

# VIVA Trust Meeting

Date: Monday, May 14<sup>th</sup> 2007

Location: #80 High St. Victoria

Format: Group Sit - 10 – 11:00 am

Potluck - 12:30 to 1:15 pm

Meeting - Will be conducted in two parts

(1<sup>st</sup>) Part 2 of “a continuation of Team Agreements” from 11:15 am to 12:30 pm

(2<sup>nd</sup>) Items 3 through 14 as show below, from 1:15 to an “agreed upon time”

## 1. Meditation (3 minutes)

## 2. Introductions

- round of introductions
- attendance

- Robert Baker, Steven Armstrong, Sue Ingimundson, Diana Saadi, Hope Funk, Neil Turley, Evie Chauncey, Harry Mensik, Jenny Jeffs, Bob Jeffs

- review the agenda, add any needed items & prioritize
- set time for meeting & agenda items
- read Trust meeting guidelines

## 3. Team Agreements:

1. Input – non member:

a) Give their opinion to any trust member – Trust member reports this view with name of person

b) Use email box – info @ surabhi.dhamma.org

2) Committee co-coordinator – Bringing new members up to date (**new member orientation**)

- contact new person – welcome them
- overview and how committee works
- history
- potlucks
- encourage new members to attend a trust meeting
- goes over ways they can participate / contribute

3. Flow of information

decisions require consensus in a committee

4. Treasurer Reports

- Reports should be created monthly – given to AT advisor
- Reports are presented during trust meetings

5. Administration Trivia

- Agenda should be sent out one week prior to meeting
- Agenda items should be added as soon as possible, but may be added up until the meeting begins
- Committee report is prepared for meeting and is sent to secretary during or after meeting, for a maximum of three days.
- Or there is no written report and the secretary types it during the meeting
- The committee co-coordinator keeps a record of all committee reports
- Task list should be sent out within three days

- Secretary should send first draft of minutes to active AT's within one week – then to the trust within 10 days.
- Explain acronyms at the beginning of all reports

#### 4. Announcements

- (email) Christine has stepped down
- (email) Evie, Bill, Jenny and Bob discussed various aspects of work related to the four acre lot. An ad-hoc decision to do the following (see “what’s ahead with the sub-division below), very soon was reached. Don and Steve agreed with this by email.

#### 5. Corrections & Approval of past minutes taken during **March, 07** trust meeting

- Minutes from previous trust meeting - passed
- Review task list

#### Committee Reports:

##### 6. AT/Executive Committee Report – **Bob/Jenny** no report

##### 7. The Rezoning Committee – **Bob** (report?)

##### 8. The Subdivision Committee – **Bob** – will supply reports

- construct a building envelope – initial layout done by Jenny didn’t have enough information, so to date we don’t have a firm idea. Bob will go to land to measure and flag boundaries, roads, riparian areas. (add Bill’s email)

- get estimates of the QEP – Due to the bridge needing repairs
- get new bridge
- Site clean up – Contacted Witick regarding their stage 1 evaluation. Areas that need to be cleaned up. Report is still pending. Cost comes in due to dumping the contaminated earth.

##### 9. Community Relations Committee –

CRC letters of support – May 14<sup>th</sup> trust report

Harry has done an incredible job of gathering letters of support! He will provide a total of the letters he has gathered, to date, at the Monday meeting. It’s wonderful to have him again as an active member of VIVA.

To date I have spoken with and have either handed out or have been given an “on the spot letter of support” from 17 business owners/operators in the Lake Cowichan District. My last call yesterday was out in Youbou to visit Tara Daily, owner of a B & B in Youbou (she has lived in Youbou since 1975). Throughout the numerous Chamber meetings I have come to learn that she is and has been an active participant in many aspects of local/municipal government, agencies, etc. She takes minutes at APC meetings, she is again a director with the Chamber and she was the previous director for Area I (prior to Brooke). We had a wonderful conversation in her kitchen and she is very supportive of our application. She would like to send Kate (whom she knows) a detailed e-mail in favour of our proposal and she offered, unsolicited by me, to speak our on our behalf. I would imagine that she would be open to speaking on our behalf at a public meeting if it was not a conflict of interest. As well the manager of a large accommodations Inn in LC was openly excited and supportive of our proposal, she I would also see as a potential candidate to speak on our behalf.

metta, Robert

## **9. Finance Committee – see below**

## **10. VIVA Outreach report for May 07 trust meeting**

Monthly day sit's – although small in numbers this time of year the day sit committee feel it is important to continue with the June 12<sup>th</sup> sit. We then have scheduled off July & August with the next sit in September 8<sup>th</sup>.

Weekly group sit – The space we are using is undergoing some management changes so Diana and I have decided to withhold any public information meetings for the time being. We will continue with the Sunday group sittings.

Prison Trust – Evie and Robert will make a presentation to the VIRCC on Wednesday May 16<sup>th</sup>

Special Events – Mike Ray will be conducting a leadership course on the 18<sup>th</sup> which will be attended by 13 old students

## **Proposals:**

- **To Drill a Well, as opposed to having a hydrologist write a report about the availability of water, on the 4 acre subdivision lit. – passed**

## **Discussions & New Business:**

### Topic 1:subdivision –

An email from Bill:

An issue that seems to be causing some confusion is the issue of riparian buffers on the LOWER block. We have dealt with the upper block by specifically limiting our rezoning application to areas outside the 30 metre riparian boundary. By doing this we avoid a QEP/RAR. [ Note later: This is not accurate. We need a RAR regardless]

However, this issue is arising on the lower block because of our application for subdivision of the 4 acre lot. To clarify the issue:

1. If we could submit a development permit application with no development within the 30 metre riparian buffer, I do not think that we would need a RAR/QEP. The development permit would then be pretty easily dealt with by the APC etc. (The development permit has to go through the same process as the rezoning application except for a public hearing)
2. By development they mean anything including cutting trees and moving soil.
3. As a result, we are going to have to get a RAR for the bridge. There is no choice here.
4. The outstanding question is whether we need a RAR for the 4 acre lot. Can we put a 30 metre buffer on the creek?
5. One of the nicest building sites is down by the creek. I don't know if there is enough room to build a house if we offset the building site by 30 metres from the creek.
6. If we cannot fit a building in that location, we could get a RAR which assesses reducing the boundary to 15 metres. This will be a very sensitive issue, because of the salmon. The optics of asking for a reduced riparian buffer will not be good when we appear before the APC/EASC etc to support our development permit.

I have been advocating a building envelope plan. However, a better way to deal with this problem is to flag the various boundaries with stakes – riparian, bear road, septic etc. We might then ask Elizabeth to take a look.

### **What's ahead with the sub division –**

1. Bob to contact Wittich Environmental re setting up a contract to oversee the mill site cleanup work
2. Bob will also contact Richard Neva about doing the cleanup work with his equipment. He had done the original pre-purchase inspection Phase 1 work for Wittich. Do we need to get a quote from another person? I doubt Richard or others will do a quote unless there is a very clear scope of work. Can this be done? I think a major portion of the estimated 10K was for disposal fees and Wittich's work, not the digging and hauling work itself.
3. Download and fill out the permit application. I will download from CVRD website and send to Evie. Anyone else want a copy?
4. Evie will contact Madrone to do the QEP (riparian assessment) for Block 401. She may also get a quote on a second consultant as well?
5. Evie will contact a hydrologist recommended by Mike Tippett, and perhaps the original consultant we worked with who cannot do the work - to discuss need for well and/or whether he can write a report.

**Topic 2: who brings a hard copy of minutes and task list? Decision:** Facilitator of the trust meeting will insure that a hard copy of the task list is available

### **11. Review New Tasks –**

#### **TASK LIST – VIVA Trust Meeting – May 14, 2007**

##### **Evie**

- pull together team agreements for VIVA
- email to Trust members preliminary contract policy recommendations
- continue with well-drilling queries for 4-acre lot – approved by Trust
- send to-do list re 4-acre subdivision to Bill for additions

##### **Bob**

- Questions for Kate Miller
  - date of EASC meeting, if now known
  - process for letters of support – how to EASC members know about the letters
  - QEP recommendation – is Ted Burns a QEP and relay info to Evie
  - Riparian covenant setback
- flag 4-acre lot and draw building envelope
- ask Bill if we need another bid for oversight of cleanup work, besides Wittich

##### **Jenny**

- check with bank re difference between interest paid and received on loan to VIVA

##### **Robert**

- send 3-page support letter document to VIVA Trust

##### **General**

- email confirmed speakers for public meeting to Robert who will keep a database

**12. Evaluation of Meeting****13. Future meeting date:**

- June 18<sup>th</sup>

**14. Closing Meditation (3 min)****APRIL 2007 VIVA FINANCIAL REPORT**

Balances:

**VanCity**

• Community Service Account 001, May 11, 2007:	\$10,781.35
• 12 Month Term 001	65,000.00
• Membership Shares	50.52

**Loans – Forgivable**

• VF July 25/06	\$769,577.22
• VF Nov 1/06	\$ 11,322.81
• VF Dec 30/06	\$ 11,000.00
• VF Mar 26/07	\$109,090.00

Tasks completed since last meeting , April 2, 2007

- April 5, 2007 – moved \$65,000.00
  - from VanCity Community Service Account 001
  - to VanCity 12 Month Term 001 at 3.5% (cachable after 90 days)
- April 5, 2007 – loan for \$26,000 paid in full on and monthly interest payments cancelled.
- Supplied necessary information/documents to Accountant to complete year-end compilation report for VIVA (estimated cost \$600-1,000).
- Invoices approved and paid as received for:
  - community outreach expenses,
  - 4-acre interceptor
  - travel expenses
  - insurance
- Negotiated 2007 annual policy for Commercial General Liability coverage with Envision Insurance for Youbou property and Harriet Road location at a cost of \$1,300.00.
- Received notice from the Charities Directorate that our application for charitable status has been assigned and reviewed and has now gone to the Supervisor.

**VI Vipassana Association  
Comparative Income Statement**

	<b>April Actuals</b> <b>04/01/07 to</b> <b>4/30/2007</b>	<b>Year to Date</b> <b>01/01/07 to</b> <b>4/30/2007</b>	<b>Budget</b> <b>01/01/07 to</b> <b>12/31/2007</b>	<b>Net Change</b>
<b>EXPENSE</b>				
5082 - VI Contingency Fund	0.00	0.00	0.00	0.00
5085 - VI Bank Charges & Interest	(3.43)	(7.35)	0.00	-7.35
5090 - VI Bank Chg. & Interest USD	0.00	0.00	0.00	0.00
5091 - VI Credit Card Discounts	0.00	0.00	0.00	0.00

5093 - VI Foreign Exchange	0.00	0.00	0.00	0.00
5095 - VI Interest -Long Term Debt	106.26	496.26	4,200.00	-3,703.74
<b>VI - Total Finance Expenses</b>	<b>102.83</b>	<b>488.91</b>	<b>4,200.00</b>	<b>-3,711.09</b>
5113 - VI New Registration System	0.00	0.00	0.00	0.00
5114 - VI Building Insurance	0.00	0.00	0.00	0.00
5115 - VI Operations License	0.00	0.00	0.00	0.00
5116 - VI Office Expense	(19.60)	0.00	0.00	0.00
5118 - VI Online Service	0.00	0.00	0.00	0.00
5120 - VI Telephone	0.00	0.00	0.00	0.00
5122 - VI Vehicle Fuel	0.00	0.00	0.00	0.00
5124- VI Vehicle Insurance	0.00	0.00	0.00	0.00
5126 - VI Vehicle Repairs	0.00	0.00	0.00	0.00
<b>VI - Total General Expenses</b>	<b>-19.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5135 - Childrens Courses	0.00	0.00	0.00	0.00
5145 - Day Sitting Rent Expense	75.00	75.00	850.00	-775.00
5147 - Group Sitting Rent/Supplies	94.69	139.15	700.00	-560.85
<b>Total Day Course Expenses</b>	<b>169.69</b>	<b>214.15</b>	<b>1,550.00</b>	<b>-1,335.85</b>
5205 - Non VI Online Service	0.00	0.00	0.00	0.00
5210 - Non VI Online Service USD	0.00	0.00	0.00	0.00
5215 - Non VI Office Expenses	66.70	66.70	150.00	-83.30
5220 - Non VI Telephone Expenses	0.00	0.00	0.00	0.00
5225 - Non VI Newsletter	0.00	0.00	0.00	0.00
5226 - Outreach	484.04	484.04	0.00	484.04
<b>Total Non VI Expenses</b>	<b>550.74</b>	<b>550.74</b>	<b>150.00</b>	<b>400.74</b>
5405 - Accounting	220.48	299.98	730.00	-430.02
5410 - Finance Audit	0.00	0.00	1,000.00	-1,000.00
5415 - Amortization Expense	0.00	0.00	0.00	0.00
5420 - Legal Fees	0.00	4,103.71	4,100.00	3.71
5425 - Suspense	0.00	0.00	0.00	0.00
5430 - Currency Exchange & Rounding	0.00	0.00	0.00	0.00
5440 - Educational	0.00	212.00	0.00	212.00
<b>Total General Expenses</b>	<b>220.48</b>	<b>4,615.69</b>	<b>5,830.00</b>	<b>-1,214.31</b>
<b>Total VI Expenses</b>	<b>1,024.14</b>	<b>5,869.49</b>	<b>11,730.00</b>	<b>-5,860.51</b>

#### Subdivision 4 acre lot

5545 - Interceptor Drain	8,530.35	15,719.43	11,000.00	4,719.43
5550 - Septic Construction	0.00	2,410.94	0.00	2,410.94
5555 - Well	0.00	0.00	10,000.00	-10,000.00
5560 - Subdivision Applct. Review	0.00	0.00	0.00	0.00
5565 - Subdivision Legal Fees	0.00	175.26	1,500.00	-1,324.74
5570 - Legal Survey	0.00	0.00	5,000.00	-5,000.00
5575 - Office Costs	0.00	0.00	50.00	-50.00
5580 - Travel Costs	0.00	112.00	200.00	-88.00
<b>Total Subdivision 4 acre lot</b>	<b>8,530.35</b>	<b>18,417.63</b>	<b>27,750.00</b>	<b>(9,332.37)</b>

#### Centre Land Development

5587 - Environmental - Wittich Fees	0.00	0.00	5,000.00	-5,000.00
5590 - Environmental - Remediation	561.37	561.37	10,000.00	-9,438.63
5592 - Infrastructure - Roads	0.00	492.90	2,000.00	-1,507.10
5593 - Infrastructure - Well	0.00	0.00	0.00	0.00
5594 - Infrastructure - Septic	0.00	371.00	0.00	371.00
5595 - Community Relations	76.56	342.09	1,000.00	-657.91

5597 - Office Costs	0.00	19.40	0.00	19.40
5599 - Travel Costs	0.00	40.00	1,500.00	-1,460.00
5602 - Rezoning Fees	0.00	2,200.00	2,200.00	0.00
5605 - Consulting Fees and Studies	0.00	4,680.00	6,000.00	-1,320.00
5607 - Public Notification & Hearings	0.00	0.00	1,500.00	-1,500.00
5609 - Legal Fees	0.00	11.09	1,500.00	-1,488.91
5610 - Legal Survey	0.00	0.00	3,000.00	-3,000.00
5612 - Property Taxes	0.00	0.00	3,000.00	-3,000.00
5615 - Insurance	1,300.00	1,300.00	3,000.00	-1,700.00
<b>Total Centre Land Development</b>	<b>1,937.93</b>	<b>10,017.85</b>	<b>39,700.00</b>	<b>(29,682.15)</b>

<b>Total Vanc. Island Centre Search</b>	<b>8,455.35</b>	<b>18,417.63</b>	<b>27,750.00</b>	<b>-9,332.37</b>
<b>Total VIVA Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total VIVA Expenses</b>	<b>11,417.42</b>	<b>34,304.97</b>	<b>79,180.00</b>	<b>-44,875.03</b>
<b>Net Income VIVA</b>	<b>-11,417.42</b>	<b>-34,304.97</b>	<b>-79,180.00</b>	<b>44,875.03</b>