

DIRA Executive Meeting November 30, 2009

Executive Present: Derek Hood, Liz Johnston, Moira Webster, Doug Wright, Patti Willis, Max Campill-Wedges

Regrets: Perri Gorrara

Presentation/Questions:

Trails committee: Allan Danks and Ralph McCuaig

Parks Committee: Peter Karsten;

Dock Committee: John Johnston;

Observer: Doug Ward

Call to order 2:00 p.m. (Chair, Liz Johnston)

Trails Committee: Allan Danks thanked the Executive for initiating an Executive Report to be given at each DIRA meeting to assist in keeping the membership informed of current executive issues. He further enquired whether DIRA received any response to the letter the Trails Committee sent to Beth Rees of the CVRD. He was informed that the only response was from Bruce Jolliffe indicating receipt of the letter. The Executive will followup with the CVRD at the meeting planned for December 7, 2009, and report back to the Trails Committee. Allan also requested that his resignation from the Trails Committee be announced to the general membership. Ralph McCuaig reported that the Trails Committee will be meeting on December 15, 2009, to explore the idea of a possible amalgamation of the Parks and Trails Committees as suggested by the CVRD in order to streamline the reporting and activities.

Action: Include the notice that Allan Danks resigned from the Trails Committee in the Executive Report.

Action: Follow up on Cross Island Trails letter and deliver a package to Beth Rees.

Parks Committee: Peter Karsten, Chair

Island Trust Committee (Courtenay Campbell) requested comments on the zoning application for "The Point" zoning application and requested a response by December 5, 2009. A meeting was held with Louise Bell and Liz Johnston along with the Parks Committee. The conditions to accept the rezoning of the point especially the approval of the 1.2 hectare park and that approval of acceptance of the Islands Trust of the rezoning of "the Point" be contingent on the ownership of the "Point Park" by the CVRD or similar public body and that continued public access to the beach be preserved. The Parks Committee resolution is as follows: Approval of rezoning is recommended to the local trust committee subject to conditions outlined above. The role of

DIRA is not to make recommendations on land use issues and therefore, will not return the forms but will send a narrative with the Parks Committee's observations.

Dock Committee: John Johnston, Chair

Dock Committee requested assistance in streamlining the process for receiving approval of membership on funding applications. The Dock Committee is struggling with multi-sources for funding. It was suggested that perhaps the policy had been misread or misinterpreted and that preparing a boilerplate to present to the Executive. The Committee would then be free to go ahead and apply for grants/funding. There is a possibility of 4 tentative applications for funding (Federal Government, Provincial Government, Comox Valley Foundation and the Regional District for Grants-In-Aid) and there is concern about the timing of approval prior to submitting applications. The Committee is designing a generic set of documents (boilerplate) to accompany each application and would include: a description of the general activities of the Committee, description of the project being applied for and the budget. The Executive would review the applications for accuracy, consistency with objectives of the association, consistency with decisions made by the membership. Not every application for funding goes to the membership, just the project description.

Action: John Johnston will prepare boilerplate document and bring it back to the Executive.

Note: DIRA does not have registered charity status but a cost/benefit analysis would need to be done if that were to be considered.

Approval of agenda with the following additions: M/S/carried

Under Incoming Correspondence:

- Letter from Edi Johnston re Emergency Access
- Letter from DFO advising that the \$75,000 and divestiture is in the mail
- Letter from Doug Wright regarding Cable Ferry

Under New Business

- Add to # 3 - Dock Committee's bank account (Derek)
- Add #11 Dock committee funding application (Liz)

Approval of Minutes dated November 2, 2009: MS/carried with the following amendment

- #1 John Johnston's name should be indicated in the minutes regarding the presentation

Incoming correspondence:

1. CVRD – confirmation of December 7, 2009, meeting with DIRA Executive
2. Islands Trust - Referral request re: The Point Park (Nov 9, 2009)
3. Harlene Holm – copy of revised motion – (Nov 10, 2009)
4. DIRA Insurance policy (Old School, Bill Mee Park, Lot 257,)
5. DFO re: Divestiture Lot 257 (request for \$1)
6. Edi Johnston: Re: proposed new ambulance station
7. Nature Conservancy Canada – re: workshops (information)
8. Parks Committee – Minutes re: The Point Park
9. Tony Law – Ferry Service – Write Now
10. Edi Johnston: Re: Emergency Access
11. DFO: advising that the \$75,000 and divestiture is in the mail
12. Doug Wright: Re: Cable Ferry

Outgoing Correspondence:

1. CVRD – request for meeting with Executive
2. Edi Johnston – response re ambulance station
3. Ministry of Finance re: Corporate Registry - changes to Executive Board with cheque
4. DFO - Cheque for \$1
5. First Insurance renewal form

New Business:

1. Emergency Access Roads - Liaison to write a letter of inquiry to Fire Department . Chair will respond to Edi to advise her that we are looking into it.
2. Cable Ferry Issue – Doug Wright to liaise with the Ferry Advisory Committee to seek further information. Doug’s letter will be posted at the next general meeting.
3. CVRD/Executive Meeting December 7, 2009 - Fiduciary questions (suggested): to be sent prior to meeting with Deb Oakman and Ian Smith. Liz will send the questions along with draft 2 purchasing policy (April 9th), chart (draft 3, chart 2, April 9). A copy of Trails Committee letter re: Cross Island Trail to be sent separately to Bev Rees.
4. Islands Trust request for referral from Parks Committee: Will send Parks Committee’s narrative with a cover letter explaining that we don’t feel it’s appropriate for DIRA to approve/disapprove as it is not in our mandate to deal with land use decisions.
5. Administration and Charitable Status requests – Would like to go to the membership and try to apply for some funding to assist in organizing all DIRA documents. Suggest administrative assistance/clerical assistance, secure and central filing. Could also include communication workshop, mission statement and governance issues.

Motion: To seek membership approval for an application for CVRD grant-in-aid to assist DIRA Executive administration initiative. Patti/Doug/carried

6. Dock Bank Account (Derek) – establishing a sub-account (chequing) where cheques could be written by the Dock Committee and, and Money Max Account (savings).

Motion: That the Treasurer open a sub-account at the Union Bay Credit Union under DIRA’s 24083 account for the exclusive use of the Community Dock’s funds.

Derek/Patti carried

Motion: That a “Money Max” account be opened to hold the residual Community Dock’s funds until they are required for expenses. Derek/Patti/carried

Motion: That requests for transfer of funds from the Community Dock’s “Money Max” account to the Community Dock’s sub account will be forwarded to the UBCU by fax. Any one of the three Executive members authorized to sign cheques on behalf of DIRA will send the fax to the UBCU. Authorized Executive members are Liz Johnston – President; Andrew Scruton – Vice president; Derek Hood – Treasurer.

Derek/Patti/carried

7. Graham Lake Swim Dock: - Seeking clarification of the status of liability regarding the Swim Dock on Graham Lake. Patti will speak with J. Thornton (and any other community “working group” members) and report back to the Executive.
8. Proposed New Ambulance Station: (Patti) – Edi Johnston is concerned that if the Fire Department extends the lease for the ambulance service it will act as a disincentive for the government to provide a new ambulance station. Patti will approach Chief Lockett following the Executive’s meeting with CVRD to clarify fiduciary responsibilities before responding to Edi.
9. DICEEC report (Doug) – Focus groups – priorities established -and community workshop- budgeting for administrative component has begun.
10. Website – working well – work in progress
11. Request to send a community card to the Community of Hornby with condolences for the Tempest Gail family. A card was sent by community members.
12. December 14, 2009 DIRA general meeting. Liz will facilitate. Liz will set up hot cider. Max to set up. Derek will take down signs – Liz will put up.

Motion: We consider a draft motion relative to submission of funding applications by the Dock Committee and assuming its acceptability conduct a vote via e-mail for confirmation at our Executive meeting in January 2010. Patti/Derek/carried

Action: Patti will draft the Motion.

Adjourned: 4:40 p.m.

Approved December 14, 2009