

DCLTA Meeting Minutes for Dec.5.2020

In attendance:

Chair: Stephanie Slater; Minute taker: Nancy Hoyano

Harlene Holm, Guy Marion, Chris Wardman, John Mather, Doug Olstead (advisor and nominee).
David Graham and Virginia MacCuspig, guests and nominees.

1. Welcome to guests David Graham, Virginia MacCuspig.

2. Approval of agenda.

Date on agenda changed to Dec. 5.2020 + 5.2.1 reference to FLRORD corrected.

3. Adoption of minutes of Nov.14.2020.

Motion to adopt the minutes of Nov.14.2020.

Moved Stephanie Slater, seconded Nancy Hoyano. Carried.

4. Financial report.

Motion to adopt the treasurers report for Nov.1 - Dec.2.2020.

Moved Stephanie Slater, seconded Nancy Hoyano. Carried.

Note: Since this report another \$1000 in donations has been received. Checking Account stands at \$2369 as of this date.

Note: DCLTA received a grant from CVRD for \$3,500 for land surveying. It is held in the Grant Funding account. To date \$300 has been used from the Grant Funding Account to pay for the preliminary survey completed by Peter Mason.

Motion to conduct the biannual transfer of funds from the PayPal/CanadaHelps account to the Acquisition Fund. It will be about \$3170.

Moved Guy Marion, second Harlene Holm. Carried.

5. Transition planning

5.1 New board members:

5.1.1 **Motion** to invite Doug Olstead, David Graham and Virginia MacCuspig to join the board.

Moved Stephanie Slater, Seconded Guy Marion. Carried.

5.2 DCLTA Board Roles.

5.2.1 Appointment of new Agent, on behalf of the land owner, for MOTI, FLNRORD, Islands Trust and ALC applications.

Motion to appoint Doug Olstead to the role of agent representing the land owner for MOTI, FLNRORD, Islands Trust and ALC applications as of January 1/21.

Moved Nancy Hoyano, second Stephanie Slater. Carried.

5.2.2 Appointment of new Treasurer.

Motion to appoint David Graham as treasurer to replace Harlene Holm as CRA signing Treasurer for DCLTA once Guy and Harlene have signed off on the 2020 CRA Charities Information Return.

Moved Nancy Hoyano, second Harlene Holm. Carried.

5.2.3 Appointment of new banking signatories.

Motion to remove Harlene Holm Guy Marion and Joanne Graham, past DCLTA Directors, as signers on behalf of Denman Community Land Trust Association as soon as the new signers are established. Moved Guy Marion, Seconded Harlene Holm. Carried.

Motion to add current directors David Graham, Virginia MacCuspig and Doug Olstead as banking signers on behalf of Denman Community Land Trust Association effective as soon as the CCCU paperwork has been completed in the new year.
Moved Stephanie Slater, seconded Chris Wardman. Carried.

Tasks - Guy will make his last year end deposit Jan. 5th, 2021 at CCCU. He will initiate the process of removing the current signers, and adding the new signers. Following that the new signers, David, Virginia and Doug, have to go to CCCU to sign documents.

Task - Nancy will initiate a resolution without meeting by email to adopt these minutes.

5.2.4 New email and address contacts for DCLTA effective Jan 1/21.

Motion to establish the following as the new DCLTA email addressees:

Info@denmanislandaffordablehousing.org - Nancy Hoyano

Privacy officer@denmanaffordablehousing.org - Nancy Hoyano

Bookkeeper address - Virginia MacCuspig

DCLTA General Office address - Virginia MacCuspig

Moved Nancy Hoyano, seconded John Mather. Carried.

Task - Nancy and Virginia to let Guy Marion know what email address to use.

Task - Virginia to ask if there is a postal box available for the DCLTA general office.

5.2.5 Recorder of In-Kind work.

Currently Angela Robinson helps DCLTA out by recording and maintaining the In Kind Record, someone on the board has to provide her with the information. Note: board members can't credit in-kind work if directly related to their duties as Board members.

Task - Stephanie Slater to ask Angela Robinson if she will continue to track for DCLTA.

Tasks - John to keep track of in-kind work on the land and advise Nancy. Nancy to keep track of all in-kind work for now and provide it to Angela if she agrees to continue, otherwise Nancy will get the year end accounting from Angela and continue to track in-kind work.

6. Pepper Lane

Harlene's agent report -

6.1 Pepper Lane rezoning application DE-RZ-2017.1 (Sept. 6/17 application date)

(a) On Nov. 9/20, Trust staff issued a Subdivision Referral Report to MOTI- three weeks after the deadline MOTI set for referral response to File 2020-04470. Harlene copied the referral document to DCLTA and the January 2021 Board should consider copying the document to new members.

Harlene was able to resolve several issues immediately as the information was available:

☆ the labelling of the strata subdivision preliminary survey had already been corrected by surveyor Peter Mason,

☆ the road frontage waiver document had already been filed as part of the strata subdivision application

☆ Harlene provided MOTI with a copy of Fire Chief Don Lockett's Nov. 26/18 formal response, following a request from Planner Eggen, to which he concluded "To summarize, I have no concerns with the proposed application" (Eggen acknowledged his response Nov. 27/18).

(b) The cost recovery (CR099 Covenant) signed agreement and cheque for \$4,650 was received in the Trust office on Nov. 27/20 (according to Post Office tracking). The Trust office Finance Officer has not issued a receipt to date. At the Nov. 3/20 LTC meeting, Trustee Critchley asked what the covenant's "prescribed works" included. Planner Eggen responded that it was "under consideration."

(c) Planner Eggen has been transferred to a group working on OCPs for the Islands Trust Area. Trustee Critchley is urging Regional Planning Manager Kauer to personally complete the file rather than assigning it to a new planner.

6.2 Altering the Housing Agreement from 120% to 160% of the Stats Canada Low Income Cut Off (LICO)

(a) On Nov. 17/20 Harlene sent an email to the Denman Local Trust Committee (all such emails are routed via the Trust Office) to outline the DCLTA case for changing the LICO to 160%. On Nov. 24/20, she sent a follow-up email to Local Trustees Busheikin and Critchley to which Trustee Critchley responded, "I will contact staff to see how we can get this done. I have no problem with the change." According to subsequent discussion, both Trustees support this change. The change may take the form of a Resolution Without Meeting in order not to delay the rezoning process wherein the Housing Agreement is one of several enabling bylaws.

(b) Given assurance from the LTC, Harlene emailed a similar request to the Agricultural Land Commission (ALC) Land Use Planner and received this response Dec. 3/20, "Thank you for your email. I will forward this information to the Island Panel for their review and get back to you as soon as I have a response from them." Housing Agreement approval by the ALC is a condition of the Pepper Lane exclusion from the Agricultural Land Reserve.

6.3 Strata Subdivision (MOTI) 2020-04470 Severn (Sept. 15/20 application date)

(a) Harlene entered into an email dialogue with the Ministry of Transportation and Infrastructure (MoTI) and the Agricultural Land Commission (ALC) Land Use Planning Technical Officer regarding the ALC exclusion requirement of "the submission of a survey plan delineating the area to be excluded..." The difficulty to be resolved was that a formal survey is best initiated after MOTI issues a Preliminary Layout Approval (PLA) in case the PLA includes additional requirements beyond surveying the basic proposed lot lines for the strata subdivision including the common area (laneway). This was resolved by MOTI accepting, for the purpose of the PLA, the Nov. 25/20 email from the ALC which reads, "I can provide an authorization letter for you for the subdivision, however I need the final plan that is electronically signed and includes a cover page with a control number. Once you send the cover page with the subdivision plan then I will provide a letter of authorization."

(b) Harlene and H2O Environmental Ltd. have engaged in a lengthy dialogue (beginning in October) with MOTI regarding the wastewater system, an issue which can now be resolved with the following motion:

Preamble:

Given Ministry of Transportation and Infrastructure (MOTI) requirements for issuing the necessary Preliminary Layout Approval (PLA) for Strata Subdivision 2020-04470 Severn (DCLTA-Holm);

Given Trust staff recommendation "that there should be reasonable confidence that the subdivision as presented is acceptable to the Ministry [MOTI], before a Community Information Meeting is held. And it is preferable that the confirmation is received as a Preliminary Layout Approval from the Ministry." (Nov. 3/20 Staff Report p. 26);

and.

Given the work will contribute both to the Pepper Lane Wastewater System that “does not need to be in the ground prior to final approval. Instead, MOTI will require a covenant registered against the title with H2O Environmental Ltd.’s report attached”(Sept, 26/19 DCLTA/ MOTI Meeting) and to savings at the construction phase of Pepper Lane.

Motion:

Moved by Harlene Holm and seconded by Doug Olstead that DCLTA engage H2O Environmental Ltd. for an estimated cost of \$ 1,100 to complete an engineered design drawing for the Type 3 system; a cost estimate for the design/installation of that system; and an operational and maintenance plan which includes a schedule and estimated cost of operation and maintenance on an annual basis.

Carried.

Task: Harlene to convey the approved motion to H2O Environmental Ltd. following the Dec. 5/20 DCLTA meeting.

6.4 Transfer of agency from Harlene Holm to Doug Olstead

Harlene provided Bev with agency transfer authorizations for Islands Trust, ALC, Ministry of Forests, Lands, Natural Resources and Rural Development (FLNRORD) and MOTI according to templates made available and subsequently modified to suit a transfer process. Harlene has signed as agent until Dec. 31/20; Bev took the documents to sign as landowner and pass on to Doug for signature as agent beginning Jan. 1/21. The completed documents should be returned to Harlene for inclusion in paper and in e-form files turned over to DCLTA as of Jan. 1/21.

Task - Nancy to send the “Who’s Who” sheet out which includes all the acronyms.

6.5 Other Pepper Lane questions regarding Islands Trust Subdivision and Rezoning requirements.

(a) Public consultation - do we need to consider holding any public consultation at this time? Public consultation took place earlier on (see Pepper Lane Log on the website). Property owner Chantal recently expressed at the October 2020 town hall portion of the LTC meeting that there has been insufficient consultation. A log of interactions with them has been maintained and attempts to consult have taken place since the beginning of the project. There are also new neighbors fronting on the Pepper Lane property.
Follow up with new neighbours and Sean/Chantal in the new year - carry forward.

(b) Road frontage waiver

The trust granted the frontage waiver and this document is part of the strata-subdivision application file. The laneway gives the Pepper Lane and remainder property access onto the road.

(c) Buffer along southern border - Vegetation and fencing.

This will be appropriate to undertake upon the start of construction. Consider starting research into fencing and vegetation for screening. Tree Eater Farm might have suggestions for buffer vegetation. Consider getting a grant for fencing and vegetative material. Carry forward.

7. Other business - New Board Size.

We will have 7 board members as of January 21/21. Louise has been in discussion with a number of people. Given the current situation, 10 people will be adequate.

Task - Nancy to contact Louise to indicate that a board size of 10 people would be adequate at this time and to see who else has indicated an interest in joining the board. We particularly need people with fundraising skills.

8. Next meeting date.

Tentative date - Tuesday evening. January 5th, 2020.

Task - Stephanie to contact Denman Works to see if Zoom is available at that time.