



**POLICY STATEMENT
TLC OPERATING POLICIES**

Consolidated & Updated: July 28, 2003

Preamble: The following policies have been issued from time to time, as circumstances have warranted, to set out principles by which The Land Conservancy operates. They have been consolidated and some details have been updated to comply with ongoing development and growth of TLC.

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A. Cooperation with Partners

(Approved: Board of Directors, January 2000)

Preamble:

- There are many important conservation initiatives which are beyond the power or the specific mandate of TLC, but which serve to advance our mandate.
- TLC cannot accomplish its goals without the cooperation and efforts of many other agencies.
- TLC must be apolitical and must work in a non-confrontational way.
- TLC must present a professional image.

Application:

- TLC will work with agencies and persons who share our methods or who can support our methods.
- TLC will not publicly criticize the efforts of those who, working under a different mandate, use different methods to support conservation efforts.
- TLC will provide technical assistance to any agency or individual which requests it, to the extent practical.
- Where a local land trust operates in an area in which TLC has an interest, TLC will offer to include the local trust in potential projects, to the extent possible.

- TLC will always treat other agencies as we would wish to be treated.
- TLC will always provide credit where credit is due to other partner agencies.
- TLC recognizes the value of umbrella groups such as the Land Trust Alliance and the BC Grasslands Conservation Council and will provide as much assistance as is practical to these groups.
- In providing assistance to umbrella groups, TLC will be guided by the greater of what it is capable of doing, or what is considered the member's share.
- TLC staff are encouraged to join advisory boards, committees or task forces which are complementary to our purposes.

B. Cooperation with Neighbours

(Approved: Board of Directors, January 2000)

Preamble:

- As a landowner TLC has many neighbours.
- Our neighbours can be our best supporters.
- TLC must present a professional image.

Application:

- TLC will endeavour to be a "good neighbour" in all of our activities.
- TLC will make contact with the neighbours to our properties and provide information about our organization and how to contact us.
- TLC will address any concerns from neighbours promptly and adequately.
- TLC will be an exemplary land manager and will not, to the best of our ability, allow weeds or other nuisances.

C. Cooperation with Tenants

(Approved: Board of Directors, January 2000)

Preamble:

- As a landowner TLC has tenants living and working on a number of our properties.
- Our tenants can be some of TLC's greatest assets and ambassadors.
- TLC must present a professional image.

Application:

- TLC will treat all tenants with respect.
- TLC tenants will be provided with clean, safe, reasonably priced accommodation.
- TLC farm, ranch and other tenants whose land use is in direct support of TLC's land protection objectives will be treated as business partners and members of our team.

General Tenants:

- Preference will be given to tenants who will take a pride in maintaining their home and, where practical, assistance will be given to help them do so.

- TLC will be fair in all matters applying to our tenants and will be sensitive to the tenants' needs and rights to privacy.
- If property status is to change, TLC will give the tenant as much notice as possible and, where practical, provide reasonable assistance for relocation.

Land Protection Partners (Farmers, Ranchers Etc.):

- Land protection partners will be protected under a fair lease agreement.
- A management plan will be developed for each land protection project.
- A 'whole farm plan' or similar document will be developed by the tenant with assistance, if required, from TLC.
- Marketing assistance for our tenants will be provided where possible. (e.g. links to web sites, b&b advertising to members, etc.).
- TLC will remain open to suggestions which will improve the profit margin for the tenant while also meeting our conservation objectives.
- TLC will provide training and resource assistance to our land protection partners and their on site families, relevant to our mandate.
- TLC will provide employment opportunities for our land protection partners, where possible.
- TLC will purchase from land protection partners, where appropriate.
- TLC will support our land protection partners in dealings with government and the public at large, as appropriate.

D. Purchasing Policy

(Approved: Board of Directors, January 2000)

Preamble:

- TLC maintains high ethical standards in all of its activities, including its purchasing decisions.
- TLC wants to use its purchases to support local businesses and communities.

Application:

- TLC will purchase local products, where possible.
- Preference will be given to products supplied in reusable containers.
- Consideration will be given to the entire product lifecycle in determining which product has the least environmental impact.
- Preference will be given to the purchase of organic products when available.
- Preference will be given to the purchase of locally produced products when available. Preference will be given to purchasing from our land protection partners (tenants), to the community to the region to BC to Canada, in that order.
- Preference will be given to purchasing from small businesses where that option exists.
- Preference will be given to purchasing from companies with a past service record and support for TLC's goals and objectives.
- TLC will not purchase from suppliers whose policies are known to be opposed to our ethical values.

E. Employment Policy

(Approved: Board of Directors, January 2000)

Preamble:

- TLC aspires to be an exemplary employer, ensuring equality of opportunity and fairness in all its hiring and personnel decisions.
- Qualifications of the job description, previous experience and positive involvement with TLC will be important factors in hiring.

Application:

- All applicants will be judged upon their experience, knowledge and ability to perform the work for which they are being hired.
- Except where it is a specific funding requirement or a requirement of the Board of Directors that we hire externally, first consideration in hiring will be given to existing TLC staff for employment or promotion. Second consideration will be given to applicants with previous TLC experience and/or who are currently active volunteers.
- Where appropriate, preference will be given to current tenants of TLC properties.
- TLC will hire locally where possible.

F. Expenses

(Approved: Executive Director, January 2000. Amended: September 2000. Further amended: August 2005)

Preamble:

- TLC is a charity, supported by money donated by our members, and as such we strive to always keep our expenses as low as possible.
- TLC must present a professional image as well as providing a safe, healthy and enjoyable environment for its staff and volunteers.

Application:

- Travel costs and all expenses incurred as a result of the conduct of TLC business will be compensated upon submission of a TLC Expense Claim Form and the original receipt. Compensation will be for the amount shown on the receipt. There is no flat per-diem rate.
- The authorized use of private vehicles is compensated at a rate of \$0.35 per km.
- Travel to and from the regular place of work is not compensated.
- Those incurring expenses on behalf of TLC are expected to make a reasonable effort to keep costs as low as possible, and to choose lower-cost options if available and practical.
- TLC encourages car pooling when practical, and consideration of the use of a rental vehicle with unlimited mileage for long trips.
- Volunteer members may claim expenses if previously authorized by staff.
- Board members may claim expenses if previously authorized by the President.

- Telephone costs for board and regional committee meeting attendance do not require prior approval.

G. TLC Identification

(Approved: Board of Directors, January 2000)

Preamble:

- For TLC to survive and prosper in perpetuity it must establish a high degree of 'brand recognition'.
- TLC must present a professional image.

Application

- All field staff will be issued with at least one item of TLC "logo" clothing and a TLC name tag. Additional "logo" clothing will be supplied if warranted.
- TLC vehicles will be identified with magnetic logo signs when available.
- At public events or when staffing TLC displays, staff and volunteers will either wear logo clothing or a TLC name tag, as and when appropriate. For field work, where public contact is not likely, logo items are optional.
- TLC staff will have business cards available to give to members of the public, if appropriate.

H. Recycling

(Approved: Executive Director, September 1999)

Preamble:

- TLC aspires to conduct its operations with the highest level of environmental and social integrity.
- TLC intends to set an example with its operations, ensuring that the impact of our activities and operations has as small a negative impact on the environment as possible.

Application:

- TLC will reuse products where possible, and will recycle all products where facilities exist.
- Purchasing preference will be given to products produced using recycled materials whenever possible and economically feasible.
- Purchasing preference will be given to products supplied in reusable containers.
- In determining purchasing preferences, consideration will be given to the entire product lifecycle in determining which product has the least environmental impact.
- When possible and appropriate documents will be printed on both sides of each page.
- Brochures and other publications will be printed on recycled paper.
- Recycled paper and envelopes will be used where economically feasible.