

DCLTA Minutes of March 4, 2021

In attendance: Doug Olstead, Stephanie Slater, Virginia MacCuspig, Nancy Hoyano, John Mather, Chris Wardman, Sue Hammell, Brad Hornick, Paul Beauchemin.
Guests: Debbie Frketich, Pam Willis

1. Board Education - Pam Willis re: BC Housing experience and advice.

Pam was the ED of a non-profit during which time she worked on 3 housing projects that involved BC Housing. One project where they were upgrading a building they received a grant of \$100,000 from BC Housing, with amounts above that you get in to more official agreements.

She described other projects with greater BC Housing involvement (Penny's Place, Abbotsford; Christine Lam Residence), including purchasing and also new design and construction.

In her experience BC Housing was easy to work with. They had lots of knowledge, they were happy to provide information. They know how to take a project and make it happen. They were flexible and easy to negotiate with. She gave an example where they required things that were out of the ordinary and BC Housing was flexible and accommodating. She acknowledged that BC Housing does get a lot of critical feedback too.

Tip: Make it easy to get along.

She has worked with CPA Development Consultants in Vancouver (Casey Clerkson). On Vancouver Island many groups work with Makola Developmental Services. She also recommends checking into the BC Housing registry and the BC Non-profit Housing Association. Local credit unions may be helpful with funding.

They had open houses with preliminary drawings. They had community consultation sessions where people came with issues and concerns. The professionals were asked to just listen, and not defend. They went door to door in the neighborhood and gave a contact number, and listened to people. She only got 2 phone calls.

Tip: Community consultation is important. Just listen, don't take a defending position.

Questions:

1. Clarify the 60-year agreement – when BC Housing funds a project, you enter into an agreement with them. If you go with a development consultant, doesn't have to be the case, but if they build it, you are in partnership with them for a number of years. There are limitations on various aspects, ex. Must meet LEED silver. Do your homework; make sure you understand their various funding programs. Make your case.

2. We have heard that working with BC Housing can be onerous. Brad spoke with Lindsey Monk, Makola Developmental Services, and learned about the role of the consultant. Would it be useful for this board to work with a consultant? - BC housing gave them the money to hire a consultant and it was worth it. Makes BC Housing's job easier.

Note: BC Housing doesn't provide operational funding. Be sure you know how the project will be sustained?

Tip: Find similar projects and learn from them

NOTE: Meeting Date with BC Housing is March 17th Wednesday at 6 pm.

Motion to invite Lindsey Monk, Makola Developmental Services, and JoAnne Harrison, Hornby Island Housing Society, to meet with us.

Moved Stephanie, passed by majority.

Task: Brad to set this up.

2. Agenda approved.

Note: A special motion to accept the minutes of February 2, 2021 was moved by Stephanie Slater and passed unanimously at the board orientation on Feb. 14, 2021.

Note: A second special motion to approve the expenditure of \$3500 for survey work subject to clarifying requirements with BC Hydro as moved by Doug Olstead. Passed unanimously on Thursday Feb. 14, 2021.

3. Pepper Lane rezoning application

3.1 Review of CIM Tuesday March 2nd, 2021 – generally went well.

- One of the laneway neighbors raised the question again about obtaining a perpetual easement to the back of their property. This has been answered previously, the right of access we've agreed to is either 15 years or for as long as they own their property, whichever is shorter.

- The Guesthouse owner expressed concern about noise from their concerts affecting the tenants of Pepper Lane and asked what is being considered for a fencing/vegetation buffer along the shared boundary that might mitigate noise.

Task: Stephanie to speak with Donna and Sheldon and come to an understanding/solution.

3.2 There is a technical matter of the space or lack of it for an emergency vehicle turnaround. The laneway is 20 feet wide. Fire Chief Don Luckett indicated that fire trucks would park on Denman and run the hose up the laneway and that the space is sufficient for a rescue vehicle for a medical emergency. It was based on a conceptual drawing. Will this become an issue with the subdivision application?

Task: Doug to contact the Fire Chief to clarify and confirm that 20' is sufficient.

3.3 Our Housing Agreement states that DCLTA will: “not charge any Tenant a rent for an Affordable Dwelling Unit, exclusive of utilities, that on an annual basis is greater than 30% of the Annual Household Income of all Qualified Occupants of the Affordable Dwelling Unit”.

Motion: Request the Island Trust Planner and the Local Trust committee add the following to the end of the statement; “provided “rent” does not include any sums received by way of institutionalized rent subsidy or rent assistance from time to time”. Moved by Doug. Passed unanimously.

Note: This reflects the similar formula of the BC Shelter Aid for Elderly Residents program and will benefit DCLTA in some cases by allowing it to receive greater revenues through higher rents while at the same time charging tenants no more than 30% of house-hold income.

3.4 Doug noted that our conceptual floor plan for a unit (approximately 650 sq. ft.) is at the limit of what the bylaw will permit (60 m. = 646 sq. ft.). While we can probably make that limit work, it would add some flexibility if we request it be increased.

Motion: Request the Trust Planner and Local Trust Committee amend Bylaw 234 to provide that maximum gross floor area of a seniors’ affordable dwelling unit be increased to 65 square meters. Moved by Doug Olstead. Passed unanimously.

3.5 The previous board proposed a kind of ALR fencing that we are told is only built with much difficulty. Specific reference to that fencing is set out in the Restrictive Covenant that is to be approved following the Public Hearing. Doug is approaching the ALC to renegotiate the requirements.

Motion: request the Trust Planner and Local Trust Committee alter the definition of “Vegetative Buffer and Fencing Plan” in the Restrictive Covenant to add after reference to Harlene Holm’s approved proposal of Jan. 20, 2019, the words “or amendments thereto”. Moved by Doug Olstead. Passed unanimously.

3.5 The survey for BC hydro right of way and waste water system as not been initiated. Better instructions from BC Hydro and H2O Environmental, Steve C., are required first.
Task: Doug to contact BC Hydro and H2O Environmental to get clarification.

4. Board logistics

4.1 Review list of critical dates April – May

April 30th – Remit water license fee to FLNRORD

Task: Virginia to check into this and make sure it gets paid.

April-May – AGM (note last years AGM was held in Sept.) – bring forward,

5. Business plan (John, Brad Chris Stephanie, Paul)

5.1 Update - Stephanie is creating an excel spreadsheet to capture the phases of the development of the project, tasks and costs. How we proceed will depend on how we decide on the process of development and construction.

6. Fundraising (Sue Hammell)

6.1 Thanks to Nancy for completing and submitting the CVRD (Comox Valley Regional District) grant application on March 1st. Thanks to Joni Daniels, Doug Olstead and Stephanie Slater for their assistance.

6.2 fundraising committee

- A committee has been established with members: Sue Hammell, Nancy Hoyano, Debbie Frketich, John Mills, Michael Dillon. Jane Lighthall will assist as a special assignment volunteer. A first meeting was held on March 1st. Many ideas were generated, including some outside the box and off the island.
- Michael, Debbie and Nancy will form a grant searching/writing team.
- John and Sue are going to look into a pottery sale, or more. John is a potter.
- Jane Lighthall has created her next direct ask campaign with the support of the island's "group of seven" painters.
- More members are required, please let Sue know of any suggestions you might have.
- Next tasks to include: understanding our roles and responsibilities, finding grants (big and small), memberships (new and renew), pledges, planning events (big and small), set specific goals for fundraising.
- A draft Budget was put forward for consideration - bring forward

7. Treasurers Report - Feb.1 to 28th, 2021

February 1/21 – Transferred \$48.60 from PayPal account to Chequing Account

February 1/21 – \$300.00 Rent Cheque deposited into Chequing Account

February 17/21 - \$500.00 Pledge fulfilled and deposited to Acquisition Funds Account

February 18/21 – GST rebate of \$118.17 received and deposited to Chequing Account

February 24/21 – GST rebate of \$35.87 received but not deposited until March 1st

February 24/21 – Donation of \$40.00 received but not yet deposited to Cheq. Acct.

As of February 28/21 – DCLTA has \$1000.00 (down payment) + \$77,122.63
(Acquisitions Fund) + \$25,800.00 in pledges = **\$103,922.63**

As of February 28/21 DCLTA has:

\$5,373.35 in its Chequing Account

\$77,122.63 in its Acquisition Fund

\$5,713.17 in its Grant Funding Account

\$10,906.44 in its Rental Account

As of February 28/21 DCLTA has: 122 paid up members; 94 grace period members ...
for a total of 216 members.

8. Website

8.1 website development update – Chris reports that it is in progress.

8.2 Pepper Lane Logo – Brad has been sending out logos and receiving feedback. He presented the shortlist.



Motion to approve the logo attached. Moved by Brad, passed unanimously.

9. Communications

9.1 Stephanie presented a draft “DCLTA update to the community”

Task: All please read and provide feedback to Stephanie.

10. New Business

10.1 Mission, vision and values. These need to be reviewed. Bring forward.

10.2 Guest Debbie Frketich – She has lived in the Comox valley for 40 years where she worked as a teacher and Principal. After retiring from the school district she and her husband worked a year in Schools in Thailand. When they returned in 2007 her husband, Frank, started construction on their house here on Denman. She continued to work for VIU, supervising teachers in training. She has been on a number of boards including: The Activity Center board, the Readers and Writers Festival, the Climate Action Network.

While she believes this is an important project, she is still easing out of the Readers and Writers festival and is not ready to put her name forward for the board at this time, perhaps later in the summer. She is happy to be involved in fundraising for now.

11. Upcoming meeting dates

Public Hearing March 15 at 7 pm.

BC Housing meeting re:funding March 17th at 6 pm

DCLTA Board meeting Tuesday April 6th 7 – 9 pm