



Denman Island Local Trust Committee Regular Meeting Addendum

Date: March 7, 2017
Time: 9:30 am
Location: Denman Activity Centre
1111 Northwest Rd, Denman Island, BC

		Pages
14.	NEW BUSINESS	11:30 AM - 11:45 AM
14.1	<i>Aquaculture Application No. 1414540 - for discussion</i>	2 - 25
14.1.1	<i>Email dated February 27, 2017 from Edi Johnston</i>	26 - 26
14.1.2	<i>DE-CL-2017.1 Referral Response</i>	27 - 31
14.2	<i>Vancouver Island University Master of Community Planning Studio Project (Denman Village design charrette/planning process)</i>	32 - 39
14.3	<i>Comox Valley Regional District Regional Growth Strategy Referral</i>	40 - 42

FOR INTERNAL USE

File Number: 1414540

Project Number:

218184

Disposition Number:

Client Number:

PACIFIC SHELLFISH AQUACULTURE APPLICATION

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS
FISHERIES AND OCEANS CANADA
TRANSPORT CANADA

Please refer to **Guide to the Pacific Shellfish Aquaculture Application** for additional important information on how to complete this application correctly.
Incomplete applications will be returned to the applicant.

PART I – GENERAL APPLICANT INFORMATION

SECTION A: APPLICANT AND GENERAL INFORMATION

1. Applicant Name(s) (Full Legal Name(s) or Registered Company Name):

HAN PACIFIC SHELLFISH LTD

Applicant Business Information:

Telephone: (250) 338-0802

Cell: (250) 650-1368

Fax: ()

Email: hantran250@gmail.com

2. Applicant Business Mailing Address:

1615 SWAN CRESENT, COURTENAY, BC

Postal Code: V9N 9A7

3. Doing Business As:

HAN PACIFIC SHELLFISH LTD

4. BC Inc. #, BC Registration # or BC Society #

803035001RT0001

5. Physical Business Address (if different from above):

Postal Code:

6. Contact Name (if different from above):

DUNG THI DAU

Contact Business Information:

Telephone: ()

Cell: (250) 650-1368

Fax: ()

Email:

7. Agent/Representative (if applicable):

KEVIN VAUTIER

Agent/Representative Business Information:

Telephone: (250) 248-8786

Cell: (250) 927-5191

Fax: () N/A

Email: K-VAUTIER@HOTMAIL.COM

Letter of Authorization Enclosed: ☒ Yes ☐ No

8. Business Mailing Address of Agent/Representative:

RECEIVED

JUN 20 2016

Postal Code: V9P 1K9

Ministry of Forests, Lands and
Natural Resource Operations
West Coast Region

9. Type of Application:

☒ New Site ☐ TENURE TYPE: (please check only 1 box) ☒ Licence of Occupation ☐ Lease ☐ Investigative Permit

☐ Amendment ☐ AMENDMENT TYPE: (please check all the boxes that apply)

☐ Tenure Area ☐ Infrastructure ☐ Production ☐ Species

☐ Other (describe):

☐ Licence Holder Change ☐ CURRENT LICENCE HOLDER NAME:

10. Government Reference Numbers:

BC Land File # (Crown land): OR Park Use Permit # (Park/Protected land): OR Parcel Identification # (Private land):

NWPA #

Expiry date:
(yyyy/mm/dd)

DFO Aquaculture Facility #

SECTION B: SITE AND INFRASTRUCTURE INFORMATION

1. Site Category:

☒ Provincial Crown Land ☐ Provincial Park ☐ Private Land ☐ Federal Land

☐ First Nation Reserve ☐ Other (describe):

DEEP WATER SHELLFISH FARM

2. Geographic location of site:

BAYNES SOUND

3. Site Common Name:

BAYNES SOUND

4. Pacific Fishery

Management Area:

14

Sub Area:

8

5. Canadian Hydrographic Service

Chart (CHS) Marine Chart Number:

3527

OR Topographical Map Number:

6. If the application area is surveyed, provide legal description of site (e.g. Land District and Lot Number):

N/A

7. If the application area is not surveyed, provide the metes and bounds description from a known surveyed point or geographic reference (UTM or latitude and longitude): POINT OF COMMENCEMENT 252 METERS @ 245°T FROM THE SOUTH WEST CORNER OF TENURE #0276318, THENCE 300 METERS @ 341°T, THENCE 70 METERS @ 251°T, THENCE 300 METERS @ 161°T, THENCE 70 METERS @ 71°T, BACK TO THE POINT OF COMMENCEMENT, CONTAINING 2.1 HA MORE OR LESS.

Alternatively, provide a shapefile geo-referenced to BC Albers projection (NAD 83)

Shape file submitted? ☐ Yes ☐ No

8. GPS coordinates for the center of the application area/tenure:

Latitude: 49° 34' 40".35 N

Longitude: 124° 50' 44 " .75 W

9. Total area of the site (Hectares):

Current Size:

Proposed Size:

2.1 HA

10. Culture Type (check all that apply):

☐ Intertidal Beach culture – culture activity takes place between the high water mark and the low water mark (chart datum)

☐ Subtidal on/in bottom culture – culture activity takes place on the sea floor below chart datum

☒ Deepwater Suspended culture – culture activity takes place on the surface or within the water column

☒ Nursery Operation – culture activity includes juvenile rearing

NOTE: For a shellfish Hatchery Operation where the culture activity is proposed to be located on land, use the PACIFIC FRESHWATER/LAND-BASED AQUACULTURE APPLICATION.

11. Physical Structures (Improvements):

Complete table below by checking all applicable structures, existing & proposed and estimated area of the application site that will cover all existing and planned structures. Where applicable, note the number and dimensions of the structures.

There are specific conditions of licence for shellfish aquaculture that licence holders must adhere to pertaining to the installation, inspection and maintenance of structures and gear. Please review these carefully in the Guide to the Pacific Shellfish Aquaculture Application or on the DFO internet site at: <http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/shell-coq-eng.html>

TABLE 11.1: PHYSICAL STRUCTURES - FLOATS

DESCRIPTION OF STRUCTURES	CURRENTLY LICENSED	PROPOSED	TOTAL NUMBER	DIMENSIONS (m OR m ²) OF EACH STRUCTURE	ESTIMATED TOTAL AREA (m ²) OF COVERAGE
Work Floats					
Product handling	☐	☐	n/a		
Living accommodation	☐	☐			
Other (describe):	☐	☐			
	☐	☐			
	☐	☐			

TABLE 11.2: PHYSICAL STRUCTURES - VARIOUS

DESCRIPTION OF STRUCTURES	CURRENTLY LICENSED	PROPOSED	TOTAL NUMBER	NEW ESTIMATED TOTAL AREA (m ²)
Predator Protection				
Predator netting (intertidal beach) <i>N/A.</i>	☐	☐		
Predator netting (describe):	☐	☐		
Tubes (e.g. Sections PVC or other material)	☐	☐		
Other (describe):	☐	☐		
	☐	☐		
	☐	☐		
Intertidal Beach Gear				
Rock Walls <i>N/A.</i>	☐	☐		
Trenches	☐	☐		
Berms	☐	☐		
Rack and Bag systems	☐	☐		
Other (describe):	☐	☐		
	☐	☐		
	☐	☐		

TABLE 11.2 CONTINUED ON NEXT PAGE/...

TABLE 11.2 CONTINUED...

DESCRIPTION OF STRUCTURES	CURRENTLY LICENSED	PROPOSED	TOTAL NUMBER	NEW ESTIMATED TOTAL AREA (m ²)
Nursery Infrastructure				
FLUPSY	☐	☐		
Intertidal remote setting	☐	☐		
Other (describe): BOUNCING BUCKETS OR SIMILAR	☐	☒	1000	115 m ²
	☐	☐		
	☐	☐		
Suspended Culture Gear				
Rafts	☐	☒	30	1,920 m ²
Long lines	☐	☐		
Other (describe):	☐	☐		
	☐	☐		
	☐	☐		
On/In bottom Subtidal Culture Gear				
Containment structure(s) for adults or juveniles N/A	☐	☐		
Other (describe):	☐	☐		
	☐	☐		
	☐	☐		

TABLE 11.3: PHYSICAL STRUCTURES - SITE MARKING

DESCRIPTION OF STRUCTURES	CURRENTLY LICENSED	PROPOSED	DESCRIPTION OF STRUCTURES	CURRENTLY LICENSED	PROPOSED
Site Marking					
Blocks	☐	☐	Navigational Markers	☐	☒
Sinking ground line	☐	☐	Anchor blocks	☐	☒
Other (describe below):			Anchor blocks DEPTH (m) 17 METERS TO 23 METERS.		
	☐	☐		☐	☐
	☐	☐		☐	☐

SECTION C: MAPS AND DIAGRAMS

Attach the following maps and diagrams. They must be submitted to scale and be consistent with the other information in this application. Please refer to the Mapping Descriptions and Sample Mapping in the Pacific Shellfish Aquaculture Guidance Document.

Note: If drawings are larger than 11" x 17", Transport Canada requires that you enclose five (5) copies. For drawings 11" x 17" or smaller, one (1) copy will be sufficient.

Check each box to confirm that documents are attached.

- General Location Map:** A topographic map (if the site is located on land) or a Canadian Hydrographic Service (CHS) Marine Chart (if the site is located in marine waters) at a scale of 1:50,000 to 1:250,000 indicating the general location of area under application, noting the location of significant geographic features, such as a lake, mountain, road, community, etc. ☒
- Detailed Location Map:** A section of a Canadian Hydrographic Service (CHS) Marine Chart of a scale between 1:20,000 and 1:40,000, showing the detailed location of the area under application. ☒
- Top View Operational Diagram:** A 1:5000 scale CHS chart showing the application boundaries, site improvements, and metes and bounds description. ☒
- Side View Operational Diagram, based on the culture type:** A scaled schematic diagram(s) showing a side view of the proposed operation, which includes all structures. ☒

SECTION D: WATER USE

1. Will fresh water be used at this facility? ☐ Yes ☒ No

If Yes, and if water source is surface water (not ground), provide the name of the water source:

2. If you already have a water licence at this site, please provide licence number, or provide date of submission of an application:

PART II – INFORMATION FOR THE BC MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS (FLNR)

The following information, along with Part I and Part V is required for the review of the Provincial Crown Land Tenure application or amendment to an existing tenure pursuant to the BC *Land Act*.

SECTION A: SITING CONSIDERATIONS

Applicants must respond to each consideration and may be required to provide additional information in some situations.

1. Does your proposal infringe on the riparian rights of an upland owner? ☐ Yes ☒ No

If Yes, the applicant is required to provide written consent from the private land upland owner to occupy the site for the proposed term of the tenure.

2. Is the intended use consistent with approved local government bylaws for land use planning and zoning? ☒ Yes ☐ No

If No, have you contacted the local government?

Provide details of communications and relevant correspondence with your application.

WE SPOKE WITH AN OFFICER AT THE COMOX REGIONAL DISTRICT. IT IS UNCERTAIN IF THIS IS THE RESPONSIBILITY OF DFO OR MAYBE ISLAND TRUST.

Provide the name of the local government(s) for the area under application:

FISHERIES AND OCEANS CANADA.

SECTION B: ADDITIONAL CROWN LANDS INFORMATION

1. Is applicant or applicant's spouse a provincial government employee? ☐ Yes ☒ No

2. Are all applicants Canadian Citizens or Permanent Residents; or if a corporation, registered partnership, cooperative or non-profit society, is it registered in BC? ☒ Yes ☐ No

3. Is/Are applicant(s) 19 years of age or older? ☒ Yes ☐ No

4. For applications made by more than one individual: ☐ N/A ☐ Joint Tenant ☒ OR ☐ Tenants in Common



PART III – INFORMATION FOR FISHERIES AND OCEANS CANADA (DFO)

The following information along with Part I and Part V is required for the review of the federal Aquaculture Licence application or amendment to an existing licence pursuant to the federal *Fisheries Act, Pacific Aquaculture Regulations*.

NOTE: If you are requesting an increase or change in species or production that requires an infrastructure modification, please ensure that Part I, Section A, Question 9; and Part I, Section B, Question 12 are completed.

SECTION A: ELIGIBILITY FOR A SHELLFISH AQUACULTURE LICENCE

Eligibility for a federal Shellfish Aquaculture Licence requires adherence to general Conditions of Licence. The general Conditions of Licence for shellfish aquaculture can be found at:

<http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/shell-coq-eng.html>

This completed document, when approved, will form the Site Management Plan on which your aquaculture licence conditions will be based. Please review the Conditions of Licence prior to submitting your application.

SECTION B: SANITARY GROWING WATER STATUS – BIVALVES ONLY

1. Is the application site or **any portion of it** located in marine waters that are classified as:

- ☒ Approved or Conditionally Approved for direct harvest of bivalve shellfish
- ☐ Restricted or Conditionally Restricted (no direct harvest of bivalve shellfish is permitted - depuration or relay may be permitted depending of the water quality sample results)
- ☐ Closed / Prohibited to the harvest of bivalve shellfish
- ☐ Unknown

2. Is the application site or **any portion of it** located in marine waters that are classified as:

- ☐ Prohibited – within 125 meters of finfish net pens
- ☐ Prohibited – within 125 metres of a marina
- ☐ Prohibited – within 125 meters of floating living accommodation

**SECTION C: INTERTIDAL BEACH CULTURE**

1. Estimated Intertidal culture area: N/A hectares (culture area located between high tide and chart datum)

2. Intertidal Area Details by Species:

CHECK ALL THAT APPLY	SPECIES COMMON NAME	SPECIES SCIENTIFIC NAME	CURRENTLY LICENSED		FIRST YEAR THAT PRODUCTION (SALE) IS ANTICIPATED TO OCCUR	ANNUAL PRODUCTION ESTIMATE (t)	SOURCE OF STOCK BY SPECIES FOR CULTURE AT THIS SITE (CHECK ALL THAT APPLY) ¹		
				PROPOSED			Hatchery	Natural Sets on Site	Other Stock Source ²
☐	Manila Clam	<i>Venerupis philippinarum</i>	☐	☐			☐	☐	☐
☐	Pacific Oyster	<i>Crassostrea gigas</i>	☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
Total Annual Production estimate:						(t)			

¹Note: The source of stock for the licensed site may require **additional authority** to harvest wild fish from on or off your site for use as brood stock or for on-growing, as well as specific transfer and/or import licences from Canadian Food Inspection Agency (CFIA) and the Introductions and Transfers Committee (ITC). See Section H.

²Note: Other stock source – please provide details, e.g. import, relay for on-growing, etc.

3. Do you intend to use a Mechanical Clam Harvesting machine or 'stinger' harvest gear at this site? ☐ Yes ☐ No

**SECTION D: SUBTIDAL ON/IN BOTTOM CULTURE****1. Estimated subtidal on/in bottom culture area:** hectares (for the area of the sea floor below chart datum)

What is the maximum culture depth within the proposed application area?

metres

How much of the proposed application area has depths greater than 30m?

hectares

2. Subtidal On/In Culture Area Details by Species:

CHECK ALL THAT APPLY	SPECIES COMMON NAME	SPECIES SCIENTIFIC NAME	CURRENTLY LICENSED		FIRST YEAR THAT PRODUCTION (SALE) IS ANTICIPATED TO OCCUR	ANNUAL PRODUCTION ESTIMATE (t)	SOURCE OF STOCK BY SPECIES FOR CULTURE AT THIS SITE (CHECK ALL THAT APPLY) ¹		
			PROPOSED				Hatchery	Natural Sets on Site	Other Stock Source ²
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
Total Annual Production estimate:						(t)			

¹**Note:** The source of stock for the licensed site may require **additional authority** to harvest wild fish from on or off your site for use as brood stock or for on-growing, as well as specific transfer and/or import licences from Canadian Food Inspection Agency (CFIA) and the Introductions and Transfers Committee (ITC). See Section H.

²**Note:** Other stock source – please provide details, e.g. import, relay for on-growing, etc.

**SECTION E: DEEPWATER SUSPENDED CULTURE****1. For deepwater suspended culture sites:**Estimated suspended structures culture area: 1.12 hectaresMinimum Depth below Structures at chart datum: 10 meters, as measured from the deepest hanging trays, lines, etc. to the sea floor.**2. Deep water suspended culture area details by species:**

CHECK ALL THAT APPLY	SPECIES COMMON NAME	SPECIES SCIENTIFIC NAME	CURRENTLY LICENSED		FIRST YEAR THAT PRODUCTION (SALE) IS ANTICIPATED TO OCCUR	ANNUAL PRODUCTION ESTIMATE (t)	SOURCE OF STOCK BY SPECIES FOR CULTURE AT THIS SITE (CHECK ALL THAT APPLY) ¹		
				PROPOSED			Hatchery	Natural Sets on Site	Other Stock Source ²
☐	Eastern Blue Mussel	<i>Mytilus edulis</i>	☐	☐			☐	☐	☐
☐	Western Blue Mussel	<i>Mytilus trossulus</i>	☐	☐			☐	☐	☐
☒	Pacific Oyster	<i>Crassostrea gigas</i>	☐	☒	<u>2017</u>	<u>393 mt</u>	☒	☐	☐
☒	Japanese Scallop	<i>Mizuhopecten yessoensis</i>	☐	☒	<u>2017</u>	<u>25 mt</u>	☒	☐	☐
☒	Pacific Scallop (hybrid)	<i>Patinopecten x.</i>	☐	☒	<u>2017</u>		☒	☐	☐
☒	<u>MANILA CLAM</u>		☐	☒	<u>2017</u>	<u>2 mt</u>	☒	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
☐			☐	☐			☐	☐	☐
Total Annual Production estimate:						<u>420</u> (t)			

¹Note: The source of stock for the licensed site may require **additional authority** to harvest wild fish from on or off your site for use as brood stock or for on-growing, as well as specific transfer and/or import licences from Canadian Food Inspection Agency (CFIA) and the Introductions and Transfers Committee (ITC). See Section H.

²Note: Other stock source – please provide details, e.g. import, relay for on-growing, etc.



SECTION F: DOMESTIC WASTE MANAGEMENT

NOTE: Bivalve shellfish (clams, oysters, mussels, scallops) shall not be cultivated, stored, or harvested within 125 m of any floating living accommodation unless:

- the cultivated bivalves are seed <http://www.inspection.gc.ca/food/fish-and-seafood/manuals/canadian-shellfish-sanitation-program/eng/1351609988326/1351610579883?chap=3>; and
- a licence under the Management of Contaminated Fisheries Regulations (<http://www.pac.dfo-mpo.gc.ca/fm-gp/licence-permis/sci/index-eng.html>) has been obtained for the licensed area to harvest seed from a prohibited area; or
- an approved Zero Discharge Waste Management Plan is in place that reduces the prohibited harvest area to 25m.

1. Is there a floating living accommodation within the marine waters of the application area?	☐ Yes ☒ No
2. If Yes, is there an approved Zero Discharge Waste Management Plan in effect for this site?	☐ Yes ☐ No ☐ N/A
3. Please provide description and location of sanitary (washroom) facilities for your own and staff needs:	COVERED BUCKET IN BOAT HAND SANITIZER
4. Please provide the method(s) for storage and disposal of your other waste materials. (e.g., the location of an approved landfill for disposal of your waste materials):	AT HOME OR COMOX DISTRICT TRANSFER STATION.

SECTION G: FISHERIES PROTECTION

Fisheries and Oceans Canada – Aquaculture Management Division (DFO - AMD) is responsible for the sustainable management of aquaculture in British Columbia.

Like other types of industrial development taking place in and around water, aquaculture projects have the potential to affect fish and *fish habitat*.

NOTE: Please note aquaculture activities may not occur in salt marsh habitat.

Aquaculture activities must not result in harm to a Species at Risk Act (SARA) listed species, their residence, or their critical habitat, as defined in the associated Recovery Strategy, or Action Plan.

1. Intertidal Culture Operations	
a) Are you proposing to undertake: substrate modifications (i.e. constructing rock walls, trenches, berm or other substrate addition, redistribution or removal); or remote setting on your licensed area?	☐ Yes ☐ No
b) Are you proposing to: install geoduck tubes, use rack and bag structures; use a mechanical clam harvester; and/or use a motorized vehicle (i.e. truck or ATV) or a 'stinger' (high pressure water wand harvesting gear) on your licensed area in any of the following habitats? i) intertidal stream channels ii) eelgrass beds (<i>Zostera</i> sp.) iii) fish spawning areas iv) SARA listed species, critical habitat, and/or residence	☐ Yes ☐ No
c) Are you planning to access your licensed area through a marine riparian area?	☐ Yes ☐ No
2. Suspended Culture Operations	
a) Are you proposing to install any aquaculture structures or conduct aquaculture activities (including anchor system placement) in waters shallower than the 10m bathymetric contour?	☐ Yes ☒ No
b) Are you proposing to install any aquaculture structures or conduct aquaculture activities (including anchor system placement) in waters deeper than 10m (measured from chart datum) and over any of the following habitats? i) rocky reefs ii) kelp beds iii) eelgrass beds (<i>Zostera</i> sp.) iv) fish spawning areas v) glass sponge complexes (<i>Hexactinellidae</i>) and/or coral complexes vi) SARA listed species, critical habitat, and/or residence	☐ Yes ☒ No
3. Subtidal On / In-Bottom Culture Operations	
a) Are you proposing to install any temporary or permanent in- or on-bottom aquaculture structures (e.g. bags on bottom, cages, nursery structures, geoduck tubes, predator netting, etc.) other than site boundary markers in any of the following important or sensitive habitats? i) rocky reefs ii) kelp beds iii) eelgrass beds (<i>Zostera</i> sp.) iv) fish spawning areas v) glass sponge complexes (<i>Hexactinellidae</i>) and/or coral complexes vi) SARA listed species, critical habitat, and/or residence	☐ Yes ☐ No

**SECTION H: ADDITIONAL SUPPORTING INFORMATION**

A separate application will be required to access fish, import species, or to introduce or transfer some species within British Columbia, if the planned source of stock, seed or juveniles for the licensed culture species for your site is:

1. Imported from outside of Canada,
2. From a hatchery (within or beyond the Transfer Zone where your site is located),
3. Natural set seed or spat collection from **off** your site,
4. Harvest of wild-caught fish to be relayed to your site, or
5. From another licensed site in a different transfer zone.

Contact the Introductions and Transfers Committee for more information and to obtain an application form at:

FAMITC@dfo-mpo.gc.ca:

Additional information on Shellfish Transfer Zones in BC and the requirements for the importation, introduction or transfer of shellfish is located in the Conditions of Licence at:

<http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/shell-coq-eng.html>

PART IV – INFORMATION FOR TRANSPORT CANADA (TC)

The following information, along with Part I and Part V is required for the review of the federal *Navigation Protection Act* (NPA) approval or amendment to an existing approval pursuant to the NPA.

SECTION A: SITING CONSIDERATIONS

Applicants may be required to provide additional information in some situations.

SECTION B: ADDITIONAL TRANSPORT CANADA INFORMATION

1. Waterway Name:	BAYNES Sound	
Width (m):	4000	Depth Range (m): 45
2. Nearest Community:	UNION BAY	
3. Is this Work:	☒ Proposed ☐ Existing ☐ Modification of Existing Work	
4. To help with the review process, please include the following if available (check those you have attached):		
☒ Photographs at the site of the proposed/existing work and surrounding area		
☐ Environmental Assessment documents (if any)		

PART V – INFORMATION FOR ALL AGENCIES

All applicable components of this application package must be complete. Incomplete applications will be returned to applicant. **Applicable fees must be submitted at time of application.**

Please refer to **Guide to the Pacific Shellfish Aquaculture "Application Checklist"** to confirm that you have completed the sections of this application that are needed for the type of application you are making (i.e. New, Amendment, Change).

PROVINCIAL FEES:

Note that the current **fee schedule** does not include the taxes that apply.

New site applications: http://www.for.gov.bc.ca/Land_Tenures/documents/cabinet/fees-land.pdf

Amendment applications: http://www.for.gov.bc.ca/Land_Tenures/documents/cabinet/fees-misc.pdf

FORMS OF PAYMENT:

- Cheques or Money orders must be in Canadian Funds to Minister of Finance.
FrontCounter BC will not accept personal cheques drawn on US banks, regardless of what currency. Payment will not be accepted even if it has "CDN Funds" handwritten on the cheque.
- Debit Card (in-person only).
- Visa and MasterCard payments are accepted in-person or over the telephone. To locate a FrontCounter BC office, visit the website at <http://www.frontcounterbc.gov.bc.ca/contact/> or call the toll free number 1-877-855-3222.

PLEASE NOTE: Additional items may be required (e.g. Advertising, Security Deposit, Proof of Insurance, Letter of Consent). Some items may have additional associated costs or require additional processing time.

DISCLOSURE:

The information you provide may be subject to the following legislation: British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA Act); the federal Access to Information Act; and the federal Privacy Act. The personal information collected by the Government of BC is collected under the authority of section 26 (c) of the FOIPPA Act and will be used to process your application(s) and will be shared only with the necessary government agencies needed to provide you with the service that you have requested. If you have any questions regarding the handling of your personal information, please contact the Manager, Privacy, Information Access and Records Management for the Province of BC c/o FrontCounter BC, 2080a Labieux Road, Nanaimo, BC V9T 6J9 and/or the Director, Access to Information and Privacy Secretariat at the Department of Fisheries and Oceans Canada and Transport Canada.

The Province of British Columbia, Fisheries and Oceans Canada, and Transport Canada do not consider the information submitted in this form to be confidential unless it is subject to the privacy protection of the Freedom of Information and Protection of Privacy Act or the Access to Information Act.

I understand that the information supplied will be used to review my applications under the BC Land Act, BC Fisheries Act, federal Fisheries Act and the federal Navigable Waters Protection Act and information will be shared amongst the other agencies, First Nations and/or with the public.

IMPORTANT: Federal regulations require that applications submitted on behalf of a company be signed by a company director. Please email aquaculture.licensing@dfo-mpo.gc.ca for direction regarding supporting documentation.

Signature(s) of applicant(s)
or authorized representative

Printed name(s) of Applicant(s)
or authorized representative*

Date

DUNG DAU.

May 26 / 2016

HAN TRAN

May 26 / 2016

*If signature is by an authorized representative please supply a letter granting authorization to act on behalf of the applicant.

Submit completed application, and additional supporting information (if applicable) to:

BY EMAIL:

Email Subject line: **Proponent Name, Application Type** (date will be on the email)

Attachments: Prefer the application and attachment to come all in one PDF document. If not, name as following:

Proponent_Application Type_1of2

Proponent_Description of Supporting documents_2of2

Email to: frontcounterbc@gov.bc.ca

Fees: IF FEES ARE APPLICABLE, CLIENT MUST CONTACT FRONTCOUNTER BC BY TELEPHONE WITH CREDIT CARD INFORMATION PRIOR TO SUBMITTING THE APPLICATION ELECTRONICALLY. DO NOT INCLUDE PAYMENT (CREDIT CARD) INFORMATION VIA EMAIL OR FAX.

Application Signature: Inserting names into the Signature area of the PDF application form will be deemed as signed when document is sent by email.

IN PERSON:

Any FrontCounter BC office.

Visit <http://www.frontcounterbc.gov.bc.ca> for the location nearest you.

BY MAIL:

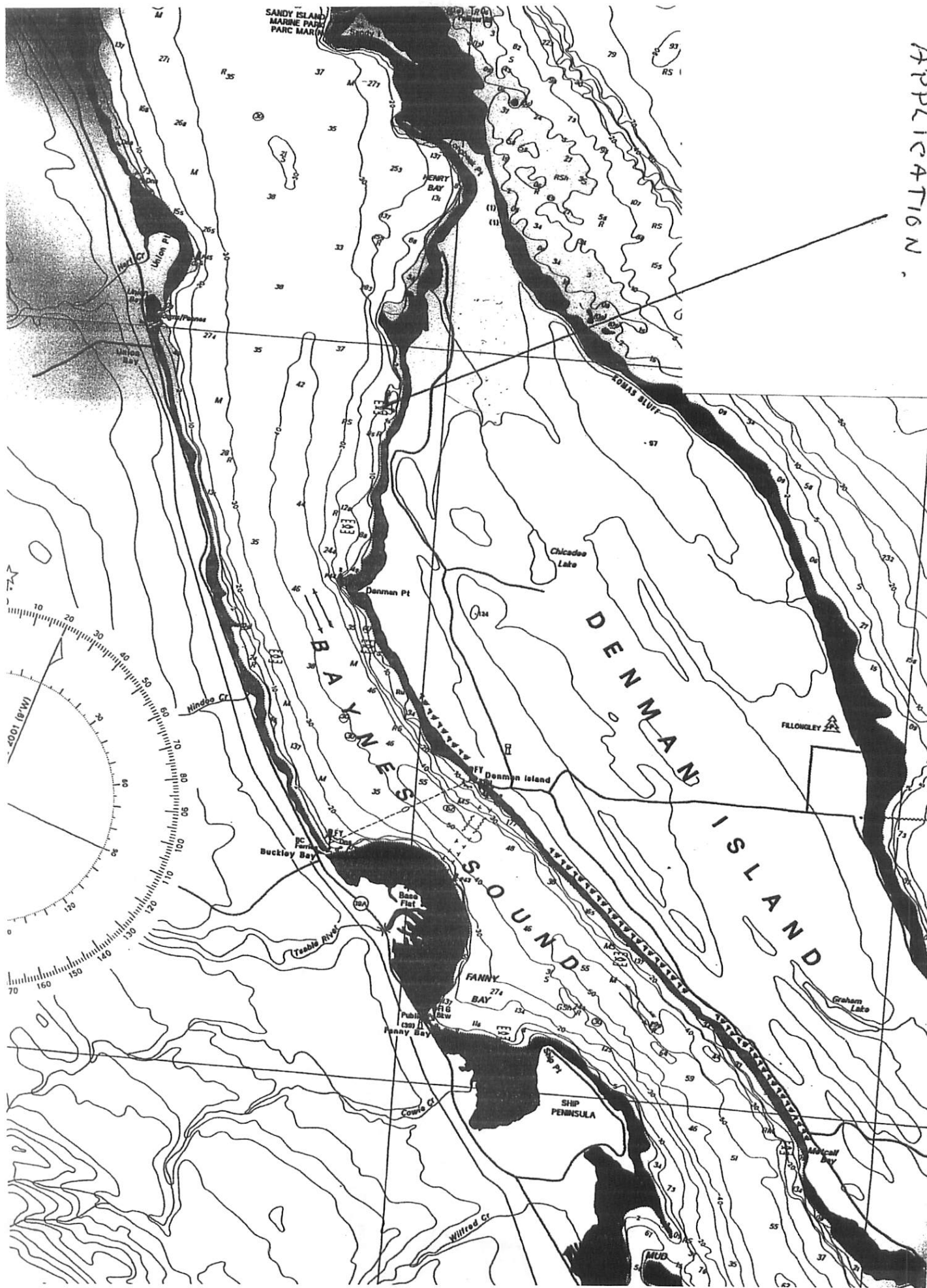
FrontCounter BC, 2080a Labieux Road, Nanaimo, BC V9T 6J9

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

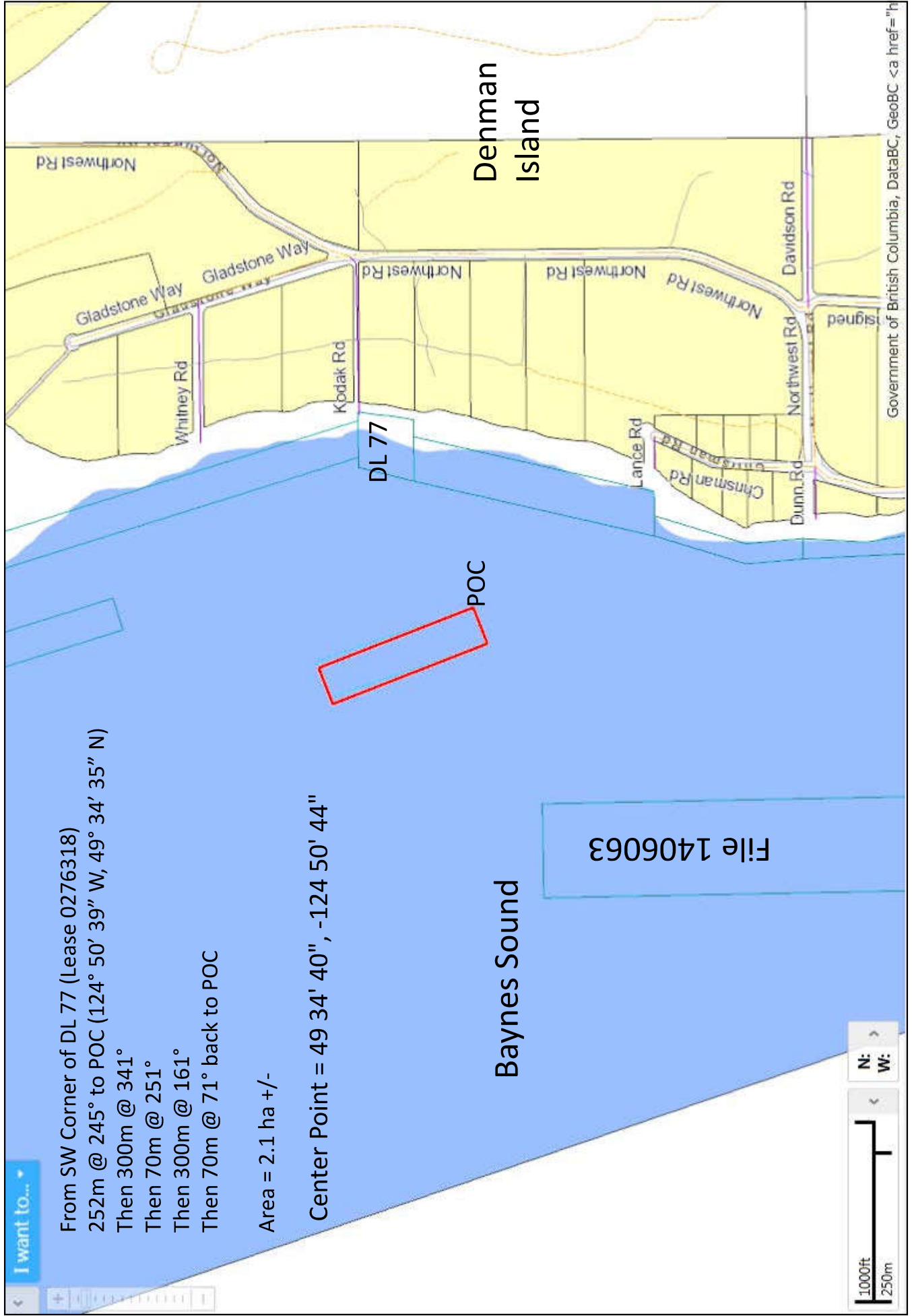
APPLICATIONS ARE NOT TRANSFERABLE

THE SUBMISSION OF THIS FORM DOES NOT IN ANY MANNER CONVEY ANY RIGHTS TO USE OR OCCUPY CROWN LAND AND/OR CONDUCT REQUESTED ACTIVITIES

SITE OF PROPOSED
APPLICATION.



SCALE 1/80,000



SCALE 1 / 2,500

1 CM = 25 METERS

■ - ANCHOR LOCATIONS

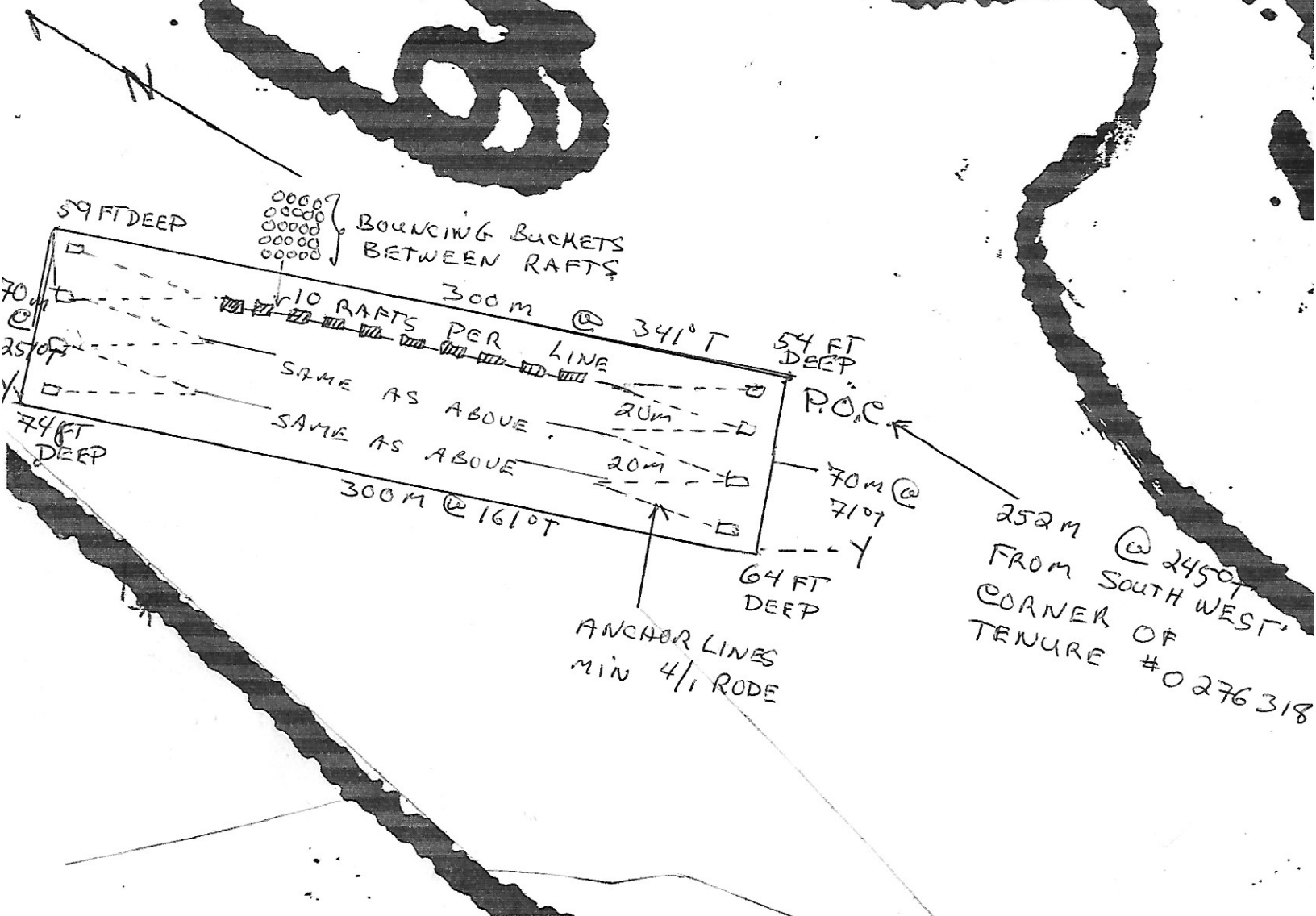
▣ - RAFT

o - BOUNCING BUCKET

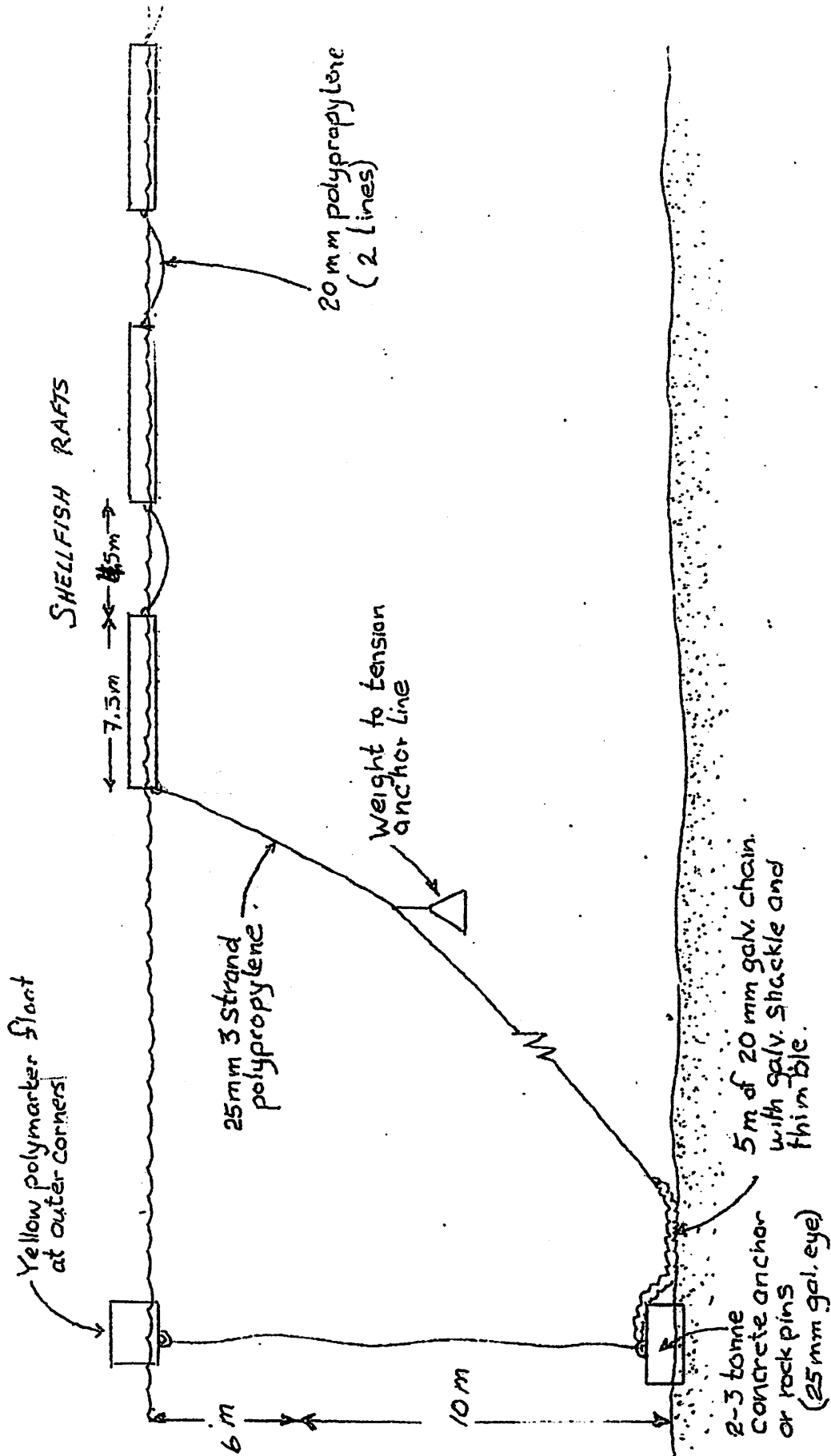
y - NAVIGATION BUOY

TOP VIEW OPERATIONAL MAP

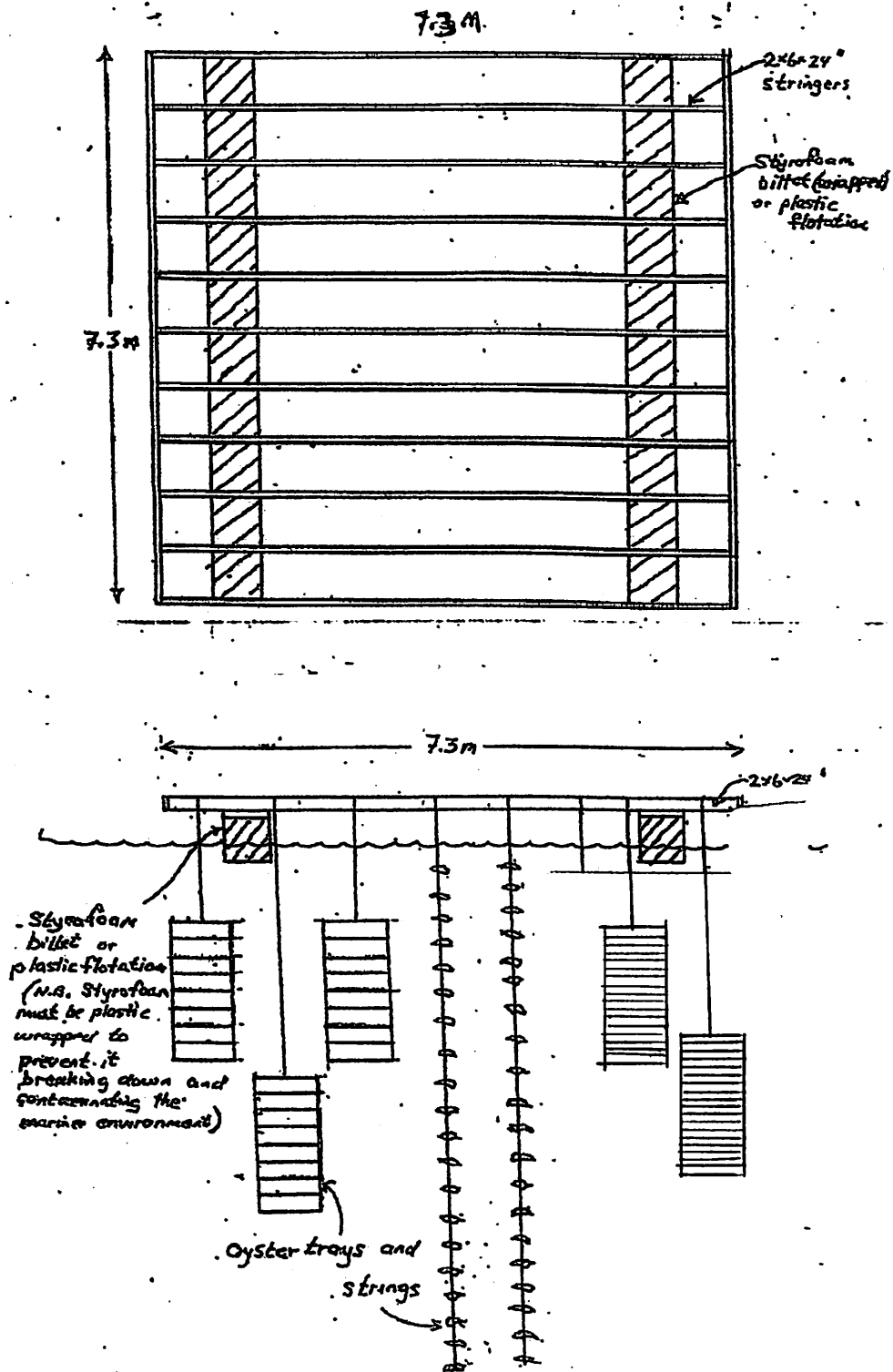
PROJECT # 218184



SHELLFISH RAFT COMPONENTS



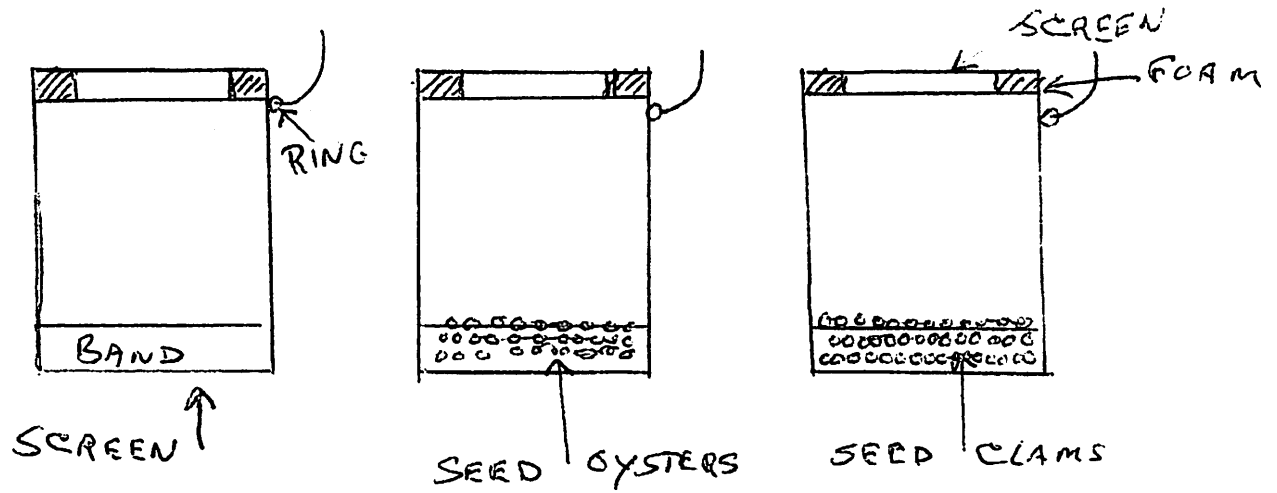
SHELLFISH RAFT - TOP VIEW -



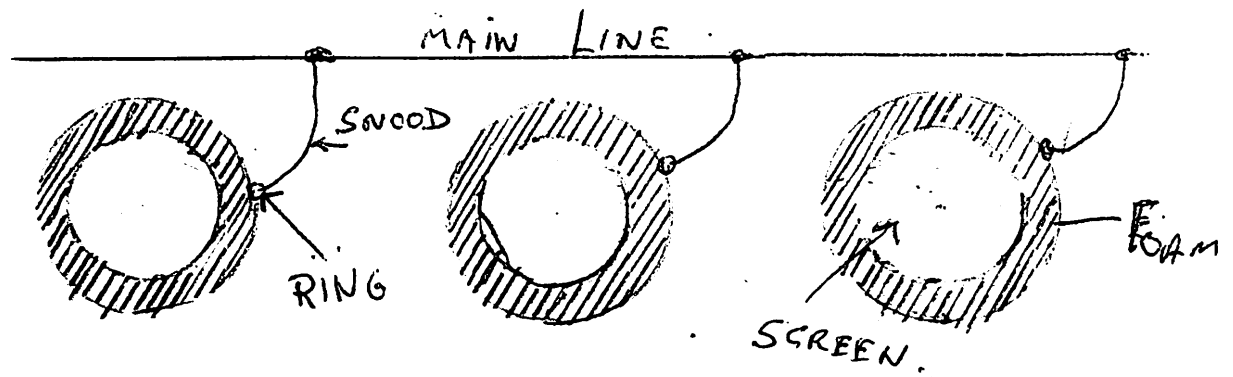
BOUNCING BUCKET

SIDE VIEW

SCALE 1cm = 10cm.



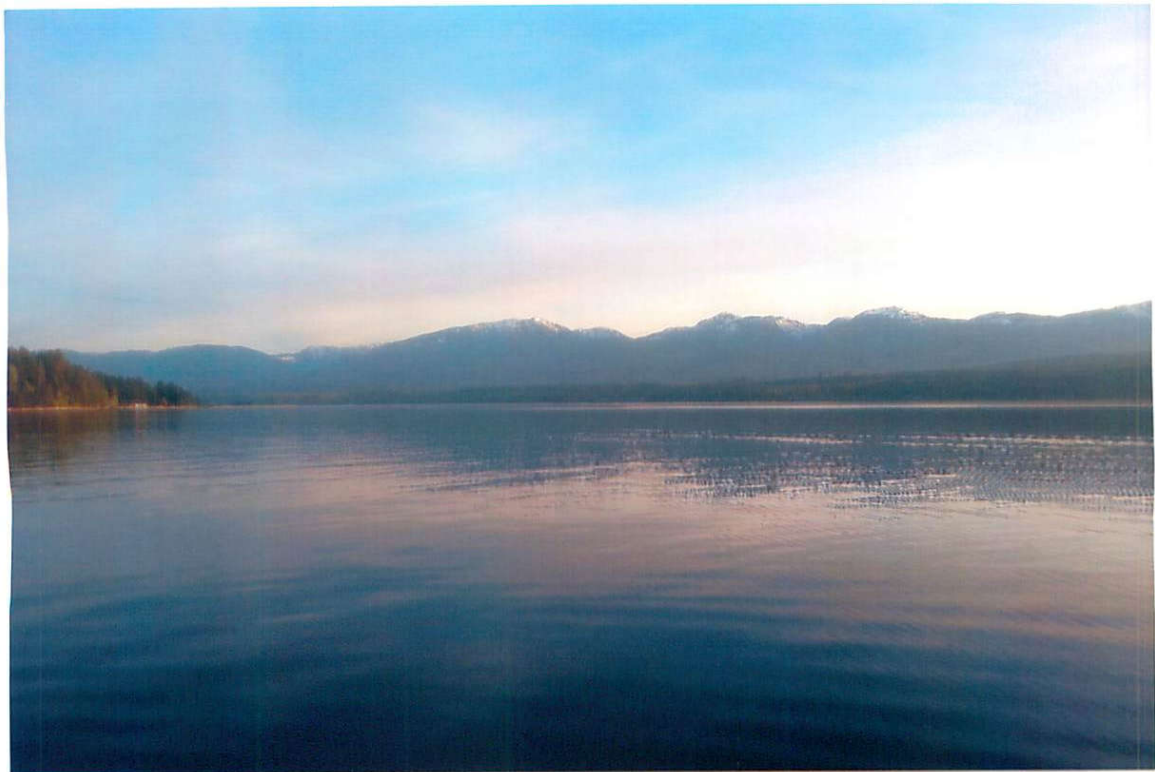
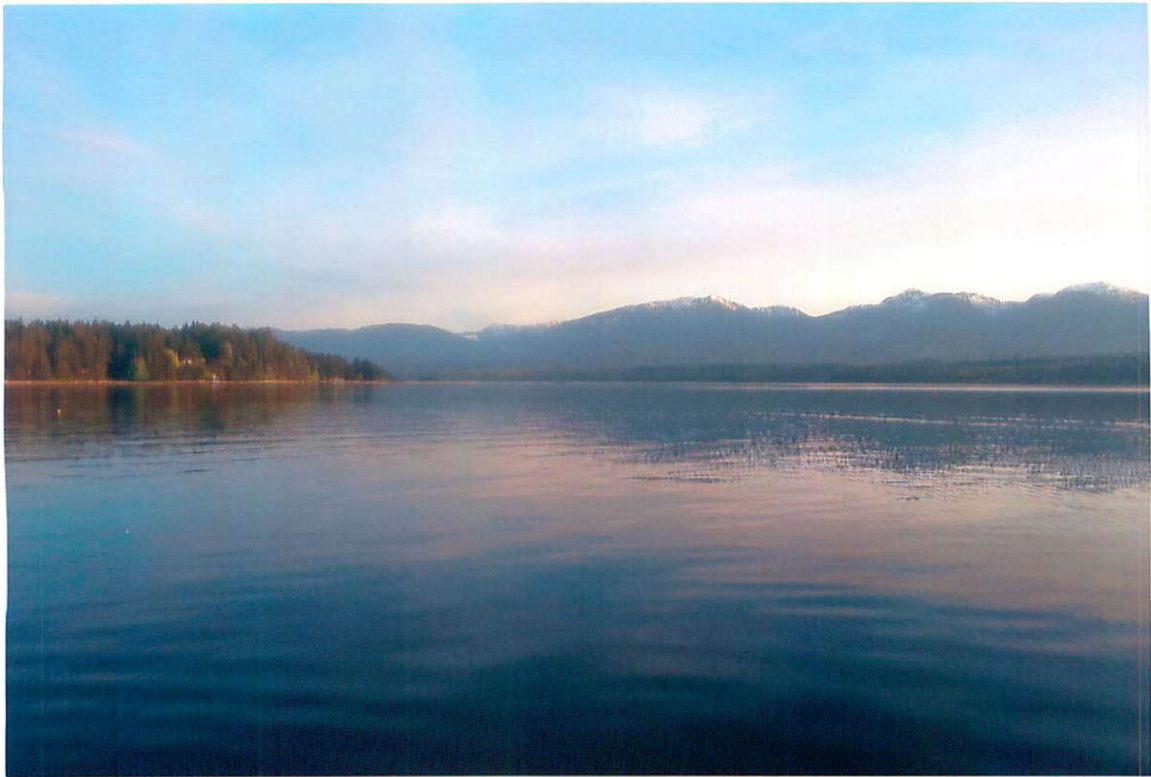
TOP VIEW



APPLICATION SITE LOOKING WEST
TOWARD TREE ISLAND.



APPLICATION SITE LOOKING EAST
TOWARD DENMAN POINT.



2/27/2017

From: "Edina Johnston" [REDACTED]

To: "Susan Morrison" <smorrison@islandstrust.bc.ca>, "Laura Busheikin" <lbushiekin@islandstrust.bc.ca>, "David Critchley" <dcritchley@islandstrust.bc.ca>, "Marnie Eggen" <meggen@islandstrust.bc.ca>

Subject: new shellfish tenure application in DILTC jurisdiction

[cid:ii_izog6vll1_15a8117610d7ac8d]

[cid:ii_izog8w3a2_15a8118d0c3ad8ef]

â€‹Greetings DI LTC- I just saw a legal notice for an application for a 30 raft site just off of the shores of Denman Island (Chrisman Rd. area).

<http://www.arfd.gov.bc.ca/ApplicationPosting/viewpost.jsp?PostID=52711>

Page 7 of the application has an interesting note under #2."Is the intended use consistent with approved local government bylaws for land use planning and zoning" to which the proponent answered Yes.

Then this hand written note- "We spoke with an officer at the Comox Regional District. It is uncertain if this is the responsibility of DFO or maybe Island Trust.

Then the form says- "Provide the name of the local government(s) for the area under application:" and the proponent answered "Fisheries and Oceans Canada"

Naturally I find this very concerning and wonder if the LTC has any knowledge of this application and if so, who, if anyone, from the Trust has commented and if so, what was the comment?

I would also like to know what course of action the LTC will take (before the deadline of April 1, 2017) as this application is in W1 zoned waters.

Thanks for your time and consideration

Edi Johnston

Denman Resident



700 North Road, Gabriola Island, BC V0R 1X3

Telephone **250-247-2063** Fax 250-247-7514

Toll Free via Service BC **1 800-663-7867** or in Vancouver 604-660-2421

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

March 1, 2016

Islands Trust File Number: DE-CL-2017.1

Forest, Lands, and Natural Resource Operations / 1414540

Referral #: 88076461-008

Nichole Prichard
FrontCounterBC
Land Officer
(250) 751-7266

Sent via E-Referral

Dear Nichole,

Re: Proposal for New Deepwater Shellfish Aquaculture Facility, Baynes Sound, off Denman Island, BC

Below please find the referral response for the above noted Crown Land application for the above mentioned location.

1. Does this application impact your agency's legislated responsibilities?

Yes

If yes, how will the proposal impact your legislated responsibility and please identify the relevant legislation (section) and what mitigative measures will be required to address these impacts.

The proposed Baynes Sound location for this project lies off Denman Island along the Northwest Road area by Kodiak Road. The proposed location for the license of occupation is in the W1 – Water Conservation Zone within the area of the Denman Island Local Trust Area. **Aquaculture activities are not permitted within this Zone.**

The proposed project location is within an area identified by the Islands Trust as being of conservation significance for forage fish species. The location is also near a mapped eel grass conservation area. Islands Trust would expect that, contingent on a successful rezoning, measures supporting forage fish and eel grass conservation would be implemented for this project.

There appears to be a public beach access at the end of Kodiak Road, Denman Island. Although access to boaters and other users is not blocked completely by the proposed licence area, there is the potential for trespass across this area. The proposed project may pose potential negative impacts to public access, contrary to Denman Island Official Community Plan *Objective 7 To ensure public access to the foreshore and off-shore water*, see below.

Islands Trust legislated responsibility over zoning and land use comes from the following:

- Part 14 of the *Local Government Act* (all sections)
- *Islands Trust Act*
- *Islands Trust Act Regulations*
- *Islands Trust Policy Statement:*

Islands Trust Policy Statement - Commitments of Trust Council

- 4.5.1 It is Trust Council's policy that aquaculture is a valuable activity in the Trust Area if compatible with maintenance of ecosystems and community character.
- 4.5.3 It is the position of Trust Council that development, activity, buildings or structures should not result in a loss of significant marine or coastal habitat, or interfere with natural coastal processes.
- 4.5.4 It is the position of Trust Council that development, activity, buildings or structures should not restrict public access to, from or along the marine shoreline.
- 4.5.5 It is Trust Council's policy that development should be directed to sites away from:
- areas of environmental sensitivity, and
 - areas of naturally occurring stocks of clams or oysters.
- 4.5.6 It is Trust Council's policy that aquaculture should be directed to sites away from: areas of recreational significance,
- areas where an aquaculture operation would conflict with established or designated upland land uses, and
- 4.5.7 It is the position of Trust Council that aquaculture related development, activity, buildings or structures should not result in site alteration.

Denman Island Local Trust Committee Official Community Plan No. 206

In addition, the Denman Island Local Trust Committee Official *Community Plan* contains significant statements concerning the Marine Environment. Those that may impact this application are included below and, through a rezoning application process, the applicant must demonstrate how the proposed project meets the Official Community Plan Objectives and Policies. The applicant should review both the Official Community Plan and Land Use bylaws directly.

C.3 – THE MARINE ENVIRONMENT

The Water designation, which is shown on Schedule C, includes all of the marine areas within the Denman Island Trust Committee Area as far west as the 30 metre bathymetric contour off the shore of Vancouver Island.

Guiding Objective

To protect the foreshore, coastal waters and native marine life and to retain sufficient natural habitat to ensure the preservation of native species.

The Marine Environment – Objectives

Objective 1 To ensure maximum protection of foreshore areas, estuaries, surrounding waters, and native life forms, including bird and animal life, against loss or damage caused by human intrusion

Objective 2 To minimise pollution from human use of the foreshore, estuaries, surrounding waters and adjacent upland, and to maintain the purity of coastal waters

Objective 3 To protect undisturbed areas on the foreshore and the surrounding waters, to preserve areas where the herring spawn annually, and to protect, and where necessary restore, important sea duck foraging areas (for example: eelgrass beds).

Objective 4 To protect the natural and scenic values of the coastline that provide the Island with its rural marine character

Objective 5 To ensure that use of the foreshore or offshore water does not result in loss or damage to the natural environment.

Objective 6 To minimise any negative impacts either of marine uses on adjacent upland or of upland uses on the marine area.

Objective 7 To ensure public access to the foreshore and off-shore water.

Objective 8 To recognise that aquaculture is a valuable activity in the Trust Area if compatible with maintenance of ecosystems and community character, to support shellfish aquaculture when practiced in a low-impact, environmentally sound manner and to encourage the employment of Island residents in the industry.

THE MARINE ENVIRONMENT – POLICIES

GENERAL

- Policy 1 Foreshore and water areas surrounding Denman Island that have significant scenic and environmental values should be protected.*
- Policy 3 In the Water designation, zoning regulations should:*
- be extended out from Denman Island to the 30 metre bathymetric line off Vancouver Island or mid-channel, whichever is furthest west in Baynes Sound, and elsewhere to the local trust area boundary;*
 - protect environmentally sensitive marine sites from development;*
 - **promote conservation, with the exception of areas used for shellfish aquaculture or transportation as of the date of adoption of this Plan and any areas rezoned for shellfish aquaculture purposes under Policies 14 and 15 of this section;** and,*
 - protect all foreshore fronting provincial and regional parks and all foreshores southward from McFarlane Road to, and including, the caves along East Road.*
- Policy 4 The LTC should, through the use of zoning, the use of setbacks and, where there is supporting mapping, the use of development permit areas:*
- Protect the remaining integrity of the foreshore, shoreline, and natural coastal and intertidal processes;*
 - Discourage uses that disrupt natural features and processes;*
 - Allow for natural erosion and accretion processes, without endangering structures;*
 - Encourage owners of shoreline properties to retain, whenever possible, natural vegetation and natural features on areas adjacent to the foreshore; and*
 - Discourage filling, deposit, excavation, or removal of foreshore and seabed materials, except for maintenance of navigational channels and existing facilities.*

USE AND DENSITY

- Policy 8 In the Water designation, marine navigational aids, mooring buoys and swim platforms for small-scale, non-commercial recreational use may be considered in all water areas surrounding Denman Island, and mooring buoys for aquaculture purposes should be permitted in, and immediately adjacent to, all water areas where aquaculture is a permitted use.*
- Policy 12 In the Water designation, the following should be prohibited:*
- private docks;*
 - filling, excavating, removal or moving of sand, gravel, rock or any other natural deposit, other than for normal aquaculture practices; and*
 - the use of motorised personal watercraft, (for example, jet ski boats or seadoos), including renting and launching of these personal watercraft.*

SITING

- Policy 13** *The Local Trust Committee should amend the zoning regulations to limit the location, size, and height of structures on the foreshore. Structures that were legally in place on the date of adoption of this Plan should continue to be permitted. Structures for aquaculture uses should be consistent with provincial standards and the Farm Practices Protection (Right to Farm) Act; however, for other uses, buildings for storage, habitation or shelter should be prohibited.*
- Policy 14** *All buildings and structures located on adjacent upland should have setbacks sufficient to protect the foreshore and coastal marine environment.*

ZONING AMENDMENTS

- Policy 15** *As part of any zoning amendment application, in the Water designation, the Local Trust Committee may require an environmental impact assessment, in the event that no other agency has required an environmental assessment.*

DEVELOPMENT APPROVAL INFORMATION - CIRCUMSTANCES AND SPECIAL CONDITIONS

- Policy 17** *Applicants for a zoning amendment in the Water designation may be required to provide development approval information.*
- Policy 18** *The areas designated Water in this Plan are designated to protect the natural environment and sensitive ecosystems, while allowing for recreational and transportation activities that support the Denman community. The objectives of the designation of this area as an area, within which development approval information may be required, include ensuring that new uses do not harm sensitive natural habitat features and systems, and preserving the rural nature of the local trust area. Development approval information may be required to help the Local Trust Committee to determine appropriate uses, density and siting of development in the Water designation.*

Denman Island Local Trust Committee Land Use Bylaw No. 204

The Denman Island *Land Use Bylaw* outlines the requirements for the W1 – Marine Conservation and W3 – Aquaculture Zones. Aquaculture is not allowed in any zone other than the W3 Zone.

- 2. If the Proposal proceeds, will the proponent require approval or a permit from your agency? If yes, please explain.**

Yes. The proposed location for the license of occupation is in the W1 – Water Conservation Zone within the area of the Denman Island Local Trust Area. Aquaculture activities are not permitted within this Zone. A rezoning will be required.

- 3. Will on-going compliance monitoring be required by your agency as a result of your legislated responsibilities?**

Yes. On-going confirmation of compliance with permit conditions and industry best management practices is considered essential for any approval of the proposed aquaculture uses, subsequent to a successful application for rezoning.

- 4. Will this application affect public use of this area? If yes, please explain.**

The proposed new use may potentially impact the aesthetic (visual), environmental and recreational values of the area and public access.

5. Is the application area zoned for the proposed purpose?

No. The proposed location of the project is within the W1 – Water Conservation Zone. Aquaculture is not permitted within this Zone.

Recommendations

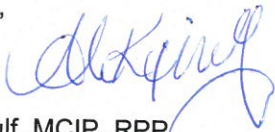
The Islands Trust **recommends refusal of the project** due to the lack of permissible zoning.

It is requested that no leases or licenses of occupation be approved without prior consideration of the Denman Island Official Community Plan, Denman Island *Land Use Bylaw*, and *Islands Trust Policy Statement*, and authorization by the Denman Island Local Trust Committee of an amendment to Denman Island Land Use Bylaw No. 186, 2008. Noted documents and application forms are available at www.islandstrust.bc.ca.

Furthermore, as you may already know, this area is within the Comox Valley Regional District boundaries and should be referred to their office. We also strongly recommend that the applicant and/or FLNRO contact all relevant First Nations with an interest in the marine area in and around the proposed site, to allow them to comment on this application.

Please contact the undersigned or email akjerulf@islandstrust.bc.ca if you have any questions.

Sincerely,



Ann Kjerulf, MCIP, RPP
Regional Planning Manager
Islands Trust Northern Office

pc: Denman Island Local Trust Committee
Kevin Vautier, agent contact (k_vautier@hotmail.com)



File No.: 6500-20 (LTC Projects)
(Denman Village Planning)

DATE OF MEETING: March 7, 2017
TO: Denman Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
COPY: Marnie Eggen, Island Planner
SUBJECT: VIU Master of Community Planning Studio Project

RECOMMENDATION

- 1. That the Denman Island Local Trust Committee express its support, in principle, for Vancouver Island University Master of Community Planning students to undertake a design charrette for the Denman Village area in September 2017.**
- 2. That the Denman Island Local Trust Committee request that staff prepare a draft project charter and budget for Local Trust Committee consideration.**

PURPOSE

Faculty of the Vancouver Island University (VIU) Master of Community Planning (MCP) program have expressed an interest in undertaking a design charrette on Denman Island, with a specific focus on the Village. The design charrette is an applied community planning tool, which brings together design professionals and local stakeholders to work through a particular planning challenge and potentially create a plan or design.

The Denman Village design charrette would be led by second year MCP students, under the guidance of VIU faculty (who are also professional planners) over a three-day period (September 6-8, 2017), and would likely involve the following elements:

- Undertaking a SWOT (strengths, weaknesses, opportunities, and threats) inventory of the Village;
- Engaging with and gathering input from members of the public and local trustees;
- Establishing a set of guiding principles for future development of the Village;
- Developing a number of design alternatives based on stakeholder input and other research;
- Presenting the final design alternatives to the Local trust Committee (LTC).

Information about the MCP Program and design charrettes is available via the links below. Note, previous MCP charrettes have been held on Gabriola Island and in Lantzville. See the video link below to learn more.

The proposed charrette aligns with an identified LTC Project, described as “Undertake a Denman Downtown Village Neighbourhood Plan”, which staff note may include reduction in greenhouse gas emissions, encouraging a healthy, sustainable economy, and addressing water and septic concerns.”

While the students would not be financially compensated for their design work, the LTC would be asked to help compensate for expenses including transportation, accommodation and meals. Faculty have noted that modest,

hostel-type accommodation would be sufficient in order to keep costs to a minimum. Notably, the Denman Island LTC has requested \$6,000 for 2017-18 LTC projects and, in addition, would have an estimated \$500-\$1,000 in its Special Projects budget to help offset costs. Furthermore, Islands Trust staff could investigate potential grant funding opportunities to offset or match an LTC contribution. Staff do not have a proposed budget for consideration at this stage.

NEXT STEPS

Should the LTC support VIU students undertaking a charrette for the Denman Village area, staff would recommend that the LTC pass a resolution to support the charrette in principle, and to ask staff to bring back a proposed budget and project charter for LTC consideration. The recommendation is noted above.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	March 6, 2017
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INFORMATION LINKS

- VIU MCP Program Website: <https://socialsciences.viu.ca/mcp/>
- VIU MCP Charrette Video (Arrowsmith Media): <https://youtu.be/R1SzkJJw5M>
- Orton Family Foundation (Charrettes): <http://www.planningtoolexchange.org/tool/design-charrettes>

Sustainable Community Planning and Development: Design Charrette Planning Guide

INTRODUCTION

Design charrettes are becoming an increasingly popular part of the urban planning process. They bring together a diverse range of expertise—such as architects, landscape architects, engineers, planners, content specialists, educators, students, community representatives, governmental staff and civic leaders—to collaborate on creating innovative design solutions that embody multiple objectives and mutual interests. Design charrettes give visual form to ideas and policies and are effective in generating creative solutions to difficult problems in the least amount of time. Typically, a design charrette lasts three to four days and involves the same logistical work as required in planning a conference.

All too often, buildings, sites, neighbourhoods, communities and regions have been planned or even zoned according to policies and codes with little visual or contextual input. Planning decisions are argued on a case-by-case basis in what is, for the most part, an adversarial hearing process. Such approaches are counterproductive to sustainability planning, which requires tools that deliver a holistic, strategic and integrated planning approach.

Design charrettes are one such tool. They provide a forum for diverse groups of participants to explore, understand, create and evaluate possible and preferred options. They encourage discussion beyond conventional thinking, and can address the opposition so often typical of conventional planning and zoning proposals. Charrettes, which are often linked to larger planning initiatives, help to build consensus and inspire community initiative and ownership in development planning.



Done well, a charrette can:

- increase community learning about complex issues
- evoke greater understanding and support of plans
- inspire greater involvement in furthering the journey towards creating and maintaining sustainable communities

A sustainable community design charrette focuses on specific issues and details of a given site in relation to the surrounding community and ecosystem, using the broad concepts and goals of sustainability to focus and guide discussions.

Sustainable Community Planning Design Charrettes

Charrettes offer a holistic, integrated approach for addressing a complex set of issues:

- land use
- transportation
- public and private space
- density
- mobility
- urban form
- resource use (materials, energy, water, finances)
- waste generation and handling
- marketability, aesthetics

Other activities can be useful precursors to a full charrette, or even serve in place of one. Community planning forums, design assistance teams, discussion forums, expert panels, multi-stakeholder brainstorming sessions, open houses and participatory mapping exercises are a few examples. These are particularly useful when budget, time or other constraints prohibit a full-scale charrette.

A sustainable community design charrette is no small undertaking. A multitude of issues must be addressed and decisions made. Charrettes require considerable preparatory and follow-up work, as well as significant resources, especially in terms of people.

To assist with this work, Canada Mortgage and Housing Corporation (CMHC) funded the development of a guide for those who are interested in hosting or otherwise initiating a sustainable community planning design charrette. *Sustainable Community Planning and Development: Design Charrette Planning Guide* covers the four phases involved in planning, organizing and holding a charrette:

- 1) the work that needs to be done before even committing to a charrette;
- 2) the advanced planning and logistical arrangements to be made;
- 3) the event itself, from on-site signage and registration to setting the tone and handling predictable challenges; and
- 4) post-event reporting. The guide also provides a summary of the concepts and issues relevant to sustainable development, sustainable communities and design charrettes in general.

For those interested in a fuller discourse on sustainable community planning, CMHC's *Sustainable Community Planning: Participation Tools and Practices* serves as a good companion document. This guide is summarized in CMHC's *Research Highlight* February 2001, Socio-economic Series, Issue 97.

THE FOUR PHASES

Beginning the journey

Before committing to a charrette, or seeking support or approval, you need to do some homework. You must be familiar with the charrette approach and the concepts of sustainable community planning, and you need to know who are likely to be the key decision makers, your potential allies and the resources required. You will need to demonstrate how a charrette will contribute to creating a better community, make your municipality more prosperous, respond to community interests, address specific problems related to a site, enhance sponsor's credibility or speak to other key interests.

Keep in mind that charrettes are resource intensive and that they tend to involve important projects, which means they attract attention and can become politically sensitive.

This section of the guide will help you build support for a charrette and develop a formal proposal. It also includes three readiness assessments, such as the one shown here. These assessments are useful in determining where you are at in the early stages of the process and if you are ready to proceed to the next step.

Readiness Assessment 1:

Are you in a position to initiate broader exploration of the charrette idea, for example, are you a key decision maker or a sponsor?

Do you know who your allies might be or where you might begin building support?

Is it likely that the organization and its members may be open to the idea?

Do you have some confidence that resources are available or could be obtained?

- If your answers tend to be “yes”, you're ready for the next step.
- If you are uncertain, it's time to do some more homework and exploration.
- If you answered “no” to one or more of the questions, it's time to do a bit more thinking and planning and/or choose an activity other than a charrette.

Pre-charrette planning

This phase involves outreach, communications with people directly and indirectly involved in the charrette, business relations management, research, document preparation, program development, team selection and lots of nitty-gritty tasks—drafting contracts, venue arrangement, food planning, organization of on-site supplies and equipment, transportation and accommodation for outside visitors, and more. It may also include various planning meetings, mini-design workshops or other orientation and planning events. These can be used both to inform the charrette and to expand interest and involvement in the planning process beyond charrette participants.

Failure to inform various stakeholders and interested parties, or otherwise provide them with some form of connection to the charrette, can result in damaged relationships and questions regarding the appropriateness and credibility of the charrette, its organizers and the results.

A charrette focused on sustainability will likely be broad in scope. The consultants and facilitators engaged for the event must represent many disciplines, including process expertise as well as technical knowledge. The specific scope and terms of reference for a charrette should be specified clearly and succinctly.

The *Design Charrette Planning Guide* discusses major design issues—natural systems, built form and infrastructure—and their sub components. It notes that a design brief or program, which is provided to participants in advance of the event, should be organized around social, economic and regulatory design issues, or other issues such as land and water, the built environment, building design and performance, and cycles of growth and decay.

Suggestions regarding logistical arrangements and a discussion of predictable challenges complete this chapter. The guide provides a detailed sample list of supplies and equipment to have on hand at a charrette, as well as a pre-charrette readiness assessment checklist.

The charrette event

Next, the guide discusses the event itself in considerable detail. This section begins with some of the physical arrangements to consider, such as directional and welcoming signage, food and supplies. It discusses what you need to achieve in the first session, the tone that should be set for the event and how it could be achieved. The guide also provides insight on how to structure the sessions and the required documentation.

An important goal in the first session is to establish a common understanding of the scope and process for the charrette. Opening presentations should cover the following aspects: some general background information regarding the events and work that preceded the charrette; a review of the design brief and performance criteria; an explanation of the process and timing for the rest of charrette; and mention of the final deliverables anticipated. This first session is also an opportunity for all participants to learn a little about each other.

You should expect the main part of the event, the design sessions, to be characterized by uncertainty, creativity and chaos. Some people, particularly those new to charrettes, may become anxious about results or worry about the process falling apart. The guide offers advice on the flow and structure of activities, and it provides some insight on what to expect in the way of confusion and how to handle predictable challenges.

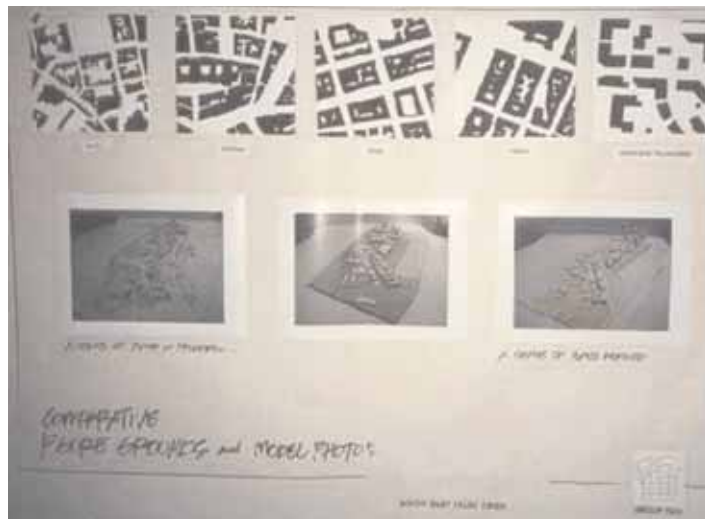


Post-charrette: managing and maximizing the aftermath

In the post-event phase, a key goal is to get information about the charrette out to stakeholders and other interested parties as soon as possible. This may be accomplished by way of quick update notes or initial posts to a project website. These communiqués help maintain interest and momentum, and they forestall frustrations about potential reporting delays.

Two reports should be issued, a preliminary one and a final report. The suggested content for the first includes the following items: short descriptions of the project, the process, the site (with a map), the charrette event, its purpose and goals, who participated and how the teams were chosen; the text from the design brief; a summary of each team's design, with some key visuals included; a summary of the key themes and ideas that emerged; and concluding remarks on how the results will be used and the next steps in the project. This preliminary report should be completed and presented to key stakeholders as soon as possible.

The final report should also be completed and distributed to all interested parties as quickly as possible. It will build on and extend the content of the previous report, going into more detail on such aspects as the rationales for the charrette, conclusions and individual team. The final report should also be completed and distributed to all interested parties as quickly as possible. It will build on and extend the content of the previous report, going into more detail on such aspects as the rationales for the charrette, conclusions and individual team reports. The latter should include all relevant visuals and discussions of technical issues.



Access to these results, including various data sets and drawings, by sponsors, participants, stakeholders, observers, the media and residents is critical. Following the release of these two reports, analysis and assessment of various options will likely occur for some time to come. The process must continue to be very transparent. It is important to remember that charrette results are ideas for further exploration and discussion, not endpoints in the process. In the end, how you use the ideas and momentum generated by a charrette will determine the long-term benefits.

More guidance

Three appendices provide additional help and information. The first presents the various checklists found throughout the main body of the guide. These checklists will help you with determining whether you are ready to move ahead, selecting team members, preparing briefing packages, logistical arrangements and preparing the preliminary and final reports. The second appendix presents a sample design brief in detail, along with sample cheat sheets pertaining to design objectives, performance thresholds and quantities. A sustainable urban development issues matrix, in the third appendix, provides guidance on how to focus discussions and exploration of ideas.

CONCLUSION

Design charrettes are a powerful tool for bringing together diverse interests and disciplinary expertise to explore options and generate visual ideas and potential solutions. They encourage discussion beyond conventional thinking. They can be an effective means for testing policies and the feasibility of design solutions that speak to multiple objectives and interests. They can also inspire and catalyze community-wide co-operation and commitment.

To be successful, though, a design charrette requires extensive planning, outreach, expert resources and time. *The Design Charrette Planning Guide* is a comprehensive resource book for anyone who plans to undertake a charrette or is in the process of holding one. It is also an interesting source of information on the principles and issues of sustainable community planning, and their relationship to charrette events for anyone participating in a charrette. Wherever you are at in the process, this guide will give you much insight into sustainable community planning issue areas, the benefits of a charrette, how to proceed and what to expect.

CMHC Project Manager: Douglas Pollard

Research Report: *Sustainable Community Planning and Development: Design Charrette Planning Guide*, 2001

Project Leader and Author: Fiona S. Crofton,
ORCAD Consulting Group Inc.

Contributer: Mark E. Holland, Mark E. Holland Consulting

Case Research Assistant: Patrick Yuen, University of British Columbia Civil Engineering Student

Housing Research at CMHC

Under Part IX of the *National Housing Act*, the Government of Canada provides funds to CMHC to conduct research into the social, economic and technical aspects of housing and related fields, and to undertake the publishing and distribution of the results of this research.

This fact sheet is one of a series intended to inform you of the nature and scope of CMHC's research.

To find more *Research Highlights* plus a wide variety of information products, visit our website at

www.cmhc.ca

or contact:

Canada Mortgage and Housing Corporation
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Ottawa, Ontario
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Phone: 1-800-668-2642

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MEMORANDUM

File No.: 3445-30
(CVRD Referrals)

DATE OF MEETING: March 7, 2017
TO: Denman Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
COPY: Marnie Eggen, Island Planner
SUBJECT: Comox Valley Regional District

PURPOSE

Pursuant to s. 452 of the [Local Government Act](#), Comox Valley Regional District (CVRD) staff have contacted the Islands Trust to advise that the CVRD Board will consider whether its Regional Growth Strategy (RGS) will be reviewed for possible amendment (see attachment).

Staff note that the pursuant to s. 36(3) of the [Islands Trust Act](#), "A regional district board must not adopt a regional growth strategy under Part 13 of the *Local Government Act* that applies to any part of the trust area, and for these purposes sections 430 (1) and 433 (2) of that *Act* do not apply."

Staff believe that it would be beneficial to ensure that the CVRD is aware of s. 36(3) of the *Islands Trust Act* as they may not be familiar with this legislation. Furthermore, this may influence how the CVRD Board proceeds with possible amendments to its RGS.

The CVRD has requested that written input be received by March 31, 2017 and also advised that, in advance of this deadline, an open house will be held in the CVRD Board Room on March 16, 2017 from 3:00 – 7:00 pm.

NEXT STEPS

Staff intend to respond to the CVRD and will highlight s. 36(3) of the *Islands Trust Act*. Trustees may resolve to provide additional comments concerning possible RGS amendments, recognizing the intrinsic relationship between the respective planning areas (CVRD and Denman LTA), and also to request that the Denman Island LTC be consulted should amendments be subsequently contemplated by the CVRD Board.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	March 6, 2017
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ATTACHMENT

1. Letter from CVRD staff dated March 2, 2017

File: 6410-20 / five year review

March 2, 2017

Sent via email only: rhotsenpiller@islandstrust.bc.ca

Islands Trust
200 1627 Fort St
Victoria BC V8R 1H8

Attention: Russ Hotsenpiller, Chief Administrative Officer

Dear Mr. Hotsenpiller:

Re: Local Government Act requirement to consider five year review of a regional growth strategy

The Comox Valley Regional District (CVRD) is required to provide an opportunity for input to its citizens, affected local governments, First Nations, School District 71 and senior government agencies on the need for a five year review of its regional growth strategy (RGS). This is a legal requirement of the *Local Government Act* (RSBC, 2015, c. 1), part 13, section 452, that requires a regional district with an approved RGS to consider whether the RGS must be reviewed for possible amendment at least once every five years. As the CVRD adopted Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”, in March 2011, the consideration of a five year review is now required.

Please provide any written input by March 31, 2017. The CVRD board will consider all written input submitted by that date.

In addition to receiving any written comments, the CVRD will be hosting an open house to provide the community and those agencies affected by the RGS with an opportunity to refresh themselves on the goals, objectives and policies of the regional growth strategy in order that they may effectively provide input to the board on its consideration of a review. I encourage you to attend that open house, if interested. You will also be provided with an opportunity to provide your written feedback at that time.

The RGS open house will be held in the CVRD boardroom, 550B Comox Road, Courtenay, BC on March 16, 2017, from 3:00 to 7:00 pm.

I also encourage you to check the CVRD RGS website at: <http://www.comoxvalleyrd.ca/rgs>.

Thank you, and please feel free to contact Ann MacDonald at 250-334-6077 or by email to amacdonad@comoxvalleyrd.ca with any questions, concerns or comments regarding this matter.

Sincerely,

A. Mullaly

Alana Mullaly, MCIP, RPP

Acting General Manager of Planning and Development Services Branch

cc: Debra Oakman, chief administrative officer