

# DIRA Executive Minutes June 7, 2010

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Old School Meeting Room  
7:30 p.m.

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

## **Presentations:**

1. 7:30 p.m. Proposed Swim Dock Committee (SDC) re: Terms of Reference, Insurance, Water Quality, Power Point Presentation, Recreation Fund application - Doug Bell & Peter Karsten The SDC committee will make the presentation at the upcoming DIRA GM June 14, 2010
2. 7:50 p.m. Letter from Chris & Allan Danks re: representation portrayed by DIRA in objection letters regarding Raven Coal – read by Allan Danks

## **Call to Order:** 7:55 p.m.

1. Agenda - Additions to Incoming Correspondence:
  - #26 - Ministry of Transportation & Infrastructure, Access Permit re: Old School Parking, June 7, 2010
  - #27 - AXIS Insurance Mangers Inc., Invoice & Provisional Insurance confirmation, June 7, 2010
  - #28 – Allan Danks, letter re Raven Mine correspondence, June 7, 2010Motion to Approve Agenda: *M/S/carried*
2. Motion to Approve Minutes of May 3, 2010 as circulated: *M/S/carried*

## **Business arising from minutes:**

1. The Executive discussed the presentation by the proposed Swim Dock Committee, including water quality issues, insurance and funding.
2. The Executive discussed letter from C & A Danks; Liz Johnston to respond.

## **New Business:**

1. **Swim Dock Committee (SDC), Terms of Reference, Insurance, Application, Liaison** (follow up from presentation from Doug Bell / Peter Karsten)

**Motion:** That the Executive recommend that the Terms of Reference of the SDC be referred to the DIRA membership as distributed. *M/S carried*

**Motion:** That the Executive recommend to the DIRA membership that the application to the Recreational Grant Fund is in order with the DIRA funding policy with no objections. *M/S carried*

**Motion:** That the Executive pay the AXIS Insurance invoice of \$750 for the current provisional insurance coverage re; Graham Lake swim dock. *M/S carried*

**Action:** Liz Johnston will be the assigned liaison to SDC.

2. **Parks Committee** Bring forward to next meeting.
3. **Grant in Aid Announcements 2010 Admin \$1000. Possible App for matched funding** It was agreed that matched funding will not be sought from any other funding source. A portion of the funds will be directed towards purchasing a filing cabinet. There are insufficient funds to hold a communications workshop. An administration workshop including Committee Chairs will be discussed at a later date.

**Motion:** That the Executive withdraw the motion at the August 17, 2010 Executive meeting to have a communications workshop and, given that the DIRA Executive is communicating extremely well internally and given that there are insufficient funds, that the workshop be postponed. *M/S carried*

4. **Past Grant in Aids Funds (Motion and discussion by Andrew Scruton)**

**Action:** After further review, the Executive will present any suggested changes and finalize at the next Executive meeting.

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5. **DIVFD (Follow up report from June 2, 2010 meeting with CVRD) Letter from Edi** Doug Ward reported that the meeting with James Bast and Ian Smith seemed positive and receptive. James Bast provided the Executive with response notes to Executive's questions and queries. Main query outstanding: Is DIRA, according to local government, have the fiduciary responsibility to oversee the budgeting and spending of the non-capital (operational) portion of the DIVFD funds.

**Action:** Doug Ward will present an Executive Report to the DIRA membership of the CVRD meeting at the general meeting on June 14, 2010.

6. **Recreation Fund Committee: Moira (absent)** It is noted that ads have been placed in issues of Grapevine; ad costs will be paid by DIRA and then invoiced to CVRD. Recreational Grant Committee will make recommendations at the July General meeting for membership approval. Liz will make the combined submission of approved original applications to CVRD.

7. **Dock Committee Application for Rec Grant**

**Motion:** That the Executive have received the Dock application to the Recreational Grant Fund and agrees that it complies with the established Dock Committee 'Funding Blueprint Document'. M/S Carried

8. **Committee Checklist document -**

**Action:** Liz Johnston will email the checklist/questionnaire document which in turn each Executive liaison will present and work with his/her Committee Chair this current week.

**Action:** Liz Johnston will discuss these Committee checklists/questionnaires in her Executive Report at the general meeting on June 14, 2010.

9. **DIRA Executive paper on Communications (motion)** The Executive agreed that this document would be like a 'living' document, open to continual changes and updates, and used as Guidelines for the Executive. Andrew also suggested that a motions book be created to list all motions by number and indexed by category.

**Action:** Bring Forward to next meeting. Liz Johnston will email the communications document to the Executive for final review and changes and possibly accept as Guidelines.

10. **Old School Committee Report – Nettie** The Old School Committee have submitted their minutes of their May 18, 2010 meeting; highlights: new parking lot and the access permit, the proposed glass crusher purchase (Waste Management) and the search for updated insurance coverage.

11. **Health Net-Working Meetings Report – Nettie** Attended meeting on May 26, 2010 where several organizations were represented: Health Care Society covering home assist care, family counselling and outreach protection to children, Comox Valley Transition Society, Home Support, Emergency Social Services and a recently new program, the Comox Valley Victim Services. Nettie invited all participants to educate awareness to DIRA membership, if they like, by presenting their roles and services.

**Action:** Nettie to call and confirm invite to Debbie White of CV Victims Services who showed interest in presenting at the next DIRA general meeting.

12. **DIRA GM June 14, 2010** Facilitation/ Grapevine/ Setup / Signs

**Action:** Sign: Derek, Facilitator Liz, Setup – Max & Nettie (backhall)/Grapevine – Andrew Scruton

### Incoming Correspondence:

1. Karl Goodwin of DICEEC, letter of resignation, May 11, 2010
2. Dianne Larson of First Insurance Agencies Ltd. re: Insurance for Graham dock, May 12, 2010

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3. 3.B Jolliffe; Regional Director of CVRD, regrets attendance of May 14 Parks Cmt meeting, May 12, 2010
4. Parks Committee cc response to Harlene Holm re: Parks & Greenway May 14 meeting, May 13, 2010
5. Kelly Gesner of Landworks Consultants Inc., re: Parks & Greenway Master Plan, cc response to Jenny Balke & thanks for holding meeting on June 23 Open House, May 14,2010
6. Peter Karsten cc response to Advisory Planning Commission re: Islands Trust referral to review OCP May 10, 2010; L Bell, Islands Trustee re info for OCP review, May 17,2010
7. Brian Allaert of CVRD request to re-sign revised contracts re Bill Mee Park, May 14, 2010
8. John Johnston of Dock Committee request DIRA Executive approval to apply for recreational funding as per the funding blueprint membership approval, May 19, 2010
9. Kathryn Britnell of AXIS Insurance confirming liability coverage for Graham Lake dock, May 28, 2010
10. Karin Albert, CVRD Parks Planner, re: Graham Lake dock & Parks Master Plan, May 27, 2010
11. P Karsten of Parks Cte re: BC Parks comment on Graham Lake dock, May 28,2010
12. Edina Johnston re: proposed new BC Ambulance Service, May 29,2010
13. Parks Cte CC Re: R. McCuaig letter to Karin Albert of CVRD re: Graham Lake dock water quality, May 31,2010
14. CVRD J.Bast Report Transforming the Fire Rescue Service,” June 1,2010
15. CVRD Wendy Bryne Approval of \$2000. Grant-in-Aid for DIRA, June 1, 2010
16. Allan & Chris Danks request presentation letter at Ex meeting, June 1, 2010
17. First Insurance Dianne Larson, Re Policy 10-BIP 0186051, June 1, 2010
18. CVRD J. Bast Re: Local Government Act, June 03, 2010
19. CVRD J. Bast Re: Notes of Meeting with DIRA Executive, June 03, 2010
20. CVRDJ. Bast Response Re: Letter from Concerned Resident, June 3, 2010
21. Edi Johnston Re: DIRA Policy on Letters received, June 4, 2010
22. AXIS Insurance: Kathryn Britnell Re: Increased Liability for SDC June 4, 2010
23. AXIS Insurnace: K. Birtnell Re: Property Assessment Quote, June 5, 2010
24. Bill Engleson Re: DIRA Website Updates, June 4, 2010
25. Swim Dock Committee Chair Doug Bell TOR/ Power Point Notes June 7, 2010
26. Ministry of Transportation & Infrastructure, Access Permit Old School Parking, June 7, 2010
27. AXIS Insurance Managers Inc., Invoice & Provisional Insurance confirmation, June 7, 2010
28. Allan & Chris Danks, re Raven Coal correspondence , June 7, 2010

### Outgoing Correspondence:

1. Response to Bruce Joliffe of CVRD re: May 14 Parks Committee, May 13, 2010
2. Mailed re-signed Bill Mee Park contract to CVRD, May 19, 2010
3. Response to Kathryn Britnell of AXIS Insurance confirming DIRA Executive approval re: Graham Lake dock insurance, May 28, 2010
4. James Bast & Ian Smith of CVRD & DIVFD, agenda for June 2 DIRA Executive meeting, May 28,2010
5. Response to Edina Johnston re: proposed new BC Ambulance Service, May 31,2010
6. Letters from DIRA re Raven Coal Mine to various residents associations, politicians & media, May 31, 2010
7. Response to Allan & Chris Danks Re: DIRA Executive Meeting, June 01, 2010
8. Response to Edi Johnston Re: DIRA Correspondence Policy, June 5, 2010
9. Grapevine DIRA Report Re: Graham Lake Swim Dock, June 5, 2010
10. Response to Bill Engleson Re: DIRA Website, June 7, 2010
11. Response to Wendy Bryne CVRD with thanks for Grant-in-Aid, June 7, 2010

### Adjournment:

9:25 p.m.