



Denman Island Local Trust Committee Minutes of Regular Meeting

- Date:** October 18, 2016
- Location:** Denman Activity Centre
1111 Northwest Rd, Denman Island, BC
- Members Present:** Susan Morrison, Chair
David Critchley, Local Trustee
Laura Busheikin, Local Trustee
- Staff Present:** Ann Kjerulf, Regional Planning Manager
Rob Milne, Island Planner
Vicky Bockman, Recorder
- Others Present:** Approximately four (4) members of the public - am
Approximately two (2) members of the public - pm

1. CALL TO ORDER

Chair Morrison called the meeting to order at 10:50 am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations, in particular the K'omoks First Nation. She welcomed the public and introduced Local Trustees, staff and recorder.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 9.0 Move to follow 6.1
- 14.2 Comox Valley Regional District (CVRD) Meeting Discussion
- 17.1 Add "s.90(1)(c) for the purpose of considering Labour Relations"

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Barbara Mills, speaking for the Association for Denman Island Marine Stewards (ADIMS), expressed concern that Local Trust Committee (LTC) consideration of Bylaw 207 is important to the protection of forage fish habitat and requested that there not be a lengthy delay in work on this initiative. She provided her speaking notes for the record.

Edi Johnston commented that there has been a bylaw enforcement complaint registered regarding driving in the W1 zone and asked if the LTC would be acting to protect the area's archeological site and foreshore.

Chair Morrison responded that the LTC is working on the issue.

4. COMMUNITY INFORMATION MEETING - none**5. PUBLIC HEARING - none****6. MINUTES****6.1 Local Trust Committee Minutes dated September 20, 2016**

By general consent the minutes were adopted.

9. CORRESPONDENCE**9.1 Letter dated September 22, 2016 from Hornby Denman Community Health Care Society regarding Transportation Committee**

Bill Engleson, Chair Hornby & Denman Community Health Care Society, described transportation concerns that affect students, seniors and commuters of both Denman and Hornby Islands. He suggested that this is a complex subject that might be addressed through consideration of updating the Transportation section of the Official Community Plan (OCP) and a strategy that involves co-ordination of organizations such as the LTC, local transit authority, Ferry Advisory Committee, and the school district to expand the transportation system.

Trustees discussed the issue and the following was noted:

- The LTC can establish a Transportation Advisory Commission (TAC) with specific terms of reference;
- A TAC might be helpful in conducting annual meetings with Emcon Services and providing input on other possible transportation initiatives such as electric charging stations or reviewing speed limits; and
- A review of the OCP Transportation section and co-ordination through multi-stakeholder meetings to create a transportation strategy might be larger in scope than that of a TAC and considered as a LTC project.

Trustee Critchley offered to work with the speaker to review issues and possible next steps and will report back to the LTC.

6.2 Section 26 Resolutions-Without-Meeting - none**6.3 Advisory Planning Commission Minutes - none****6.4 Marine Advisory Planning Commission Minutes - none****7. BUSINESS ARISING FROM MINUTES****7.1 Follow-up Action List dated October 6, 2016**

Planner Milne presented updates on the Housekeeping Project.

Regional Planning Manager Kjerulf provided an update on the status of the Community to Community initiative and suggested that the LTC Chair might become involved as a next step. Chair Morrison offered to contact Islands Trust Senior Intergovernmental Policy Advisor, Fiona MacRaild, to discuss options for furthering the activity.

7.2 Special Events Regulation – Memorandum

Regional Planning Manager Kjerulf presented the Memorandum, explaining options for special event regulation.

Trustees discussed the concerns, jurisdictional authorities and options that include possible coordination with use of CVRD Special Events Permits. They suggested that the topic might be discussed at the upcoming CVRD meeting prior to determination of a direction to pursue on this issue.

7.3 Fees Bylaw Amendment (Bylaw No. 221) - Staff Report

Regional Planning Manager Kjerulf advised that the Staff Report addresses harmonization of fees in companion applications for Siting and Use Permits (SUP) and Temporary Use Permits (TUP) and recommends current fees be reviewed to ascertain whether they are appropriate or in need of updating.

Trustees discussed the application process and the following was noted:

- Trustees asked if the application forms could be combined to streamline the process for TUP and SUP applications;
- Regional Planning Manager Kjerulf advised that the applications have separate requirements;
- Trustees requested that Planners recommend to the applicants that they complete both the TUP and SUP applications concurrently where applicable; and
- Trustees requested that future TUP and SUP applications be presented at the same LTC agenda for their consideration.

DE-2016-064

It was **MOVED** and **SECONDED**,

that the Denman Island Local Trust Committee confirmed that it reviewed the Directives Only Policy Checklist and confirm by resolution that the Denman Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

DE-2016-065

It was **MOVED** and **SECONDED**,

that the Denman Island Local Trust Committee Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016” be read a first time.

CARRIED

DE-2016-066

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016” be read a second time.

CARRIED

DE-2016-067

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016” be read a third time.

CARRIED

DE-2016-068

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 221 cited as “Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

Regional Planning Manager Kjerulf pointed out that as fees have not been updated for quite some time that the LTC might consider reviewing those fees in relation to their actual cost. She commented that alternatively, it might be possible to request that Financial Planning Committee (FPC) develop a model fees bylaw that could be utilized Trust-wide.

Trustees discussed the need to gather information prior to initiating fee changes. They suggested that as a first step they might request that the FPC consider developing a process for automatic fee increases based on Consumer Price Index changes.

DE-2016-069

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request that the Financial Planning Committee investigate initiating automatic application fee increases based on the Consumer Price Index or a similar measure on a Trust-wide basis.

In speaking to the motion, a Trustee noted that the Financial Planning Committee might suggest other methods to consider in this matter.

CARRIED

- 8. **DELEGATIONS - none**
- 10. **APPLICATIONS AND REFERRALS - none**
- 11. **LOCAL TRUST COMMITTEE PROJECTS - none**
- 12. **REPORTS**
 - 12.1 **Work Program Reports**

12.1.1 Top Priorities Report dated October 6, 2016

Received.

12.1.2 Projects List Report dated October 6, 2016

Received.

12.2 Applications Report dated October 6, 2016

Received.

12.3 Trustee and Local Expense Report dated August, 2016

Received.

12.4 Adopted Policies and Standing Resolutions - none

12.5 Local Trust Committee Webpage

There were no changes requested.

12.6 Chair's Report

Chair Morrison reported on her attendance at the following:

- The Union of BC Municipalities (UBCM) convention;
- As a member of Executive Committee (EC), she met with Ministry of Transportation;
- A Gambier Island meeting;
- The Howe Sound Forum; and
- She will be attending an upcoming Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) meeting.

12.7 Trustee Reports

Trustee Busheikin reported on the following:

- She attended a Denman Island Residents Association meeting;
- She held Trustee Office Hours;
- She will attend a Ferry Advisory Committee meeting; and
- She met informally with members of ADIMS to discuss concerns.

Trustee Critchley reported on the following:

- He had many discussions with community members by telephone and email; and
- He had a discussion with a CVRD Senior Planner regarding Baynes Sound and suggested that this might be a topic for the CVRD meeting.

12.8 Electoral Area Director's Report – none.

12.9 Trust Fund Board Report, September, 2016

Chair Morrison provided a brief report on recent Trust Fund Board activities.

13. BREAK – none.

14. NEW BUSINESS

14.1 2017 Local Trust Committee Meeting Schedule - for discussion

Trustees reviewed and endorsed the tentative 2017 LTC meeting schedule.

DE-2016-070

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee schedule its regular business meetings on the following dates in 2017: January 31, March 7, May 2, June 6, August 1, October 3, and November 14.

CARRIED

By general consent agenda item 14.2 was moved to follow 17.3.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Tuesday, November 15, 2016 at 10:30 am at the Denman Seniors Centre, 1111 Northwest Road, Denman Island, BC

Trustees confirmed the next regular scheduled meeting date, time and location.

16. TOWN HALL

Edi Johnston asked who will be preparing the agenda for the upcoming CVRD meeting and which Trustees will be attending.

A Trustee responded that there have been several conversations regarding the agenda, with both parties making suggestions for topics to discuss; and noted that both Trustees will be attending.

Edi Johnston asked if during the recent UBCM convention it had been requested that a member of the LTC be appointed to a seat on the Fisheries and Oceans Canada Shellfish/Aquaculture Advisory Committee.

Chair Morrison replied that the topic was discussed and that she will respond to the speaker once she has her research notes from the meeting.

17. CLOSED MEETING

17.1 Motion to Close the Meeting

DE-2016-071

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s.90(1) (c) (d) and (i) for the purpose of considering: adoption of *In-Camera* meeting minutes dated September 20, 2016, labour relations, and receipt of advice that is subject to solicitor-client privilege and that the recorder and staff attend the meeting.

CARRIED

The meeting was closed to the public at 12:21 pm.

17.2 Recall to Order

The meeting was recalled to order at 12:45 pm.

17.3 Rise and Report

Chair Morrison reported that in the Closed Meeting the LTC adopted the minutes from the *In-Camera* meeting of September 20, 2016 and received legal counsel.

14.2 Comox Valley Regional District Meeting Discussion

Trustees determined that no further discussion on this topic was necessary as various discussion items had been suggested previously in the agenda.

18. ADJOURNMENT

By general consent the meeting was adjourned at 12:47 pm.

Susan Morrison, Chair

Certified Correct:

Vicky Bockman, Recorder