

BOWEN ISLAND MUNICIPALITY

Minutes of the **Regular Committee of the Whole Meeting** held Monday, February 24, 2003 at 9:00 a.m. at the Municipal Hall, 981 Artisan Lane, Bowen Island, B.C.

**COUNCIL IN
ATTENDANCE**

Mayor Lisa Barrett
Councillor Doug Bowen
Councillor Neil Boyd
Councillor Terry Cotter
Councillor Alan Leigh
Councillor Alison Morse
Councillor David Wrinch

**STAFF IN
ATTENDANCE**

Isabell Hadford – Chief Administrative Officer (CAO)
Joanne Cunday* - Treasurer
Don MacKinnon – Public Works Superintendent
Michael Rosen* - Planning Consultant

**OTHERS IN
ATTENDANCE**

Ian Thomson*, Chair - Sustainable Community Task Force & other members
Eric Sherlock*, President - Bowen Island Arts Council & other members
Bruce Greyell*, Chair - Bowen Island Parks and Recreation Commission, other Commissioners & staff
Penny Scott*, Community Foundation
Gayle Ferguson – Minute Taker

**PUBLIC IN
ATTENDANCE**

Brian Biddlecombe*
Ross Carter*
Rondy Dike*
Peter Frinton*
Dale Read*
David Riddell*
Dai Roberts
Barbara Murray* – The Undercurrent
(* denotes partial attendance)

CALL TO ORDER

The Mayor called the meeting to order at 9:06 a.m.

DELEGATIONS

Ian Thomson, Chair,
Sustainable Community
Task Force re: Work to date
of the Task Force

Ian Thomson, Chair of the Sustainable Community Task Force provided the Committee of the Whole with an overview of the presentation on the work to date of the Task Force. He commented that the Task Force would like to return to a future Committee of the Whole meeting to provide Council with a more in depth presentation on sustainability initiatives.

Murray Journey of the Sustainable Community Task Force provided the Committee of the Whole with a visual presentation of tools used to look at regional sustainability issues and how sustainability concepts could be made operational for the Bowen Island community.

Mr. Journey demonstrated different components and capabilities of the recently acquired planning tool, *Community Viz*. He commented that the visualization component could be used for the Snug Cove Revitalization Plan to envision what the guidelines and objectives of the Snug Cove Plan would look like, if implemented. He noted that there would be a more complete presentation of *Community Viz* to the community in March 2003.

Bob Turner of the Sustainable Community Task Force provided the Committee of the Whole with a brief history of the Bowen Island Water Poster project. He noted that the project is a partnership operating under the guidance of the Poster Advisory Committee which includes representatives from the various water districts, technical advisors, Sustainable Community Task Force members and Natural Resources of Canada. He requested that the Bowen Island Municipality become a full partner in the project. The next draft would be available in April for Council to review and endorse.

Ian Thomson reviewed past and planned projects undertaken by the Task Force as follows:

- Community Energy Planning Report by the Pembina Institute
- Environmental impacts and planning options
- Water Poster Project
- Community Viz, Planning Tool
- 2003 Work Plan includes the Community Energy Planning Process first through a Council workshop followed by an Island-wide community workshop in near future;
- The Green Infrastructure Initiative - the "Island of Walks" Project.

John Reid of the Sustainable Community Task Force provided the Committee of the Whole with a presentation on the "Island of Walks" project. He noted the purpose of the project is to connect and reconnect isolated areas of green and park space which would result in the free delivery of natural services and reverse the usual process of continued subdivision. He noted the following benefits of the project:

- Water resource - protection of natural buffers;
- Wildlife - providing corridors and habitat;
- Public access and recreation – trails to all areas of the Island;

- Local economy – building local economy around a natural feature by supporting tourist accommodation and nature;
- Opportunity - taking advantage of the fact that the most environmentally valuable land is the least valuable from a monetary outlook.

RES# CW-03 -32

It was Moved and Seconded

That the Committee of the Whole recommend to Council that Bowen Island Municipality endorse the “Wise-Use” Water Poster project being developed through the Sustainable Community Advisory Committee; and

That the Bowen Island Municipality become a full partner in developing the Water Poster.

CARRIED

ADOPTION OF MINUTES

Minutes of the regular Committee of the Whole Meeting held February 10, 2003

RES# CW-03 -33

It was Moved and Seconded

That the minutes of the regular Committee of the Whole meeting held Monday, February 10, 2003 be adopted as amended:

Page 2, 3rd bullet - change “...and measurable by which other Committees and Island groups can measure...” to “...and measurable which other Committees and Island Groups could also use to measure...”;

Page 5, 2nd paragraph – change “...the desirability of staff’s presence at all planning sessions...” to “...the desirability of staff’s presence at all strategic planning sessions...”

Page 6, 5th paragraph – change “Mr. Reid further noted that the Bowen Bay Local Advisory Committee...” to “Mr. Reid further noted that the Bowen Bay Local Water Advisory Committee...”

Page 7, Resolution #CW-03-28 “That the Committee of the Whole recommend that Council ~~issue~~...” to “That the Committee of the Whole recommend that Council consider at the March 10, 2003 meeting the issuance of Development Variance Permit BM-DVP-2-2003...”

Page 7, Move “RECONVENING OF MEETING” prior to “Meeting with Island Trust Representatives”. Change “The meeting reconvened at 2:55 p.m.” to “The meeting reconvened at 12:55 p.m.”

Page 8, Resolution #CW-03-29 “That the Committee of the Whole recommend that Council ~~issue~~...” to “That the Committee of the Whole recommend that Council consider at the March 10, 2003 meeting the issuance of Development Variance Permit BM-DVP-3-2003...”

CARRIED

DELEGATIONS*(Continued)*

Eric Sherlock, President
Bowen Island Arts Council
re: Budget requests for 2003

Eric Sherlock, President of the Bowen Island Arts Council provided the Committee of the Whole with a verbal report of the Art Council's budget requests for 2003. He noted that, in an attempt to meet the need for greater services from various groups and artists, a 25% increase is being requested for the following:

- Two staff positions - request for \$3 per hour increase;
- A bookkeeper honorarium - have a number of bank accounts and need to report on a monthly basis;
- Cultural Development Officer position to meet the Cultural Master Plan recommendations;
- New projects initiated under the Cultural Master Plan.

Mr. Sherlock described the new format for the Summer Arts Festival Program. He noted that the Summer Arts Festival for 2003 will be on a smaller scale with high quality events as fundraisers for an Arts and Cultural permanent facility. Theatre groups have stated that they want to devote their energies to fundraising and feel that public money would be better spent on getting a permanent arts and cultural groups facility.

Regarding planned fund raising projects in 2002, Hans Behm noted that the Arts Council budget request had been cut back from \$46,000 to \$20,000 which meant that projects had to be dropped as there was insufficient start up capital.

It was suggested that the Arts Council provide written information and justification for the proposed budget increase as well as better documentation regarding specific projects and new staff positions. This would assist Council in making decisions regarding the Arts Council's budgetary requests for 2003.

It was noted that the Chamber of Commerce has been pursuing local groups to link on their website and could put the Arts Council on the Bowen Island.org website.

Penny Scott, Bowen Island
Community Foundation re:
Request for funding

Bruce Greyell provided the Committee of the Whole with the history of the development of the Bowen Island Community Foundation. Governance would be on two levels; a Board of Directors to plan public relations and an honorary Board of people who are recognized in the community. Decision-making regarding the distribution of funds would be made on a local level.

Penny Scott of the Bowen Island Community Foundation reviewed the history of other community foundations and the funding structure of the Bowen Island Community Foundation. She noted that the Foundation acts as a receptacle for community

building by pooling gifts from donors, making grants for a range of local initiatives and providing leadership to identify and address local issues. She noted three subcommittees would need to be set up - a Fund Developing subcommittee, a Grant subcommittee and an Executive subcommittee. There is an opportunity for professional development for boards and committees relating to grant writing and operational needs of a foundation.

Regarding the practice of requesting funds from the Municipality, Ms. Scott noted that it is recommended that philanthropic foundations request start up funds from their local municipality as it takes time to become known in the community and build an endowment. She noted that the Foundation is requesting a grant from Council for operational start up costs of \$2,000 and an Endowment fund contribution of \$8,000. She commented that in 2001, 128 foundations in Canada gave 78 million dollars in grants to community initiatives.

Regarding the issue of competition for funds, Bruce Greyell commented that there are people who want to give funds for the betterment of the community rather than specific interests. The Community Foundation is intended to create a living endowment fund from which the Board of Directors directs funds to meet the Foundation's objectives. Historically community foundations have more access to granting opportunities, which works to broaden the basis of giving.

RES# CW-03-34

It was Moved and Seconded

That the report from the Community Foundation Report (On Table item) be received for information. CARRIED

RES# CW-03-35

It was Moved and Seconded

That the Committee of the Whole recommend that Council support in principle the Bowen Island Community Foundation; and

That the Community Foundation's request be referred to the budget process discussions. CARRIED

Bruce Greyell, Chair Bowen Island Parks and Recreation Commission re; Review of philosophy/mandate and Discussion of 2003 initiatives

Bruce Greyell, Chair of the Bowen Island Parks and Recreation Commission presented Council with an overview and work of the Commission. He noted the following:

- Parks and Trail development - proactive in getting involved where in other communities work would be done by municipal staff;
- Strategic planning session is being planned to discuss relationship with the Municipality's Public Works and Planning Departments;

- Communications – the Commission is interested in ensuring a smooth flow with no delay in moving projects forward;
- 2003 projects include reviewing how youth services are rendered on the Island by re-examining the role of a Youth Service Worker and the Commission's relationship with the Teen Centre;
- TIPS Trail system,
- Relationship with the Arts Council;
- McLeod property park,
- Cates Hill Neighbourhood park;
- The use of portables at the Bowen Island Community School are being lost in June, 2003 and the need to maximize other spaces on the Island;
- Issue of Civic Facilities - a growing need for space;
- Working with the Underwater Council of BC Divers to develop dive sites and protect the underwater environment at these dive sites.

RES# CW-03 -36

It was Moved and Seconded

That the Bowen Island Parks and Recreation Commission Presentation to Council Report of February 24, 2003 be received for information.

CARRIED

REPORTS

Michael Rosen, Planning Consultant re: Rezoning Application for the Buchanan Property located at 1150 Grafton Road

Michael Rosen, Planning Consultant reviewed the rezoning application from John Reid on behalf of the Buchanan family to rezone the existing two properties (34.5 acres total) and develop nine housing lots. He noted an inconsistency with the Official Community Plan has been identified requiring a decision from Council as to whether the application request represents an appropriate use of land. He noted he had made five additional recommendations for Council's consideration.

Regarding the possibility for a small community/neighbourhood park, Mr. Rosen noted that this issue is being brought to the attention of the Parks and Recreation Commission through the reference process.

John Reid, speaking on behalf of the Buchanan family, noted that the rezoning proposal was an attempt to redistribute the property to the Buchanan children. He noted that in order to protect the privacy of the family the area around Lister Brook had been covenanted and that 25% of the property would be dedicated to a park. He outlined the benefits of the park area. He pointed out that the amount of an expected amenity package is continually increasing and felt that there should be a limit to what property owners are required to give.

RES# CW -03 -37

It was Moved and Seconded

That the rezoning proposal from John Reid, on behalf of the Buchanan family, be revised incorporating the following changes:

- a) The land between the ephemeral creek and Bowen Brook on Lot G be incorporated within the proposed park land dedication;
- b) That the proposed Lister Brook covenant area not be included within the park land dedication; and

That subsequently the Planning Consultant be instructed to refer the revised proposal to the following organizations for comment:

- Advisory Planning Commission
- Sustainable Community Advisory Committee
- Bowen Island Parks and Recreation Commission
- Islands Trust
- Ministry of Water, Land and Air Protection
- Land Reserve Commission
- North Shore Health
- Municipal departments; and

That the Planning Consultant report back to Council on the results of the referral process subject to environmental and biophysical review. CARRIED

RES# CW -03 -38

It was Moved and Seconded

That the Planning Consultant and John Reid, acting on behalf of the applicant, the Buchanan family, give ongoing consideration to:

- a. A financial contribution for a future trail along Bowen Brook on Lot G similar to that proposed on Block 48;
- b. New houses within the subdivision could be required to satisfy sustainability elements. CARRIED

DELEGATIONS

(Continued)

Doug Currie, L'Abri Fellowship re: Overview of the L'Abri Fellowship

Doug Currie provided the Committee of the Whole with a brief history of the L'Abri Fellowship. He noted that it is a Christian fellowship focused on community prayer, study and work. People are able to live and work in the community for periods up to three months. There are two different branches in North America, both on the east coast. He noted there would be one family living permanently on the property with the possibility of up to fifteen people living there for three-month periods as a community and sharing facilities. However, he commented that the Fellowship is open to discussion regarding how the property would fit into the existing zoning. Currently the property is 21 acres and has a home and a cottage located on it. The hope is that over the years a second and third home could be built. He noted that there is an intention to subdivide the property.

John Reid noted that a rezoning application would be coming forward in March for the property purchased by the L'Abri Fellowship.

Adjournment of Meeting The meeting adjourned at 1:00 p.m.

Reconvening of Meeting The meeting reconvened at 1:40 p.m.

BUSINESS ARISING FROM MINUTES

Isabell Hadford, Chief
Administrative Officer re:
Operation of Snug Cove
Wharf

CAO Hadford noted that she is bringing forward a request to Council to advertise for expressions of interest to operate and manage the Snug Cove and Mount Gardner wharves.

The Committee of the Whole discussed the following items:

- “*Reserving spaces*” and “*required to assist with berthing*” were not part of the Snug Cove Dock Task Force discussion – and should be amended to “*monthly winter moorage*” and “*assist berthing*” changed to “*organizing berthing*”;
- Expressions of interest need to indicate that for nine months there is little work – not a full time position;
- Suggestion to change “*Expression of interest*” to “*Request for proposal*”;
- The submission date of March 7, 2003 is too short a turn around time - CAO Hadford to change the date to March 14, 2003
- “*Janitorial*” change to “*provide minor maintenance services*”;
- Suggestion to lay out the scope of work for key items - organize berthing, resolve disputes, maintaining the docks in a clean and safe method appropriate to seasonal conditions;
- Suggestion to maintain the docks and leave it to the bidder to decide time required;
- Suggestion for a minimum baseline contract price for essential duties plus 50% of berthage fees collected;
- Mount Gardner - use the words “*and/or*” for bidding purposes.

Staff was directed to revise the Request for Proposals to Manage and Operate the Snug Cove and Mount Gardner Wharves and e-mail or place copies in the Councillors’ mailbox for comment. CAO Hadford noted she would await four responses from Councillors to the revised document before advertising.

Brian Biddlecombe reminded the Committee of the Whole that he had made submissions to Council for hydro service to the Snug Cove Wharf in order to keep the emergency services boat and engine warm in cold weather.

Council Procedure Bylaw
No. 1, 1999

CAO Hadford noted that Council Procedure Bylaw No. 1, 1999 would require amendment when the Community Charter is adopted province-wide.

Staff were directed to forward the Procedures Bylaw to Council via e-mail. Council would, in turn, return their comments and revisions to the CAO.

It was agreed that the issue of governance would be discussed at the March 24, 2003 Committee of the Whole meeting. However, if the agenda is full the issue would appear at a later Committee of the Whole meeting.

REPORTS (Continued)

Joanne Cunday, Treasurer
re: Projected General
Operating Results 2002

The Treasurer provided the Committee of the Whole with a summary of her report regarding the projected general operating results for 2002. Regarding the projected surplus of \$206,000 she suggested that Council may wish to consider increasing the amount budgeted as a transfer to the Capital and Stabilization Fund, a Reserve of Surplus Fund. She noted the following:

- General revenue exceeded budget expectations by approximately \$81,000;
- Expenses were well below budgeted expense level;
- \$50,000 budgeted as a general operating contingency – which was the source of capital used to increase grants in aid to \$18,000;
- For works not completed in 2002 the funds will need to be re-budgeted in 2003;
- Reserve fund balance is \$223,000 as of December 31, 2002;
- Cove Bay Water Local Area more revenue than anticipated;
- Snug Cove Sewer is building up a little reserve and surplus;
- Budget bylaw amendment for Hood Point and Blue Water need to be included in the 2002 budget.

RES# CW -03 -39

It was Moved and Seconded

That the Committee of the Whole recommend that Council increase the amount budgeted as a transfer to the Capital and Stabilization Fund by \$106,501.00.

CARRIED

RES# CW -03 -40

It was Moved and Seconded

That the Committee of the Whole recommend that Council authorize an additional transfer to reserve in the amount of \$32,277, the unexpended amount in the Parks and Recreation Commission budget.

CARRIED

Joanne Cunday, Treasurer
re: 2002 Five Year financial
Plan Development Process
dated February 17, 2003

The Treasurer noted that the 2002 Five Year Financial Plan Development Process report was being provided to assist Council in establishing guidelines for the development of the 2003 Five Year Financial Plan and to suggest a tentative schedule to review financial issues prior to the deadline of May 14, 2003. Staff have been given the documentation they need to prepare their budgets. Service levels are to be maintained and any increases are to be highlighted.

Discussion followed regarding the advantages and disadvantages of beginning the budget review process in September-October.

The Treasurer noted that staff could look at beginning the budget process in the Fall on a preliminary basis.

ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Certified Correct:

Lisa Barrett
Mayor

Isabell Hadford
Chief Administrative Officer