

DIRA Budget General Meeting September 13, 2010
Denman Community Front Hall 7.30pm
Agenda

Call to Order: 7:30 pm

Approval of the Agenda: M/S/ Carried

Approval of the Minutes: July 12, 2010 General Meeting, M/S Carried.

Attendees: 39

Minute Taker: Wind Rombough

Executive Board Present: **Chair:** Liz Johnston, Doug Ward, Doug Wright, Derek Hood, Nettie Cotter

Regrets: Andrew Scruton, Max Cambill-Wedges

Executive Board Report: Chair Liz Johnston reported that regrettably, the DIRA Executive Secretary Moira Webster had stepped down. On behalf of DIRA, we wish to express our appreciation for her contributions to this association. Other committee members have also stepped down over the summer. The Chair asked that each committee Chair/Liaison express appreciation to each of these volunteers for their contributions to DIRA.

2011 Budget Presentations:

1. Bill Mee Park Committee (tax based) Presented by Treasurer : John Wigle
After considerable discussion, the CVRD has agreed to carry a \$7,500 allocation per year over the next five years to provide for further expansion to the boat launch break water. This will provide the opportunity in five years to extend the walls of the breakwater to make it safer. Other expense allocations are similar to prior year expenses. Glen Snook will provide a committee report on activities over the past few months. The Committee was thanked for their continued diligence.

Motion: To approve the Bill Mee Park Budget as presented.
M/S/Carried

2. Denman Island Volunteer Fire Department (DIVFD) (tax based) –
Fire Chief: Don Luckett thanked the dedicated volunteers on the DIVFD. All BC Fire Departments are in the process of transformation. This is to ensure the standardization training and safety across the board. John Ralston presented a slide show budget presentation and an update of

changes within the budget and Fire Dept. The entire Budget Presentation can be viewed at both the DIRA website and the DIVFD Website. The membership thanked the DIVFD.

Motion: To approve the DIVFD Budget as presented M/S/ Carried.

3. Waste Management Committee (WMC) (tax based) Chair: Bob French provided the budget presentation and reported that WMC was in much better shape financially and would be able to repay the Old School for the loan from last year. He also reported there were some changes to the budget which included the purchase of bins for glass & metal, and some physical changes at the recycling centre including new lighting. Further to discussion with the CVRD hopefully these expenses will come out of the Capitol Expenditure Reserve Funds. An example of the crushed glass was made available at the meeting. Bob and the committee were thanked for the hard work.

Motion: To approve the WMC Budget as presented. M/S/Carried.

4. Denman Island Community Economic Enhancement Committee (DICEEC)(tax based) – DIRA Executive Member Doug Wright (DICEEC Liaison) presented a DICEEC Budget based on the current projects underway and the 2010 - 2015 Budget. He reported that the current working committee had resigned late August due to issues with interference from CVRD and DIRA. There has been expressed interest in the continuation of DICEEC from others in the community. All the current projects were continuing under the direction of the DICEEC Coordinator and the DICEEC Resource Centre staff person. The community non profit organizations have received their funding checks for the Community Projects, and these projects would need to be monitored over the next year. There were many questions regarding DICEEC Budget and the CVRD overall Budget for both Denman and Hornby. A request was made by the membership to have CVRD representative come and provide more information. All past and current members of the Committee were thanked for their hard work and involvement with DICEEC.

Motion: To table the DICEEC Budget until more info is provided.

M/S/ Carried.

5. Old School Committee (not tax based) Gloria Michen presented the Old School Budget and reported on certain changes over the year including the new parking. She also reported on the Insurance coverage concerns. After considerable look at cost and coverage comparisons have made recommendations to transfer the Old School coverage to AXIS Insurance Agency. This would however entail the extra cost of an appraisal for the Old School Building. Fortunately they do have funds set aside to cover this extra cost. The membership thanked Gloria and the committee for their continued hard work and diligence.

Motion: To approve the Old School Budget as presented. M/S/ Carried.

DIRA Insurance: Executive Member Nettie Cotter reported on the ongoing work by Old School Chair Gloria Michin and DIRA Chair Liz Johnston to get the best insurance coverage for the Old School & other DIRA Committees including the Graham Lake Swim Dock.

Motion: To transfer DIRA's insurance needs to 'AXIS Insurance Agency' from the current 'First Insurance Agency' further to recommendations by the DIRA Executive Board and the Old School Committee based on the reasons as outlined:

1. First Insurance is unable to provide the coverage needed for the waste management sector. Axis is able to provide this coverage.
 2. First Insurance was unable to provide coverage for the Graham Lake Swim Dock. Axis is able to provide this coverage and will also be able to do so for the future planned Community Marine Dock.
 3. That all DIRA Committees would benefit from transferring coverage to AXIS; potentially enjoying increased and adequate coverage for the same or perhaps less premiums.
 4. That the Old School has based this recommendation on discussion, research and findings with AXIS Insurance Agency. M/C Carried.
6. Denman Island Dock Committee (not tax based) John Johnston announced that both DIRA funding applications ICET (\$118,500) & WestCCAP (\$124,188.) had been approved, but that the project and disbursement of funding would not start till next year. They also reported that they have achieved the DIRA matched funding requirements through funding raising over the past few months (selling fire wood and an E Bike raffle) and currently have \$90,906. in the DIRA account. They chose not to present a detailed Excel budget at this time but only to report these updates. The full budget is available in a binder in the library. The winning raffle ticket for the E Bike was drawn at the Blackberry Fair and was won by Fern & Dave Neidermoiser.

Regular GM Business

Business Arising from the July GM Minutes

1. Notice of Motion Re: The DIRA Funding Application Policy – Bill Engelson
Motion: Whereas the current DIRA Funding Application Policy does not adequately address the occasional but very real need to very quickly submit a funding application, and whereas at least one Denman organization (DICES- The Denman Island Community Education Society) has language in its Policies and Procedures that does address this contingency, be it resolved that language be added to the DIRA Funding Application Policy.

“Although the Executive and DIRA committees will make every effort to anticipate deadlines for funding applications, if the Executive or a DIRA committee must respond

rapidly to a request from a funding body in order for DIRA to be considered for funds, the DIRA Chair, being satisfied that the funding application satisfies the three criteria of this policy, may authorize the responsible Executive member or committee chairperson to apply to such funding body and the Chair will report to the Executive and general membership at the next regular meeting.” M/S Carried.

Committee Reports:

Executive Report

Request for input from CVRD Re: Community Services: Liz Johnston reported on a letter received from the CVRD which requested input from DIRA regarding DICEEC and other DIRA Tax Based Community Services by September 30, 2010. Discussion followed on the current community services contracts, some which go back over 25 years needing updating, and the increased amount of DIRA Committees and subsequent administration work involved. The Executive Board would like to meet and discuss these issues with the Chairs of all the committees prior to any response to the CVRD. It was also requested that more info was needed from the CVRD regarding future tax based contractual relationships with DIRA.

Motion: That the DIRA Executive make a request to the CVRD that they hold a meeting on Denman Island for DI Residents at a suitable time regarding Community Tax Based Services and Contracts. M/S Carried.

Trails Committee: It was reported that Trails Committee Chair Ralph McCuaig has stepped down, and was thanked for his volunteer contribution to DIRA.

Motion to adjourn: 10:00 pm. M/S Carried.

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, 2010
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
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
35. Moira Webster, Secretary of DIRA Executive, letter of resignation effective immediately, September 10, 2010

Outgoing Correspondence:

- 139513366. T. Ian Smith, Manager, CVRD, cover letter from DIRA Recreation Committee re membership approval for 2010 funding recommendations, July 14, 2010
 - 139513365. Notes re discussion with Bob French re insurance and WCB coverage for DIRA , Old School and Waste Management property and personnel, July 21, 2010
 - 139513364. Bill Engleson, response to July 27, 2010 email re "observations regarding a recent issue of DIRA Governance", July 28, 2010
 - 139513363. Signed contract 'Letter of Intent' to ICET for the Community Dock Project Aug 6, 2010
 - 139513362. Signed contract to CVRD for DICEEC Resource Centre, Aug 6, 2010
 - 139513361. Signed Contract to CVRD for DICEEC Community Project disbursement of Funding Aug 6, 2010
 - 139513360. Letter to Chairs of DIRA Committees, notice of DIRA Budget meeting to be held September 13, 2010, August 11, 2010
 - 139513359. Dianne Larson and Sheila McLachlan, First Insurance, request to add CVRD to DIRA General Liability Policy, Aug 10 & 11, 2010
 - 139513358. Grapevine, Insert for 2011 Budgets presentations and Notice of Motion made July 12, 2010 to be presented at Sept 13, 2010 DIRA General Meeting, July 16, 2010
 - 139513357. DICEEC, acknowledgment of committee resignations, confirmation of community funding distribution, August 26, 2010
 - 139513356. 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
 - 139513355. Grapevine, submission for Notice of DIRA Budget meeting on September 13, 2010 to all members and land owners, September 4, 2010
 - 139513354. Recipient Organizations of Community Project Funding, copies of personalized Contribution Agreements, confirmation of August 31, 2010 distribution of funds, September 7, 2010
- 14 Letter from DIRA Board of Directors to Membership re: resignations
September 12, 2010