

OLTA BOARD POLICIES REVIEW SCHEDULE – Update v9 @ May 28, 2019

| CORPORATE POLICY DOCUMENT | Approval Date | Authority | Last BOG Review | Next BOG Review |
|--|-------------------------------|--------------------|-------------------------------------|------------------------|
| TERMS OF REFERENCE FOR OLTA COMMITTEES & TASK GROUPS | | | | |
| Board Development and Governance TOR | March 30, 2016 | Board | March 30, 2016 | November 2019 |
| Communications and Member Services Committee TOR (now ED and Operational Staff/Team) | March 30, 2016 | Board | March 30, 2016 | November 2019 |
| Finance and Audit Committee TOR (Officers and Treasurer) | March 30, 2016 | Board | March 30, 2016 | November 2019 |
| Fund Development Committee TOR (now ED + Operational Team) | March 30, 2016 | Board | March 30, 2016 | November 2019 |
| Government Relations Committee TOR (now ED + Operational Team) | March 30, 2016 | Board | March 30, 2016 | November 2019 |
| Executive Committee TOR (Board Officers + Committee Chairs) | March 30, 2016 BD&GC Draft | Board | February 12, 2019 Draft deferred | November 2019 |
| Annual Gathering Committee TOR (operational and recurring) | June 20, 2016 | Board | June 20, 2016 | November 2019 |
| Other Committees, Task Groups e.g. CEA Working Group | As needed | Board or the ED | As needed | As needed |
| BOARD GOVERNANCE POLICIES AND MANAGING GUIDELINES | | | | |
| Policy # 1 – OLTA Code of Conduct, Standards and Conflict of Interest (previously #1 and #3) | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |
| Policy #2 – Financial Management, Principles and Purchasing Limits (previously #5 and #6) | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |
| Policy #3 – Bill of Rights for Donors (in accord with CRA charity law) | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |
| Policy #4 – Board of Governors Accountability & Risk Management (previously #2 and #4) | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |
| Policy #5 – Board Job Description, Recruitment and Nomination | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |
| Policy #6 – Directors and Officers Declaration of Eligibility | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |
| Policy #7 – OLTA Board Members and Volunteers Agreements | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |
| Policy #8 - Records Management (in accord with CRA charity law) | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |

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| Policy #9 – Gifts Acceptance (no previous BOG policy approval) | Nov 19, 2018 | Board | Nov 19, 2018 | November 2021 |
| Policy #10 – Human Resources (no previous BOG policy approval) | Aug 24, 2016 + May 08, 2018 | Board | Aug 24, 2016 + May 08, 2018 | November 2019 (ESA update) |
| Policy #11 – OLTA Privacy Policy (derived from Imagine Canada) | Aug 14, 2018 | Board | Aug. 14, 2018 | August 2021 |
| Policy #12 – OLTA Principles for Partnership – Managing Guide | Aug. 14, 2018 | Board | Aug. 14, 2018 | August 2021 |
| Policy #13 – OLTA Strategic Plan (three year span 2017 to 2020) | May 02, 2017 | Board | May 02, 2017 | March 2020 (Plan review) |
| Policy #14 – Policy Framework (modelled from the CLT S&Ps) | Aug. 24, 2016 | Board | Aug. 24, 2016 | March 2020 (S&P update) |
| Policy #15 – Succession Planning (policy & process framework) | Sept. 25, 2018 | Board | Sept. 25, 2018 | November 2019 |
| Policy #16 – Emergency Leadership (plan for managing in transition) | Sept. 25, 2018 | Board | Sept. 25, 2018 | November 2019 |
| Policy #17 – Risk Management Framework & Operational Plan | Sept 25, 2018 + Nov 19, 2018 | Board | Sept. 25, 2018 + Nov 19, 2018 | November 2019 (Plan review) |
| Policy #18 – Whistleblower Policy (no previous BOG policy approval) | May 28, 2019 | Board | May 28, 2019 | May 2022 |
| Policy #19 – OLTA Guidelines for Submissions on Public Policy | May 28, 2019 | Board | May 28, 2019 | May 2022 |
| New Policy – TBD to comply with S&Ps or change in charity law e.g. Fundraising Program & Plan | TBD | BD or ED | TBD | TBD |

Description of Acronyms in Review Table:

BOG = OLTA Board of Governors

CEA = Conservation Easement Agreement

TOR = Terms of Reference

CLT S&Ps = Canadian Land Trust Standards & Practices (January 2019)

Explanatory Notes on OLTA Policy Reviews:

1. Next Review Date is usually not more than three years from Last Approval Date.
2. Some documents e.g. Succession Planning do require an Annual Review or Action.
3. After review, if a Policy is okay it can be Renewed – if not it is Revised for Approval.
4. Strategic Plans are for a three-year span - Board reviews & updates when needed.
5. Other circumstances e.g. change in HR or charity legislation may cause reviews.
6. Board or ED may determine other OLTA policies or reviews are appropriate.