

Approved

**Denman Island Residents Association**

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**DIRA General Meeting, December 13, 2010**

**Denman Community Backhall**

**Call to Order:** 7:31

**Attendees:** 53

**Executive Board Present:** Chair Liz Johnston, Doug Ward, Doug Wright, Derek Hood, Max Cambill-Wedges, Nettie Cotter, Andrew Scruton.

**Regrets:** Frank Frketich

**1/ Motion** to amend the agenda to move New Business item # 2 to the beginning of the meeting before the DICEEC presentation. Discussion followed. **Motion not carried.**

**2/ Motion** to approve agenda as amended with the addition of The Transportation Advisory Committee Report to Item #3 of New Business) Motion/Seconded/ Carried

**3/ Motion** to approve draft minutes of November 8, 2010 general meeting as posted on the DIRA website. **Motion/Seconded/ Carried**

**4/ Executive Report**

General consent was requested that all questions and comments to the evening's presentation be limited to two minutes and that a speaker list be made to ensure that everyone gets an equal opportunity to speak. Executive Member Derek Hood took over the facilitation of the meeting from the Chair for the DICEEC portion of the meeting.

**5/ Committee Reports**

Derek Hood introduces the topic of Economic Enhancement and facilitates discussion. All members, residents and tax payers present will be given the right to vote. Questions were raised and responded to relating to the status of the Regional District Agreement and why ratify committee members?

Request for secret ballot vote(s) and subsequent discussion relating to economic enhancement motions led to a vote on this request. Request not ratified by membership.

**Economic Enhancement** - Simon Palmer/John Roberts (see attachment #3 for committee report)

**Motion** adjusted by friendly amendment to; “That Simon Palmer, Jackie Picket, John Roberts and Jennifer Villard currently serving as DICEEC be supported in their role”. Discussion followed relating to members qualifications, future committee size and bang for the buck. Simon Palmer advised that the committee had good professional depth & that it would be hard-working, open in its work and accountable to Denman residents. **Motion/Seconded/ Carried.**

**Motion;** that DICEEC be henceforth named – Denman WORKS! And that all Terms of Reference and other constitutional documents be so amended. **Motion/Seconded/Carried.**

**Motion;** that the budget as presented by the committee for 2011 be approved. Discussion followed relating to the committees wish to record, report expenditures and utilize a grant facilitator on a project by project basis. Based on funding numbers reported by the Regional District approximately 138,000 is available for future expenditure. Confirmation is the responsibility of the Regional District.

**Motion/Seconded/Carried.**

**Parks Committee** – Peter Karsten (see attachment #1 for committee report)

A written activity report (attachment #2) was presented relating to the Morning Beach Park. Due to time limitations the report unfortunately had to be rushed. A scale model of proposed steps for the new morning beach park is presented and the urgency for DIRA approval discussed.

**Motion;** that DIRA gives the go-ahead to pursue the development of a Request for Proposals for the construction design of the staircase at Morning Beach Park. **Motion/Seconded/Carried.**

**6/ Liaison Report: Ferry Advisory** – Dennis Forsyth (see attachment #2 for draft report letter)

Draft letter is presented for review and discussion relating to local summer traffic concerns (congestion and queuing of traffic at the top of Denman Hill).

**Motion;** that DIRA send the letter as presented to the Regional Director Terminal Operations North, BC Ferries Services and the Ministry of Transportation to request a meeting with them, our DIRA Executive and Ferry Advisory Representative to discuss the problems of queued traffic during the summer months.

**Motion/Seconded/Carried.**

Dennis also reported that he had been advised by BC Ferries that they will be calling a Special Ferry Advisory Meeting probably at the end of January. The meeting will be to discuss how to deal with the issue of the disruption of service on the Hornby Ferry for two weeks next October. BC Ferries will be completely replacing that ferry terminal docking facility at Gravelly Bay. If anyone has any input or ideas on how this could be addressed, please contact Dennis Forsyth. (See attachment # 2)

Adjournment: 10:00 PM

### Incoming Correspondence:

1. **Edi Johnston, DIRA member, request for DIRA to make a formal request to DIVFD re financial**

- review, November 3 and 7, 2010
2. Moira Webster, DIRA member, request for copies of specific DIRA incoming & outgoing correspondence, November 7 and 8, 2010
  3. Bruce Joliffe, CVRD Regional Director, phone request to meet DIRA Executive for quick informal discussion on his passing through Denman on November 8, 2010 (cannot attend General Meeting), November 7, 2010
  4. Ralph Walton, DIRA member, comments re: November 8, 2010 General Meeting, November 9, 2010
  5. Ralph McCuaig, DIRA member, comments re: November 8, 2010 General Meeting and DICEEC, copied to Simon Palmer, November 9, 2010
  6. Sharon Clarke, DIRA member, response to DICEEC information re Jackie Piket's leave and further DICEEC discussion, November 9, 2010
  7. Bill Engelson, VIRL, copy of letter to Bruce Joliffe, CVRD Regional Director, requesting statistical information for publication, November 10, 2010
  8. Margie Gang, Director Hornby Denman Tourism Services Association, queries re grant, forwarded to DICEEC, November 11, 2010
  9. Ian Smith, CVRD, Notice of CVRD Review and Public Meetings Denman (Dec 6, 2010)/Hornby (Dec.7, 2010) Economic Enhancement Service, November 12, 2010
  10. Allan Danks, Denman resident, request to attend next DIRA Executive meeting, November 14, 2010
  11. Moira Webster, DIRA member, request for information regarding October 18, 2010 Motion to request CVRD financial report, November 16 and 22, 2010
  12. Simon Palmer, Chair DICEEC, copy of Notice of Motion for December 13 General Meeting for Grapevine publication, November 20, 2010
  13. Ashlea Jonesmith, Transition Denman, thank you letter for DIRA participation on the TEXPO event, November 25, 2010
  14. Kathryn Britnell, AXIS Insurance, update & queries on insurance issues to Liz Johnston and Gloria Michin, November 18 and 28, 2010
  15. Peter Karsten, Chair Parks Committee, copy of Grapevine article "News on Parks on Denman", November 28, 2010
  16. Ian Smith, CVRD, information forwarded re: Vancouver Foundation's granting programs for 2011, November 28, 2010
  17. Bill Engelson, VIRL, summary submitted re November 10<sup>th</sup> meeting with Bruce Joliffe re VIRL branch on Denman, November 28, 2010
  18. Marie Lapp, Financial Services Assistant CVRD, notice of risk management inspection on Community Hall, forwarded to Boyd McKean of DIRCS, November 29, 2010
  19. Marie Lapp, Financial Services Assistant CVRD, copies of draft economic development reconciliation report for Denman and Hornby Islands to be discussed at open houses to be held December 6 and 7, 2010, December 1, 2010
  20. Bill Engelson, Chair, DICES Council, copy of letter to Tony Law re student safety at Denman ferry landing, December 2, 2010
  21. Allan Danks, Denman resident, request to present at General Meeting on December 13, 2010 in lieu of at the Executive Meeting on December 6, 2010, December 2, 2010
  22. Janet LeBlanc, HIRRA, advice of HIRRA's "No Surprises" policy of motions presented at meetings, December 3, 2010
  23. Ian Smith, CVRD, notice of contract non-renewal by Patricia Gagnon, CVRD Community Services Coordinator for Economic Enhancement, which expires December 31, 2010, December 3, 2010

24. Helen Fugale, WestCCAP, The West Coast Community Adjustment Program, final Contribution Agreement signed by WestCCAP Administrator (subsequent to DIRA signing), December 6, 2010
25. Memo to File, from Executive Meeting, Re: "A question of 'Point of Order' Decision" by the Chair at the General Meeting November 8<sup>th</sup>, 2020, December 6, 2010
26. Lanna Kroening, Youth Outreach Support Hornby and Denman Care Society, response to Bill Engelson's letter of concern re student safety at Denman ferry landing, December 8, 2010
27. Sharon Clarke, DIRA member, copy of letter addressed to CVRD presentors Wendy Byrne, Debra Oakman, Ian Smith and Bruce Joliffe, following public CVRD meeting held December 7, 2010 re: Draft Reconciliation Report on Denman and Hornby Islands, December 9, 2010
28. Danielle Viemmi, Communications Officer, Western Economic Diversification Canada, congratulations to Dock Committee and DIRA and query on project announcement re future dock construction, December 9, 2010
29. Margie Gang, Denman resident, forwarded to DIRA copy of HICEEC document regarding its achievements, initiatives and projects since inception, December 10, 2010.

### **Outgoing Correspondence:**

1. WestCCAP, The West Coast Community Adjustment Program, completed Contribution Agreement signed by DIRA (still requiring WestCCAP signatures), see copy of finalized agreement for incoming correspondence item #24, mailed November 9, 2010
2. All parties involved re: new 750 hectare protected park area, DIRA appreciation letter November 8, 2010
3. Moira Webster, DIRA member, response re: request for copies of specific DIRA incoming & outgoing correspondence, copies hand delivered, November 8, 2010
4. Julie Kochanuk & Mike Nestor, HDCHC Youth & Family, DIRA thank you for presentation at November 8, 2010 General Meeting, November 9, 2010
5. Simon Palmer, Sharon Clarke & DIRA Executive, copy of Jackie Piket's June 2010 leave of absence from DICEEC, November 9, 2010
6. Allan Danks, Denman resident, confirmation to A. Danks' request to attend next DIRA Executive Meeting on December 6, 2010, November 15, 2010
7. Moira Webster, DIRA member, response re: request for information regarding October 18, 2010 Motion to request CVRD financial report, November 22, 2010
8. Gloria Michin, Old School Committee, forward copy of AXIS Insurance annual invoice, November 30, 2010
9. AXIS Insurance, cheque of \$4,476 in payment of annual invoice and signed document re: "SEF No.99 Excluding Long Term Leased Vehicle Endorsement", November 30, 2010
10. Don Lockett and John Ralston, DIVFD, DIRA letter requesting review of DIVFD books with proposed dates, December 2, 2010
11. Allan Danks, Denman resident, confirmation to A. Danks to present at General Meeting on December 13, 2010 in lieu of at the Executive Meeting on December 6, 2010, December 2, 2010
12. Patricia Gagnon, CVRD Community Services Coordinator for Economic Enhancement, re contract expiring December 31, 2010, DIRA thank you letter for services provided, December 7, 2010
13. Kathryn Britnell, AXIS Insurance, confirmation that that payment is made on Insurance Policy invoice and request for clarification on outstanding queries on the insurance policy, December 10, 2010

## **Attachment #2 Parks Report**

### **Activity Report of the Parks Committee to DIRA**

**December 13, 2010**

#### **Morning Beach Park.**

The PC met on Dec. 3 with Michael Nihls, Manager of Parks and Parks Technician Brian Allaert, CVRD it was preceded by a site visit Dec. 3 by local builders to give input on the best location for a stair case.

**Location of stair case :** The preferred location starts the stairs (top) at a bowl shaped spot about 33 m from the north boundary to lead in a zigzag fashion to the bottom.

**Model :** Peter K. produced a on a scale of 1:200 to show the land contours and location of the exciting rope tail and proposed staircase location.

**Structure:** There is agreement on using a wood structure. Treated wood is recommended which is the most economical material (DIRA to approve). Anchors can be in steel, concrete or most likely a combination thereof.

**Funding:** The CVRD hopes to have \$40,000 available for 2011 for the construction and \$11,000 for design. An RFP will determine the specifications to take the project to tender. It will have structural engineering approval. We will not know what the final cost will be until the tender has been awarded. An additional \$15,000 will be come available in 2012. A grant can be applied for to make up shortfalls. The CVRD will consider to integrate volunteer work and material donation to reduce the final cost.

Recreation tax base increases due to this project are not envisioned in 2012 and 2013. It is unlikely that funding will be in place for the entire staircase in 2011. Doing the construction over two stages over two years is problematic do to safety concerns.

**Future maintenance** can be carried out by volunteer efforts to mitigate tax base funding.

**Schedule :** the first phase is the development of the RFP. The PC to obtain the go ahead by DIRA to pursue this. The CVRD will engage a design team. The conceptual design will be taken to the community for a public information meeting to get approvals. This is scheduled for late February. Although tenders could be awarded in 2011, construction is depended on available funds and may not be completed until 2012. Some site preparation and placing of pylons can undertaken in 2011. The PC will create a PowerPoint program to show aspects of the MBP at the January DIRA meeting.

**Culvert for park entrance :** MoTH approved the placing of an 8 foot long 12 inch diameter culvert at the trail entry point along the public road. Brian will locate one which the PC will

pickup and place on site. Gravel can be obtained locally to level the path over the culvert. No cost for the installation is expected.

**MBP Public meeting:** The CVRD and PC will organize a meeting for input once the design concept is available in February /March.

**Stanehill Park update :**

Additional plant species will be planted this winter/spring.

**Parks and Greenway Masterplan :**

The CVRD is compiling the survey response collected at the Open House meeting for publication early next year .

**Parks Planning Group :**

The PLG is close to publishing its TOR. The primary focus is to assist the MOE with the designations and naming of the parks.

Submitted by P. Karsten

**Attachment # 3: Letter From DIRA to Regional Director Terminal operations North, B.C. Ferries Services Inc.**

Jeff West  
Regional Directrn: Terminal Operations North  
B.C. Ferries Service Inc.  
1321 Blanshard Street  
Victoria, B.C. V8W 0B7

Bob Webb  
Operations Manager  
Department of Transportation  
550 Comox Road  
Courtenay, B.C. V9N 3P6

Gentlemen; The Denman Island Residents Association has been asked by its members to bring an increasingly serious traffic problem on this island to your attention. During summer months Denman Island is subject to high rates of vehicle traffic as visitors to both Denman and Hornby Islands come and go. The Denman West ferry terminal often finds itself backed up with two, three and sometimes four ferry loads waiting to get off Denman. While this problem was

alleviated to some extent by the addition of a queuing lane on the ferry hill, this has not entirely solved the problem.

This past summer we had ferry traffic backed completely up the hill well past the Denman Road-Northwest Road intersection on many occasions. This created some serious problems. Most of these vehicles are driven by visitors to the island who become easily confused and too often manage to completely block local traffic in the village area. A lack of clear signage and direction also occasionally led to verbal confrontations between frustrated drivers.

On several occasions local business people or other residents undertook to direct traffic themselves. However, as these individuals are untrained and unqualified in traffic management this seems an unviable solution.

The Denman Island Residents Association would like to suggest a meeting with a representative of the Dept of Transportation, a representative from B.c. Ferries and members of our executive early in the new year to work out some solution to this problem.

Thankyou,

DIRA Chair: Elizabeth Johnston

[Attachment #1 Motions and Budget and slide presentation by DICEEC \(Denman Works\)](#)

## **Denman WORKS! Committee**

### Terms of Reference

Adopted April 2009

To take a leadership role in the development and implementation of solutions to socio-economic issues facing the people of Denman Island.

To assist in the planning and organization of actions to achieve appropriate enhancement goals defined by Denman Islanders.

## Denman WORKS! Committee

### Prime Objectives

- To manage the disbursement of grant funds to obtain maximum benefit for the island over a range of economic activities
- To underwrite workshops benefitting the island's diverse and often home-based businesses
- To identify island assets & promote collaboration
- To help maintain infrastructure used for economic activity
- To create opportunities for employment and self-employment
- To support local production & self-sufficiency projects
- To promote low-impact, eco-sensitive tourism
- To assist cultural, craft, agricultural fairs, tours & festivals, all contributors to the betterment of Denman's community life
- To hold periodic community meetings inviting comment and suggestion to improve the committee's effectiveness
- To communicate effectively, before & after acting

	Denman WORKS! Draft Budget 2011	12/10/2010
Tax Funds Collected/Available	53,000	
2010 Surplus/Carry Forward	40,000	
Prior Years' Surplus/Carry Forward	45,000	
Total Funds Available		138,000
EXPENSES		
<u>CVRD</u>		
Support Services	2,288	
Salaries	2,651	
Benefits	530	
WCB	32	
Insurance	299	

Legal	900		
Travel	200		
			6,900
<u>Denman Activity Costs</u>			
Advertising	600		
Special Meetings	500		
Misc	2,000		
			3,100
<u>Service Delivery</u>			
Grant Facilitator			
Contract Fees	12,000		
Travel	500		
Office/Other	1,000		
		13,500	
Resource Centre			
Rent	5,000		
Representative	10,000		
Office Supplies	2,000		
		17,000	
Workshops	2,000		
Project Support	6,000		
Community Grants	25,000		
		33,000	
			63,500
Total Expenditure			
73,500			

## **Denman WORKS! Society – Why It Works Better**

### Structure:

Board of Directors incl Treasurer/Secretary elected by Denman residents

50% of Board up for election annually at the AGM

Constitution & Terms of Reference for approval by Denman residents

### Function:

To deliver economic enhancement services to Denman Island

Under (5 year) contract with the Regional District

Budget of 100% of Denman tax requisition net only of CVRD overhead charge

Annual financial report to CVRD

11 monthly public meeting p.a.

AGM – election of Directors & approval of budget

### Strategy:

To solicit residents' input at periodic public meetings & so modify longterm plans

To administer grant programs for the benefit of qualifying organizations

To design & manage programs in support of island businesses

### Advantages:

Effective on-island control of tax requisition disbursements

Greater transparency

Direct delivery of service

More responsive to island's needs

Faster financial reporting

More economic use of resources

December 13 2010

## **Denman WORKS!**

For information go to our website –

[denmanworks.wordpress.com](http://denmanworks.wordpress.com)

Send comments, suggestions, requests for support to –

[denmanworks@gmail.com](mailto:denmanworks@gmail.com)