

DCLTA Meeting Minutes DRAFT 2

Tuesday January 5, 2021 at 7 pm

Chair: Stephanie Slater; Minute taker: Nancy Hoyano

In attendance: Doug Olstead, Chris Wardman, John Mather, David Graham, Brad Hornick, Sue Hammell.

Regrets: Virginia MacCuspig (due to power outage).

1. Welcome to guests, Brad Hornick and Sue Hammell, and introductions of board members. Brad introduced himself describing his work in communications/PR with government and NGOs.

Sue has taken up permanent residence here since March. She came from Surrey where she was first a teacher and then an MLA for Surrey-Green Timbers for many years stepping away in 2017.

Note: regarding questions related to the constitution, voting and board structure.

P.5 Part 5 - Directors and Officers

25 (1) The president, vice president, secretary, treasurer and one or more other persons are the directors of the society.

P.7 Part 6 - Proceedings of Directors

37 (1) Questions arising at a meeting of the directors or committee of directors shall be decided by seeking consensus first and shall, when necessary, be decided by a 2/3 majority vote.

38 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.

2. Agenda approved.

3. The minutes of Dec.5.2020 were passed unanimously by email resolution Dec.14.2020.

4. DCLTA Board and transition logistics.

4.1 **Motion** to invite new board members: Sue Hammell and Brad Hornick.

Moved Stephanie Slater, consensus.

4.2 Review of current board roles and board structure.

It was agreed that the board of directors will move from a board with no formal positions, to a more formal structure, with President/Chair and Co-chair, Treasurer (David Graham, with support from Virginia MacCuspig, Bookkeeper were elected Dec.5.2020), and Secretary.

4.3 **Motion** to appoint Doug Olstead and Stephanie Slater as co-chairs. Moved Sue Hammell, Consensus.

Motion to appoint Nancy Hoyano as secretary, Moved Stephanie Slater, Consensus.

4.4 Board orientation discussion

Some topics we might consider for board orientation:

Introduction of directors; what skills and interests we each bring; how we want to function; review of purpose of DCLTA; orientation to the Pepper Lane project and who we are required to interact with (ministries, LTC, etc); strategic planning.

Pam Willis offered to facilitate this session.

Task: Stephanie and Nancy to work together with Pam, draft a plan for the board to review, and set the meeting at that time.

4.5 DCLTA membership list - who has the list, who will maintain the list.

Directors must be paid-up members. The process for application for membership and payment via Abraxas, e-transfer or otherwise, needs to be sorted out.

Task: Doug to see if he has the list and if not Nancy to follow up with Guy to get the list.

Carry Forward - We need to figure out who will maintain the list.

Brad offered to help with with an email blast to get people to renew membership.

Chris to amend the website so that people can renew easily through the website.

4.6 Files - storage (physical and e-files).

John now has the physical files, Virginia and David have financial efiles, Doug has agent efiles.

Discussion - When Chris and Brad review the website, consider having a place that directors can login to see documents that are not for public use. We need to consider a common place for e-file storage.

Carry Forward.

5. Finance.

5.1 Update from Treasurer.

In transition, should have all the finances handed over by the end of the week.

5.2 **Task** - Doug, David and Virginia to attend CCCU after Jan.8 to sign banking docs to become the signers for DCLTA.

6. Website.

6.1 Update from web master - Guy has just transferred the login so Chris can look at the website.

Task - Chris and Brad and to review and re-conceptualize the website.

7. Agents report on Pepper Lane project

Pepper Lane project began 4 years ago with the search for a suitable piece of land close to the village center. We have a contract with Bev Severn to purchase 2 of her 4 acre property. The money has been raised for the land purchase. There is no zoning currently for affordable housing, so the project began with a rezoning application in 2017.

Subdivision and Rezoning Progress Report Jan. 5, 2021

DCLTA has applied to the Ministry of Transport and Infrastructure (MOTI) to subdivide the 1.6 ha. Severn property into 2 strata lots and a common laneway. The Islands Trust's requirements for this to proceed are set out in the Subdivision Referral Report. Yet to be completed Trust requirements include, among others:

1) changes to Denman's Land Use Bylaw ("LUB") and Official Community Plan to allow seniors' affordable housing on the Pepper Lane strata lot (the "strata lot").

At the next Local Trust Council ("LTC") meeting on Jan. 19, the Trust Planner, Sonja Zupanec, will be proposing a Community Information Meeting ("CIM") scheduled for sometime in February followed by a Public Hearing in March. Sonja, Harlene and Doug have worked on a draft Q and A for the CIM and will make it available when it is in final form in the next few days.

2) registration against title to the strata lot of a Housing Agreement placing a cap on rents and establishing maximum income to qualify for tenancy.

At the next LTC meeting, the Housing Agreement is to be amended to increase the maximum income to 160% of Statistics Canada Low Income Cut Off amount. These statistics can be found online. DCLTA has determined that its initially proposed 120% figure would eliminate too many potential tenants.

David expressed concern about the age 65, what if we don't have 8 eligible people? Also, if DCLTA won't charge more than 30% of income, is there a minimum rent from a budgeting perspective.

The research for the business plan demonstrated a strong need and it has not abated for a number of years. There are options for us with the tenancy agreement regarding rents.

- 3) registration on title to the strata lot of a Restrictive Covenant requiring:
 - a) monitoring of groundwater usage and inspection for salt water intrusion
 - b) adherence to a minimum BC Energy Code Level 2 construction standards for all dwellings
 - c) a vegetative buffer between the strata lot and adjoining Agricultural Land Reserve lands.

This Draft Restrictive Covenant has just been received from the Trust's lawyers. Doug will review it, provide comments, and seek feedback and approval from the board and the water team and finalize for submission and acceptance at the next LTC meeting.

The Vegetation and Fencing Plan sets out buffer requirements. DCLTA has also agreed to build fencing along the entrance laneway as set out in the Laneway Agreement. Preparing a cost estimate for these buffer and Laneway responsibilities would be useful information to have now.
Task - John to prepare the cost estimate for the Vegetation and and Fencing plan and Laneway agreement.

- 4) administrative changes to the LUB rezoning bylaw
 - a) increasing strata lot coverage by improvements to 25% and
 - b) lowering minimum strata lot size to .7 ha.

5) availability of an area for installation of a suitable wastewater system.
Local MOTI personnel had advised at a meeting in Sept. 2019 that the Pepper Lane project would not need a wastewater system installed until after subdivision was completed and the strata lot had been transferred to DCLTA. Now the Provincial Approving Officer advises that system will have to be installed before MOTI approves the finalization of the subdivision.

The Wastewater System has an estimated cost of \$115,000. Not having title to the strata lot will make raising funds to pay for the system much more difficult and, of course, make it impossible to finalize the Trust rezoning process until that issue is dealt with.

Task - Doug to talk to the PAO to clarify why they want the waste water system installed prior to rezoning and property acquisition. The Planner and others say this is an unusual request. Sue offered her support if Doug requires it.

If unsuccessful, we will need to consider next steps - eg. political lobbying, a letter of commitment from a funder for the money for the waste water system.

(We have also obtained the approval of the Agricultural Land Commission to remove the strata lot from the ALR provided the rezoning and subdivision are completed by Nov. 2021. If necessary, it will be important to apply for an extension which, we understand, would likely be available.)

In addition to the above Trust requirements, MOTI may insist on confirmation that Bev's existing well and/or septic field need to be upgraded. We have not yet heard their decision on these items.

8. Communications.

8.1 Introducing the new board and acknowledge and thanking Harlene and Guy

Louise Bell and Donna Millen are putting together a thank you book and gift.

Announcement to the community and government partners.

Task - Stephanie to draft a thank you to be published in either the Grapevine or the Flagstone and ask Louise to help with editing.

Task - Stephanie to write a formal letter to government ministries and island trust to introduce the new board.

8.2 Appoint a delegation to introduce DCLTA and Pepper Lane project to the new neighbours including Donna and Sheldon (guest house), Sean and Chantal, farm to the east, and new neighbor where house is under construction.

Task - Doug Olstead, Nancy Hoyano, John Mather to work together to contact the adjoining properties to introduce the new board.

8.3 Other communication business.

Task - Brad has a questionnaire to circulate, to get some research data, will send it out shortly.

9. Business Plan

Task - David Graham, Stephanie Slater, Brad Hornick to begin work to review and revise business plan.

10. Fundraising

10.1 Update from Christmas raffle - Val Hammell's name was drawn for the hand-woven rug made by Donna Millen.

10.2 Establish a committee - start with research, what grants are available, need a larger plan

Task - Sue to be in contact with board members with a view to developing a fundraising plan.

12. Next meeting date - Feb.2, 2021, 7 pm, on Zoom.

13. Adjournment.