



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, Thursday January 26, 2023  
Martelli Board Room, 5:30pm

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and WSÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Hugh Carruthers (Treasurer), Lynn Young (Secretary), Jim Cuthbert (VNHS rep), Kalina Noel, Rick Marshall

Staff Members: Cara Gibson, Executive Director

**Regrets:** None

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

**1. Meeting Call to Order 5:37 pm**

Territory Acknowledgement by Sharon

**2. Approval of the Agenda**

**Moved:** Hugh Carruthers

**Seconded:** Jim Cuthbert

**Carried Unanimously**

**3. Approval of Consent Agenda**

- Minutes of November 24, 2022 meeting
- ED Report
- Chair's Report
- Treasurer's Report
- Governance Committee Report
- CAMP Task Group Report

**Moved:** Lynn Young

**Seconded:** Jim Cuthbert

**Carried Unanimously**

**4. Informal Information/Education Session:** questions & discussion re finances, ED Report, Chair's Report



5. **Business – Decision/Action Items:**

**Payment to University of Victoria**

**Motion:** "To approve payment of \$10,500 to University of Victoria for Fall 2022 contract work that was performed on Christmas Hill for meeting the goals of the funded Environment and Climate Change Canada proposal. "

**Moved:** Jim Cuthbert                      **Seconded:** Lynn Young                      **Carried Unanimously**

**Signing Authority Removal**

**Motion:** "To approve removal of signing authority for Julia Dawson who no longer works with the Nature Sanctuary, effective January 17, 2023"

**Moved:** Lynn Young                      **Seconded:** Hugh Carruthers                      **Carried Unanimously**

**Martelli Building Budgeted Repairs** - see Financial Decisions Background Document in Teams

**Motion:** "To authorize ED to proceed with scheduling contractor to begin budgeted work on Martelli Building repairs in 2023, as per contractor quote of \$78,000 & GST."

Note: Quote of \$43,000 for improvements to solarium workspace and \$35,000 to replace roof.

**Moved:** Lynn Young                      **Seconded:** Hugh Carruthers                      **Carried Unanimously**

**Washroom Renovations** - see Financial Decisions Background Document in Teams

**Motion:** "To approve new contractor quote of \$109,108.28 for washroom renovations".

Note: Original quote of \$80,000 was paid for by individual donor and approved Oct. 13, 2021. Additional costs are due to inflation and structural issue.

**Moved:** Jim Cuthbert                      **Seconded:** Lynn Young                      **Carried Unanimously**

**Adjournment of Formal Board Meeting**

**Motion:** "To adjourn Board Meeting"

**Moved:** Kalina Noel                      **Seconded:** Rick Marshall                      **Carried Unanimously**

Meeting adjourned at 6:28 pm

**Next Board Meeting** – Thursday February 23, 2023 at 5:30pm Martelli Board Room

Sharon Daly, Chair



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, Thursday February 23, 2023  
Martelli Board Room, 5:30pm

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and W̱SÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Hugh Carruthers (Treasurer), Lynn Young (Secretary), Jim Cuthbert (VNHS rep),

Staff Members: Cara Gibson, Executive Director

**Regrets:** Kalina Noel, Rick Marshall

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

**1. Meeting Call to Order 5:30 pm**

Territory Acknowledgement by Sharon

**2. Approval of the Agenda**

**Moved:** Jim Cuthbert

**Seconded:** Hugh Carruthers

**Carried Unanimously**

**3. Approval of Consent Agenda**

- Minutes of January 26, 2023 meeting
- ED Report
- Treasurer's Report
- Governance Committee Report

**Moved:** Lynn Young

**Seconded:** Jim Cuthbert

**Carried Unanimously**



4. **Informal Information/Education Session:** questions & discussion re finances, ED Report, Chair's Report

**Chair's Report:**

Hugh Carruthers is resigning from the position of Treasurer effective February 28, 2023. He will continue to serve on the Board until the AGM on June 8, 2023, when his term expires. Fallon Lindsay, CPA & Community Member on Finance Committee, will be reviewing the financials until a new treasurer is in place. Governance is recruiting and interviewing for treasurer position.

5. **Generative/Strategy Discussion:**

**Proposed Revisions to Bylaws** – posted on Teams

- Overview of draft changes provided by Lynn with brief discussion
- Bylaws will be posted to Teams – March Board Meeting
- Please provide edits/comments by March 13. Further discussion at March board meeting.

**Draft Board of Directors Roles & Responsibilities** – posted on Teams

- Discussion with further review/feedback to be posted to document on Teams – March Board Meeting by March 10
- Goal to discuss and approve at March Board Meeting

6. **Business Items**

- Finance Committee & Governance Committee Annual Work Plans posted on Teams
- Board Annual Work Plan Calendar posted on Teams

**Motion Approved via Email February 1, 2023**

*“That Swan Lake Christmas Hill Nature Sanctuary Society approve the annual commercial insurance fee of \$14,360 as approved in FY2023 budget discussion at November 24, 2022 Board Meeting”*

**Moved:** Sharon Daly                      **Second:** Hugh Carruthers                      **Carried**

***Adjournment of Formal Board Meeting***

**Motion:** *“To adjourn Board Meeting”*

**Moved:** Hugh Carruthers                      **Seconded:** Jim Cuthbert                      **Carried Unanimously**

Meeting adjourned at 7:04 pm



**Next Board Meeting – Thursday March 23, 2023 at 5:30pm Martelli Board Room**

A handwritten signature in cursive script that reads "Sharon Daly". The signature is written over a horizontal line.

Sharon Daly, Chair



SWAN LAKE  
CHRISTMAS HILL  
NATURE SANCTUARY



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, Thursday March 23, 2023  
Martelli Board Room, 5:30pm

Minutes

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and WSÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Lynn Young (Secretary), Jim Cuthbert (VNHS rep), Kalina Noel, Rick Marshall  
**Staff Members:** Cara Gibson (Executive Director)

**Regrets:** Hugh Carruthers

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

**1. Meeting Call to Order 6:46 PM**

Territory Acknowledgement by Sharon

Mission Moment by Jim

**2. Approval of the Agenda**

**Moved:** Jim Cuthbert

**Seconded:** Rick Marshall

**Carried Unanimously**

**3. Approval of Consent Agenda**

- Minutes of February 23, 2023 meeting
- ED Report
- Finance Committee Report
- February 2023 Financial Statement
- Governance Committee Report
- Chair's Report (Including 2023 Board Work Plan Calendar – 3-month view)

**Moved:** Lynn Young

**Seconded:** Jim Cuthbert

**Carried Unanimously**



4. **Informal Information/Education Session:** questions and information about reports: Chair Update, ED Update, Committee Reports

5. **Board of Directors Generative/Strategy Discussion:**

**Proposed Revisions to SLCHNSS Bylaws (2021) - (see Revisions to Bylaws doc in TEAMS)**

- Revisions were reviewed, discussed, and edited.
- The Board agrees in principle with the edited revisions of the Bylaws and these draft Bylaws will be provided to a lawyer for further review.

**Draft Board of Directors Roles and Responsibilities Policy – (see Board Role and Responsibilities document in TEAMS)**

**Motion:** *“To approve Board of Director Roles and Responsibilities Policy”*

**Moved:** Rick Marshall                      **Seconded:** Lynn Young                      **Carried Unanimously**

6. **Business Items:**

**Add New Signing Authority**

**Motion:** *“Approve Ashlea Veldhoen, Operations and Community Coordinator, as a signor to bank accounts and signor for the organization in the absence of the Executive Director”*

**Moved:** Rick Marshall                      **Seconded:** Jim Cuthbert                      **Carried Unanimously**

Other signors are Sharon Daly, Lynn Young, Hugh Carruthers and Cara Gibson.

**Credit Card Tap Machine – (See Credit Card Tap Machine Doc in TEAMS)**

**Motion:** *“To approve the purchase of two outdoor Credit Card Tap Machines to trial for accepting donations for a 6-month period. The set-up fee is \$485 and running cost for six months is \$420 + 5% per transaction fee.”*

Note: The cost for this trial will be taken from surplus from previous year’s funds

**Moved:** Jim Cuthbert                      **Seconded:** Kalina Noel                      **Carried Unanimously**





**Appointment of Board Directors – (See Governance Committee Report and resumes in TEAMS)**

**Motion:** *“To appoint Sharlot Beatty and Douglas Enns as new Board Directors effective April 1 to June 8, 2023.”*

Note: Sharlot and Doug would be on the slate of nominees recommended by the Board for election at the AGM on June 8, 2023

**Moved:** Lynn Young                      **Seconded:** Jim Cuthbert                      **Carried Unanimously**

**Approval of Treasurer - (see Recruitment Update/Governance Committee Report in TEAMS)**

**Motion:** *“To appoint new Board Director Douglas Enns as Board Treasurer effective April 1 - June 8, 2023”*

**Moved:** Lynn Young                      **Seconded:** Jim Cuthbert                      **Carried Unanimously**

**Add Additional Signing Authority**

**Motion:** *“To approve Douglas Enns as signor to bank accounts effective April 1, 2023.”*

**Moved:** Rick Marshall                      **Seconded:** Jim Cuthbert                      **Carried Unanimously**

**Vice Chair Position**

**Motion:** *“To approve Lynn Young as Vice Chair to June 8, 2023”*

**Moved:** Jim Cuthbert                      **Seconded:** Kalina Noel                      **Carried Unanimously**

**Motion Approved via Email on March 4, 2023**

**Motion:** *“To approve disbursal of funds in the amount of \$57,281.84 to Green Coast Contracting for first invoice for washroom renovations as previously discussed and approved at the January 26, 2023 Board meeting.”*

**Moved:** Sharon Daly                      **Seconded:** Lynn Young                      **Carried**

**Adjournment of Formal Board Meeting**

**Motion:** *“To adjourn Board Meeting”*

**Moved:** Rick Marshall                      **Seconded:** Lynn Young                      **Carried Unanimously**



Meeting adjourned at 7:17 pm

**Next Board Meeting** – Thursday April 27, 2023 at 5:30pm Martelli Board Room

A handwritten signature in cursive script, reading "Sharon Daly", is written over a solid horizontal line. The signature is fluid and extends slightly above and below the line.

Sharon Daly, Chair



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, Thursday April 27, 2023  
Martelli Board Room, 5:30pm

Minutes

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and WSÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Doug Enns (Treasurer), Lynn Young (Secretary), Sharlot Beatty, Jim Cuthbert (VNHS rep), Rick Marshall, Kalina Noel

Staff Members:

**Regrets:** Hugh Carruthers, Cara Gibson (Executive Director)

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

**1. Meeting Call to Order 5:35 pm**

Territory Acknowledgement by Sharon

Welcome of new board members, Doug Enns and Sharlot Beatty

**2. Approval of the Agenda**

**Moved:** Doug Enns      **Seconded:** Jim Cuthbert      **Carried Unanimously**

**3. Approval of Consent Agenda**

- Minutes of March 23, 2023 meeting
- ED Report
- Society Q1 Financial Results (treasurer)
- 2022 SLCHNSS Audit Findings Report
- SLCHNSS Letter Signed (KPMG)
- Chair's Report (Including 2023 Board Work Plan Calendar – 3-month view)

**Moved:** Jim Cuthbert      **Seconded:** Lynn Young      **Carried Unanimously**



4. **Information/Education Session:** questions and information about reports.

5. **Board of Directors Generative/Strategy Discussion:**

Interim Report Capital Assets Management Plan (CAMP) Task Group – *(see CAMP report document in TEAMS)*

Reviewed and discussed. Rick is suggesting a name change from Capital Assets to Major Projects. An interim report will be provided to the Board in July for review.

6. **Business Items: 30 mins.**

**2022 Audited Financial Statements** *(see 2022 SLCHNSS Audited Financial Statements in TEAMS)*

**Motion:** *“To approve SLCHNSS 2022 Audited Statements from KPMG”*

**Moved:** Doug Enns      **Seconded:** Rick Marshall      **Carried Unanimously**

**Revisions to SLCHNSS Bylaws (2021)** *(see Revisions to Bylaws 2021 doc in TEAMS)*

**Motion:** *“To approve the Board recommended 2023 revisions to the SLCHNSS Bylaws (2021) to be approved by the membership at the AGM on June 8, 2023”*

**Moved:** Lynn Young      **Seconded:** Jim Cuthbert

Following discussion on Director Indemnity, it was determined that further clarification was needed. The Finance Committee will address Director Indemnity and insurance coverage as part the financial policy development process.

**Motion:** *“To table the motion to approve 2023 revisions to Bylaws”*

**Moved:** Doug Enns      **Seconded:** Jim Cuthbert      **Carried**

**Slate of Board Candidates for 2023 AGM**



**Motion:** *"To approve the slate of Board nominees recommended by the Board for election at the AGM on June 8, 2023. The candidates are Sharon Daly (re-election), Doug Enns (new Board member) and Sharlot Beatty (new Board member)."*

**Moved:** Rick Marshall    **Seconded:** Lynn Young    **Carried Unanimously**

#### **Board Financial and Governance Policy Development**

Sharon provided an update on Board policy development and review process. A draft Board operations policies document will be circulated for review and comment in the latter part of June.

#### **June Board Retreat on Saturday June 24 (see Chair's Report in TEAMS)**

Sharon provided further information on June Board Retreat:

- A site tour in the morning with Cara and Jay
- Land Ethic & Biodiversity presentation to assist with policy development is a possibility for the afternoon. The afternoon topic will be confirmed in June.

#### **Motions Approved via Email**

##### **Motion via Email on March 28, 2023**

**Motion:** *"To disburse funds in the amount of \$19,651.94 to Lionart Productions Inc. as previously discussed at the February 24, 2022 Board meeting and approved May 26, 2022 Board meeting."* The first phase of the project was for siding and windows. This second phase of the project was for roofing and insulation:

**Moved:** Sharon Daly    **Seconded:** Lynn Young    **Carried**

##### **Motion via Email on April 11, 2023**

**Motion:** *"To approve removal of Hugh Carruthers as signor to bank accounts."*

**Moved:** Sharon Daly    **Seconded:** Lynn Young    **Carried**

Other signors are Sharon Daly, Lynn Young, Cara Gibson, Doug Enns and Ashlea Veldhoen.



**Motion via Email on April 20, 2023**

**Motion:** "To disburse funds in the amount of \$21,500.33 to Thimble Farms as previously approved as a line item in the budget (budgeted at \$25,000) in the Board meeting on November 24, 2022."

**Moved:** Doug Enns.      **Seconded:** Sharon Daly      **Carried**


***Adjournment of Formal Board Meeting***

**Motion:** *To adjourn Board Meeting*

**Moved:** Doug Enns      **Seconded:** Jim Cuthbert      **Carried Unanimously**

Meeting adjourned at 7:13 pm

**Next Board Meeting** – Thursday May 25, 2023 at 5:30pm Martelli Board Room

  
\_\_\_\_\_  
Sharon Daly, Chair



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, Thursday May 25, 2023  
Martelli Board Room, 5:30pm

Minutes

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and WSÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Doug Enns (Treasurer), Sharlot Beatty, Rick Marshall, Kalina Noel, Hugh Carruthers, Cara Gibson (Executive Director)

**Regrets:** Lynn Young (Secretary), Jim Cuthbert (VNHS rep)

**Quorum:** Yes

**Minutes:** Recorded by Sharlot Beatty

1. **Meeting Call to Order 5:37 pm**  
Territory Acknowledgement by Cara

2. **Approval of the Agenda**

**Moved:** Doug Enns      **Seconded:** Hugh Carruthers      **Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of April 27 Board meeting
- ED Report
- Financial Statements
- Governance Committee Report
- Chair's Report (including 2023 Board Work Plan Calendar – 3 Month View)

**Moved:** Doug Enns      **Seconded:** Kalina Noel      **Carried Unanimously**



**4. Information/Education Session:**

- June 24 Retreat will include a walking tour with Cara and Jay (Site Director) to provide an overview of work needed at the Nature Sanctuary
- Discussion on what board members would like to hear more about from Jay and Cara

**5. Board of Directors Generative/Strategy Discussion:**

Bi-annual 2022-2025 Strategic Plan Goals Check-In – (see document in Teams Board Meeting space)

- Review and discussion of Strategic Plan goals, outcomes and performance

**6. Business Items:**

**Removal of Signing Authority:**

**Motion:** *“Approve removal of Ashlea Veldhoen, Operations and Community Coordinator as a signor to bank accounts.”*

**Moved:** Doug Enns      **Seconded:** Rick Marshall      **Carried**

**Add New Signing Authority:**

**Motion:** *“Approve Kirsten Grove-White, Office Manager (as of May 25, 2023) as a signor to bank accounts.”*

Kirsten will also be signing for the organization in the absence of the Executive Director. Other signors are Sharon Daly, Lynn Young, Doug Enns and Cara Gibson

**Moved:** Rick Marshall      **Seconded:** Doug Enns      **Carried**

**Issue Cheque to Satinflower Nurseries:**

**Motion:** *“Approve issuing \$47,250.00 cheque to Satinflower Nurseries for Christmas Hill plant contract work as part of ECCC grant proposal and as previously approved in subcontractor wages line item in the 2023 budget at the Board Meeting on November 24, 2022”*

**Moved:** Doug Enns      **Seconded:** Sharlot Beatty      **Carried**

**Finance Committee Financial Reporting to Board:**

- The financial reporting process to Board moving forward was outlined and discussed - (Doug)
- Consensus that quarterly financials with an in-depth commentary from Doug will be sufficient.





**Board Governance Policy Development Process:**

- Information on Board financial and operations policy update/review process was provided by Doug and Sharon

**Staff Support Request Form:** (See Teams Board meeting space for Staff Support Request Form)

- Cara provided Information on process for requesting staff support for Board work going forward.
- Consensus reached on the purpose and adoption of this process and form.

**Motions Approved via Email**

**Motion via Email on March 28, 2023**

**Motion:** *"To disburse funds in the amount of \$19,651.94 to Lionart Productions Inc. as previously discussed at the February 24, 2022 Board meeting and approved May 26, 2022 Board meeting."* The first phase of the project was for siding and windows. This second phase of the project was for roofing and insulation.

**Moved:** Sharon Daly      **Seconded:** Lynn Young      **Carried**

**Motion via Email on May 3, 2023**

**Motion:** *"To disburse funds in the amount of \$57,281.84 to Green Coast Contracting for second invoice for washroom renovations as previously discussed and approved at the January 26, 2023 Board meeting."*

**Moved:** by Sharon Daly      **Seconded:** by Lynn Young      **Carried**

**Motion via Email on May 5, 2023**

**Motion:** *"To approve the 2023 revisions to the Swan Lake Christmas Hill Nature Sanctuary Society Bylaws (2021) to be included in the Annual General Meeting materials."*

**Moved:** by Lynn Young      **Seconded:** by Rick Marshall      **Carried**

***Adjournment of Formal Board Meeting***



**Motion:** *"To adjourn Board Meeting"*

**Moved:** Kalina Noel    **Seconded:** Hugh Carruthers    **Carried Unanimously**

Meeting adjourned at 7:31 pm

**Next Board Meeting** – Thursday July 27, 2023 at 5:30pm Martelli Board Room (includes snacks)

A handwritten signature in cursive script, reading "Sharon Daly". The signature is written over a horizontal line.

Sharon Daly, Chair



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, Thursday June 8, 2023 (following AGM)

Minutes

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and WSÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Doug Enns (Treasurer), Lynn Young (Secretary), Sharlot Beatty, Jim Cuthbert (VNHS rep), Rick Marshall, Cara Gibson (Executive Director)

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

1. Meeting Call to Order 6:35 pm
2. Agenda: Appoint Officers to the Board after AGM Board member elections
3. Appointment of Officers:

**Motion:** "Approve Lynn Young as Secretary, Doug Enns as Treasurer and Sharon Daly as Chair of the Board"

**Moved:** Sharlot Beatty

**Seconded:** Rick Marshall

**Carried**

Adjournment at 6:40 pm

**Next Board Meeting** – Thursday July 27, 2023 at 5:30pm Martelli Board Room

Sharon Daly, Chair





Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, July 27, 2023  
Martelli Board Room, 5:30pm

Minutes

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and WSÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Doug Enns (Treasurer), Lynn Young (Secretary), Jim Cuthbert, Rick Marshall, Cara Gibson (Executive Director)

**Regrets:** Sharlot Beatty

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

1. **Meeting Call to Order 5:33 pm**  
Territory Acknowledgement by Cara

2. **Approval of the Agenda**

**Moved:** Doug Enns      **Seconded:** Jim Cuthbert      **Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of May 27 and June 8 Board meeting
- ED Report
- Financial Statements
- Governance Committee Report
- Chair's Report (including 2023 Board Work Plan Calendar – 3 Month View)

**Moved:** Lynn Young      **Seconded:** Doug Enns      **Carried Unanimously**



**4. Information/Education Session:**

- 2025 Legacy Campaign
- Some ideas discussed for a Legacy project are:
  - branding, improving visitor experiences
  - Capital Projects – education pavilion, repurpose building
  - Will need Saanich support for any capital project along with other allies, staff capacity
  - Survey to membership and community suggested.

**5. Board of Directors Generative/Strategy Discussion:**

**Draft Financial Policies Document (in Teams)**

Draft financial policies were reviewed and discussed.

**Motion:** *“Approve financial policies as presented subject to final edits being made and delivered at the September Board Meeting. These policies supersede any previous financial policies.”*

**Moved:** Doug Enns      **Seconded:** Sharon Daly      **Carried Unanimously**

**6. Business Items:**

**Treasurer’s Quarterly Report Overview (in Teams)**

Doug Enns recommends that changes be made to accounting procedures. He notes that renovation costs have been coming from Repairs & Maintenance resulting in a debit balance. He recommends that these costs should be posted to Capital Fund and /or Future Projects Fund. Cara and Doug will work with bookkeeper to make these adjustments.

**Draft Interim CAMP Task Group Report (in Teams)**

The Board reviewed the *Planning for Works Projects* report prepared by Rick Marshall, with generative discussion on the key questions presented at the end of the report. The Finance Committee and Rick will meet to discuss further with a final report and recommendation to be provided at the September Board Meeting.

**Land Management Fee Adjustment**



- Land Management fee has not been increased since 2018 despite significant increase to the cost of living, particularly in Victoria.
- Cara will compile more information.
- To be further discussed at Finance Committee meeting next week.

**Motions Approved via Email**

**Motion via Email on June 9, 2023**

**Motion:** *"To disburse funds in the amount of \$5081.61 - \$533.34 Stellar Architectural Consulting for final inspection and \$4548.27 to Green Coast Contracting for final invoice for washroom renovations (\$319.00 GFI + \$810.84 Battery Pack + \$3201.85 supply of fountain + GST).*

**Moved:** Sharon Daly      **Seconded:** Lynn Young      **Carried**

***Adjournment of Formal Board Meeting***

**Motion:** *"To adjourn Board Meeting"*

**Moved:** Doug Enns      **Seconded:** Jim Cuthbert      **Carried Unanimously**

Meeting adjourned at 7:29 pm

**Next Board Meeting** – Thursday Sept. 28, 2023 at 5:30pm Martelli Board Room (includes snacks)

Sharon Daly, Chair







Swan Lake Christmas Hill Nature Sanctuary Society

Board Meeting, August 2023

**CANCELLED**

*Sham Daly*

Board Member Name

*Sham Daly*

Board Member Signature





Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, September 28, 2023  
Martelli Board Room, 5:30pm

Minutes

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**Present:** Sharon Daly (Chair), Doug Enns (Treasurer), Lynn Young (Secretary), Sharlot Beatty, Jim Cuthbert (arrived at 5:37 pm), Cara Gibson (Executive Director). Cara left meeting at 6:25 pm.

**Regrets:** Rick Marshall

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

1. **Meeting Call to Order at 5:30 pm**  
Territory Acknowledgement by Cara.

2. **Approval of the Agenda**

**Moved:** Lynn Young

**Seconded:** Sharlot Beatty

**Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of July 27 Board meeting
- ED Report
- Financial Statements
- Governance Committee Report
- Chair's Report
- Financial Policy Manual – Final – August 20, 2023
- Gibson Credit Card Error PDF
- Summary Walk and Talk Dean Murdoch
- 2023 Board Annual Work Plan updated schedule



**Moved:** Doug Enns

**Seconded:** Sharlot Beatty

**Carried Unanimously**

**4. Information/Education Session:**

- The Board agreed to move the October 26 Board Meeting to November 2.
- It will be short Board Meeting followed by budget review.
  
- ED Report: As a follow up to recent walk around with Mayor Dean Murdoch, Cara will prepare a letter confirming their recent discussions, with particular emphasis on concerns of widening of Lochside Trail in area adjacent to the Nature Sanctuary.

**5. Business Items:**

**Reallocation of Approved Saanich Funds of \$147,698.90** – (See document in Teams Board Meeting space)

**Motion:** *“To approve requesting the reallocation of approximately \$70,352.65 (less 50% of GST) for incurred capital expenditures in FY22 and FY23”.*

**Moved:** Sharlot Beatty

**Seconded:** Jim Cuthbert

**Carried Unanimously**

**Motion:** *“To approve requesting the reallocation of approximately \$77,346.25 (less 50% of GST) for planning capital expenditures in FY 23 and FY24.”*

**Moved:** Lynn Young

**Seconded:** Sharlot Beatty

**Carried Unanimously**

**Land Management Agreement Fee Increase**

- Agreement in principle that at upcoming meeting with Saanich, a larger fee increase will be requested.

**Final CAMP Task Group Report**

- Rick was absent and will provide report at November 2 Board Meeting.
- Rick will now sit on the Finance Committee.



**Motion:** *"To dissolve the Capital Asset Management Planning Task Group and move capital project planning and management responsibility to the Finance Committee."*

**Moved:** Sharlot Beatty

**Seconded:** Jim Cuthbert

**Carried Unanimously**

**6. Board of Directors Generative/Strategy Discussion:**

**Draft of New Board Policy Manual** – (see document in Teams Board Meeting Space)

Sharon provided an overview of draft Table of Contents for the new Board Policy Manual and information about next steps for Board review and finalizing the completed sections of the manual (sections 1 – 3.1). These sections will be posted on Teams for comments early in October.

***Adjournment of Formal Board Meeting***

**Motion:** *"To adjourn Board Meeting"*

**Moved:** Lynn Young

**Seconded:** Sharlot Beatty

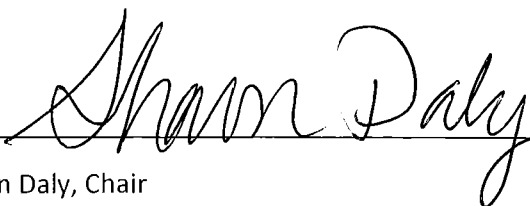
**Carried Unanimously**

Meeting adjourned at 6:39 pm

**7. Executive Session (in-camera)**

- ED Performance Evaluation Review Summary

**Next Board Meeting** – Thursday November 2, 2023 at 5:30pm Martelli Board Room (includes snacks)

  
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Sharon Daly, Chair





Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, November 2, 2023  
Martelli Board Room, 5:30pm

Minutes

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and WSÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Doug Enns (Treasurer), Lynn Young (Secretary), Sharlot Beatty, Jim Cuthbert, Cara Gibson (Executive Director).

**Regrets:** Rick Marshall

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

1. Meeting Call to Order at 5:30 pm  
Territory Acknowledgement by Cara.

2. **Approval of the Agenda**

**Moved:** Jim Cuthbert    **Seconded:** Doug Enns    **Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of September 28 Board meeting
- ED Report
- Financial Statements
- Governance Committee Report (no report)
- Chair's Report
- Treasurer's Quarterly Report
- 2024 SLCHNS Master Plan of Project Work

**Moved:** Lynn Young    **Seconded:** Jim Cuthbert    **Carried Unanimously**



**4. Information/Education Session:**

- Information Session re reports
- Board Self-Evaluation Survey will go out Friday.
- Reminder of Winter Solstice Sip on Thursday, December 21 from 4:30 – 5:30 pm.
  - Please register to attend and bring your own mug.

**5. Generative/Strategy Discussion:**

**Proposed Development Projects near Nature Sanctuary**

- Discussion re recently announced high density development proposals near the Nature Sanctuary
- Next steps for the Society
  - Cara and Sharon will draft letter to Saanich for Board Review expressing concerns of impacts to the Nature Sanctuary
  - Open House for neighbours on January 24

**6. Business Items:**

**Griffin Estate Proceedings** (see document in Teams)

- Cara provided an update about the Griffin Estate and involvement of SLCHNSS as named benefactor in a potentially large estate.
- Cara is seeking legal advice

**Board Policy Manual Review**

- Sharon provided update on current Board Policy Manual review process.
- As several Board members have not had an opportunity to review and comment, the review period will be extended until the end of November.
- Goal to approve at January 25, 2024 Board Meeting

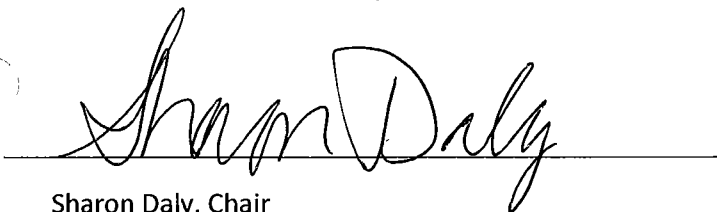
***Adjournment of Formal Board Meeting***

**Motion: "To adjourn Board Meeting"**

**Moved:** Doug Enns      **Seconded:** Jim Cuthbert      **Carried Unanimously**

Meeting adjourned at 6:18 pm.

**Next Board Meeting** – Thursday November 23, 2023 at 5:30pm Martelli Board Room (includes snacks)



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Sharon Daly, Chair





Swan Lake Christmas Hill Nature Sanctuary Society

Board Meeting, December 2023

**CANCELLED**

*Sharon Daly*

Board Member Name

*Sharon Daly*

Board Member Signature





Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, November 23, 2023  
Martelli Board Room, 5:30pm

Minutes

*We acknowledge that the Nature Sanctuary is on the unceded, ancestral territories of the Lekwungen and WSÁNEĆ people. We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to invite and welcome Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.*

**Present:** Sharon Daly (Chair), Doug Enns (Treasurer), Lynn Young (Secretary), Sharlot Beatty, Jim Cuthbert (arrived at 5:45), Rick Marshall, Cara Gibson (Executive Director).

**Regrets:** None

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

1. Meeting Call to Order at 5:32 pm  
Territory Acknowledgement by Cara.

2. **Approval of the Agenda**

**Moved:** Doug Enns

**Seconded:** Rick Marshall

**Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of November 2 Board meeting
- ED Report
- Financial Statements
- Governance Committee Report
- Chair's Report

**Moved:** Lynn Young

**Seconded:** Sharlot Beatty

**Carried Unanimously**

4. **Information/Education Session:**

- Reminder to review and comment on draft Board Policy Manual by November 30<sup>th</sup>
- Reminder to RSVP re Solstice Sip on December 21 from 4:30 to 5:30. Bring your own mug!



5. **Generative/Strategy Discussion:**

**Bi-Annual 2022 -2025 Strategic Plan Goals Check-In** – see document in Teams Board Meeting

Sharon and Cara provided an update on Strategic Plan goals, outcomes, performance trends. Excellent progress is being made on goals by both staff and board members.

**Draft Letter to Saanich from Board Regarding Proposed Development Projects near Nature Sanctuary** – see document in Teams Board Meeting

- Draft letter was reviewed with a few suggestions made.
- Final draft will be prepared and circulated to Board members prior to sending to Saanich.

6. **Business Items:**

**2024 Annual Operating Budget for Saanich** – see document in Teams Board Meeting (**Doug**)

Budget was updated as requested from November 2 meeting and reviewed.

**Motion: “To approve the SLCHNSS Annual Operating Budget for 2024 as presented by the Treasurer”**

**Moved:** Doug Enns

**Seconded:** Jim Cuthbert

**Carried Unanimously**

**Board Self-Assessment Survey Summary** – see document in Teams Board Meeting (Lynn)

Lynn provided a summary overview. Key takeaways from the Board survey:

Board Specific Goals:

- Raising community engagement and awareness
- Completion of Board Policy Manual and policy review
- All Board members commit to attending at least two Sanctuary events together.
- Successfully recruit more board members with skills/knowledge base that we need now and in the future.

Strategic Priorities:

- Articulating a 50/50 Vision for the Nature Sanctuary:
  - Set a 50-year enduring vision for the Nature Sanctuary and steps to reach this goal including fund development, increasing membership, brand, infrastructure improvements and community involvement.
- Develop a 5-year Financial Plan that includes annual review of Saanich’s management fee.
- Securing additional long-term funding/revenue streams



The Governance Committee will review other suggestions and make further recommendations to the 2024 Board Annual Work Plan. Board members will have further opportunities to discuss and provide input to this Draft Work Plan that will be presented at the January 25 Board Meeting.

**Adjournment of Formal Board Meeting**

**Motion: "To adjourn Board Meeting"**

**Moved:** Rick Marshall

**Seconded:** Sharlot Beatty

**Carried Unanimously**

Meeting adjourned at 7:06 pm

**Next Board Meeting** – Thursday January 25, 2024 at 5:30pm Martelli Board Room (includes snacks)

Sharon Daly, Chair

A handwritten signature in cursive script, reading 'Sharon Daly', is written over a solid horizontal line.

