



**REGULAR MEETING OF COUNCIL**

George Fraser Community Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet, and

Electronically via Zoom ([Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings))

**Tuesday, December 10, 2024 @ 4:00 PM**

**LATE ITEM(S)**

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1. LATE ITEMS	
1.1. Clayoquot Biosphere Trust alternate Director <i>Joseph Rotenberg, Manager of Corporate Services</i> <a href="#">RTC - Clayoquot Biosphere Trust Alternate Director</a> <a href="#">Appendix A - Letter from CBT (Oct. 7, 2024)</a>	3 - 6





## REPORT TO COUNCIL

Council Meeting: December 10, 2024  
 500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE No:** 0230-20 CBT

**SUBJECT:** CLAYOQUOT BIOSPHERE TRUST ALTERNATE DIRECTOR

**REPORT No:** 24-130

**ATTACHMENT(S):** APPENDIX A – LETTER FROM CBT (OCT. 7, 2024)

**RECOMMENDATION(S):**

**THAT** Council direct Staff to repost the Clayoquot Biosphere Trust (CBT) Alternate Director position.

**BACKGROUND:**

The District is entitled to appoint a Director and an Alternate Director to Clayoquot Biosphere Trust (CBT) Board. Directors serve a four-year terms.

The District’s current Director is Sarah Evalina. The Alternate was Toni Buston until she recently resigned to take a Staff position with CBT, leaving the Alternate Director position vacant.

The District and CBT Staff advertised the Alternate Director position through social media and the Westerly News. The competition closed on December 8<sup>th</sup> and there were no applications.

**ANALYSIS OF OPTIONS:**

<b>A</b>	Repost the position	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>The District may receive applications to be considered by Council at a future closed session</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>None</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>Additional Staff time required to repost this volunteer opportunity</li> <li>Additional Council time would be required to consider applications</li> </ul>
<b>B</b>	Appoint a Council member to be the Alternate Director	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>The Director would have the support of an Alternate Director</li> <li>Council would have a direct connection with the CBT</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>The Alternate Director position would not be filled by a youth</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>Nominal Council member time would be required to attend CBT meetings when the Director is unavailable</li> <li>The appointment is for a 4-year term</li> </ul>
		<b><u>Suggested Motion</u></b>	<b>THAT</b> Council appoint _____ as the District of Ucluelet’s Clayoquot Biosphere Trust Alternate Director.

NEXT STEPS:

- Repost Alternate Director position
- Inform CBT that the position will be reposted
- Present applications to Council once the competition closes

Respectfully submitted:      Joseph Rotenberg, Manager of Corporate Service

Mayor and Council  
District of Ucluelet  
P.O. Box 999  
Ucluelet, B.C.  
V0R 3A0



October 7, 2024

Dear Mayor McEwen and Council:

Re: Alternate Appointment to Clayoquot Biosphere Trust Board of Directors

This summer, Toni Buston, resigned from her position as alternate director appointed to the Clayoquot Biosphere Trust (CBT) by the District of Ucluelet (DoU). We are grateful to Toni for her commitment to the CBT since 2021 and her passion for community. I am excited to share that Toni resigned from her board position in order to take on a staff role as the Community Developer for the Coastal Family Resource Coalition.

I invite the DoU to initiate a process to appoint a new alternate director. Sarah Evalina (nee Butterworth) is the primary director appointed by the DoU. Her term began in May 2023 and will continue to 2027. You can find a listing of all CBT directors [here](#).

When establishing the CBT, all participating communities – including the District of Ucluelet – made a commitment to use a public process to select board members. All communities also agreed that the selection criteria for directors should include an objective assessment of skills, knowledge, or expertise that the individual could bring to the CBT. **We would especially like to encourage the DoU to appoint a youth (age 18-25) to this position to bring fresh ideas and holistic perspectives to the board.**

Interested candidates should know that the CBT was established by the communities of the Clayoquot Biosphere Region in 2000 and is the only organization in Canada that is both a community foundation and a UNESCO biosphere. We pair this spirit of community with the power of a global presence to bring more people together for a shared understanding. Our board and staff work to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of.

As you undertake the selection process, I ask that you consider the following:

- The CBT exists to support research, education, and programs that advance conservation, the understanding of natural processes in the marine and terrestrial ecosystems, and that promote the health of individuals and communities in the Clayoquot Sound Biosphere Region.

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[clayoquotbiosphere.org](http://clayoquotbiosphere.org)

Clayoquot Biosphere Trust alternate Director Joseph Rotenberg, Manager o...



- The CBT is steward and administrator of the Clayoquot Sound UNESCO Biosphere designation. As such, the CBT is focused on the broad objectives of sustainable development, biodiversity conservation, and reconciliation.
- The CBT is also the west coast community foundation. The board oversees the management of the Canada Fund endowment, as well as twelve other community funds. The board has a decision-making role in our major granting streams and helps to raise awareness of funding opportunities. Directors may assist with fundraising activities and an interest is appreciated. Experience as a volunteer on our advisory committees is also appreciated.
- The CBT board is a governance board. We seek an individual that is keen to be a public face of the CBT in their community and can gather input to share with our board and staff. An orientation will be provided, and training opportunities are ongoing.
- All directors are expected to uphold the principles, interests, and objectives of the CBT.
- The board meets approximately eight times a year. Most of these meetings take place during the day and early evenings on weekdays, less so during weekends. The board meets virtually as well as in person, occasionally.
- The director will serve a four-year term from the date on which the appointment is effective. Each director can serve a maximum of two terms.

CBT staff is available to assist with advertising the position and can share a posting that communities have used in the past. We can also highlight the volunteer opportunity on our social media, website and in our newsletter.

Once you have made your selection, please share a copy of the resolution or notice addressed to the Board of Directors of the CBT via email.

Thank you for your continued commitment to the UNESCO Biosphere designation and participation in the CBT. Please feel free to contact me at 266-0106 if you have any questions or require further information.

Sincerely,



Rebecca Hurwitz  
Executive Director