



## Denman Island Local Trust Committee Minutes of Regular Meeting

**Date:** July 4, 2019  
**Location:** Denman Activity Centre  
 1111 Northwest Rd, Denman Island, BC

**Members Present:** Sue Ellen Fast, Chair  
 David Critchley, Local Trustee  
 Laura Busheikin, Local Trustee

**Staff Present:** David Marlor, Director Local Planning Services  
 Sonja Zupanec, Island Planner  
 Miles Drew, Bylaw Compliance and Enforcement Manager  
 Vicky Bockman, Recorder

**Others Present:** Approximately eight (8) members of the public

### 1. CALL TO ORDER

*"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."*

Chair Fast called the meeting to order at 12:33 pm. She welcomed the public and acknowledged that the meeting was being held in traditional territory of the Qualicum and K'ómoks First Nations.

### 2. APPROVAL OF AGENDA

**By general consent** the agenda was approved as presented.

### 3. REPORTS

#### 3.1 Trustee Reports

Trustee Critchley reported on the following meetings he attended:

- Trust Council on Galiano Island included a presentation from a member of the Penelakut First Nation that described their shift to eco-friendly aquaculture that eliminates the use of predator netting;
- Ferry Advisory Committee:
  - The proposal for a ferry sailing from Buckley Bay directly to Hornby Island has been deemed to be too expensive to implement;
  - BC Ferries has committed to provide flaggers at Gravelly Bay from June 15th to Labour Day. He is investigating why this was lacking over the Canada Day weekend;
  - BC Ferries is reviewing the refitting of the Baynes Sound Connector to electric power and adding additional deck space.

Trustee Busheikin reported on the following meetings attended:

- Denman Island Residents Association where the Marine Guardians sub-committee expressed continuing concerns regarding unregulated shellfish tenure infrastructure;
- Office Hours included many conversations with community members and an interview by a student working on an International Baccalaureate program;
- Trust Council items of interest:
  - A draft strategy on climate change actions that might be taken; consideration of livestreaming meetings;
  - Discussion on the impact of tourism on the islands;
  - A reconciliation action plan was adopted;
  - Informal discussion of FireSmart programs on rural islands in rain forests;
- Constituents have called expressing concern with permitted land alterations taking place and this might suggest a review of policies be undertaken to shift to a more balanced approach regarding human desires vs. environmental impact.

### **3.2 Chair's Report**

Chair Fast reported on the following meetings attended:

- Ocean Watch - Howe Sound Workshop focused on climate change;
- Bowen Island Municipal Council meetings;
- Trust Council;
- Executive Committee included discussion on the Strategic Plan and consideration of Ministers to approach and key issues to bring forward at the upcoming Union of BC Municipalities convention.

**By general consent** the following item was added to the agenda:

- 11.4 Electrification of Ferries – Advocacy Request

### **3.3 Electoral Area Director's Report - none**

## **4. TOWN HALL**

Members of the public commented with the following noted:

- What will the back-up ferry be if the Connector is out of service for electrification and expansion refit and the ferry dock has been removed as planned?
- Is the selling of water a permitted home occupation on Denman Island?
- The proposed Bylaw Enforcement Notification Bylaw appears to remove the complaint-based system and the city of Courtenay's policy was referenced as a model to retain that system. Objection was made to changes made to the Islands Trust Bylaw Enforcement policies.
  - A Trustee and staff responded that the enforcement policy is generally complaint-driven with the exception of specific circumstances that were outlined and there is no plan to change that policy.

## **5. MINUTES**

**5.1 Local Trust Committee Minutes dated June 6, 2019 - for adoption**

**DE-2019-062**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee adopt the minutes of the June 6, 2019 Local Trust Committee meeting.

**CARRIED**

**5.2 Section 26 Resolutions-Without-Meeting - none**

**5.3 Advisory Planning Commission Minutes - none**

**6. BUSINESS ARISING FROM MINUTES**

**6.1 Follow-up Action List dated June 27, 2019**

- Staff was requested to research the need for the letter of support referenced in the June 6, 2019 Activity No. 5 and to follow-up if necessary;
- Director of Local Planning Services Marlor indicated that staff is working on the staff report regarding planning resources referenced in the June 6, 2019 Activity No. 6 and it may be available for the next Local Trust Committee (LTC) meeting;
- The item under November 20, 2018 has been completed and can be removed;
- Trustee Critchley will contact Communication Specialist Templeton to follow-up on the March 7, 2019 Activity No. 1 regarding signage.

**6.2 Revisions to the Meeting Participation Guidelines - Trustee Busheikin - to be distributed**

**DE-2019-063**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee defer item 6.2 "Revisions to the Meeting Participation Guidelines" to the next Local Trust Committee meeting.

**CARRIED**

**6.3 Density Register - Motion from Trustee Critchley**

Trustee Critchley provided background and explained the proposal to create an easily accessed, permanent Density Register for reference.

**DE-2019-064**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to:

- a) Create a permanent Density Register setting out the current available densities resulting from Section E.1 policy 11 and Appendix D, Density Banking of the Denman Island Official Community Plan Bylaw No. 185;
- b) That the Density Register be added to the Denman Island Local Trust Committee Policies & Standing Resolutions; and
- c) That the Density Register be updated from time to time to show additions and withdrawals as they occur.

**CARRIED**

**By general consent** agenda items 11.1 and 11.2 were moved to follow item 6.3.

## 11. NEW BUSINESS

### 11.1 Board of Variance Appointments - Memorandum - for decision

#### DE-2019-065

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

that the Denman Island Local Trust Committee appoint Jack Woodward, Laurie Jackson and Sheila Ray to the Denman Island Board of Variance for a three-year term effective July 27, 2019.

**CARRIED**

### 11.2 Model Cell Tower Consultation Process – Briefing

Local Planning Services Director Marlor explained that the model strategy for antenna systems makes recommendations on policy that includes public consultation procedures and development guidelines for the siting and design of antenna systems, which may then be adapted and implemented by LTCs. He noted that in the absence of an established public consultation process, the Federal default public consultation process would be utilized.

Trustees discussed the options with the following noted:

- This model is beneficial as it expands the amount of public participation over what would be provided in the default Federal guidelines;
- The consultation and development guidelines might be considered separately; the development guidelines would require Official Community Plan (OCP) and Land Use Bylaw (LUB) amendments;
- Staff could create a draft Denman Island consultation process document for LTC consideration based on what other islands have done; and the development guidelines might be placed on the Projects List for attention at a later date.

#### DE-2019-066

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

that the Denman Island Local Trust Committee request staff to bring forward a draft Denman Island Local Trust Committee procedure for cell tower application consultation.

In further comments, Trustees requested that the guideline recommend that a copy of the application package be placed in the local library.

**CARRIED**

## 7. DELEGATIONS

### 7.1 Ron Wilson for Concerned Residents for Climate Action

The delegation introduced the topic of climate change dangers with a song by the Ukulele Group. Ron Wilson provided an overview of the global situation and reported that an event is being planned to bring a climate activist to Denman Island in September to present a guide on what individuals and the community need to do to reduce emissions and create a healthy environment. He requested that the LTC support this initiative in any way possible. The presentation was provided for the record.

Trustees commented on the work the Islands Trust is undertaking to address climate change and suggested that the group contact the Director of Trust Area Service to explore the possibility of creating a template for a Trust-wide program.

**By general consent** the meeting was recessed at 2:10 pm and reconvened at 2:33 pm.

## **8. APPLICATIONS, REFERRALS and BYLAWS**

### **8.1 DE-RZ-2018.1 Denman Housing Association (DHA) - Staff Report**

Trustee Busheikin declared a potential conflict of interest as she lives next to the site of the proposed project and left the meeting at 2:33 pm.

Planner Zupanec introduced the Staff Report that provided information on the following issues for LTC consideration:

- Revised conceptual site plan
- Proposed back-up water system
- Pro forma financial statement
- BC Housing affordable housing criteria
- Draft bylaw language options

She clarified that information including the applicability of rental rates, proposed rental revenue, the per unit cost of building, and water catchment as a secondary source of water would be addressed when plans are submitted to BC Housing in a separate process. She advised that staff recommends that the information received thus far is sufficient to move to a draft bylaw stage.

Chair Fast invited the applicant to speak to the application.

Simon Palmer introduced the Project Manager and together they addressed concerns regarding rental figures and per unit cost to build. They responded to the Staff Report analysis of the site plan, back-up water system, and financial statement; and urged the LTC to advance the application due to the time-sensitive funding opportunity. The Denman Housing Association document dated July 4, 2019 was submitted for the record.

#### **DE-2019-067**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to prepare a draft bylaw to amend the Denman Island Official Community Plan, 2008, consistent with draft bylaw language presented in Attachment 1, Table 1 of the Staff Report dated July 4, 2019 for DE-RZ-2018.1 (Denman Housing Association).

**CARRIED**

#### **DE-2019-068**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to prepare a draft bylaw to amend the Denman Island Denman Island Land Use Bylaw, 2008, consistent with draft bylaw language presented in Attachment 1, Table 2 of the Staff Report dated July 4, 2019 for DE-RZ-2018.1 (Denman Housing Association).

**CARRIED**

Trustee Busheikin returned to the meeting at 3:08 pm.

**8.2 Denman Island Local Trust Committee Bylaw No. 232 (BEN) - for consideration of adoption**

**DE-2019-069**

**It was MOVED and SECONDED,**

that Denman Island Local Trust Committee Bylaw No. 232 cited as “Denman Island Local Trust Committee Bylaw Enforcement Notification Bylaw, 2019”, be adopted.

In speaking to the motion, a Trustee acknowledged that the Local Trust Committee has thoroughly considered and discussed this bylaw; it is anticipated that it will function well.

**CARRIED**

**9. LOCAL TRUST COMMITTEE PROJECTS - none**

**10. CORRESPONDENCE**

(Correspondence received concerning current applications or projects is posted to the LTC webpage)

**10.1 Letter dated June 23, 2019 from Edina Johnston for Denman Island Residents Association regarding Unregulated Shellfish Infrastructure**

**10.1.1 Unregulated Shellfish Tenures - Draft Recommendation**

Local Planning Services Director Marlor advised that the LTC might request that Executive Committee consider advocating for this issue.

**DE-2019-070**

**It was MOVED and SECONDED,**

that Denman Island Local Trust Committee ask Islands Trust Executive Committee to advocate enforcement of regulations, that tenures are clearly marked, and that signage is placed to keep Denman Island beaches and near shore waters safe for all users and wildlife.

When asked if there is further discussion, a Trustee commented that the Local Trust Committee has a long history of advocacy on aquaculture issues and suggested that this might be brought forward to the Baynes Sound Forum for further discussion.

**CARRIED**

A Trustee suggested that additionally, the writer of the correspondence might consider contacting the BC Farm Industry Review Board to lodge a complaint.

**11. NEW BUSINESS (continued)**

**11.3 Screening Officer Policy (Bylaw Enforcement Notification - BEN) - Staff Report****DE-2019-071****It was MOVED and SECONDED,**

that Denman Island Local Trust Committee appoint the Bylaw Compliance & Enforcement Assistant, the Bylaw Compliance and Enforcement Manager and the Regional Planning Manager as Screening Officers pursuant to Denman Island Local Trust Area Bylaw Enforcement Notification Bylaw No. 232, 2019.

**CARRIED****DE-2019-072****It was MOVED and SECONDED,**

that Denman Island Local Trust Committee adopt the Bylaw Enforcement Notice Bylaw No. 232 Screening Officers' Powers and Duties Policy attached to the Staff Report dated July 4, 2019.

**CARRIED****DE-2019-073****It was MOVED and SECONDED,**

that Denman Island Local Trust Committee stipulate that the Bylaw Violation Notice attached to the Staff Report dated July 4, 2019 is the form of violation notice to be used pursuant to the Bylaw Enforcement Notice Bylaw No. 232, 2019.

**CARRIED****11.4 Electrification of Ferries – Advocacy Request****DE-2019-074****It was MOVED and SECONDED,**

that Denman Island Local Trust Committee request Executive Committee to engage in advocacy in favour of electrification of the Buckley Bay/Denman Island ferry as a priority and consider adding it to the Strategic Plan.

In speaking to the motion, a Trustee commented that electrification of ferries advocacy is warranted and the Denman Island ferry has been considered to be a suitable starting point for the initiative.

**CARRIED****12. REPORTS****12.1 Trust Conservancy Report dated May, 2019**

Chair Fast provided an overview of the report.

**12.2 Applications Report dated June 27, 2019**

Received.

**12.3 Trustee and Local Expense Report – none****12.4 Adopted Policies and Standing Resolutions**

Received.

**12.5 Local Trust Committee Webpage**

There were no changes requested at this time.

**13. WORK PROGRAM**

**13.1 Top Priorities Report dated June 27, 2019**

Received.

**13.2 Projects List Report dated June 27, 2019**

Received.

**14. CLOSED MEETING - none**

**15. UPCOMING MEETINGS**

**15.1 Next Regular Meeting Scheduled for Thursday, October 3, 2019 at 12:30 pm at the Denman Activity Centre, 1111 Northwest Road, Denman Island, BC**

LTC members confirmed the next regular meeting date, time and location.

**16. ADJOURNMENT**

**By general consent** the meeting was adjourned at 3:40 pm.

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Sue Ellen Fast, Chair

Certified Correct:

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Vicky Bockman, Recorder