



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, Thursday, October 25, 2018  
Martelli House, 841 Ralph Street, 5:30pm

The Executive Director will only be available at 5:15 to answer any questions Board members may have regarding details of the Executive Director's report.

Standing Agenda

1. Call to Order
2. Approval of Agenda
3. Adoption of Minutes
4. Chair's Remarks
5. Executive Directors Report
6. Executive Committee Report
7. Treasurer's Report
8. Governance Committee Report
9. Ecosystems and Facilities and Report
10. Donor Relations Committee Report
11. Other Business
  - a) Land Request
12. Adjournment
13. Next Board Meeting(s)





Swan Lake Christmas Hill Nature Sanctuary Society  
Minutes of the Board Meeting  
Thursday, October 25, 2018, 5:30pm  
841 Ralph St. Martelli House

**PRESENT:** Naomi Salie (Vice-Chair), Fallon Lindsay (Treasurer), Joan Cowley (Past-Chair), Robert Dick, Alesha Hayes, Christopher Shelton, Kathleen Burton (Executive Director) Claudia Copley (VNHS), Susan Brice (Saanich Council Liaison)

**REGRETS:** Leanna Hill (Chair), Christine Morissette (Secretary) and Steve Chang

*The Society acknowledges that Swan Lake Christmas Hill Nature Sanctuary is located in the traditional territories of the Esquimalt Songhees and Saanich peoples.*

**Quorum:** Yes

**MINUTES:** Recorded by Kathleen Burton

1. Call to Order: Vice Chair, Naomi Salie, called the meeting to order at 5:31 p.m.

2. Approval of Agenda:

**Motion:** "To approve the Board Meeting Agenda as amended."

**Moved:** Joan Cowley

**Seconded:** Robert Dick

**CARRIED**

3. Adoption of September 27, 2018 Board Meeting Minutes:

**Motion:** "Minutes of the September 27, 2018 Board Meeting be adopted as amended."

**Moved:** Robert Dick

**Seconded:** Claudia Copley

**CARRIED**

4. Vice Chair's Remarks (Naomi Salie):

Your Chair, Leanna Hill is away. If she were here I am certain she would want to recognize the great work of staff and the contractors in seeing the Boardwalk construction a success. It is now open and in use. It is exciting to receive a new Council in Saanich and we congratulate the new Mayor, all the Councilors and of course our liaison to Council, Councilor Susan Brice.



5. Executive Director's Report: see attached.

The Executive Director brought to the attention of the board information from a report that came forward to Mayor and Council in August 2018 regarding Permissive Tax Exemptions for 2019. The report informs Council that two pieces of land that are within the Sanctuary and owned by The Nature Trust of BC. 840 Swan Street and 0 Lancaster Road are leased back from the Nature Trust to the District to be managed by the Sanctuary providing opportunities for nature appreciation and public education. No action is required, but rather the information is provided simply as information to the Board. Historically the land had received a statutory exemption from property taxes under section 220 of the Community Charter. Now, The Nature Trust has been granted a permissive tax exemption. The resignation of the Finance Clerk was also brought to the attention of the Board.

6. Executive Committee Report:

The Committee is working diligently on the staff handbook under the guidance of Fallon Lindsay. Thank you Fallon.

7. Treasurer's Report (Treasurer, Fallon Lindsay):

The Finance Committee is planning a meeting shortly to review the budget, discuss any changes in order to see it ready to make a recommendation to the board for approval. The draft will be circulated to the Board in advance with an opportunity to review and comment. A focus will be made on reducing expectations on grant money if not already confirmed for 2019.

8. Governance Committee Report, (Secretary, Christine Morissette): In the absence of the Committee Chair, no report was presented.

9. Eco-Systems and Facility Committee Report (Chair, Stephen Chang): In the absence of the Committee Chair, no report was presented.



10. Donor Relations Committee Report (Vice Chair, Naomi Salie): The Committee Chair reported there was no meeting and as such nothing to report.

11. Other Business

Discussion ensued regarding the parcel of land recently offered by the District of Saanich to the Province for use by the Ministry of Housing. Past Chair, Joan Cowley suggested the land now deemed in appropriate by the Province be added to the Sanctuary. Saanich liaison, Councilor Susan Brice recommended the Board send a letter to Saanich which requests the land be made part of the Sanctuary.

**Motion:** "To direct the Executive Director to request a detailed map of the Sanctuary as it currently exists be provided by the District."

**Moved:** Joan Cowley

**Seconded:** Claudia Copley

**CARRIED**

12. Being no further business the meeting adjourned at 6:29 p.m.

13. Next Scheduled Board Meetings: November 22, 2018

Leanna Hill

Board Member Name

Leanna Hill

Board Member Signature

