

DCLTA Board meeting July 6, 2023

Minutes

In attendance: Debbie Frketich, Sue Hammell, Nancy Hoyano, Daryl McLoughlin, Dave Ricketts, Stephanie Slater, Chris Wardman, Pam Willis. Regrets: Paul Beauchemin.

1. Approval of agenda.

- Agenda approved.

2. Approval of minutes of June 1, 2023.

- Under 4 F. DCLTA constitution review - after the motion, add “This definition will be presented to the general membership at the AGM to replace the previous definition in the DCLTA constitution.
- **Motion** to approve the minutes of June 1, 2023 with the addition. Moved by Stephanie, passed.

3. Treasurer’s report

A. Treasurer’s report

- Detailed reports were circulated in advance for May and June.
- Summary: DCLTA has approximately \$18,000 in the bank; \$100,000 in noncashable GIC’s; and \$60,000 cashable term deposits and GIC’s for an approximate total of \$180,000.
- In the Fall the money from the estate will be coming in.
- **Motion** to receive the Treasures report. Moved by Daryl, passed.

B. Commercial liability Insurance on the Ridge property (Chickadee Road) update.

- It is difficult to get this type of insurance on DI. Lloyds of London has pulled out to the Gulf Islands, and few other insurers offer commercial insurance for the gulf islands. Daryl reported that he contacted several companies who all declined to provide insurance. Finally he approached Coastal Community Credit Union and they have provided a quote through Intact Insurance of \$629/year. He circulated the quote by email.
- **Motion** to purchase Commercial Liability Insurance for the Ridge property (Chickadee Rd) through Coastal Community Credit Union (Intact Insurance) at the cost of \$629.00/Year. Moved by Daryl. Passed.

4. DCLTA business

A. AGM planning

- I. Date and location - Sept. 17 at the Community Hall, at 11:00 am. Time to be confirmed by Stephanie.
- II. Notify membership - **ACTION: Stephanie to finalize the community update and include info about the AGM for the Grapevine. ACTION: Nancy to draft an email advising members and lapsed members of the AGM to go out two weeks before the AGM.**

- III. Prepare an agenda - including, any motions, elections, treasurers report, co-chairs report, past minutes. - carry forward to August.
- IV. Prepare board slate for any elections
 - Standing for re-election: Paul Beauchemin, Sue Hammell, Debbie Frketich (all year 2 of first term).
 - Stand for election: Dave Ricketts
 - Current board members entering the second year of a 2 year term: Nancy Hoyano, Daryl McLoughlin, Stephanie Slater, Chris Wardman, Pam Willis.
 - John Clark, Brad Hornick and Doug Olstead stepped down during the year.
- V. Appoint chair and minute taker : Stephanie Slater Chair, Nancy Hoyano minutes (Dave Ricketts has offered to chair in the future).

B. Working committee

I. Terms of reference

- TOR have been circulated. Two minor changes were made.
- **Motion** to adopt the Working Committee Terms of Reference as amended. Moved by Debbie, passed.

Motion to go in camera. Moved by Stephanie, passed.

Discussion regarding possible properties for affordable housing.

End in camera 11:45

- C. Community Update - Stephanie still working on it, needs to make the change of time for the AGM.

5. IT Housing Review

- Pam withdrew from the review. All meetings are open to the public, there is a meeting Monday. We should all be paying attention. Consider attending a meeting. Pam suggests we familiarize ourselves with the OCP, which can be found in the library and also the bylaws which can be found on the IT website.

5. Next meeting date

- Board meeting, August 10, 2023 at 10 am. NOTE: this is a week later than our regularly scheduled first Thursday of the month.
- Working committee - July 13th
- **ACTION: Chris to set up google calendar and enter these two meeting dates.**

DENMAN COMMUNITY LAND TRUST ASSOCIATION

WORKING COMMITTEE

Terms of Reference

Adopted July 6, 2023.

1. PURPOSE

Recognizing that the DCLTA Board of Directors is a 'Working Board' and therefore necessarily engaged in ongoing activities essential to the progress of the Association, the Working Committee exists to inform, guide and support the work of Association Board Members.

2. MEMBERSHIP OF THE WORKING COMMITTEE (WC)

- a. All members of the DCLTA board of directors
- b. Other community members may be invited to participate in the Working Committee because of skills and/or expertise deemed valuable to its work. Before non DCLTA board members are invited to join the WC their participation in the WC will be vetted and approved at a regular DCLTA board meeting. If approved the DC member must sign a DCLTA Confidentiality Agreement. Participation in the DCLTA WC by a non-board member will be project specific and time limited. The non-board member will have no decision making authority.
- c. The WC Chair will be a DCLTA board member appointed by the WC.

3. ACTIVITIES OF THE WORKING COMMITTEE

- a. forward actions generated at Board and Working Committee meetings
- b. discuss ideas for future actions and projects
- c. create working plans for complex projects that include goals, timelines and tasks
- d. make recommendations and/or submit items requiring formal motions to the board

4. MEETINGS

Meeting times and locations will be established by the WC but will generally occur once a month between regular board meetings. Additional meetings can be organized when necessary. The WC meeting will be chaired by the WC Chair or her/his designate.

5. ROLE OF THE WORKING COMMITTEE CHAIR

The role of the WC chair is to:

- a) organize and facilitate WC meetings
- b) arrange for a minute taker
- c) ensure there is a current WC Work Plan in place when applicable
- d) report on WC activities at regular DCLTA board meetings
- e) delegate responsibilities as necessary
- f) submit motions to the board

6. DECISION MAKING

The WC operates on the assumption that all committee members are valuable and have an equal voice. Decisions will be made by consensus.

7. LIMITS OF AUTHORITY

The WC will operate within the boundaries of projects agreed to by the board

The WC will not place the DCLTA in a conflict of interest or other risky position

The WC may not approve financial expenditures