

## RECREATION GRANT RECOMMENDATIONS PROCESS

The Denman Island Residents Association (DIRA) will serve as the facilitator and manager of a process for arriving at and submitting recommendations for the allocation of CVRD recreation grants, in which the important decisions, except those of the Comox Valley Regional District, are made by meetings at which all residents of Denman Island may vote and are encouraged to come and do so. The process will work as follows:

- a) Applications for the CVRD's Denman Island Recreation Service grants will be submitted to the "Denman Island Recreation Grants Committee", c/o the Denman Island Residents' Association.
- b) The Denman Island Recreation Grants Committee will be established, and its members will be appointed annually, by a public meeting of Denman Island residents, advertised well in advance, at which every Denman resident of voting age will be allowed and encouraged to vote. This meeting will be called by DIRA and will normally, although not necessarily, be a part of a regular DIRA meeting.
- c) DIRA, through its Board of Directors, will arrange for advertising the above-mentioned public meeting, at the expense of the CVRD. The advertising will state that nominations for members of the Denman Island Recreation Grants Committee will be accepted from any resident of Denman Island either prior to or from the floor at the public meeting. DIRA will provide nominations for at least a minimum number of members for the Committee.
- d) DIRA will also provide for adoption at the initial public meeting a proposed set of terms of reference for the Denman Island Recreation Grants Committee and a proposed application package to be used by grant applicants. Both these documents will be made available to the public and advertised in advance of the public meeting. Application deadline, reporting deadline for the committee and other annually recurring items will be included in at least one of these two documents.
- e) DIRA will promptly deliver all applications received on behalf of the D. I. Recreation Grants Committee to the Committee, which will review the applications and decide upon its recommendations, according to its terms of reference.
- f) The Denman Island Recreation Grants Committee will then provide its recommendations to the DIRA Board of Directors, which may return them to the committee for clarification or factual corrections but is not permitted to change the substance of the recommendations or reject them.
- g) DIRA, through its Board of Directors, will call and advertise a second public meeting each year, sufficiently in advance of the date when the CVRD requires recommendations to support its decision as to what amounts of grant money will be awarded to which applicants. This will also normally be a part of a regular DIRA General Meeting but will be well advertised in advance and all Denman Island residents will be allowed to vote. The D. I. Recreation Grants Committee will present its recommendations to this second public meeting, which will approve them, with or without changes, for submission to the CVRD or, in the worst case, reject them and require the Committee to present new recommendations at an adjournment of the same public meeting at the soonest reasonable date.
- h) DIRA, through its Board of Directors, will send the approved recommendations to the CVRD, with a cover letter indicating that they were approved by a properly advertised public meeting of Denman Island residents.
- i) As in previous years, the CVRD will send letters and cheques to successful grant applicants. As applicant, DIRA will receive letters and cheques for any DIRA committees to receive grant money, and will promptly inform those committees.

[-As approved by the membership of DIRA at the AGM, April 16, 2012]