

**Minutes for DIMS Seventh Annual General Meeting
Monday, Jan 23, 2017
Conservancy Room, Marcus Isbister Old School Centre**

Present

Directors: Louise Bell, Lori McFarlane, Stephanie Slater, Angela Robinson, Dennis Lavalley, Wendy Boothroyd, Jane Lighthall
Cemetery Manager: Charlie Johnston
Past Cemetery Manager: Gloria Michin
Community Members: 15

Call to Order, Welcome, Introductions, Regrets, Agenda Review

Chair Louise Bell called the meeting to order at 7:50 p.m., welcomed those in attendance and introduced the current board members. There was no new business added to the agenda, and the proposed agenda was adopted.

Abbreviated Minutes of the sixth AGM, Jan 11, 2016

Secretary Angela Robinson read an abbreviated version of the minutes of the last AGM, held January 11, 2016. No corrections were suggested. The minutes were adopted as summarized.

M/A (moved and adopted)

Chair's Report

Chair Bell read the following report.

At the close of 2016, the DIMS board of directors completed its first calendar year of operating a cemetery. One might think, after a very busy 2015 preparing for, and then opening the cemetery, that 2016 would have been relatively light year for the board. Not so! We continued to meet monthly and the agendas were invariably full.

The change in focus from development to operations created new challenges. Financial planning was difficult: no one knew how many people would request burial services, making income unpredictable. Communications shifted from advertising fundraising events to advertising burial services. And work on the land changed from building and planting to maintenance. You will hear more about these challenges in the reports to come.

Our partnership with the Denman Conservancy has flourished. Cemetery operations continued to be governed by the terms of the conservation covenant, and DIMS assisted the DCA Land Manager last June in the initial assessment for the covenant monitoring program.

It is my pleasure to thank the 2016 DIMS board members for their enthusiasm and their work to promote green burial. In particular, I want to thank Stephanie Slater, who will not be running for election for 2017. Stephanie joined the board

two years ago and immediately became the lead for both communications and fundraising. Through her ideas and efforts, DIMS raised the final chunk of money needed to complete the Cemetery project and launched a wide-ranging campaign to publicize this achievement.

I want to also thank Gloria Michin. Gloria ended her role on the board in January 2016, but she has served as a volunteer cemetery manager for the past 15 months. This contribution allowed us to define the tasks involved in providing client services and estimate the time requirements. We were then able to create a job description and hire a part-time cemetery manager, welcoming Charlie Johnston to the DIMS team at the start of this month. Gloria remains the expert on financial matters and client services, and has promised to be available to help as needed. Thank you for that, Gloria.

This month we embarked on the second calendar year of cemetery operations. Our goal is to serve the community as best as we can, that is, to facilitate burials in a smooth, timely and compassionate manner, to fine-tune the administrative side of our work (that is, the operating procedures, record keeping, archiving, etc.) and to continue to sing the praises of green burial to one and all.

Treasurer's Report

Treasurer Lori McFarlane presented the Financial Statement for 2016. This report is appended to the minutes.

MOTION to adopt DIMS 2016 Financial Statement.

M/A

Membership Report

Director McFarland reported that DIMS membership at the end of December 2016 stood at 69 members.

MOTION to set the annual DIMS membership fee at \$5.00.

M/A

Report from the Past Cemetery Manager

Gloria Michin read the following report.

Pre-Need Sales – 11 transactions for a total of 18 Rights of Interment
 At-Need Sales/Burials – 6, 2 of which were Pre-Need rights that were subsequently exercised
 Scatterings – 4 scatterings
 9 plaques were installed

In addition, apart from the above noted completed transactions, I responded to 6 telephone inquiries and 11 email inquiries, 7 of which did not meet the eligibility requirements.

Communications

Director Stephanie Slater read the following report.

Last year marked our first full year of operation and as such, communication outreach changed from promoting fundraising and other development activities to providing education about the workings of the cemetery.

The largest single communications activity was the re-development of our website (www.dinbc.ca). This was a major project that entailed re-writing and re-organizing the site to be more suitable for potential customers.

We published several articles in our local newsletters to update residents on cemetery activities. As well, we continued to provide interested islanders with copies of the informational booklet we had printed in 2015, and we developed and printed a simpler informational pamphlet for distribution at the cemetery information kiosk for general public education.

DIMS representatives also provided advice and information to residents of other communities who are interested in starting a green cemetery.

Work on the Land

Director Jane Lighthall presented the following report.

Now into the second year of operation, 2016 saw maintenance and improvements on the cemetery land.

In early spring it came to our attention that there were some violations of the Covenant held by DCA.

The original fencing around the Garry Oak Gardens used treated posts and the solution was to replace them with metal posts. A work bee on April 10 brought about a dozen volunteers to replace the thirty- two posts.

Two non-indigenous plant species were inadvertently planted and their presence in the garden came to our attention as well. The first was the Great Camas bulbs planted in a fenced garden and these were dug and removed. The second were four Eddies White Wonder hybrid Dogwoods which are several years old and well established along the Allee. If they were to self propagate they could alter the ecology. After some research and investigation it was deemed very unlikely that they would produce viable seed. DCA and DIMS felt that it would be acceptable to leave these important Allee trees on the condition that DIMS do an annual monitoring to ensure that no seedlings grow from the trees. This we have agreed to do for five years.

Watering of the GO Gardens was a big focus through the summer. A small army of volunteers took on an hourly task three times a week from May to September to water each of the plants and the young Garry Oaks. A 1200 gallon water tank was donated and installed for watering the gardens. As well several refills of the tank were donated. The tank is thought to be temporary with the hope that watering will only be needed for a few more years until the plants and trees are established.

A large amount of maple leaves were donated and spread as mulch mid summer around the gardens

The big trees along the Allee were watered several times throughout the summer as needed.

On May 10th a work bee was held to do general weeding and to transplant ferns and oregon grape around the North Gate and the main Lych Gate. The plantings are designed to protect visitors from hitting their heads on the low hanging roofs. These plants then required weekly watering by board members.

A couple of board members took on the daunting task of removing thistles

Frequent weeding of the GO Gardens was done by volunteers throughout the summer.

A dedicated volunteer has taken on the weed eating of the persistent patch of reed canary grass.

Grass in the 35 year burial area is left fairly untouched until late summer, well after the field of daisies has bloomed and then mowed to facilitate access. This service was kindly donated.

Following the first annual covenant monitoring and site inspection on May 27 done by Erika Bland, DCA land manager, with Louise Bell attending, a few suggestions were made.

A patch of holly remains to be removed around the scattering area.

DIMS has been asked to improve the marking and flagging on the Western edge of the main GO Garden to ensure we are not encroaching on the border.

DIMS will determine and report to DCA whether trees planted by CVRD along the southern boundary with the Cross Island Trail are in the Non Disturbance area.

Another well attended work bee on Nov 8 saw the following tasks accomplished: weed eating to clear the site for the storage shed, cutting and removal of dozens

of small conifers, transplanting of some young conifers along the southern boundary to soften noise from the road, another weeding of the GO Gardens, more thistle removal, and grass trimming around the Gathering Area.

The Allee trees were “screefed” to clear them of grass so the roots get air.

A major addition is the long awaited and much needed storage shed, begun this winter now virtually complete. Made with the best of materials, its design is in keeping with the style of the special Lych Gate and North Gate.

Thank you for all the help from the volunteers and board members. As time goes by, and as more families chose our DI Cemetery I feel the space has become kind of sacred.

Sacred - “worthy of or regarded with reverence and awe”

Proposed Constitution and Bylaw Amendments

Director Wendy Boothroyd explained the amendments to the DIMS constitution and bylaws needed for DIMS to conform to the requirements of the new BC Societies Act.

MOTION to adopt the amended constitution for Denman Island Memorial Society, which is the previous constitution with item 3 removed. **M/A**

MOTION to change the Denman Island Memorial Society bylaws to the version dated Jan 23, 2017. **M/A**

SPECIAL RESOLUTION to adopt the amended constitution and amended bylaws. **M/A**

Election of the Board of Directors

Director McFarlane explained the election process for 2017, given that the term of office had been changed to two years as a result of the previously adopted bylaw amendments: as of the meeting: Louise Bell, Wendy Boothroyd, Jane Lighthall, and Dennis Lavalley are half way through their two year terms and, as of the meeting, Lori McFarlane, Stephanie Slater and Angela Robinson are ending their term.

Director McFarlane then presented the following list of the islanders who, to date, had expressed the wish to stand for election as DIMS directors for a two year term:

Lori McFarlane, Angela Robinson, Graeme Isbister and Isabelle Fusey.

Director McFarlane then called three times for nominations from the floor. As there were none, the preceding four people were declared elected by acclamation.

New Business

Director Boothroyd explained that the DIMS board is required to appoint signing officers annually at this time.

MOTION to appoint Louise Bell, Charlie Johnston and Lori McFarlane as signing officers for the Denman Island Memorial Society with the Union Bay Credit Union for the year leading up to the Society's 2018 Annual General Meeting.

M/A

Director Slater presented Gloria Michin with a photo book of DIMS photographs in appreciation of her service to DIMS as Chair for seven years and as Cemetery Manager for the past 15 months.

Adjournment

Chair Bell adjourned the meeting at 8:50. Refreshments were served.

DIMS 2016 FINANCIAL STATEMENT GENERAL ACC'T/PRE-NEED ACC'T/CARE FUND ACC'T

1. GENERAL ACCOUNT:			
Carried Forward from 2015			12,573
INCOME:			
Cemetery Operations:			
O/C Grave	1,874		
Interments	5,500		
Scattering	400		
Plaques - 8 x \$240	1,920		
Permission to Inter	20		
Sub-Total		9,714	
Other:			
Memberships	190		
DIRA Bottle Depot	360		
Donations	2,220		
Sale of Garden Posts	91		
Ministry Payment for Client	587		
Sub-Total		3,448	
TOTAL INCOME:			13,162

EXPENSES:			
Cemetery Operations:			
Promotion	381		
Insurance	1,745		
Admin/Supplies	535		
Open/Close Grave	1,874		
Plaques	1,594		
Re-imburement to Client re: scattering	100		
Ministry payment to Client	587		
Transfer to Care Fund from General Acc't	1,095		
Sub-Total		7,911	
Development:			
Shed	949		
Water Tank	1,310		
Garden Posts	238		
Seeds	281		
WCB Premium	616		
Sub-Total		3,394	
TOTAL EXPENSES:			11,305
BALANCE			14,430
Balance at December 31, 2016			14,472.61
BANK RECONCILIATION GENERAL ACC'T:			
General acc't balance Dec 31, 2016			14,472.61
Less outstanding cheques			-42.93
Balance			14,429.68
Shares			25.16
2. PRENEED TRUST ACCOUNT:			21,173.87
Shares			25.16
3. CARE FUND TRUST ACCOUNT:			2,370.59
Shares			25.16

DIMS AGM MEETING
JANUARY 11, 2016

Present

Directors: Gloria Michin, Louise Bell, Derek Hood, Angela Robinson, Lori McFarlane,
Stephanie Slater

Regrets: John Dillon

Community Members: Fourteen

Gloria called the meeting to order at 7:30 p.m. and welcomed those in attendance. There was no new business added to the agenda, and the proposed agenda was adopted.

Minutes of the 2013 AGM

Angela read an abbreviated version of the minutes of the last AGM, held January 26, 2015. No corrections were suggested. The minutes were adopted as summarized.

M/S/C

Chair's Report

Gloria Michin read the following report:

The Board of the Denman Island Memorial Society continued the practice of meeting on a monthly basis. In addition, several site visits took place attended by varying members of the board along with other interested parties (Michael Dennis, John Isbister, Shelagh Horner, to discuss specific topics.

In June, the Board saw the addition of Angela Robinson, who agreed to take on the much-needed duties of a Secretary.

Throughout the year, our efforts were focused on developing the land, creating the infrastructure and fundraising and finalizing the details required to obtain our Operators License. You will soon hear the details of these activities through specific reports.

However, I will say now that all of these efforts finally came to fruition on October 1, 2015 when the Denman Island Memorial Society was granted a license by Consumer Protection BC to operate the Denman Island Natural Burial Cemetery.

Since that time there has been much interest both locally and nationally in this project.

On a personal note, as the outgoing Chair, I would like to thank the entire Board, including past members, for the opportunity to work with you and for all of your hard work to get to this stage. In particular, I'd like to thank Louise Bell for having the notion in the first place, and for asking me to be a part of it. It's been an incredible journey, not to mention, learning curve.

I'd also like to acknowledge and thank Derek Hood and John Dillon who have gallantly persevered through all of the challenges presented.

I am pleased to note that Louise Bell, Lori McFarlane, Stephanie Slater and Angela Robinson have all agreed to stand for election for the coming years as the Denman Island Natural Burial Cemetery has now become fully operational.

Treasurer's Report

Treasurer Derek Hood presented the Financial Statement for. These reports are appended to the minutes. A motion was made to adopt the Financial Statement.

M/S/C

The Treasurer explained that, now that DIMS is in the operations phase for the cemetery, a financial forecast is no longer necessary.

Membership Report

Gloria Michin read the following Membership Report:

DIMS Membership at the end of December 2015 stood at 69 members.

Fundraising Report

The following report was presented by Director Stephanie Slater:

The Society raised \$11,669 in 2015 through the following activities:

March 1, 2015 – DIMS sent 10 appeal letters to off islanders who were a) involved in conservation work, b) promoting natural burial, or c) providing funeral services. These resulted in two donations of \$1,000 each, the donation of five Robert Bateman prints to be used to attract future donors, and an offer from Margaret Atwood to assist us with crowd funding by promoting our project via her Twitter account.

March 7-8, 2015 -- DIMS hosted the sixth Denman Island Table Tennis Tournament, another success, this time raising \$2,574.

June, 2015 -- DIMS initiated its final fundraising campaign to raise the remaining money needed to complete the cemetery design and initiate operations. This campaign raised 7,095, including \$1,995 contributed the through the Small Change Fund (an online crowd funding platform used by DIMS for the first time).

Total fundraising costs were \$1,092, resulting in a net total of \$10,577 raised.

In addition, DIMS submitted two grant applications in 2015. One was successful, resulting in a grant of \$1,000 from the Comox Valley Regional District in support of the construction of the two cemetery gates. An additional \$800 from the CVRD via DenmanWORKS! was held over from 2014. A grant of \$3,761 from the TD Friends of the Environment Foundation that was received in 2014 was expended in 2015 to plant the Garry Oak Garden.

Communications

The following report was presented by Director Stephanie Slater:

Communications in 2015 focused on the Society's final fundraising campaign and the official opening of the cemetery. The Society also produced several pieces of communications collateral and engaged in public education activities.

Fundraising Campaign

DIMS issued a news release and submitted articles to the Grapevine and Flagstone in support of this campaign. These highlighted the donation of five signed prints from Robert Bateman (available to donors of \$250 or more) and the Society's first-time use of an online crowd funding platform via the Small Change Fund. Communications were augmented with social media activities on Twitter and Facebook, coordinated with The Small Change Fund and Margaret Atwood's office (the author posted several tweets about the campaign in addition to making a personal donation).

Official Opening

A media advisory and news release were issued and articles submitted to the Grapevine and Flagstone to promote the official opening event of the new cemetery, held Oct. 11. The event received extensive media attention, including a front-page story in the Vancouver Sun, stories on CHEK and CTV and interviews on CBC and BCIT Radio and Yahoo News online. Other papers across the country picked up the Sun story and the news was also featured in various online news bulletins and on the French language TV station Unis TV. We have received reports of friends across Canada and even in the U.S. reading about our cemetery's opening!

Collateral and Public Education

DIMS timed the production of a brochure and the launch of its website (<http://dinbc.ca>) to support the official opening of the cemetery. The brochure is available at the information kiosk at the cemetery, the Denman Island Health

Centre, Dora Drinkwater Community Library, Museum, and the info rack at Abraxas Books. Copies were hand delivered to funeral providers in the Comox Valley. DIMS thanks Denman resident Ram Sudama for his volunteer work creating the website.

DIMS' commitment to public education about natural burial received a big boost from the widespread media coverage about the cemetery opening. In addition, the Society erected the new Information Kiosk at the cemetery (that features natural burial info on one side and info about the Gary Oak restoration project on the other); plant information in the cemetery, and the participation in November of board member Louise Bell in a panel on green burial at a symposium in Vancouver hosted by the Green Burial Society of Canada. Approximately 70 people attended these sessions for service providers and the public.

PROJECT REPORTS

Coordinator's Report

Project Coordinator Louise Bell presented the following report:

As project coordinator, my role was to plan for and organize the activities needed to complete the creation of the new cemetery. The second portion of every DIMS board meeting, the "project agenda" was devoted this work.

Project agendas were prepared for the 10 board meetings held in 2015. As well, we held one extra meeting — a "working sessions" to consider amendments to the cemetery operational bylaws.

The year 2015 saw the completion of construction and land preparations for the cemetery project. These achievements are recorded in the Log of Activities that has been kept since the start of the project and was completed in November 2015.

As Project Coordinator, I want to thank all of the DIMS directors for their work in 2015, particularly John Dillon, who took the lead on all of the construction work.

I also want to thank the many islanders who have provided volunteer help this past year, in particular

- Jim Young, for his engineer's eye in overseeing the construction of the memorial walls;

- David Scruton, for building, first, the information kiosk and, then, the south entrance gate;
- Marinus Blyterswick for assisting with the gate construction;
- Peter Karsten for carving beautiful signs;
- Peter Marshall for masterminding and supervising construction of the Gathering Space paths;
- And finally, for work on the site, Dave Niedermoser, Dennis Lavalle, Doug Olstead, Graham Brazier, Keven Behrens, David Graham, and Craig Williams.

Other islanders assisted in different ways, but are acknowledged in other reports.

Amendments to the Covenant and the Management Plan

Director Louise Bell read the following report:

Starting in January, 2015, DIMS began the process of proposing and fine-tuning amendments to the Conservation Covenant held by the Denman Conservancy Association to allow for the placement of “The Ancestors” in the non-disturbance area along the southern boundary of the cemetery land. Carved and donated by Michael Dennis, these three cedar figures were designed to stand at the entrance to the cemetery, looking across the road at the existing cemetery.

After discussion, a revision was agreed upon by both parties that altered the land uses allowed in the non-disturbance area to allow “an open area immediately west of the south entranceway to accommodate a grouping of three sculptures on concrete pads” and to disallow “an outhouse toilet.” The necessary forms for this amendment were notarized in May and submitted to the Land Title Office in June.

Once these covenant changes were agreed upon, DIMS drew up the Management Plan amendments needed for the figures to be installed. Revisions were proposed to two sections:

- 1) to s. 4.1 - to allow the removal of the existing alders and Douglas fir saplings in an area no larger than 5 m x 3 m immediately west of the south entranceway; and
- 2) to s. 4.8 - to allow for the placement of three cedar figures in this cleared area.

At the same time, amendments were proposed to update the Management Plan by replacing outdated terms like “trellises.”

The DCA board agreed to all of the revisions in early July, and the amended Management Plan was adopted by both parties on July 20, 2015. The cedar figures were installed shortly after this time.

Operator's Licence

Director Louise Bell read the following report:

The provincial government requirements for operating a cemetery involve obtaining, first, a Certificate of Public Interest and, second, an Operator's License from Consumer Protection BC. DIMS had already applied for and received the Certificate in 2013, and Derek Hood had met with staff of the Licensing Department early in 2014 to explain our project and discuss requirements for the License.

In the late spring of 2015, DIMS had further conversations with Heather McCurdy, Manager of Licensing, and began gathering the documentation required for the License application. This included, but was not limited to: a survey of the cemetery land, the design for the burial areas, the measurements of various areas and structures, a financial feasibility plan, and information about DIMS board members. The completed application was submitted on July 31, 2015.

Over the following two months, DIMS sent the Licensing Manager 1) the Cemetery Operational Bylaws; 2) the Cemetery Operating Procedures including the 14 appendices; and 3) the signed agreements that had been prepared for the administration of the necessary trust accounts by the Union Bay Credit Union and signed by DIMS and the UBCU.

On October 1, Sean Sissett, Senior Compliance Officer with Consumer Protection BC, inspected the cemetery and met with two DIMS board members to further discuss the License requirements. He requested several minor changes in our documents, which were completed in the month that followed. Despite this request, the License was issued at the end of that day.

Structures

Chair Gloria Michin read the following report, which was submitted by Director John Dillon:

Construction consisted of a vehicular gate, a kiosk at the front entrance, a lych gate, a rear gate, two semicircular walls in the memorial area, and three signs.

Much of the work was done by volunteers, starting with the extensive design work done by Etienne de Villiers. The board sorted through a number of design options with Etienne's help - his patience lasted during our lengthy learning curve, and we are grateful for the elegance and simplicity of his design.

The vehicle gate construction was done by Steve Ord and Matt

Scanlon. The quality of construction was such that it set a standard for the rest of the project.

The kiosk was the second project to be done. David Scruton provided design, days of labour, enormous skills, and quite a lot of material. Since the project was so much fun, he volunteered for the much larger gate at the entrance also. David found a source for the wood, hauled it home, milled it to size and shape, and put it all together. The unfortunate demise of his compressor due to weeks of sanding rough wood to a finished stage didn't stop him. He also offered heavy duty equipment to build the foundation and to hoist the beams into the air. The days of work he gave on the kiosk turned into months of work on the gate.

The cemetery entrance was enhanced by the generous donation of 3 large cedar sculptures by local artist Michael Dennis. These figures are now known as "The Ancestors".

Peter Marshall was a volunteer who was part of the cemetery project from the beginning - initial landscaping, shingling, and final landscaping at the end. John Mather was called every time big things needed to be moved. His skill and heavy machinery were essential. Peter Karsten did the three wood signs. There were a dozen others who shoveled, raked, and hauled stones to finish the Allee, including Dave Niedermoser and Dennis Lavallo, who both had new tractors, which helped a lot.

The board was careful to hire islanders - qualified professionals - to do those things that the volunteers couldn't do. With great skill Luc Trepanier and Drew Erickson built the curved concrete memorial structure, Graeme Johnson built the north gate, and Jeff Honsinger installed the big brass plaque, as well as the floor of the south gate.

Work on the Land

Director Lori McFarlane read the following report:

The following land preparation took place in 2015:

- Louise Bell will report on the Garry Oak Meadow and John Dillon will report on the building and erection of structures
- Paths were created from the allee to the gathering space and around the 2 memorial walls with smoothing of the contours of the land, placement of landscape cloth and depositing and raking of gravel
- Native grass seed was spread over the inner circle of the

gathering space and outside the outer walls and gravel paths of the memorial walls

- The 35-year section was mowed after an initial weed-eating in preparation for our first burial
- Several work bees were held to weed the allee and paths in the scattering area and remove invasive species (especially thistles) in the 35 yr section
- Allee trees were hand watered by volunteers Doug Olstead and Dennis Lavallo every 1-2 weeks during our long, hot summer

The above work couldn't have been completed without the generous contribution of many volunteer hours, so a huge thanks to all the waterers, weeders, soil redistributors, and gravel movers and rakers!

Cemetery Opening

Director Angela Robinson presented the following report:

The Denman Island Memorial Society was formed in 2009 to address the need for a new community cemetery. After many years of community consultation and work with residents of Denman Island and many off-islanders Denman Island Natural Burial Cemetery officially opened Oct. 11, 2015 on Thanksgiving weekend.

The opening ceremony began with a song by the Church Choir. Board member Lori McFarlane, as the MC, welcomed everyone. Present and past DIMS board members and project committee members were introduced. Lori then gave a brief history of DINBC.

Board Chair Gloria Michin presented the philosophy of Natural Burial and gave an overview of the physical features of DINBC.

Denman Conservancy Association's Patti Willis described the role of DCA in establishing a conservation covenant for the section of Central Park that is now the DINBC.

Jen West and Lori McFarlane led the crowd singing Joni Mitchell's "Circle Game".

Board member Stephanie Slater acknowledged the agencies and organizations which provided funding and support for DINBC and also acknowledged the incredible support of many islanders and other individuals.

Louise Bell, Board Vice-Chair, described, with the opening of the cemetery, what comes next for DIMS and DINBC.

Lori McFarlane announced the official launch of the DINBC website and the DINBC information booklet. Louise Bell was presented with a lovely pink hardhat to commemorate the incredible work she has done through the years from the beginning of the DINBC project to the opening ceremony.

Doreen Tetz, one of the original board member of DIMS, was asked to cut the green ribbon to officially open the cemetery.

Refreshments were provided by some of the faithful DINBC supporters and volunteers and served by the Carmen Mirandas (Margaret Fraser, Susan-Marie Yoshihara and Maxine Matilpi).

A woven wicker casket, a pine coffin, a shroud, a shrouding board, DINBC information booklets and an information board including photos, a timeline and information about the process of creating DINBC were on display.

Approximately 150 people attended the opening ceremony. Many of those in attendance had volunteered in some way to the creation of DINBC.

Garry Oak Garden

Director Louise Bell read the following report:

This project was made possible through a grant of \$3761 awarded to DIMS in the fall of 2014 by the Toronto Dominion Friends of the Environment Foundation. Work on the garden was postponed by one year, but all funds were spent within 12 months of receipt of the grant money, as was required.

The garden consists of one large bed to the west of the memorial walls and three smaller beds elsewhere in the Gathering Space. A drawing made by Peter Karsten showing the garden and providing information about the plants and the funding was placed on the kiosk signboard at the entrance into the cemetery in the early fall of 2015.

The garden areas were cleared and prepared in June 2015. Plants for garden were purchased from the Miskellys at Saanich Native Plants with a few extras donated by Shelagh Horner. They consisted of 21 Garry oak trees either one or two years old, 25 shrubs of varying species intended for a shrub thicket along the west property boundary, approximately 550 forbs plus a few seeds yet to be planted, and approximately 110 grasses. Fencing and posts were purchased from Shar-Kare Feeds and Supplies, which gave us a 25% discount. We anticipate needing the fencing for the first 8 years or so.

The fencing was erected in mid October, under the direction of Peter Marshall and with volunteer help from Wendy Bothroyd, Jenny Balke, Dave Neidermoser, Dennis Lavallo, and Graham Brazier. The garden plan was created by Shelagh Horner. Planting and mulching were done in late October, supervised by Shelagh with volunteer help from Jayne-Anne O'Reilly, Noni Fenwick-Wilson, Mikell Callahan, Ann Paisley, Concha Dennis, Jude Kirk, and Jenny Balke. Marinus Blyterswick donated the water used at this time.

An interim report was submitted to TD FEF on October 8, when it was due, and a final report is due on October 8, 2016.

Many thanks to the many volunteers who contributed to this project. The garden will require continuing attention over the coming several years— weeding, watering and mulching. We hope you all will stay with the Garry oak garden team.

Operations Report

Chair Gloria Michin presented the following report:

Upon receiving our license on October 1st, 2015 and particularly after the extensive media coverage we received after our official opening on October 11th, there was a flurry of inquiries, both locally and from off of Denman Island.

Phone calls and emails: 11 total – 6 met eligibility requirement, 5 do not.

1 At need

2 Pre need, subsequent interment

2 Pre need

2 Pre need

1 Pre need

3 Scattering

Election of the Board of Directors

Director Lori McFarlane presented the following list of the islanders who, to date, had expressed the wish to stand for election as DIMS directors in 2016:

Louise Bell, Angela Robinson, Lori McFarlane, Stephanie Slater, Wendy Boothroyd, Jane Lighthall, Dennis Lavallo

Director McFarlane then called three times for nominations from the floor. As there were none, the preceding seven people were elected by acclamation.

New Business

Chair Gloria Michin again thanked outgoing board members Derek Hood and John Dillon.

Stephanie Slater presented Derek with a folder of DIMs photographs from the past 6 years. . A similar folder will be presented to John upon his return to the island.

Adjournment

Chair Gloria Michin adjourned the meeting at 8: 40. A slide show of the cemetery project since its inception was presented by Stephanie Slater. Refreshments were served.

DRAFT DIMS 2015 FINANCIAL STATEMENT
GENERAL ACCOUNT

Carried Forward from 2014			48,817
INCOME:			
Memberships		690	
DIRA Bottle Depot		295	
Fundraising:			
Donations	9,095		
Table Tennis Tournament (TTT)	2,574		
Sub-Total		11,669	
Grants:			
Denman WORKS! – hold-back from 2014	800		
Grant in Aid from Comox Valley RD	1,000		
Sub-Total		1,800	
Cemetery Operations:			
O/C Grave	1,024		
Interments – 3 x (\$1000 - \$250 to Care Fund)	2,250		
Permission to Scattering - 3	300		
Plaques - 8 x \$240	1,920		
Permission to Inter – 2 x (\$20 - \$5 to Care Fund)	30		
Sub-Total		5,524	
TOTAL INCOME			19,978
EXPENSES:			
Development:			
Admin/Supplies	312		
Insurance	350		
North Gate	2,205		
South Gate	6,965		
Kiosk	1,300		
Memorial Wall/Gathering Space	35,329		
Landscaping	922		
Garry Oak Meadow (funded by 2014 TDFEF grant)	3,750		
Fundraising – Campaign, TTT	1,092		
Sub-Total		52,225	
Cemetery Operations:			
Promotion	1,093		
Insurance	1,745		
Admin/Supplies	135		
Open/Close Grave	1,024		

Sub-Total		3,997	
TOTAL EXPENSES			56,222
Balance at December 31, 2015			12,573

DIMS AGM MEETING
JANUARY 26, 2015

Present

Directors: Louise Bell, Derek Hood, Doug Olstead, Lori McFarlane, Stephanie, Slater

Regrets: Gloria Michin, John Dillon

Community Members: Five

Given the absence of Chair Gloria Michin, Vice-Chair Louise Bell assumed the role of Acting Chair. She called the meeting to order at 7:40 p.m. and welcomed those in attendance. There was no new business added to the agenda, and the proposed agenda was adopted.

Minutes of the 2013 AGM

Given that the office of Secretary had remained unfilled since the resignation of Secretary Doreen Tetz in June 2014, Director Lori McFarlane assumed the role of Acting Secretary. She read an abbreviated version of the minutes of the last AGM, held January 16, 2014. No corrections were suggested. The minutes were adopted as summarized

M/S/C

Chair's Report

Louise read the following report for Chair Gloria Michin:

The DIMS board routinely met on a monthly basis, with the addition of several other meetings that were topic specific, including some that took place on the land.

I'd like to acknowledge all board members for their diligent work over the past year and for their commitment to the project of establishing a natural burial ground on Denman Island.

I'd also like to thank 2 board members who stepped down during the course of the year: Doreen Tetz, who served as Secretary as well as Fundraising Coordinator, and whose enthusiasm was always so infectious; and John Mather, who helped us understand construction methods and materials. Both have indicated a willingness to help on the project when the need arises.

In addition, Doug Olstead has indicated he will not be returning as a board member. Thank you Doug for your work and for leading us through all the complicated legal issues this project has required.

Two new members were added to the Board in 2014: John Dillon, who was elected at the AGM, and Stephanie Slater, who joined mid-year. Thank you both for adding your talents.

I am pleased to note that other current board members have agreed to stand for election for the coming year.

Treasurer's Report

Treasurer Derek Hood presented the Financial Statement for 2014 and the Forecast for 2015. These reports are appended to the minutes. A motion was made to adopt the Financial Statement.

M/S/C

Membership Report

Acting Chair Louise Bell read the following Membership Report for Gloria Michin:

DIMS Membership at the end of December 2014 stood at 29 members.

Fundraising Report

The following report was presented by Director Stephanie Slater:

The Denman Island Memorial Society faces something of a financial "Catch 22." It needs money to complete the capital work on the natural burial cemetery, however it is not permitted to sell burial rights until it obtains an Operator's License from Consumer Protection BC. The requirements for getting the license necessitate completing most of the capital work. Additionally, the DIMS board members want to ensure the costs of burial are affordable to all Denman residents. For these reasons, DIMS has been raising funds to:

- Build memorial structures for the common gathering place;
- Build a main entrance structure and a secondary gate;
- Create signage and an information kiosk; and
- Restore natural habitat to the site.

Fundraising for DIMS in 2014 consisted of a combination of fundraising activities (\$15,553), grant allocations (\$12,761) and individual donations (\$4,547), for a total of \$32,861.

Grant applications have been challenging because the construction elements of the natural burial cemetery do not readily fit the criteria of many funding programs. This challenge has made fundraising all the more critical for meeting DIMS' objectives.

The following is a chronological summary of fundraising activities and successful grant applications:

March - DIMS hosted the fifth Denman Island Table Tennis Tournament in March, netting \$2,398.

April - DIMS managed the kitchen and the flea market at the Denman Island Volunteer Fire Department Auction, receiving 40 per cent of the net profit for the event: \$3,858.

April - DIMS received a grant of \$4,000 from Denman Works! to help fund construction of the Gathering Space and the main entry structures.

June - DIMS received an interest-free loan of \$5,000 from the Union Bay Credit Union annual repayment of which will be balanced off by five annual 'community donations' each of \$1,000. The

funds will be put towards construction of the memorial structures.

September – Corn roast at the annual Blackberry Faire: \$160

October - The Toronto Dominion Friends of the Environment Foundation gave DIMS a grant of \$3,761 to create a Garry Oak meadow in the Gathering Space. DIMS has deferred the work to September, 2015 to allow construction of the memorial structures prior to doing the plantings for the meadow.

November - DIMS hosted a silent auction at the Denman Island Arts Centre as a fundraiser for the cemetery gates. Auction items included art works, as well as Denman Island goods and services. Net proceeds were \$9,137.

The DIMS board is grateful to the granting organizations who have supported this important community project and to the many individuals who have supported the society through individual donations and by participating in our fundraisers.

Communications

The following report was presented by Director Stephanie Slater:

DIMS communications activities took place throughout 2014. They primarily took the form of articles in the Grapevine and Flagstone newsletters, focusing on the following topics:

- DIMS AGM (Jan)
- Table Tennis Tournament (which DIMS presented as a fundraiser): 3 articles (Feb and Apr)
- Thanksgiving (acknowledgement of donors and volunteers and update – Oct)
- Silent Auction fundraiser: 4 articles (Oct–Dec)

Some of the articles were used to provide updates on the natural burial cemetery and answer questions about the project.

The silent auction entailed a wide range of communications activities. In addition to the articles and calendar notices, a flyer and a poster were created to promote it. It also marked DIMS' first foray into social media. This took the form of a lively Facebook campaign featuring Louise Bell's photographs of the donors of goods and services. These photos were used on a display board posted at the auction, which also featured a map and other information about the cemetery project.

The Facebook campaign, the art exhibition that was part of the silent auction, and the two receptions that opened and closed the event provided opportunities to promote information and awareness of the project and to answer questions. They also provided acknowledgement of the auction donors and a forum for the community to see and appreciate the island's artists and service providers.

Text for a booklet about the Denman Island Natural Burial Cemetery has been drafted for printing in 2015. A website has been designed, thanks to the pro bono services of Denman Island resident Ram Sudami. It will be launched in 2015 when the cemetery is opened and will contain short video features about the project produced by volunteer Michael Rapati of Denman Island.

Society Bylaws

The following report regarding changes to the DIMS Operational Bylaw #1 was presented by Director Doug Olstead:

Amendments adopted in May 2014

1) Memorialization: It was clarified that the board, not the families of the deceased, will be in charge of ordering plaques. Also, every burial, whether of whole body or of cremated remains, must be memorialized with a plaque. Where cremated remains are scattered, purchasing a plaque is at the option of the family.

2) Plantings: It was clarified that the Board will be in charge of any plantings on newly filled graves, not the families. Families may spread seeds provided by the Board.

Amendments adopted in September 2014

1) Family Plots: Previously, a family plot was defined as a space for the burying of 2 persons, whether of whole body or of cremated remains or of one of each. But our Right of Interment Contract allows for a family to acquire up to 6 adjacent plots. Rather than possibly having to refer to multiple family plots, the definition of a family plot was changed to remove the reference to 2 persons; in its place, to now refer to "up to 6 adjacent graves"; and to set out the size of individual family plots according to the number of graves involved.

2) Contract Forms:

a) the "Right of Interment Contract," setting out one's entitlement to be buried or have one's family buried and the related cost for the plot, was amended. It now makes clear that in addition to the plot fee, which is paid for at the time of entering into the Contract, an Opening and Closing fee plus the cost of the plaque must be paid prior to the time of burial. As well, wording relating to the 25% Care Fund Contribution was amended to comply with government regulations.

b) the "Permission to Inter" and the "Permission to Scatter," by which the board authorizes a burial or scattering to proceed, were altered by amending the definition of "spouse" to correspond with the definition in the Cremation, Interment and Financial Services Act as follows:

"Spouse" means a person who: i) is married to another person or ii) has lived with another person in a marriage-like relationship for a period of at least 2 years immediately before the other person's death.

This definition comes into play in the legislated order of priority setting out who has the right to control the disposition of human remains. A spouse

comes second after the personal representative named in the will of the deceased.

PROJECT REPORTS

Coordinator's Report

Project Coordinator Louise Bell presented the following report:

Project agendas were prepared and project discussions facilitated for the 11 monthly DIMS board meetings in 2014. As well, agendas were prepared and discussions facilitated for the 11 extra meetings, called "working sessions," that focused solely on one or two specific design features. Some of these extra meetings were discussions intended to move us along in our decision making, whereas others were what we call "walkabouts" where we convened at the cemetery to consider issues from the perspective of the land. Minutes for the extra meetings were prepared and circulated.

As a result of the work in 2014, the board completed the planning for several major aspects of the cemetery, preparing us for construction stage of the project. As well, work on the land that was started in 2013 was continued over 2014. These achievements are recorded in the log of activities that has been kept since the start of the project.

As Project Coordinator, I wish to thank all of the DIMS Directors for their commitment and hard work on the project in 2014. I also want to thank the many islanders who have supported our work this past year. In particular I want to acknowledge the following islanders:

- Etienne de Villiers, for his continuing donations of time and design expertise relating to the cemetery structures;
- Jim Young, for assessing the engineering aspects and costs of Etienne's designs;
- Peter Mason of Denman Island for many hours of work in 2013 and, early in 2014, for what we call the "internal survey," which locates the rows of graves;
- Sara Barron and Heidi Redman of the Community Studio, for further work on the cemetery design;
- Steve Ord and Matt Scanlon, for donating their services and some of the wood for the handsome gate at the access road;
- Alan Schmidt, for donating time milling our wood;
- Peter Karsten, for designing signs, which he will be making for us in 2015; and
- David Scruton, for designing the kiosk signboard, which he will be building in 2015.

A number of other islanders donated their services for website design, making videos, taking photos, and coordinating the November auction. These contributions supported our communications and fundraising work.

Work on the Land

Director Lori McFarlane read the following report:

The following land preparation took place during 2014:

- Twenty-five young, nursery-sourced trees were planted along both sides of the Allee and protected with wire cages
- The second application of native grass seed was spread over the 35-year burial section.
- From June to Sept 2014, the newly planted trees were hand watered every 1-2 weeks by Board members Doug Olstead and Derek Hood .
- On Sept 8th board and community members gathered on the land for a work bee to remove invasive species.
- The Comox Valley Regional District planted 32 two-gallon-pot Douglas firs to shield the southern boundary of the cemetery from the newly installed cross-island trail and DIMS Board members protected them with wire cages.

Structures

Acting Chair Louise Bell read the following report, which was submitted by Director John Dillon:

In 2014 the Board conducted an extensive examination of scope, time, and cost for all items that will be built during 2015. The initial concern was the cost and scope for a design for the memorial trellis, which had been completed in a previous year.

The examination started in February when Jim Young agreed to manage the construction of the memorial trellises. His initial assessment caused concerns in both the cost and feasibility of the trellis concept. A preliminary engineering study by Sorenson and Associates led the board to reject the initial trellis design (which used metal lathes to hold the memorial plaques). A subsequent trellis design that changed the metal trellis to one which utilized concrete was considered, and was also rejected for both cost and mechanical reasons. A new design for concrete walls by Etienne de Villiers was accepted by the Board, and Sorenson & Associates completed all engineering work. A construction plan is now ready for the 2015 construction season.

A vehicle gate for the access road was completed by Steve Ord and Matt Scanlon.

John Mather moved a large rock to the front of the site. A 20" x 30" bronze plaque entrance sign was designed and purchased, which will be installed on the rock during the 2015 construction season.

Signs that will indicate the scattering area, and an entrance sign for the north gate were designed. The materials to create the signs has been purchased by Peter Karsten.

The materials to complete an information kiosk have also been purchased, and work is in progress by David Scruton.

The cost and scope of the south gate was also considered by the Board. The cost and scope of a design prepared by Etienne de Villiers was not been accepted by the Board, and alternative designs and costs were investigated. No final conclusion has been reached.

Management Plan

Director Doug Olstead presented the following report outlining the two sets of amendments to the Management Plan that were endorsed by both DIMS and DCA in 2014:

1) Signage: The obligation to acknowledge donors and funders on both the north and south entryway signs was altered to require such acknowledgement only on the south sign. Also, activities within the cemetery buffer areas were expanded to allow construction of signage at the south entryway and at the entrance to the service road on North Central Road.

2) Gathering Space: DIMS wishes to plant Garry Oak trees and ecosystem plants in the area around the outside perimeter of the memorial structure. Previously that area was to be maintained only as a buffer. The Management plan was therefore amended to enlarge the shape and area of the Gathering Space from circular and 15 metres in diameter to roughly rectangular and approximately 22 x 27 metres in shape. A complementary provision was inserted that plantings and vegetation management may be carried out in the expanded area.

It was originally intended that a single straight path would run directly from the Allee into the Gathering Space. A copse of small trees having been left in that intended area, it was decided instead to skirt the copse with two access paths that converge in a "Y" shape, and to allow this arrangement the Management Plan was amended accordingly.

Operator's License

Director Derek Hood read the following report:

In order to issue an Operator's License, the Consumer Protection Authority needs to receive and approve eight categories of information, which translate into 84 information items. DIMS has the required information for most of these categories, for example, the rules and regulations for the cemetery, the contracts that will be used for purchasing a burial plot, and a plan of managing the cemetery land over time. However, two items are outstanding, as they cannot be completed until nearer to the time that the cemetery opens. These items are first, establishing a trust fund for returns from the sale of burial plots on a pre-need basis, and second, establishing a Care Fund. Both funds will be established at the Union Bay Credit Union once we are ready to open.

DIMS met with several CPA officials in Victoria at the start of the year. This meeting paved the way for DIMS directors to contact CPA during 2014 on various matters, for example clarification on the nature and purpose of Care Fund. CPA seems genuinely interested in our project, given that it is community based and is limited to natural burial. As is to be expected, their focus is on protecting the consumer.

Election of the Board of Directors

Director Lori McFarland presented the following a list of the islanders who, to date, had expressed the wish to stand for election as DIMS directors in 2015:

Chair - Gloria Michin Vice Chair - Louise Bell
Secretary - [no candidate] Treasurer - Derek Hood

Directors at Large -- John Dillon, Lori McFarlane, Stephanie Slater
Director McFarlane then called three times for nominations from the floor. As there were none, the preceding six people were elected by acclamation.

Adjournment

Acting Chair Louise Bell adjourned the meeting at 8: 55. Refreshments were served.

DIMS 2014 FINANCIAL STATEMENT

INCOME

Memberships and Donations		4,787	
DIRA Bottle Depot		104	
Fund Raising:			
Blackberry Fair	160		
Table Tennis Tournament	3,079		
Fire Fighters Auction	3,858		
Silent Auction	9,351		
Sub Total		16,448	
Grants:			
Denman Works	4,300		
UBCU	5,000		
TD Friends of the Environment	3,761		
Sub Total		13,061	
	Total Income		34,400

EXPENSES:

Admin:			
Annual Fees	25		
Copying layout plot	38		
By Law Amendment	50		
Work Bee notice	22		
Community Studio	155		
Sub Total		290	
Table Tennis Tournament:			
Hall Rental	500		
Medallions	88		
Insurance	180		
Sub Total		768	
Cemetery:			
Trees	550		
Signs	67		
Access gates	201		
Entrance plaque	2,652		
Kiosk	456		
Sorensen and Associates	788		
Sub Total		4,714	
Silent Auction:			
Hall Rental	175		
Grapevine insert	135		
Admin	30		

Sub Total	340	
Total Expenses		6,112
Surplus		28,288
Carried Fwd Dec 31, 2013		20,529
Total		48,817

BANK RECONCILIATION:

Chequing Account December 31, 2014	48,817
Shares	30.3

Approved by DIMS Directors:

Gloria Michin, Chair
Date: Dec 27, 2014

Louise Bell, Vice-Chair
Date: Jan 26, 2015

DIMS 2015 FORECAST

	2014 ACTUAL	2015 FORECAST
INCOME:		
Memberships and Donations	4,787	1,500
DIRA Bottle Depot	104	110
Sub total	4,891	
Fund Raising- Blackberry Fair	160	
Table Tennis Tournament	3,079	3,200
Fire Fighters Auction	3,858	
Silent Auction	9,351	
Sub total	16448	
Grants- Denman Works	4,300	
UBCU	5,000	
TD Friends of Environment	3,761	
Sub total	13061	
Total Income	34,400	4,810
EXPENSES:		
Admin	25	25
Table Tennis Tournament- Hall rental	500	500
Insurance	180	180
Other	100	100
Sub total	780	780
Cemetery- Memorial wall		23,000
Gravel in Gathering Space		660
Kiosk	456	1,300
Installation of plaque		200
Information booklet		550
Signs for north entrance & Scattering area		200
Record keeping		50
Gary oak trees		3,700
Insurance		4,200
Contingency operating costs		3,000
Sub total	456	36,860
Total expenses		
	1,261	37,665

	SUMMARY
Available Funds	
Forecast Expenses	48,817
Balance	37,665
	11,152

DIMS AGM MEETING
JANUARY 16, 2014

Present

Directors: Gloria Michin, Louise Bell, Derek Hood, Doreen Tetz

Regrets: Lori McFarlane, Carol McMullen, Doug Olstead, John Mather

Community Members: Five

Gloria called the meeting to order, introduced DIMS members and reviewed the agenda. There was no new business added to the agenda; the agenda was adopted.

Minutes of the 2013 AGM

Doreen read a summarized version of the minutes. Two corrections to those minutes were suggested. Firstly, regarding the Undersurface Rights, it was suggested that this be referred to as *alleged* Undersurface Rights. Secondly it was suggested to refer to the burial areas using the *year* designation not percentage (i.e. 35 year burial area). With these corrections the minutes were adopted. **M/S/C**

Chair's Report (submitted by Gloria Michin)

January 23, 2013 – DIMS Board member Doug Olstead took the signed conservation covenant, the subdivision approval documents, official survey and other related documents to the Provincial Land Title Office for transfer of the cemetery land from the DCA Board to the DIMS Board. The official date of the transfer is January 23, 2013.

January 24, 2013 – DIMS held its third AGM. Following minutes and reports, those present supported a motion to elect the seven directors who chose to allow their names to stand for re-election.

January 30, 2013 -- Richard Simpson, Professional Engineer, visited Denman Island to do the land work necessary for the formal geotechnical assessment required for application to CPA for a Certificate of Public Interest for creating a cemetery. Islander John Isbister assisted him.

February 15, 2011 -- DIMS again submitted a grant-in-aid application to the Comox Valley Regional District, this time seeking \$1000 towards preparation of the cemetery land. The application was successful and provided \$500 for this work.

March 2-3, 2013 – DIMS hosted the fourth Denman Island Table Tennis Tournament, another great success.

March 8, 2013 -- DIMS submitted the first draft of the Management Plan to DCA's Land Committee. The DIMS Board adopted the plan by resolution on May 15, 2013 and the DCA Board approved it on May 27, 2013.

May 3, 2013 -- A completed application and the fee of \$1092.00 was submitted to the Business Practices and Consumer Protection Authority of BC (CPA) for a Certificate of Public Interest. DIMS received notice in October 2013 that CAP had sent notification to the BC Land Title Office to register the Certificate on the title of the cemetery property.

May 9, 2013 – A completed application for a permit for a road access for the cemetery was submitted to the District Development Technician in the Courtenay office of the Ministry of Transportation and Infrastructure on May 9; the permit was issued on May 21 and emailed to the DIMS Chair.

May 15, 2013 – DIMS made final amendment to the Rules and Regulations for the Natural Burial Cemetery (a document that CPA requires a cemetery to finalize prior to applying for an Operator's License) and adopted them as DIMS Operational Bylaw No.1.

Work began on the land and continued through the summer and fall of 2013. Details will follow in another report.

October 12, 2013 – With assistance from DIMS board member Doug Olstead, surveyor Peter Mason from Denman Island volunteered his time to create survey points for the corners of blocks in the 35-Year Burial Section. This work required several part-days on the land, surveying and implanting markers. As well, Peter provided a plan showing and explaining all of the points that were marked. I'd like to take this opportunity to thank all the members of the DIMS Board for their thoughtful and thorough contributions this past year. It's been a pleasure working with you all.

Treasurer's Report (submitted by Derek Hood)

Derek presented the 2013 Financial Statement and Budget as well as the 2014 Forecasted Income. These reports are appended to the minutes. A motion was made to adopt the financial statement and budget. **M/S/C**

Membership Report (submitted by Gloria Michin)

At the end of December 2013 we had 45 members. The Chairs moves that the annual membership fee remain at \$10. **M/S/C**

Fundraising Report (submitted by Doreen Tetz)

FUNDS FROM FUNDING AGENCIES

Real Estate Foundation	1000
CVRD	500
Denman WORKS	4400

FUNDS FROM ISLAND FUNDRAISING EVENTS

Table Tennis Tournament	2546
Memberships/Donations/Orkney	2435
Mail-Out Request for Funds	7638
DIRA Waste Management	67

TOTAL FUNDS RAISED IN 2013 **\$18,586**

PRO BONO WORK

Excavator services for the geotechnical assessment	Jan 30, 2013	John Isbister, Contractor, Denman Island	\$300
Computer mapping work	Apr and May	Andrew Fyson	\$200

for the Management Plan	2013		
Report: <i>Recommended Species for Plantings in the Denman Island Green Cemetery</i> (Appendix B in the for the Management Plan)	Apr, 2013	Andrew Fyson	\$500
One-hour consultation on planting/seeding of cleared land	Aug 17, 2013	Andrew Fyson	\$50
14 hours of backhoe work creating paths and spreading chips	Oct 11-12, 2013	Peter Karsten	\$1400
Surveying the Allee and the block corners in the 35-Year Section: Five 4-hour sessions on the land plus a final report.	Oct 2013 – Feb 2014	Peter Mason	\$3200***

Total Pro Bono Work 2013 \$5650

Communications (submitted by Louise Bell)

The major communication undertaking during the past 12 months was an exhibit on the large display board showing a map of the cemetery design and drawings of the proposed structures and soliciting public comment. This material was presented at the February meeting of the Denman Island Residents Assoc, with a question-and-answer period following the presentation. The exhibit was then on display at the Seniors Activity Centre until after the Table Tennis Tournament in early March and again, in June, at the Summer Solstice Celebration at Orkney Farm.

In addition, DIMS circulated seven Flagstone articles—two about the Table Tennis Tournament, one about the cemetery exhibit, three about progress in preparing the land, and one announcing this AGM—as well as one short Grapevine article about the exhibit.

With respect to communications with the DCA Board, as planned at the start of the year, one or two of the DIMS directors, serving as a liaison, attended four quarterly DCA board meetings and provided a brief update on recent DIMS work as it pertained to the conservation covenant and the management plan. In addition, the two boards met in May to review these matters.

PROJECT REPORTS

Coordinator's Report (submitted by Louise Bell)

This report covers the organizing of the tasks and Board deliberations that deal with the creation of the new cemetery.

Project agendas were prepared and project discussions facilitated for the monthly DIMS board meetings in 2013. As well, agendas were prepared and discussions facilitated for the five extra meetings, called “working sessions,” held between late

February and September that focusing solely on design features and land preparation. Extra meetings also included one walkabout on the land with Andrew Fyson, on August 17th, when two DIMS directors reviewed with him the types of vegetation that would be suitable plantings in the rough cleared areas and the types of trees that would be suitable along the sides of the Allee. Minutes for all extra meetings were prepared and circulated.

As a result of the work in 2013, the board has now completed several major steps in Phase Two of the cemetery project. Each of these achievements is recorded in the log of activities that has been kept since the start of the project.

As Project Coordinator, I wish to thank all of the DIMS Directors for their commitment and hard work.

Taxes and Internal Survey (submitted by Doug Olstead, presented by Gloria Michin) Concurrent with the BC Business Practices and Consumer Protection Authority accepting DIMS application for a Certificate of Public Interest, in early October of this year an endorsement was registered by that Authority against title to the cemetery land at the Victoria Land Title Office. The certificate and this accompanying endorsement approve and restrict the land to cemetery use only.

The BC Assessment office in Nanaimo was notified of registration of this endorsement and, as a result, on Nov.4th confirmed that DIMS will have ongoing tax exemption as long as it continues to meet section 15 (1)q of the Taxation (Rural Area) Act which requires, for our purposes, that DIMS cemetery work remain of demonstrable benefit to the people of Denman Island at large.

Our landscape consultants, Community Studio, provided us with wonderful concept drawings for the development of the cemetery lands. Those drawings were based on GPS readings and, so, while fine for design layout purposes, lacked the precision required by DIMS and government regulators to enable finding exact locations of all burial plots.

To achieve this greater precision, Peter Mason of Denman Island, using survey equipment has placed enduring iron pins at the exact 4 corners of each of the 12 blocks of burial plots in the initial 35-year burial area. Because we know the size of each plot and the distance between each iron pin, we will now be able to easily locate any plot at any time regardless the extent of renaturalizing vegetation and passage of time.

As well, because the exact location of all the old stumps remaining within the burial blocks being determined, until those stumps have decomposed, the plots they occupy can now be indicated as currently unavailable in our records.

Additionally, Peter Mason has laid out the precise location of our allee and the east-west axis of the Gathering Space.

Currently, he is preparing a digital plan setting out all this information. That plan is an essential part of DIMS upcoming application for approval by the government to our acting as a licensed cemetery operator. Peter's work brings us one step closer to being able to submit that application. Together, all his work constitutes a substantial contribution to the development of the cemetery and we offer him our great appreciation. As well, our thanks go to Joan Vinnedge for allowing us the use of Roger's survey equipment

Management Plan (submitted by Louise Bell)

Work on the Management Plan actually began in March 2012, led by Keir Cordner with assistance from Roxanna Mandryk, but was put on hold four months later awaiting amendments to the draft conservation covenant, which were completed in October 2012. With this agreement in place, Keir resumed preparation of the Management Plan until his resignation from the Board in the spring of 2013. DIMS submitted the first draft of the Management Plan to DCAs Land Committee in mid March. Three further drafts were submitted in April, after which the LC considered the plan acceptable and forwarded it to the DCA board. The DIMS Board adopted the plan by resolution on May 15, 2013 and the DCA Board approved it on May 27, 2013. With the Management Plan in place, work could now begin on the land.

DIMS is grateful to Keir for his tireless work in creating the Plan.

Land Preparation and Structures (submitted by Doreen Tetz)

The following land preparation took place during the summer and fall of 2013:

- identification of trees to be cut for firewood, milling and chipping
 - preparation of the access road off of North Central Road
 - falling and limbing of all trees in the 35 year burial area and of all the non alder trees in the 65 year burial area
 - all remaining (non -ancient) stumps were removed from the 35 year burial area and relocated to the trench or to the 65 year burial area
 - limbs and small tree trunks were stacked for chipping
 - large trees were separated into millable logs and firewood logs and moved off of the cemetery land
 - a commercial chipper was brought in to chip all branches and small tree trunks – chips were stacked into piles
 - the 35 year burial area was raked and prepared for seeding
 - native grass seed was spread over the 35 year burial area
 - trails were established in the scattering area and covered with chips
 - the area was surveyed to accurately locate the burial plots and the allee
 - the entrance way off of Denman Road was further cleared – the large rock moved and soil re-located to the allee buffer regions
 - pit-run gravel was spread over the surface of the access road and the allee
- Land preparation to be completed in early 2014:
- final raking and gleaning of the allee buffer regions
 - purchasing and planting of approximately 24 trees according to the planting plan
 - deer proof cages installed around the trees
 - board decision required re access to the gathering space

Over 2013, details were pinned down in the design of the trellises for communal memorialization and of the entranceway structures. These designs were created in 2012 by Etienne deVilliers, who provided his work at no cost. Etienne updated the

drawings in 2013 and consulted with construction firms on Vancouver Island to assist DIMS in estimating the cost of the structures.

Applications to the Consumer Protection Authority (submitted by Gloria Michin)

The application for the Certificate of Public Interest was submitted in May 2013 and registered on title in October 2013. The application cost was \$1092.

The application for the Operator's License is in progress and it is anticipated that the \$547 fee will be waived for DIMS because of non-profit status.

Society Bylaws (submitted by Louise Bell)

The outgoing DIMS Board is proposing that the Society's bylaws be amended to augment the means for the notification of meetings. Our bylaws require that such changes be made at a meeting of the general membership.

Three of the Society's bylaws address meeting notification. They currently read as follows:

Bylaw 36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver or notice, which may be by letter, telegram, telex, or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,

(a) a notice of meeting of directors is not required to be sent to that director, and

(b) any and all meetings of the directors of the society, notice of which has been given to that director, if a quorum of the directors is present, are valid and effective.

Bylaw 58. A notice may be given to a member, either personally or by mail to the member at the member's registered address.

Bylaw 59. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.

The following resolution was proposed and adopted. **M/S/C**

Be it resolved that

- a) Bylaw 36 be amended by adding "email," after "telegram";**
- b) Bylaw 58 be amended by adding "or by email," after the "mail" and adding "or by announcement in a local newspaper"; and**
- c) Bylaw 59 be amended by adding "or email" after "mail" and adding "or by announcement in a local newspaper" after "or email."**

Election of the Board of Directors (submitted by Louise Bell)

Eight people have put their names forward to run for the DIMS Board of Directors for the year 2014-15.

Chair -- Gloria Michin Vice Chair—Louise Bell

Secretary -- Doreen Tetz Treasurer -- Derek Hood

Directors at Large -- John Dillon, John Mather, Lori McFarlane, Doug Olstead

With no new nominations from the floor the above eight people were elected by acclamation.

Louise noted that two directors (Keir Cordner and Carol McMullen) resigned from the board in 2013.

The meeting was adjourned and refreshments served.

DIMS 2014 FORECAST

	2013 Actual	2014 Forecast
INCOME:		
Memberships & Donations	2,435	2,000
Grants	5,900	500
Table Tennis Tournament	2,546	2,500
DIRA Waste Management	67	70
DCA Transfer	1,065	-
Special Fund Solicitation	7,638	-
Denman Firefighters Auction		1,500
TOTAL INCOME	19,651	6,570
EXPENSES:		
Hall Rental	500	500
Insurance	2,349	2,349
Government Applications	1,622	25
Administration	307	50
Land Preparation	9,244	-
Kornfeld LLP	562	-
Simpson Geotechnical	4,487	-
Promotion		500
Gathering Space construction	-	?
Entrance/Lych Gate construction	-	?
TOTAL EXPENSES	19,071	9,994

DIMS AGM MEETING MINUTES
JANUARY 24, 2013

Present

Directors: Gloria Michin, Lori McFarlane, Doug Olstead, Louise Bell, Roxanna Mandryk, Keir Cordner, Doreen Tetz

Regrets: Derek Hood

Community Members: Two

Gloria welcomed everyone to the meeting, introduced the DIMS Board members and reviewed the agenda. There was no new business added to the agenda.

Minutes of the 2012 AGM

Doreen read a summarized version of the minutes of the January 25, 2012 AGM. The minutes were accepted as read.

Chair's Report (submitted by Gloria Michin)

Our 2nd AGM was held on January 25, 2012. A significant outcome of that meeting was the passing of a motion to increase our Board of Directors from 5 to 8 members. In addition to membership fees and outright donations, income through the year was provided by fundraising events we either held ourselves or in partnership with other organizations.

Several 'walkabouts' on the land, as well as meetings, took place with various expert members of the Denman community and varying members of the DIMS Board, to solicit advice on land preparation and maintenance. Subsequent meetings with DCA Board members resulted in amendments to the draft Conservation Covenant. Communications continued with legal representatives from Compliance Energy Corp. with respect to undersurface mineral rights.

Design work is ongoing, in collaboration with a local architect who has proposed some interesting ideas.

We are very near the end of Phase 1 of planning for the Denman Island Natural Burial Cemetery and look forward to beginning the next phase.

I'd like to take this opportunity to thank all the members of the DIMS Board for their thoughtful and thorough contributions this past year. We're about to hear just how busy they've all been. I'd especially like to thank Roxanna Mandryk, who will not be seeking re-election. It's been a pleasure, and you will be missed.

Treasurer's Report (submitted by Derek Hood, presented by Gloria Michin)

Gloria presented the 2012 Financial Statement and Budget as well as the 2013 Forecasted Income. A motion was made, seconded and carried to accept the financial statement and the budget. These reports are appended to the minutes.

Membership Report (submitted by Keir Cordner)

Total Memberships sold were 39. Membership rates remained at \$10 for the year. Total membership revenue for 2012 was \$390. DIMS thanks all of its members who have contributed to our progress towards creating a natural burial cemetery for Denman Island.

Fundraising Report (submitted by Doreen Tetz)

Funds Raised as of January 2012	\$24,230.91
FUNDS FROM FUNDING AGENCIES	
CVRD	\$ 500.00
FUNDS FROM ISLAND FUNDRAISING EVENTS	
Table Tennis Tournament	3,041.87
Fire Department Auction	1,614.05
Christmas Craft Fair Basket Draw	315.00
DIRA Waste Management (BOTTLE DEPOT)	70.14
FUNDS FROM MEMBERSHIPS/DONATIONS	1,110.59
TOTAL FUNDS RAISED 2012	\$ 6,651.65

PRO BONO WORK (Jan 2012 – Jan 2013)

Consultation on land preparation and plantings	May, 2012	Roy Vidler, Owner, Wildside Native Plant Nursery, Denman Island	\$100
Consultation on land preparation and plantings	May, 2012	Hamish Kimmins, Retired Forestry Professor, UBC School of Forestry	\$200
Consultation on land preparation and plantings	May, 2012	Katherine Dunster, Plant Ecologist and Landscape Architect	\$200
Consultation on clearing and land preparation	July, 2012	John Isbister, Contractor, Denman Island	\$100
Consultation on land preparation and plantings	Aug, 2012	Andrew Fyson, botanist	\$200
Consultation and drawings for cemetery structures	First set, Aug 2012,	Etienne de Villiers, designer	\$600
Consultation on vehicular entranceway	Dec, 2012	John Isbister, Contractor, Denman Island	\$100

Further sets of drawings for cemetery structures	Oct and Nov, 2012 and Jan 2013 @\$300	Etienne de Villiers, designer	\$900
			2012 Total \$2,400

Communications (submitted by Louise Bell)

Communications responsibilities for DIMS are two-fold.

- First, they involve engaging the residents of Denman Island in planning for the new cemetery by providing information and seeking feedback as the project ahead.
- Second, they involve maintaining periodic contact with the DCA Board about the project to carry out the terms of the Letter of Agreement and see that the conservation covenant is upheld.

With respect to island-wide communications, DIMS circulated one newsletter in the last year, which was a Grapevine insert on Jan 17, 2013, when transfer of the land was imminent. During 2012, two Flagstone articles and one Grapevine article were published with information about the Table Tennis Tournament, but they had little or no cemetery news. As well, Community Studio site plans were on display for people to look at during the Table Tennis Tournament and at the DIMS table at the Christmas Fair. Last, the Comox Valley Record ran a story about the cemetery project in August 2012.

With respect communications with the DCA Board, the standing arrangements for inter-board communications set out in the 2009 Letter of Agreement were not carried out in 2012. Specifically, no DCA members attended one or more DIMS Board meetings as a liaison, and no joint board meeting was held for the routine interchange of information. Meetings did take place, however, with DIMS and the DCA Land Committee and subsequently with the DCA Board, specifically to discuss amendments to the draft conservation covenant. As a result of decisions made at that time, a new board liaison arrangement was initiated this week, on January 21, and plans are underway for to standardize the date for the annual joint board meeting. Both of these steps should improve inter-board communications.

PROJECT REPORTS

Coordinator's Report (submitted by Louise Bell)

The role of Project Coordinator involves organizing the tasks and Board deliberations that deal with the creation and management of the new cemetery, and keeping a log of the activities and achievements as the project moves along.

Project agendas were prepared and project discussions were facilitated for the monthly DIMS board meetings in 2012. As well, agendas were prepared and discussions facilitated for the six extra meetings, called "working sessions," held between late July and our year end, focusing solely on cemetery design.

As a result of this work, we are now entering Phase Two of the project, which will include the opening of the cemetery. As Project Coordinator, I am grateful for commitment of all of the DIMS board members. It is your hard work has brought us to this exciting transition point.

In particular I wish to thank Doug Olstead, who was the lead for anything faintly official that we did this year – you'll hear about it all from him – and also to thank Lori McFarlane, who led the design work, which has become increasingly complicated as the project progresses.

I also want to thank Roxanna Mandryk for her many thoughtful contributions to the board discussions relating to the project, and to let her know that she will be greatly missed.

Conservation Covenant (submitted by Doug Olstead)

In return for the transfer of the cemetery lands to DIMS, the current owner, DCA, requires that a conservation covenant be registered against the land. The purpose of the conservation covenant is to assure that various conservation values for the land will be adhered to in perpetuity, with provision for legal enforcement by DCA in the event any of the provisions are breached. Negotiation of the exact terms of this covenant endured 12 draft versions until a final form of document was believed to have been arrived at in Oct. 2011. That covenant version provided, in part, that development of the Cemetery would allow for operation of up to 3 small burial areas at any one time as well as certain ancillary work, but would otherwise minimize disruption over the whole area at any one time.

However, after DIMS met with various consultants and advisors on the matter of land development and cemetery operation in the spring and summer of 2012, it was determined that a larger scale of initial development would be advantageous in several ways including:

- 1) there would be fewer intrusions by heavy machinery,
- 2) land development costs would be reduced,

3) potential problems from root systems of large trees invading burial areas would be avoided,

4) a large portion of land disruption would be completed at the outset for what would then become a sacred space for those using the cemetery.

To this end, negotiations resumed with DCA and its Lands Committee in the fall and winter of 2012. After much discussion, it was agreed the covenant would be amended with, in addition to a few minor administrative alterations, the following significant change regarding the extent and kind of development permitted. 3 burial areas, rather than 3 SMALL burial areas, were able to be operated at any one time. As well, "Rough Clearing" was permitted to be carried out on 35% of the total projected burial area of the cemetery. "Rough Clearing" was defined to mean "the cutting and chipping of all tree branches and shrubs and the removal by machine of all trees, recent stumps, shrub roots and slash to follow the contour of the land and then machine raking the land to follow this contour."

For the remaining 65% of the projected burial area, it was additionally permitted that all non-alder trees could be cut and removed provided stumps created by that cutting were left in the ground until that part of the property became an active burial area .

Specifics of this land development whether in the initial 35% Rough Clearing area or in the balance of the land requires the prior approval by DCA within the covenant-associated Management Plan process.

In addition, it was agreed with DCA at the time of the covenant amendment to temporarily waive a requirement in the covenant that various waste vegetative debris be kept within the cemetery property boundaries. Negotiations have taken place since that time in which it has been proposed by DIMS that, instead, waste arising from initial development would be entitled to be buried in a trench located nearby on the adjoining lands of DCA. Once initial development is complete or the trench is full, whichever occurs first, the terms of the covenant are to be fully reinstated. A draft agreement to this effect has been sent to the DCA Lands Committee and we are awaiting their response.

Negotiation of the above-mentioned alteration of the conservation covenant allowing for more extensive clearing was made difficult due to the sometimes contradictory constitutional objectives of DCA and DIMS. We would like to thank DCA and its Lands Committee for persevering in working through these challenging changes with us.

Undersurface Mineral Rights (submitted by Doug Olstead)

In Sept. 2011, it was discovered that undersurface rights (USR) that could compete against DIMS intended use of the cemetery property were registered against the land title. Much time was spent over the course of 2012 trying to find a solution including the lengthy negotiation of a modification of the USRs with the rights' owner, Compliance Coal Limited and its partners. With the modification document all but complete, solicitor for Compliance in Dec. 2012 conducted an updated search at the Victoria Land Title Office and discovered that the USRs had been removed from title. On questioning the Land Title Office, he was told, and we have since

verified, that the registering on title of the USRs was done in error by Land Title Office staff. As a result, title to the cemetery property is now without any encumbrances registered against it.

We wish to thank Don Haslam, solicitor for Compliance Coal Limited, and Peter Mason, our surveyor living in Bowser, for contributing their significant services in relation to the modification document at no cost to DIMS.

Subdivision (submitted by Keir Cordner)

An application to subdivide a 1.08 hectare parcel, for use as a Natural Burial Cemetery, from the 59.5 hectare Central Park parent parcel was prepared and submitted to the Ministry of Transportation and Infrastructure (MOTI) in June of 2010. The Denman Island Memorial Society received final subdivision approval on September 19, 2011. This approval was valid for sixty days.

During the land registration process at the BC Land Titles Office it was identified that undersurface rights were held on the proposed cemetery land which may conflict with the proposed cemetery use. This resulted in a delay in registering the new land title while negotiations were initiated with the undersurface rights holders.

Negotiations with the undersurface rights holder proved to be time consuming and the original subdivision approval expired. A subdivision re-approval application was made through MOTI, but also expired during its sixty-day approval envelope due to the continued delays in completing negotiations with the undersurface rights holder.

In the winter of 2012 negotiations with the undersurface rights holders were successfully completed and in the process of finalizing a subsurface lease agreement with the undersurface rights holders it was discovered that those rights had reverted to the crown and no longer affected the Natural Burial Cemetery property.

The subdivision plans were re-submitted to MOTI in December 2012 and were re-approved. It is anticipated that the subdivision will be registered at the Land Titles Office early in 2013 to complete the subdivision process.

Land Transfer (submitted by Doug Olstead)

Work by this organization to establish a new cemetery on Denman Island began in March 2009. Our Phase 1 objectives established at that time, were to rezone the land and change the OCP to allow for cemetery use, to have prepared a subdivision plan for the proposed lot of just over 1 ha., to obtain the consent of the Agricultural Land Commission to the removal of the new lot from its reserve, to develop a preliminary design of the cemetery, to negotiate a conservation covenant with DCA, and to then register a land transfer from DCA to DIMS. With the very recent

resolution of the unexpected USRs issue, I am pleased to advise that the subdivision plan, land transfer, and conservation covenant were registered at the Victoria Land title Office yesterday. Almost 4 years from our commencement date, Phase 1 is finally complete.

Cemetery Design (submitted by Lori McFarlane)

Lori presented the design map highlighting elements of the cemetery design including the three sections divided into ten burial areas, the blocks defined by corners with markers, and the individual (762) and family (85) plots. She pointed out the proposed design elements including the diagonal pedestrian walkway (allee), the scattering area, the gathering space and the two entranceways. She explained that land clearing would be done in stages with 35% of the burial plots (350 plots) would be rough cleared and managed over time with fostered growth of native understory plants possibly augmented with native grass seeding. As burials took place those areas would be allowed to regenerate naturally. Other opportunities for plantings would occur along the allee and in the gathering space. Gary Oaks were considered as possible plantings, but that decision had not yet been made. Drawings of the physical structures were available for meeting attendees to view.

Land Management Plan (submitted by Keir Cordner)

The Management Plan (MP) is a document that establishes the specific activities that will take place in the Natural Burial Cemetery, as well as its ongoing operations and maintenance. Overall the Plan ensures that the terms of the conservation covenant are upheld throughout the course of establishing, operating and maintaining a Natural Burial Cemetery on the land donated to DIMS from DCA. The MP is a required document, as described in both the Conservation Covenant (CC) and the 2009 Letter of Agreement (LOA) between DCA and DIMS. The initial version of the MP establishes the specific activities to be undertaken in the first five years that DIMS holds the land, or longer if deemed necessary, and requires mutual review and acceptance by both DCA and DIMS. As set out in the LOA, the initial MP must be completed and accepted by both DCA and DIMS prior to undertaking any activities on the land.

The DIMS Board of Directors began work on the MP for the Natural Burial Cemetery in early 2011 in anticipation of successful subdivision and registration of the newly created parcel of land with the BC Land Title Office. Following approval of the subdivision of the Ministry of Transport and Infrastructure, DIMS faced delays in registering the new land parcel due to undersurface mineral rights that existed on title for the land parcel. The MP was put on hold while negotiations ensued with the parties thought to hold these rights. In December of 2012 revisions to the MP resumed following the unexpected news that the Crown held the undersurface mineral rights. DIMS met in January 2013 to review and agree to the proposed revisions. Work on the MP remains in progress, and it is anticipated that a first draft will be completed in early February. Following its completion, the document will be

shared with DCA's Land Committee and a collaborative review and revision process is expected, prior to the document being considered by the DCA Board.

Election Of Board of Directors

A resolution was made at the 2012 AGM that DIMS increase the number of board members from five to eight and for the past year there have been eight board members. Roxanna Mandryk (board member) decided at this AGM to step down from the board. This left a vacant spot on the board and nominations were sought to fill this position. There were no nominations made at the meeting and so the seven remaining board members were elected by acclamation.

Elected for the position of Chair by acclamation, Gloria Michin

Elected for the position of Vice Chair by acclamation, Louise Bell

Elected for the position of Secretary by acclamation, Doreen Tetz

Elected for the position of Treasurer by acclamation, Derek Hood

Additional Board Members, elected by acclamation, are Lori McFarlane, Keir Corder and Doug Olstead

New Business

There was no new business, but Des Kennedy did make a suggestion that DIMS ask community members to consider making a bequest to DIMS.

DIMS 2013 Forecast

	2012 Actual	2013 Forecast
INCOME:		
Memberships	390.00	400
Donations	720.59	600
Grants	500.00	500
Table Tennis Tournament	3,041.87	3,100
Fire Dept. Auction	1,614.05	
Xmas Fair, Martini Lounge	315.00	
DIRA – WM Bottle Depot	70.14	70
Other		1,700
Total Income	6,651.65	6,370

EXPENSES:

Hall Rental	500.00	500
Hall Insurance	230.00	230
General Liability Insurance		1,000
Government Applications	50.00	25
Community Studio/Site Design	238.70	250
Publicity	30.58	500
Administration	57.22	60
Geotech Assessment		5,000
Operator's License		1,500
Land Preparation		10,000
Total Expenses	1,106.50	19,065

Approved by DIMS Directors:

Gloria Michin, Chair

Doreen Tetz, Secretary

Date

Date

Prepared by:

Derek Hood, Treasurer

DIMS 2012 Financial Statement

INCOME:

Memberships	390.00	
Donations	720.59	
Grants	500.00	
Table Tennis Tournament	3,041.87	
Fire Dept. Auction	1,614.05	
Xmas Fair	315.00	
DIRA – WM Bottle Depot	70.14	
Total Income		6,651.65

EXPENSES:

Hall Rental	500.00	
Hall Insurance	230.00	
Government Applications	50.00	
Community Studio/Site Design	238.70	
Publicity	30.58	
Administration	57.22	
Total Expenses		1,106.50

	Surplus	5,545.15
Carried Forward		14,404.53
Total		19,949.68

Bank Reconciliation

Chequing Account		19,949.68
Shares		28.02
Balance of funds held by DCA		1,065.00

**Denman Island Memorial Society
AGM Minutes
October 14, 2010**

Present

Directors Derek Hood, Gloria Michin, Doreen Tetz

Project Committee Members Louise Bell, Lori McFarlane

Community Members Eight

Regrets Doug Olstead (Director), Roxanna Mandryk (Project Committee member), Keir Cordner (Project Committee member)

Call to Order

Chair Gloria Michin welcomed everyone and introduced DIMS Board and Project Committee members. There was general consensus to accept the agenda as proposed.

Chair's Report - submitted by Gloria Michin

Gloria reviewed, chronologically, significant aspects of the log of activities for the DIMS cemetery project.

- Nov/08 – initiatives to establish DCA members' willingness to consider a donation of land for this purpose
- Jan/09 – exploration through BPCPA the steps required to start a cemetery and to undertake preliminary assessment of land suitability
- Apr/09 – visit to the Royal Oak Cemetery in Victoria to learn about the process of establishing a green cemetery from manager, Stephen Olson
- Apr/09 - application to CVRD for grant-in-aid
- May/09 – first DIMS committee meeting held together with DCA board, DCA Liaison Committee and Central Park Management Committee
- Jun/09 – DIMS officially became a non-profit society
- Jun/09 – DIMS began the work of fundraising and preparing land use applications.
- Aug/09 – a community information flyer about the cemetery project was sent to all households
- Sep/09 – community information meeting was held
- Sep/09 – DIMS receives charitable status.
- Nov/09 – DIMS and DCA hold special joint meeting to determine the terms of transfer of the cemetery land
- Nov/09 - Letter of Agreement signed by DIMS and DCA
- Dec/09 – rezoning application submitted to Islands Trust
- Jan/10 – application to remove the cemetery lands from ALR submitted to IT
- Jan/10 - Funding application submitted to the Real Estate Foundation of BC
- Jan/10 – DIMS hosted Table Tennis Tournament fundraiser
- Feb/10 – application to CVRD for grant-in-aid
- Mar/10 – the following resolution passed unanimously at DCA AGM:

Be it resolved to approve the transfer of approximately 1.1 ha of land at the southeast corner of Central Park to the Denman Island Memorial Society (DIMS) for consideration of \$5.00, subject to the registration on title of a conservation covenant that allows use of the land as a cemetery for natural burials but requires re-vegetation with indigenous plants in accordance with a management plan to be agreed upon by DCA and DIMS.

- Mar/10 – REF grant of \$10,000 received by DIMS
- Apr/10 – DIMS hosted a community “design charrette” with members of Community Studio to develop design plans for the cemetery
- May/10 – *In Focus* magazine publishes an article about DIMS cemetery project
- Jun/10 – DIMS receives draft report from CS group detailing two cemetery land design options
- Jun/10 – work begins on the conservation covenant
- Jul/10 – DIMS holds cakewalk fundraiser
- Aug/10 – DIMS receives notice that the ALC has approved applications
- Sep/10 – DIMS holds Fall Fair fundraiser
- Sep/10 – Denman Island LTC adopts proposed bylaws 196 and 197 which rezone the cemetery land as “Institutional”, thus allowing for its use as a cemetery
- Pending – completion of the conservation covenant and the subdivision application.

In conclusion, Gloria thanked the members of the Denman Conservancy Association (DCA) for their contribution of the land. She also recognized with appreciation the funding support from the Real Estate Foundation of BC and the CVRD.

Secretary’s Report - submitted by Doreen Tetz

Doreen reported that because this was DIMS’ first AGM there were no minutes of the “previous AGM” to read. She did report that DIMS had meeting minutes for 14 regular meetings, 1 community consultation meeting and 1 special meeting held with DCA. All minutes are available for review.

Treasurer’s Report - submitted by Derek Hood

Derek presented two financial statements and a budget:

1. DCA/DIMS joint financial statement for Aug 15/09 to Aug 31/10
2. DIMS financial statement for Aug 15/09 to Aug31/10
3. DIMS Annual Budget

The separate DCA/DIMS financial statement was prepared to reflect early fundraising efforts (Aug 09 – Dec10), when donations were collected by DCA for the DIMS cemetery project so that a tax receipt could be issued to donors. When DIMS received charitable status in Dec 09 (retroactive to Sep 09), tax receipts were then issued by DIMS. David Freeman (DCA Board member) reminded all that this was an appropriate arrangement because DCA is the landowner until the land is transferred to DIMS, subject to completion of all the land use applications and the conservation covenant.

A motion was made, seconded and carried to accept the treasure's report as read.

The two financial reports and the budget are appended to the minutes.

Membership Report - submitted by Keir Cordner and read by Doreen Tetz

DIMS would like to thank everyone who contributed to the green cemetery through their memberships during our first year. We will complete our first membership year in December 2010. Memberships totaled 84 for our first year, producing membership revenues totaling \$1010.00. We have one renewal membership already for 2011.

Memberships are an important funding source for the project and we are grateful for all the community support we have received. We hope to see many renewed memberships for 2011, as well as some new memberships.

Project Report - submitted by Doug Olstead and read by Doreen Tetz

Part One: Letter of Agreement with our Partner

A Letter of Agreement was signed between DIMS and DCA in Nov. 2009. This agreement set out the following procedure for the establishment of a new, green cemetery on Denman Island:

A. Phase One

1) DIMS agrees to apply (in the name of DCA) and pay for:

a) exclusion of the approximately 1 ha cemetery site from the Agricultural Land Commission

b) the changing of the zoning the Land Use Bylaw from "Agricultural" to "Institutional" and in the Official Community Plan from "Sustainable Resource" to "Institutional"

c) subdivision through Ministry of Transport and Infrastructure to create a separate legal parcel for the cemetery site

2) DCA and DIMS agree to then prepare and register against title to the land a conservation covenant in order to adequately protect the environmental values of the land with all these steps completed, DCA agrees to transfer the cemetery site to DIMS for \$5.00

B. Phase Two

DIMS in its own name agrees to apply to the Consumer Protection Authority of BC for a Certificate of Public Interest as well as an Operator's License required pursuant to the Cremation, Interment and Funeral Services Act in order to establish a new cemetery. To receive this Certificate and License, DIMS will arrange for the necessary supporting geotechnical assessment of the land and the formulation of bylaws appropriate to the operation of a place of interment.

Part Two: Conservation Covenant

Under the terms of a Letter of Agreement signed with the Denman Conservancy Association in November 2009, it was agreed a pre-condition for transfer of the cemetery site to DIMS is that a conservation covenant be negotiated between DCA and DIMS which, once finalized, is to be registered on title to the cemetery site. In this way, those significant environmental values of

the site will be protected in perpetuity. Included in the covenant will be a Baseline Study which will assess both existing and potential vegetation and wildlife as well as soils and topography. Also included in the covenant will be a Management Plan designed to ensure the terms of the covenant are adhered to over time. In particular, this Management Plan will see that DIMS use of the site has a limited and controlled effect on the existing site resources and that potential for re-introduction of native species is given appropriate consideration in design and planning.

Currently, DCA and DIMS are engaged in an exchange of a series of drafts intended to establish those basic terms of the conservation covenant having particular application to the proposed cemetery use of the cemetery site. These basic terms are expected to be agreed upon within approximately the next 2 months. At that time, those terms will be incorporated along with the previously mentioned Baseline Study and Management Plan into the standardized form of conservation covenant presently in use in B.C. It is hoped this will be concluded by early 2011.

Fundraising Report- submitted by Doreen Tetz

TOTAL FUNDS RAISED TO DATE: \$19,077

1. From funding agencies:		
Real Estate Foundation of BC:	\$10,000	(\$9,000 received)
Comox Valley Regional District	\$1000	
Subtotal		\$11,000
2. From Island Fundraising events:		
Table Tennis Tournament	\$2161	
Cakewalk	\$ 307	
Fall Fair	\$ 519	
3. From Membership	\$1020	
4. From donations	\$4070	
Subtotal		\$8077

In addition to these funds, DIMS has received pro bono contributions from Steve Carballiera, John Isbister (preliminary land assessment), J. Thornton (mapping) and The Community Studio (cemetery design). DIMS has also received many hours of assistance from friends, neighbours and families who contributed to the success of the fundraising events and the design charrette.

It is anticipated that Phase One of the cemetery project can be entirely financed with additional community fundraisers in 2010/2011.

Report on Land Applications – read by Doreen Tetz

1. Islands Trust Rezoning Application – submitted Doreen Tetz
On Dec 16, 2009 an application was submitted to the IT to rezone the 1 ha of land designated for the green cemetery from (A) Agricultural to (IN) Institutional. The application, prepared by DIMS for DCA, was subsequently received by the LTC at its business meeting on Jan 19, 2010. The Committee decided that this application would be processed

with the bylaw amendments regarding climate change, thus saving DIMS the \$4950 application fee.

On February 16th the Denman LTC gave first reading to bylaws No. 196 and 197, which propose the amendments to the OCP and the LUB that are necessary to rezone the cemetery land. On Feb 23rd the LTC hosted a Community Information Meeting regarding the proposed rezoning. After the second and third readings, the final and fourth reading was held on September 7th after which the Denman LTC adopted proposed bylaws 196 and 197 which rezoned the land in the SE corner of Central Park as “Institutional” thus allowing its use as a cemetery.

2. Agricultural Land Commission Application for Exclusion - submitted by Doug Olstead
Under the terms of a Letter of Agreement signed with Denman Conservancy Association in November 2009, DIMS was responsible to organize and submit DCA's application for exclusion of the approximately 1 ha cemetery site on Denman Rd. from the Agricultural Land Reserve. This application was initiated, as required, first with the Islands Trust which on January 18, 2010 agreed to forward the application to the ALC along with a recommendation that the application for exclusion be approved. In February 2010, in order to strengthen chances of success with the Agricultural Land Commission, a Denman Island resident, Ella Day, agreed with DIMS assistance to make a supporting application to insert into the ALR double the amount of land being asked to be excluded. On February 22, 2010, the Islands Trust agreed to forward this application on to the ALC for its consideration. On June 4, 2010, the ALC met and agreed:

- to insert into the ALR the area of land offered by Ella Day
- to exclude from the ALR the lands needed for the cemetery site.

Unfortunately, through what appears to be a clerical error, a condition attached to this approving resolution stated that “the approval for non-farm use is granted for the sole benefit of the applicant and is non-transferable.” The application was made on the explicit understanding that assignment of the cemetery site was to take place from DCA to DIMS. DIMS has requested that the ALC correct this error and a corrected resolution is expected shortly.

3. MOTI Subdivision Application - submitted by Keir Cordner
DIMS is in the process of a Subdivision Application to the Ministry of Transportation and Infrastructure in its efforts to create the new Green Cemetery. Prior to making our Subdivision Application it was necessary to obtain approval from the Agricultural Land Commission to exclude the proposed 1.069 hectare parcel from the Agricultural Land Reserve. It was also necessary to obtain approval for re-zoning of the proposed parcel from the Islands Trust. The existing property zoning was “Agricultural”, which has been successfully re-zoned to “Institutional”, the required zoning for the proposed Green Cemetery use.

Following successful completion of the Agricultural Land Reserve Exclusion, as well as successful application for re-zoning to “Institutional”, our Preliminary Subdivision Application was submitted to the Ministry of Transportation and Infrastructure Office in Courtenay. This application was submitted on June 18, 2010. Our application has been referred out to ‘interested’ agencies for their review and consideration. These agencies include, but are not limited to the Islands Trust, the Agricultural Land Commission, and Vancouver Island Health Authority. On July 6, 2010 the Islands Trust acknowledged receipt

of the referral for our subdivision application from the Ministry of Transportation and Infrastructure, and requested their Referral review fee payment in the amount of \$1 210.00. This Subdivision Referral Review application was completed and submitted with payment of the required fee in late July 2010. Our application remains under consideration with the Ministry of Transportation and Highways while their office awaits formal response from the referral agencies. To date all referrals have been reviewed and responses provided to the Ministry of Transportation and Infrastructure, excluding the Islands Trust.

We are hopeful to receive favourable referrals from the interested agencies in support of the subdivision application. If successful, we will be granted Preliminary Layout Approval from the Ministry of Transportation and Infrastructure which generally includes conditions to be satisfied prior to final subdivision approval. At a minimum this will include the formal surveying of the parcel to be subdivided, registration of any required covenants, and satisfaction of requirements from the referral agencies, if so required.

Cemetery Design Report - submitted by Lori McFarlane

In late April/early May DIMS hosted a design charrette in the Denman Community Hall, facilitated by members of Community Studio, a non-profit society comprised of recently graduated landscape architects from UBC's School of Architecture and Landscape Architecture. These volunteers provide services to BC communities to assist in the planning of outdoor community spaces. The design charrette saw several small groups comprised of DIMS and DCA members and interested islanders working together with CS members to incorporate cemetery design ideas into an over all plan. On the final day CS members presented two draft cemetery design plans that incorporated these ideas and then they asked for additional comments to be attached to the plans via post-it notes. In June DIMS received, from CS, a written report summarizing the findings and two detailed design plans. A third design, incorporating just the ideas of the CS members, will be presented October 23, 2010 when six of the CS members return to Denman to meet again with DIMS and DCA members to further refine the cemetery design plans. A copy of the CS report was available at the AGM for viewing.

Election of the Board of Directors

Gloria put forward a slate of five people (Gloria Michin, Derek Hood, Doreen Tetz, Doug Olstead, Lori McFarlane) for the positions of director of the board. There were no further nominations from the floor and so these candidates were elected by acclamation. Gloria, Derek, Doreen and Doug will continue on as directors, while Lori will join the board, replacing Sara French who resigned.

New Business

There was no new business.

Adjournment

A motion was made, seconded and carried to adjourn the meeting

Refreshments were served.

DENMAN CONSERVANCY ASSOCIATION & DENMAN ISLAND

MEMORIAL SOCIETY

Joint Financial Statement

August 15, 2009 – August 31, 2010

INCOME:

Donations	2,875.00
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EXPENSES:

ALC Exclusion Fee	600.00
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Islands Trust Subdivision	1,210.00
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Total	1,810.00
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Surplus	1,065.00
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DCA Statement	1,065.00
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DENMAN ISLAND MEMORIAL SOCIETY

Financial Statement

August 15,2009 – August 31, 2010

INCOME:

Memberships	960.00	
Donations	1,195.00	
Grants:		
CVRD	500.00	
Real Estate Foundation of B.C.	5,000.00	
Table Tennis Tournament	2,160.51	
Interest	0.42	
	Total	9,815.93

EXPENSES:

Hall Rental	110.00	
Minister of Transportation Subdivision Application	700.00	
Community Studio	1002.98	
Administration	66.94	
	Total	1,879.92
	Surplus	7,936.01

Bank Reconciliation:

Chequing Account	2,760.59
In Trust Account	5,150.00
Shares and Interest	25.42

Total	7,936.01
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DRAFT
Denman Island Memorial Society
Annual Budget
Forecast

	Sept 1/10 – Aug 31/11
INCOME	
Memberships	\$ 500.00
Donations	3,500.00
GRANTS:	
Real Estate Foundation of B.C (\$4,000 rec'd Sept/10)	5,000.00
CVRD (requested)	700.00
FUND RAISING ACTIVITY:	
Table Tennis Tournament	2,500.00
Pancake Breakfast	320.00
Blackberry Fair	520.00
Total	\$ 13,040.00
EXPENDITURE	
Site Design/Community Studio	\$ 874.00
Ministry of Infrastructure and Transportation, Subdivision Fee	
Islands Trust Subdivision Application	
ALR Exclusion Application	
Survey of Burial Ground	4,000.00
Conservation Covenant Draft	4,000.00
Land Appraisal and Registration Fee	1,130.00
Geotechnical Assessment	5,000.00
Certificate of Public Interest/Operators License	1,500.00
Cemetery Plan Registration By/Laws	2,065.00
Land Preparation	2,000.00
Business Plan	1,000.00
ADMINISTRATION:	
Society Fees	25.00
Sign Preparation	50.00
Total	\$ 21,644.00