



Denman Island Local Trust Committee Minutes of Regular Meeting

Date: March 7, 2017

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
Miles Drew, Bylaw Enforcement Manager
Vicky Bockman, Recorder

Others Present: Approximately five (5) members of the public - am
Approximately three (3) members of the public - pm

1. CALL TO ORDER

Chair Morrison called the meeting to order at 9:30 am. She 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

By general consent the agenda was adopted as presented.

3. TOWN HALL AND QUESTIONS

The following points were made:

- A member of the public asked for clarification regarding agricultural use of his property.
 - Staff responded that matters related to this issue have been decided in the courts.
- A member of the public commented on discrepancies in legal descriptions of his land.
 - Staff responded that the Islands Trust solicitor will be providing him with a response to his questions in this regard.
- A question was asked regarding the status of the amendment to Bylaw No. 207 and the effect on the Bylaw if the amendment does not proceed further.
 - Staff responded that the Bylaw amendment is on today's meeting agenda for discussion.

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated January 31, 2017

The following amendments were presented for consideration:

- Page 6, second bullet, change the first sentence to: "Trustee Busheikin remarked that the Official Community Plan presents the community's guiding values; and was concerned that proceeding with Bylaw No. 207 might jeopardize First Nations relationship building."; and
- Page 8, item 13.7, first paragraph, last bullet, last line: add "positive" before "response".

By general consent the minutes were adopted as amended.

DE-2017-014

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request Executive Committee to provide a report to Trust Council about minute taking guidelines and best practices.

CARRIED

6.2 Section 26 Resolutions-Without-Meeting Report dated February 28, 2017

Received.

6.3 Advisory Planning Commission Minutes - none

6.4 Marine Advisory Planning Commission Minutes - none

7. DELEGATIONS – none

8. CLOSED MEETING

8.1 Motion to Close the Meeting

DE-2017-015

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)(a) Appointment of Advisory Planning Commission members; (d) Adoption of *In Camera* Minutes dated January 31, 2017; (f) Bylaw Enforcement, and (i) Legal Advice and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 9:56 am.

8.2 Recall to Order

By general consent the meeting was recalled to order at 10:58 am.

By general consent the meeting was recessed at 10:59 am and reconvened at 11:02 am.

8.3 Rise and Report

Chair Morrison reported that in the Closed Meeting the Local Trust Committee adopted minutes from the *In Camera* meeting of January 31, 2017, considered eight expressions of interest for Advisory Planning Commission (APC) appointments and indicated their intention to appoint all eight, and received a legal opinion on Bylaw No. 207 and are seeking further information on the issue.

9. BUSINESS ARISING FROM MINUTES

9.1 Follow-up Action List dated February 28, 2017

Regional Planning Manager Kjerulf presented the Follow-up Action List, provided updates and responded to a question that arose.

9.2 Travel Trailer Regulations - Staff Report

Bylaw Enforcement Manager Drew presented the Staff Report that presents information including current regulations, a definition of “occasional”, describes the difficulty of enforcing the intent of the regulations, and presents options for Land Use Bylaw (LUB) amendments and a bylaw enforcement policy.

Trustees discussed the travel trailer issues and the following was noted:

- A Trustee agreed with the recommended approach to remove the provisions for use of travel trailers for guests in the LUB and establishing an enforcement policy which prevents enforcement when guests are staying in trailers for short periods; and
- A Trustee commented that changing the definition of the term “occasional” to include consideration of the cumulative effect of time in the regulations might be effective and a preferable approach.

DE-2017-016

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

that the Denman Island Local Trust Committee add “Land Use Bylaw amendments and enforcement policies regarding the use of travel trailers to the Projects List”.

Discussion followed concerning availability of resources to work on this project and possible consideration of a “housekeeping” amendment to address a definition change.

The question on the motion was then called,

CARRIED
Trustee Busheikin Opposed

DE-2017-017

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee add to the “Housekeeping” list: “Amend definition of the term “occasional” in relation to the use of an accessory building to clarify that it refers to a cumulative use of not more than 45 days per year regardless of who is staying there”.

CARRIED

Bylaw Enforcement Manager Drew left the meeting at 11:22 am.

9.3 Advisory Planning Commission - Draft Bylaw No. 224 - Staff Report

Regional Planning Manager Kjerulf summarized the Staff Report, presenting a draft bylaw to replace the existing APC bylaw that includes changes intended to streamline the process.

Trustees discussed the proposed changes with the following noted:

- The proposed quorum might be problematic given the potential for up to nine members to be serving on the commission; and
- A clarification of the guidelines and procedures relating to APC members’ conflict of interest or potential conflict of interest might be useful as a topic to include in the APC member orientation.

DE-2017-018

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to distribute Trust Council material on Advisory Planning Commission conflict of interest from the previous term to the Local Trust Committee and put the topic of Advisory Planning Commission Conflict of Interest on an upcoming Local Trust Committee agenda.

CARRIED

DE-2017-019

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 224, cited as “Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017” be amended as follows: by deleting paragraph 6 b) and replacing it with “A quorum is the lessor of three members or 50% of those appointed”.

CARRIED

DE-2017-020

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee has reviewed the Directives Only Checklist and confirmed by resolution that Bylaw No. 224, cited as “Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017” as amended, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

DE-2017-021

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 224, cited as “Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017” as amended, be read a first time.

CARRIED

DE-2017-022

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 224, cited as “Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017” as amended, be read a second time.

CARRIED

DE-2017-023

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 224, cited as “Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017” as amended, be read a third time.

CARRIED

DE-2017-024

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee Bylaw No. 224, cited as “Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2017” as amended, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

- 10. CORRESPONDENCE – none**
- 11. APPLICATIONS AND REFERRALS – none**
- 12. LOCAL TRUST COMMITTEE PROJECTS**

12.1 Marine Issues - Bylaw 207

Discussion of this item was deferred pending the receipt of additional information that has been requested.

13. REPORTS

13.1 Work Program Reports

13.1.1 Top Priorities Report dated February 28, 2017

Trustees reviewed the Top Priority report and the following was noted in discussion of the Denman Island Farm Plan Implementation:

- Clarity was requested as to whether “Include consideration of limiting commercial agriculture and horticulture in high density small lot neighbourhoods” had been removed as a related activity. Staff will include a response to this inquiry at an upcoming meeting.

DE-2017-025

It was MOVED and SECONDED,

that a letter be sent to the Growers & Producers Alliance, signed by the Chair, thanking them for their comments on the Farm Plan Implementation project.

CARRIED

13.1.2 Projects List Report dated February 28, 2017

Received.

13.2 Applications Report dated February 28, 2017

Received.

13.3 Trustee and Local Expense Report dated January, 2017

Received.

13.4 Adopted Policies and Standing Resolutions - none

13.5 Local Trust Committee Webpage

There were no changes requested.

13.6 Chair's Report

Chair Morrison reported on the following:

- Meetings on Thetis Island;
- Executive Committee preparation of Trust Council material;

- Financial Planning Committee's work on the budget that will be presented at Trust Council; and
- Meeting with Minister Stone regarding a road issue on Lasqueti Island.

13.7 Trustee Reports

Trustee Critchley reported on the following:

- A Trust Programs Committee meeting;
- An Old School Committee meeting; and
- An Association of Denman Island Marine Stewards event.

Trustee Busheikin reported on the following:

- An Association of Denman Island Marine Stewards event;
- Trustee Office Hours;
- Settlement Lands Management Plan event;
- Local Planning Committee meeting;
- Denman Island Residents Association meeting;
- First Nations Truth and Healing event on Hornby Island;
- Local Government Leadership Academy forum; and
- Executive Committee meeting where the Trust Area Service Director was asked to look into representation on the Shellfish Aquaculture Management Advisory Committee.

13.8 Electoral Area Director's Report - none

13.9 Trust Fund Board Report dated February, 2017

Received.

14. NEW BUSINESS

14.1 Aquaculture Application No. 1414540 - for discussion

14.1.1 Email dated February 27, 2017 from Edi Johnston

Received.

14.1.2 DE-CL-2017.1 Referral Response

Regional Planning Manager Kjerulf summarized the referral response and noted that steps have been taken to ensure that the Denman Island Local Trust Committee (LTC) is receiving referrals within the area of the Trust Area.

14.2 Vancouver Island University Master of Community Planning Studio Project (Denman Village design charrette/planning process)

Regional Planning Manager Kjerulf outlined the Memorandum that presents an opportunity to engage Vancouver Island University (VIU) students in undertaking

a charrette for the Denman Village area, supporting an item that is currently on the Projects List.

DE-2017-026

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee express its support, in principle, for Vancouver Island University Master of Community Planning students to undertake a design charrette for the Denman Village area in September 2017.

CARRIED

DE-2017-027

It was MOVED and SECONDED,

That the Denman Island Local Trust Committee request that staff prepare a draft project charter and budget for Local Trust Committee consideration.

CARRIED

14.3 Comox Valley Regional District Regional Growth Strategy Referral

Regional Planning Manager Kjerulf summarized the proposed response to the referral that has been received.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Tuesday, May 2, 2017 at 9:30 am at the Denman Activity Centre, 1111 Northwest Road, Denman Island, BC

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

16. TOWN HALL

- A question was asked regarding the status of the amendment to Bylaw No. 207 and the effect on the Bylaw if the amendment does not proceed further.
 - Staff responded that the Bylaw amendment is still under consideration and that additional information has been requested by the LTC.
- A comment was made that it might be useful to compile a list of potential projects to pursue with the VIU Master of Community Planning Studio Project.

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:10 pm.

Susan Morrison, Chair

Certified Correct:

Vicky Bockman, Recorder