

DIRA EXECUTIVE MEETING Minutes March 7, 2011

Old School Monday, 7.30pm, March 7, 2011

Call to Order: 7.30pm Approval of Agenda: M/S/C

Approval of Minutes:

February 7, 2011 Executive Meeting Minutes M/S/C (as amended)

February 14, 2011 Executive Meeting Minutes M/S/C (as amended)

February 23, 2011 Executive Meeting Minutes M/S/C (as Amended)

Executive Present: Liz Johnston, Derek Hood, Doug Wright, Doug Ward, Nettie Cotter, Frank Frketch

Call to Order: 7.30pm

Presentation: Dock Committee Chair: John Johnston

Dock Project Separate DIRA Bank Account: John Johnston provided for DIRA Treasurer a Denman Hardware statement and receipts for 'out of pocket' personal expenditures for the dock building project. The DIRA Treasurer is currently awaiting the checks for the DIRA checking sub-account for disbursements related to the Dock Project only.

Kama & Blake Contract: The Executive went over the 'Kama & Blake' agreement to provide the aluminum walkways, and there was also discussion on the required deposits that were required for the larger contracts which included the walkway, dock modules, and pile driving. As soon as checks are available, John will be submitting requests for those deposit amounts.

Motion: That further to the recommendation from the Dock Committee, and examination by the DIRA executive, that the board sign the Kama & Blake Industry Contract agreement with DIRA as presented for the fabrication of the aluminum walkways for the Denman Dock Project. **M/S/C**

Dock Project Budget and Accounting: Discussion followed on project budget cash flow for the project. Nettie has offered to work full time with the committee to track the flow of funds, to provide recording and financial compliance reporting for the project and to expedite the reimbursements from the grant agencies (ICET & WestCCap). After a thorough review of a cash flow projection over the construction period, the committee reports that they are confident that the budget reserves and time lines are adequate as long as funding agencies reimburse funds in timely fashion as promised.

Funding Holdbacks: The Johnstons (Liz & John) have offered to provide any interim funding required for the project (within reason) if there were for any reason unexpected delay of funds from the grant agencies. Currently the funders stipulate 20% (ICET) and 10% (WestCap) hold back policies until completion of the project.

Executive 'Arms Length' J. Johnston asked for the DIRA Executive's assurance that executive members would be available to sign checks & agreements, other than executive member Liz Johnston who opts not to be involved in any manner during the project process. It was agreed that another executive member is needed to have signing authority

on the Union Bay Credit Union Bank account. The Executive assured John that this would be provided and the following motion presented:

Motion: That the DIRA Executive authorize Executive Member Frank Frketch to have signing authority for the DIRA Union Bay Credit Union Bank Account. **M/S/C**

New Business

CVRD Questionnaire: Nettie wrote a report on the March 2, 2011 phone conference requested by the CVRD for a working group discussion with the DIRA Executive and Denman Works Chair: Simon Palmer. The CVRD will provide public notice March 11, 2011.

CVRD Governance Meeting: CVRD still plan to hold the Governance Meeting some time in April, and have requested that DIRA provide suggested dates and venue that might be suitable for the community.

DIVFD: Re: Notice of Motion Membership Letter of Concern

A letter has been sent from a DIRA member raising concerns that the DIVFFA notice of motion is contrary to the DIRA Conflict of Interest Policy. The Chair and Executive decided not to make a ruling on this and that the Chair will ask the member to present this concern by a motion to the membership prior to the notice of motion being presented.

CVRD Fire Services Manager James Bast: Discussion and Letter re DIVFD Contract
CVRD Community Service Manager: Ian Smith and Fire Service Manager: James Bast requested a meeting with the DIRA Executive early Monday March 7, at 8.40 am (with minimum notice provided). Further to this discussion the CVRD sent a letter giving support to such a possible interim solution. (see attached March 7, 2011 letter from CVRD) Frank will read this letter to the membership during the DIVFD Notice of Motion portion of the GM.

Request for Secret Ballot for the VFFA Notice of Motion

The Executive will be prepared for a secret ballot. The member who has requested this will be asked to present the request in a motion to the membership for resolution prior to implementation. As all Tax Payers and residents can vote on this issue, there will be no need to reference the membership list. The Executive will try to be prepared for all possible scenarios.

DIVFFA Request to amend the 'Notice of Motion' presented at the Feb GM

The DIRA/DIVFD Liaison Frank Frketch went to the DIVFD Fire Hall last Thursday night to discuss issue with Don Luckett and John Ralston. They suggested an amendment to the Notice of Motion which John Kirk presented at the February GM.

The DIRA Executive discussed the amended motion and found that some of the wording in the amended version was not consistent with the intent of the original motion.

Frank was asked to discuss this concern with DVFFA.

Parks Liaison Group (PLC): Request for funds to be held 'in trust'

The Union Bay Credit Union (UBCU) has donated \$500 for the Denman Community to the PLC. DIRA will hold these funds for the PLC. Derek will liaison with PLC and UBCU to facilitate the best arrangement.

The Parks Committee will host two important presentations at the March GM

- a) CVRD Engineer: Presentation Re Morning Beach Park Stairway
- b) Presentation: Environmental Restoration Association
Re carbon sequestration covenant on the North Land Parks

Pesticide Free Committee: Derek had discussion with Committee Chair: Peter Thomsen re executive concerns on whether the committee was to continue outside of DIRA. Peter will discuss some of the issues with the other committee members, which include liability issues) that Derek has raised, and will get back to him.

Nomination Committee update: Doug Ward reported that Chris Danks had phoned him and was interested in standing. No other interest at present.

Membership Drive update: Nettie reported that lots of new membership coming in, and also many donations. Membership is approx 186 to date and there are still lots of renewal memberships to come in also. Over \$800. has been collected.

DIRA Continuity Document: Chair Liz Johnston is working on a continuity document to be for incoming executive that goes over every aspect of the Executive Board responsibilities, procedure for meetings, keys, website posting etc. A draft was provided.

DIRA 'Current Committee Status': Chair Liz Johnston is also working on a spreadsheet originally started by Pattie Willis that provides a blue print of the DIRA committees and their relationship with the organization (tax based, contracts etc). Liz will complete this and include with the AGM Chair report. A draft was provided.

Notice of upcoming Annual General Meeting (AGM): This needs to be advertised in paper and posted to website further to constitution requirement (14 days notice). The Chair will also provide email request notice to all Committee Chairs requesting that the tax supported committees provide their Year End financials two weeks in advance of the AGM for posting on the website. The other committees are only required to provide a year end financial for submission at the AGM.

March 14 General Meeting Planning: This will be in front hall. Liz will Facilitate, Derek will put up the tree sign, Doug or Frank will do the Hall Setup, Liz Flowers, Nettie Projector and bulletin board, Liz will call Dale to set up the sound system, Liz will organize the ballots (two colors) and Derek will man a membership table at the start of the meeting. Frank will do the Grapevine, and Liz will do the minutes from the tape.

Meeting Adjourned: 9.45pm

Incoming Correspondence:

1.	Shari Dunnet, Vice-Adminstrator HDCHCS	Invitation for a member of DIRA Executive to attend the focus group discussion re Age-Friendly Communities survey on Mar 3, 2011.	Feb 14
2.	Brian Allaert, Community Services, CVRD	Request to present at Mar 14/11 DIRA Meeting re design for the Morning Beach stairway	Feb 18
3.	Edina Johnston, member	Comments re Notice of Motion re DIVFD service agreement	Feb 22
4.	Bruce Joliffe, CVRD	Forwarded to DIRA, response to Edina Johnston re her comments re Notice of Motion re DIVFD service	Feb 23
5.	Leslie Stringer, Manager, Union Bay Credit Union	Confirmation of \$500 donation to Parks Liaison Group and necessity of deposit to a bank account of a non-profit society	Feb 22
6.	Laura Pope, resident	Comments re Notice of Motion re DIVFD service agreement	Feb 25
7.	Edina Johnston, member	Comments re Fiduciary Conflict of Interest and Notice to Reader re DIVFD service agreement	Mar 5
8.	James Bast, CVRD	Re DIRA /CVRD working group meeting on Mar 7/11, CVRD support for the Notice of Motion to be presented at Mar 14/11 DIRA General Meeting	Mar 7

Outgoing Correspondence:

2011

1.	Shari Dunnet, Admin HDCHCS	RSVP to Mar 3, 2011 invitation to focus group discussion re Age Friendly Communities, Nettie Cotter to attend	Feb 25
2.	Ian Smith, CVRD	Forward DIRA's Feb 14/11 Motions passed re Waste Mgmt Committee amendment to 2011 budget	Feb 15
3.	Margie Gang, DIRCS	DIRA letter of support re importance of DIRCS and its Community Hall	Feb 21
4.	Ian Smith, James Bast, Bruce Joliffe, CVRD	Forward John Kirk's Notice of Motion to be presented at Mar 14/11 DIRA General Meeting re DIVFD service agreement	Feb 21
5.	All DIRA Committees	Re Motion passed at Feb 14/11 DIRA General Meeting to make HST application—request for committee information before next DIRA GM	Feb 21
6.	The Grapevine	Submission of article to publish Notice of Motion re DIVFD service agreement	Feb 22
7.	P. Karsten, PC. L. Stringer, Union Bay Credit Union	DIRA confirmation of holding donation funds in trust with conditions attached	Feb 23
8.	The Grapevine	Submission of Activity Report of the Parks Committee to DIRA Meeting on March 14, 2011	Mar 4
9.	CVRD Conference Call Exec Report	Executive Report Re Conference call March 2 requested by CVRD	Mar 4