

Denman Island Residents Association

DIRA General Meeting February 14, 2011 at the DI Community Hall

Call to Order: 7:30 PM

Attendees: 65

Executive Board Present: Chair Liz Johnston, Nettie Cotter, Andrew Scruton, Doug Ward, Doug Wright, Derek Hood, Frank Frketich.

Regrets: Max Campil-Wedges

Motion to Approve Agenda: - motion/seconded/carried

Motion to Approve January 10, 2011 minutes: - motion/seconded/carried with amendment

Executive Report:

1. DIRA Fire Services Contract with CVRD – Presentations made by Don Lockett, Frank Frketich and John Kirk

Don Lockett (DIVFD Fire Chief) spoke to a long term co-operative effort, what is best for the community and common goals. Currently there is a DIRA/CVRD contract in place for DIRA to provide Fire Services through the Denman Island Volunteer Fire Department (DIVFD) which operates as a committee of DIRA. All are in agreement that this old contract from 1983 is no longer relevant in 2011.

Frank Frketich (DIRA Liaison) spoke to DIRA's executive wishes to review the current services contract and come up with a governance structure that is appropriate to all. Several steps were proposed that would allow additional time for the CVRD to come up with a final decision.

John Kirk: Chair of the Denman Island Volunteer Fire Fighters Association (VFFA) which is registered non- profit organization open to retired and current fire fighters that serves as the fundraising auxiliary for the DIVFD, also spoke of the need to review this contract , and made the following Notice of Motion:

Notice of Motion:

- a/ That DIRA write a letter to the CVRD stating its desire to terminate the present service agreement contract for the DIVFD.
- b/ Further, that this service agreement contract be turned over to the VFFA, at DIRA's AGM, for the interim period of one year.
- c/ Further, that a liaison committee be established composed of 1 DIRA rep, 1 VFFA rep and a chairperson, likely a VFFA member.
- d/ Finally, during this interim period, discussions with the CVRD about a long term service agreement contract will include the DIRA liaison member as well as the DIVFD.

2. DIRA Insurance Policies – Presentation done by Liz Johnston – basically there are challenges relating to how in the future DIRA committees can fairly cost share insurance premiums and more work needs to be done. An overview of DIRA's Commercial General Liability, Directors and Officer Policy, Ocean Marine Policy and Liability and Accident Coverage for Park Volunteers and DIVFD was given. Future consideration will be needed for the Dock Committee Project Construction and something called a Special Volunteer Organization policy. Copy of the presentation attached.

3. Policy re: Recordings of DIRA Meetings

Whereas it has come to DIRA's attention that electronic recordings made at DIRA meetings may have been subsequently disseminated. These actions discourage the frank exchange of views that up to now has been the characteristic of DIRA meetings. Approved DIRA meeting minutes are to only include what action was done at

meetings, not what was said. DIRA members have been assured that any 'electronic recording of meetings' were to be used for 'minute taking purposes only' and would continue to be the intellectual property of DIRA, to be then disposed of after completion of the documents.

Rescinded May 9, 2011

Motion: that the membership of DIRA discourages the recording by electronic means of discussions that take place at Executive or General Meetings. The membership also encourages those people who have already made such recordings to destroy them. This in no way discourages individuals from recording any motions put forward at any meeting and the results of voting on any motion. **Motion/Seconded/Tabled**

4. Application to qualify DIRA for HST rebates – Committees requested to provide revenue and funding statements for 50% HST Rebates. Monies to go back to the applicable committees.

Motion: DIRA apply to determine if we qualify for the HST rebate. **Motion seconded and carried.**

Committee Reports:

1. Waste Management Committee - Budget Amendment Presentation by Bob French. Through good management the committee has developed a surplus that permits a request for the Regional District to reduce the tax levy for waste management. Report attached.

Motion: A letter be written to the CVRD requesting a Budget Amendment to reduce the tax levy for waste management. **Motion seconded and carried.**

2. Pesticide Free Committee: (Motion from committee asking DIRA to discharge) – Derek Hood asked for more time to review and ask questions prior to presenting motion to the membership for the discharging of this committee.

3. Dock Committee: Application for Grant-in-Aid & Update Report – presented by John Johnston. Reports that some budget line items are a little more and some a little less but overall the budget is on track. Suppliers have been selected for dock, pilings and railings.

Motion: The Dock Committee is authorized to contact potential contractors to obtain e-mail or written quotations for the work that is required, and to choose among the various quotations received, (based on criteria that the committee will have developed in advance). The dock committee will then draft a letter for the president of DIRA (**amendment to include vice-president or treasurer as signatories**) signature accepting the quotation chosen and authorizing the work to proceed. The Executive of DIRA and the General membership will be informed of the letting of the contract at the next Executive and General meeting. **Motion seconded and carried with amendment.**

The Dock Committee reported that it has submitted a 'CVRD 2011 Grant-In-Aid Application' to the DIRA Executive for approval, for dock project insurance costs. This application falls within the 'funding application blue print' motion which was passed by the membership last year which allows the Dock Committee to make applications to numerous funding agencies after getting executive authorization.

4. Bill Mee Park Committee: – presented by John Wigle and Glen Snook. Reports that their annual meeting occurred in January, a 3 year agreement with the CVRD has been reviewed by their committee and is being forwarded to DIRA executive for signature and that the agreement includes an updated list of volunteers. Glen reports that the new 2011 boat launch decals are ready.

5. Parks Committee – presented by Peter Karsten. Reports that at Morning Beach Park, three RFPs have been received for staircase design. Wood is considered the best option for construction with proper geotechnical assessment. A community information meeting is planned to discuss costs and options when the information is available. At Stanehill an additional 31 species of native plants have been identified.

In addition, work continues by the CVRD on compiling responses that should assist a "Parks and Greenway Master Plan". The Parks Planning group, Jack Forsyth, liaison announced a Public Meeting for March 10 at 7:30 to discuss park naming and designations.

6. Denman Works – presented by Simon Palmer. Reports that \$13,500 is expected from the CVRD to commence economic enhancement projects. \$2,000 is planned in project support for the new H/D Tourist Brochure, interviews are planned for a Grant Facilitator’s position and when CVRD budget numbers are approved Community Project Grant Applications should be available on the Denman Works Website.

7. Denman Island Volunteer Fire Department – present by John Ralston. Reports that the Fire Department has organized a new CPR Course that could be a life saving experience for Denman Residents. Apparently 60 people have already signed-up with room for about 30 more. A DIRA member expressed concerns that the DIVFD had never had an independent audit, and that she had requested an opportunity to view the DIVFD Books. Fire Chief Luckett stated that any resident was welcome to come to see the DIVFD books at weekly meetings, and announced that the DIVFD is planning to hold an open house presentation at the Fire Hall for the community in the next few weeks which would provide the opportunity for all the community to view and discuss DIVFD Year End Financials which have been prepared this year by a Courtenay accounting firm.

8. Old School Committee - presented by Gloria Michin. Thanked the Bill Mee committee for two picnic tables.

9. Wildlife Advisory - presented by Dennis Forsyth. Reports that there is many pregnant deer at this time of year and a dog chasing them is a concern. Please try to keep your dog at home. If you observe an occurrence of dogs chasing deer please contact Dennis.

Liaison Reports:

1. Island Trust – presented by Nettie Cotter for Louise Bell. Reports that the next meeting for the Islands Trust is Feb 15 and that there will be a community information meeting to discuss Bylaw Numbers 199 and 200. A third community Bylaw, Number195, is also in the legislative process. Full report attached.

2. Ferry Advisory – presented by Dennis Forsyth. Reports that B.C. Ferry ferries are still planning on raising fares.

Incoming Correspondence:

			2011
1.	BC Assessment Board	2011 Property Assessment Notice for Lot 257, Community Dock Purposes	Jan 9
2.	Axis Insurance	Certificates of insurance for WestCCap and ICET, responses to queries.	Jan 7/10
3.	F. Barker, Resident	Query re Community Project Grants (forwarded to Denman Works!)	Jan 11
4.	B. Engleson, Member	Queries re DIRA / CVRD possible meeting in Jan	Jan 12/16
5.	B. Engleson. DICES	Forwarded update from Kathie Tolson re safety concerns at Denman West ferry terminal- pick up of school children at the school effective Jan 31	Jan 14
6.	Ian Smith, CVRD	Request to discuss proposed model with Manager of Fire Dept Services	Jan 14
7.	R. McCuaig, Member	Queries re 2010 Economic Enhancement Community Project Grants	Jan 14/17 /25
8.	M. Webster, Member	Requests for and comments re Motions from Jan 10 DIRA General Meeting	Jan 13/15 /18/19/20
9.	P. Thomsen, Pesticide Free Committee	Request re discharge of Pesticide Committee from DIRA	Jan 17/20
10.	James Bast, CVRD	Receipt of Motions from Jan 10 DIRA General Meeting sent Jan 17/11	Jan 24
11.	John Ralston, DIVFD	Copy of minutes of DIVFD Jan 20, 2011 Annual General Meeting with Fire Chief’s Performance Review	Jan 24
12.	Island Community Economic Trust	Notification of receipt of all compliance requirements and commencement date along with request for revised budget for the Community Dock Project Reimbursement package and forms provided for the project.	Jan 24 Feb 8

13.	BC Ferries S. Mayall	Request to use Bill Mee Boat Ramp during interruption of ferry service	Jan 31
14.	Eco System Restoration Associates Inc	Request for contact information further to Denman Island Parks re Denman Stakeholders consultation Process	Feb 1
15.	CVRD	Agreement for CVRD to provide interim funds to DIRA for Denman Works further to approved budget request.	Feb 7 /9
16.	BC Environmental Assessment Office	Response from Ministry to letter sent by DIRA re Raven Coal Mine	Feb 10
17.	CVRD B. Allaert	Confirmation to Parks Committee and DIRA that CVRD provides volunteer (in regional district parks) accident insurance in addition to liability insurance	Feb 3
18.	E. Johnston, member	Re: request to view DIVFD books providing history of requests	Feb 5

Outgoing Correspondence:

2011

1.	Kathryn Britnell, Axis	Queries regarding DIRA insurance policy	Jan 9
2.	B. Engleson, member	Responses re queries on DIRA / CVRD potential meeting in Jan	Jan 12/17
3.	R. McCuaig, member	Response regarding 2010 Community Grant Funding Application process	Jan 14/15 /17/25/26
4.	M. Webster, member	Response to Jan 13 and 18 requests for Motions and telephone request for copy DIVFD letter included in draft minutes (note: incorrect draft letter provided – see Outgoing mail # 10)	Jan 15/19
5.	CVRD /DIVFD	Letter from DIRA Executive Re: DIRA/DIVFD Liaison Requested Motions approved at the January GM re DIVFD Requested letter to CVRD Ian Smith Dec 21' 2010 (note: incorrect letter provided/ see item # 10)	Jan 14/18
6.	BC Environmental Assessment Office	Letter of request from DIRA 'to hold a public meeting re: Raven Coal Mines further to Motion at January GM.	Jan 14
7.	All DIRA Committee Chairs &/or representatives	Notice of Jan 28 meeting with Insurance agent Kathryn Britnell of Axis Insurance to discuss new policy and adequate coverage regarding volunteer activities and Reminder	Jan 19/28
8.	P. Thomsen	Response re discharge of Pesticide Free Committee from DIRA	Jan 20
9.	All attendees	Notice of meeting postponement until further notice re: safety concerns regarding summer ferry traffic congestion and Meeting Reminder	Jan 20/28
10	M. Webster, Member CVRD, DIVFD	Notice of error re incorrect attachment to outgoing correspondence #4 and #5, corrected document (re: letter to CVRD I. Smith re DIVFD)	Feb 4

DENMAN ISLAND WASTE MANAGEMENT COMMITTEE

Proposed 2011 Budget – Original and Amended (attachment #1)

	Original	Amended	+/-
ESTIMATED REVENUE			
Tax Levy (requested)	50,148	46,148	-4,000
Regional Solid Waste Plan (requested)	5,000	5,000	
Total Requested from CVRD	55,148	51,148	-4,000
Bag Surcharge (inc. commercial collection)	14,000	14,000	
Donations/Sale of Commodities	2,500	2,500	

From Accumulated Surplus	N/A	4,000	+4,000
TOTAL INCOME	71,648	71,648	
ESTIMATED EXPENSES			
Garbage Pickup (37 pickups @ \$750 plus 12% HST)	31,080	31,080	
Tipping Fees	4,000	4,000	
Total Collection Expenses	35,080	35,080	
Shipping of Recyclables (2010 inc. glass bin)	7,000	7,000	
Lease of Recycling Site	6,348	6,348	
Wages (inc. cleaning Reusables Store)	12,000	12,000	
Wage Benefits	700	700	
Renovations/Repairs	4,000	4,000	
Supplies/Equipment	2,000	2,000	
Total Recycling Expenses	32,048	32,048	
Operation/Admin/Bookkeeping	4,000	4,000	
DIRA Administration	520	520	
Total General Expenses	4,520	4,520	
TOTAL EXPENSES	71,648	71,648	

Attachment #2

Overview of DIRA Insurance Policies (presented by Chair: Liz Johnston)

DIRA Commercial General Liability Policy: C0M 037461646 (\$2million coverage)

Oct 2010-Oct 2011 \$4476. (Old School Committee \$3476)(Dock Committee \$1000)

- Building & Property coverage for Old School Building and area
- Liability Coverage for Vacant Lot 257 (site of new doc)
- Liability Coverage for all committees(3rd party bodily injury & property damages caused by all DIRA committee volunteer activities)
- There needs to be discussion re formula for allocation of policy costs.

DIRA Directors and Officers Policy: April 20, 2010 – April 20 2011 (NPO39271)

\$ 1040.00 DIVFD & WMC have each been paying \$500. each towards this policy.

- Insures DIRA Executive, Volunteers and all DIRA Committee Members
- Provides liability coverage for financial, professional administration issues.
- There also needs to be discussion re: how costs of this policy are to be allocated to committees.

Ocean Marine Liability Policy: 103504 Coverage for the Graham lake Swim Dock

June 5, 2010 – June 5, 2011 \$950. \$3 million liability at the Graham Lake swim dock

- Coast Marina Operators legal liability wording and coverage
- Covering use of swim dock, covering the water portion of liability

- The DIRA General Liability Policy covers the land portion leading to dock

Note: It has been explained that this lake policy coverage can be expanded to include Lot 257 Marine when the dock is built (at very little increased cost which will benefit both groups) Currently this policy was paid completely by the DIRA Swim Dock Committee through Grant-in-Aid funding from the CVRD and donations to the committee.

Liability & Accident Coverage Provided for Park Volunteers & DIVFD

All volunteers working in Regional Parks receive liability coverage. The Regional District also provides volunteer accident insurance as long as volunteers are listed with each funding agreement (up to age 75.) Volunteer Fire Fighters also receive separate liability and personal injury coverage in their role as community volunteers. AXIS has assured DIRA that there is no 'double' coverage in this regard.

Future Considerations

Dock Committee Project Construction Policy: The Dock Committee is looking at a stand a-lone policy during construction when the project starts at the Lot 257 site. (Appox \$3000.costs to be paid by the Dock Committee. They will then be added to the existing Marine Policy when the project is completed.

Special Volunteer Organization Policy for 'Personal Injury or Accidents'

January 21st AXIS Kathryn Britnell brought it to our attention that a 'personal injury policy' for volunteer organizations is now available and is being used by community service groups. The cost for such a policy would be somewhere approx \$1000. per year. The Executive Board will try to bring more details to the membership in the next months.

Islands Trust Report for the February 14 DIRA Meeting
Submitted by Louise Bell

Unfortunately both David Graham and I are unavailable for the February 14th DIRA meeting,. I would be grateful if an Executive Committee Member someone would read this report for me.

The next meeting of the Local Trust Committee is tomorrow, February 15th at 10:30 a.m. in the Conservancy Room at the Old School. The meeting will recess immediately after the "Call to Order" to hold a Community Information Meeting for Proposed Bylaws Nos. 199 and 200. Bylaw 199 proposes amendments to the Official Community Plan (OCP) and Bylaw 200 proposes amendments to the Land Use Bylaw (LUB).

Information on the meeting and the content of these two bylaws was in the green insert in your Grapevine last Thursday. The bylaws are in the Dora Drinkwater Library as well as on the Island Trust website. We suggest that you read the proposed bylaws against the OCP and LUB. Some of the proposed changes replace existing text and some are additional text. For either, it's important to understand where the amendment fits into the existing OCP or LUB and how it would change it.

At the close of the Community Information Meeting the Local Trust Committee meeting will reconvene and discuss the regular LTC business items. Three Denman Island bylaws are currently in the legislative process, all between first and second reading. The first two are bylaws 199 and 200. The third is Proposed Bylaw 195, which defines "seasonally flooded agricultural fields and provides exemptions for these areas in the guidelines for Development Permit area No. 4, which protects Streams, Lakes and Wetlands. The LTC will discuss the process for these three bylaws, and

may provide staff with direction regarding public hearings. No applications will be considered at this meeting.