

DIRA Executive Minutes September 8, 2010 – NOT APPROVED

Old School Meeting Room

7:00 p.m.

Executive Present: Liz Johnston, Derek Hood, Andrew Scruton, Doug Wright, Doug Ward, Nettie Cotter, Max Campill-Wedges, Moira Webster

Present: Sharon Clarke

Call to Order: 7:02 p.m.

1. Motion to Approve Minutes of July 5 Executive Meeting, as amended: *M/S/carried*
2. Motion to Approve Minutes of Aug 6 Executive Meeting, after amendment to strike all subjective discussion prior to "Meeting Call to Order": *M/S/carried*
3. Motion to Approve Agenda: *M/S/carried*

New Business:

1. **DIRA Insurance (Nettie)** The Old School Committee's research has identified their insurance requirements and an appropriate insurance agency to meet them. An appraisal will be necessary to ensure adequate coverage of a current replacement value. It is with their recommendation that DIRA transfer their insurance requirements to AXIS Insurance.

Motion: Further to the recommendations of the Old School Committee, that the Executive also recommend that DIRA transfer the insurance coverage from First Insurance Agencies to AXIS Insurance. *M/S carried*

2. **Membership request for DIVFD Financial Review (Doug Ward)**
Doug Ward will communicate with both Edina Johnston and DIVFD to arrange for an appointed place and time to conduct Edina's personal review of the financial records. Derek and Nettie will accompany to assist.

3. **DICEEC (Doug Wright).**

Action: As a short term solution to the current situation of the resignations within DICEEC, Doug Wright will suggest an interim Advisory Panel concept. Based on the approved 2010 budget, Doug will present a similar and simple estimated 2011 budget at the Sept 13 General Meeting, to be finalized at a later date.

4. **Dock Committee re: planning for disbursement of funds for project (Derek)** Cash and payments will be required as the project progresses, so ideas for more quick and efficient disbursements were discussed, including setting up of accounts, petty cash and/or advances, signatories.

Action: Derek will discuss with John Johnston on possible different arrangements for funds disbursements. HST status will be investigated at a later date.

5. **Draft of reporting template for DICEEC Community Projects recipients(as created by Andrew) re follow-up of disbursements of funds by (Liz)** All the funding checks were dispersed to the recipient organizations prior to Aug 31, 2010. Feed back from the recipients regarding the suggestion that DIRA provide them with a reporting template was positive as this would provide them a straightforward method of reporting.

Motion: That the Executive adopt the reporting template for DICEEC Community Projects recipients in regards to the follow-up of disbursements of funds, as presented by Andrew. *M/S/carried*

6. **Trails Committee: possible blending with Parks** Following the recent resignation of Ralph McCuaig, Trails Committee is now inactive with few members. There have been recent discussions on the possible blending within the two Committees, Trails and Parks. It is noted that Trails still have funds on hand for future use.

Action: Max will make inquiries with Trails Committee on their position on a possible amalgamation of the Parks/Trails Committees.

DIRA Executive Minutes September 8, 2010 – NOT APPROVED

7. **Follow up further to August 30, 2010 meeting with CVRD (request for input from DIRA regarding Community Services Contracts by September 30, 2010)**

Action: Liz will respond to the CVRD letter stating that input will be provided after the Sept 13 General Meeting and further to discussion on this issue with the membership.

Action: Upon receiving a copy of the Hornby manual from Debra Oakman of CVRD, Andrew will initiate a review with DIRA requirements in mind towards creating a preliminary edition for DIRA committees and members to scrutinize and edit. Towards this purpose, Derek and Nettie will investigate the cost of administration for DIRA (at a later date).

8. **Executive Board Communication Issue (postponed from Aug 6 meeting) (Derek)** Derek presented a guideline handout regarding e-mail etiquette.

Action: DIRA Executive to review the handout and, at the next Executive Meeting, suggest/discuss changes and approval as a DIRA e-mail communication guideline policy.

9. **Swim Dock Committee:** Derek reported that the Swim Dock Committee had put a donation box at the DI General Store and that approximately \$80 had been donated.

9. **DIRA GM Budget Meeting September 13, 2010 Facilitator/ Grapevine Report/ Setup / Signs**

Action: Facilitator –Liz; Grapevine – Doug Wright; Setup – Doug Ward & Nettie (front hall); Sign- Derek

10. Moira announced that she is standing down from performing the Secretary function and will no longer take minutes. Moira returned documents regarding DIRA membership listings to Derek.

Action: Liz to investigate on who is available to record the minutes.

Incoming Correspondence:

1. Sharon Clarke, DICEEC, decline for meeting regarding draft CVRD contract for Resource employee, July 9, 2010
2. Bob French, Treasurer, Waste Management Committee, re liability insurance for DIRA executive and committee members, July 12, 2010
3. AXIS Insurance Managers, Invoice & Contract policy for increase in liability insurance re Graham Lake Swim Dock, July 19, 2010
4. Patricia Gagnon, CVRD, DICEEC Community Meeting Invitation to be held July 26, 2010, July 20, 2010
5. Bob Grant, Executive Director of Community Fisheries Development Centre, Parksville, re potential partnership in Dock funding, July 21, 2010
6. Bob Leduc, Leduc Contracting, offering equipment & excavation services re dock construction, July 24, 2010
7. Islands Trust, Announcement of Community Stewardship Award presentation to Patti Willis on August 3, 2010, July 25, 2010
8. Bill Engleson, emails re “observations regarding a recent issue of DIRA Governance”, July 27 and July 28, 2010
9. Denman Conservancy Association, copy of their cheque payment of \$470.55 to DIRA for reimbursement of Graham Lake Swim Dock expenses, July 28, 2010
10. Hornby Island Health Network, Notice of Bullying Workshop to be held August 20, 2010 by Victim Services, July 29, 2010
11. Wendy Byrne, Manager of Financial Planning, CVRD, presentation of DIRA/CVRD agreement re Economic Development Community Project funds for signatures, July 29,
12. Edi Johnston, request for audit of DIVFD finances, August 2, 2010
13. Wendy Byrne, Manager of Financial Planning, CVRD, request to DIRA for 2011 budgets (DIVFD and WMC) with 5-year financial plan, August 4, 2010
14. Wendy Byrne, Manager of Financial Planning, CVRD, request to DI Recreation Commission Society for 2011 budget with 5-year financial plan, August 4, 2010

DIRA Executive Minutes September 8, 2010 – NOT APPROVED

15. Sharon Clarke, DICEEC Chair, re CVRD/DIRA service contract to Dec.31, 2010 and distribution of 2010 project funding, August 5, 2010
16. Sean Mercado, Employer Service Representative, WorkSafeBC, notice of classification changes, cc to Bob French of Waste Management Committee, August 11, 2010
17. Sheila McLachlan, First Insurance Agencies, confirmation of CVRD inclusion as additional insured to DIRA commercial general liability, August 13, 2010
18. Ralph McCaug, Secretary, Trails Committee, submission of resignation, August 15, 2010
19. WestCap, The West Coast Community Adjustment Program, confirmation to John Johnston of Denman Island Dock Committee of \$124,188 contribution, August 17, 2010
20. WorkSafeBC, DIRA 2010 assessment and rate information, cc to Bob French of Waste Management Committee, August 17, 2010
21. Edi Johnston, additional request for personal review of DIVFD finances within 30 days, August 18, 2010
22. Patti Willis, DOC, Denman Opposes Coal, request to be added to DIRA General Meeting 'New Business' to be held September 13, 2010, August 20, 2010
23. Louise Bell, Trustee, cc of letter to Peter Karsten, Parks Committee, re Gabriola Island's Park Management Planning as potential model for Denman Island, August 20, 2010
24. Debra Oakman, Chief Administrative Officer and Ian Smith, Manager, request by phone by Teresa Warrens, Executive Secretary, all of CVRD, to meet with DIRA Executive on Aug 30, 2010, August 20, 2010
25. all members of DICEEC, submission of resignations, August 25, 2010
26. Veronica Timmins, Transition Denman Island Steering Committee, DIRA invitation to TEXPO, Transition Exposition, to be held October 17, 2010, August 27, 2010
27. Debra Oakman, Chief Administrative Officer, CVRD, request for DIRA and community input re DICEEC activity by September 30, 2010 and for discussion re services agreement, August 30, 2010
28. James Bast, Manager of Fire Services, response re Edina Johnston's Aug 17, 2010 request for personal review of DIVFD finances within 30 days, August 31, 2010
29. Don Lockett, Fire Chief DIVFD, response to Edina's Johnston's Aug 17, 2010 request for personal review of DIVFD finances within 30 days, August 31, 2010
30. Mary-Lou, Edina Johnston, Gloria Michin, Mike Lindsey, Ian Smith, discussions re generator purchase for ESS, July 24, August 31 and September 2, 2010
31. Gloria Michin, Old School Committee, recommendation to explore insurance coverage with AXIS Insurance with copy of insurance discussion with Kathy Britnell of AXIS, September 3, 2010
32. Edina Johnston, re DIVFD financial review request & discussion on Audit vs. Review, September 7, 2010
33. ICET, Island Coastal Economic Trust, cover letter re signed copy of the Letter of Intent for the Denman Island Community Dock Project (signed letter in the DIRA Chair files), September 7, 2010
34. Dianne Larson, First Insurance Agencies, confirmation of endorsement to add CVRD as additional insured, August 27, 2010, received September 7, 2010

Outgoing Correspondence:

1. T. Ian Smith, Manager, CVRD, cover letter from DIRA Recreation Committee re membership approval for 2010 funding recommendations, July 14, 2010
2. Notes re discussion with Bob French re insurance and WCB coverage for DIRA , Old School and Waste Management property and personnel, July 21, 2010
3. Bill Engleson, response to July 27, 2010 email re "observations regarding a recent issue of DIRA Governance", July 28, 2010
4. Chairs of DIRA Committees, notice of DIRA Budget meeting to be held September 13, 2010, August 11, 2010
5. Dianne Larson and Sheila McLachlan, First Insurance, request to add CVRD to DIRA General Liability Policy, Aug 10 & 11, 2010
6. Grapevine, Insert for 2011 Budgets presentations and Notice of Motion made July 12, 2010 to be presented at

DIRA Executive Minutes September 8, 2010 – NOT APPROVED

Sept 13, 2010 DIRA General Meeting, July 16, 2010

7. DICEEC, acknowledgment of committee resignations, confirmation of community funding distribution, August 26, 2010
8. James Bast, Manager of Fire Services CVRD and Don Lockett, Fire Chief DIVFD, forward copy of Aug. 18, 2010 letter from Edi Johnston re for personal review of DIVFD finances within 30 days, August 30, 2010
9. Grapevine, submission for Notice of DIRA Budget meeting on September 13, 2010 to all members and land owners, September 4, 2010
10. Recipient Organizations of Community Project Funding, copies of personalized Contribution Agreements, confirmation of August 31, 2010 distribution of funds, September 7, 2010

Adjournment:

9:15 p.m.