



Denman Island Local Trust Committee Minutes of Regular Meeting

Date:	October 3, 2017
Location:	Denman Activity Centre 1111 Northwest Rd, Denman Island, BC
Members Present	George Grams, Chair David Critchley, Local Trustee Laura Busheikin, Local Trustee
Staff Present	Ann Kjerulf, Regional Planning Manager Marnie Eggen, Island Planner Vicky Bockman, Recorder
Regrets	Susan Morrison, Trustee
Others Present	Alyssa Bradley, Young Anderson Approximately five (5) members of the public

1. CALL TO ORDER

Chair Grams called the meeting to order at 9:32 am. He welcomed the public, acknowledged that the meeting was being held in territory of the Coast Salish First Nations, and introduced Trustees, staff and recorder.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

14.2 Comox Valley Regional District (CVRD) Meeting

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

- A member of the public did not support the staff recommendation to refer proposed Bylaw No. 225 for comment further to all aquaculture tenure holders in the Denman Island Local Trust Area, as an Information Note in the draft bylaw already makes it known that tenure holders are excluded from the regulation. She suggested sending a letter as an alternative and noted that lack of ecosystem management, monitoring or enforcement by industry regulators remains a concern.
- Speaking on behalf of the Denman Island Residents Association Marine Guardians Committee, a member of the public encouraged the Local Trust Committee (LTC) to proceed with second reading and adopt proposed Bylaw No. 225. She addressed referral comments that were received from Ministry of Forests, Lands, Natural Resource Operations and

- Fisheries and Oceans Canada, responding that shellfish growers have been consulted, enforcement officers have the ability to inspect tenures without driving on the beach, and she observed that serious harm to fish or fish habitat is occurring. She submitted her speaking notes for the record.
- A member of the public noted that the LTC has referred the Farm Plan Implementation project to the Advisory Planning Commission (APC) and asked if the APC membership includes a full-time farmer.
 - Trustees indicated they were unaware of an APC member with that status.

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated August 1, 2017

By general consent the minutes were adopted as presented.

6.2 Section 26 Resolutions-Without-Meeting Report dated September 26, 2017

Received.

6.3 Advisory Planning Commission Minutes dated July 25, 2017 for receipt

Received.

6.4 Advisory Planning Commission Minutes dated August 10, 2017 for receipt

Received.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated September 26, 2017

Regional Planning Manager Kjerulf presented the Follow-up Action List. In response to a question from a Trustee she noted that a staff report will be forthcoming that will address the various items on the List relating to First Nations as well as propose some changes to the Shared Narrative of Place Project Charter.

Trustees discussed possible First Nation project items to prioritize with the following comments noted:

- Organizing a community event including First Nations representatives was considered to be a priority; and
- Official Community Plan (OCP) amendments might be delayed and be considered subsequent to community consultation.

A Trustee inquired if Executive Committee has received a report on geoduck cultivation issues as referenced at a previous meeting; and if legal advice has been received in response to a request to investigate whether an exception to geoduck cultivation may be created in aquaculture regulations.

Regional Planning Manager Kjerulf responded that follow-up on these questions will occur and information will be forwarded for LTC consideration when received.

8. DELEGATIONS

8.1 Denman Community Land Trust Association (DCLTA)

Harlene Holm spoke on behalf of the Denman Community Land Trust Association (DCLTA). She expressed appreciation for the LTC's action to reduce fees for affordable housing projects; and asked the LTC to consider adopting an "affordable housing first" policy for applications and requesting staff to take all opportunities to process multiple functions in parallel to streamline the process for affordable housing projects.

She provided examples of time lags and delays that might be minimized; acknowledged that the community needs to see progress to maintain engagement; and emphasized that time is of the essence for low-income seniors who are in need of affordable housing. She submitted her speaking notes for the record.

Trustees and staff discussed options with the following comments noted:

- An activity on the current Follow-up Action List identifies a report to be provided addressing prioritization of affordable housing rezoning applications;
- A standing resolution to address this issue might be considered at the next LTC meeting;
- A new item in the Follow-up Action List might be considered to address the Affordable Housing First policy while continuing to consider the request for staff to process various functions in parallel; and
- Trust Council's Local Planning Committee might be addressing this issue for trust-wide consideration, and Staff was asked to investigate the status of this possibility before determining next steps.

9. CORRESPONDENCE

9.1 Email dated September 18, 2017 from E. Johnston regarding Shellfish Practices

A Trustee expressed concern that beach modifications seem to be increasing.

9.2 Email dated September 20, 2017 from G. Brazier regarding Harmful Shellfish Practices

Received.

10. CLOSED MEETING

10.1 Motion to Close the Meeting

DE-2017-067

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 Labour Relations; adoption of In-Camera Meeting minutes dated May 2, 2017 and August 1, 2017; and receipt of Legal Advice and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 10:19 am.

10.2 Recall to Order

By general consent the meeting was recalled to order at 11:05 am.

10.3 Rise and Report - none**11. APPLICATIONS AND REFERRALS****11.1 DE-DP-2017.1 (Ellis) - Staff Report**

Planner Eggen presented the Staff Report regarding an application to amend a Development Permit (DP) to remove reference to Development Permit Area (DPA) No. 7: Forest Cover and related clause 1(c) of DE-DP-03-99. She reported that the applicant is requesting the amendment as DPA No. 7 has been repealed.

The applicant was in attendance and was provided an opportunity to speak to the application for DP amendment. He indicated that he had requested that this amendment include authorization to farm another area on his property; however was unclear as to the correct procedure.

Chair Grams clarified that at this time the LTC is only considering the application to remove the reference to repealed DPA No. 7 and the related clause from DE-DP-03-99. He explained that staff can advise on process if he wishes to proceed with an application for other activities.

DE-2017-068

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee approve the issuance of the Development Permit DE-DP-2017.1 (Ellis) that amends Development Permit DE-DP-03-99 to remove the reference to Development Permit Area No. 7: Forest Cover and clause 1(c).

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS AND BYLAWS

12.1 Denman Downtown Village Design Charrette - for discussion

Trustee Busheikin reported that feedback from the community in the Denman Downtown Village Design Charrette process indicated a strong interest in extended trails in the downtown area, with the suggestion that these trails be constructed with a material that would provide a firmer ground for those with mobility issues. She suggested that Comox Valley Regional District (CVRD) might be informed of this and requested to consult with the community to determine the next phase of the Cross-Island Trail.

Trustees considered that this would be an appropriate topic for discussion at the next meeting with CVRD representatives.

Staff reported that a Charrette report is anticipated to be presented at the next LTC meeting for Trustee consideration.

12.2 Marine Issues - (Bylaw No. 225) - Staff Report

Prohibiting Vehicle and Ground-based Machinery Use in the W1, W3 and W4 Zones

Regional Planning Manager Kjerulf presented the staff report that provides a summary of responses received in relation to the referral of Proposed Bylaw No. 225. She reported that staff are recommending that the proposed bylaw be referred to aquaculture tenure holders in the Denman Island Local Trust Area in order to ensure that the intent of the bylaw is clearly understood, and to invite feedback.

Trustees discussed the proposal and considered communication approaches that might include the following:

- Explain the intent and limitations of the bylaw with zoning references clarified;
- Provide an educational element including information on the harmful effects of driving on the beach;
- Present an opportunity for input from aquaculture tenure holders; and
- Use staff time effectively.

They suggested that staff work with a Communication Specialist to create a letter for distribution to aquaculture tenure holders in the Denman Island Local Trust Area and that the Information Note in Proposed Bylaw No. 225 be revised to provide more clarity.

DE-2017-069

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request that staff refer Proposed Bylaw No. 225 to all aquaculture tenure holders in the Denman Island Local Trust Area, and that the referral be accompanied by a covering letter to clarify the intent and limitations of the bylaw and invite feedback; and that such cover letter include educational materials as to the object of the Islands Trust and negative impacts of driving on the beach.

CARRIED

DE-2017-070

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request that staff bring back a draft amendment of the Information Note to Proposed Bylaw No. 225 Schedule A to clarify the intention.

CARRIED

12.3 Bylaw No. 170 (Development Approval Information Bylaw) - Memorandum

Planner Eggen presented the Memorandum that updated the LTC on the status and next steps to advance updates to the Development Approval Information Bylaw.

12.4 Bylaw No. 227 - (Electronic Meetings) - Staff Report

Regional Planning Manager Kjerulf presented the Staff Report that outlines provisions and terms of the meeting procedure bylaw amendment that would allow Trustees flexibility to conduct business electronically when necessary.

Trustees discussed the bylaw amendment and were satisfied with the content; however an error in the text of section 27 was determined to require correction.

DE-2017-071

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 227, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017", be amended by changing the word "Gabriola" to "Denman" in item 27.

CARRIED

DE-2017-072

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 227, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017", be read a first time, as amended.

CARRIED

DE-2017-073

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 227, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017", be read a second time.

CARRIED

DE-2017-074

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 227, cited as “Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017”, be read a third time.

CARRIED

DE-2017-075

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 227, cited as “Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

By general consent the meeting was recessed at 11:56 am and reconvened at 12:17 pm.

13. REPORTS

13.1 Work Program Reports

13.1.1 Top Priorities Report dated September 26, 2017

Regional Planning Manager Kjerulf provided an update on the Denman Island Farm Implementation priority, reporting that a staff report is anticipated for LTC consideration at the next business meeting.

13.1.2 Projects List Report dated September 26, 2017

LTC members reviewed the Projects List and discussed updating the description of the “GHG Reduction” project and activity.

DE-2017-076

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee change the wording of the project “GHG Reduction” to “Climate Change Adaptation and Mitigation”.

CARRIED

DE-2017-077

It was MOVED and SECONDED,

that the activity under the Denman Island Projects List item “Climate Change Adaptation and Mitigation” be changed to read “Consider regulations to promote climate change adaptation and mitigation”.

CARRIED

13.2 Applications Report dated September 26, 2017

Received.

13.3 Trustee and Local Expense Report dated August, 2017

A Trustee requested a summary of the expenditure for the Denman Island Design Charrette. Staff responded that the \$5,000 expense for the project includes accommodation and transportation costs with other professional services having been donated.

Trustees recognized the efforts of the Vancouver Island University (VIU) Master of Community Planning (MCP) students and faculty in this initiative and discussed approaches to express their appreciation.

DE-2017-078

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to write a letter of appreciation to the two planners who participated in the Denman Island Village Design Charrette and include a small gift of appreciation.

CARRIED

13.4 Adopted Policies and Standing Resolutions - none**13.5 Local Trust Committee Webpage**

There were no changes or additions requested to the Denman Island webpage.

13.6 Chair's Report

Chair Grams reported that he had attended the Union of BC Municipalities (UBCM) convention that included meetings with Ministers.

13.7 Trustee Reports

Trustee Critchley reported on his attendance at the following:

- An Old School Committee meeting;
- A conference call regarding a potential Baynes Sound project involving the World Wildlife Fund;
- The Denman Island Village Design Charrette;
- Trust Council; and
- The annual beach cleanup effort.

Trustee Busheikin reported that activities since the last meeting include:

- World Wildlife Fund conference call;
- DCLTA's public Community Information Meeting;

- Trustee Office Hours;
- UBCM Convention, noting that the workshop on Vacation Rentals was informative; and
- Calls taken from concerned community members regarding tree cutting.

13.8 Electoral Area Director's Report - none

13.9 Trust Fund Board Report - none

14. NEW BUSINESS

14.1 The Role of an Advisory Planning Commission (APC) - for discussion

A Trustee proposed it might be useful to include names of APC members on the Islands Trust website for general public information and solicited feedback regarding that suggestion. Discussion followed and Trustees observed that this information is public and available and did not warrant specific website delineation.

14.2 Comox Valley Regional District (CVRD) Meeting

Trustees observed that there are topics for discussion at the annual CVRD meeting which is normally held in conjunction with Hornby Island Trustees. Staff indicated that they will make arrangements to schedule this meeting.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Tuesday, November 14, 2017 at 9:30 am at the Denman Activity Centre, 1111 Northwest Road, Denman Island, BC

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

16. TOWN HALL - none

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:35 pm.

George Grams, Chair

Certified Correct:

Vicky Bockman, Recorder