

DIRA Executive Minutes November 1, 2010

Old School Meeting Room

7:30 p.m.

Executive Present: Liz Johnston, Derek Hood, Doug Wright, Max Campill-Wedges, Nettie Cotter,

Absent: Doug Ward, Andrew Scruton

Presentations:

7:30 p.m. Dock Committee , Chair John Johnston re: Review of amended Committee Contribution Agreement which requires DIRA signatures; Request for DIRA cover letter confirming due diligence; Updates on project status including review of budget items and ongoing efforts towards 1. confirmation of quotes on services & supplies, 2. confirmation of gravel supply and 3. compilation of volunteer database.

Call to Order: 8:05 p.m.

1. Motion to Approve Minutes of October 4, 2010 Executive Meeting: *M/S/carried*
2. Motion to Approve Agenda: *M/S/carried*

New Business:

1. Dock Committee Contribution Agreement / Cover letter request

Action: The DIRA Executive will sign the Committee Contribution Agreement WITH wESTCAPas presented; Derek will draft a cover letter from DIRA to funding parties confirming due diligence, to be signed by Liz. Liz will forward all documents when ready.

2. DIRA Executive Board Vacancy (Derek)

Frank Frketich, a former teacher, working both local and abroad, and a long time resident of the Comox Valley, has shown interest in joining the Executive for some time. He has agreed to fill the DIRA Executive vacancy.

Motion: The DIRA Executive will accept Frank Frketich to fill an Executive vacancy as a temporary appointee until the next election. *M/S/carried*

Actions: Liz will announce in the November General Meeting Frank's appointment to the end of the term of the position he is filling. Liz will make a welcome call to Frank, add his name to the contact list and forward a complete information package. Derek will request that Frank introduce himself at the next General Meeting.

3. DIRA Insurance, Update re: Transfer to AXIS (Liz)

The most recent update was incoming correspondence item #9 from Kathy Britnell of AXIS Insurance dated October 27, 2010. Documents will be sent to DIRA as soon as completed but insurance coverage is in place.

Action: Liz is requesting a financial breakdown of the policy costs as attributed to individual committees in order to, perhaps, fairly allocate DIRA Directors liability costs. Derek suggests DIRA may want to advise CVRD of this proposed action.

4. Date for DIVFD Financial Review (Doug Ward – absent)

The most recent update was incoming correspondence #10 item from Edi Johnston, dated October 24 and 26, offering several available dates. Doug Ward will be contacting the Fire Dept for follow-up.

5. DICEEC: Update on meeting with CVRD and Committee (Doug Wright)

a. The Committee has met on Oct. 13, 2010. There has been no meeting with CVRD but there was a recent conference call. CVRD wish to emphasize that the matter of Economic Enhancement is under review, including the service delivery. CVRD are not prepared to discuss what they going to do in the future until after they have a meeting on Denman on either Dec 6 or 7, 2010 at which time they will meet with as many people as they can. From that meeting, they will draw their conclusions on how they want to proceed.

b. Simon Palmer drafted an article for the next Grapevine, inviting public discussion on any issues. It is anticipated that additional time should be allotted for discussion at the next General Meeting.

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c. Nettie made inquiries at the Health Network meeting regarding Health Care Society seeking potential DICEEC grants for training. Shari Dunnet offered to be the contact for discussion.

d. Christine Oliver of Seniors Society advised that community information board is now provided by Resource Centre online including job-sites and therefore the funds granted for this purpose is being re-allocated.

Action: Doug to follow-up on finalization on the CVRD meeting dates, whether Dec 6 or 7.

Action: Doug, as Liaison for DICEEC, will contact Shari Dunnet of the Health Network for follow-up.

Action: Liz to assure that the Resource Centre website is linked to the DIRA website.

6. **Parks: New Park announcement / letter of appreciation (Liz & Nettie)**

Action: With regards to the new provincial park, Liz to draft (Nettie to assist) a letter to acknowledge the invitation for the park announcement from the Minister of Environment and MLA for Comox Valley and to thank Henning & Bente Nielson and other contributors.

7. **Trails Committee: Possible blending with Parks (Max)**

As follow-up from previous meeting, Max made inquiries with Trails Committee (Ralph McCaug) on their position on a possible amalgamation of the Parks/Trails Committees. With regards to trails, there appears to be an overlapping with parks and conservation. It is proposed that connecting trails between and within all park and conservation areas could become an extension of parks. Peter Karsten of Parks Committee is open for this discussion. Possible benefits could be CVRD and Parks retaining responsibilities and insurance coverage.

Action: Max will continue follow-up.

8. **HST / WSBC future plans for a meeting to discuss this with committees? (Liz)**

It is agreed that this meeting be held in January.

9. **November 8, 2010 General Meeting:**

It was discussed that a December General Meeting may not be held based on the previous year. CVRD is hosting their own meeting on the Dec 6 or 7, 2010. An Executive Meeting was thought to be necessary to follow-up on any business generated to that date.

Action: Facilitator – Liz; Setup – Max, Liz, Nettie; Signs – Derek; Grapevine – Max, Liz & Doug Wright to edit; Minutes – Derek

Incoming Correspondence:

1. Sharon Clarke, DIRA member, request for copies of October correspondence: Outgoing items #5 & #9, October 17, 2010
2. Kathryn Britnell, AXIS Insurance, received & acknowledged listing of all agencies to be named in DIRA Insurance Policy, October 19, 2010
3. Harlene Holm, Denman resident, re Economic Enhancement budget and funds, October 19, 2010
4. Shari Dunnet, Denman Health Society, acknowledge DIRA Executive thanks re presentation "Age-Friendly Communities" Planning at October DIRA General Meeting and forthcoming Letter of Endorsement, October 21, 2010
5. John Johnston, Denman Island Dock Committee, forward document for DIRA signature, the Amendment to Fisheries Authorization from Scott Northrup to extend construction dates, October 19, 2010
6. Simon Palmer, DICEEC Committee member, request DIRA Executive approval re new committee members, October 20, 2010
7. Simon Palmer, DICEEC, copies of email request and response with Ian Smith and Wendy Byrne of CVRD requesting information meeting dates, October 21 and 23, 2010

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8. John Johnston, DI Dock Committee, copy of Committee declaration letter to funding partners, request for DIRA cover letter confirming funds and due diligence, request to attend next DIRA Executive meeting, October 25, 2010
9. AXIS Insurance, Kathryn Britnell, confirmation and update on renewal of insurance policy , October 27, 2010
10. Edi Johnston, DIRA member, copies of correspondence addressed to John Ralston of DI Volunteer Fire Department re request to review financial records and proposed meeting dates, October 24 and 26, 2010
11. Simon Palmer, DICEEC, forward CVRD advice of potential meeting dates December 6 or 7, 2010 to be fixed at a later date, October 28, 2010
12. Jean Cockburn, Arts Denman, advice of reporting dates of quarterly reports to DIRA re DICEEC grant; acknowledged by DIRA Executive, October 28, 2010

Outgoing Correspondence:

1. Sharon Clarke, DIRA member, copy of requested October outgoing correspondence item #9, October 18, 2010
2. Sharon Clarke, DIRA member, copy of requested October outgoing correspondence item #5, October 18, 2010
3. Kathryn Britnell, AXIS Insurance, listing of all agencies to be named in DIRA Insurance Policy, October 18, 2010;
4. Shari Dunnet, Denman Health Society, DIRA Executive's thank you re presentation "Age-Friendly Communities" Planning at October DIRA General Meeting, September 20, 2010
5. Simon Palmer, DICEEC Committee member, DIRA Executive letter of support and approval re new committee members as requested, October 21, 2010
6. Kathryn Britnell, AXIS Insurance, signed copy of Broker of Record Appointment letter addressed to Intact Insurance as requested, October 25, 2010
7. Shari Dunnet, Denman Health Society, DIRA Executive Letter of Endorsement re "Age-Friendly Communities" Planning project as presented at October DIRA General Meeting, October 21, 2010

Adjournment: *M/S/carried*

9:05 p.m.