



## Denman Island Local Trust Committee Minutes of Regular Meeting

**Date:** July 7, 2020  
**Location:** Electronic Meeting

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

**Staff Present:** Heather Kauer, Regional Planning Manager  
 Marnie Eggen, Island Planner  
 Vicky Bockman, Recorder

**Public:** Approximately twelve (12) 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 12:31 pm. She welcomed the public, introduced Trustees and staff, and acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

**DE-2020-038**

It was **MOVED** and **SECONDED**,  
 that Denman Island Local Trust Committee approve the agenda.

**CARRIED**

### 3. REPORTS

#### 3.1 Trustee Reports

Trustee Critchley reported on the following:

- Baynes Sound Forum is moving forward with work including creation of Terms of Reference, has received commitment of continued funding from Trust Programs Committee, and has had productive collaboration with other stakeholders;
- Ferry Advisory Committee met to discuss BC Ferries' proposed cuts to the schedule;
- He brought forward a motion at Trust Council requesting advocacy to retain BC Ferries' schedule and was pleased that the cuts were not initiated;
- Responded to residents' concerns involving varying issues.

Trustee Busheikin reported on the following:

- She continues to co-chair the Denman Island COVID Response Network;
- Numerous calls were received from constituents regarding bylaw enforcement questions.

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

Chair Fast reported on the following:

- Executive Committee - work to organize the first electronic Trust Council meeting was challenging and successful. The focus of an upcoming meeting will be to discuss outcomes from the June Trust Council meeting ;
- She attended meetings of the Hornby Island Local Trust Committee and the Bowen Island Municipality Council;
- The Islands Trust Recovery and Safety Plan COVID-19 Pandemic document has been posted to the Islands Trust website; staff will be able to resume island travel with masks when interacting with the public.

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

## **4. TOWN HALL**

A community member expressed support for both of the affordable housing applications currently being considered and urged the Local Trust Committee (LTC) to make decisions as soon as possible on these projects that serve different populations on Denman Island.

## **5. DELEGATIONS - none**

## **6. MINUTES**

### **6.1 Local Trust Committee Minutes dated May 19, 2020 - for adoption**

**DE-2020-039**

**It was MOVED and SECONDED,**

that Denman Island Local Trust Committee adopt the minutes dated May 19, 2020 as presented.

**CARRIED**

### **6.2 Section 26 Resolutions-Without-Meeting - none**

### **6.3 Advisory Planning Commission Minutes – none**

## **7. BUSINESS ARISING FROM MINUTES**

### **7.1 Follow-up Action List dated June 30, 2020**

Planner Eggen provided updates with the following noted:

- The activity from March 7, 2019 regarding DE-ALR-2018.1 was requested to be removed at a previous meeting; however that item has not been completed and direction was requested. Trustees confirmed that the item may be removed from the Follow-up Action List as it can be tracked on the Applications Log;
- The Farm Industry Review Practices Board has responded to the invitation to meet and tour, confirming that they can attend electronic Denman Island and Hornby

Island LTC meetings separately in September; however, a tour will not be possible until summer of 2021;

- Senior Intergovernmental Policy Advisor Wilcox has advised that she is working with K'omoks First Nation as much as possible regarding draft wording for Islands Trust signage at the Buckley Bay ferry terminal.

## 8. APPLICATIONS AND REFERRALS

### 8.1 DE-RZ-2017.1 (Denman Community Land Trust Association (DCLTA)) - verbal update

Planner Eggen provided updates with the following noted:

- Work is proceeding on the housing agreement that will need to be approved by the Agricultural Land Commission (ALC) as a part of the process;
- The Cost Recovery Agreement to draft a restrictive covenant has been sent to the applicant and staff are awaiting the return of a signed document to commence legal review; staff will work with legal counsel and the applicant in a cost effective manner to keep the covenant as simplified as possible;
- Staff are working to provide options for referral responses and zone regulations that were requested at the May 19, 2020 LTC meeting.

#### 8.1.1 Submission from H. Holm for Denman Community Land Trust Association

The submission requests the LTC to reconsider the drafting of a covenant; to accept a setback of three metres; to involve DCLTA's legal advisor in discussions with Islands Trust lawyers; to copy the DCLTA agent in correspondence regarding DE-RZ-2017.1 with other agencies; and to separate DE-RZ-2017.1 from the proposed R4 zone with rationale for these requests provided.

Chair Fast invited the agent for the applicant to speak to the submission.

Harlene Holm elaborated on the points raised in the July 7, 2020 submission. She requested that the LTC contact DCLTA to clarify requirements so they can then determine if the project remains viable. She advised that DCLTA will not proceed with payment of the Cost Recovery Agreement fee until that time.

Trustees discussed the concerns and the following points were noted:

- They confirmed that their goal is to work with what the applicant is proposing for setbacks;
- The covenant condition regarding the screening and fencing is necessary to allow the project to move forward while satisfying the ALC exclusion condition; the plan that the ALC has approved can be attached to the covenant in a cost effective approach;
- The Cost Recovery Agreement fee is a standard estimate and if the actual cost incurred is less, a refund will be given to DCLTA;
- The proposed home occupation regulations were intended as a useful option to DCLTA that might be regulated through the rental agreement; no associated parking spaces would be required;
- Trustees expressed their understanding that the LTC requirements have been conveyed to the applicant and are reasonable. They commented that they would like to see the project move forward, and urged DCLTA to continue the process.

**9. LOCAL TRUST COMMITTEE PROJECTS - none****10. CORRESPONDENCE - none**

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

**11. CLOSED MEETING****11.1 Motion to Close the Meeting****DE-2020-040****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) (d) (f) for the purpose of considering adoption of In-Camera Meeting Minutes dated October 3, 2019 and Bylaw Enforcement and that the recorder and staff attend the meeting.

**CARRIED**

The LTC closed the meeting at 1:44 pm.

**11.2 Recall to Order**

**By general consent** the LTC reconvened in open meeting at 2:14 pm.

**By General Consent the meeting recessed at 2:15 pm and reconvened at 2:37 pm.**

**11.3 Rise and Report**

In the closed meeting the *In Camera* minutes of the LTC meeting of October 3, 2019 were adopted.

**12. NEW BUSINESS****12.1 Resolution regarding Restaurant Expansion during COVID Emergency Response - Staff Report - for decision****DE-2020-041****It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee has no objection to Liquor and Cannabis Regulation Branch issuance of Temporary Expanded Service Area Authorizations for liquor primary and manufacturer licensees in the Denman Island Local Trust Area.

**CARRIED****12.2 Denman Official Community Plan (OCP) and Land Use Bylaw (LUB) Review - for discussion**

Trustee Busheikin noted that the Denman Island OCP and LUB have not had a full review in approximately 20 years. She expressed concern that although there have been targeted reviews many elements are out of date, newer residents do not have a sense of ownership with the bylaws, and the list of LTC projects has grown to a size that does not allow the LTC to address them in a timely manner. She suggested that the LTC might request being added to the priority list to expedite a full OCP and LUB review.

Trustees considered the proposal and discussed the reorganization of Local Planning Services, staffing levels, the preference to review both the OCP and LUB to keep them synchronized, a general timeline, and the process for addressing ongoing specific bylaw changes during the bylaw review process.

**DE-2020-042**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request that a review of the Denman Island Official Community Plan and Land Use Bylaw be prioritized by Local Planning Services and that this request be forwarded to the Director of Local Planning Services, the Executive Committee, and the Local Planning Committee.

**CARRIED**

**12.3 Bylaw Amendments Regulating Trailers - for discussion**

Trustee Critchley reported that current bylaw regulations permit travel trailers on small lots and noted that concerns have been brought to his attention including noise, unsightly situations, and plant screening that can take years to attain an effective screening height. He solicited input from LTC members as to whether a bylaw amendment to restrict travel trailers to larger lots might be a matter to consider.

Trustees discussed the issue and observed that “LUB amendments regarding the use of travel trailers” is currently on the Projects Report for addressing in the future. Some Trustees expressed a preference to direct staff resources toward finishing current Top Priority items that affect many community members island-wide, to retain the travel trailer issue on the Projects Report, and to not prioritize bylaw amendments regarding travel trailers at this time.

**13. REPORTS**

**13.1 Trust Conservancy Report dated May 26, 2020**

Chair Fast summarized the Trust Conservancy Report.

**13.2 Applications Report dated June 30, 2020**

Trustees held a general discussion regarding Community Information Meeting (CIM) format during COVID-19 while regulations that restrict public in-person meetings to a maximum of 50 people are in place, with the following points noted:

- This protocol might be in place for an extended period of time;
- Staff advised that recent CIMs have been held electronically and have been successful with good public participation;
- Initially, an in-person approach for CIMs was preferred by Trustees to encourage the desired public interaction; however, support was expressed for a re-evaluation of this position to allow CIMs by electronic means in order to facilitate the advancement of projects.

A Trustee requested a discussion of DE-RZ-2018.1.

Trustee Busheikin declared a potential conflict of interest as she lives next to the site of the proposed Denman Green project and left the meeting at 3:32 pm.

**DE-2020-043**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to convene an electronic Community Information Meeting with respect to file DE-RZ-2018.1.

**CARRIED**

Discussion followed that included the importance of advertising and providing the necessary links to inform the public of an electronic CIM; and that the public might be encouraged to subscribe to Islands Trust email notification system.

**DE-2020-044**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to advertise the electronic Community Information Meeting regarding DE-RZ-2018.1 in two consecutive issues of the Grapevine and that the advertising, if possible, contain a link to the Zoom meeting and telephone number for people who wish to phone; and that the meeting be scheduled for an evening.

**CARRIED**

Trustee Busheikin returned to the meeting at 3:41 pm.

**13.3 Trustee and Local Expense Report dated May, 2020**

Received.

**13.4 Adopted Policies and Standing Resolutions**

Received.

**13.5 Local Trust Committee Webpage**

There were no changes or additions requested.

**14. WORK PROGRAM**

**14.1 Top Priorities Report dated June 30, 2020**

Received.

**14.2 Projects List Report dated June 30, 2020**

Received.

**15. INFORMATION ITEMS**

**15.1 March 2020 Pinna Sustainability Report regarding Climate Projections for Islands Trust Area**

[http://www.islandstrustconservancy.ca/media/84991/itc\\_climateprojectionsreport\\_final.pdf](http://www.islandstrustconservancy.ca/media/84991/itc_climateprojectionsreport_final.pdf)

Chair Fast advised that this report contains information regarding climate change specific to Denman Island that community members might find useful.

**15.2 Contiguous Forest Mapping in the Islands Trust Area**

[http://www.islandstrust.bc.ca/media/349568/524\\_tc\\_2020-06-16\\_contiguous-forest-mapping-project\\_rfd.pdf](http://www.islandstrust.bc.ca/media/349568/524_tc_2020-06-16_contiguous-forest-mapping-project_rfd.pdf)

Chair Fast reported that this mapping project includes information on various forests on Denman Island that individuals and conservancy groups might find helpful.

Staff was asked to mail Trustees a copy of the map for their reference.

**15.3 What We Heard - Islands 2050 Policy Statement Project Update**

[http://www.islandstrust.bc.ca/media/349569/625\\_policy\\_statement\\_what-we-heard\\_brf.pdf](http://www.islandstrust.bc.ca/media/349569/625_policy_statement_what-we-heard_brf.pdf)

Chair Fast explained that this document presents the results of the public participation in the Islands Trust Policy Statement project and identifies several themes that emerged in this ongoing process.

**15.4 Travelling to the Islands COVID-19 Press Release**

Received.

**15.5 News Release Regarding Court Ruling and Francis Dean Ellis**

Received.

**16. UPCOMING MEETINGS**

**16.1 Next Regular Meeting Scheduled for Tuesday, September 8, 2020 at 12:30 pm - Location to be determined**

Trustees confirmed the next regular LTC meeting date and time with location to be determined.

**17. ADJOURNMENT**

**By general consent** the meeting was adjourned at 3:55 pm.

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Sue Ellen Fast, Chair

Certified Correct:

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Vicky Bockman, Recorder