

DCLTA Board Meeting Minutes

Tuesday May 4, 2021

In attendance: Doug Olstead, Stephanie Slater (Mtg. Chair), Nancy Hoyano (recorder), John Mather, Chris Wardman, Sue Hammell, Brad Hornick, Paul Beauchemin, Debbie Frketich, John Mills.

Regrets: Virginia MacCuspic,

1. Approval of Agenda

Addition 4.6 RFP discussion

Motion to adopt the agenda as amended. Moved by Stephanie Slater, Carried.

2. Minutes of April 6th

Special Motion to accept the DCLTA minutes of April 6, 2021. Moved by Nancy Hoyano. Motion passed on April 21st, 2021 with a majority in favour, Debbie Frketich, Virginia MacCuspic, Brad Hornick, John Mather, Paul Beauchemin, Doug Olstead, Chris Wardman, Sue Hammell, Stephanie Slater. No one opposed.

3. Board Logistics

3.1 AGM planning

Confirmed Date: Tuesday June 15th, 2021 7 pm.

Task: Nancy to book zoom

Task: Stephanie and Doug to develop the two motions, and the board report.

Task: Nancy to send Stephanie and Doug a draft agenda from last year.

Need to advertise by June 1st. Grapevine/Flagstone, email/phone members

Tasks: Nancy to send out draft invite to the AGM to board members.

Board terms, who is returning? Who needs to stand for election?

3.2 Board members liability insurance

• We do not have directors liability insurance. It will be important once we have the responsibility of the Pepper Lane property and increase in activity.

• Our current insurance agent has provided a quote of \$750/year.

• John reported another non-profit organization has a policy for \$600/year. It is with a non-profit insurance umbrella and we can probably get insurance for both directors and the Pepper Lane property when we acquire the land.

Motion to direct Doug, John, Virginia to explore alternative liability insurance opportunities for directors insurance and insurance for the Ridge property.

Moved by John Mills, passed.

Task: Doug to check with Bev to see if there needs to be a bump up in her insurance.

3.3 Critical dates

- June - DCLTA liability insurance - commercial policy #5V2303785 this is insurance for the Ridge property \$933.00/year. FYI
- June - Denman Island Local Trust Committee housing agreement - owner notarized statutory declaration for Ridge property. Annual confirmation to the trust that the Ridge property continues as affordable housing. **Task: Virginia** to follow up with this.
- **Task: Virginia** - June 30th - biannual transfer of funds - accumulated in PayPal/Canada Helps Account + \$1200 from Rental Account to Acquisitions fund

3.4 Board members wish to know about the Ridge Property - carried forward
It is land given under the condition that Guy live there. He built and paid for the house.

4. Pepper Lane

4.1 Timeline for property purchase

- Two items to be completed before the land purchase - ALR fencing (John) and the storm water management plan (Paul).
- A new issue has arisen - the trust planner says that what has been called a drainage ditch, is now considered a stream. This issue arose from discussions around design consultancy, MoTI and the subdivision completion. MOTI requires exact delineation for the septic system, including the 4 septic tanks which are about 55 feet from the ditch. This may lead to the need for set backs. There is confusion about the size of the set backs at this time. Depending on the size of the setback, a variance from the trust may be required. This will take time.
- There may be environmental implications with the stream status. It may lead to further requirements to be satisfied with various governments. This may be problematic because of septic pipes projected to cross the ditch to the field.
- History - It has always been referred to as a ditch, according to John Isbister it was dug for drainage purposes to lower the water table, to drain down to the ocean. The art centre garage was built over it where a previous building existed. The siting and use permit may have information that is helpful.
- Suggestions - provide proof of its history as a drainage ditch, hire a riparian biologist.
- The maximum setback that would be manageable will depend on the building design.
- **Task: Doug** to follow up with Trust staff regarding how the decision was made and will call upon board members as required to work through this.
- **Task: John** to put together a list of septic fields in the area of Pepper Lane

4.2 Fencing update

- John has brushed it out and flagged the fence line and is working on the gate. He is ready to get going on the ALR fencing.
- We have invasive plants growing on the property - Daphne, blackberries.

- Donna and Sheldon, the Guest House, are agreeable to the idea of a berm between their property and Pepper Lane.
- There will be water storage tanks, one each on the east side and west side according to our concept drawing. We may need one more for fire suppression. Consider leaving the corner on the south side of the ditch in case we need to fit anything else in.
- **Task: Doug** to give Paul the email address of the surveyor so he can be in contact.
- **Task: John** will brush out a couple feet into the buffer as there is quite a bit of brush in the way. Not time to clear the land yet.

4.3 Walter Hoogland task list (Brad)

- Deb, Sue, Paul and Brad are completing their BC Non-Profit Housing Association credential this Thursday. Brad circulated their report by email.
- The building group has met as a group with Walter three times: 1) discussing CMHC funding portal 2) close review of budget spreadsheets 3) meeting with Chris Ilife, the design candidate. And Brad has connected Walter with individuals board members several times.
- Brad shared the roles structure schematic which locates the role of the Development Consultant (Walter Hoogland) and the Boards Building Committee Liaison vis-a-vis all the other relevant actors in the building process - construction company/manager, sub-consultants, funders, etc.
- Brad has served as primary liaison with Walter to date. This will change to Paul now that we are into the building process.
- Walter did send an outline several weeks ago which was shared with the Board describing his fees and the point that he will asking for his payments to start only after a successful CMHC funding proposal.

4.4 Meeting with support workers for seniors on the island

- It is suggested that we convene a focus group of potential tenants and other stakeholders sometime after the AGM.
- Dominique Husereau, program coordinator with the Hornby and Denman Community Health Care Society, Better at Home program, for elders aging in place, suggested getting the support workers to become partners of the project. She has offered to help bring people together.
- **Task: John Mills and Nancy** to work on meeting with Dominique. Brad to provide contact information, or make the introduction.

4.5 Constituting a Building Committee and delegating a Liaison.

- **Committee:** Brad will continue as point person/committee chair, along with Paul, Sue, Debbie, Doug and John Mills. Nancy to act as recording secretary if required.
- Paul to act as point person to communicate with professionals
- Walter also suggested a person to oversee the work site. Is this more of a project manager role. Building committee to follow up with this.

- Board should be involved in all decisions for now, fiduciary and otherwise. This may change over time.
- Re: expenditures over \$100,000 and the requirement these go to the membership. **Task: Stephanie and Doug** will prepare a motion to put before the AGM to get some leeway on this so we can keep moving forward with the construction.

4.6 RFP discussion

- John Mills expressed concern about the need to have a formal and transparent RFP process. It would guide us in defining the scope of the project to use in soliciting the professionals we will need as we move through the design and construction phase of this project. It will help in covering our fiduciary responsibilities.
- John prepared a draft based on a project up on Cortes which would allow us to solicit proposals and evaluate them and make a justifiable decision with funders and others.
- BC Non-profit housing has information about this in their document. RFP's and the various people who work in this capacity. Walter will also be a good resource regarding which work we will want to do an expression of interest. The building committee is working on this.
- Is a straight RFP better than an expression of interest.
- Referred back to the building committee for further discussion and decision.
- Will be doing a notice for the search for a design consultant. Etienne declined, Chis Ilife is a consideration.

5. Treasurers report April 1st to 30th 2021 (Virginia and John Mills)

The last Treasurer's Report was for March 31st 2021

- April 1st/21 – Transfer of \$38.46 from the external Paypal account to Paypal / Canada Helps account
- April 4th/21 – \$300.00 deposited to Rental account
- April 11th/21 - Donation of \$10.00 was deposited into external Paypal account
- April 21st & 23rd/21 – Paid \$3990.00 to Peter Mason for Invoice 4193, 2 payments by E-Transfer
- April 20th/21 – Corrected a deposit for \$262.50 made due to an incorrect email set up for the auto deposit, now linked to bookkeeper@denmanaffordablehousing.org
- April 28th/21 – Donation into PayPal account for \$100.00
- April 29th/21 - Transfer of \$107.64 from external Paypal Account to CCUU Paypal/Canada Helps Account
- April 16th to 30th/21 – Donations totalling \$5728.00 for Fence Fundraising deposited to Chequing Account

As of April 30th/21 DCLTA has \$1,000.00 (down payment) + \$77,129.06 (Acquisitions fund) + \$26,300.00 in pledges = \$104,429.06 toward the Seniors' Project land purchase

As of April 30th/21 DCLTA has:

- \$7,172.27 in its Chequing Account
- \$77,129.06 in its Acquisition Fund
- \$5,714.10 in its Grant Funding Account
- \$11,507.38 in its Rental Account
- \$194.70 in its PayPal / Canada Helps Account

As of April 30, 2021 DCLTA has: 123 paid up members, 93 grace period members ... for a total of 216 members.

- Fence fund has raised \$6,800 as of May 3rd. Kudos to Sue and Debbie for their work.
- **Motion** to accept the treasurers report presented to the board on May 4th, 2021. Moved by John Mills. Carried.

6. Website update (Chris)

The “News File” and list of board members has been updated. The new website should be ready to go live fairly soon, sorting out permission around use of images. Steph to talk to Chris about images and permission.

7. Fundraising (Sue)

7.1 Fence committee (Sue, John Mills, Michael Dillon, Debbie, Nancy) update. This fundraiser is close to hitting its target of \$7,500. Thanks to Jane Lighthall for coming up with the idea of asking people to donate their ICBC rebate money. Thanks to the artists, the Group of Several, for each donating a painting. The draw will be held Saturday at the market.

7.2 Next project - membership renewals. We will work out a method of communicating with members and lapsed members to bring them up to date. At the same time the committee can deliver the notice of AGM.

7.3 Pledge collection - will take guidance from board on when to to that.

7.4 Grants - Michael Dillon looking into foundations we might approach, ex. Vancity, Coast Community Credit Union. First step, prepare a portfolio to present. Michael is working to put together a fundraising portfolio.

Motion to adopt the fundraising report. Moved by Sue, carried.

8. New Business

8.1 Mission, vision, values (Stephanie) - carried forward

We have a Mission statement, just need the vision and values to be adopted by the board.

9. Next meeting date.

Tuesday May 25th at 7 pm