

Minutes of the CLRSS Board of Directors and interested CLRSS members

Monday, April 9th, 2018

6:30 p.m. at Country Grocer Meeting Room

The secretary will edit as needed in the minute-taking process

In attendance: Board members: Jean Atkinson, Judy Brayden, Rosemary Danaher, Diana Gunderson, Parker Jefferson, Mike Patrick, Heather Pritchard, Maureen Qusted, and Leroy Van Wieren. CLRSS members: Lois Atchison, Bee Greenway, Ian Morrison, Lyndon Keeping, Lyle Kuchmak, George DeLure, Katharine Staiger .

Absent with regrets: Christine Brophy, Ken Traynor, Sandy Cumming, Kerry Davis, Rodger Hunter and Genevieve Singleton and Tom Rutherford (CWB).

The CLRSS Board welcomes the opportunity to meet and to involve the membership in the society's decision-making process. Therefore, all members and community are welcome to attend and to participate in the meeting discussion. While all opinions may influence decision-making, only Board members may move/second or vote on motions.

Time	Item	Actions (What, By Whom and When)
6:30	Adoption of the agenda: RMS Diana Gunderson/Rosemary Danaher that the agenda be adopted as amended. CARRIED	
	Introductions of members with reminder about our meeting conduct guideline. Using the Fourfold Way we: <ul style="list-style-type: none"> • respect each other by having just one speaker at a time • expect people to speak from the heart with passion • expect people to show up to solve problems <i>and</i> • expect people to speak without blame. 	
	Adoption of the minutes: (attached with this agenda package) RMS Judy Brayden/ Diana Gunderson that the minutes of March 5th, 2018 CLRSS meeting be accepted as printed. CARRIED	
	<i>The agenda order has been altered for this meeting in the hope that important Old and New Business items may be given priority. Feedback on the changes welcome.</i>	
	Land Stewardship moved in order to respect time commitments CSSP - Jean Atkinson and Diana Gunderson reported that the 2017 CSSP secondary school team is being hired; details with property owner participants are still underway. Heather Pritchard reported on the results of the Cowichan Shoreline Stewardship Project landowner surveys for 2017/18. (see Appendix 4 below). Leroy Van Wieren reported on the Landowner Education meeting held recently. The outcome is that: the survey methodology currently being used is not sustainable; because we are working closely with BCCF we will be meeting with Craig Wightman (BCCF) on Tuesday of this week to apprise him of our new plan: a.) prepare a mailout to those people whose names appear on the shortlist of homes not reached in the past. It would include a one-page letter	Subsequent to this meeting, Diana Gunderson, Jean Atkinson and Judy Brayden met with Craig Wightman and he enthusiastically embraced our revised plan for Landowner Education.

	<p>from the CLRSS and a copy of our brochure (riparian or general?). The letter will contain information about our process to date, some significant statistics and our contact information and web link, should the homeowner be interested in participating in the CSSP. The cost of this mailout would be approximately \$400.; We would ask BCCF to fund this initiative. Judy Brayden and Heather Pritchard agreed to draft this document. The group felt that this would “finish up” our effort to contact the balance of our lakefront homeowners.</p> <ol style="list-style-type: none"> Prepare a short PowerPoint (with an interactive component) to be presented to at least one lakefront strata association annual general meeting. It would address the findings from the survey results (ie: the issue of hard shoreline structures and the question of the value of vegetated foreshores and resale value). Conduct at least one homeowner’s demonstration and talk at one of the restored properties for invited guests; we agreed that invitees might be the real estate agents in the area; the chamber of commerce lakefront property owners. We suggested Peter Noble’s property for the summer of 2018 event. Conduct 20 face-to-face visits using the existing questionnaire. <p>Lyle Kuchmak raised the question about which governmental body oversees installation of structures in the water. Several points were raise: the DFO would be concerned about fish habitat destruction and Timber West owns the lake bottom (lower than 164 m above sea level). No agency has the ability to “police’ such infractions but CLRSS tries to address the scientific reasons that the riparian should be left in tact. CVRD Director Ian Morrison was lauded for routinely visiting new land developers in his regional area, in order to have this conversation with them.</p>	<p><i>Subsequent to this meeting, this item was raised with Craig Wightman of BCCF.</i></p>
	<p>Cowichan Watershed Board: Tom Rutherford was not in attendance.</p>	<p><i>Tom Rutherford sent his regrets.</i></p>
	<p>Business Arising from the Minutes and Old Business:</p> <ol style="list-style-type: none"> Issue of Insurance – The issue of the CVRD group liability insurance policy was discussed. Director Ian Morrison said that he would find the definitive answer to this question and communicate this to us this week. Shaw Creek update – Ian Morrison reported that the property owners have put the application “in abeyance” (not proceeding but not withdrawn). Strategic Planning – Judy Brayden reviewed the preamble to the document (sent separately). The preamble was approved with no dissent; During our discussion of the page dedicating the work to Gerald Thom, Town of lake Cowichan Mayor Ross Forrest, suggested that the town would accept suggestions from CLRSS about possible town locations to dedicate to the memory of Gerald Thom. The following members volunteered to sit on a CLRSS committee to bring suggestions forward to the CLRSS Board: Jean Atkinson, Rosemary Danaher, George DeLure, Bee Greenway, Lois Atchison and Judy Brayden. Changes to the Navigation Protection Act - Ian Morrison reported that he is in formal discussion with Alistair McGregor on this issue. 	<p><i>Subsequent to this meeting, CVRD Director Ian Morrison has confirmed that our present practice regarding the liability insurance for the river clean-up is correct. We do not need to purchase extra liability insurance.</i></p>

	<p>5. 2018/19 Board Building - Leroy Van Wieren reported that he had met with a new community member who had shown interest in becoming our Communication's Director. He will apprise us of developments as they occur.</p> <p>6. Lamprey Project – Those involved in the program reported that no lamprey has yet to be counted in the traps, and also that some traps have been stolen. Parker Jefferson reminded us that this is a data point and even though no lamprey has yet been seen, this is still a worthy scientific undertaking.</p> <p>7. LCS 2018 Health Fair, Thursday, April 12th 10:00 – 12:00 (set-up 9:00 – 10:00) Diana Gunderson reported that she, Lois Atchison, Leroy Van Wieren, Jean Atkinson and Rosemary Danaher will be in attendance.</p>	
7:15	<p>Treasurer's Report – Ken Traynor (see Appendix 1 below) RMS Judy Brayden/Rosemary Danaher that the treasurer's report be adopted as printed. CARRIED Draft Budget for 2018/19 will be presented. (see Appendix 3 below) RMS Parker Jefferson/Heather Pritchard that the CLRSS draft budget be accepted for the fiscal year 2018/19. CARRIED</p>	
	Correspondence: None	
	<p>8. Fundraising Report – Maureen Quested reported that CLRSS will be selling 200 raffle tickets at \$5.00 each for the period of May 1 - June 30, 2018. The Budget for this raffle has been set at \$1000. The prize details will be sent to the Board asap.</p>	<i>Maureen Quested will forward the info for the raffle license asap.</i>
	<p>9. Retail Sales Report – Lois Atchison reported that \$40.00 worth of merchandise was sold at the recent Country Grocer Appreciation event.</p>	
	<p>10. Thank you cards - Cards will be prepared for Home Hardware and Country Grocer. The Country Grocer card will include a letter from Leroy Van Wieren with a general "thanks" for all of the support that the Country Grocer shows for the work of the CLRSS.</p>	<i>Rosemary Danaher and Leroy Van Wieren will undertake this.</i>
	<p>11. Strategic Plan Committee Reports - Due to length of meeting agenda, Nil reports may be recorded. A. Regional Meetings: a.) Stewardship Roundtable – Parker Jefferson reported on a recent presentation by Timber West spokesperson, Chelsea Toth, on their work eradicating Japanese knotweed; Timber West is working on a plot in the Caycuse area; Genevieve Singleton is also leading a project called, "Knock Back the Knotweed". The only hope appears to be with the use herbicides; the CWB has identified eradication of knotweed as a priority.</p> <p>Parker referred to the work on the Cowichan Water Use Plan. The recommendation made to the four signatory parties is in camera at this time. On May 8th the final decision on the recommendation will be made.</p> <p>b.) Regional Services meeting – Leroy Van Wieren reported that the CVRD Regional Services committee members had voted 10 to 4 to proceed with the writing of the water services bylaw; he then referred to three other referendum items that may also be on the regional ballot. He reiterated the apparent lack of understanding amongst members of the public about the water services issue. Ian attended all eight regional information meetings. There will be many opportunities to understand the bylaw in the 60 days</p>	

	<p>preceding the referendum question.</p> <p>B. Community Involvement:</p> <p>a) Education and Communications Committee – Maureen Quested reported that the names of the Gerald Thom Environmental Studies Bursary candidates will be given to Diana Gunderson as early as tomorrow.</p> <p>b.) Membership - Mike Patrick reported on the current membership situation. (see Appendix 2 below)</p> <p>c.) Website – Mike Patrick NIL report</p> <p>D. Water Stewardship:</p> <p>a.) Water monitoring – Readings will begin again on May 1st for the 2018 year.</p> <p>b.) Stream signage – Lyle Kuchmak reported that Rob Somers has replaced the Beaver Creek sign and the one at the end of Hudgrove Road; the sign for Wardroper Creek will be erected shortly. NOTE: Gord Davidson, long-time member of the sign committee, and his wife Rose Davidson, recent CLRSS Treasurer, will be leaving the valley on May 5th.</p> <p>Lyle Kuchmak raised his concern about the appearance of the white CSSP signage that is always erected on those properties that have been restored by CSSP; the signs are a requirements of the program funders; the Landowner Education team will raise this issue with Craig Wightman of BCCF, as this is now his purview. We will suggest that the signs be further out near the end of docks etc., so they can at least be read by passing boaters.</p> <p>RMS Maureen Quested/Diana Gunderson that the above reports be adopted as presented. CARRIED</p>	<p><i>Subsequent to this meeting, the Landowner Education committee communicated this feedback to Craig Wightman of BCCF.</i></p>
	<p>New Business:</p> <p>A. The 2018 CLRSS Annual General Meeting – Leroy Van Wieren and Judy Brayden reported on the plan for the June 24 AGM. Judy corrected the beginning time to 10:00; Judy will be accepting short committee reports in preparation for the PowerPoint production. Leroy spoke about the AGM guest speaker and reported that we plan to ask Tom Rutherford to speak on watershed related issues such as climate change.</p> <p>B. Ivy pull in Youbou – Jean Atkinson reported that an ivy pull will take place in Youbou on Saturday, May 12th. Interested individuals are to meet at Arbutus Park at 9:00 a.m. Mike Patrick will put it on the website. This is not a CLRSS project but is one for which our members may wish to volunteer.</p> <p>C. Save Our Holmes – Jean Atkinson reported that there will be two community meetings convened in Youbou this month. One is hosted by the Save our Holmes group and the other by Timber West. The Timber West meeting will be held on May 17th. Mike Patrick will post these two meetings on the CLRSS website because our strategic plan states that CLRSS will “Work with forest companies to encourage use of responsible forest practices which protect riparian areas.”</p> <p>D. Youbou Lands – Jean Atkinson asked about the future of the parcel. Ian Morrison updated us and reported that the new owners have had contact with the CVRD staff. The 640 acres is currently zoned “comprehensive development”; there exists some flexibility but not an increase to planned use or density (1200 units). The water supply needs to be publicly owned and the new CVRD water assurance requirements will apply.</p> <p>E. Next Board meeting speaker: Chelsea Toth from Timber West was suggested.</p>	<p><i>Judy Brayden will devise a reports outline (PowerPoint) and distribute to the committees involved.</i></p> <p><i>Subsequent to this meeting, these items have been posted on our website.</i></p>

	F. Question from the website: Community member, Linda Silverthorn, had written to Leroy about the state of the riparian shoreline at Rock Bay on the lake's south shore. Ian Morrison will report back to us on this situation at the next meeting.	<i>Judy Brayden will make this contact.</i>
8:50	RMS RD that the meeting be adjourned at 8:46	
	Important dates: LCS Health Fair April 12 May 7 Board Meeting May 24 final day for registration for AGM vote June 4 Board Meeting June 9 Lake Days Parade June 24 CLRSS AGM	

Appendix 1: Treasurer`s Report as of April 2, 2018

	CASH in Bank	Cheques	Available Cash
CLRSS General Account	7,400.37	703.36	6,697.01
to be deposited			
Earmarked funds - for salmon fry rescue			1,934.21
			\$4,762.80
CSSP Account			\$2,680.63
Total Cash Available for CLRSS General Activities from both Accounts			\$7,443.43
Bursary Account Total			\$3,851.46
Comments: Misc. other made up of new tent, beer & burger fundraising expenses & River Clean up costs.			

CLRSS 2017/18 Financial Report Budget to Actual - 02/04/2018							
Current	Cash Position	\$9,377.64					
Revenue				Expenditures			
CODE	Category	Budget	Actual	CODE	Category	Budget	Actual
Total	Revenue	6500	12,995.65	Total	Expenditures	5465	8,339.40

4100	Memberships	1000	1,358.00	5270	Signs	500	0
4110	Donations	2500	3,340.60	5300	Supplies	200	42.71
4200	Sales	1000	570.00	5610	Accounting	100	100
4460	Fundraising	2000	7,727.05	5625	BCLSS	50	0
				5630	Society Fees	35	30
				5640	Printing Costs	700	1061.17
				5650	Purchase for Sales	800	639.69
				5685	Insurance	600	816.93
				5690	Bank Charges	30	19
				5700	Office Expenses	550	255.57
				5710	Legal		0
				5730	Courses & Mtgs	300	219.3
				5735	CSSP Activities	1000	1410.68
				5740	Misc. other	100	2060.85
					Scholarship Fund	500	1,683.50

Appendix 2: Membership Report

Advertising Promotion

- emails sent March 30th
 - reminder emails sent or phone calls made to all those whose membership lapsed at the end of the last membership year (2017/2018) – 83 emails in total / 5 phone calls
 - emails appealing for renewal sent to all those whose membership lapsed at the end of the previous membership year (2016/2017) - 39 in total
- Website & Facebook
 - March 28th website – Home page coverage of all events for membership renewal
 - March 31st Facebook page – posting added
- Newspapers
 - Wed. April 4th - single day advertisements announcing our presence at *Customer Appreciation Day* ran in the Lake Cowichan Gazette and the Duncan Citizen
 - ad featured appearances of Oxford the Otter and a *riparian expert* (Christine Brophy)

- T-shirt Promotion
 - we ran a “win a free CLRSS T-shirt” raffle for all those who renewed/purchased their membership at *Customer Appreciation Day*

Customer Appreciation Day Saturday April 7th 11 am – 2 pm

- thanks to volunteers: Lois Atchison, Jean Atkinson, Christine Brophy, Rosemary Danaher, Bee Greenway, Diana Gunderson, Carrol Patrick (Oxford), Maureen Qusted and Katharine Staiger
- only a small number people visiting the table were there to ask about our group or activities – disappointingly, not one person took advantage of the *Riparian Expert*
- membership sales: \$448.00/Donations: \$34.25
 - 26 renewals
 - 2 new members
- Cost:
 - advertising: \$179.55
 - T-shirt: \$13.00 (wholesale value)

Current Status & Upcoming Activities

- current membership count: 46 regular + 4 life time
- starting May 12th membership sales at weekly Saturday Market in Honeymoon Bay
- table at Country Grocer May 25th

The Raffle Winner was David Lowther

Appendix 3: DRAFT CLRSS Budget for 2018/19

CLRSS Draft Budget 2018/19			
Revenue			
CODE	Category	Budget	Actual 2017/18
Total	Revenue	\$7,300	\$12,995.65
4100	Memberships	1600	1358
4110	Donations	2600	3340.6
4200	Sales	1000	570
4460	Fundraising	2100	7727.05
Expenditures			
Total	Expenditures	\$7,300	\$8,339

5270	Signs	500	0
5300	Supplies	0	42.71
5610	Accounting	100	100
5615	Public Information	500	0
5625	BCLSS	50	0
5630	Society Fees	100	30
5640	Printing Costs	1000	1061.17
5650	Purchase for Sales	800	639.69
5685	Insurance	1300	816.93
5690	Bank Charges	30	19
5700	Office Expenses	520	255.57
5730	Courses & Mtgs	300	219.3
5735	CSSP Activities	500	1410.68
5736	River CU	700	695.46
5737	Fundraising Expenses	300	1018.39
5740	Misc. other	100	347
5900	Scholarship Fund	500	1683.5

Appendix 4: Summary of CSSP Surveys conducted in 2017/18

Summary 2017/2018 Results by question:

- | | | |
|---|---------------------------|---|
| 1 | Concerned? | 84% yes* |
| 2 | Riparian location | 82% aware |
| 3 | Vegetation clearing | 89% aware cannot clear |
| 4 | Erosion, water quality | 72% chose pictures 4, 5; 11% selected 2 |
| 5 | Fish and wildlife habitat | 80% chose pictures 4,5 |
| 6 | Best view | 52% selected 4/5; 25% selected 1 |

7	Privacy	80% chose 4/5; no one selected 1/2
8	Recreation	49% chose 4/5; 20% for 2 and 3
9	Real estate value	62% selected 5
10	signs, restoration	n/a

* Water quality and
quantity; fish habitat

Problems Selecting more than one choice
 Not restricting choices to 1 or 5 for real estate question

A significant finding was that 11% of the respondents did not understand the problem created by man-made retaining walls (hard structures) and their contribution to erosion.