

Minutes of Meeting FINAL
BLBRA Board of Directors Meeting
Thursday, April 21, 2022, 1:30 – 4:00 PM
Bonnie Brae Seniors Club, St. Peter's, NS



Our mission is to improve balance in the Bras d'Or Lake Biosphere by encouraging community capacity building, conservation efforts, and sustainable development.

Attendance:

DIRECTORS (Member at Large)		DIRECTORS (Ex Officio)	
Allison Mclsaac	Y	Amanda Mombourquette (Richmond)	Y
Brian MacDougall (Treasurer)	R	Barbara Longva (Victoria)	Y
Chris King	Y	John MacLennan (Inverness)	
Eileen Crosby (Chair)	Y	Kirsty Lock (NSCC)	Y
Liz Campbell		Cyril MacDonald (CBRM)	
Foncie Farrell	Y	Tyler Mattheis (CB Partnership)	R
Pierre LaRochelle (Secretary)	Y		
Rodney Chaisson	Y		
Rosella Born (Vice-chair Delegate)	R		
Stan Johnson			
Tracy Marshall (Youth Coordinator)			

A quorum for the transaction of business at any meeting of the Board shall consist of 50% of the Executive Comm. plus 6 non-executive Board members. (Y= Present; R= Regrets sent; N= none)

Observers/Guests: Gord Kerr, Loreto Doyle

At 1:30 pm Chair Eileen Crosby began the meeting by acknowledging that the Bras d'Or Lake Biosphere is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

The guests were welcomed and all around the table introduced themselves.

1. Additions to the agenda:

None

2. Approval of the agenda:

Motion to approve made by Chris and seconded Barbara. Motion passed unanimously.

3. Changes to the previous minutes from the March 24, 2022 BoD meeting:

None

4. Approval of minutes from the March 24, 2022 BoD meeting:

Motion to approve made by Pierre and seconded by Kirsty. Motion passed unanimously.

5. **Business arising from last meeting** (not dealt with elsewhere):

I. Action Items

Eileen reviewed the need to pay attention to the **Action** items recorded in the minutes. They indicate the need for a **specific** individual or a committee to complete some activity - with a **timeframe** associated with the activity. Eileen created a [summary document](#) in this BoD meeting folder for Directors to review the action items from the last fiscal year.

II. ECCC Contribution Agreement

Project: Qualifying United Nations Educational, Scientific and Cultural Organization buffer zones as Other Effective Area-based Conservation Measures (OECMs) within the Bras d'Or Lake Biosphere Reserve of Nova Scotia. (Qualifying buffer zones as OECMs)

Allison reported that the agreement had been signed by Eileen March 30, 2022 and funds for the first 'year' will be deposited in the project account. Start-up equipment for the office and project management needs have been purchased. Dalhousie University is working on their hydrology deliverables and acquisition/payment processes for items such as data loggers.

Allison provided an overview of the scope of the project and more details can be found in the *ECCC 3 Year Biosphere Project* folder. *"The initial 3-years of the project will focus on collecting hydrological data and modeling to better understand hydrological processes in the area within and adjacent to the proposed IPCA, and identify areas that could make up a potential buffer zone adjacent to the IPCA to satisfy the international guidance and standards for some or all parcels within the buffer zone to qualify and be reported as OECMs.*

The official announcement will be made June 6, 2022.

Eileen reported that to date 16 resumes had been received for the position of Project Manager and that the hiring committee (the BLBRA executive and Allison) will be narrowing down the number to be given an interview by April 25, 2022. Hope to hire the individual by June 1, 2022.

Loreto offered that **techsoup** (<https://www.techsoup.ca/>) is a source for non-profits to get equipment and software. *Secretary's note: techsoup is "dedicated to empowering charities, non-profits and libraries with the effective use of technology."*

Action: ALL Directors were reminded to track their individual ECCC project related time in the Excel sheet or in a personal file, that they can share regularly with the PM. BoD meeting time will be tracked by **Eileen**.

III. 2022 Strategic Plan Update Process

Eileen reminded all that the 2022 Strategic Plan is a living document and as such a process needs to be put in place to capture comments and keep it updated. An example can be found in the folder.

Action: ALL Directors are encouraged to review the plan and comment in the Google Workspace as insights develop.. Help on Google drive can be found here:

https://support.google.com/drive/answer/2424384?hl=en&ref_topic=14940

IV. Committee Formation based on the Four Pillar Goals

Eileen led a discussion on how to best review the four pillars and develop SMART objectives as listed in the chart in the BLBRA Strategic Plan 2022 folder. Directors had been asked to indicate which Pillar/Goal they would like to work on.

Strategic Pillar A - Inclusive Partnerships & Collaboration

Strategic Pillar B – Environmental Stewardship

Strategic Pillar C – Sustainable Economic Development

Strategic Pillar D – Community Engagement/Capacity Building

The relationship among the pillars and forming new committees was discussed. As well committees need at least one Director as a member. Barb volunteered to be on the Trails Committee.

Frequency of reporting on pillar initiatives was discussed and timing suggestions ranged from at each board meeting to generating a year-end report. It was suggested that committees attract members for various reasons and we do not want to lose volunteers due to excessive administration needs relating to the pillars.

Action: Pierre will develop a matrix prior to the May 19 Board meeting, reflecting the numerous goals and existing committees to aid all Directors in their efforts to resolve the committee/goals structure.

Action: ALL Directors please check your area of interest(s), on Pierre's [matrix](#) prior to May 19. This will form the basis of a committee that will then develop plans of action to achieve the goals identified.

V. CBU Community-Student Research Project: Baddeck Bay Shoreline Monitoring

Chris reported that he had a good follow-up Zoom session with the CBU representative, a Bio-Tech Engineer and despite working full time, she will be providing remote and on site monitoring during the much preferred summer window.

Action: Chris will coordinate this project.

VI. Explore The Bras d'Or

Eileen reported that Tracy will replace her as the board's liaison and is progressing well.

VII. Membership vote on the 'R' replacement

Eileen reported that the word change from BLB Reserve /Association to the BLB Region /Association was a tabled motion at the AGM. So therefore, it will be removed from the AGM table and will be voted on at the upcoming AGM.

6. New Business

i. Summer Student Hiring Tactics – Do's & Don'ts

Gord Kerr attended to share his insights on how a non-profit can manage oversight and payment of summer students in general from his experience working on various projects over a few years.

He identified that there are benefits to belonging to Volunteer Canada

<https://volunteer.ca/membership> for resources and directors insurance. *"Volunteer Canada supports organizations that work with volunteers. Many non-profits depend on our research and programs to succeed. A Volunteer Canada membership demonstrates the value your organization places on volunteerism."* The current membership fee is \$150.00.

For Federal Canada Students Works Gord discussed **Grants and Contributions Online Services**

(GCOS). <https://www.canada.ca/en/employment-social-development/services/funding/gcos.html> .

This allows "for stakeholders to apply for funding opportunities (grants and contributions) and

manage Employment and Social Development Canada (ESDC) and Service Canada approved active projects within a secure environment.” Guidelines can be found at <https://www.canada.ca/content/dam/canada/employment-social-development/services/funding/csj2022-applicant-guide.pdf>. Job descriptions are submitted as well as mentoring and supervision plans. GCOS posts the jobs.

Also he spoke about Workman's Compensation coverage. *Note: Most employers in Nova Scotia are required by law through the Workers' Compensation Act and Regulations to register their business/firm with the Workers' Compensation Board of Nova Scotia and pay premiums, if 3 or more employees .*

Need to identify degree of supervision, training, develop a pay period and a method to make payments, report monthly to the CRA, issue Record of Employment and T4 slips in the new year, on CRA Account. [Occupational Health and Safety](#) Regulations.

Most of these efforts are supported online.

There was a suggestion to raise the liability insurance to \$2M;

Allison also mentioned the EFWC works with <https://cleanfoundation.ca/clean-leadership-summer-internship/> program and information they can provide. BLBRA will need to plan the transition from having no employees to likely having a full time employee in two years.

ii. AGM

Scheduled for 7:00 pm, June 23 at the A.G. Bell Nat. Hist. Site Theatre

Action: The Chair will send a request to Dave Dingwall within the next two weeks.

Action: Barb agreed to liaison with the AGBHS management for refreshments and setup.

Action: **Committee Chairs** are asked to submit a year end committee report to Eileen by **June 3** so she can put them in the annual report issued at the AGM.

iii. Marketing & Communication Plan – Vibe

Eileen discussed that she and Pierre will be meeting with Vibe to get the Marketing & Communications Plan.

7. Treasurer's Report

Budget Update postponed until next month.

CEPI/CEPI Youth

Update postponed until next month.

8. Ex-officio Reports

Eileen explained that this is a new agenda item to give our ex-officio partners an opportunity to report on any matters they believe would be of interest to the BLBRA.

Barb, our representative from Victoria Co., mentioned that she plans to raise the issue of indiscriminate garbage dumping at the Baddeck look-off and the need for more garbage cans. It also has a negative impact on tourism.

Barb also mentioned that the annual Cabot Trail Relay Race will be held May 28th & 29th 2022 and Iona's World Ocean Day will be held June 5, 2022.

Kirsty offered that the NSCC students are close to finishing their terms but can be considered as a potential resource pool for next year.

9. **Committee Reports**

- i. Executive Committee** – The chair reported that the executive met to confirm this meeting’s agenda.
- ii. Fundraising** - No action to date.
- iii. Nomination Committee** - Foncie has been successful in identifying some new nominees.
- iv. Trail Committee** - No report.
- v. Communications Committee** - Looking for members.
- vi. Forest Watch (Citizen Science)** - Report in the folder.
- vii. Bras d’Or Watch (Citizen Science)** – Alison volunteered to work with ACAP as a Board liaison. TD Friends of The Environment grant applicant has not been released yet.
- viii. Membership** – No report.
- ix. Periodic Review** - The official announcement is scheduled in June.
Action: Eileen and Barb will look at celebrating the renewal, if successful, at the AGM.

10. **Correspondence**

Eileen reviewed the request by Nova Scotia Environmental Network (NSEN) for the BLBRA to join and their request to speak with her. Considering that their website explains that they can lobby it was recommended that we not join but can perhaps support some of their work.

Action: Eileen will follow up with NSEN.

11. **Upcoming Biosphere Events:**

Adjournment - Motion to adjourn by Foncie at approximately 4:00 pm

Next meeting: Thursday, May 19, 2022, 1:30 – 3:30 PM at the Sarah Denny Cultural Centre, Eskasoni

Please email any corrections, clarifications or omissions to: Pierre LaRochelle % secretary@blbra.ca