

Gabriola Land & Trails Trust

Operating Policies

Preface

Gabriola Land and Trails Trust (GaLTT) operating policies are intended to comply with or augment *Canadian Land Trust Standards and Practices* and those of the Land Trust Alliance of BC.

OPERATING POLICY NUMBERS:

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**
6. **Financial and Asset Management**
7. **Membership**
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9. **Land Acquisition, Conservation Agreements and Stewardship**
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12. **Privacy**
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OPERATING POLICY 1 — Index and Application of Operating Policies

Policy

- 1.1. GaLTT's Board of Directors may adopt and amend operating policies for the prudent conduct of GaLTT's affairs consistent with Bylaws Part 5, S.1. (3) Operating Policies.
- 1.2. An index and copies of all operating policies, including the date of their adoption by the Board will be kept by the Board Secretary. A current version of all operating policies shall be maintained on GaLTT's website. A notice will be issued to members when operating policies are created or amended and feedback invited. The Board will review and reply to any comments or concerns expressed by members on the content of operating policies. Any member of GaLTT may request and receive a copy of the operating policies. All new Board members will receive a copy of the Policies as part of their orientation on joining the Board.
- 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.
- 1.4. Periodic assessment of GaLTT's progress and/or gaps in compliance with the *Canadian Land Trust Standards and Practices* will be undertaken by the Executive and the results presented at an Annual General Meeting.

Practice

- 1.5. Operating policies will be adopted by a simple majority vote of Board members present at a duly called Board meeting.
- 1.6. The Board Secretary will be responsible for maintaining a current record of operating policies, for providing them to members on request, and for providing them to new Board members on their joining the Board.

—DATE ADOPTED: January 2005; DATE AMENDED: January 2018

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, as well as sites of particular historical or social interest.
- 2.2. Securing and maintaining access to parks, trails, beaches, and sites of particular historical or social interest, for the use, recreation and enjoyment of the public.

Practice

- 2.3. To implement its core values GaLTT carries out the actions specified in its
- 2.4. 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.

—DATE ADOPTED: *January 2005*

OPERATING POLICY 3 — Board Member Orientation, Decision-Making Guidance

Policy

- 3.1. The Board will conduct its meetings and make decisions according to Robert's Rules of Order. If reference is made to different editions of Roberts Rule's, 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), or an equivalent updated reference.
- 3.3. Continuing Board Members will welcome and orient new Board members to GaLTT operations within two months of new members joining the Board.
- 3.4. Board members shall be required to complete a Director's Consent Form as provided by the President prior to being appointed or elected to the Board.

Practice

- 3.5. The President is responsible for assuring that a synopsis of Robert's Rules of Order is available at all Board meetings for reference, and provided to members upon request.
- 3.6. Board members will use the "Primer for Directors of Not-For-Profit Corporations: Rights, Duties, and Practices", or an equivalent updated reference, 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.
- 3.7. A Board sub-committee will complete the eight checklists in "Primer for Directors..." periodically and report the results to the Board for action.
- 3.8. The President is responsible for coordinating the introduction and orientation of new Board members to the Society and continuing Board members.

—DATE ADOPTED: January 2005

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

- 4.3. GaLTT Board members will not advocate, move, or support motions at Board meetings pertaining to matters beyond GaLTT's objects of incorporation.
- 4.4. 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.
- 4.5. 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.
- 4.6. 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.

—DATE ADOPTED: January 2005

OPERATING POLICY 5 – Fund Raising

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

- 5.2. Donations or grants from individuals, foundations, corporations, government agencies, governments, and other sources will be reviewed and approved by the GaLTT Board of Directors.
- 5.3. The Board will review donations of stocks prior to acceptance, 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.
- 5.4. 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.
- 5.5. GaLTT is accountable to its donors and provides written acknowledgement of gifts as required by law, ensures that donor funds are used as specified, keeps accurate records, honours donor privacy concerns, complies with applicable privacy legislation and advises donors to seek independent legal and financial advice for substantial gifts, whether they be land or monetary gifts.

—DATE ADOPTED: January 2005

OPERATING POLICY 6 – Financial and Asset Management

Policy

- 6.1. It is a core responsibility of the 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 reviewed at each Board meeting and made available to members upon request.
- 6.4. Financial practices will be fully documented and updated regularly as required.

Practice

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

—DATE ADOPTED: January 2005

OPERATING POLICY 7 — Membership

Policy

- 7.1. The Board or a Membership Committee appointed by the Board will review membership applications and recommend acceptance where:
 - 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 in the manner specified in its Constitution and Bylaws;
 - the application is complete and meets a category agreed upon by the Board; and
 - the member supports GaLTT's core values as defined in Operating Policy 2.

Practice

- 7.2. Membership application categories and fees are defined by the Board from time to time and periodically adjusted in this Operating Policy.
- 7.3. Membership is for one year from receipt of the application, unless otherwise agreed upon.
- 7.4. Continuing membership is awarded to members making automatic ongoing donations (which are at least \$5 per month) through a financial institution. When the ongoing donation is initiated, a membership application form must be submitted for GaLTT's records.
- 7.5. Membership categories include individual, family, corporate, and honorary members.
- 7.6. Membership applications may be accepted from individuals in the category of volunteer with no annual fee where the member agrees to provide 24 hours of volunteer time to GaLTT projects annually.
- 7.7. Corporate members do not qualify as volunteers.
- 7.8. 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.
- 7.9. Where volunteer members have not met the 24-hour annual time commitment to GaLTT projects the Board may recommend against accepting a new volunteer membership application.
- 7.10. The Board may offer honorary lifetime membership to individuals for extraordinary service, etc.
- 7.11. Members in each membership category may cast one vote at general meetings, except honorary members who have no voting capacity.
- 7.12. Current member fees and categories can be found on GaLTT's website and Membership Application Forms. The Board may periodically update fees and categories.

—DATE ADOPTED: January 2005

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

- 8.4. All media and public inquiries will be referred to the Board President.
- 8.5. All correspondence will be signed by the Board President unless otherwise delegated by the President.
- 8.6. 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.
- 8.7. Board members may share policies and positions adopted by the Board (apart from *in-camera* discussions or decisions), in response to general inquiries from the membership or general public.
- 8.8. 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 clarify 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.

—DATE ADOPTED: January 2005

OPERATING POLICY 9—Land Acquisition, Conservation Agreements and Stewardship

Standards

As stated in the GaLTT By Laws section 13.3(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”.

There is a defined process for selecting land acquisition and conservation agreement projects, including written selection criteria that are consistent with GaLTT’s purpose, goals, objectives and priorities. The process for selecting land acquisition and conservation agreement projects will consider project feasibility and the organization’s capacity and ability to fulfill perpetual stewardship responsibilities.

During this process, the GaLTT Board of Directors will determine the stewardship and enforcement expenses of conservation agreements and secure the dedicated or operating funds to cover current and future expenses, including long-term stewardship, enforcement and defense costs. If funds are not secured at or before the completion of the transaction, the land trust will have a plan to secure these funds and a policy committing the funds to this purpose.

Policy

- 9.1. GaLTT will acquire property and seek financial support only from ethical sources and through ethical processes that respect the environment, stakeholders, human rights, and security.
- 9.2. All decisions regarding the selection of land for conservation agreements, land acquisitions and covenants are evaluated for their alignment with GaLTT’s mission, priorities and objectives and its capacity to implement. The Board will review land acquisition priorities annually. Land acquisitions may occur through purchase, covenant, donation or partnering with another agency. Ultimately, authority for all land acquisition decisions rests with the Board. GaLTT requires the consent of 80% of the Board through a vote at a regular or extraordinary board meeting, or by email or telephone in instances where time is of the essence, for land acquisition approval.
- 9.3. GaLTT will consider the financial impact of each acquisition and conservation agreement 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. If 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. GaLTT may consider receiving land that does not meet its project selection criteria. Such donated properties may be held for resale where the proceeds of the sale of such properties may be used to advance GaLTT’s purpose. Landowners who donate such property will be made aware in advance of making the donation, of the possibility of resale, through clear documentation of the intent. Properties with environmentally sensitive areas may be protected by conservation covenant prior to resale.
- 9.5. GaLTT will use a two-part assessment tool, which may be updated periodically, for all potential land acquisitions and conservation agreements. This tool is contained in Appendix A (Policy 9).

Prior to using the two-part assessment tool, GaLTT’s board of directors will review the Significant Questions Sheet for discussion, input and careful evaluation on the acquisition of each property.

The assessment will then be carried out by GaLTT’s ‘Acquisitions, Covenants and Trail Licences Committee’ (ACTL). During this process:

- The ACTL may recommend hiring professionals to aid in the assessment process.
- The land owner may be informed of the process and be given a copy of the assessment tool.
- The ACTL will consult with all relevant GaLTT personnel (such as the Treasurer) to ensure compatibility with GaLTT’s knowledge and resources.
- The ACTL will consult all relevant policy documents to ensure compatibility and compliance with GaLTT’s purpose.

The ACTL Committee will have primary responsibility for applying the assessment tool and after doing so will make recommendations to the full Board for final approval.

- 9.6. A Stewardship Fund will be established to address stewardship and enforcement expenses for acquired properties and conservation agreements. A minimum of \$5,000 per property will be set aside in the Stewardship Fund. The Stewardship Fund will be pooled and not be restricted to any specific property.

Contributions to the Stewardship Fund may include cash, securities, property for resale and other assets deemed acceptable by the land trust. Funds dedicated to stewardship will be handled separately from regular operating expenses and will be withdrawn as required to cover eligible stewardship expenses.

- 9.7. A list of Stewardship Fund eligible expenses (e.g., costs associated with establishing a conservation covenant, baseline report, annual monitoring, enforcement, mitigating breaches and defense costs) will be established and reviewed periodically. When funds are required from the Stewardship Fund, the ACTL will make a recommendation for the approval of the Board.
- 9.8. The ACTL will undertake a periodic review, as part of strategic planning, of all stewardship and defense costs and provide a report to the board summarizing the costs by category (Appendix B [Policy 9], Table 1 Evaluating and Selecting Conservation Projects). In addition, the ACTL will identify any gaps in calculation criteria and propose changes to the criteria to more accurately capture stewardship and defense costs. Changes to the criteria are to be approved by the Board.
- 9.9. Property owners will normally be responsible for all costs to complete and register a conservation agreement and will be asked to contribute towards future stewardship costs.

Practice – Ensuring Sound Transactions

- 9.10. GaLTT 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.
- 9.11. GaLTT 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.
- 9.12. GaLTT 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.
- 9.13. GaLTT undertakes title investigation, and determines the boundaries of every protected property project 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.
- 9.14. 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.
- 9.15. GaLTT 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.
- 9.16. GaLTT 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 location, and copies in a separate location. Original documents are protected from daily use and are secure from fire, floods and other damage.
- 9.17. All land and conservation agreement transactions are legally recorded at the appropriate records office according to municipal and provincial law.

- 9.18. When GaLTT acquires land, establishes 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 benefit. If negotiating for a purchase below the appraised value GaLTT ensures that its communications with the landowner are honest, forthright and recorded.
- 9.19. When GaLTT sells land or transfers conservation agreements, it first documents the important conservation values and drafts protection agreements as appropriate to the property. It obtains a qualified independent appraisal that reflects the plans for the project and protection agreements and justifies the selling price. GaLTT 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. GaLTT 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 insider, 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, GaLTT obtains a qualified independent appraisal by a provincially licenced or certified appraiser who has verifiable conservation agreement or conservation real estate experience.
 - When selling property to insiders, GaLTT 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.
 - Land held under the Ecological Gifts Program requires special permission from Environment Canada prior to any changes in status. Land held under the Ecological Gifts Program requires special permission from Environment Canada prior to any changes in status.
- 9.20. If GaLTT transfers or exchanges conservation agreements, or ownership of land with high conservation values, GaLTT considers whether the new owner/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 original 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 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.
- 9.21. GaLTT 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.
- See:
- APPENDIX A (Policy 9) - Evaluating and Selecting Conservation Projects Using a Two-part Assessment Tool
 - APPENDIX B (Policy 9) - Conservation Agreement Stewardship

—DATE ADOPTED: January 2005; AMENDED July 2017

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

- 10.3. GaLTT will not endorse or accept advertising from a commercial enterprise either for a fee or in exchange for promoting GaLTT activities.
- 10.4. A commercial enterprise is defined as a business whose primary objective is to make a profit.
- 10.5. 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, electronic means or email.
- 10.6. The President is responsible for determining whether an organization meets the criteria in 10.4 and 10.5

—DATE ADOPTED: January 2005

OPERATING POLICY 11 – Community Projects or Sub-committees

Policy

- 11.1. The purpose of this Operating Policy is to clarify GaLTT's relationship and approach to Streamkeepers and similar community project requests.
- 11.2. Appendix C (Policy 11) contains checklists for a Community Project submission for GaLTT Board review, and a template for an approved Letter of Understanding (LOU) between GaLTT and the Community Project.

Practice

Process for Community Project Support Application, Review and Decision

- 11.3. 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 C [Policy 11]) 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; and
 - e. key community supporters outside of GaLTT.
- 11.4. The GaLTT Board will review the Community Project:
 - f. Does the Project fit within GaLTT's existing mandate, constitution and by-laws? If yes, how does it fit?
 - g. 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?
 - h. Do the attributes of community group, project, objectives fit with GaLTT's 'social currency' in the community?
 - i. Does the GaLTT Board have sufficient capacity to accept the Project or Sub-committee at this time?
 - j. What are the benefits of the Project to the community of Gabriola?
 - k. What are the benefits to GaLTT's affiliation with Project?
 - l. Are there risks to GaLTT's affiliation with Project?
 - m. What additional tasks will be expected of the GaLTT Board, bookkeeper, etc.
 - n. Are there additional insurance or other liability implications for GaLTT?
 - o. What are the GaLTT expectations for the Community Group?
 - p. A long-term Project may be represented by a member appointed to the Board, or a short term (1 to 2 years) Project may be championed by an existing Board member.
 - q. Public communications, the use of GaLTT website, etc. should be reviewed in consideration of potential impacts to GaLTT.
 - r. 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.
 - s. 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.
 - t. 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, 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 nonprofit charity organization.

- u. If or when the Project acquires independent charitable status, funds and inventory jointly held shall be transferred to the new charitable society.
- v. Decision making and response:
- w. A simple majority of the Board is required to approve adopting a Community Project or Sub-committee.
- x. 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

- 11.5. The Community Project or Sub-committee shall appoint a minimum of two contacts who, upon acceptance by the GaLTT Board will serve as the Project liaison advisors.
- 11.6. The Community Project or Sub-committee liaison advisors:
 - Shall take out and maintain membership in GaLTT;
 - Shall be signatories to the Letter or Understanding between GaLTT and the Project;
 - Shall be responsible for communicating GaLTT's objectives and processes to other Project participants;
 - Shall be spokesperson for the Project or Sub-committee only and shall respect GaLTT Board positions and communications;
 - Shall be the signing authorities for all Project invoices that are to be approved for payment; and
 - Shall regularly provide reports of the Project to the GaLTT Board of Directors
- 11.7. In the case of an on-going longer term (three years plus) Project or Sub-committee 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 Sub-committee. If the Board is full to its capacity of 15 members, an existing Board member could agree to champion the Project or Sub-committee until space on the Board becomes available.
- 11.8. 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.
- 11.9. The Board will draft a detailed Letter of Understanding for signature by GaLTT President and the contact liaisons for the Community Project or Subcommittee.
- 11.10. Periodic review of approved Projects or Sub-committees 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

- 11.11. 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 Sub-committee applicants for signature by GaLTT President.

—DATE ADOPTED: November 2015

Operating Policy 12 – Privacy

Policy

- 12.1. Gabriola Land and Trails Trust Board of Directors and employees will endeavor to protect and keep private the contact information, addresses, phone numbers and any other personal information of their members and donors.
- 12.2. Gabriola Land and Trails Trust Board of Directors and/or committee members will protect and keep private discussions with private land owners, or about GaLTT's interest in specific private land, unless expressly permitted by the land owner.

Practice

- 12.3. The Secretary will record minutes of Board meetings, not including individuals' contact information. When members of the Society or public are discussed in the context of GaLTT business, they will remain anonymous in the minutes.
- 12.4. Any discussions of private land interests will take place in-camera, where minutes are not recorded, unless specific permission is provided by the land owner.
- 12.5. Membership application forms that necessarily record contact information shall not be shared beyond the Treasurer, the Membership Coordinator, and the bookkeeper. Where authorized by the member, email addresses will be provided only to the email list manager.
- 12.6. Directors' consent forms shall be filed with the Society's official documents maintained by the Secretary and their privacy protected
- 12.7. Group emails sent out to members and volunteers by authorized board members shall be sent as blind copies so that other recipients' email addresses are not visible to individual members.
- 12.8. Individual's names and contact information may not be published on GaLTT's website or other electronic media without specific permission.
- 12.9. Individuals who are identifiable in photographs may not be included in GaLTT's print and electronic publications without their permission unless photographs were taken at public events.

—DATE ADOPTED: January 2018

Operating Policy 13 – Record Keeping

Policy

- 13.1. Gabriola Land and Trails Trust Executive, board members and employees will ensure that all records critical to the day to day operation of the Society are retained and securely stored.
- 13.2. These records include originals or certified copies of the Certificate of Incorporation of the society; the constitution and bylaws; the statement of directors, including contact information; directors consent and written resignation; registered office; register of members, including contact information for each member; minutes of meetings of member or directors; ordinary and special resolutions, and in the case of a resolution consented to in writing, a copy of each of the consents to that resolution; and financial statements.
- 13.3. Gabriola Land and Trails Trust Executive, board members and employees will ensure that all electronic records critical to GaLTT's operation are retained and backed up.
- 13.4. Records no longer relevant to the operation of the Society that are older than 10 years may be disposed of.

Practice

- 13.5. Physical records including original signed documents critical to GaLTT's operation will be maintained in GaLTT's fireproof file cabinet, currently held by the Secretary at El Verano Drive, Gabriola, BC, or alternate location as authorized by the Board of Directors.
- 13.6. Electronic records will be backed up daily by the Secretary onto a separate device.
- 13.7. A back-up copy of electronic files will be made available to another Board member if the Secretary is to be unavailable for an extended period greater than 2 weeks. Investigation into a future 'cloud' archived storage system will take place.
- 13.8. Financial summary reports will be maintained in monthly minutes filed by the Secretary. Year to Date summaries will be stored digitally, by year, in files maintained by the Secretary.
- 13.9. Banking transactions and statements will be maintained and monitored by the Treasurer and/or Bookkeeper and stored digitally at the Bank. The Treasurer and/or Bookkeeper will maintain either digital or hard copy of current year invoices and record of payment.
- 13.10. Charitable tax receipts and tax records will be maintained by the Treasurer and/or Bookkeeper. The bookkeeper will retain the current year tax reports, records and charitable receipts, and the previous year for reference. Files and records older than the current and previous year will be transferred to GaLTT files for archived storage.
- 13.11. Insurance policies and records will be maintained by the Vice President, with any original documents stored in the Secretary's files.
- 13.12. Original physical documents, and electronic copies of all land and licence transactions and covenant or environmental monitoring reports will be stored in the Secretary's files.

—DATE ADOPTED: January 2018

Gabriola Land & Trails Trust
Operating Policies
Appendices

Appendix A (Operating Policy 9)

Evaluating and Selecting Conservation Projects Using a Two-part Assessment Strategy

Assessment Strategy - Project Selection and Criteria

Standards¹

There is a defined process for selecting land and conservation agreement projects, *Operating Policy 9 – Land Acquisition, Conservation Agreements and Stewardship*, including written selection criteria that are consistent with GaLTT’s mission goals, objectives and priorities.

The process for selecting land and conservation agreements will consider project feasibility and the organization’s capacity and ability to fulfill perpetual stewardship responsibilities.

Policies

The land trust works diligently to see that every land and conservation agreement transaction is legally, ethically and technically sound. All decisions regarding the selection of land for conservation agreements, land acquisitions and covenants are evaluated for their alignment with GaLTT’s mission, priorities and objectives and its capacity to implement. The Board will set land acquisition priorities annually. Land acquisitions may occur through purchase, covenant, donation or partnering with another agency. Ultimately, authority for all land acquisition decisions rests with the Board. GaLTT requires the consent of 80% of the Board through a vote at a regular or extraordinary board meeting, for land acquisition approval.

GaLTT will use a two-part assessment model² for all potential land acquisitions and conservation agreements. This assessment will be carried out by GaLTT’s ‘Acquisition, Covenant and Trail Licence’ (ACTL) committee which will make recommendations to the Board for final approval. This committee may recommend hiring professionals to aid in the assessment process. The land owner may be informed of the process and be given a copy of the assessment model. The land owner may also be asked to contribute to the Stewardship Fund for the property, as written in Policy 11. ACTL will have primary responsibility for applying the assessment tools.

Prior to using the two-part assessment model GaLTT’s board of directors will review the Significant Questions Sheet for discussion, input and careful evaluation on the acquisition of each property.

The **Acquisitions, Covenants, and Trail Licences Committee (ACTL)** will have primary responsibility for applying the assessment tools and will consult with all relevant sections of GaLTT (such as the Treasurer), to ensure compatibility with our mandate and scope. Once the assessment has been completed, the ACTL will subsequently bring the project to the full board for approval.

¹ Standards are derived from the [Canadian Land Trust](#) standards and practices – Practice 8B

² The following information has largely been adapted from the [NSNT](#) Property Selection and Prioritization policy, as well as the [CVLT](#) Criteria and Measures to Evaluate Projects and the [NALT](#) Project Selection Policy.

Assessment Strategy - Significant Questions

The following questions are to stimulate thoughtful discussion about the acquisition of property, prior to utilizing the Two-Part Assessment.

Ecological Significance:

Does protection of the property fit the priorities and mission of the land trust?

What are the conservation values that will be protected, what is the property's ecological integrity and what is their significance?

How does the property contribute to the already protected areas network and connectivity?

Will the natural features of significance maintain themselves in the long-term?

What are the threats to the property?

What historical and/or social significance does the property hold?

What is the overall priority of this property relative to other properties on current GaLTT priority list?

Is the intended management going to maintain/restore the natural values of interest?

Feasibility & Strategic Value:

How does it rank relative to other properties?

How does it fit within overall land trust acquisition/covenants and resources?

Is securing the property feasible? (technically/financially)

Are there other strategic values of the property?

Will the conservation tools being applied actually protect the property's conservation values in perpetuity?

Does the land trust have the capacity and resources to secure and maintain the physical aspects of the property?

What are the possibilities for a Stewardship Fund to provide for the future costs of maintenance, monitoring and potential legal costs?

Is it the best use of limited resources?

Is the proposed approach for securing the property (purchase, donation, easement, partnership with other organizations, etc.) the BEST method for protecting this particular property? For example, is it the best use of resources? Is it feasible? Are there other alternatives (e.g. bequest)?

Can the conservation values of interest be protected and the threats overcome using the planned acquisition approach and stewardship plan?

Is the proposed management/stewardship feasible in light of existing conditions? Does it fit within our mandate and resources?

Do our current resources allow us to do this? Is it an option to secure the property, but perhaps over a longer time period than initially considered?

Stewardship Present and Future:

Does completion of this project affect GaLTT's capacity to complete other priority projects?

Can the cost and long term burden (financial and other resources) for securing and stewarding the property be justified based on GaLTT's mission, priorities and resources?

Are there any potential risks associated with completing the project? (e.g. conflicting objectives among project partners, potential community discontent)

Can we reasonably expect to succeed over the long term in meeting the goals of this particular land acquisition project?

Is the acquisition free of any issues that could compromise the ethics of the Trust?

Are there stewardship funds available for this project?

A Note on Using This Tool

The Two-Part Assessment Tool that follows can be used in a number of ways. For example, as a comparative tool between two properties or as a way to focus on one aspect of a property that is particularly significant. The tool and its numerical evaluation system is a designed to gain perspective of each property. The individual context of the land, the objectives, timelines and resources will be widely varied. With numerous evaluations of properties GaLTT will be able to form a database of relative property attributes.

Assessment Tool Part One: Ecological/Conservation Values

Checklist

A. ECOLOGICAL SIGNIFICANCE

Describe the ecological value or potential ecological value of the property

1. Rare, outstanding, vulnerable and unique features/themes of the property. The biological richness of the area.

Rare:

- Vulnerable species and supporting habitats and ecosystems
- Habitat of rare and endangered species including those species listed as Endangered, Threatened or of Special Concern by the Committee on the Status of Endangered Wildlife in Canada (National), those species at risk listed under the British Columbia Wild Life Act; and species listed as Red or Yellow under the British Columbia Species Status lists (Provincial).
- Nationally, regionally or provincially rare, vulnerable or unique ecosystems e.g.
 - old forests
 - dry coastal Douglas Fir
 - cliff habitat supporting rare species
 - Gary Oak ecosystems
 - sea shore habitats (islands)
 - marshlands
 - sandstone habitat
 - waterways, Riparian landscapes
- Eco-geographically significant areas (e.g. migrating birds)
- Other natural features of interest such as unique sites e.g. waterfalls, caves, cliffs, scenic coastlines.
- Level of threat to the ecological system and unique features

Criteria in ranking significance:

- Scale of significance (international, national, regional, provincial, local)
- Quality of the natural features of interest
- Rarity of the natural features of interest
- Number of the natural features of significance
- Level of threat to the natural features of significance

2. Representation Value

Ecological

- Properties supporting a diversity of natural habitats, communities and ecosystems within under-represented landscapes of current covenants
- Representation at the national/regional/provincial level (underrepresented in the protected areas system)

Criteria in ranking representation value:

- Area
- Number of species/habitats/communities/landscapes represented
- Level of representation (habitat, ecosystem, landscape/local, regional, provincial, national)

3. Other Contributions to Protected Areas Network

- Value as a large, natural and uninterrupted area
- Contribution to ecological corridor/connectivity between protected areas or otherwise within the landscape
- Contribution to migratory/staging/stopover/wintering/breeding habitat
- Contribution to relatively natural landscape outside of protected areas (e.g., working forest easement)
- Land assembly/potential
- Opportunity to build on existing GaLTT protected properties

Criteria in ranking contribution to protected areas network:

- Area
- Significance of position in landscape in relation to other protected/natural areas
- Connectivity value
- Importance to wide-ranging species
- Significance as critical inholding/adjacent property
- Value as migratory/staging/stopover/ wintering/breeding habitat
- Significance to maintaining a relatively natural landscape 'matrix' outside protected areas

B. ECOLOGICAL INTEGRITY

Current ecological condition/quality of the property and prospects for the long-term sustainability/recovery of ecological integrity

- Long term viability of the natural features of significance (likelihood natural values will be self-sustaining over the long-term)
- Overall integrity or “naturalness” (including seral stage, level of anthropogenic/natural disturbance, level of naturally functioning ecosystem processes, prominence of native species, presence of alien and invasive species)
- Connectivity to other natural areas / protected areas (natural corridors) / lands in or adjacent to existing protected areas
- Size and shape (larger area and less edge increase resilience to the impacts of peripheral land uses)
- Buffers included or potential to create buffers between protected area and adjacent uses that could degrade the protected area
- Critical in-holdings or adjacent parcels of land for individual areas in the protected areas network
- Compatibility of surrounding land uses

Criteria in ranking ecological integrity:

- Level of integrity/naturalness
- Long-term viability
- Overall ecological context (isolation/linkages/buffers/surrounding land use)

C. SITES OF HISTORICAL & SOCIAL INTEREST

- Areas that hold special significance to the community for either social or historical value
 - historical farming sites (old orchards and groves)
 - Sites with historic buildings
 - Reclaimed industrial sites (brickyard, millstones, diatomaceous earth etc.)
- Land that has potential to grow trail connectivity to services and between neighbourhoods

Criteria in ranking the importance of the historical & social interest:

- Critical link in trail network
- Community support
- Partnership opportunities

D. THREAT TO SITE

In assessing the potential value or urgency of an acquisition, ACTL shall **include examination of any threats to the property** through physical means (such as cliffs eroding), social activity (such as imminent development); and biological threats (such as invasive plant growth). Some of these threats may make the acquisition more desirable; others, less.

- Fragility/vulnerability of features of interest (likelihood of succumbing to threat, extent of damage likely to occur, potential for recovery)
- Imminence of threats (immediate threat of complete habitat destruction, development pressure within several years etc.)
- Degree of threat (small, persistent pressure on site; presence of inholdings; catastrophic threat; current/projected uses, adjacent land uses, zoning)
- Invasive species threat to property and adjacent lands

Criteria in ranking the threat significance:

- Fragility/vulnerability
- Imminence of threat
- Level of threat

Property Selection and Prioritization Scoring

To be used with the textual two-part assessment document, containing detailed descriptions of features to be assessed.	SCORE 1 (low) - 5 (high)
Part One Assessment - Ecological/Conservation Value	
A. ECOLOGICAL SIGNIFICANCE - existing and potential	
1. Rare, outstanding, unique features and themes, biological richness	
<ul style="list-style-type: none"> • Biological Richness 	
○ rare/vulnerable ecosystem(s)	
○ eco-Geographical significance	
○ threat to ecological significance	
<ul style="list-style-type: none"> • Features/themes 	
○ uniqueness of feature	
○ rarity of feature	
○ threat to feature	
○ quality of features	
<ul style="list-style-type: none"> • Threat to the property's significant features 	
○ threat to the ecological value of the property	
<ul style="list-style-type: none"> • Scale of significance 	
○ regional/local	
○ national/provincial	
<ul style="list-style-type: none"> • Contribution to GaLTT land network 	
○ trail connectivity (neighbourhoods and services)	
○ area size	
○ area location	

To be used with the textual two-part assessment document, containing detailed descriptions of features to be assessed.	SCORE 1 (low) - 5 (high)
<ul style="list-style-type: none"> • Overall Significance 	
<ul style="list-style-type: none"> ○ How well does it fit with GaLTT’s mission and priorities? 	
<ul style="list-style-type: none"> ○ Are the ecosystem & natural features rare and plentiful? Are they under threat? 	
<p><i>Possible High Score of 80</i> TOTAL</p>	
<p>2. Representation Value (all levels)</p>	
<ul style="list-style-type: none"> • Ecological 	
<ul style="list-style-type: none"> ○ importance to wide range of species 	
<ul style="list-style-type: none"> ○ significance of habitat for species 	
<ul style="list-style-type: none"> ○ underrepresented in current GaLTT covenants 	
<p><i>Possible High Score of 15</i> TOTAL</p>	
<p>3. Other Contributions to GaLTT’s Network</p>	
<ul style="list-style-type: none"> • value as migratory/staging/wintering/breeding habitat 	
<ul style="list-style-type: none"> • significance to maintaining natural landscape “matrix’ outside of protected areas 	
<ul style="list-style-type: none"> • Land use assembly 	
<p><i>Possible High Score of 15</i> TOTAL</p>	

COMMENTS:

To be used with the textual two-part assessment document, containing detailed descriptions of features to be assessed.	SCORE 1 (low) - 5 (high)
B. ECOLOGICAL INTEGRITY	
<ul style="list-style-type: none"> • condition/quality of property 	
<ul style="list-style-type: none"> • overall integrity of natural state 	
<ul style="list-style-type: none"> • long term viability of features 	
<ul style="list-style-type: none"> • overall ecological context (size, buffer, linkages): surrounding uses 	
<i>Possible High Score of 20</i>	TOTAL

COMMENTS:

C. SITES OF HISTORICAL & SOCIAL INTEREST & CONNECTIVITY	
<ul style="list-style-type: none"> • historical significance <ul style="list-style-type: none"> ○ historical farming sites ○ sites with historic buildings ○ reclaimed industrial sites 	
<ul style="list-style-type: none"> • community support 	
<ul style="list-style-type: none"> • trail connectivity 	
<i>Possible High Score of 15</i>	TOTAL

COMMENTS:

Assessment Tool Part 2: Feasibility and Other Strategic Values Checklist

A. ORGANIZATIONAL PRIORITY/CONTEXT

- Compatibility with GaLTT mission statement, current priorities and commitments

B. FEASIBILITY

1. Technical feasibility (“Do-ability”)

Resource Load

- Securement load/resources
 - Current availability/competition from other securement projects etc. for staff/volunteer resources (skills, time, local monitoring)
- Management load/resources
 - Stewardship (skills, time)
- Best/justifiable use of resources

Technical Issues

- Owner willingness, flexibility
- Complexity of planned acquisition approach
- Clarity of title/boundaries/other legal issues
- Environmental/liability risks
- Management concerns (i.e. incompatible traditional use, boundary issues)
- Ability to ensure viability through additional land acquisitions if necessary
- Local support agencies/conservation partner(s)

Ranking Criteria:

- Is the resource load manageable?
- Are there technical issues? Can they be easily dealt with?

2. Financial feasibility

- Securement costs
 - Overall fundraising potential
 - Charisma/fund-raising appeal
 - Identified donors/funding opportunities
 - Current availability/competition from other projects for funding
- Stewardship costs
 - Overall fundraising potential

- Charisma/fund-raising appeal
- Identified donors/funding opportunities
- Current availability/competition from other projects for funding
- Cost effectiveness of project? Property justifies the potential cost?

Ranking Criteria:

- Identified funding opportunities and/or fund-raising potential
- Current funding availability/competition from other projects/initiatives and cost effectiveness

C. OTHER STRATEGIC VALUES

- Publicity values/profile/public relations
- Educational/research value
- Aesthetic, scenic value
- Cultural/historical/social value
- Opportunity to cultivate important donor relations
- Opportunity for relationship building/cooperation/partnerships
- Restoration potential
- Other unique opportunities
- Resale or trade opportunity with other organizations

Ranking Criteria:

- Are there public relations, donor relations and partnership potential?
- Are there other property values? (scenic, cultural, educational etc.)
- Other strategic values present

D. ABILITY TO PROTECT CONSERVATION VALUES IN PERPETUITY

- The planned acquisition tool, stewardship approach and restrictions imposed by the donor and by GaLTT will protect the conservation values of the property in perpetuity. (Is it a covenant or donation? Will a covenant actually protect the particular conservation values? Does the flexibility of a donation allow greater management potential?)
- The planned acquisition tool, stewardship approach and restrictions imposed by the donor and by GaLTT will ensure that future options to maintain, restore or increase native ecological integrity will not be compromised (Will any restrictions on management compromise the ability of the land trust to ensure conservation values are protected now or in the future?)
- The benefits justify the costs, and both the short term and long term workloads
- Are there any foreseeable reasons for legal defense?

Property Selection and Prioritization Scoring

To be used with the textual two-part assessment document, containing detailed descriptions of features to be assessed-	SCORE 1 (low) - 5 (high)
Part Two Assessment – Feasibility and Other Strategic Values	
A. ORGANIZATIONAL PRIORITY/CONTEXT	
<ul style="list-style-type: none"> Compatibility with GaLTT’s mission/priorities and commitments 	
<i>Possible High Score of 5</i>	TOTAL

COMMENTS:

B. FEASIBILITY	
1. Technical feasibility (“Do-ability”)	
<ul style="list-style-type: none"> owner’s willingness 	
<ul style="list-style-type: none"> available resources (securement and stewardship) 	
<ul style="list-style-type: none"> local support/partners 	
<ul style="list-style-type: none"> liability risks 	
<ul style="list-style-type: none"> management issues 	
2. Financial Feasibility	
<ul style="list-style-type: none"> overall funding potential <ul style="list-style-type: none"> source of stewardship funds? external stewardship funds available? 	
<ul style="list-style-type: none"> positive fundraising climate 	

To be used with the textual two-part assessment document, containing detailed descriptions of features to be assessed-	SCORE 1 (low) - 5 (high)
<ul style="list-style-type: none"> • cost effectiveness 	
<i>Possible High Score of 40</i>	TOTAL

COMMENTS:

C. OTHER STRATEGIC VALUES, OTHER STRATEGIC PARTNERSHIPS	
<ul style="list-style-type: none"> • community support, donor relations, partnership opportunities 	
<ul style="list-style-type: none"> • features that support education, research & scenic values 	
<ul style="list-style-type: none"> • resale, trade or other unique opportunities 	
<i>Possible High Score of 15</i>	TOTAL

COMMENTS:

D. ABILITY TO PROTECT CONSERVATION VALUES IN PERPETUITY	
<ul style="list-style-type: none"> • planned acquisition format is the right one? 	
<ul style="list-style-type: none"> • is the property free from stewardship restrictions? • are there stewardship funds available? 	

To be used with the textual two-part assessment document, containing detailed descriptions of features to be assessed-	SCORE 1 (low) - 5 (high)
<i>Possible High Score of 10</i>	TOTAL

COMMENTS:

OVERALL FEASIBILITY SCORE:	
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Appendix B (Policy 9)

Practice A: Funding Conservation Agreement Stewardship

Standard

GaLTT determines the long-term stewardship and enforcement expenses of conservation agreements and secures the dedicated or operating funds to cover current and future expenses, including long-term stewardship, enforcement and defense costs. If funds are not secured at or before the completion of the transaction, the land trust has a plan to secure these funds and has a policy committing the funds to this purpose.

Policies

Further to GaLTT's Operating Policy 9 – Land Acquisition, Conservation Agreements and Stewardship, a Stewardship Fund will be established to address stewardship and enforcement expenses for acquired properties and conservation agreements. Contributions to the Stewardship Fund may include cash, securities, property for resale and other assets deemed acceptable by the land trust. Funds dedicated to stewardship will be handled separately from regular operating expenses and will be withdrawn as required to cover eligible stewardship expenses. The Stewardship Fund will be pooled and not be restricted to any specific property.

A list of Stewardship Fund eligible expenses (e.g., costs associated with establishing a conservation covenant, baseline report, annual monitoring, enforcement, breaches and defense costs) will be established and reviewed periodically. When funds are required from the Stewardship Fund, the ACTL Committee will make a recommendation for the approval of the board.

The ACTL Committee will undertake a periodic review, as part of strategic planning, of all stewardship and defense costs and provide a report to the board summarizing the costs by category. In addition, the ACTL Committee will identify any gaps in calculation criteria and propose changes to the criteria to more accurately capture stewardship and defense costs. Changes to the criteria are to be approved by the Board.

Property owners may be asked to contribute a minimum of \$5000 per property to help fund stewardship costs.

Estimating Covenant Stewardship and Defense costs:

When considering a new covenant, GaLTT will prepare an estimate of stewardship costs. This estimate will be based on past experience and anticipated expenses for the management of each property individually.

Stewardship expenses eligible for coverage by the stewardship fund include, but are not limited to: information gathering, annual monitoring, site inspections, mapping, photography, reimbursements, defense and overhead. See Table 1 below.

Table 1. Eligible Stewardship Costs

Costs associated with establishing a conservation covenant	Travel, title search and registration, consultant fees: legal, engineering; site delineation: survey, mapping,	Mileage, rentals, fuel, volunteer resources, professional fees (wages for services), postage
Baseline information gathering and report	Travel, maps and photos, staff and consultants, report preparation	Mileage, fuel rentals, photography, printing, binding, distribution, topography maps, orthophotos, consultant salaries
Annual monitoring inspections	Travel, costs regarding photography, maps, reports, costs related to training monitors, staff/volunteer time	Mileage, fuel, rentals, volunteer resources, staff wages, course fees, equipment purchases and repairs,
Enforcement of breaches and defense costs	Mediation, court action; remediation and restoration work	Volunteer resources, staff wages, printing, postage, legal fees, contractors

Appendix C (Policy 11)

Checklists and review templates for a community group seeking to become established as a sub-committee 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 Operating 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 template in 1.1.
2. The GaLTT Board will review the Community Project using the checklist format in 1.2.
3. The GaLTT Board will 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 Sub-committee agreement shall be reviewed annually prior to GaLTT's AGM
7. The Project or Sub-committee 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 <ul style="list-style-type: none"> • function as the GaLTT Board contacts • sign the Letter of Agreement • make financial requests. 		
Purpose of Community Group or Project		
Reason for Requesting GaLTT Support		
Timeframe for GaLTT support	Short term (1 to 2 years)	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		
Print Name:	Date:	
Signed:		

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? <i>E.g., Do GaLTT's Constitution or Bylaws require an amendment to accept group as a Sub-committee or Project?</i>	
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 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?	
Meetings between GaLTT Board and Project liaison contacts occurred on (dates): and are recorded in minutes on file.	
Discussion and Decision:	
Print Name:	Date:
Signed:	

1.3 Template for Summary of GaLTT Expectations of Community Group or Project

Name of Community Group or Project	
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	<ul style="list-style-type: none"> • GaLTT will issue charitable receipts for tax purposes for qualifying donations or funds received on behalf of the Community Group or Project. • Cheques for which tax receipts are requested must be payable to GaLTT. • The GaLTT Treasurer and Bookkeeper will track such funds received on behalf of the Community Group or Project. • The GaLTT Treasurer shall report monthly on Project fund balance. • 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 of more than [<i>normally \$500 - to be determined by the Board</i>] will require approval of the GaLTT Board.
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....	

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	Name: Address: Phone: Email: Name: Address: Phone: Email:
GaLTT Member or Board Champion:	
Agreement Dates:	
Agreement Details:	GaLTT will (include details from 1.1 through 1.3) Community Group or Project will..... (include details from 1.1 through 1.3)
Financial processes:	GaLTT will (include details from 1.1 through 1.3) Community Group or Project will (include details from 1.1 through 1.3)
This Agreement will be reviewed annually. This Agreement may be cancelled by either party with 30 days' notice.	
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. After one year, Project funds will revert to GaLTT general funds.	
We, _____ represent [Community Group or Project name, etc.] We agree to the Agreement terms provided by Gabriola Land and Trails Trust.	
Print Name:	Date:
Signed:	
Print Name:	Date:
Signed:	
On behalf of GaLTT: _____	
Print Name:	Date:
Signed:	

Appendix D: Glossary of Terms:

GaLTT - Gabriola Land and Trails Trust

NSNT - Nova Scotia Nature Trust

NBNT - New Brunswick Nature Trust

NALT - Nanaimo and Area Land Trust

CVLT - Comox Valley Land Trust

inholdings - privately owned land inside the boundary of a national park, national forest, state park, or similar publicly owned, protected area.

seral stage - A seral community (or sere) is an intermediate stage found in ecological succession in an ecosystem advancing towards its climax community. In many cases, more than one seral stage evolves until climax conditions are attained.

eco-geographically - The combined study of the ecology and geographical distribution of organisms; (also) the geographical distribution of an organism in relation to its ecology

inholdings - is privately owned land inside the boundary of a national park, national forest, state park, or similar publicly owned, protected area