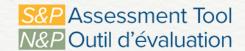
## **Policy Checklist**



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We recommend organizing your current policies before beginning the self-assessment process. It is helpful to collect and organize your land trusts' policies into groups before you proceed with an assessment. The checklist below presents the core policies, procedures and guidelines that are often required to achieve full compliance with the Standards and Practices. Please note, some land trusts may have additional policies that go beyond the requirements of the Standards and Practices criteria.

Category		Policy	Standard/Practice
Governance			
		Code of ethics and/or values statement	1A
		Whistleblower policy	1A
		Procedures for recruiting and training board members	3B
		Expectations for board service	3C
		Conflict of interest policy	4A
		Contracts for consultants and contractors	7C
		Transition process or plan	7D
		Job descriptions for each staff member	7E
		Personnel policies if the land trust has staff	7E
		Records policy	9G
<u>Finance</u>			
		Policies or procedures for the responsible and prudent investment, management and use of financial assets	3A
		Acknowledgment of all gifts, including land and conservation agreements	5B
		Policy or procedure to ensure donor privacy concerns are honored	5B
		Internal controls and accounting procedures	6D
Tununcations			
<u>Transactions</u>		Policies or bulgue provisions that define limits to the	
	П	Policies or bylaws provisions that define limits to the delegation of decision-making authority if the board delegates decision-making authority on transactions	3D
		Full board notification of any completed transactions if the board delegates decision-making authority on transactions	3D
		Donor acknowledgment of the land trust's intent to sell before acquiring non-conservation real property	5D
		Land and conservation agreement project selection process	8B
		Project selection criteria	8B

## **Policy Checklist**



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Category	Policy	Standard/Practice
<u>Transactions</u> (continued)		
	Partnership agreements for joint acquisitions, long-term stewardship project or when co-holding conservation agreements	8E
	Recommendation that each party to a land or conservation agreement transaction obtain independent legal, financial and tax advice	9B
	Landowner notification for those who may claim a federal or provincial income tax deduction or credit	10A
	Baseline documentation report descriptions	11B
Fee Simple Land Stewardship	Land management plan for each conservation property	12B
Conservation Agreement Stewardship		
	Conservation agreement monitoring policy and/or procedure	11C
	Information about the conservation agreement and the land trust's stewardship policies and procedures for new owners of conservation agreement land	11D
	Conservation agreement enforcement policy and procedures for responding to violations	11E
	Procedure for responding to landowner required notices or requests for interpretation or approvals if not specified in the conservation agreement deed	11F
	Procedure to guide decision-making regarding approvals and permitted rights	11F
	Conservation agreement amendment policy	11H
	Land management plan for each conservation property	12B