Record Keeping - Practices and Tools

Alissa, Anna and Courtney are oddly enamored with keeping records that conform to the Canadian Land Trust Standards and Practices.
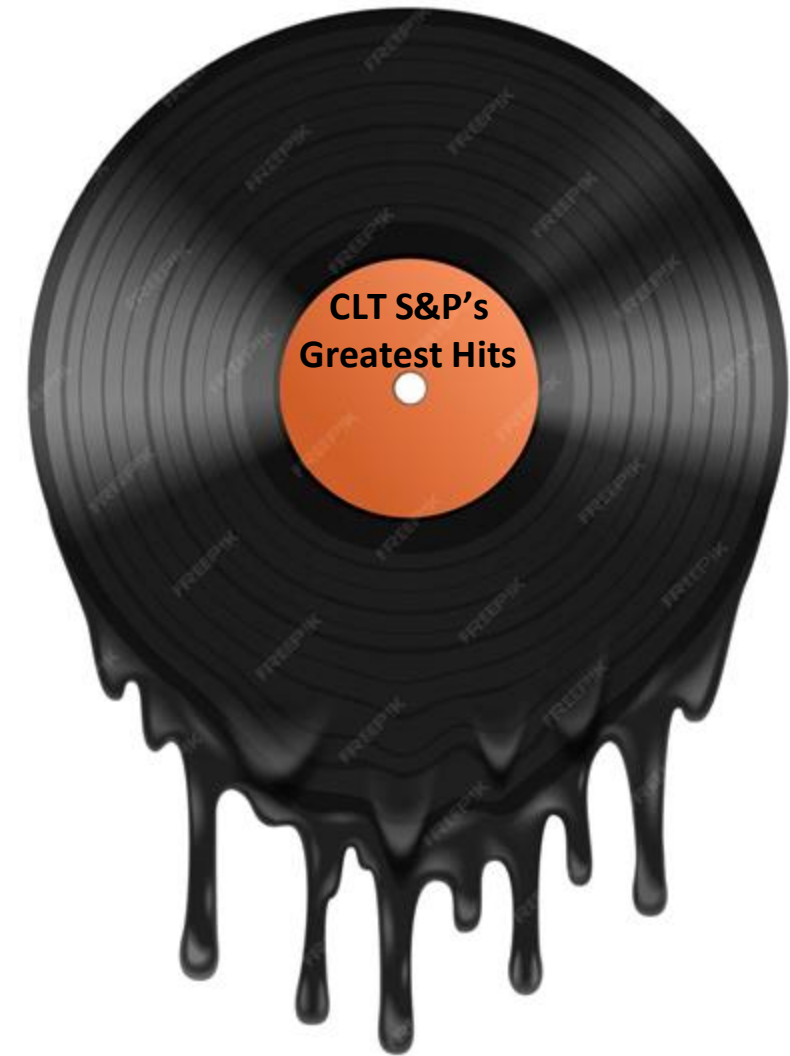
Focus: Standard 9, Ensuring Sounds Transactions; Section G, Record Keeping, of the Canadian Land Trust S&Ps.

- What records do you need
- How to securely store them
- New ways to easily access and reference

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CLT S&P's Greatest Hits

Record image: Freepik / macrovector
Land Image: Vecteezy.com / Yuliya Pauliukevich

My Focus today
1. Policy & guiding document requirements
2. What records do you actually need to keep
3. Tips

Standard 9: Ensuring Sound transactions
However, we also need to look at…..

1. Standard 4 a – Dealing with conflicts of interest
2. Standard 3d – Board approval of transactions
3. Standard 10a – Landowner notification
4. Standard 8 b – Project selection criteria
5. Standard 11a – Funding CEA stewardship
6. Standard 12a – Funding land stewardship
7. Standard 11h – Amendments to CEAs

Canadian Land Trust Standards and Practices

2019

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1. Policies and Guiding Documents/Tools

a. <u>Land Acquisition & Donation policy</u> (KLT)
- Standard 3d – Board approval of transactions
- Standard 8b – Project selection criteria
- Standard 11a – Funding CEA stewardship

b. <u>Records Keeping policy</u> (CC)

c. <u>Conflict of Interest policy</u> (CC)
- Standard 4 a – Dealing with conflicts of interest

d. <u>Managing Amendments on Easement Properties</u> (OFT)
- Standard 11h – Amendments to CEAs

e. <u>Letter of Intent (KLT)</u>
- Standard 10a / 9b – Landowner notification / Legal and Financial advice

f. <u>Board Resolution</u> (KLT) & Stewardship calculator (KLT)
- Standard 3d /12a – Board approval of transactions / Funding Land Stewardship

2. What documents do you need to keep to ensure sound transactions?

    a.   Land transaction records
- [Record Management policy](#) (CC)

    b.   Governance records
- Motions/Resolutions

    c.   Financial records
- Tax receipts
- Donation records

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3. **Helpful tips:**

   a. Checklists
      - KLT Hard copy checklist
      - CC Records Management policy
   b. Motions & resolutions
      - Spreadsheet, templates
   c. File name conventions
   d. OLTA's AYO (Assessing Your Organization)
      info@olta.ca
   e. CLC Performance Assurance Pilot
      (lara.ellis@centreforlandconservation.org)

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WHY DIGITAL?

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WHY DIGITAL?

- Less resource (time & space) intensive

- Easier to secure & back up

- Easier to search & access

- Easier to review & audit

- Easier to keep & sort items like communications

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PITFALLS?

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PITFALLS?

- You can keep everything & get bogged down

- Need to set up frameworks, practices & scheduled tasks to keep data organized

- Easier for malicious actors to access

- Harder to secure

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BACK UP YOUR BACK UPS!

- Scan & file hardcopies

- Triple back up:
    - Cloud (Google Drive, One Drive, DropBox, etc.)
    - Local file server
    - Off-site back up

KLT Example: Google Shared Drive is backed up in real time on local file server, file server backs up nightly to an external drive, the external drive is swapped weekly then stored off-site.

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SECURITY

- Use your policy to set up access permissions for shared drives

- Set up a firewall to protect devices & local files

- Regularly review external sharing

- Use strong passwords & multi-factor authentication wherever possible

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IMPLEMENTATION

- Documentation!

- Outline & review cybersecurity practices & known risks at least annually for Board

- Check lists:

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Fee Simple File Checklist
Property Name:

Sub-Header	Document	Hardcopy (yes/no)
Internal Reports	Baseline Inventory and Management Assessment Needs	
	Initial Property Assessment	
	Case for Conservation	
	Stewardship Plan	
Legal ----- Agreements	Donation Agreement	
	Letter of Intent to Donate	
	Stewardship Fund Pledge	
Legal ----- Appraisal	Appraisal	
Legal ----- Ecogifts	Ecosensitivity Report	
	Certificate of Ecologically Sensitive Land	
	Application of Appraisal Review and Determination of FMV	
	Notice of Determination of FMV	
	Statement of Fair Market Value	
Legal ----- MFTIP	MFTIP Application	
	MFTIP Five Year Report	
	MFTIP Ten Year Renewal	
	MFP (Stewardship Plan)	
Legal ----- Title Documents	Transfer (to KLT)	
	Parcel Register (for KLT)	
	Reporting Documents	

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THANK YOU!

Get in touch:

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Conservation Software for Land Trusts

A brief demonstration of the pros and cons from The Couchiching Conservancy

About this Presentation

- My name is Courtney Baker (She/her)

- My contact information is available at the end of this presentation, on our website or from the Gathering contact list

- I work for The Couchiching Conservancy in Orillia

- I will be presenting for approximately 15 minutes, I will speak over slides

# Caveat: Landscape has gone through a major upgrade

Please note this presentation is based on the *old* version – as our system migrated last night.
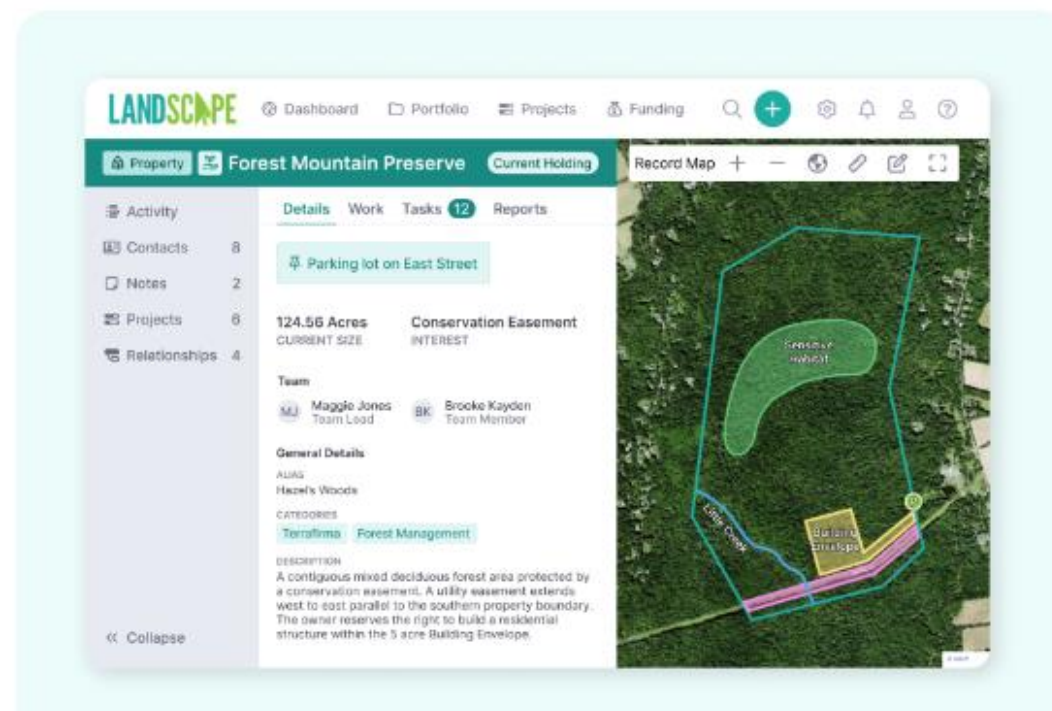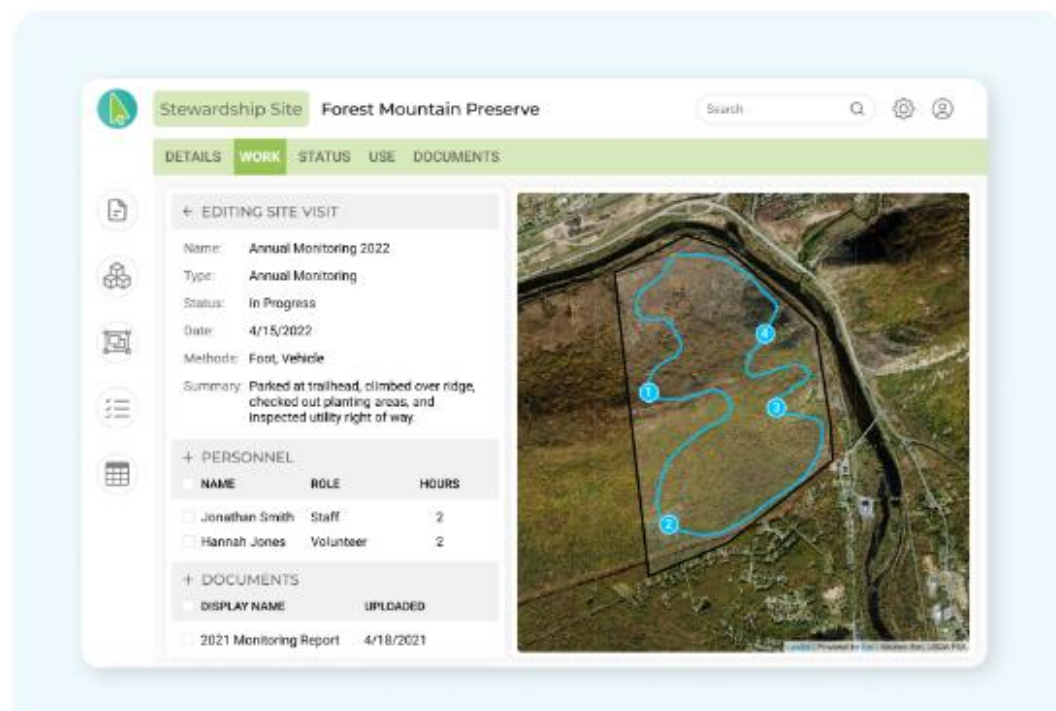
How does Landscape fit into file management?

Standard 9 - Ensuring Sound Transactions; section G; record keeping;

▶ **Adopt a written records policy** that governs how and when organization and transaction records are created, collected, retained, stored and destroyed.

▶ **Keep originals of all documents** essential to the defense of each real property transaction in a secure manner and protected from damage or loss.

▶ **Create and keep copies** of these documents in a manner such that both originals and copies are not destroyed in a single calamity.

CLTA
CANADIAN LAND TRUST ALLIANCE

Canadian Land Trust
Standards and Practices

2019
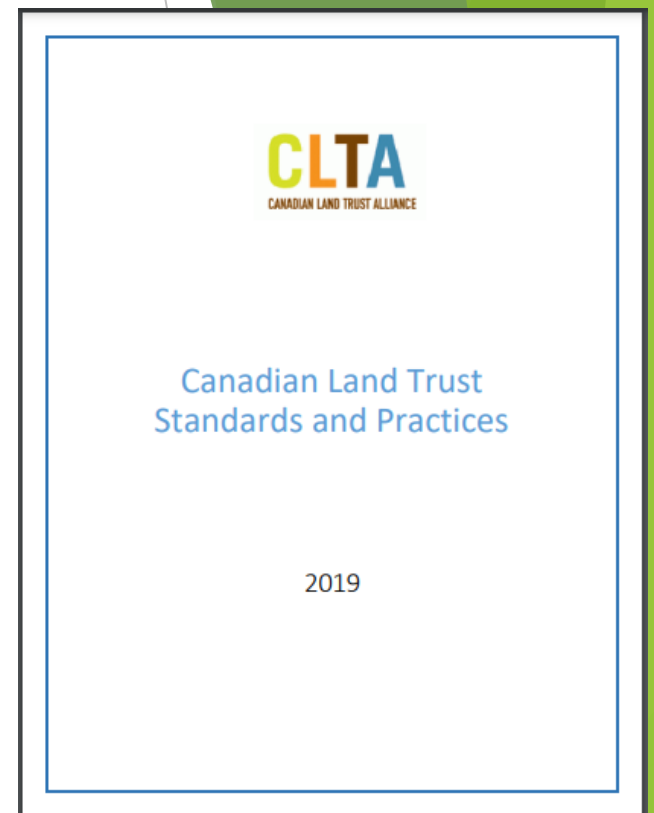
Security and Backup Notes

- Data is stored redundantly in multiple locations, meaning a catastrophic failure of one server will not result in the loss of your data.

- You can independently backup your project data on your local servers.
  - This does not include documents and photos, they must be done separately.

- Microsoft Azure Server, well known server, automatically encrypted, regularly monitored for threats

- Data must be returned to you within 30 days of a shutdown

"It feels less stressful because you know where everything is, you know you haven't lost an email or paper form and that the photos are sent. It helps piece everything together."

Demonstration:

Thank you!

Courtney Baker (She/her)

Office and Acquisition Coordinator

courtney@couchconservancy.ca

(705) 326 1620

The Couchiching Conservancy

's Turtle photo thanks to Cameron Curran