

## **DCLTA Meeting Minutes of April 6th, 2021**

In attendance: Doug Olstead, Stephanie Slater (Mtg. Chair), Virginia MacCuspic, Nancy Hoyano (recorder), John Mather, Chris Wardman, Sue Hammell, Brad Hornick, Paul Beauchemin, Debbie Frketich, John Mills (guest).

### **1. Welcome to our guest: John Mills**

### **2. Approval of agenda.**

2.1 Addition 4.c. Sale price of the land.

**2.2 Motion** to accept the agenda as amended. Moved Brad, passed unanimously.

### **3. Motion to adopt the minutes of March 4<sup>th</sup> and March 21<sup>st</sup>, 2021.**

**3.1 Motion** to accept the minutes of the monthly meeting of March 4<sup>th</sup>, 2021. Moved Paul, passed unanimously.

**3.2 Motion** to accept the minutes of the interim meeting of March 21<sup>st</sup>, 2021. Moved Virginia, passed unanimously.

### **4. Pepper Lane - Covenant, Housing Agreement, Subdivision Work (Doug)**

4.1 Fencing along our southerly border –

The Trust requested we try and work this out in a neighborly way.

- The two most westerly neighbors said they were fine with a solid wood fence, and ask that trees be preserved as much as possible. They would like it installed prior to construction. (Brad, Paul)

- Shaun, west side laneway – won't commit to wood fence or hedge along the back of his property until the laneway fence is resolved. Note: Our private agreement says we need to build the laneway fence on our property.

He is insistent on having a sound barrier cement type fence along the laneway and remains unresolved about the southerly border. (Brad, Paul).

- Sheldon and Donna – John proposed a berm on our southern border with the Guest House using excavation material. Sheldon likes the idea.

#### Discussion/suggestions:

- Because it would be difficult to install either a fencing or vegetation barrier along our southern boundary prior to construction it was suggested that we might have a letter of understanding guaranteeing we would put in the agreed upon barrier by the completion of construction.

- We should establish who will speak with the neighbors about the fencing/vegetation barrier going forward so we are speaking with one voice.

- Lets do our research so we can provide a good rationale for our proposed barrier solution (fencing (wood, concrete, hedge, berm). It will be DCLTA's fence on DCLTA property.

- Any fence that requires a 10 db reduction will be challenging and could cause us difficulty.

- Construction noise will only be during the daytime hours. Seniors aren't generally a noisy bunch especially compared to the traffic noise that comes from Denman Road. The cement barrier may increase the noise level? Is there an onus on Shaun to prove that this laneway will lead to a noise problem?

**Action: Doug and John** to investigate the possibility of using a berm.

**Action: Doug** to work this out with the Trust staff and will confirm before the next trust meeting.

#### 4.2 Housing Agreement—Aging in place

- Doug will work with the trust regarding the Tenancy Selection Document:

1<sup>st</sup>. That the tenancy selection document be separated from the Housing agreement.

2<sup>nd</sup>. If the tenancy selection document can't be removed that there be an amendability clause.

3<sup>rd</sup> If either of these is unacceptable to the trust that we would like the following included: Tenants will be entitled to age in place provided they arrange for any medical or other personal assistance they require.

- Indigenous people would like to have a provision included stating that they would be eligible. Are they asking for an exception or would the same rules apply? There are at least half a dozen aboriginal groups who lay claim to Denman.

**Action: Doug** will clarify that they are not asking for an exception to the rules.

#### 4.3 Bev Severn's property

- Right of first refusal – once we purchase the property such an agreement would be in effect as long as the property remains in bare land state and if DCLTA decided to sell the land. Bev is happy to wait until we have membership approval to enter into this agreement as it involves a potential transaction of \$100,000.

- The land purchase price

John suggests that the property price of \$100,000 that was agreed upon 8 years ago be reconsidered. He proposes we find another \$25,000 - \$30,000.

Notes: The agreement with Bev was renewed a few months ago. As part of the agreement, if either party wishes to dispute the price each will get an independent appraiser and the price will be half the average of the two appraised values. The appraisal is based on the value of the total 4-acre property with one house.

**Task: Sue and John** will meet and put forward suggestions to the board.

#### 4.4 Fire Department access

Don Lockett, Fire Chief, confirmed that the Fire Department has no problem with the 20' wide laneway access, a requirement to meet one of the conditions of the Ministry of Transportation and Infrastructure (MoTI) for the subdivision to conclude.

#### 4.5 Agricultural Land Commission - fencing plan amendment

The fencing and vegetation plan which was submitted to the ALC in 2019 by Harlene Holm and approved is not feasible. Doug wrote to the ALC and they agreed to the

amendments requested. This will also need to be updated with the Trust.

#### 4.6 Survey

##### 4.6.1 BC Hydro right of way

BC Hydro has agreed that they will do a blanket right of way over the entire lot, which means DCLTA will not be required to do a survey of the pole locations.

##### 4.6.2 Wastewater system measurement

Steve Caballeria, H2O Environmental, indicated that the wastewater treatment plant has to be 30 M from the dug well, which is located about 1/3 the way up the "L". This leaves about 5 M beyond the amount of land needed for the wastewater system. MoTI requires a survey plan and covenant be registered against the property for subdivision to conclude. This surveyed area can only be used for the septic and wastewater field.

4.7 Bev Severn has invited board members to visit the property, preferably on a Tues, Weds or Thurs.

**Task: John** to email the board with a date to visit the property for a walk about.

### 5. Pepper Lane – next steps (Brad)

5.1 Developmental Consultant (DC) – discussion and decision – step one.

- Jo-anne Harrison, chair of Hornby Island Housing Society (HIHS) said they wouldn't have made the progress to date without the DC, Lindsey Monk, from Makola Developmental Services. Lindsey isn't available to work with us.
- Casey Klerkson, recommended by Pam Willis, is also unavailable. He recommended Walter Hoogland.
- Malcolm McNaughton, BC Housing, stressed we should go with a DC, because they can work strategically with a board to direct the team through all the various tasks. He recommended Walter Hoogland.
- Walter Hoogland – several board members met with Walter and were very happy with what he had to say, he seemed like he could be a good fit. He has good connections with funders, including BC Housing and CMHC. He is ready to work with us.
- Ian Scott – several board members spoke with Ian today. We were also impressed with him and what he had to say. He provided a spreadsheet with some cost figures. He doesn't likely have time but offered to work for an hourly fee until the BC Housing funding comes through for a few projects with which he is involved.
- John Jessop - Paul spoke with him and he is too busy at this time.

Discussion resulted in the decision to go ahead and contact Walter to figure out the next steps. He has been in touch with Malcolm McNaughton, BC Housing. Based on this he has indicated that he would be willing to begin work with us.

**Motion:** to move forward with the engagement of Walter Hoogland as Developmental Consultant and to discuss the terms of engagement. Passed unanimously.

**Task: Brad** to follow up with Walter Hoogland.

#### 5.2 Business Plan – step 2

Sue, Paul and Brad are required to do a business plan for their project development course. They will use this opportunity to update the original business plan done by Stephanie June 2016.

**Task: Debbie and Sue** to move forward with registration with CMHC, including the consent form that allows Walter to work with CMHC and the integrity declaration.

## **6. Board logistics**

6.1 List of critical dates April – May

AGM generally held in April – May, but last year it took place August 16, 2020.

Date tentatively set for Tuesday June 1<sup>st</sup>, 2021

**Task: Nancy** to develop the list of tasks to prepare for the AGM

6.2 Water license fee payment – Bev receives the bill near the end of April, she forwards it to Virginia, who will then make the payment.

## **7. Fundraising**

7.1 Update - Sue

- Denman Works grant submitted March 30<sup>th</sup> by Nancy with help from Michael Dillon.
- Debbie and Sue met with Kristy from CMHC, she will work with DCLTA and our DC to get seed funding.
- Jane Lighthalls ask letter – board needs to approve the submission of the letter to the local news. The whole fencing/vegetation issue is sensitive now as we are in discussion with neighbors. With this in mind, Sue will further review and finesse the wording to make it more general, not specific to either fencing or hedging, and get it out.

## **8. Treasurers Report – Virginia MacCuspig**

**March 1st to March 31st 2021** the last Treasurer's Report was for Feb 28th 2021

- March 1st/21 – GST rebate of \$35.87 for 2020 was deposited to Chequing account
- March 1st/21 – Donation of \$100.00 was deposited into Chequing account
- March 7th/21 – \$300.00 Monthly rent was deposited to Rental account
- March 11th/21 - Donation of \$10.00 was deposited into Paypal account
- March 22/21 – Paid \$70.00 Invoice for the Grapevine by E-Transfer
- March 22/21 – Corrected a deposit of March 1st for a pledge that was put in the Chequing account but should have been deposited to the Acquisitions Acct
- March 31st/21 – DCLTA has \$1,000.00 (down payment) + \$77,125.89 (Acquisitions fund) + \$26,300.00 in pledges = \$104,425.00 towards the Seniors' Project land

As of January 31st DCLTA has:

- \$5,475.22 in its Chequing Account
- \$77,125.89 in its Acquisition Fund
- \$5,713.17 in its Grant Funding Account
- \$11,206.91 in its Rental Account

As of January 31/21 DCLTA has: 122 paid up members, 94 grace period members ... for a total of 216 members.

**Motion:** to accept the Treasurers report, moved by Stephanie Slater, passed unanimously.

## **9. Website**

9.1 Site development update – Chris Wardman

Chris will send out a beta version and request feedback, once approved it can go live. Brad to help with a donation button.

When we email members about the AGM we can let them know to check out the new website and update their membership.

**Task: Chris** to post the Jane Lighthalls fundraising request.

## **10. Communications**

10.1 Update – Stephanie

The introduction of the new board and thank you to Harlene and Guy was published in the Grapevine.

## **11. New Business**

11.1 New Board member - John Mills – has lived on Denman 9 years. He was appointed as Treasurer for the Readers and Writers Festival. He would be happy to put his name forward for the board treasurer.

**Motion:** to invite John Mills to join the board as director. Moved by Stephanie Slater, passed unanimously.

**Motion:** to appoint John Mills as Treasurer of the DCLTA board. Moved by Stephanie Slater, passed unanimously.

**Motion:** to add John Mills as a signatory at Coastal Community Credit Union along with Doug Olstead and Virginia MacCuspig. Any 2 such signatures are sufficient. Moved by Nancy Hoyano, passed unanimously.

11.2 Mission, vision and values.

These need to be reviewed. Carry forward.

## **12. Next meeting date**

Tuesday May 4<sup>th</sup> 7 pm.

**Task: Nancy** to set up and send out Zoom link.

Reminder: next Local Trust Committee meeting May 4<sup>th</sup> 10 am.