts to GaLTT
 - i. A documented process shall be established for the tracking of grants that the Community Project or Subcommittee receives, or other funds received into GaLTT's account by the Project, as well as a process for documenting and tracking expenditures paid out of GaLTT's account in respect of the Project
 - j. Equipment inventory – equipment that is acquired by the Project funds that are administered by GaLTT shall be considered jointly held by GaLTT. A documented process for tracking such equipment inventory shall be established.
 - k. When Projects are completed, or if Projects fail to proceed, funds that have been granted or donated for the Project to GaLTT in excess of the Project requirements,

Gabriola Land and Trails Trust

and equipment in the inventory will be held by GaLTT until appropriate dispersal of funds is agreed upon by the Board, i.e. to a similar project or to another non-profit charity organization.

1. If or when the Project acquires independent charitable status, funds and inventory jointly held shall be transferred to the new charitable society.
3. Decision making and response:
 - a. A simple majority of the Board is required to approve adopting a Community Project or Subcommittee.
 - b. The Board response will include explicit written statements about the Project fit with GaLTT Constitution and by-laws, as well as statements that acknowledge and further define the points in Section 2 above.

Next Steps if the Project is accepted

1. The Community Project or Subcommittee shall appoint a minimum of two contacts who, upon acceptance by the GaLTT Board will serve as the Project liaison advisors.
2. The Community Project or Subcommittee liaison advisors:
 - a. Shall take out and maintain membership in GaLTT
 - b. Shall be signatories to the Letter or Understanding between GaLTT and the Project
 - c. Shall be responsible for communicating GaLTT's objectives and processes to other Project participants
 - d. Shall be spokesperson for the Project or Subcommittee only and shall respect GaLTT Board positions and communications
 - e. Shall be the signing authorities for all Project invoices that are to be approved for payment.
 - f. Shall regularly provide reports of the Project to the GaLTT Board of Directors
3. In the case of an on-going longer term (three years plus) Project Subcommittee affiliation, one of the two contacts may be appointed to the GaLTT Board to serve as a Director. This may be defined as an on-going requirement for the term of the Subcommittee. If the Board is full to capacity of 15 members, an existing Board member could agree to champion the Project Subcommittee until space on the Board becomes available.
4. For a shorter term Community Project, an existing Board member shall agree to champion the Project as an on-going requirement for the term of the Project.
5. The Board will draft a detailed Letter of Understanding for signature by GaLTT President and the contact liaisons for the Community Project or Subcommittee.
6. Periodic review of approved all Projects or Subcommittees shall occur as defined in the review process and Letter of Understanding, and at minimum annually prior to each GaLTT AGM.

Next Steps if the Project is Not Accepted

1. If review of the Project cannot be completed, if the project is not accepted, or if GaLTT Board majority is not reached, the Board will draft a letter of explanation to Project or Subcommittee applicants for signature by GaLTT President.

Gabriola Land and Trails Trust

Appendix to Policy and Procedure 11—sub-group application template with checklists, review, decision and letter of agreement.

Appendix 1. Checklists and review templates for a community group seeking to become established as a subcommittee of the GaLTT Board, or community groups with projects requesting GaLTT’s assistance in administration, fundraising, issuing charitable tax receipts and providing a registered entity from which to apply for grant funding.

Review and Decision according to Operational Policy 11 Section 2

1. The Community Project must be defined in writing and submitted to the GaLTT Board of Directors for review by completing the checklist format in 1.1.
2. The GaLTT Board will review the Community Project using the checklist format in 1.2.
3. The GaLTT Board provide clear written expectations for the Community Group or project.
4. Discussion, clarification, and decision making by the GaLTT Board shall be fully documented.
5. A Letter of Understanding shall form the basis of an agreement between the GaLTT Board and the Community Group or project representatives.
6. The Project or Subcommittee agreement shall be reviewed annually prior to GaLTT’s AGM
7. The Project or Subcommittee agreement may be terminated by either party upon request.

1.1 Template for application by a Community Group or Project requesting GaLTT’s assistance in administration, fundraising, issuing charitable tax receipts and providing a registered entity from which to apply for grant funding.

Full Name of Community Group or Project	
Is the Community Group or Project a registered Society in BC?	
Contact Names, Phone, email of at least 2 individuals, who will function as the GaLTT Board contacts, who will sign the Letter of Agreement and who will make financial requests.	
Purpose of Community Group or	

Gabriola Land and Trails Trust

Project		
Reason for Requesting GaLTT Support:		
Timeframe for GaLTT support	Short term (1 to 2 yrs)	Long term (ongoing)
Fundraising Goals		
Describe work to date, including project plans, drawings, location information if applicable:		
Identify community supporters of your Project outside of GaLTT:		
Date:		
Signed:		

Gabriola Land and Trails Trust

1.2: Template for GaLTT Board review for Community Group or Project

Name of Community Group or Project	
GaLTT Member or Board Champion:	
How specifically does the project fit within GaLTT's existing mandate, constitution and by-laws?	<p>E.g., Does GaLTT's Constitution require an amendment to accept Streamkeepers as a Community Project Subcommittee?</p> <p>Re Streamkeepers, Section 2(d) states GaLTT will support activities and endeavors that contribute to GaLTT's purposes and represent the variety of natural occurring habitat etc:</p> <p style="padding-left: 40px;">Promote such charitable activities or endeavors, including the acquisition, management and disposal of land and interests in land, as may, in the opinion of the Gabriola Land and Trail Trust board of directors, appear to contribute to the Gabriola Land and Trails Trust's general purposes and which, to the best extent possible, represents the variety of natural occurring habitat on Gabriola Island;</p> <p>Does GaLTT's Constitution require an amendment to accept FIDO as a Community Project?</p> <p>Re: the Off Leash Dog Park Project: Section 2 broadly supports development of parkland for the benefit of the public, and could include a public off leash dog area.</p> <p>2. The purpose of the Gabriola Land and Trails Trust is to secure, develop and sustain a network of parkland and trails on Gabriola Island for the benefit of the public, and to preserve sites of environmental, historical, and social importance.</p>
What are the benefits of the project to the community of Gabriola?	
How does the project fit with GaLTT's 'social currency' in the community?	
Are there benefits or risks to GaLTT through	

Gabriola Land and Trails Trust

affiliation with Project?	
What additional tasks will be expected of the GaLTT Board, the bookkeeper, etc?	
Are there additional insurance or other liability implications for GaLTT?	
<p>Meetings between GaLTT Board and Project liaison contacts occurred on (dates) And are recorded in minutes on file.</p>	
<p>Discussion and Decision:</p>	
<p>Date:</p>	
<p>Signed:</p>	

1.3: Template for Summary of GaLTT expectations of Community Group or Project

<p>Name of Community Group or Project</p>	
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Gabriola Land and Trails Trust

GaLTT Member or Board Champion:	
Frequency of Reports	A Project liaison or the GaLTT Board champion shall report Project activities monthly at Board meetings including funds held on behalf of Community Group or Project, and on expenditures anticipated, etc.
Financial Administration	<p>GaLTT will issue Charitable Receipts for Tax purposes for qualifying donations or funds received on behalf of the Community Group or Project.</p> <p>Cheques for which tax receipts are requested must be payable to GaLTT.</p> <p>The GaLTT Treasurer and Bookkeeper will track such funds received on behalf of the Community Group or Project.</p> <p>The GaLTT Treasurer shall report monthly on Project fund balance.</p> <p>Requests for funds to be paid out on behalf of the Community Group or Project must be received by the Treasurer in writing and signed by two Project Liaison contacts affiliated with the group or project and identified for that purpose. Expenditures in excess of (normally \$500 - to be determined by the Board) will require approval of the GaLTT Board.</p>
Support of GaLTT's position on Community issues.	Project liaison contacts shall be sensitive to GaLTT's stated position on Community Issues, and shall not promote public opposition to GaLTT's position through their community group.
Support of GaLTT's mandate and processes.	Project liaison contacts shall hold current GaLTT memberships and as such demonstrate support of GaLTT's mandate and processes.
Other....	

Gabriola Land and Trails Trust

1.4: Template for GaLTT / Community Group or Project Letter of Agreement (LOA)

Name of Community Group or Project									
Contacts of at least 2 individuals, who will function as the Project liaison contacts, who will sign the Letter of Agreement, communicate/participate with the GaLTT Board, provide reports, maintain equipment inventory, and make financial requests	<table> <tr> <td>Name:</td> <td>Name:</td> </tr> <tr> <td>Address:</td> <td>Address:</td> </tr> <tr> <td>Phone:</td> <td>Phone:</td> </tr> <tr> <td>Email:</td> <td>Email:</td> </tr> </table>	Name:	Name:	Address:	Address:	Phone:	Phone:	Email:	Email:
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Email:	Email:								
GaLTT Member or Board Champion:									
Agreement Dates:									
Agreement Details:	<p>GaLTT will(include details from 1.1 through 1.3)</p> <p>Streamkeepers or FIDO will.....(include details from 1.1 through 1.3)</p>								
Financial processes:	<p>GaLTT will(include details from 1.1 through 1.3)</p> <p>Streamkeepers or FIDO will.....(include details from 1.1 through 1.3)</p>								
<p>This Agreement will be reviewed annually.</p> <p>This Agreement may be cancelled by either party with 30 days notice.</p>									
<p>Upon termination of this Agreement, or if the Project fails to proceed, funds that have been granted or donated for the Project to GaLTT in excess of the Project requirements will be held by GaLTT for up to one year, until appropriate dispersal of funds is agreed upon by the Board, i.e. to a similar project or to another non-profit charity organization.</p>									

Gabriola Land and Trails Trust

After one year, Project funds will revert to GaLTT general funds.

We, _____ represent (Streamkeepers, or the Fenced Dog Park Project, etc.) We agree to the Agreement terms provided by Gabriola Land and Trails Trust.

Date: _____

On behalf of GaLTT: _____

Date: _____
