



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, January 25, 2024  
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, Rick Marshall, Cara Gibson (Executive Director).

**Regrets:** Jim Cuthbert

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

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

2. **Approval of the Agenda**

**Moved:** Lynn Young

**Seconded:** Doug Enns

**Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of November 23 Board meeting
- ED Report
- Financial Statements – draft only as still finalizing deferral schedule
- Governance Committee Report
- Chair's Report (no January report)
- Blenkinsop Creek Swan Lake Restoration Design Concept Report – **FYI only** (information to consider in Board philosophical and budgeting (pg.35) discussions.

**Moved:** Sharlot Beatty

**Seconded:** Doug Enns

**Carried Unanimously**



**4. Information/Education Session:**

- ED Annual Goals – ED Report (Cara)
- Update Year-End Financial Position (Doug)

**5. Generative/Strategy Discussion:**

Draft 2024 Board Policy Manual Sections 1.0, 2.0 and 3.0 - pages 7-33 –( see Document in Teams Board Meeting space)

**Motion:** *“To approve Sections 1.0 (Introduction), 2.0 (Framework Policies) and 3.0 (Governance Policies - Board of Directors) of the draft 2024 Board Policy Manual. Such approval supersedes Sections 1.0-3.0 of the 2021 Board Policy Manual and various approved governance policies specific to the Board of Directors.”*

**Moved:** Doug Enns

**Seconded:** Sharlot Beatty

**Carried Unanimously**

**Please note:** The approved sections of the Board Policy Manual are for internal use only until the entire manual is approved at the end of 2024.

**6. Business Items:**

**Presentation of 2024 Board Annual Work Plan and Board Meeting Calendar** (see Documents in Teams Board Meeting space)

The Board reviewed/discussed the 2024 Board Annual Work Plan and Board Meeting Calendar.

**Membership Structure and Fees:**

Cara led discussion on possible revision of membership structure, fees and current approval process.

**Proposed 2024 Revisions to SLCHNSS Bylaws (2023)**

Draft outline of proposed revisions to Bylaws were reviewed and discussed.

- Lawyer will be consulted for wording of some revisions.
- Revised Bylaws will need to be approved at the March 28 Board Meeting



**Appointment of Board Director** – see Resume/Application in Teams Board Meeting Space

**Motion:** *“To approve the Governance Committee recommendation to appoint Pablo Melo as a new Board Director effective February 1 to June 13, 2024.”*

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

**Motion:** *“To approve the re-appointment of Robert Dick as volunteer community member-at-large providing IT technical support to the Board and organization until December 31, 2024.”*

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

**Write Into Minutes:**

During in-camera session, Doug Enns gave notice of his intention to resign from the Board due to health reasons. He is prepared to stay on the Board until the AGM on June 13, 2024.

**Adjournment of Formal Board Meeting**

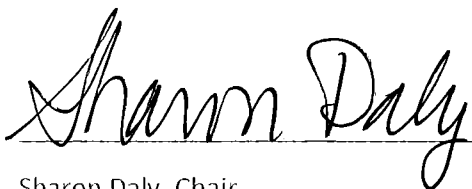
**Motion:** *“To adjourn Board Meeting”*

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

Meeting adjourned at 7:07 pm

**7. In-Camera Session**

**Next Board Meeting** – Thursday March 28, 2024 at 5:30pm Martelli Board Room (includes snacks)

  
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Sharon Daly, Chair



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, March 28, 2024  
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, Rick Marshall, Pablo Melo, Jim Cuthbert (joined at 6:55 pm), Cara Gibson (Executive Director).

**Regrets:**

**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:** Doug Enns

**Seconded:** Sharlot Beatty

**Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of January 25 Board meeting
- ED Report
- Financial Statements
- Governance Committee Report
- Chair's Report

**Moved:** Lynn Young

**Seconded:** Doug Enns

**Carried Unanimously**



**4. Information/Education Session:**

Directors' & Officers' Liability Insurance – Guest Presenter Heather Anderson, Acera Insurance, provided an overview of what is and is not covered by D & O Liability Insurance and answered questions from the board members. Heather indicated that if the Society had any questions regarding liability insurance to call her directly.

**5. Generative/Strategy Discussion:**

Draft 2024 Board Policy Manual Section 5.6 Risk Management Draft Policy - see document in Teams Board Meeting space.

Doug provided a general overview of the draft Risk Management Policy and Primer. Doug will email the document to board members with instructions for feedback. After input has been received, Doug will make edits and take to Finance Committee to review. The goal is to approve Section 5.6 Risk Management Policy and Safety for inclusion in the 2024 Board Policy Manual at the May 23 Board Meeting.

**6. Business Items:**

**Revisions to SLCHNSS Bylaws (2023)**

**Motion:** *"To approve the Board recommended 2024 revisions to the SLCHNSS Bylaws (2023) to be approved by the membership at the AGM on June 13, 2024."*

**Moved:** Lynn Young

**Seconded:** Doug Enns

**Carried Unanimously**

**Slate of Board Candidates for 2024 AGM**

**Motion:** *"To approve the slate of Board nominees recommended by the Board for election at the AGM on June 13, 2024. The candidates include Lynn Young (re-election), Rick Marshall (re-election), Pablo Melo (new board member and Shamus Reid (new board member)."*

**Moved:** Lynn Young

**Seconded:** Doug Enns

**Carried Unanimously**

**Appointment of Board Treasurer to Fill Vacancy**

**Motion:** *"To approve the appointment of Maureen Butler as Director and Board Treasurer effective May 15, 2024 to June 12, 2025 to fill a Board vacancy due to a resignation."*

**Moved:** Lynn Young

**Seconded:** Sharlot Beatty

**Carried Unanimously**



**Vision 50/50 Project**

Cara and Sharon shared some of their thoughts for the Vision 50/50 Project. The project focuses on developing a long-term vision for the Nature Sanctuary for the next 50 years with a goal to becoming a community hub for gatherings and teaching and learning about ecological restoration and monitoring. in a natural setting. The Vision 50/50 project for the organization will be discussed/developed at the Board Retreat on Saturday, June 22, 2024 from 9 am to 3 pm with lunch provided.

**Adjournment of Formal Board Meeting**

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

**Moved:** Doug Enns

**Seconded:** Rick Marshall

**Carried Unanimously**

Meeting adjourned at 7:29 pm.

**Next Board Meeting** – Thursday May 23, 2024 at 5:30pm Martelli Board Room or Microsoft TEAMS (includes snacks if in person)

Sharon Daly, Chair

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



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, May 23, 2024  
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), Maureen Butler (Treasurer), Sharlot Beatty, Rick Marshall, Pablo Melo, Jim Cuthbert (VNHS), and Cara Gibson (Executive Director) via Teams.

**Regrets:** None

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

1. Meeting Call to Order at 5:43 pm  
Territory Acknowledgement by Sharon.

2. **Approval of the Agenda**

**Moved:** Rick Marshall

**Seconded:** Jim Cuthbert

**Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of March 28 Board meeting
- ED Report
- Financial Statements
- Treasurer Report (FS and Reports file)
- Finance Committee Meeting Reports
- Governance Committee Meeting Report
- Chair Report



**Moved:** Sharlot Beatty

**Seconded:** Rick Marshall

**Carried Unanimously**

**4. Information/Education Session:**

- Q & A from Reports

**5. Generative/Strategy Discussion:**

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

Cara and Sharon provided a review and update of Strategic Plan goals, outcomes and performance trends.

**6. Business Items:**

**Section 5.6 Risk Management Final Policy for 2024 Board Policy Manual** – see documents in Teams Board Meeting space

**Motion:** *“To approve final draft of Board Risk Management Policy”*

**Moved:** Rick Marshall

**Seconded:** Lynn Young

**Carried Unanimously**

**Add New Section to the Board Financial Policy Manual** - see Finance Committee Meeting Report in Teams Board Meeting Space

**Motion:** *“To approve new section in the Financial Policy Manual:*

***Inter Fund Transactions***

*When a fund is established by the Society it shall be accounted for separately from other such funds and transactions between any such funds involving cash payments by one on behalf of another be recognized as an account receivable on behalf of the fund that had made payment and an account payable on behalf of the fund that received the asset, good or service for which payment had been made.”*

**Moved:** Maureen Butler

**Seconded:** Sharlot Beatty

**Carried Unanimously**

**2024 Swan Lake Boardwalk Repair Project** - see document in Teams Board Meeting Space

**Motion:** *“To approve the funding allocation for the Swan Lake Boardwalk not to exceed \$25,000.”*

**Moved:** Lynn Young

**Seconded:** Jim Cuthbert

**Carried Unanimously**



### **Removal of Signing Authority**

**Motion:** *"To approve the removal of Doug Enns, resigned Board Treasurer, as a signor to bank accounts."*

**Moved:** Maureen Butler      **Seconded:** Sharlot Beatty      **Carried Unanimously**

### **Add New Signing Authority**

**Motion:** *"To approve Maureen Butler, Board Treasurer, as a signor to bank accounts".*  
(Other signors are Sharon Daly, Lynn Young, Kirsten Grove-White and Cara Gibson)

**Moved:** Lynn Young      **Seconded:** Pablo Melo      **Carried Unanimously**

### **Criminal Record Check for Board Directors - see Chair Report in Teams Board Meeting space**

**Motion:** *"To approve requirement that all Board Directors must provide a satisfactory criminal record check."*

**Moved:** Pablo Melo      **Seconded:** Rick Marshall      **Carried Unanimously**

Note: This will be written into the recruitment section of the Board Policy Manual and added to documents to be signed by board members following the AGM.

### **2024 Board Policy Manual Update – Section 4.0 Board-ED Relationship (see document in Teams Board meeting space.**

Sharon provided a general overview and next step for Board review and final approval at July 25 Board Meeting.

### **Board Training for Microsoft TEAMS – see Chair Report in Teams Board Meeting Space**

After discussion, it was decided that before further training, all board members will review the Board Videos already provided by Robert and located on TEAMS. Cara provided a link to these videos. They can be found on TEAMS as follows: **SLCH Board > Tech Support > SLCH Board Videos (at top of page).**

There are 16 videos to review. Please watch these videos, make notes of additional questions, and advise Lynn when you have completed this. Training will be organized with Robert after the AGM and once everyone has reviewed the videos.

Cara reminded board members that email security will be greatly improved if everyone uses their Swan Lake email to communicate with others.



**Motion Approved by Email on May 2, 2024**

**Motion:** *“WHEREAS, the audited financial statements for the year ended December 31, 2023 have been presented to and reviewed by the Finance Committee and Board of Directors of the Swan Lake Christmas Hill Nature Sanctuary Society (Society); and,*

*WHEREAS the Finance Committee has met with the Auditor, KPMG, and received satisfactory explanations as to the audited financial statements and other matters relating to the financial position of the Society; and*

*WHEREAS, the Board of Directors has considered the audited financial statements;*

**BE IT RESOLVED:**

1. *The Board of Directors approves the audited financial statements for the fiscal year ended December 31, 2023 as presented by the Auditor.*
2. *The Chair of the Board and Treasurer are authorized and directed to sign the audited financial statements on behalf of the Society to indicate they have been accepted by the Board.*
3. *A copy of the audited financial statements be retained.*
4. *The audited financial statements as signed by the Chair of the Board and Treasurer be included in the Annual Report to Members.”*

**Moved:** Doug Enns

**Seconded:** Sharon Daly

**Carried**

**From Chair’s Report:**

**1. AGM – Thursday, June 13**

- Social with snacks 4:30 – 5:30 pm
- AGM 5:30 – 6:30 pm
- Short board meeting to appoint officers following AGM

**2. Annual Board Retreat – Saturday, June 22**

- 9:00 am – 3:00 pm with lunch provided
- Strategy session on the Vision 50/50 Project
- All board members will review and sign the Board Code of Conduct, Board Meeting Ground Rules, Board Conflict of Interest and Board Conflict Resolution Policies on this day.



**Adjournment of Formal Board Meeting**

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

**Moved:** Jim Cuthbert

**Seconded:** Maureen Butler

**Carried Unanimously**

Meeting adjourned at 7:04 pm

**Next Board Meeting** – Thursday June 13, 2024 following AGM

Sharon Daly, Chair

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



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, July 25, 2024  
Martelli Board Room, 5:30pm

## Minutes

*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), Lynn Young (Secretary), Maureen Butler (Treasurer), Rick Marshall, Pablo Melo, Cara Gibson (Executive Director)

**Regrets:** Sharlot Beatty, Shamus Reid

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

1. Meeting Call to Order at 5:38 pm  
Territory Acknowledgement by Cara

2. **Approval of the Agenda**

**Moved:** Lynn Young

**Seconded:** Maureen Butler

**Carried Unanimously**

3. **Approval of Consent Agenda**

- Minutes of May 23 and June 13 Board meetings
- ED Report
- Financial Statements
- Governance Committee Meeting Report (none)
- Chair Report

**Moved:** Pablo Melo

**Seconded:** Maureen Butler

**Carried Unanimously**

4. **Information/Education Session:**

- Q & A from Reports

## 5. Generative/Strategy Discussion:

**Vision 50/50 project summary material circulated to Board members** - see Chairs Report and Vision 50/50 documents in Teams Board meeting space with Board comments included at end of Board Retreat Summary document.

The Board reviewed and discussed information in summary documents and set next steps:

- Rick M. will prepare background material for the Vision 50/50 project
- Sharon D. and Shamis R. will prepare the draft process for developing the Society's 50 Year Vision Statement for Board review by the September Board meeting
- The Board agreed in principle to the draft internal plan for executing the Society's 50<sup>th</sup> Anniversary Campaign.

## 6. Business Items:

### Removal of Signing Authority

**Motion:** *"To approve the removal of Kirsten Grove-White, who has submitted her resignation as Office Manager, as a signor to bank accounts."*

**Moved:** Lynn Young

**Seconded:** Pablo Melo

**Carried Unanimously**

### Add New Signing Authority

**Motion:** *"To approve Elaine Park, Operations Manager, as a signor to bank accounts".*  
(Other signors are Sharon Daly, Lynn Young, Maureen Butler and Cara Gibson)

**Moved:** Maureen Butler

**Seconded:** Lynn Young

**Carried Unanimously**

**Treasurer's Comprehensive Financial Report Overview** - see document in Teams Board meeting space

Maureen Butler, Treasurer, will provide an education session on financial statements at an upcoming Board meeting.

**Section 4.0 of 2024 Board Policy Manual** – see document in Teams Board Meeting space

**Motion:** *"To approve the final draft of Section Four: Board-ED Relationship Policy as recommended by the Governance Committee"*

**Moved:** Lynn Young

**Seconded:** Rick Marshall

**Carried Unanimously**

**2024 Swan Lake Boardwalk Repair Project** - see Background Information document in Teams Board Meeting Space

**Motion:** *"To approve that the Society request Saanich to reallocate \$7.85K of remaining capital budget from FY23 and prior to repair the floating boardwalk"*

**Moved:** Pablo Melo

**Seconded:** Lynn Young

**Carried Unanimously**

**Future Projects Fund \$211K** - See Background Information document in Teams Board Meeting space

**Motion:** *"To approve \$20K of the Future Projects Fund in September 2024 for fundraising contractor and advertising costs in service of the 50th anniversary celebration work and to reallocate remainder of Future Projects Fund for additional education purposes (\$50K) and Nature House capital campaign work in 2025 (remainder \$141K + any interest)"*

**Moved:** Lynn Young

**Seconded:** Maureen Butler

**Carried Unanimously**

**Land Management Agreement** - see Background Information document in Teams Board Meeting space

Preliminary discussion about the Land Management Agreement that rolls over for another five years on December 31, 2024.

**Resignation of Board Member**

Sharlot Beatty has submitted her resignation from the Board effective August 19, 2024 due to extensive workload from her full-time job.

**Adjournment of Formal Board Meeting**

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

**Moved:** Maureen Butler

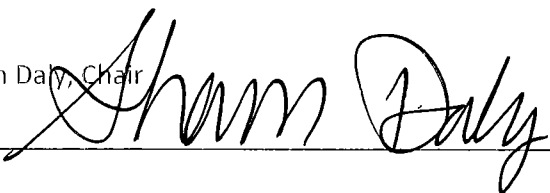
**Seconded:** Pablo Melo

**Carried Unanimously**

Meeting adjourned at 7:30 pm

**Next Board Meeting** – Thursday September 26, 2024

Sharon Daly, Chair



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Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, September 26, 2024  
Martelli Board Room, 5:30pm

Minutes

*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), Lynn Young (Secretary), Maureen Butler (Treasurer), Rick Marshall, Pablo Melo, Shamus Reid, Cara Gibson (Executive Director)

**Regrets:** 0

**Quorum:** Yes

**Minutes:** Recorded by Lynn Young

- Meeting Call to Order at 5:37 pm  
Territory Acknowledgement by Cara

- **Approval of the Agenda**

**Moved:** Shamus Reid

**Seconded:** Pablo Melo

**Carried Unanimously**

- **Approval of Consent Agenda**

- Minutes of July 25 Board meetings
- ED Report
- Treasurer Report
- Governance Committee Report
- Chair Report

**Moved:** Lynn Young

**Seconded:** Rick Marshall

**Carried Unanimously**

- **Information/Education Session:**

Current financial statements were not available due to delays in transition between bookkeepers.

Maureen led discussion and responded to questions on what to look for when reviewing financial statements.

- **Generative/Strategy Discussion:**

**Draft 50-Year Vision Framework and Terms of Reference** - see document in Teams Board meeting space

**Motion:** *"Approve vision framework and terms of reference for the Vision 50 Ad Hoc Committee"*

**Moved:** Pablo Melo

**Seconded:** Lynn Young

**Carried Unanimously**

**Note:** Vision 50 Ad Hoc Committee consists of Chair Shamus Reid, Sharon Daly and Rick Marshall. Extra help will be pulled in as needed.

- **Business Items:**

**Land Management Agreement Update** - see documents in Teams Board meeting space

Information and discussion on status of LMA led by Cara and Sharon

Next Steps:

- Letter co-signed by Chair & ED was sent to Saanich regarding proposed changes to LMA.
- Saanich is drafting an updated Land Management Agreement to be provided sometime in November.

**50<sup>th</sup> Anniversary Campaign Project** - see ED Report in Teams Board meeting space

Discussion of priorities and timelines led by Cara.

The Board recommended that the priorities for growing community awareness be:

1. Capital Campaign
2. Sponsorship

**2024 Board Policy Manual** - see Chair Report in Teams Board meeting space

Sharon provided an update on completion of 2024 Board Policy Manual. Final draft will be provided to the Board in January for approval at the January 23 Board Meeting.

**Board Annual Budget Information Session via TEAMS**

Budget Open House scheduled for Thursday November 14 at 6 pm on Teams.

**Motion via Email on August 12, 2024**

**Motion:** *"To approve cashing in the current Future Projects Fund GIC valued at \$213,093.74 and purchase three separate GICs as previously discussed and approved at the July 25, 2024 Board meeting".*

1. \$50,000 at 100 day cashable 4.2% - which will be available Feb 2025 for hiring
2. \$50,000 at 100 day cashable 4.2% - which will be available June 2025 for Nature House renovation deposit
3. \$113,093.74 at 12month non-redeemable 4.5% - which will be available for the remainder of the Nature House renovation work".

**Moved:** Lynn Young

**Seconded:** Maureen Butler

**Carried**

**Adjournment of Formal Board Meeting**

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

**Moved:** Maureen Butler

**Seconded:** Pablo Melo

**Carried Unanimously**

Meeting adjourned at 7:20 pm

**Executive Session (in camera)** re ED Compensation

**Next Board Meeting** – Thursday November 28, 2024 at 5:30 pm at Martelli Board Room (includes snacks)

Sharon Daly, Chair

A handwritten signature in black ink that reads "Sharon Daly". The signature is written in a cursive style and is positioned above a horizontal line that extends to the left.