



A NOTICE OF A BUSINESS MEETING OF **THE DENMAN ISLAND LOCAL TRUST COMMITTEE**
to be held at 10:30 AM on Tuesday, October 2, 2012 at the Denman Seniors Hall,
1111 Northwest Road, Denman Island, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		10:30 am
2.	APPROVAL OF AGENDA		
3.	CHAIR'S REPORT		
4.	TRUSTEES' REPORT		
5.	MINUTES		10:45 am
5.1	Local Trust Committee Adopted Meeting Minutes of July 17, 2012 – <i>attached for information</i>	1-11	
5.2	Section 26 Resolutions Without Meeting - <i>none</i>		
5.3	Denman Island Advisory Planning Commission Minutes - <i>none</i>		
5.4	Denman Agriculture Plan Steering Committee Minutes dated September 18, 2012 - <i>attached</i>	12-13	
5.5	Denman Island Marine Advisory Planning Commission Draft Minutes - <i>none</i>		
6.	BUSINESS ARISING FROM MINUTES		
6.1	Follow-up Action List dated September 20, 2012 - <i>attached</i>	14-15	
6.2	Denman Opposes Coal Request regarding Local Trust Committee Water Jurisdiction – <i>for discussion</i>		
7.	APPLICATIONS AND PERMITS		11:00 am
7.1	DE-DVP-2012.1 (Mills - 9850 Greenhill Road) - An Application to Vary the Height Regulations for an Accessory Building Staff Report dated August 23, 2012 - <i>attached</i>	16-30	
7.2	DE-RZ-2011.1 (Denman Community Land Trust Association) Staff Report dated September 10, 2012 - <i>attached</i>	31-48	
8.	DELEGATIONS - <i>none</i>		

9.	TOWN HALL DISCUSSION		11:20 am
10.	CORRESPONDENCE		11:30 am
	<i>Correspondence specific to an active development application and/or project will be received by the Denman Island Local Trust Committee when that application and/or project is on the agenda for consideration.</i>		
10.1	Two Emails dated July 28, 2012 from Edina Johnston for the Denman Island Marine Stewardship Committee regarding the Comox Valley Regional District Aquaculture Policy Review - <i>attached</i>	49-58	
10.2	Letter dated August 5, 2012 from Oliver Cobb regarding Bylaw Restrictions on Bed and Breakfast Establishments - <i>attached</i>	59	
10.3	Letter dated August 7, 2012 from Marion Cobb regarding Bylaw Restrictions on Bed and Breakfast Establishments - <i>attached</i>	60-62	
10.4	Letter dated August 22, 2012 from BC Hydro Regarding Funding Available for Electric Beautification Projects - <i>attached</i>	63-66	
11.	REPORTS		
11.1	Work Program		
	Top Priorities Report and Projects Report dated September 20, 2012 - <i>attached</i>	67-68	
11.2	Applications Log		
	Report dated September 20, 2012 - <i>attached</i>	69-73	
11.3	Trustee and Local Expenses		
	11.3.1 Expenses posted to July 31, 2012 - <i>attached</i>	74	
	11.3.2 Expenses posted to August 31, 2012 - <i>attached</i>	75	
12.	LOCAL TRUST COMMITTEE PROJECTS		11:50 am
12.1	Development Permit Area No. 4 Amendments – Streams, Lakes & Wetlands		
	12.1.1 Staff Report dated September 17, 2012 - <i>attached</i>	76-82	
	12.1.2 Submissions from Advisory Planning Commission Members - <i>attached</i>	83-85	
13.	NEW BUSINESS		12:05 pm
13.1	Islands Trust Fund Board Referral Briefing and Five Year Plan - <i>attached</i>	86-101	
13.2	Local Trust Committee Meeting Dates for 2013 Memorandum dated September 10, 2012 – <i>for discussion</i>	102	
13.3	Special Occasion Licences Memorandum dated August 31, 2012 - <i>attached</i>	103-123	
13.4	Local Trust Committee Budget Request for 2012/2013 Memorandum dated September 20, 2012 – <i>to be distributed</i>		
14.	BYLAWS		
15.	ISLANDS TRUST WEBSITE		
15.1	Denman Page - <i>attached</i>	124-125	

- 16. **NEXT MEETING DATE**
Tuesday, November 6, 2012 at 10:30 am at The Denman Seniors Centre,
1111 Northwest Road, Denman Island, BC
- 17. **TOWN HALL DISCUSSION – *time permitting***
- 18. **ADJOURNMENT** 12:45 pm

*Approximate time is provided for the convenience of the public only and is subject to change without notice.

DRAFT

**MINUTES OF THE DENMAN ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING
HELD AT 10:30 AM ON TUESDAY, JULY 17, 2012
AT THE DENMAN SENIORS HALL
1111 NORTHWEST ROAD, DENMAN ISLAND, BC**

PRESENT:

Peter Luckham	Chair
Laura Busheikin	Local Trustee
David Graham	Local Trustee
Miles Drew	Bylaw Enforcement Coordinator
Courtney Simpson	Island Planner
Vicky Bockman	Recorder

There were fourteen (14) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:30 am. He welcomed the public and introduced himself, Local Trustees, Island Planner, Bylaw Enforcement Coordinator and Recorder. He acknowledged that the meeting is being held in traditional Coast Salish territory.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus with the following amendments:

- Move item 13.1 to after item 11.3.2
- Add item 13.3 – Meeting Space Discussion

3. CHAIR'S REPORT

Chair Luckham reported that he attended an exercise in Vancouver presented by Western Canada Marine Response to learn what resources and energies would be available for containment and cleanup in the event of an oil spill in the Georgia Strait. He reported that he was impressed with the resources available for cleanup operations. Chair Luckham commented that he attended the Trust Council meeting held recently on North Pender Island.

4. TRUSTEES' REPORT

Trustee Busheikin reported that she attended a day-long session on First Nations Relations at the recent Trust Council meeting and found it to be very informative, educational and useful. She commented that she had held Trustee Office Hours on Denman recently and noted that it had been generally quiet.

Trustee Graham reported that the draft Denman Island Farm Plan is now available for public review and comment. He advised that he brought copies of the draft Plan to this meeting and that copies can also be obtained at Abraxas Books. He encouraged communication of feedback by the end of the summer so that the Denman Agriculture Plan Steering Committee can consider integrating this information into the Plan.

Trustee Graham observed that the top concerns on Denman Island at this time appear to be the proposed Cable Ferry and Raven Underground Coal Mine. He encouraged community members to take advantage of Trustee Office Hours, held in the Old School every two weeks from 10:00 am to noon to ask questions, discuss the Official Community Plan, land use issues, view zoning maps or to discuss other topics with a Local Trustee.

5. MINUTES

5.1 *Local Trust Committee Meeting Minutes of June 5, 2012*

The minutes were adopted by consensus with the following amendments:

- Page 1, PRESENT Heading : Add “Acting” before “Chair”
- Page 1, following the PRESENT Heading: Add “REGRETS: Peter Luckham”
- Page 9, Item 11.1, last sentence: Change to: “Chair Graham advised that he had been contacted by the writer.”

Trustee Graham advised that on page 4, fourth paragraph of the minutes, he stated that he would respond to a question after research and he confirmed that an answer to the question will be included in the upcoming Denman Local Trust Committee Report in the Grapevine.

Bill Engleson asked what the protocol is regarding the recording of names and addresses in Local Trust Committee minutes. The current guidelines were clarified for his information.

5.2 *Section 26 Resolutions Without Meeting*

None.

5.3 *Denman Island Advisory Planning Commission Minutes*

None.

5.4 *Denman Agriculture Plan Steering Committee Minutes*

None.

5.5 *Denman Island Marine Advisory Planning Commission Minutes*

None.

6. **BUSINESS ARISING FROM MINUTES**

6.1 *Follow-up Action List dated July 5, 2012*

Planner Simpson advised that there were no updates to the Follow-Up Action List dated July 5, 2012 and responded to questions.

Trustee Graham offered to draft the letter to Corey Jackson referenced in the May 1, 2012 follow-up activity, and will provide the draft to staff and other Trustees for review.

The status of the June 5, 2012 activity relating to an aquaculture meeting with key players was questioned. Discussion followed on the logistics of the meeting being proposed and it was determined that follow-up on this item should wait until a response is received from the letter to Corey Jackson, which Trustee Graham will draft.

6.2 *Advisory Planning Commission Referral of Islands Trust Affordable Housing Strategy*

Planner Simpson requested clarification about what particular affordable housing strategy material to refer to the Advisory Planning Commission as resolved at the June 5, 2012 Local Trust Committee meeting

Approaches to advance an affordable housing strategy were discussed. Planner Simpson advised that the Affordable Housing Tool Kit from Trust Council along with the Salt Spring Affordable Housing document provide recommendations of how to determine next steps and might assist to form the basis of a strategy. It was determined that it would currently be premature to apply for funding for an affordable housing strategy.

After discussion it was the consensus that the referral to the Advisory Planning Commission will not occur at this time.

6.3 *Boyle Point Park Addition and Gravel Reserve Memorandum dated July 5, 2012*

Planner Simpson summarized the memorandum provided in response to the Local Trust Committee's request for more background information on this referral. She confirmed that transferring the land to the Ministry of Environment would reduce potential impacts by reducing the area available for the gravel reserve and adding a requirement for rehabilitation after extraction.

DE-058-2012 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee agrees that the Trust Fund Board release the Notation of Interest (Document #891085) on the Crown land described as the Southwest ¼ of Section 2, Denman Island, Nanaimo District, on the condition that this land be transferred to the Ministry of Environment for parks or conservation purposes.

CARRIED

7. APPLICATIONS AND PERMITS

7.1 DE-RZ-2011.1 (Denman Community Land Trust Association)) Memorandum dated July 16, 2012 regarding Cost Recovery Agreement for Legal Review of Housing Agreement

Planner Simpson provided copies of the memorandum. She explained that staff has received a draft housing agreement provided by the applicant and that it is standard procedure for the cost of review of the draft by Islands Trust legal counsel to be covered by the applicant, requiring a cost recovery agreement.

David Critchley, legal counsel for the Denman Community Land Trust Association, addressed the Local Trust Committee requesting that consideration be given to waiving the fee for legal review of the draft housing agreement. He pointed out that this application was originally sponsored by the Local Trust Committee and the initial fees were absorbed by the Islands Trust. He stated that this application is for the public good and suggested that the housing agreement will have a broader benefit than this one application since it is a pioneering project that could be of use in subsequent applications. He added that as a charitable organization staffed by volunteers with limited financial resources, the fee would create a hardship.

Discussion followed on the estimated cost and the requirement to exercise due diligence that the Local Trust Committee has as a responsibility to the public. Possible alternative approaches for review, cost saving measures, and funding sources for the expense associated with the housing agreement were considered.

DE-059-2012 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee seek advice from the Executive Committee about alternate approaches to the cost recovery agreement for legal review of the housing agreement for Denman Island rezoning application DE-RZ-2011.1 (Denman Community Land Trust Association).

CARRIED

Trustee Busheikin noted that the Trust Council Affordable Housing Tool Kit and the Salt Spring affordable housing document repeatedly refer to finding ways to reduce costs to the applicant and suggest that the use of templates might be explored. She noted that there is a need to assure the community that the affordable housing aspect of a project will remain intact over time.

8. DELEGATIONS

8.1 *Graham Brazier for Denman Opposes Coal*

Graham Brazier presented an overview of the written report: “An investigation of the Islands Trust legal authority with respect to the proposed Raven Underground Mine” prepared and presented by Patti Willis, David Critchley and himself.

Patti Willis outlined the threats posed by the proposed Raven Coal Mine project to the Islands Trust area, concentrating on the threat of acid mine drainage. She provided an update of the status of the proponent’s application process and projected mine construction and operation start-up dates. She reviewed the background of Islands Trust actions in addressing the proposed mine to date and the nature of the opposition expressed in those actions.

David Critchley provided comments on the jurisdiction, duties and powers of the Islands Trust. He presented rationale for interpretation that the Islands Trust area covers the land extending to the high water mark on the easterly shore of Vancouver Island and reviewed case law establishing the view that the seabed is considered land. He concluded that the Local Trust Committee has some jurisdiction over the seabed of Baynes Sound, and that it has a duty to preserve and protect it as required in the Islands Trust Act. He offered his services, *pro bono*, as *Amicus Curiae* (friend of the court) to assist in legal efforts that may be initiated in this regard.

Graham Brazier presented six points of action that the Local Trust Committee is requested to take regarding the proposed Raven Underground Coal Mine. He stated that the material was presented at this time in order to allow the Local Trust Committee time to reflect on the issues prior to the next Trust Council Meeting and he advised that the Denman Opposes Coal group is available for consultation if desired.

The Chair recessed the meeting at 11:55 am and reconvened at 12:01 pm.

9. TOWN HALL DISCUSSION

Louise Bell – observed that the next Local Trust Committee business meeting is scheduled to occur on October 2, 2012 and urged that consideration be given to meeting sooner given the important issues on the Work Program including an affordable housing strategy. Regarding the housing agreement discussion, she noted that while the idea of a housing agreement template is attractive, the individuality of projects has not allowed the use of templates to date even though there are many housing agreements throughout the Islands Trust area. She cautioned that housing agreements are provided for the protection of the community and as difficult as the cost issue may be, housing agreements are a necessary requirement.

Jennifer Balke – presented a submission dated July 17, 2012 which raised issues of concern and provided potential solutions. To assist in creating an environment that encourages a cooperative public, she suggested that intent be included in all bylaw provisions and that the overall intent and project be considered with a big picture viewpoint. She identified concerns with Riparian Areas Regulation reports for Denman Island properties and specifically on Agricultural Land Reserve-designated wetlands, and suggested two approaches to improve the existing situation. She identified problems with density transfer for conservation and charitable tax receipts and offered suggestions for a potential solution. She expressed concern that discovery of significant archeological remains is currently the responsibility of the landowner and provided a potential solution to establish an improved process for these situations.

Edi Johnston – presented statistics on dog euthanasia and animal shelter populations, stating that backyard breeders are the biggest contributor to the problem of too many dogs and not enough homes. She asked the Local Trust Committee to consider prohibiting dog breeding for fun and profit in all zones of the Denman Island Land Use Bylaw as other Gulf Islands have done.

Fireweed – expressed support for Edi Johnston's statement. She added that regulations are lax and due to the high asking price for some dogs, far more people are engaging in breeding dogs without adhering to standards and regulations. She requested the Local Trust Committee consider a ban on kennels on Denman Island.

Bill Engleson – expressed his view that not being able to use a housing agreement template is a barrier to expediting affordable housing applications. As a related concern, he observed the lack of a dedicated social planner in the Islands Trust. Regarding the forthcoming Meeting Space Discussion, he expressed his support for the Seniors Hall as a regular venue for Local Trust Committee meetings as it is handicapped accessible and enhances the concept of "downtown" Denman.

10. **CORRESPONDENCE**

There was no correspondence.

Chair Luckham recessed the meeting at 12:26 pm for presentation of a Community Stewardship Award to Peter Karsten.

Chair Luckham reconvened the meeting at 12:47 pm.

8. **DELEGATIONS - Continued**

8.1 *Graham Brazier for Denman Opposes Coal - Continued*

Chair Luckham asked if the Trustees wished to follow-up on any aspect of the delegations presentations. He suggested that representatives of Denman

Opposes Coal might consider attending the next Trust Council meeting as a delegation to present their material.

The question of jurisdiction was discussed and it was determined that it would be beneficial to have this issue clarified at this time.

DE-060-2012 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee instruct staff to investigate and report back on the Local Trust Committee's jurisdiction over land up to the natural boundary of the sea of the east coast of Vancouver Island and the ability to adopt zoning regulations within that area.

CARRIED

11. REPORTS

11.1 *Work Program Top Priorities Report and Projects Report dated July 5, 2012*

Planner Simpson presented an overview of the Top Priorities report. She responded to a question regarding a Protected Area Network on Denman Island, clarifying the sequence of related events that will allow work on this project to proceed in the future.

11.2 *Applications Log Report dated July 5, 2012*

Planner Simpson provided updates to the Applications Log.

11.3 *Trustee and Local Expenses*

11.3.1 *Expenses posted to May 31, 2012*

Expenses posted to May 31, 2012 were received.

11.3.2 *Expenses posted to June 30, 2012*

Expenses posted to June 30, 2012 were received.

13. NEW BUSINESS

13.1 *Dog Breeding on Denman*

Trustee Graham asked staff to update the Local Trust Committee on the current regulations regarding dog breeding on Denman Island.

Bylaw Enforcement Manager Drew responded that it is the interpretation of Islands Trust Bylaw Enforcement staff and others that dog breeding is not

permitted on Denman Island other than on one specific property which is a spot zone. He advised that a formatting error in the text of the Land Use Bylaw caused some previous misunderstandings.

Planner Simpson advised that senior staff has informed her that correcting the formatting problem would not be possible without conducting a public hearing.

The Local Trust Committee requested that staff amend the Projects List to add to Housekeeping Project: "amend the definition of Agriculture to correct formatting for uses not included".

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Riparian Areas Regulation Compliance Staff Report dated July 4, 2012

Planner Simpson outlined the staff report which presents draft bylaw wording to amend Development Permit Area No. 4 Streams, Lakes and Wetlands; presents a Project Charter for Local Trust Committee endorsement; and provides recommendations for consideration.

Trustee Graham expressed his support for the Project Charter and draft bylaw and suggested the following amendments to the wording of the draft bylaw:

- Page 11 of the staff report, Attachment 4, Area, first line: change "Development permit area 1" to "Development permit area 4"
- Page 12 of the staff report, first line: appears to be missing text or requires clarification
- Page 13 of the staff report, 4.4: change the opening statement "an owner of property within the..." to correspond with the wording in 4.4.2 which clarifies the intent by indicating "...whenever the activity occurs within the Development Permit Area".

Trustee Busheikin requested the following amendments:

Draft bylaw amendment

- Page 15 of the staff report, item b): shorten the sentence by dividing it into two guidelines beginning the new guideline at the fifth line after the word "wetland," and renumber the subsequent guidelines

Project Charter

- Add "Grapevine article" and "Flagstone article" to the Project Charter Deliverable/Milestone section to provide a timeline and assist in determining the ideal time to write the articles.

Discussion followed regarding the project Communications budget for Fiscal 12/13 and Planner Simpson clarified that the Local Trust Committee cannot reallocate any of these funds to other uses if not fully utilized. Planner

Simpson provided an update on the status of the Northern Riparian Areas Regulation Working Group as requested.

Chair Luckham requested an amendment to the Project Charter Risk Response Strategy for the Budget for further mapping:

- He indicated that as a member of the Financial Planning Committee he vets all funding requests impartially. He suggested that the Project Charter Risk Response Strategy for the Budget for further mapping be reworded to "...and provide sufficient information to Financial Planning Committee members for adequate deliberations on the merits of the proposal." He noted that the proposal for doing this project needs to be advocated as a business case.

The recommendation to refer the draft Official Community Plan and Land Use Bylaw amendments to Development Permit Area No. 4 to the Advisory Planning Commission was discussed. Possible topics for referral comments and background information to provide were considered. It was the consensus that Planner Simpson's attendance at the Advisory Planning Commission meeting either in person or by speaker phone would be very helpful.

There was discussion regarding the consideration of reduced application fees if there are duplications in development permit applications and the Qualified Environmental Professional report required under Riparian Areas Regulation. It was suggested that the fees or development permit requirements might be reviewed after the process has been evaluated for some time.

DE-061-2012

It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee:

1. Endorse the Project Charter dated June 26, 2012 as amended;
2. Direct staff to provide a draft Development Approval Information Bylaw;
3. Refer the draft Official Community Plan and Land Use Bylaw amendments to Development Permit Area No. 4 to the Advisory Planning Commission, with the staff report dated July 4, 2012; and
4. Direct staff to report back on the work of the Northern Riparian Areas Regulation Working Group with recommendations for communications for Denman Island.

CARRIED

It was confirmed that Planner Simpson will amend the draft as discussed and advance the referral of the amendments to the Advisory Planning Commission.

13. NEW BUSINESS - Continued

13.2 Intensive Agriculture Definition

Trustee Graham advised that he had asked for this item to be on the agenda, however; no discussion is necessary at this time as it is currently on the Projects List.

13.3 Meeting Space Discussion

The venue for the Local Trust Committee business meetings was considered in response to a constituent's concern and it was determined that the Seniors Centre is presently the best location to hold the meetings.

Jessie Edwards asked why the Local Trust Committee business meetings are held during the day. In response, it was explained that the daytime business hours are logistically necessary for Trustees and staff although Community Information Meetings and Public Hearings are typically held on Saturdays or during evenings for the convenience of the public.

14. BYLAWS

There were no bylaws for consideration.

15. ISLANDS TRUST WEBSITE

15.1 Denman Page

The following change was requested to the website:

- Denman Island Farm Plan: add that copies of the Draft Denman Island Farm Plan are currently available at Abraxas Books

16. NEXT MEETING DATE

There was discussion to determine if holding a meeting in September would be warranted. Planner Simpson provided an estimate of the material that might be available for review at that time and it was determined that a meeting in September would not be held.

The next meeting of the Denman Island Local Trust Committee will take place on Tuesday, October 2, 2012 at 10:30 am at The Denman Seniors Centre, 1111 Northwest Road, Denman Island, BC.

17. TOWN HALL DISCUSSION – time permitting

Jessie Edwards asked for the names of the current Advisory Planning Commission members. In response, the present members were identified for her information.

18. ADJOURNMENT

Chair Luckham adjourned the meeting at 2:20 pm.

Recorder

Chair

DRAFT

Denman Island Farm Plan Meeting September 18th 2012
 Marcus Isbister Old School

Attending: Doug Wright, David Graham (Chair), Marina Reid, Anne de Cosson,
 Courtney Simpson, Jill Hatfield, Bruce Jolliffe, Andrea Lawseth

Agenda:

- Discuss comments from community about farm plan draft
- Discuss staff comments
- New Business

Comments from community:

Concerns were expressed re the following topics-

- Corrections to Veganiculture write-up
- Corrections to SPUDS write-up
- Deletion of Garden Parties
- Corrections to Vegan Potluck Series
- Meat production as a part of sustainable farming
- Special rates for farmers on BC Ferries
- Processing plant which may include an abattoir or slaughterhouse
- Humane treatment of livestock
- Mobile abattoir
- GMO products
- DICES and the Community School clarification
- DCA and its role in land conservancy
- Farms captured in 2011 survey vs Stats Canada 2006
- Suggestion that limited farm land is available for crop production
- Idea of farming in parkland
- Suggestion that no ALR land should be made into further parks
- Suggestion that conservation is secondary to agriculture
- Inclusion of DCA and DIRA in Implementation Body
- Height of proposed silos & grain storage facilities excessive for Denman
- Possible misuse of farm worker housing
- Want inclusion of Grow Your Own Fuel Initiative in “other key players”
- Expand Definition of Farming to include growing of crops for medicinal, clothing, housing, fuel, decorative uses

DRAFT

- 40 acre minimum for farming
- Missing various services/ businesses in community
- Calling the LTC an independent governing body
- Would like to see recommendations on what to grow
- Agritourism
- Idea that many farmers need to sell off island to make a living
- No reference to current level of farm workers employed on the island
- Water needing more importance in discussion of farming and challenges on Denman
- Include discussion of recent decade's soaring land prices, wall of food regulations and impact of climate change to difficulty facing farmers
- Discussion of water usage per acre of various crops/livestock etc
- Capacity to produce feed for livestock needs to be addressed
- Temporary housing does not fit mandate of DCLTA
- Should be more focus on integrating farming & conservation – not treated as competing interests

These topics were all addressed in discussion and various changes were suggested to the consultant, Andrea Lawseth.

After a short break the suggestions and concerns of the IT staff as expressed by Courtney Simpson were also discussed. These concerns ranged from readability to formatting to a further inclusion of the Steering Committee's original vision which needed to be better reflected throughout the Plan.



Islands Trust

Follow Up Action Report w/ Target Date

Denman Island Sep-12-2011

No.	Activity	Responsibility	Target Date	Status
1	Reschedule the meeting with the K'omoks First Nation. Meeting to be separate from Hornby LTC, but on same day and directly after.	Courtney Simpson	Oct-25-2011	On Going

Jan-24-2012

No.	Activity	Responsibility	Target Date	Status
1	Amend definition of dwelling unit, affordable housing in the draft LUB amendment for DE-RZ-2011.1 to remove specific low income requirements.	Courtney Simpson	Feb-28-2012	Done

May-01-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff to draft letter for Chair's signature to Corey Jackson, (Regional Manager, Aquaculture Programs, Aquaculture Management Division, DFO), to accept the invitation to sit on the advisory committee and that we look forward to meeting with other interested parties. July 17 update: Trustee Graham will draft the letter.	Courtney Simpson	Jun-05-2012	On Going
1	Post link to 2011 annual report, when published, to Denman webpage.	Courtney Simpson	Jun-05-2012	On Going

May-02-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff to provide report on bylaw enforcement mechanisms to: a) remove predator netting; b) ban driving on the foreshore; and c) ban beach modification.	Courtney Simpson	Jul-17-2012	On Going

Jun-05-2012

No.	Activity	Responsibility	Target Date	Status
1	Invite BC Shellfish Growers Association to the to-be-scheduled meeting with DFO and ILMB on aquaculture. July 17 update: Arrange meeting after first hearing back from Corey Jackson, DFO, regarding participation in advisory meetings with local government for new aquaculture regulations.	Courtney Simpson	Jul-17-2012	On Going
1	Add "Discussion of Bylaw Enforcement" to the Denman Island Local Trust Committee business meeting in 18 months time (December, 2013) possibly to coincide with a discussion on affordable housing.	Courtney Simpson	Dec-01-2013	On Going

Jul-17-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff to provide information to the LTC on the LTC's authority to zone up to the high water mark of Vancouver Island.	Courtney Simpson	Oct-02-2012	Done
1	Draft DAI bylaw	Courtney Simpson	Oct-02-2012	On Going
1	Refer draft OCP and LUB amendments for DPA 4 to APC with staff report, for comment on draft as to the ecosystem protection it offers and fairness to property owners.	Courtney Simpson	Oct-02-2012	Done



STAFF REPORT

Date: August 23, 2012

File No.: DE-DVP-2012.1
(Barbara and John Mills)

To: Denman Island Local Trust Committee
For the meeting of October 2, 2012

From: Linda Prowse, Planner
|

Cc: Courtney Campbell, Island Planner

Re: Lot 3, Section 7, Denman Island, Nanaimo District Plan 34244
PID: 000-280-429

Owner: Barbara and John Mills

Applicant: Same

Location: 9850 Greenhill Road, Denman Island, BC

THE PROPOSAL:

The applicant submitted a siting and use permit application for the construction of a new dwelling, and to decommission (i.e. remove the kitchen) the existing dwelling once the new dwelling is built. Once the existing dwelling is converted into an accessory building, it will be in contravention of the land use bylaw's height restrictions for accessory buildings. The applicant was asked to submit a development variance permit application to allow an accessory building to be over-height..

The applicant is seeking a development variance permit to vary "Height Regulations Section 3.3, Table 4, Point 2, first bullet - Rural Residential (R2) Zone – which states that the maximum height of buildings and structures accessory to a residential use must not exceed 6 metres. The subject building requiring a variance is 7.01 m high and is currently being used as a dwelling. Once the dwelling is decommissioned making it into an accessory building for storage and a studio, the "new" accessory building will be one metre higher than what the regulations allow.

SITE CONTEXT:

The subject property is approximately 1.94 hectares (4.8 acres) located on the east side of Greenhill Road across from Stonehill Place. Figure 1, below, shows the location of the subject property.

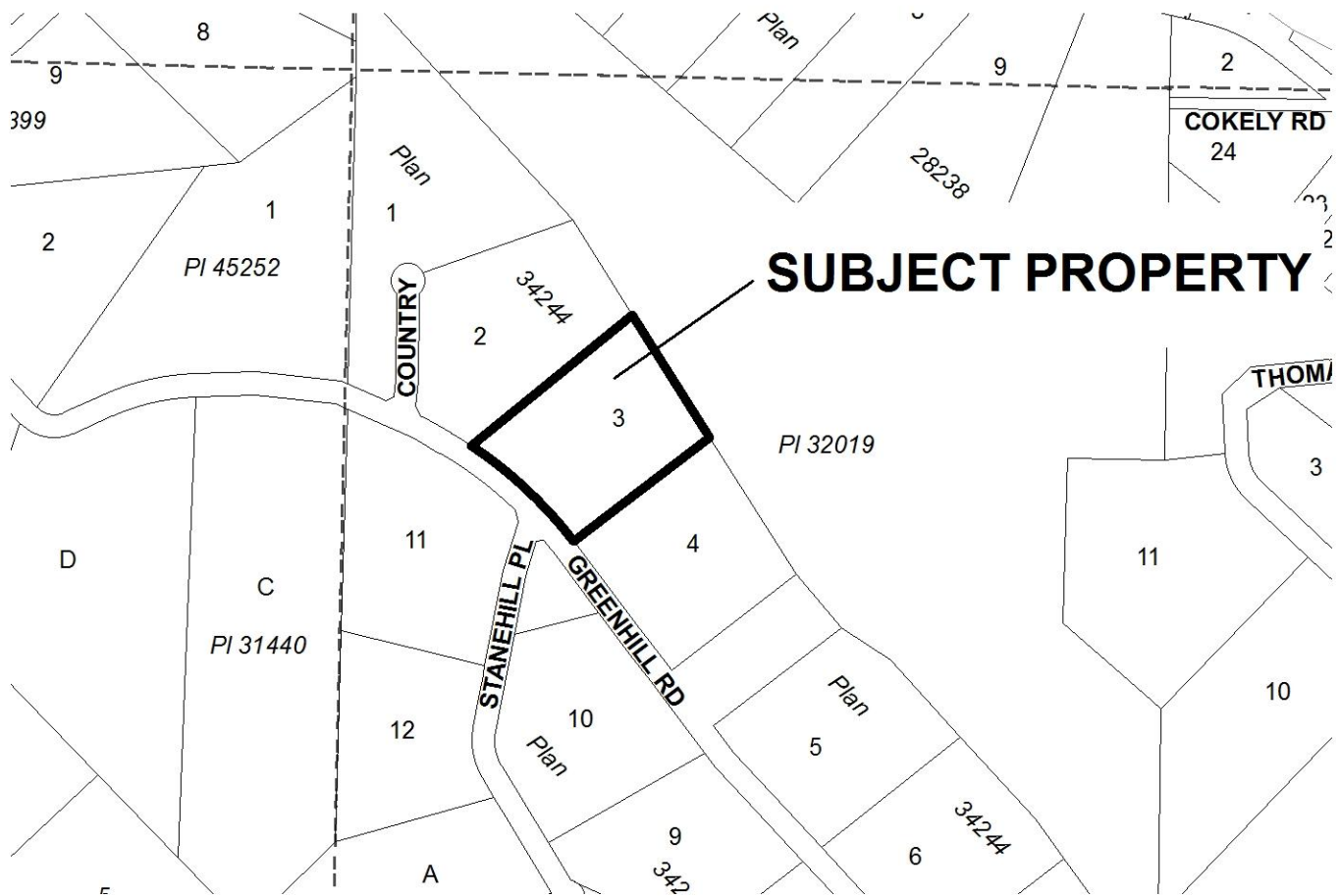


Figure 1: Location of Subject Properties

The property fronts Greenhill Road with residential properties to the north and south, and a wetland property (zoned for conservation) at the rear. The subject property is serviced with a well and sewage disposal field, and currently contains a single-family dwelling, workshop/carport/chicken coop, and a wood carving shop. A 1500 sq. ft. home is proposed to be built onto the wood carving shop, and the existing dwelling is proposed to be decommissioned, turning it into a studio/storage accessory building. A new sewage disposal field will be created for the new dwelling.

Figure 1: Aerial View of property showing building that is subject to the variance

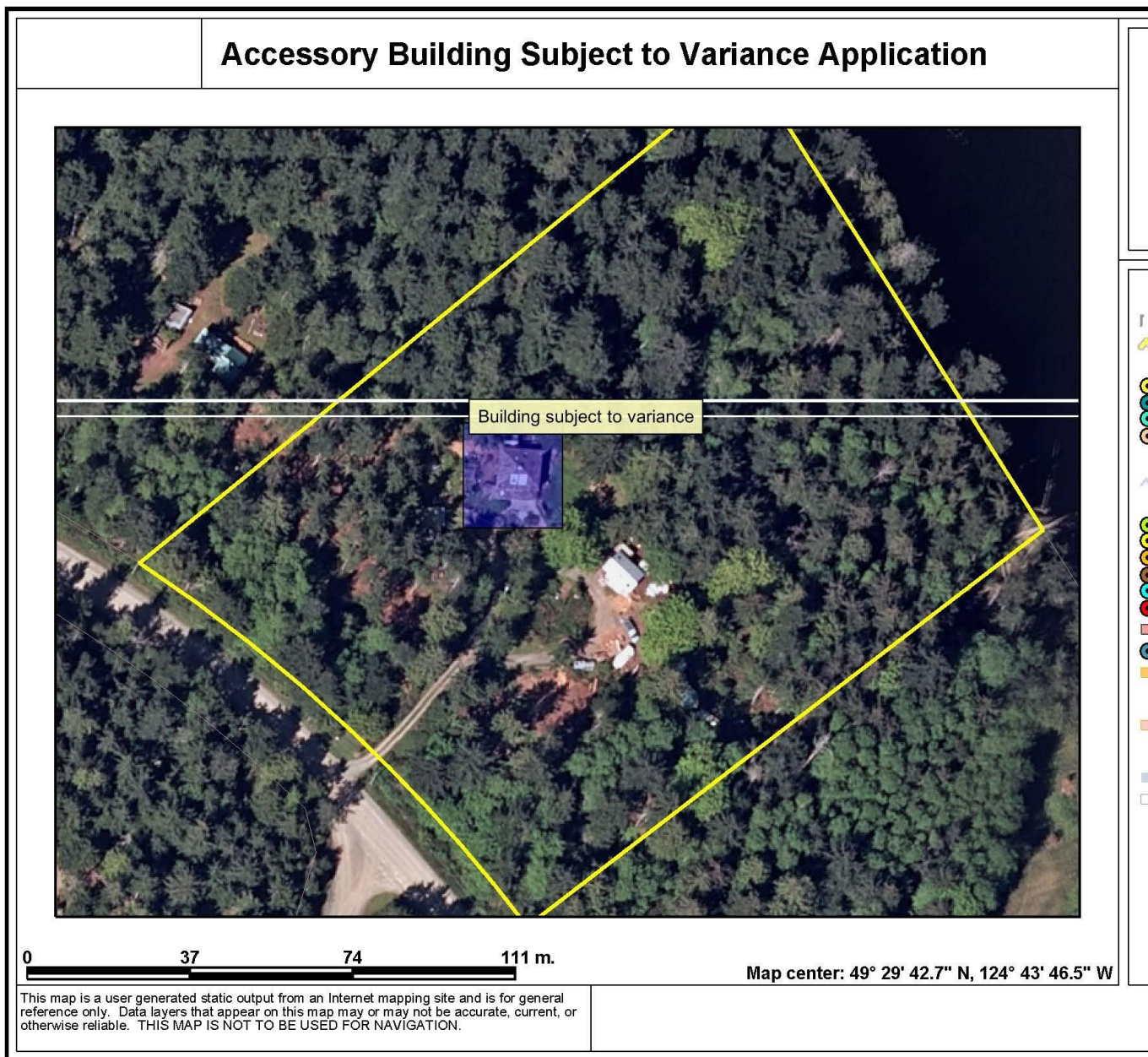


Figure 2:
Rearview of proposed Accessory Building on Northwest side of lot



Figure 3: View of Front of proposed Accessory Building



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

The proposal is consistent with the Islands Trust Policy Statement.

Denman Island Official Community Plan, No. 185 (OCP) :

The subject property of the proposed variance is designated Rural (R) as per the *Denman Island Official Community Plan, No. 185*. The area around the wetland is within the Major Streams and Wetlands Development Permit Area No. 4, however the developed portion of the lot is not within the Development Permit Area. . The OCP contains a number of policies with respect to the Rural (R) designation, including the following:

Section E.1 – Housing

Use and Density

Policy 8	In the Residential designation and the Rural designation, the principal use should be single family residential ...”
Policy 10	In the Rural designation, unless otherwise permitted by policies 16 and 29, zoning regulations should permit one dwelling unit per 4.0 hectares of lot area, provided that the land owner provides the Local Trust Committee with proof of adequate water supply for each dwelling unit without endangering the water supply of adjacent land owners. One dwelling unit should be permitted on lots that are less than 4.0 hectares in area.
Policy 15	Landowners are encouraged to cluster houses and buildings accessory to a residential use to leave areas of undeveloped space.

The proposal is consistent with the OCP.

Denman Island Land Use Bylaw, No. 148:

The subject property is zoned Rural Residential (R2) as per the *Denman Island Land Use Bylaw, No. 186*. The following chart summarizes the requirements pertaining to this lot in relation to the proposed height adjustment:

Density of Uses, Buildings and Structures	Rural Residential Zone	Proposal
Permitted buildings and structures	Single family dwelling units and buildings and structures accessory to a constructed single family unit allowed	1 Single Family Dwelling and 2 accessory buildings including the decommissioned dwelling – Complies
Minimum lot area per principal single family dwelling unit	4.0 ha (9.88ac)	1 dwelling on lot after existing dwelling decommissioned - Complies
Maximum combined lot coverage of buildings and structures	25%	< 25% - Complies
Setbacks	Front – 7.5m Side and Rear – 3m Wetland (buildings) 15m Wetland (sewage disposal field) – 30m Chicken coup – 3m	All setbacks for all buildings and structures including the sewage disposal field have been met - Complies
Height	Maximum height of <u>principal buildings</u> and structures located more than 100 m from the natural boundary of the	New principal dwelling height at highest point will be 5.48m (18 ft.) – Complies

	sea – 9m (29.5ft.) Maximum height of buildings and structures <u>accessory</u> to a residential use – 6m	Height of new accessory building (decommissioned dwelling) at highest point will be 7.01m (23 ft.)– DOES NOT COMPLY
--	---	--

Sensitive Ecosystems and Hazard Areas:

A swamp wetland borders the north east interior side lot line and all buildings and structures are setback at least 81 m (266 ft.) from the edge of the wetland. The remainder of the property is classified as “young forest” and “rural”, and the developed part of the lot is in the “rural” area. There are no endangered species mapped.

Archeological Sites:

According to the Provincial database of archaeological sites, there are no identified archaeological sites on or within 50 metres of the subject property.

Covenants:

There are no covenants registered on the property.

Riparian Areas Regulation

The property is located within a Riparian Areas Regulation verified watershed. However, as this development variance permit is to vary the height of an existing building, a riparian areas regulation report written by a Qualified Environmental Professional is not required.

Outside of the Development Variance permit process, but worthy of note, is the fact that the proposed dwelling that is subject to the Siting and Use Permit application is not within the Development Permit area around the wetland. This means that the proposed dwelling is also NOT subject to the Riparian Area Regulation and does not require a report done by a Qualified Environmental Professional. Staff will process the Siting and Use Permit for the proposed dwelling after the Local Trust Committee makes a decision in regards to the applicant’s Development Variance Permit.

Climate Change Mitigation and Adaption

Staff are unable to comment on potential GHG emission changes resulting from approval of this DVP or on any potential impacts on the proposed development from anticipated or possible climate change induced hazards.

PUBLIC NOTIFICATION AND RESULTS OF CIRCULATION:

Notification, required pursuant to the *Local Government Act* and Islands Trust policies and bylaws, will take place September 20, 2012 to October 2, 2012. The proposed permit and the notice are attached to this report as Attachments 1 and 2. Any correspondence received on this application will be forwarded to the Local Trust Committee at the meeting on October 2, 2012.

ISSUES SUMMARY:

- Intended purpose of Section 3.3 Table 4 Height regulations of the *Denman Island Land Use Bylaw, No. 86*

Generally, the intended purpose of imposing height restrictions on buildings and structures is to ensure that the maximum height is sensitive to the surrounding land uses and does not impact negatively on adjacent properties.

STAFF COMMENTS:

A site visit of the property was conducted on July 27, 2012. There is an existing dwelling on the property (i.e. the subject building that is to be decommissioned and is the subject of this development variance permit application), as well as a workshop/chicken coop, and the foundation of the proposed new dwelling that is subject to Siting and Use Permit DE-SUP-2012.4. This siting and use permit application will be processed after the Local Trust Committee makes its decision in regards to the development variance permit application.

The applicants were advised by staff that the proposed new dwelling plans are in compliance with the Denman Land Use Bylaw, however the old dwelling must either:

1. be decommissioned and turned into an accessory building and have a development variance approved to allow for being over-height; or
2. have the roof removed and/or building rebuilt so that it comes into compliance with height restrictions; or
3. be demolished.

The applicants initially planned to renovate the old dwelling to suit their needs as it is necessary for the applicants to have a one storey dwelling because of mobility issues. However, the contractor advised the applicants that it would be more expensive to renovate the existing dwelling than to build a new, one-storey dwelling, therefore the applicants chose to turn the existing dwelling into an accessory building and apply for the development variance permit.

The subject property and surrounding properties are densely wooded and neither the building subject to the variance, nor any of the buildings on the subject property, are visible by any neighbours. It is staff's opinion that the granting of the proposed permit will not negatively impact surrounding land, and adjacent properties.

RECOMMENDATIONS:

Staff recommends that the Denman Island Local Trust Committee instruct staff to issue development variance permit DE-DVP-2012.1 (Barbara and John Mills).

Respectfully submitted by:



Linda Prowse
Planner

August 23, 2012
Date

Concurred in by:

Chris Jackson

RPP, MCIP, Regional Planning
Manager

September 5, 2012

Date

Attachments: Attachment 1 – Notice
 Attachment 2 – Proposed Permit



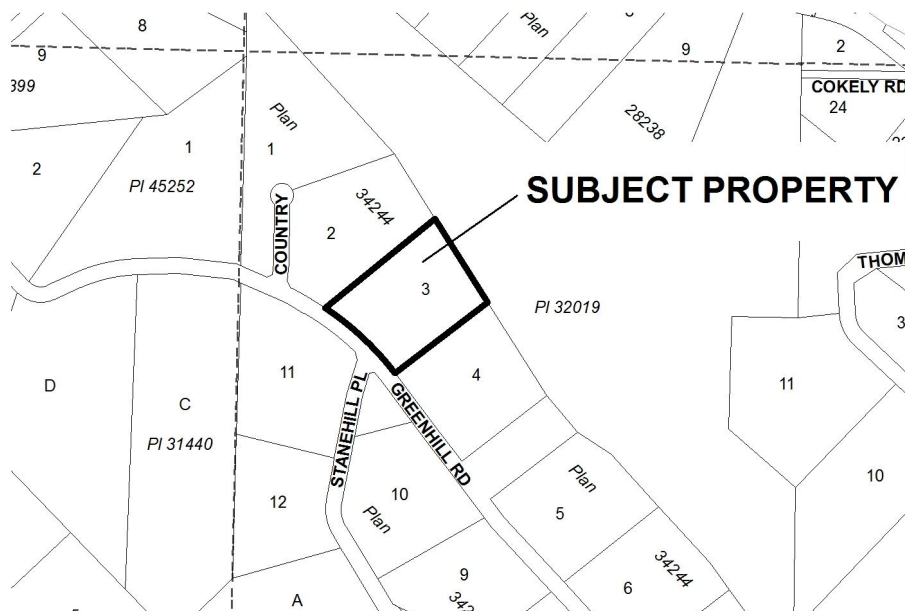
NOTICE
DE-DVP-2012.1
DENMAN ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given that the Denman Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*, varying Section 3.3, Table 4, Point 2, first bullet (R2 Zone – Height) of the Denman Island Land Use Bylaw No. 186, 2008, which states that the maximum height of buildings and structures accessory to a residential use is 6 metres.

The Rural Residential 2 zone in the Land Use Bylaw currently allows an accessory building to be a maximum height of 6 metres (19.68 feet). The purpose of this permit would be to vary the height regulations in the Land Use Bylaw to allow an existing accessory building (i.e. a decommissioned dwelling) that is 7.01 metres (23 feet) in height to comply with the Land Use Bylaw.

The subject property is legally described as Lot 3, Section 7, Denman Island, Nanaimo District, Plan 34244. The subject property is generally described as 9850 Greenhill Road, Denman Island, BC.

The general location of the subject property is shown in the following sketch:



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, V0R 1X3 between the hours of 8:30 am to 4:00 pm Monday to Friday inclusive, excluding statutory holidays, commencing September 20, 2012 and continuing up to and including October 2, 2012. Also, attached for your convenience is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed Permit, please submit them before 4:30pm, October 1, 2012 to:

Mail: Islands Trust
700 North Road
Gabriola Island, BC V0R 1X3
Fax: (250) 247-7514
Email: lprowse@islandstrust.bc.ca
Phone: Linda Prowse, Planner at (250) 247-2200; for Toll-free access, request a transfer via Enquiry BC in Vancouver: 604-660-2421 and elsewhere in BC at 1-800-663-7867

Following the end of the notice period, the Denman Island Local Trust Committee may consider issuance of the proposed Permit at its meeting to be held at 10:30am on Tuesday, October 2, 2012, at Denman Seniors' Hall located at 1111 Northwest Road, Denman Island, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Jacquie Hill
Deputy Secretary

ATTACHMENT NO. 2 – Proposed Permit

TO: Barbara and John Mills

1. This Development Variance Permit applies to the land described below:

	DENMAN ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT DE-DVP-2012.1
---	---

Lot 3, Section 7, Denman Island, Nanaimo district, Plan 34244

2. Pursuant to Section 922 of the *Local Government Act*, Denman Island Land Use Bylaw No. 148, 2008, is varied as follows:

From:

“Height Regulations Section 3.3, Table 4, Point 2, first bullet - Rural Residential (R2) Zone – Maximum height of buildings and structures accessory to a residential use must not exceed 6 metres”.

To:

“Height Regulations Section 3.3, Table 4, Rural Residential (R2) Zone – Maximum height of buildings and structures accessory to a residential use must not exceed 7.01 metres”.

This variance only applies to the existing accessory building shown on the attached Schedules.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of the Denman Island Land Use Bylaw No. 186, 2008 and to obtain other appropriate approvals necessary for completion of the proposed development.

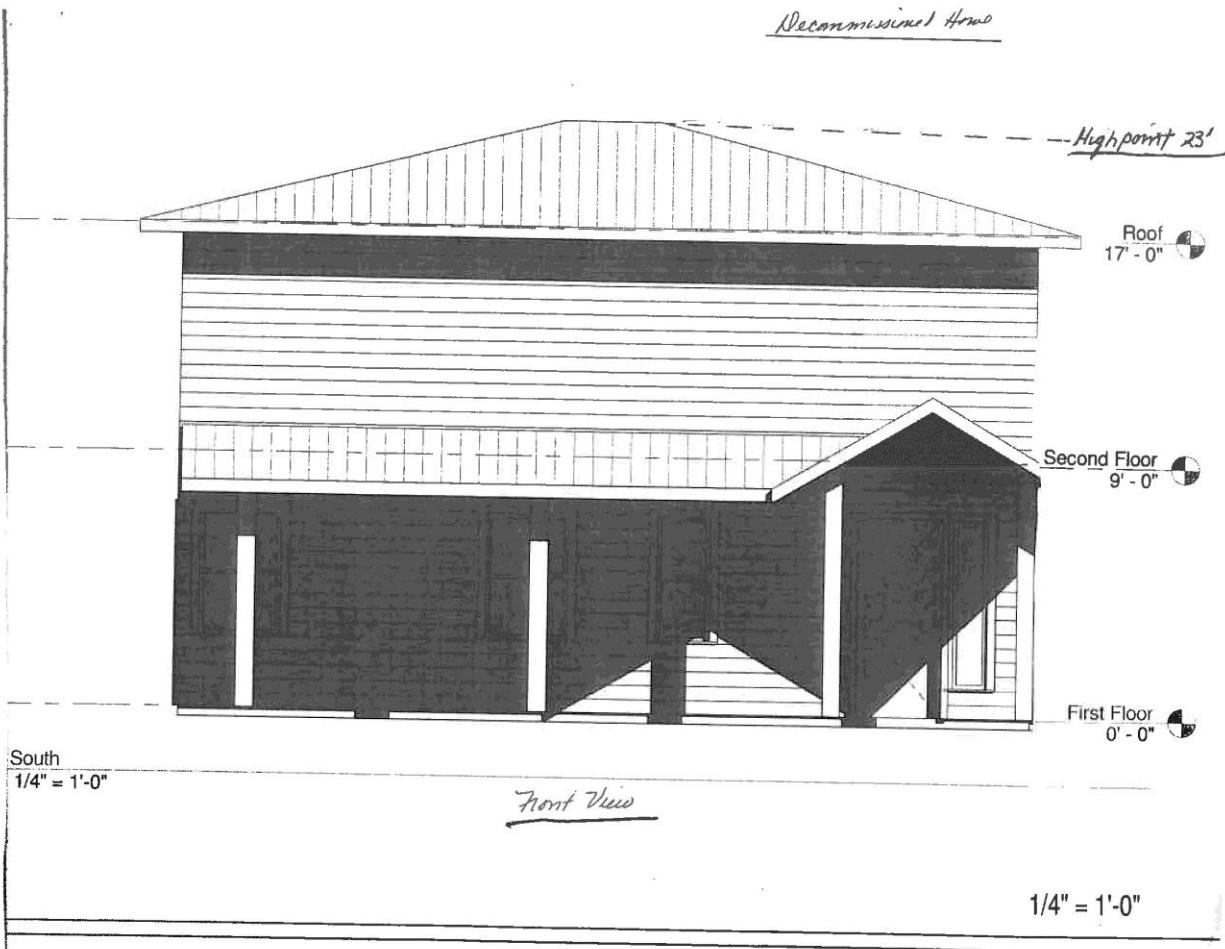
AUTHORIZING RESOLUTION PASSED BY THE DENMAN ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF ____, 2012.

Deputy Secretary, Islands Trust

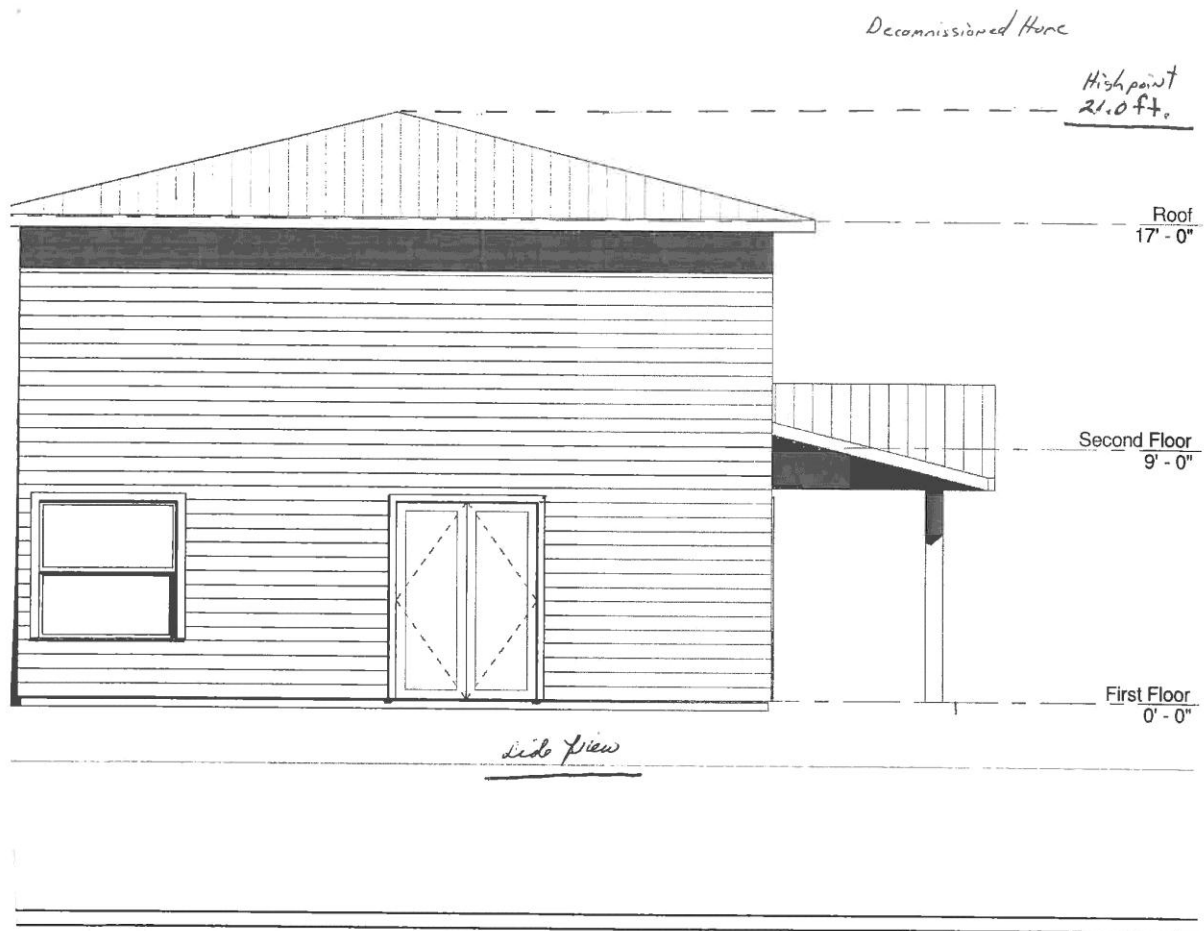
Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF ____, 2014, THIS PERMIT AUTOMATICALLY LAPSES.

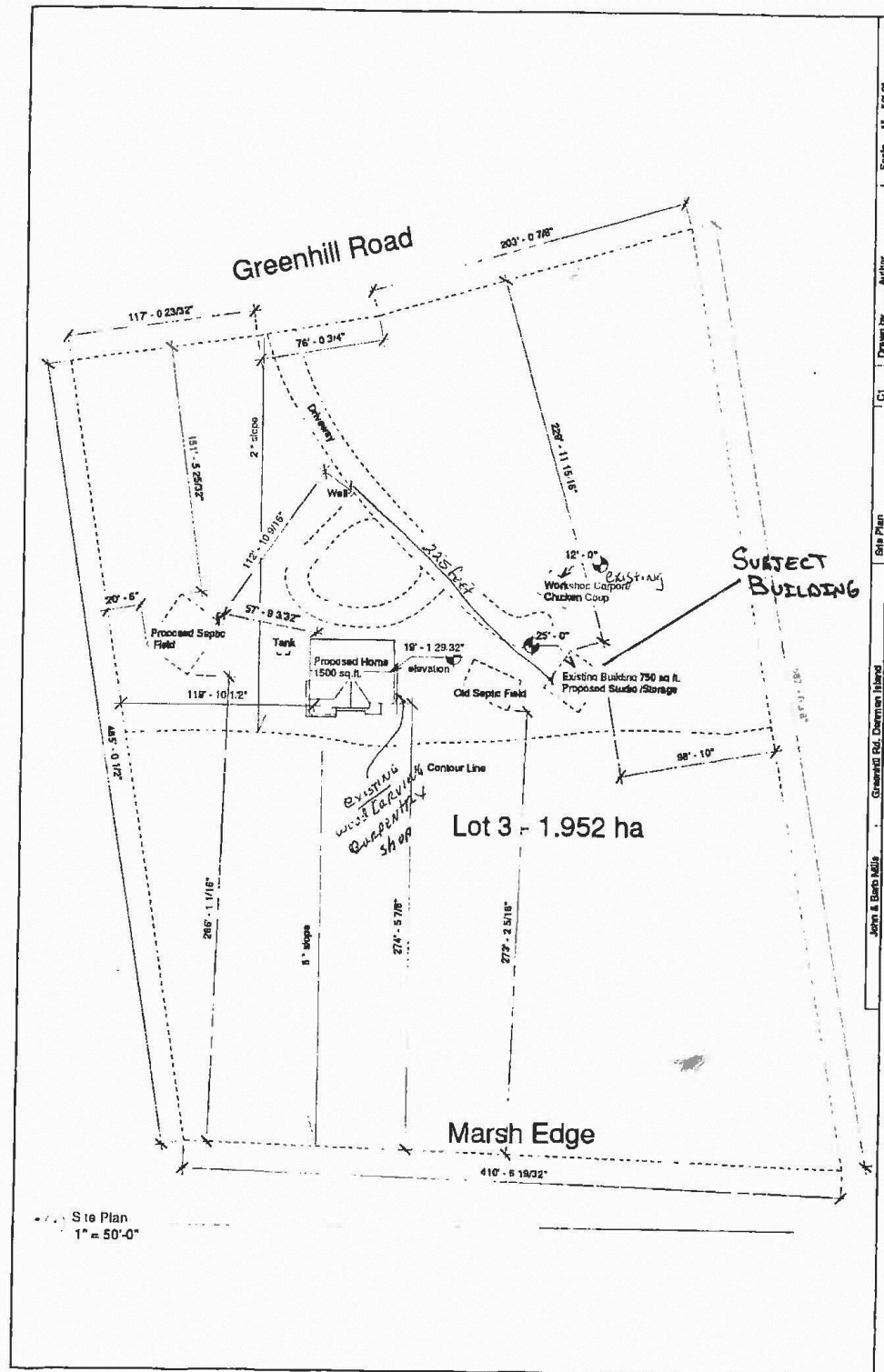
SCHEDULE "A"
DE-DVP-2012.1
BUILDING ELEVATION – FRONT



SCHEDULE "B"
DE-DVP-2012.1
BUILDING ELEVATION - SIDE



SCHEDULE "C"
DE-DVP-2012.1
SITE PLAN





STAFF REPORT

Date: September 10, 2012

File No.: DE-RZ-2011.1 (Denman
Community Land Trust Association)

To: Denman Island Local Trust Committee
For meeting of October 2, 2012

From: Courtney Simpson, Island Planner

CC: Chris Jackson, Regional Planning Manager

Re: “Keystone Project” Affordable Housing Application

Owner: Ilsa Pamela Brons

Applicant: David Critchley, Denman Community Land Trust Association (DCLTA)

Location: Lot 1, SW ¼ of section 21, Plan 32301, Denman Island, Nanaimo District
2016 Northwest Road

1. THE PROPOSAL

The Denman Community Land Trust Association (DCLTA) proposes to increase the density on the subject property by one and rezone a 1.0 ha (2.47 ac) portion of the 11.37 ha (28.09 ac) lot to a new zone for affordable housing. This project is called their “Keystone” project as it the first for DCLTA. Based on conditions of the donation, the affordable housing will be on a separate lot with one dwelling limited in square footage, and for a period of 99 years. The donor has removed the condition to limit occupancy of the dwelling to one person.

This is the fourth staff report on this application. Previous staff reports are as follows:

- *September 12, 2011 meeting:* review of the proposal’s conformity with the Islands Trust Policy Statement and the Official Community Plan policies and Land Use Bylaw regulations.
- *October 25, 2011 meeting:* summary of issues raised at the community information meeting on October 4, 2011; advice on how the application could proceed.
- *January 24, 2012 meeting:* description of elements of a housing agreement and adoption procedures; draft land use bylaw amendment.

The purpose of this staff report is provide a draft housing agreement, and an amended draft land use bylaw amendment amended as per LTC resolution on January 24, 2012.

2. CURRENT PLANNING STATUS OF SUBJECT LANDS

Refer to earlier staff reports for this information.

3. SITE CONTEXT

There is one dwelling currently on the property, close to Northwest Road. The majority of the property is forested, aside from a cleared area around the existing dwelling. The proposed lease area is at the opposite end of the property, on the eastern side, and would be

accessed from Chickadee Place, not to be confused with the Ministry of Transportation right-of-way with the same name to the west of Chickadee Lake.

4. RESULTS OF CIRCULATION/COMMUNITY INFORMATION MEETINGS

The DCLTA held a public meeting on Tuesday, July 19, 2011.

The LTC hosted a community information meeting (CIM) on Tuesday, October 4, 2011.

The proposal was referred to the APC whose minutes of their October 5, 2011 meeting record support for the application and include a number of comments on details of the application.

Staff recommends a further CIM once a draft bylaw and housing agreement bylaw have been given first reading.

5. ISSUES SUMMARY

- a) Agricultural Land Reserve inclusion application
- b) Draft housing agreement
- c) Definition of Affordable Housing
- d) Tenant Selection Procedure
- e) Early First Nations referrals

6. STAFF COMMENTS

a) Agricultural Land Reserve inclusion application

Pursuant to the LTC's resolution on January 24, 2012, DCLTA applied for inclusion into the ALR of the portion of land between the ALR boundary and the boundary of the proposed new lot. This application has been forwarded to the Agricultural Land Commission (ALC) by the LTC and is awaiting a decision. Should the LTC approve this inclusion, an OCP amendment will be needed to ensure the land use designation matches the new boundary of the ALR. This new boundary of the ALR would also require an extension of the Agriculture (A) zone in the Land Use Bylaw.

b) Draft housing agreement

Attached is the draft housing agreement prepared by DCLTA's legal counsel and reviewed by Islands Trust staff. Although this has undergone a careful review by staff and the DCLTA has made amendments based on our comments, a review by Islands Trust legal counsel is the standard procedure and is strongly recommended.

At the July 17, 2012 LTC meeting, staff asked the LTC to pass a resolution to enter into a cost recovery agreement for the review of the housing agreement by legal counsel. Legal review of documents such as covenants and housing agreements are extraordinary costs that are not included in the rezoning application fee. At the July 17 meeting, DCLTA asked the LTC to waive this cost, estimated at \$2,000. The LTC does not have the authority to waive the cost, but could sponsor it from their local expense account. At the time of writing this report the Chair had not yet obtained a response from the Executive Committee pertaining to the following resolution:

*It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee seek advice from the Executive Committee about alternate approaches to the cost recovery agreement for legal review of the housing agreement for Denman*

The procedures for a housing agreement are described in the staff report at the January 24, 2012 meeting. Briefly, a housing agreement is adopted and amended by bylaw. Statute does not require that adoption of a housing agreement bylaw be subject to a public hearing, but when in connection with a rezoning, common law requires that it is. As such, staff recommends that the housing agreement bylaw and bylaw to amend the LUB are brought through this process together.

c) Definition of Affordable Housing

At their January 24, 2012 meeting, the LTC passed a resolution to remove specific low-income requirements from the definition of affordable housing in the bylaw to amend the LUB. This has been changed on the attached draft bylaw. Below and in the attached draft bylaw, is the revised definition. In bold below is the amended text:

*“dwelling unit, affordable housing means a deed restricted and/or rent controlled dwelling unit that is secured by a housing agreement, **is available to persons with a low income as defined by housing agreement for the dwelling unit,** and where the maximum monthly rental rate or purchase price does not exceed 30% of tenant’s or purchaser’s income;”*

d) Tenant Selection Procedure

DCLTA revised their Tenant Selection Criteria (now called Tenant Selection Procedure) and addressed the questions and concerns from Islands Trust staff based on feedback from the public. The tenant Selection Procedure is now included in the draft housing agreement as Schedule A.

e) Early First Nations referrals

Pursuant to the LTC’s resolution at their January 24, 2012 meeting, staff sent an early referral of this rezoning application to the following First Nations:

Laich-kwil-tach Treaty Society
We Wai Kai Nation
We Wai Kum First Nation
K’omoks First Nation
Hul’qumi’num Treaty Group
Cowichan Tribes
Lake Cowichan First Nation
Halalt First Nation
Lyackson First Nation
Qualicum First Nation
Penelakut Tribe
Snaw’Naw’As Nation
Stz’uminus First Nation
Nanwakolis First Nations Referral Office
Te’Mexw Treaty Association

Xwemalhwu (Homalko) First Nation

Responses were received from Xwemalhwu (Homalko) and K'omoks First Nations and the Laich-kwil-tach Treaty Society, with no concerns. No other responses have been received. All of these First Nations will also receive a formal referral after first reading of the bylaws.

7. SUMMARY OF OPTIONS

To move forward with the housing agreement, review by Islands Trust legal counsel is strongly recommended. If the LTC has not found options for sponsoring the cost at the Executive Committee level, the LTC can sponsor some of the cost through their local expense account, or the applicant may have to cover the entire cost. If the applicant is covering some or all of the cost, the LTC must pass a resolution to authorize entering into a cost recovery agreement with the applicant.

Given staff advice to bring the housing agreement bylaw and bylaw to amend the LUB through the legislated process together, staff recommends that neither be given first reading until after the housing agreement has been reviewed by legal counsel.

RECOMMENDATIONS

Based on the above considerations, staff recommends THAT the Denman Island Local Trust Committee:

1. authorize staff to enter into a housing agreement with the applicant of DE-RZ-2011.1, the Denman Community Land Trust Association, for the cost of legal review of a housing agreement.

Respectfully submitted by:

Courtney Simpson

Courtney Simpson MCIP
Registered Professional Planner

September 20, 2012

Date of signature

Attachments:

1. Draft Bylaw No. 204
2. Draft Housing Agreement Bylaw No. 205

DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 204

A BYLAW TO AMEND DENMAN ISLAND LAND USE BYLAW, 2008

WHEREAS the Denman Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Denman Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS the Denman Island Local Trust Committee wishes to amend Denman Island Land Use Bylaw No. 186, 2008 to increase the density and amend the zoning regulations on one lot for the provision of affordable housing;

AND WHEREAS the Denman Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Denman Island Local Trust Committee enacts in open meeting assembled as follows:

A. Bylaw No. 186, cited as "Denman Island Land Use Bylaw, 2008" is amended as follows:

1. That the following amendments are made to Schedule "A" of Bylaw No. 186 cited as "Denman Island Land Use Bylaw, 2008":

a) To Section 1.1 [Definitions] by adding the following new definition in alphabetical order:

"dwelling unit, affordable housing means a deed restricted and/or rent controlled dwelling unit that is secured by a housing agreement, is available to persons with a low income as defined by housing agreement for the dwelling unit, and where the maximum monthly rental rate or purchase price does not exceed 30% of tenant's or purchaser's income;"

b) To Section 3.3 [Residential Zoning Tables], Table 8 [Site-Specific Regulations] by adding a new site-specific zone R1(4), in numerical order, as follows:

- "R1(4)
- 1 Despite Table 2 of this section, single family dwelling units and buildings and structures accessory to single family dwelling units are not permitted and instead, *affordable housing dwelling units* are permitted, and buildings and structures accessory to *affordable housing dwelling units* are permitted.
 - 2 In addition to Table 6 of this section, the maximum gross floor area for an *affordable housing dwelling unit* is 93 square metres.
 - 3 Despite Section 2.1, travel trailers are not permitted to be stored on the lot or to be used as a principal dwelling unit. However, a travel trailer may be used on the lot for up to six

months during construction of the *affordable housing dwelling unit* or units.

- 4 Home occupation uses are permitted as an *accessory use*. Despite Section 2.4, home-based *guest accommodation*, welding shops, including sale of products produced on site, daycare, and automobile repair and maintenance, are not permitted.”

- c) To Section 3.4 [Resource Zoning Tables], Table 8 [Site-Specific Regulations] by adding a new site-specific zone A(14), in numerical order, as follows:

“A(14) 1 Despite Table 7 of this section, the minimum lot area permitted by subdivision, subject to the regulations in Section 2.8 is 9.0 ha.”

2. That Schedule “B” [zoning map] of Bylaw No. 186 cited as “Denman Island Land Use Bylaw, 2008” is amended by changing the zoning classifications as follows:

- a) On portions of land legally described as Lot 1, Sections 20 and 21, Denman Island, Nanaimo District, Plan 32301, the zoning classification is changed:

From Agriculture (A) to Agriculture (A(14));
From Rural Residential (R2) to Agriculture (A(14)); and
From Rural Residential (R2) to Residential (R1(4))

As shown on Plan No. 1 attached to and forming part of this bylaw.

3. This Bylaw may be cited as "Denman Island Land Use Bylaw, 2008, Amendment No. X, 2012”.

READ A FIRST TIME THIS	_____	DAY OF	_____	, 201_
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	, 201_
READ A SECOND TIME THIS	_____	DAY OF	_____	, 201_
READ A THIRD TIME THIS	_____	DAY OF	_____	, 201_
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	, 201_
ADOPTED THIS	_____	DAY OF	_____	, 201_

SECRETARY

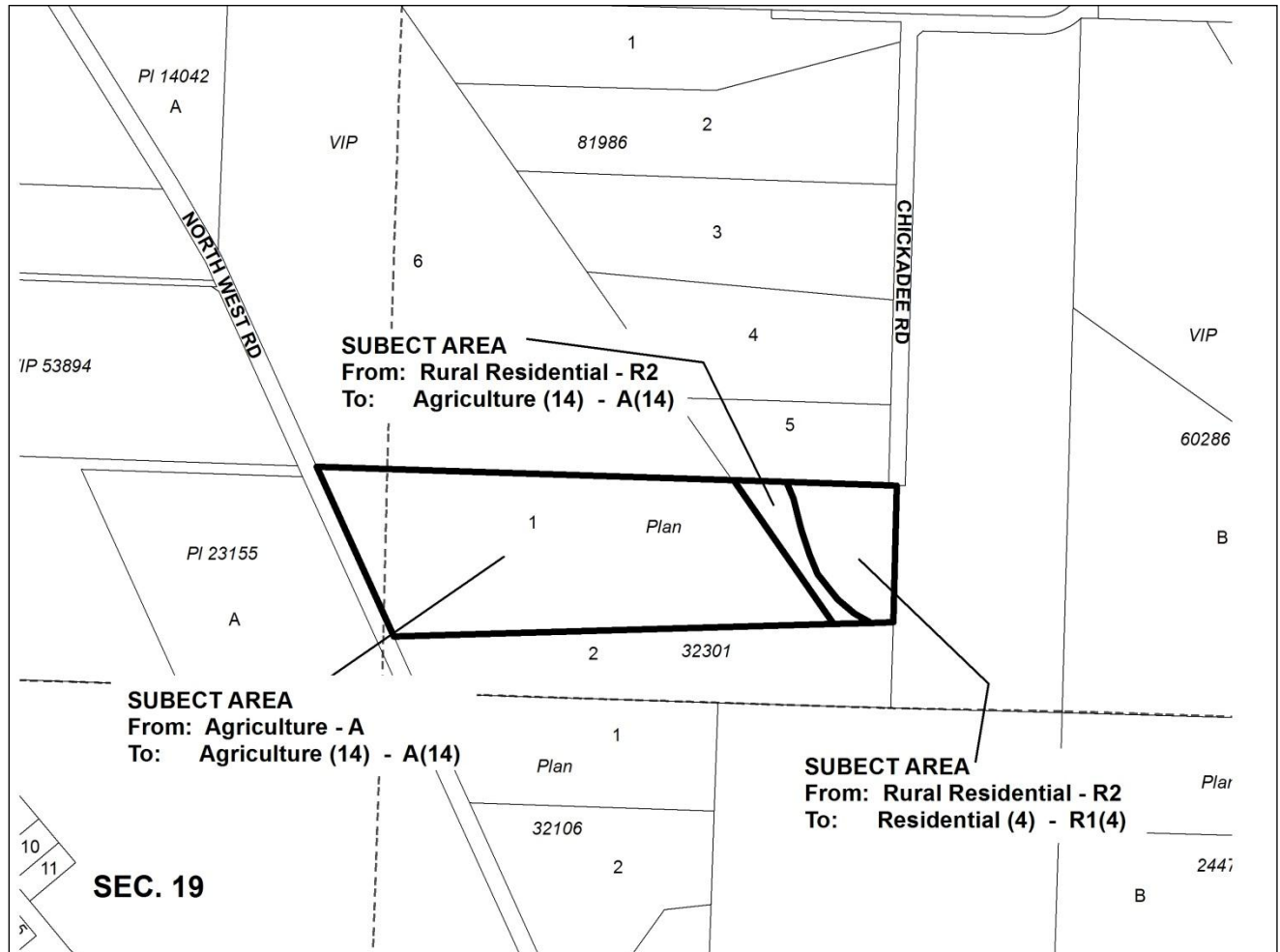
CHAIRPERSON

DRAFT

DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 204

Plan No. 1



BYLAW NO. 205

A Bylaw to Authorize a Housing Agreement

DRAFT

LAND TITLE ACT

TERMS OF INSTRUMENT – PART 2

Housing Agreement and Section 219 Covenant

THIS AGREEMENT DATED FOR REFERENCE THE..... DAY OF, 2012 is

BETWEEN:

ILSA PAMELA BRONS, of 2016 Northwest Road, Denman Island, B.C., V0R 1T0

(the “Grantor”)

AND

DENMAN COMMUNITY LAND TRUST ASSOCIATION, a society incorporated under the laws of the province of British Columbia and having its office at 3900 Lacon Road, Denman Island, B.C., V0R 1T0

(the “Society”)

AND:

DENMAN ISLAND LOCAL TRUST COMMITTEE, a corporation under the *Islands Trust Act*, having an office at 2nd Floor, 1627 Fort Street, Victoria, B.C., V8R 1H8

(the “Trust Committee”)

WHEREAS:

- A. The Grantor has agreed to donate a portion of the Lands to the Society in fee simple for use as Affordable Housing. The donation will be completed by a transfer of land filed in the Land Title Office following the rezoning of the portion of the Lands to permit the use for Affordable Housing and following the filing of a subdivision plan in the Land Title Office to create a separate parcel for the donated land as hereafter described;
- B. The Grantor and the Society have applied to the Trust Committee for rezoning of the Lands to permit the subdivision and the construction of a dwelling unit for affordable housing on the Lands as more particularly described in this Agreement;
- C. The Trust Committee may, pursuant to s.905 (1) of the *Local Government Act*, enter into an agreement with an owner of land that includes terms and conditions regarding the occupancy of housing units located on those lands;

DRAFT

- D. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the Trust Committee in respect of the use of land or construction on land;
- E. The Grantor, the Society and the Trust Committee wish to enter into this Agreement to provide for the construction of a Dwelling Unit and the occupation of the Dwelling Unit by a Qualified Occupant, and agree that this Agreement is both a section 219 covenant under the *Land Title Act* and a housing agreement under Section 905 of the *Local Government Act*; and
- F. The Trust Committee has, by bylaw, authorized the execution of this Agreement and the Owner has duly authorized the execution of this Agreement.

THIS AGREEMENT is evidence that in consideration of \$2.00 paid by the Trust Committee to the Owner (the receipt of which is acknowledged by the Owner), and in consideration of the promises exchanged below, the Trust Committee and the Owner agree, as covenants granted by the Owner to the Trust Committee under s.219 of the *Land Title Act*, and as a housing agreement between the Owner and the Trust Committee under s.905(1) of the *Local Government Act*, as follows:

1. **Definitions** – In this Agreement:

“Affordable Housing” means housing that:

- a) is reasonably adequate in size and composition for the number of occupants,
- b) is free of conditions that pose a threat to human health,
- c) provides reasonable security of tenure,
- d) costs not more than 30% of the monthly Household Income of the occupants for rent,
- e) is occupied by Qualified Occupants;

“Affordable Housing Portion of the Lands” means that portion of the Lands outlined in bold and named Lot A, on a plan of subdivision dated the 3rd day of April, 2012 prepared by Peter Mason, BCLS;

“Dwelling Unit” means one or more rooms in a building that are used, or constructed so as to be capable of being used, for the residential use of a single household, and containing one kitchen, and eating, sleeping and living areas;

“Household Income” means the aggregate of income from all sources of all the occupants of a Dwelling Unit, or of the sole occupant if such be the case;

“Lands” means Lot 1, SW1/4 of Section 21, Plan 32301, Denman Island, Nanaimo District;

“Owner” means the the Grantor, the Society and the registered owner of the Lands from time to time and any parcels into which the lands are subdivided;

“Qualified Occupant” means a sole person or member of a household whose Household Income is within 120% of the Low Income Cut-Off as determined from time to time by Statistics Canada or its successor agency;

“Western Portion of the Lands” means the remainder of the Lands after a subdivision plan filed in the Land Title Office creates the Affordable Housing Lands as a separate parcel.

DRAFT

2. Construction and Maintenance – The Owner covenants and agrees:

- (a) To design, construct and maintain in a reasonable state of repair a Dwelling Unit for Affordable Housing on the Lands in accordance with the terms of this Agreement;
- (b) That the total floor space of the Dwelling Unit must not exceed 1,000 square feet;
- (c) That the Lands must be used only in accordance with this Agreement; and
- (d) That the Lands must be used only for the construction, use and occupation of a Dwelling Unit for Affordable Housing together with buildings and structures accessory to affordable housing dwelling units as permitted by bylaw;
- (e) That if the Lands cease to be used for Affordable Housing for a period of one year, the Owner shall apply, at its own expense, to rezone the Lands to Conservation use.

3. Occupancy –

- (1) The Owner must not permit the Dwelling Unit to be occupied as a residence by any person other than an individual who resides in the Dwelling Unit on a full-time basis and who is a Qualified Occupant.
- (2) In consideration of the cliff adjacent to the Lands, the Owner agrees not to permit the Dwelling Unit to be occupied as a residence by anyone under the age of 19 years.

4. Availability and Rental of Dwelling Units –

- (1) The Owner must:
 - (a) rent or lease the Dwelling Unit only on a month-to-month basis or by a lease agreement; and
 - (b) specify in every lease or tenancy agreement the existence of this Agreement and the occupancy restrictions applicable to the Dwelling Unit, and provide to each tenant, upon their request, a copy of this agreement.
- (2) The first tenant shall be selected by the Owner, but must be a Qualified Occupant.
- (3) Subsequent tenant selection shall be done by a committee created by the Society consisting of not less than five Denman residents who are not related to, or close friends with, any of the people who are then applying for a tenancy. Selection shall be in accordance with the tenant selection procedures of the Society, a copy of which is attached as Schedule "A". The tenant selection procedure may be amended, provided that it is at all times fair and reasonable and that any changes are first approved in writing by the Trust Committee, or an Islands Trust staff member designated by the Trust Committee, such approval not to be unreasonably withheld.

DRAFT

5. **Maximum Rent –**

- (a) The Owner must not charge a Tenant occupying a Dwelling Unit a monthly rent amount greater than 30% of the monthly Household Income of the occupants of the Dwelling Unit.
- (b) No rent increase for a Dwelling Unit may be greater than that permitted under the *Residential Tenancy Act*.
- (c) The Owner must provide to the Trust Committee a record of rental charges for each month of occupancy of the Dwelling Unit, as well as sufficient additional information to demonstrate compliance with this Agreement, provided that the Trust Committee must not make such a request more frequently than once in any year (such limitation shall not affect the ability of the Trust Committee to investigate and make inquiries as necessary to confirm compliance with this Agreement).

6. **Order to Comply** - If the Owner is in default of the performance or observance of this Agreement, the Trust Committee may give the Owner a notice of default requiring the Owner to comply with this Agreement within the time stated in the notice.

7. **Statutory Declaration** – Within five days after receiving notice from the Trust Committee, the Owner must deliver to the Trust Committee a statutory declaration, substantially in the form attached as Schedule “B”, sworn by the Owner, or a knowledgeable director, officer, or employee of any corporate Owner, under oath before a commissioner for taking affidavits in British Columbia, containing all of the information required to complete the statutory declaration.

8. **Specific Performance of Agreement** – The Owner agrees that the Trust Committee is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement. Further, the Owner agrees that the foregoing provision is reasonable given the public interest in restricting the occupancy of the Dwelling Unit on the Lands in accordance with this Agreement.

9. **No Public Law Duty** – Wherever in this Agreement an act, determination, consent, approval or agreement of the Trust Committee is provided for, such act, determination, consent, approval or agreement may be done or made in accordance with the terms of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice shall have any application.

10. **No Waiver** – No condoning, excusing or overlooking by the Trust Committee of any default under this Agreement, nor any consent, approval, or agreement whether written or otherwise shall be taken to operate as a waiver by the Trust Committee of any subsequent default or of the necessity for further consent, approval or agreement in respect of a

DRAFT

subsequent matter requiring it under this Agreement, or in any way to defeat or affect the rights or remedies of the Trust Committee.

11. **Arbitration** – Any matter in dispute between the parties under this Agreement, including any disputes as to whether a particular individual is eligible to occupy a Dwelling Unit, must be referred to a single arbitrator if the parties can agree on one, and otherwise to three arbitrators, one to be appointed by each of the parties and the third by those two so appointed, and the matter must be resolved in accordance with the provisions of the *Commercial Arbitration Act* of British Columbia.
12. **Notice on Title** – The Owner acknowledges and agrees that this Agreement constitutes both a covenant under section 219 of the *Land Title Act* and a housing agreement under Section 905 of the *Local Government Act*, and agrees that the Trust Committee must file in the Land Title Office a notice that the Lands are subject to this Agreement, and that, once the notice is filed, this Agreement is binding on all persons who acquire an interest in the Lands.
13. **Covenant Runs with the Land** – Every obligation and covenant of the Owner in this Agreement constitutes both a contractual obligation and a covenant granted by the Owner to the Trust Committee in accordance with section 219 of the *Land Title Act* in respect of the Lands and this Agreement burdens the Lands and runs with it and binds the Owner's successors in title and binds every parcel into which it is consolidated or subdivided by any means, including, by subdivision or by strata plan.
14. **Limitation on Owner's Obligations** – The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands.
15. **Amendment and Termination** – This Agreement may not be modified or amended except by bylaw of the Trust Committee, upon an agreement in writing between the Trust Committee and the Owner. This Agreement may be terminated or discharged by the Trust Committee without the consent or agreement of the Owner.
16. **Notices** – Any notice required to be given pursuant to this Agreement shall be in writing and shall be given to the Owner or the Trust Committee, as the case may be, at the address first above written, or to any other address of which either the Owner or the Trust Committee may advise the others in writing in accordance with this paragraph. Notice to the Trust Committee must be addressed to the Secretary of the Islands Trust. If given in person or by facsimile transmission, such notice will be deemed to be received when delivered and, if mailed, such notice will be deemed to be received only when actually received by the party to whom it is addressed.

DRAFT

17. **Enurement** – This Agreement shall enure to the benefit of and be binding on the Trust Committee and its successors and on the Owner and its heirs, successors, personal representatives, administrators, assignees, and successors in title.
18. **Remedies Cumulative** – The remedies of the Trust Committee specified in this Agreement are cumulative and are in addition to any remedies of the Trust Committee at law or in equity. No remedy shall be deemed to be exclusive, and the Trust Committee may from time to time have recourse to one or more or all of the available remedies specified herein or at law or in equity.
19. **Severability** – Each covenant and agreement contained in this Agreement is, and shall be construed to be, a separate and independent covenant or agreement and the breach of any such covenant or agreement by the Owner shall not discharge or relieve the Owner from its obligations to perform. If any term or provision of this Agreement, or its application to any person or circumstance shall to any extent be invalid and unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law.
20. **Joint and Several** – In the case of more than one Owner, the grants, covenants, conditions, provisions, agreements, rights, powers, privileges and liabilities of the Owner shall be construed and held to be several as well as joint.
21. **Included Words** – Wherever the singular or the masculine is used in this Agreement, it shall be deemed to include the plural or the feminine, or the body politic or corporate, where the context or the parties so require.
22. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the province of British Columbia.
23. **Joint Venture** – Nothing in this Agreement shall constitute the Owner as an agent, joint venture or partner of the Trust Committee or give the Owner any authority or power to bind the Trust Committee in any way.
24. **Time of Essence** – Time is of the essence in this Agreement.
25. **Further Assurances** – The parties shall execute and do all such further deeds, acts, things and assurances as they reasonably require to carry out the intent of this Agreement.

DRAFT

26. **No fettering of Statutory Discretion** – No consent or approval given by the Trust Committee under this Agreement shall derogate from or bind the Trust Committee in the exercise of any statutory duty, power or discretion.
27. **Release of this Agreement** – The Trust Committee agrees that within a reasonable time after a demand by the Owner, the Trust Committee must execute and deliver to the Owner a discharge of this Agreement, executed in registerable form, discharging this Agreement from the Lands if:
- (a) The Affordable Housing Portion of the Land has not been rezoned to permit the Dwelling Unit for Affordable Housing on or before _____,or
 - (b) A bylaw of the Trust Committee has come into force repealing the rezoning and restoring the zoning of the Lands or the Affordable Housing Portion of the Lands to that existing on the reference date of this Agreement.
28. **Partial Release of this Agreement** -After a subdivision plan has been registered in the Land Title Office creating separate titles for the Western Portion of the Lands and the Affordable Housing Portion of the Lands, the Trust Committee agrees to execute and deliver to the Owner a partial discharge of this Agreement from the Western Portion of the Lands within a reasonable time following a request by the Owner; such documentation will be prepared and registered by the Owner at the Owner's expense.
29. **Indemnity** – As between the Grantor and the Society, the Society agrees to do all things and pay all fees, costs and expenses which may be required in order to fulfill the obligations of the Owner under this Agreement. Without limiting the foregoing, the Society will pay all costs and do all things necessary to ensure the discharge of this Agreement from the title to the Western Portion of the Lands under Clause 28. The Society further agrees to indemnify and hold harmless the Grantor from all loss, costs, expenses, damages and claims of all kinds which may, or could, arise from this Agreement.
30. **Priority** – The Owner agrees to do everything necessary at the Owner's expense to ensure that this Agreement is registered against title to the Lands with priority over all financial charges, liens and encumbrances registered or pending at the time of application for registration of this Agreement.
31. **Deed and Contract** – By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

DRAFT

Schedule “A” To The Housing Agreement

Denman Community Land Trust Association (DCLTA)

Tenant Selection Procedure

1. Selection of tenants shall be determined by a committee of not less than five people appointed by the directors of DCLTA. The committee members need not be members of DCLTA but must be residents of Denman Island who have been such for not less than three years. Where possible, the committee will include two members nominated by two other charitable societies on Denman Island (one nominee per society) and a retired or practicing physician. Committee members must not be related to, or close friends with, any of the people who are then applying for a tenancy.
2. A vacancy for an affordable housing tenancy shall be advertised in at least two editions of one or more publications circulated on Denman Island.
3. The committee shall first screen applicants to determine those who meet the following mandatory requirements:
 - i) the household income of the applicant for the previous three years must be shown to be within 120% of the Low Income Cutoff as determined by Statistics Canada or its successor agency;
 - ii) the applicant must have been primarily resident on Denman Island for at least the two years preceding the consideration of the application;
 - iii) the aggregate household assets of the applicant must not exceed \$50,000 (plus an inflation adjustment after 2012) unless the applicant has agreed to enter into an Equity Sharing Agreement* with DCLTA for use of the amount exceeding \$50,000 . Assets included for valuation are: cash, funds on deposit, stocks, bonds, term deposits, annuities, mutual funds, equity in a business or real estate, RRSPs and RRIIFs. Assets excluded for valuation are: personal jewelry, furniture, a vehicle for personal use, bursaries and scholarships, and trade tools for employment.
 - iv) the applicant must have provided satisfactory references to establish that the applicant would be a responsible tenant, i.e. would pay rent promptly, cause no damage, and create no nuisance.
4. From the qualified applicants, the committee will select the tenant(s) by a points system applied to each of the following criteria:
 - i) the length of the applicant’s connection to Denman Island;
 - ii) the contribution of the applicant to Denman Island through paid or volunteer work;
 - iii) the degree of unsuitability of the applicant’s present housing;

- iv) the degree of suitability of the personal characteristics of the applicant to the type of the available affordable housing project (eg. senior's, special needs, single person, family, etc.).
- 5. In each of the points categories, each committee member shall evaluate the relative degree to which the criteria apply among the applicants and shall award from 0 to 10 points to each applicant accordingly.
- 6. The applicant with the greatest aggregate number of points from the committee members shall be selected as the tenant.
- 7. If a tie occurs the selection shall be made, from the tied applicants, by a majority vote of the committee.

*An Equity Sharing Agreement provides a method for low income people to develop an equity ownership interest in a home structure on land leased from DCLTA. At the end of the Agreement the home structure is either: donated to DCLTA, sold to DCLTA on a non-profit basis through an agreed formula, or removed to another location.

DRAFT

SCHEDULE "B" TO THE HOUSING AGREEMENT

CANADA
PROVINCE OF BRITISH COLUMBIA

IN THE MATTER OF A HOUSING
AGREEMENT WITH THE DENMAN
ISLAND LOCAL TRUST COMMITTEE
("Housing Agreement")

I, _____, of _____, do solemnly
declare:

1. This declaration is made with respect to the Dwelling Unit legally or otherwise described as
follows: _____

2. That I am the Owner of the Dwelling Unit and make this declaration to the best of my personal
knowledge.

(or)

That I am the _____ [director, officer, employee] of the Owner of the Dwelling
Unit and [make this declaration to the best of my personal knowledge] [or: have been informed by
_____ and believe the statements in this declaration to be true].

3. This declaration is made pursuant to the Housing Agreement in respect of the Dwelling Unit.

4. The individuals who reside in the Dwelling Unit meet the requirements specified in Section 3 of
the Housing Agreement. Throughout the preceding year the Owner has complied with Sections
4 and 5 of the Housing Agreement and the record of rental charges attached hereto is true and
correct.

5. I make this solemn declaration conscientiously believing it to be true and knowing that it is of
the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

SWORN BEFORE ME at
_____, In the Province of
British Columbia, this _____ day
of _____, 20__.

A Commissioner for Taking Affidavits in the
Province of British Columbia

Signature of person making declaration

From: Edina Johnston [<mailto:edijohnston@gmail.com>]
Sent: July-28-12 8:08 AM
To: Courtney Simpson; David Graham; Laura Busheikin; Peter Luckham
Cc: Pat McLaughlin; Liz Johnston; Shelley McKeachie
Subject: CVRD aquaculture policy review

Hi all: thought our LTC might be interested in this document from the CVRD where they are well underway to develop a policy that will impact the Baynes Sound area and wondered if Islands Trust was even consulted. Bruce Jolliffe is very aware of the concerns the DI Marine Stewardship Committee has and this is news to us. This is very concerning.....cheers.....edi

DATE: March 5, 2012

FILE: 3100-01

TO: Chair and Directors

Electoral Area Service Committee

FROM: Debra Oakman, CMA

Chief Administrative Officer

RE: Aquaculture and agricultural policy review – status update

Purpose

The purpose of this report is to provide a status update on the aquaculture and agriculture policy review for the electoral area official community plan (OCP).

Policy analysis

On August 30, 2011, the CVRD board approved the work plan to review the aquaculture and agriculture policies of the electoral area OCP in accordance with the direction provided in the regional growth strategy (RGS).

Section 865, part 25 of the Local Government Act (LGA) requires that all electoral area OCP policies be consistent with Comox Valley Regional District (CVRD) regional growth strategy (RGS) bylaw 120, 2010. Section 876, part 26 of the LGA authorizes a local government to adopt one or more official community plans (OCPs). Section 897 of the LGA states that during the amendments to enactment, a local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.

In the managing growth section of the RGS the following growth management principle is captured and sets MG Policy 2.1 accordingly:

“Protect the character of ‘Rural Areas’ as primarily working landscapes, including agricultural and aquaculture areas, so that such functions can remain economically viable and grow.”

“The Rural Comox Valley OCP will provide a policy framework for managing and allocating rural growth geographically throughout the Rural Areas and to maintain the other goals of the RGS such as protection of rural character, protection of environmentally sensitive features, and focusing intense urban development in urban areas.”

Executive summary

In accordance with the work plan for the policy review project, the aquaculture and agriculture sectors and other community stakeholders from the resource base, social, economic and environmental fields were invited to discuss the issues, strengths and opportunities for these sectors.

The direction provided in the applicable RGS policies and Comox Valley Sustainability Strategy (CVSS) principles guided the discussions.

Staff Report – Aquaculture and agricultural policy review – status update Page 2

Comox Valley Regional District

The following four meetings were hosted by CVRD staff:

- The first meeting held on October 20, 2011 in the Union Bay Community Hall was attended by nine representatives from the aquaculture sector.
- The second meeting held on October 27, 2011 in the CVRD boardroom was attended by 29 stakeholders from mainly the agriculture sector and was in workstation format where staff recorded remarks and notes made on maps.
- The third meeting held on December 7, 2011 in the CVRD boardroom was attended by 37 stakeholders from the aquaculture and the agriculture sectors, (as well as other community members who demonstrated an interest in the project), and was in workstation format where staff recorded remarks and notes made on maps.
- The fourth meeting held on February 15, 2012 in the CVRD boardroom was attended by 11 stakeholders from the social, economic and environmental fields and was in workstation format where staff recorded remarks and notes made on maps.

The feedback from these meetings, as well as input provided verbally and through email exchange, are listed in three separate attachments. The attachments outline the issues, strengths and opportunities for the aquaculture and agriculture sectors and the issues that need to be considered during the drafting of the OCP policies. Hearing first hand from the aquaculture and agriculture sectors and other community stakeholders, it is evident from the feedback that policy needs to be focused on the following areas:

- two hectare subdivision of land designated “rural settlement areas” in the RGS (MG Policy 2A-3);
- subdivision of land in the ALR and non-farm uses on these lands;
- buffers to reduce conflicts between residential and agriculture/aquaculture uses;
- water quality in Baynes Sound;
- storm water management and drainage;
- agricultural use of potable water;
- access to Baynes Sound and transportation routes;
- second dwellings and the siting of dwellings on farm land;
- processing plants and related infrastructure; and
- support for the development and expansion of the aquaculture and agriculture sectors.

The next step in the work plan involves drafting the aquaculture and the agriculture policies and the creation of a policy review committee to assist in the policy work. A number of people expressed an interest to serve on the review committee. It is important that representation on this committee comes from the aquaculture and the agriculture sectors and other stakeholders. Given the background and the role that the following people have in the aquaculture and agriculture sectors, the positions they hold in organizations in the Comox Valley and their offer to assist with the review of the draft policies, they will be requested to participate:

Matthew Wright, executive assistant and liaison officer of the BC Shellfish Growers Association;

Greg Woods, Hollie Wood Oysters;

David Page, chair of the Comox Valley agriculture advisory committee;
Gerry McClintock, member of the Comox Valley agriculture advisory committee;
Carl Goldscheider, member of the Comox Valley agriculture advisory committee;
Brad Chappel, member of the electoral area 'C' (Puntledge-Black Creek) advisory planning

Staff Report – Aquaculture and agricultural policy review – status update Page 3

Comox Valley Regional District commission;

Chris Hancock, member of the electoral area 'C' (Puntledge-Black Creek) advisory planning commission; and Jack Minard, executive director of the Comox Valley land trust, the executive director of the Tsolum River restoration society, and the chair of the local government implementation team for the Comox Valley conservation strategy community partnership.

CVRD staff will research and develop the new OCP policies based on RGS policy, provincial direction and best practices. After the policy review committee have had an opportunity to review the drafts, they will be presented to the board for review. After the board approves the draft policies, they will be presented to the public for their review and input. A webpage has been created on the CVRD website for people interested in the project, to follow the progress made. The information collected from the evening meetings has been posted on the website, and so will the draft policies once they are approved by the board. After public input has been incorporated, the policies will be brought back to the board for final review prior to the formal bylaw adoption process.

Recommendation from the chief administrative officer: THAT the report be received for information purposes only.

Respectfully:

D. Oakman

Debra Oakman, CMA

Chief Administrative Officer

Prepared by: Concurrence:

R. Leroux G. Garbutt

Ralda Leroux, MCIP Geoff Garbutt, MCIP

Policy Analyst Executive Manager of Strategic &

Long Range Planning

**Attachments: Appendix A – issues, strengths and opportunities for aquaculture food production
Appendix B**

From: Edina Johnston [<mailto:edijohnston@gmail.com>]
Sent: July-28-12 9:57 AM
To: Courtney Simpson; David Graham; Laura Busheikin; Peter Luckham
Subject: more from the CVRD re aquaculture review

Dear LTC of Denman Island: below is the document that was referred to as Appendix A in the CVRD report of Aquaculture and Agriculture Policy Review that I sent previously- I have highlighted the areas of most concern that speaks to vehicle access to the foreshore etc. The talk of increasing their jurisdiction is also alarming as is the use of mechanical harvesting, but strangely, there is no mention of the negative impact the proposed coal mine will have even though they mention the cable ferry. What is most concerning is the lack of consultation with other groups such as our Marine Stewardship and surely our Islands Trust must be considered a "stakeholder"... cheers...edi

Issues, strengths and opportunities for aquaculture food production

The items summarized below reflect discussions and correspondence with stakeholders from the aquaculture and agriculture sectors and other stakeholders from the socio, economic and environmental fields and do not represent opinions from the CVRD.

Aquaculture issues

1. Key challenge is the need for clean healthy water quality for Baynes Sound
Because the water in Baynes Sound is no longer pristine, it cannot be used in this context.
Strive to maintain or improve the water quality of Baynes Sound – for the benefit of people, fish, birds, and the aquaculture industry.

Markets are sensitive to the pollution of ocean products. Any news of contamination of westcoast oysters, scallops, geoduck, etc. will reduce export markets.

Reduce negative impacts on water quality of Baynes Sound, which mainly includes improving the quality of discharge into the ocean:

- Find ways to minimize the garbage and litter pollution mostly caused by foreshore development.
- Address deforestation resulting in additional siltation of water that eventually runs into Baynes Sound.

- Regulate storm water drainage/runoff that washes fecal discharge, oil and other pollutants into Baynes Sound.

- Resolve sewage issues - failing septic systems.

- Restrict chemical pollution.

- Revisit the proposed sewage disposal site at Gartley Point – with climate change and the expectancy of more intense storms, a sewer plant located close to the ocean could overflow.

- Potential solution: provide water with the same layer of ALR protection of farm land, by supporting the potential to create a suggested Baynes Sound marine conservation area.

2.

Implement preventative measures that would minimize further PH levels rising in Baynes Sound. This problem is mostly caused by climate change and by residents using fertilizers and pesticides to have green lawns. Potential solution: educate residents about the negative effects of these chemicals that get washed away through rain water and finally end up in the ocean; or place restrictions through regulations that these cannot be used in the jurisdiction of the CVRD. (Note that the provincial government might institute a province-wide ban on the use of pesticides this year.)

Notes – information recorded on aquaculture food production

Page 1

3. Population growth and subsequent development

Results in increased pollution of Baynes Sound – especially foreshore development and sewage disposal.

Contributes to the confrontational relationship between shellfish farmers and adjacent land owners.

Foreshore land owners believe that since they own their properties, they can control the water use in front of their properties.

Newcomers to the ocean front development see the open ocean and don't register that they have aquaculture neighbours adjacent to their properties whose survival depends on the food they produce.

On the flip-side, suggestions have been made to “share the sound” and to ask aquaculture food producers to store equipment under cover and if possible out of sight and to, where possible, reduce noise levels.

4. Reduce negative impact resulting from encroachment of new development:

Create better awareness for development in general, but especially new waterfront development, where newcomers are made aware that they would be impacted by the adjacent aquaculture activities on and below the water.

Promote aquaculture values in public – environmental protection and bio-security.

Cultivate a natural conservancy approach to aquaculture.

Policy should protect and support aquaculture activities and allow for the stacking of equipment.

Prohibit development that negatively affects fish and oyster hatcheries. Support the harvesting of natural resources and stimulation of the local economy over residential concerns.

Allow for and secure access to foreshore.

Minimize chemical, waste, litter and fecal contamination of Baynes Sound.

Suggested solutions for the latter: Need good signs and dog “poop bags” on beaches.

Limit and monitor the number and or size of animals that can be kept on properties within the jurisdiction of the CVRD. Ensure that property owners undertake proper nutrient management (i.e dealing with fecal discharge) which is causing fecal coliform problems in Baynes Sound.

5. Aquaculture identified its impacts and suggested that it could consider taking the following steps to mitigate impacts from its tenures, storage facilities/home residences and processing plants:

Soundproofing buildings.

Minimize the use of vehicles by reducing travel distances.

Use mufflers on boats or smaller engines that produce less noise than big engines.

Minimize potential water pollution by not leaving litter, garbage and man-made items behind.

While it is difficult to camouflage floats on water, be conscious of the visual impacts of it.

Minimize or soften the visual impact when storing equipment at residences.

Task: develop policy, with input from industry, to guide siting of facilities.

Notes – information recorded on aquaculture food production

Page 2

6. Review home-based business regulations

To support shellfish harvesting businesses: allow for extensive storage of equipment requirements, while minimizing visual appearance of properties.

- o In consultation with the aquaculture stakeholders, review the number of employees that can be hired.

7. Improve emphasis and importance of aquaculture in local bylaws – OCP and zoning bylaw:

Review definition of aquaculture and recognize shellfish as an industry.

Prevent destruction and degradation of foreshore habitat with better regulation through development and building permits.

Have supporting policies for production, harvesting and upland processing.

Address the specific needs of the industry: access to Baynes Sound; protection and improvement of the water quality of Baynes Sound; sufficient processing space in close proximity (five minutes' drive from the ocean) and within improvement districts where good quality water can be used to wash and process the harvested products.

Review the zoning of the foreshore areas to allow for upland support land uses that would allow having processing facilities.

Task: use GIS mapping to indicate the location of wharfs and regularly-used beach access points; a five minute drive range from the previously mentioned points; and where existing processing facilities and land use rights are located or need to be located – to support the development of policy for the siting of existing and new processing facilities.

8. The need to park close to tenures

Unlike land-based farmers who can park on their land, aqua-farmers need to be allowed to park close to their tenures. Having parking only near wharves/boat ramps is not good enough,

as many fish farms, crab traps or oyster beds are accessed from beach accesses.

People residing adjacent to beach accesses are often not impressed with unsightly vehicles parked in these areas and complain about oil/gas dripping from vehicles onto the beach.

Suggested solutions:

In the US aqua-farmers get a permit to display on the dash of the vehicle, indicating that they are registered aqua-farmers who have a right to park close to a beach access or on the beach and that their vehicles are inspected and safe. Identify those beach accesses that are often used and make provision for vehicles with permits to park there.

Identify and improve beach accesses and the parking facilities in these areas.

9. Review prohibition and restrictions placed on mechanical harvesting

DFO has recently supported mechanical harvesting. Request the CVRD to promote mechanical harvesting and to combat further future restrictions being placed on this method.

10. The proposed cable ferry from Denman Island to Buckley Bay will have a negative impact on aquaculture – since it will destroy shellfish.

Notes – information recorded on aquaculture food production

Page 3

Existing aquaculture strengths that can be enhanced

1. Shellfish industry

Shellfish industry in Baynes Sound is 4,000 years old and has managed to sustain itself through centuries.

2,400 tenures in BC employing many rural people. 50 percent of shell fish production is in our area.

Natural attributes of Baynes Sound lend it to successful shellfish growing – idea natural environment that needs to be protected and enhanced.

2. Optimal location on west coast of Canada – to grow the best oysters in the world!

3. Sea cucumber industry

It is a 30 million dollar Canadian industry and has the ability to be expanded to a 50 million industry.

Sea cucumbers are worth about \$15/pound and take three years to grow; while shellfish gets about \$4/pound and takes four years to grow.

It has no or little impact because activity occurs underwater at the bottom of the ocean.

Ask the CVRD advocate to the DFO to allow and support industries where new species can be grown and harvested.

4. The shellfish industry has wide public support (not vocal to date), because:

It is very different than the fin fish industry.
It is a community-focused industry.
The industry creates jobs and has beneficial spin-offs.
The public knows and values the food source in “our waters”.
Oysters are an excellent source of healthy nutrition.
Shellfish farming is sustainable and generational.

5. Positive effects on environment – filter and clean water

Acknowledge the symbiotic relationship between oysters and the environment: the environment mostly negatively impacts aquaculture, while aquaculture mostly has a beneficial impact on the environment: oysters filter water and contribute to a better quality of life and maintain a healthy balanced ecosystem – 5:1 ratio, where five tonnes of shellfish sequesters one tonne of carbon.

Aquaculture opportunities and future trends

1. Shellfish industry needs same support that agriculture land reserve (ALR) provides for farmers.

Suggest the creation of a bivalve shellfish conservation area for Baynes Sound – either the whole Baynes Sound water area; or, as a minimum, the water area between Union Bay and Deep Bay – to:

Preserve and maintain a high water quality for future shell fish growing operations.

Create a restricted dumping zone – not allowing anything to be dumped in this area.

Notes – information recorded on aquaculture food production

Page 4

Note: This area is outside the CVRD jurisdiction. However, consideration will be given re how to pursue this suggestion to work with aquaculture stakeholders – which area should be protected and how that protection and restriction could be implemented.

2. Improve zoning opportunities:

To develop processing plants, which could include a cannery, where produce can be smoked, canned and stored – preferably away from residential uses, because of the negative impacts generated from smell and odours.

Need a place to process oysters within a very short period of time from being removed from water - approximately five minutes’ drive away from the wharf or beach access.

(Note that minimizing travelling distances would also minimize the use of fossil fuels to drive vehicles and trailers to other further away processing locations.)

Need washroom stations and sea water to rinse harvested products.

Help with zoning issues related to aquaculture specifically near the Fanny Bay wharf where shellfish are loaded and unloaded every day. To generate growth and create jobs in this sector suitably zoned land close to the docks are needed.

Without adequate zoning shellfish growers are forced to go into town to process products – not good for the product nor for the business.

Need lots for packing/processing where co-ops of hubs could be established.
Need a zone close to shore where aquaculture equipment can be stored (minimizing the need to bring it from home); where marketing, food distribution and retail would be allowed.

3. Good access to cold storage facilities – especially near the airport.
Currently there are some cold storage facilities at Macs and cold storage trucks can get down to Fanny Bay.

4. Wharves, boat ramps and beach access

Access to water is provided by MOTI.

Establishment of marinas are subject to review by DFO.

Establishment of wharves are subject to review by DFO and approval by Transport Canada.

Review the location of wharves, boat ramps and active open beach access points and with the input from the industry, decide if and where more are required.

Suggested solution: OCP should have policy that supports access to water and identifies key locations for MoTI, the provincial approving officer and federal government.

5. Create the connection of on-land salmon farming and greenhouses and create policy to support both.

6. Encourage small footprint aqua-phonics for fish and vegetable production.

7. Make heat generated from waste available to heat water for the aquaculture industry.
Note that the Deep Bay marine field and research station uses heat from the ocean to heat the building.

Notes – information recorded on aquaculture food production

Page 5 Aquaculture items recorded

Not within the scope of the policy creation project, nor within the jurisdiction of the CVRD

1. To create a bivalve shellfish conservation area for Baynes Sound

2. Objections to the creation of a potential cable ferry between Denman Island and Buckley Bay

3. Improve access to areas to grow and secure seed supply. MOTI controls and provides access to the foreshore.

4. Need a sewer dumping facility for boats near Fanny Bay.

Establishment of such a facility are subject to review by DFO

Suggested solution: aquaculture stakeholders to indicate the proposed location on a map.

5. Create greater awareness

Liaise with MOTI if they would consider putting a tourism exposure and a marketing board at the entrance to the valley, notifying visitors that the best oysters in the world are grown here!

6. Expand tenures

Accept that DFO has ultimate jurisdiction. Try to expand the area of jurisdiction of the CVRD to also include Baynes Sound, or, as a minimum, overlap jurisdiction and subsequent responsibility of zoning rights over water within the jurisdiction where Islands Trust is the regulatory authority. The aquaculture industry made a serious request to the CVRD to establish cross-jurisdiction built on cooperation and collaboration between the CVRD and Islands Trust.

7. Conflict between fin fish industry and shellfish industry

Overfishing of finfish species is negatively impacting the environment; while oyster growth has a positive impact due to water cleaning abilities of shellfish.

8. Historical focus on non-native species of clams and oysters. Expand the industry – by harvesting additional species and enhance the supply of different varieties of shellfish, such as geoducks, cockles, clams, oysters, mussels, scallops, and sea cucumbers that are cultivated in underwater tenures.

850 ha from Kye Bay to Maple Point have the potential for geoduck cultivation.

500 ha earmarked for geoduck harvesting would satisfy provincial needs.

9. Need exposure and a marketing board for all shellfish grown in BC

Oysters and clams are in such high demand globally that there really hasn't been much need for marketing locally. The CVRD cannot promote oysters at farmers markets and in so doing give the industry a voice in the valley to let people know this industry exists.

10. On October 15, 2011 British Columbia Shellfish Growers Association held its yearly annual meeting and at this meeting agreed to proceed to create an Aquaculture Act for local and federal government:

to keep the oyster industry alive and to promote sustainable jobs for the Comox Valley.

November 10, 2011 the association met with cabinet officials to discuss this possibility.

Notes – information recorded on aquaculture food production

Page 6

AUG 5 2012

10.2

To: Island Planner for Denman Island of the Islands Trust:

My wife and I have operated China Moon B&B for 14 years, and have commiserated with many a stranger coming to Denman for the first time on the lack of dining venues. With shortened hours and seasonal closures, guests often arrive too late in the day to get anything to eat at all, and of course they are not likely to return to Denman, or to give it good press in the future.

I am writing to voice my concern about the current bylaw restrictions on our island's bed and breakfast establishments. There is a difference of opinion among islanders— what else is new?!?— about what sort of amenities our B&Bs should be allowed to provide. Some people feel that cooking facilities should not be permitted, leaving visitors to the island with no way to eat other than patronizing one of our two restaurants (plus two open-air snack bars.) This limits our appeal to visitors, as these restaurants are 1: seasonal, 2: have very short opening hours, and 3: are more expensive than cooking for yourself.

With such a lack of infrastructure as ours, how can Denmanites hope to bolster our economic picture? The reality is that if we wish to ever be anything more than a stepping-stone to Hornby, we need to improve our tourist appeal. Visitors to Denman inject thousands of dollars into our local economy, and obviously the longer they stay here the more money they spend. I dismiss arguments that visitors are harmful to the island. Instead, they represent a constant flow of new blood through an environment that is otherwise at risk of becoming stifling and stagnant. Tourists see the beauties of our island through fresh eyes, and remind us of how fortunate we are to live in a part of the world that will never suffer the kind of urban blight that has metastasized in other formerly unspoiled areas of our province like Victoria, Kelowna, and Nanaimo.

We could show you literally dozens of comments in China Moon guest books from guests who have marvelled at our "little slice of heaven," but if the business people on Denman wish to gain traction in the local economy, we NEED those visitors to come and we need them to stay for a day or two. Or three. We need what Buckminster Fuller calls synergy: the combining of several small parts to create a larger whole. In order to see all the crafts, to wander our beaches, to hear the music or take in a concert or movie or attend a workshop, to browse the bookstore and the General Store and buy Denman Island goods: bread, produce, meat, chocolate and wine, guests have to have a choice of where to eat three times a day. And a B&B that offers facilities for preparing simple meals will go a long way toward filling what I call the "gastronomy gap." The B&Bs of Denman are a vital component of our island's economy. They succeed or fail in a free market economy on the basis of how they stack up in price, location, size, and general ambience. But to prohibit cooking facilities for fear that too many guests will "overwhelm" Denman Island and "use up" our water is just cutting off our nose to spite our face. As well, such a prohibition places an unfair restraint on the B&B owners who have invested their hopes in providing lodging for transients.

I have little patience with those residents who complain that Denman should remain "as is" forever amen. Not everyone who lives here is a retiree with enough wealth to quietly vegetate into senectitude. Some of us want to earn a living and contribute to the local economy so that others can earn a living too, without having to commute to Courtenay. So let's accept the fact that Denman is not a gated enclave, where the wealthy have chosen to rusticate in splendid solitude. After all, the vocal opponents of development are mostly people who have just come to live here in the last 15 to 20 years, and nobody denied them the right to live as they choose. They take up space on the ferry; they use our water resources, and their houses dot the shoreline. Yet Denman remains essentially unchanged, and serene. Very much as it was, in fact, when I first arrived here in 1969.

One of the simplest ways to vitalize our economy is to allow cooking facilities in B&Bs so that visitors have increased options, and are not forced to rely on restaurants that only serve city-quality food one night a week in the summer, and not at all in the winter. Let's be realistic— without food our other attractions are worth less. So amend Bylaw 186 and let the B&B operators maintain simple cooking facilities so that visitors can stay and enjoy.

Thank you for your kind attention.
Sincerely,

Oliver Cobb
Owner, China Moon B&B
3700 Lake Road, Denman Island

cc/ 1. Laura Busheikin, Island Trustee
2. David Graham, Island Trustee



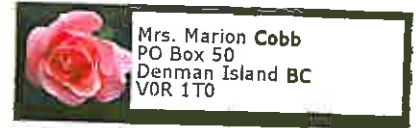
RECEIVED

AUG 08 2012

ISLANDS TRUST
NORTHERN OFFICE

August 7, 2012

10.3



Dear Planner for Denman Islands Trust on Denman Island,

RE: PRESERVE AND PROTECT OUR VISITORS/TOURISTS
REVISION OF BYLAW #186 NEEDED

I'm adding my letter of support for a revision of Bylaw 186 to allow some cooking facilities in Denman's bed-and-breakfast establishments. My husband and I have run China Moon B&B here since 1998, our inaugural year, and it has become apparent to us that for Denman to develop a healthy local economy we must have more dining venues than are currently available. In 1998 the rule for cooking in B&B's or other accommodations was that there would be no second stove with an oven. Presently, bylaw #186 which was changed in the past few years, does not reflect a basic need of people visiting our island in terms of the right to nourish their bodies when and where they so choose or can, depending on the options available at the time. The food options are less than slim on this Island when cafes and stores or seasonal markets are closed before some visitors arrive. Long winter months are the most difficult when very few or no options are open to guests.

Denman's lack of infrastructure seems to be a point of pride with a few of our fellow islanders, who thrive on the inconvenience and isolation of island life, and who fear-monger about population density and groundwater and garbage. These people exhibit the kind of moat-mentality that suggests they would be just as happy to have no ferry service at all, as long as they could get their Lean Cuisine flown in by Harbor Air. They romanticise the pre-ferry days when Denman's only link to the outside world was a monthly steamship arrival unless you had your own boat. But that era is long gone, and anyone who wants to live like that should consider moving to Kyuquot, or maybe Shoal Bay.

Many people on this Island want visitors/tourists and their support for fund raising events such as our Christmas Craft Fair, Garden Tours, Annual Pancake Breakfasts, Pottery Tours, Artisan Tours of Studios, Readers and Writers Festivals, Running races, Festivals, etc. We have a book store, a craft shop and an art center which also count on locals and visitors to support them in order to keep them in business. When family reunions, weddings, memorials and other celebrations of life happen, people want places to stay and eat. People often don't have room for their own families or visitors, nor can they always cook every meal for their visitors or families when they come in large numbers for local weddings, reunions, funerals, etc. Other people work on our island temporarily and need to eat as their working hours and time off periods don't always reflect the same hours as when cafes, markets, or stores are open (ferry crews, builders and related jobs which people on our Island hire to do needed services).

I shudder when I think of one winter, long ago, when power lines went down and crews were over here working all night with no place for them to eat or even warm up. They worked throughout

the night for this community. It was mortifying to be a part of a community to get their needed services as they were here on overtime in horrid snow and cold conditions, but not to provide them with basic needs and services when they were here to help us restore power so we could eat, stay warm, etc. One crew told us they were refused food services because the only place available for food at that time was closed for the night and would not be open for this emergency to feed their crew or let them get warm. We told them to knock on our door if that ever happened again! We would give them food and a place to warm up from the outside elements! This was before our B&B ever opened.

We want the ferry to continue to run, yet our rules reflect unrealistic demands when it comes to providing a place for the off-island crew to stay, but not to cook their food while staying in our accommodations. Many accommodations may or may not even serve their guests breakfast.

For the majority of realistic islanders, not the Miniver Cheevys among us, it makes sense to allow B&Bs to provide basic cooking facilities for their guests. Here's why. The visitor to a no-infrastructure Denman Island has only one destination: Hornby. There he/she has an abundance of restaurants, from hawker stalls to Sea Breeze Lodge. He/she has huge beautiful sandy beaches to visit, boogie boards or bicycles or motorbikes to rent, plenty of private campsites to stay in (or friends to stay with), all the crafts in the world to buy, art to contemplate, drinks to enliven the mood, tennis courts, produce stands, cultural events and a host of colorful characters to interact with.

Denman, too, has most of this, apart from the huge sandy beaches--we do have some pretty nice gravelly beaches-- as well as a large and growing network of hiking and biking trails. But people need to eat, and Denman is woefully lacking in the food/restaurant department. We have the Bistro and the Earth Club Factory, and in the summer we have two snack bars, but the hours of all four venues are minimal, and people from the city expect dining to be available at least until 10 p.m. We also have seasonal food markets and a general store, but they are often unavailable after hours when visitors arrive.

It is unrealistic to think that the people of Denman Island would want all their family reunions, weddings, funerals, etc. on some other island. We are proud of our island most of the time and love having our own families and guests come to visit. We cannot continue to have a draw bridge mentality to keep our Island thriving and healthy. Look at our situation at the local school which has drastically dropped in numbers which is more than alarming when you think of why families are not able to live here anymore. What happens when the aging population has no workers to help them maintain a healthy life style of their choosing when they need help? We are killing our own Island with rules and regulations that make no sense in terms of planning ahead in this day and age.

Kitchenettes were available in many motels long before most of us were born and they still continue to operate "off Denman". When we travel "off island", motels and hotels are often provided to us with refrigerators, microwaves, coffee and water machines that "heat" drinks, etc. It is not reasonable for us to demand NO COOKING FACILITIES to our own families or visitors in this day and age. We

encourage guests to shop locally and support our local agriculture community providing goods, but what can guests do with the produce and food they buy here when they can't cook it? Rules and regulations must be revised to keep up with the times as they aren't put in place to keep forever if they don't work. Changes are needed. Change is the only thing you can truly count on in life.

Given the present circumstances, our B&Bs must move to fill the gap and provide weekend and overnight visitors with the means to cook for themselves when there are no other options available or when they desire to cook or heat up the food they choose to bring or buy on our island. We do also support our local cafes and encourage guests to dine out if they have that option available. Only in this way can we hope to have the customer base other locations enjoy. Without food, life is not joyful, and therefore Denman's B&B operators should be allowed to have cooking facilities in-house for their guests' enjoyment. Only in this manner will visitors stay long enough to spend their money on Denman crafts, Denman produce, Denman workshops, etc. Visitors pay cash for high ferry fees to get here and often want to come to Denman Island, properly marketed, and it stands as a nice alternative to the July-August hurly-burly of Hornby. So many people arrive on the "Hawaii of B.C." that it can get a little congested. We could absorb some of those cash-heavy tourists to our advantage if we just had more to offer. So we are in favor of an immediate revision of Byaw 186 to allow cooking facilities in Denman's B&Bs.

Thank you for your attention; I remain

Sincerely,



Marion Cobb

FOR GENERATIONS

Customer Projects
Phone: (250)897-7403
Cell: (250)703-3766
Fax: (250)897-7411

August 22, 2012

Islands Trust – Denman Island
700 North Road
Gabriola Island, BC V0R 1X3

Dear Trustees:

Subject: Funding Available for Electric Beautification Projects

Annually, BC Hydro budgets one million dollars for municipal beautification projects. Municipalities wanting to place existing overhead distribution lines underground to address environmental concerns, improve visual aesthetics or accommodate community redevelopment projects are welcome to apply for funding.

Funding is available for one-third of the BC Hydro beautification project estimated cost and the original scope. The attachment describes our program in more detail.

If you are considering a beautification project, an application form (attached) must be returned by October 1st with a description of the project, a map showing the extent of the project and an explanation of the project's objectives.

After receiving your application, we will prepare a "ballpark" estimate of cost for your municipality to consider. The municipality will be asked to confirm intent to fund two-thirds of the project's estimated cost and to confirm that the telephone utility has been advised of the project details. This confirmation must be received at BC Hydro by November 15th to be reviewed by our VP, Field Operations and the successful applicants will be notified by January 31. All accepted projects must begin within the fiscal year that they are approved and be completed within 12 months.

I would be pleased to answer any questions you may have about the program. If you would like to be considered for funding in 2013, please submit your application no later than October 1, 2012.

Yours truly,



Dylan Gothard, Design Manager
Distribution Engineering & Design
North Vancouver Island

cc: TELUS

Enclosures

Beautification Projects

Introduction

The purpose of BC Hydro's participation in Beautification Projects is to cooperate with municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. This pamphlet summarizes BC Hydro's policy and describes the principal considerations that should be included in a proposal for participation by BC Hydro.

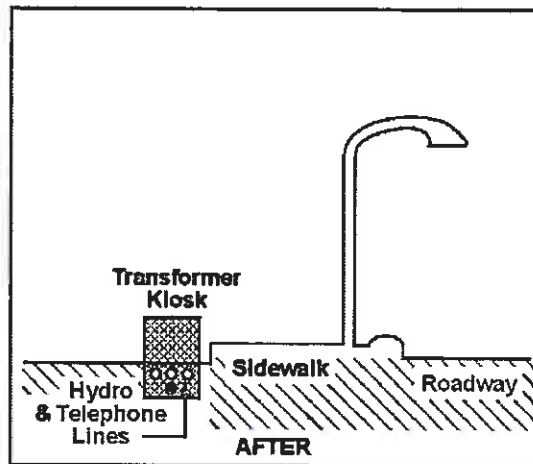
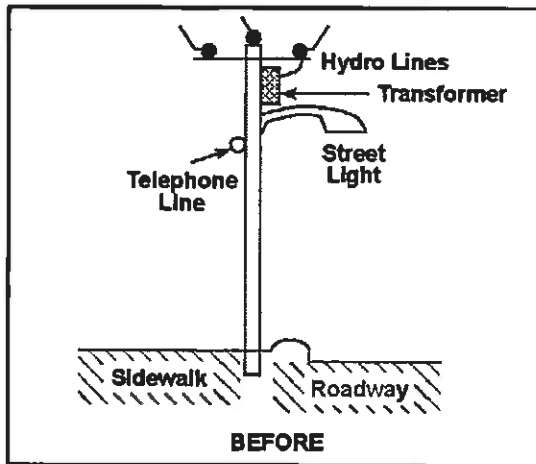


Figure 1:

A typical overhead electrical service before the work, and how underground service is typically arranged after the work.

The example includes an instance where a transformer, street light and telephone line are involved.

Funding Objective

Municipal governments may request BC Hydro to share 1/3 of the cost to convert overhead distribution lines to underground.

The municipal objective will be one or more of the following:

- a) to minimize or eliminate environmental concerns;
- b) to improve visual aesthetics;
- c) to accommodate a public redevelopment project.

In addition, consideration will be given to:

- a) confirmed financing of remaining two-thirds;
- b) projects which also provide benefits to BC Hydro.

BC Hydro Funding

BC Hydro's budget for Beautification Project participation is fixed annually (April 1 to March 31). Applications must be received by October 1 for BC Hydro's upcoming fiscal year.

Applications which collectively exceed BC Hydro's budget must be reapplied for the following year.

Construction of Beautification Projects must begin within the fiscal year BC Hydro has committed its share, and the applicant's intention must be to complete the project within 12 months.

BC Hydro participation is not contingent on provincial participation. Applications for provincial funding under the Revenue Sharing Act are at the discretion of municipalities.

NOTE 1: Municipalities must deal directly with Telephone Companies and other third parties to negotiate the costs of undergrounding their facilities on the same poles.

NOTE 2: Payment must be made to BC Hydro in advance of construction.

Cost Sharing

Cost sharing is based on estimated cost & original project scope.

This includes work on:

- a) physical plant and equipment owned and maintained by BC Hydro;
- b) temporary overhead lines needed during the conversion;
- c) restoration of roads, lawns, etc to a condition similar to that prevailing prior to the project.

Shared costs exclude work on:

- a) ornamental street lighting systems;
- b) physical plant and equipment not owned and maintained by BC Hydro;
- c) customer requests for alterations to service wiring or wiring within buildings;
- d) converting overhead private-property lines to underground;
- e) restoration of land beyond the level existing before the project began;
- f) provisions for telephone or other third-party requirements (municipalities must deal directly with such third parties).

Application to BC Hydro

Proposals for Beautification participation should be forwarded to BC Hydro's Area Office nearest you. The deadline for proposals is October 1.

Proposals need to be in writing and include a complete description of the project, location maps and the Municipality's reasons for the project.

Beautification Project Application Timeline

October 1	The deadline for a Municipality to submit an application to BC Hydro.
October 15	BC Hydro provides "ballpark" estimate to Municipality.
November 15	The applicant provides confirmation to BC Hydro that they wish to proceed with the project, Municipal funding is available, and the Municipality has notified Telus of project details.
January 31	BC Hydro notifies the successful applicants.

Application for Beautification Project Participation



Name of Municipality or City: _____

Location of Proposed Project: _____

Site Plan Attached: ☐ Yes ☐ No

Reason For Project: _____

Name and Position of responsible person completing this application:

Name (please print)

Phone Number

Position

Signature



Islands Trust

Top Priorities

Denman Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Agriculture Plan	Agriculture Strategy complete. Agriculture Plan in process.	Apr-15-2008	Courtney Simpson	Dec-31-2012	On Going
2	Implementing Riparian Areas Regulation	Mapping of all streams and wetlands on Denman Island and amending DPA 4 to comply with RAR.	Aug-03-2010	Courtney Simpson	Dec-31-2012	On Going
3	Review of OCP section C3 with a view to addressing the impacts of shellfish farming on the natural marine environment and residential properties, and review of associated LUB regulations.	Specifically to address: 1. Removal of predator netting from beach 2. Banning driving on the foreshore 3. Banning beach modification.	Oct-25-2011	Courtney Simpson	Oct-31-2014	On Going



Projects

Denman Island

No.	Description	Activity	Received/Initiated	Status
1	Bylaw amendments to address food security	Consider amendments based on "Exploring Food Security in the Islands Trust Area" final report dated November 16, 2010.	Mar-15-2011	On Going
1	A Protected Area Network on Denman Island		Mar-15-2011	On Going
1	Housekeeping project	1. Land Use Bylaw definition of intensive agriculture; remove "and excluding feedlots". 2. Formatting of Agriculture definition	Aug-15-2011	On Going
1	Regulations governing wind towers	Monitor recommendation from Trust Council.	Aug-15-2011	On Going
1	Affordable Housing Strategy		Oct-25-2011	On Going
1	Regulation limiting the gross floor area of a dwelling		Oct-25-2011	On Going
1	Regulations to promote greenhouse gas emissions reduction.		Oct-25-2011	On Going
1	Review of Housing Policies E.1 with respect to secondary cottages and suites in residential designations.		Jan-24-2012	On Going
1	Review of Land Use Bylaw regulations regarding guest accommodation.		May-01-2012	On Going



Applications w/ Status - Denman Island Status: Open

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
DE-ALR-2011.3	Bruce, Lee, Aaron Holden, Jacobs, Aronson Planner: Marnie Eggen	Nov-16-2011	Proposed 2 lot subdivision

Planning Status

Status Date: Jun-18-2012

Sent to ALC June 18th

Status Date: Jun-05-2012

LTC passed resolution to forward application to ALC

Status Date: Apr-17-2012

Staff awaiting further information from applicant

File Number	Applicant Name	Date Received	Purpose
DE-ALR-2012.1	Denman Community Land Trust Association Planner: Courtney Simpson	Apr-26-2012	2016 Northwest Road (I. Brons) Inclusion in ALR to extend the ALR boundary in accordance with the LTC

Planning Status

Status Date: Jun-14-2012

Forwarded application to ALC

Status Date: Jun-05-2012

Staff report to LTC June 5

Development Permit

File Number	Applicant Name	Date Received	Purpose
DE-DP-2006.2	Daniel/Debra Stoneman Planner: Courtney Simpson	Aug-31-2006	The use of presently cleared areas within the Komasa Bluff permit area for agricultural use.

Planning Status

Status Date: Apr-04-2011

No change: waiting for info from applicant.

Status Date: Feb-04-2010

No change

Status Date: May-01-2009

No change

File Number	Applicant Name	Date Received	Purpose
DE-DP-2011.1	Denman Community Land Trust Association (Brons) Planner: Courtney Simpson	Mar-15-2011	2016 Northwest Road, Construction of affordable housing dwelling and associated land alteration in DP 2 Steep Slopes. Joint with SUP application DE-SUP-2011.10.

Planning Status

Status Date: May-26-2011

On hold until outcome of forthcoming rezoning application is known.

Status Date: Apr-04-2011

Planner Reviewing

File Number	Applicant Name	Date Received	Purpose
DE-DP-2011.2	Ella Day Planner: Marnie Eggen	Mar-21-2011	For barn sited within DP #1: Komasa Bluff

Planning Status

Status Date: Nov-01-2011

Awaiting info from applicant

Status Date: Jun-15-2011

On hold until DVP out come.

Status Date: May-27-2011

Barn sited over lot line into owners adjacent property. Applicant will be applying for a variance.

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
DE-DVP-2011.1	Ella Day Planner: Marnie Eggen	May-13-2011	Barn on property line

Planning Status

Status Date: Nov-01-2011

Waiting info from applicant

Status Date: Jun-24-2011

Planner reviewing

File Number	Applicant Name	Date Received	Purpose
DE-DVP-2012.1	Barbara & John Mills Planner: Linda Prowse	Jun-22-2012	9850 Greenhill Road Variance to height on accessory building

Planning Status

Status Date: Jul-23-2012

Site visit set up for July 27, 2012.

Rezoning

File Number	Applicant Name	Date Received	Purpose
DE-RZ-2011.1	Denman Community Land Trust Association Planner: Courtney Simpson	Aug-10-2011	Density transfer from density bank or density increase for one unit of affordable housing.

Planning Status

Status Date: Jun-04-2012

Received draft housing agreement, staff reviewing

Status Date: Jan-24-2012

Waiting for draft housing agreement from applicant

Status Date: Dec-14-2011

Planner completed third staff report

Subdivision

File Number	Applicant Name	Date Received	Purpose
-------------	----------------	---------------	---------

DE-SUB-2010.5

Kalevi and
Marilynn Holsti
and Wan
Planner: Marnie Eggen

Aug-27-2010

to create 2 lots

Planning Status

Status Date: Feb-29-2012

Applicant donating land through Section 99 of Land Title Act

Status Date: Jul-27-2011

Islands Trust Fund approved proposal to donate land

Status Date: May-24-2011

applicant working with Islands Trust Fund to donate a parcel

File Number	Applicant Name	Date Received	Purpose
DE-SUB-2011.5	Steven Carballeira (Graeb/Charles King Medical Inc. (1691 Lacon Rd) Planner: Linda Prowse	Mar-28-2011	to create 2 lots

Planning Status

Status Date: Nov-24-2011

Preliminary Layout Approval received

Status Date: May-05-2011

Referral Response sent to MOTI, LTC and applicant

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2006.7	Daniel/Debra Stoneman Planner: Courtney Simpson	Aug-31-2006	Agricultural (including buildings consistent with ALR legislation)

Planning Status

Status Date: Jan-08-2009

On hold pending outcome of court case

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2009.14	Jean Ella Day	Nov-02-2009	2900 SWAN RD One 26 foot high barn.

Planner: Marnie Eggen

Planning Status

Status Date: Jun-30-2011

On hold until outcome of DP and DVP.

Status Date: Mar-03-2011

New info submitted by applicant indicates bld sited on lot line; options provided to applicant

Status Date: Jan-20-2011

Applicant submitted partial application

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2011.10	Denman Community Land Trust Association (Brons) Planner: Courtney Simpson	Mar-15-2011	2016 NORTHWEST RD one Residence, garage/workshop, wood shed, pump shed, and one wind turbine. Joint DP application DE-DP-2011.1

Planning Status

Status Date: May-26-2011

On hold until outcome of rezoning application is known.

Status Date: Mar-21-2011

Planner Reviewing File

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2012.4	Barbara & John Mills Planner: Linda Prowse	Jun-11-2012	9850 Greenhill Rd (Mills) a single family residence & decommission of existing residence to be used as workshop and studio

Planning Status

From: Nancy Roggers
Sent: August-09-12 9:20 AM
To: Courtney Simpson; David Graham; Laura Busheikin; Peter Luckham; Becky McErlean; Theresa Warren
Cc: Cindy Shelest
Subject: Denman LTC expenses - July 31/12

Islands Trust
LTC EXP SUMMARY REPORT F2012
 Invoices posted to July 31, 2012

615 Denman	Invoices posted to July 31, 2012	Budget	Spent	Balance
65000	LTC "Trustee Expenses"	250.00	44.21	205.79
65200	LTC Local Exp LTC Meeting Expenses	2,500.00	992.39	1,507.61
65210	LTC Local Exp APC Meeting Expenses	500.00	-	500.00
65220	LTC Local Exp Communications	300.00	-	300.00
65230	LTC Local Exp Special Projects	300.00	-	300.00
65240	LTC Local Exp Miscellaneous	550.00	-	550.00
TOTAL LTC Local Expense		4,150.00	992.39	3,157.61
73001	Project OCP update	-	-	-

Thanks!

Nancy Roggers
 Finance Officer

Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island* communities, culture and environment

Please consider the environment before printing this email.

From: Nancy Roggers
Sent: September-06-12 3:17 PM
To: Courtney Simpson; David Graham; Laura Busheikin; Peter Luckham; Becky McErlean
Cc: Cindy Shelest
Subject: Denman LTC expense report - Aug 31/12

Islands Trust
LTC EXP SUMMARY REPORT F2012
 Invoices posted to August 31, 2012

615 Denman	Invoices posted to August 31, 2012	Budget	Spent	Balance
65000	LTC "Trustee Expenses"	250.00	100.16	205.79
65200	LTC Local Exp LTC Meeting Expenses	2,500.00	997.48	1,507.61
65210	LTC Local Exp APC Meeting Expenses	500.00		500.00
65220	LTC Local Exp Communications	300.00		300.00
65230	LTC Local Exp Special Projects	300.00		300.00
65240	LTC Local Exp Miscellaneous	550.00	-	550.00
TOTAL LTC Local Expense		4,150.00		3,157.61
73001-615-3001	Denman RAR	4,000.00	-	4,000.00

Thanks!

Nancy Roggers
 Finance Officer

Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca



STAFF REPORT

Date: September 17, 2012

File No.: 4590-20

Riparian Areas Regulation

To: Denman Island Local Trust Committee
For meeting of October 2, 2012

From: Courtney Simpson, Island Planner

CC: Chris Jackson, Regional Planning Manager

Re: Review of Development Permit Area No. 4: Streams, Lakes and Wetlands

THE PROPOSAL:

This project has been initiated by the Denman Island Local Trust Committee (LTC) pursuant to the Islands Trust Council 2008-2011 Strategic Plan objective 1.1 “to identify and protect riparian areas”. The focus on improving protection of riparian areas has come about because of the requirement for local governments to amend their bylaws to become in compliance with the *Riparian Areas Regulation* (RAR).

This is the third staff report on this topic. Please refer to reports on the May 1, 2012 and July 17, 2012 meeting agendas for complete background.

At the July 17, 2012 meeting staff presented draft bylaws to amend Development Permit Area No. 4: Streams Lakes and Wetlands. The purpose of this staff report is to discuss the Development Approval Information (DAI) Bylaw and use of the budget for communications.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

See staff reports dated on the May 1, 2012 and July 17, 2012 meeting agendas.

COMMUNICATIONS / CONSULTATION STRATEGY:

In the report presented at the July 17, 2012 meeting, staff provided a list of possible communication methods, and mentioned that the Northern RAR Working Group would be meeting to coordinate efforts on communication.

Staff recommends that a detailed communications plan for this project on Denman Island is developed over the next few months, during which we should have more details about shared communications resources that will be developed as an outcome of the Northern RAR Working Group. This timeline works well with the Project Charter that schedules a Trustee Notebook in April, 2013 as the first piece of communication. This is timed to be after the next budget is adopted so we will know if the LTC has a budget allocated for further stream mapping, which will influence how the rest of the project will proceed.

The Northern RAR Working Group met on September 14, 2012 and planning staff presented ideas for communications that could be funded through combined budgets of the Northern LTC's and be general enough to be used by all LTC's. The Denman LTC has been allocated \$5,000 for RAR communications in this fiscal year. Although there was not much time for Working Group members to discuss these options and prioritize them, there was general feedback they were good ideas, and there was support for requesting each LTC to allocate some or all of their RAR communications budget to staff work on general communication materials.

The ideas presented by staff were:

- Brochures, fact sheets and posters
- Website or blog
- Speaker series
- Video
- Contest

The staff recommendation was to create brochures, fact sheets and posters for use by all LTC's (fact sheet already created), and that the bulk of the funds should be spent on creating a short, modern video that could be viewed online. Using a video as a communication tool was seen as a response to Trust Council's recent interest in exploring diverse and innovative communication methods. The idea of a contest is also supported, but there was not time to explore what kind of contest could be run and what the costs and benefits of it would be. It was felt that a blog is not the right kind of tool for this project, and that speakers could be arranged by individual LTC's depending on what stage they are at in RAR-implementation.

ISSUES SUMMARY:

1. Communications Budget
2. Development Approval Information Bylaw
3. Advisory Planning Commission review of draft bylaws

STAFF COMMENTS:

1. Communications Budget

In the opinion of staff, this budget allocated to Denman LTC for RAR communications is premature; it is difficult to communicate about the project before the mapping has been completed. Therefore staff recommends that 100% of the budget is allocated to joint Northern Region communications products that the Denman LTC will be able to use later in their process. If the Denman LTC has a preference for the type of communication materials they would like to see created, this can be part of a resolution to allocate the funds. However staff is confident that with the input of the Working Group, whatever staff view as appropriate and valuable communication products that can be accomplished in the time available and the budget will be useful to the LTC in RAR communications. Note that each LTC has control over their own project communications and are not bound to use materials produced for the Northern Region, nor will any communications be distributed on Denman Island without the instruction of the LTC.

2. Development Approval Information Bylaw

The Project Charter indicates that a draft Development Approval Information Bylaw will be presented at the October 2, 2012 LTC meeting. Due to staff workload, it is not available yet. If this deadline is moved to the November 6, 2012 meeting, staff does not anticipate the delay will cause any impact on the project.

3. Advisory Planning Commission review of draft bylaws

The Advisory Planning Commission was referred the draft bylaws for DPA 4 and met on September 5 to discuss. We have submissions from three APC members in place of detailed meeting minutes that staff will review in a subsequent staff report.

RECOMMENDATIONS:

Based on the above considerations, staff recommends that the Denman Island Local Trust Committee:

1. Allocate up to \$5,000 from the Denman Riparian Areas Regulation Communications budget to combined communications materials for the Northern region.

Prepared and Submitted by:

Courtney Simpson

Island Planner, MCIP,
Registered Professional Planner

September 20, 2012

Date

Attachments:

1. Project Charter



Review of Development Permit Area No. 4: Streams, Lakes and Wetlands

Project Charter

Creation Date: June 26, 2012

Last Updated: July 25, 2012

Version: 1.1

	Name	Endorsement Date
Project Sponsor	Chris Jackson	June 27, 2012
Project Manager	Courtney Simpson	July 4, 2012
Local Trust Committee	Denman Island	July 17, 2012

Purpose

This project will improve the protection of fish and fish habitat on Denman Island by improving stream mapping accuracy and amending the Official Community Plan and Land Use Bylaw to come into compliance with the Riparian Areas Regulation (RAR) of the provincial Fish Protection Act.

Background

This project has been initiated by the Denman Island Local Trust Committee (LTC) pursuant to the Islands Trust Council 2008-2011 Strategic Plan objective 1.1 "to identify and protect riparian areas".

A 2008-2009 Trust-wide "Drainage Areas of the Island Trust" project identified 19 watersheds on Denman Island, 5 of which are designated by the Ministry of Environment as supporting fish or having the potential to support fish. In preparation for this project, it was identified that more accurate mapping of these 5 watersheds is necessary in order to become compliant with the RAR.

In the 2011-2012 fiscal year the Denman LTC had sufficient Official Community Plan project budget for one of these watersheds to be mapped, the Morrison Marsh Watershed. There are four remaining watersheds to be mapped, at an estimated cost of \$40,000. There is no budget in the current (2012-2013) fiscal year for this work. The only budget for this project is \$5,000 which is for communications only.

Objectives

- Complete mapping of the four remaining RAR watersheds by a Qualified Environmental Professional in order to identify and map all streams, as defined by the RAR, within these watersheds.
- Amend or adopt a new Development Permit Area No. 4 with new mapping and revised wording if necessary.
- Amend or adopt a new Development Approval Information Bylaw
- Communicate both the process and outcome to the Denman Island community and solicit feedback during development of the deliverables.

Scope

In Scope	Out of Scope
- Map 4 remaining RAR watersheds - Amend DPA 4 boundaries to reflect new mapping - Review DPA text to determine if amendments are needed. - Make any necessary amendments to DPA text. - Review DAI to determine what amendments are needed, and make necessary changes. - Communicate and consult with Denman Island community.	Mapping of non-RAR watersheds

Deliverables and Milestones

Deliverable / Milestone	Target Completion Date
Project Charter Endorsed by Regional Planning Manager	June 29, 2012
Draft DPA boundary amendment for Morrison Marsh Watershed to LTC	July 17, 2012
Draft amendments to DPA text to LTC	July 17, 2012
Draft amendments to DAI Bylaw to LTC	October 2, 2012
Stream mapping for 4 remaining RAR streams (budget dependent)	June, 2013
Trustee Notebook	April, 2012
Draft DPA boundary amendments for 4 remaining watersheds to LTC	September, 2013
Public hearing bylaw amendments	November, 2013
Adopted bylaw amendments	February, 2014

First Nations

As with all LTC projects, First Nations with asserted aboriginal rights on Denman Island will be contacted early to inform them of the project and ask them to identify any aboriginal rights that may be impacted by the proposed change. Almost all identified archaeological sites on Denman Island are coastal, with some located at the mouth of streams. It is anticipated that First Nations may have an interest in supporting increased mapping and protection of riparian areas as this may also lead to better protection of archaeological sites from development.

Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
<i>Affected property owners</i>	<i>All</i>	- New DPA requirements are not overly onerous - New regulations are understood - Expect clear, proactive communication
<i>Other community members</i>	<i>All</i>	- Understand that new requirements may NOT apply to their property - Overall concern for protection of Denman Island

Stakeholder	Represented by	Interests, expectations, concerns
		environment without being overly restrictive.
<i>Qualified Environmental Professionals</i>	<i>VIU Natural Resources Extension Program</i>	• That DPA guidelines will be clear and reasonable • That the DAI bylaw will be clear and reasonable
<i>Farmers</i>	<i>Hornby/Denman Growers and Producers Association</i>	• Concern that new regulations will negatively impact agriculture • Expect clear, proactive communication.
<i>BC Parks</i>	<i>TBD</i>	• For the RAR watershed areas within parks, interested in RAR mapping will be done within parks. • Interested in collaboration and cost-sharing.
<i>Ministry of Environment</i>	<i>Marlene Caskey</i>	• That requirements of the RAR are met in the guidelines • That stream mapping is consistent with their identification of RAR watersheds

Project Team Resources

Name	Project Role	Area	Duration	Time
<i>Courtney Simpson</i>	<i>Project Manager</i>	<i>LPS – Northern</i>	<i>All</i>	<i>20 days</i>
<i>Chloe Fox</i>	<i>Advisor</i>	<i>LPS – Northern</i>	<i>All</i>	<i>1-2 days</i>
<i>Mark van Bakel</i>	<i>GIS Coordinator</i>	<i>LPS – Victoria</i>	<i>Mapping only</i>	<i>1-2 days</i>
<i>Jacquie Hill</i>	<i>Public Hearing</i>	<i>LPS – Northern</i>	<i>PH only</i>	<i>1-2 days</i>
<i>Theresa Vieau</i>	<i>Meeting notices & bookings</i>	<i>LPS – Northern</i>	<i>All</i>	<i>1-2 days</i>

Project Governance

Role	Responsibility
Project Champion – David Marlor	Strategic matters at Executive Committee level
Project Sponsor - Chris Jackson	Ensures project aligns with Trust Council Strategy, provide adequate project resources
Local Trust Committee	Provides support through maintaining the project as a work program priority
Project Manager – Courtney Simpson	All project management of the project, lead/ direct all project work
Project Team Members	Carry out assigned project tasks

Project Budget

Item	Details	Fiscal 12/13	Fiscal 13/14
Communications		\$5,000	
Mapping	4 remaining RAR watersheds		\$40,000
Public Hearing			\$1,500
Totals		\$5,000	\$41,500

Critical Success Factors

- Ongoing support from Sponsors and LTC
- Project is adequately resourced – budget request for further mapping is filled in 2013-14 fiscal
- Project completes on time

Links and Dependencies

- Denman Island Farm Plan project completes on time, allowing this project to move to the top work program priority and staff resources to be adequately allocated.
- Aquaculture project (3rd work program priority) is not moved in front of this project.
- Any new project added to the top priorities list does not move ahead of this project.

Risk Assessment

Risk Description	Prob-ability	Impact	Risk Response Strategy
<i>Budget is not allocated for further mapping</i>	M	H	Prepare thorough budget request through RPM, in order to provide LPS director with adequate information for preparing budget information to FPC.
<i>Farm Plan not completed on time</i>	L	L-M	Ensure LTC is aware of consequences of extending timeline on Farm Plan.
<i>Significant public opposition</i>	L	M-H	Ensure communications are early and ongoing. Acknowledge and respect the work done locally on stream mapping and protection in the past.

From: Sonya Edelston <offgridgirl@gmail.com>
Date: September 10, 2012 10:01:42 AM PDT (CA)
To: David Graham <dgraham@islandstrust.bc.ca>, Laura Busheikin
 <lbusheikin@islandstrust.bc.ca>
Subject: Re: APC meeting

Here are my recommendations. I'm hoping that all APC members will write something.
 S

Recommendations

Reduce the number of categories....stream, lakes and wetlands

Take out Ditches as this is a Highways area.

Make one set-back for each category....5 meters for lakes, 15 meters for stream and wetlands.

Education=Land owners should be made aware of regulations that concern their property at time of purchase. There needs to be better access to all of the regulations/requirements.

Mapping of these areas are in flux, so unless there is a sale/purchase, no homeowners should be Guilty of "pollution" or damage. If homeowners wants to pay for independent assessment then that can be used in the future. When the mapping is complete, only then can compliance be stated and penalties issued if damaged is assessed.

Here are just a few thoughts following the last APC meeting.

Reference to major and minor streams and ditches should be avoided and replaced with the two categories of RAR watersheds and non-RAR watersheds, and within those differing setbacks for various watercourses including ditches. What is the setback if the main stem of a creek is in a roadside ditch? I think the aim of the mapping should be identify the setbacks on watercourses and dispense with naming them major, minor or ditch.

It should be made crystal clear when a QEP is required, or when that is a judgment, and who makes that decision and under what circumstances. For example, a siting permit for a property containing a DPA may cause the planner to ask for a QEP report.

Now that commercial forestry has left the island, I think that the principal threats to riparian areas comes from agriculture, which is excluded, from subdivision and gentrification, and from tree cutting and land clearing by individuals. Education, rather than enforcement, can probably achieve more when it comes to this later threat. Education is talked about in the staff report on pages 3 and 4 but I would like to see a greater effort here to reach people who do not normally come to meetings. Perhaps each RAR watershed should have a meeting as the maps become available. Perhaps there should be door to door or phone contact. Maybe some of the educational component could be part of the mapping contract.

There are a lot of contradictions and holes in this initiative which the trust has little power to fix, so I am quite cynical about the whole thing. The exclusions are huge; agriculture, forestry, mining, emergency procedures, and any action taken by the Crown. For example, ditches are often riparian habitat but are regularly cleaned out by highways to maintain road integrity and stability.

I agree with Jenny that constructive and ongoing efforts at education will probably produce greater results than enforcement, of which I expect there will be little.

Personal Observations from APC meeting, September 5, 2012

The ongoing effort to provide more accurate mapping is essential and appreciated.

OCP

There are too many categories (8 types now with RAR and non-RAR).

Confusing language, particularly in the use of the word 'riparian' in both RAR sense and non-RAR.

Recommend using "stream" throughout and adopting RAR definition.

Recommend retaining current mapping until all new mapping is completed.

Recommend following RAR setbacks in RAR designated watersheds while reducing setbacks to 10 M in non-RAR. Ditches should be excluded from and not mapped in non-RAR. This could alleviate confusion of the 8 categories mentioned above.

Reference to Schedule F on p.13 of Staff Report does not make sense.

LUB

Recommend removing 'subdivision' from 4.4 as a default position. Only if a proposed subdivision provides for a road right-of-way in a DPA should a permit be required.

Recommend removing 4.4.2(a) 'Subdivision of Land.' All activities triggered by subdivisions such as well drilling, road construction are covered by 4.4.2(c).

If a proposed activity falls outside the DPA on a parcel, a permit should not be required. Staff should have the capacity to assess the proposal based on mapping available.

Implying that landowners are 'guilty until they have proven otherwise' should be avoided.

Henning Nielsen

Sept. 9, 2012

From: Jennifer Eliason
Sent: August-02-12 1:50 PM
To: Robert Kojima; Chris Jackson; Leah Hartley; Courtney Simpson
Cc: David Marlor; Lisa Gordon
Subject: Trust Fund Board referral of ITF Five-Year Plan

Hello Regional Planning Managers,

Please find attached a briefing and draft of the Islands Trust Fund Five-Year Plan 2013-2017. Our *Islands Trust Fund and Local Planning Services Coordination* policy and memoranda of agreement between the Trust Fund Board and all LTCs and IMs dictate that any new or revised version of the Islands Trust Fund Five Year Plan be referred to the LTCs/IMs for comment. Could you please provide these documents to the relevant planners to ensure it is brought to the next local trust committee meeting for each area? We are asking for responses by September 30th, but would appreciate receiving them as soon as possible. We do not require a resolution of the LTC or endorsement, but do ask that any comments provided are those of the LTC (not individual trustee responses). The Plan itself is quite straightforward, and reflects the Board's current policies and the Regional Conservation Plan. If you or the planners have any questions, or would like additional information, please do not hesitate to contact me.

With thanks,

Jennifer Eliason
 Manager
 Islands Trust Fund
 200-1627 Fort St.
 Victoria, BC V8R 1H8

tel: (250) 405-5191 fax: (250) 405-5155
www.islandstrustfund.bc.ca

A conservancy for Canada's islands in the Salish Sea.

ISLANDS TRUST FUND BRIEFING

DATE: August 2, 2012

TOPIC: ISLANDS TRUST FUND FIVE YEAR PLAN 2013-2017

DIRECTED TO: All Local Trust Committees and Bowen Island Municipality

COPIES TO: Lisa Gordon, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Kathy Lalonde, Interim CAO, Bowen Island Municipality

DESCRIPTION OF ISSUE: The *Islands Trust Act* requires that the Trust Fund Board prepare and submit to the Minister, at least once every 5 years, a plan for the trust fund respecting policies on acquisition, management, and disposal of property, investment of money, goals for major acquisitions, and other matters as required.

Islands Trust Policy 3.3.ii) *Islands Trust Fund and Local Planning Services Coordination* (TFB Policy 96010) requires the Plan to be referred to every LTC and Island Municipality for comment (not endorsement). The Trust Fund Board will also be submitting the Plan to Trust Council for endorsement at its September 2012 meeting.

BACKGROUND: The Islands Trust Fund Plan is administrative in nature, and explains current Trust Fund Board policies on land acquisition, management and disposition of land, and investment of funds. It also summarizes the Regional Conservation Plan.

It is important to distinguish between the Islands Trust Fund Five-Year Plan which requires Ministerial approval under the *Islands Trust Act*, and the Regional Conservation Plan, which provides science-based operational direction to the Trust Fund Board and its staff. The documents are complementary, but serve different functions.

DESIRED OUTCOME: The Trust Fund Board seeks comments from local trust committees / Bowen Island Municipality (LTCs/BIM) on the content of the plan. Comments should be received no later than **September 30, 2012**, although earlier comment is appreciated.

ATTACHMENT(S): Draft Islands Trust Fund Five-Year Plan 2013-2017

FOLLOW-UP: LTC and BIM comments are due to **Jennifer Eliason, Manager of the Islands Trust Fund** jeliason@islandstrust.bc.ca by **September 30, 2012**.

While we do not require a resolution of the LTC/IM, we would appreciate any comments provided being those of the LTC/IM (not individual trustee/councilor responses). A final version of the Islands Trust Fund Board Five-Year Plan 2013-2017 will be submitted to the Minister of Community, Sport and Cultural Development in October 2012.

PREPARED BY: Jennifer Eliason, Manager, Islands Trust Fund

REVIEWED BY: Lisa Gordon, Director of Trust Area Services

ISLANDS TRUST FUND

FIVE-YEAR PLAN

2013-2017

TABLE OF CONTENTS

1. Trust Fund Board Mandate, Vision and Mission	1
2. Trust Fund Board Successes	2
3. Trust Fund Board Strategic Direction	4
4. Trust Fund Board Policies	8
4.1 Acquisition of Property and Covenants	8
4.2 Management of Property	10
4.3 Disposition of Property.....	11
4.4 Investment of Funds	12
4.5 General Accounting	12
5. Conclusion	13

Appendices

- A) List of properties protected by the Trust Fund Board**
- B) List of Trust Fund Board policies**

1. The Trust Fund Board Mandate, Vision and Mission

The Legislated Mandate of the Trust Fund Board

In 1974 the Province of British Columbia recognized the islands between Vancouver Island and the mainland as a special place within the province where the unique beauty, rural character and diverse ecosystems should be protected for future generations. Through the *Islands Trust Act*, the province established the Islands Trust, a local government, with the following mandate (known as the Object of Islands Trust):

To preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

In 1990, through the enactment of a section of *Islands Trust Act*, the Islands Trust Fund was established as a conservation land trust to assist in carrying out the “preserve and protect” mandate. Part 6 of the *Islands Trust Act* establishes the corporate status, responsibilities, and governance structure of the Trust Fund Board.

Under the *Islands Trust Act* (Section 44)

- (1) the Trust Fund Board must prepare and submit to the Minister, at least once every five years, a plan for the Trust Fund respecting
 - a) policies on acquisition, management and disposal of property of the trust fund,
 - b) policies on investment of money of the trust fund,
 - c) goals for major acquisitions of property by the trust fund, and
 - d) other matters as required by the Minister of Community Services.
- (2) The Trust Fund Board must not, without the prior approval of the Minister, acquire, hold or dispose of land except in accordance with a trust fund plan under subsection (1) that has been approved by the Minister.

The Trust Fund Board is one of fifteen corporate entities* charged to uphold the Object of the Islands Trust. It is responsible for the actions of the Islands Trust Fund and since 1990 has protected almost 1,075 hectares of land as nature reserves, nature sanctuaries or conservation covenants.

The **vision of the Islands Trust Fund** is that the islands and waters of the Strait of Georgia and Howe Sound will be a vibrant tapestry of culture and ecology

* The Corporate entities charged to uphold the Object of the Islands Trust include the Trust Council, twelve local trust committees, one island municipality and the Trust Fund Board.

where humans live and work in harmony with the natural world. This special place will have a network of protected areas that preserve in perpetuity the native species and natural systems of the islands. Engaged residents and conservation partners will work together to protect large natural areas and key wildlife habitat. Viable ecosystems will flourish alongside healthy island communities.

The **mission of the Islands Trust Fund** is to protect special places by encouraging, undertaking, and assisting in voluntary conservation initiatives within the Islands Trust Area.

The Coastal Douglas-fir zone is one of B.C.'s rarest biogeoclimatic zones and is of great conservation concern. Many of the ecosystems of this zone are globally rare. In 2007, scientists advised the provincial government that the Coastal Douglas-fir zone is at high risk of disappearing. In 2010, the Forest Practices Board found that the amount of Crown land available for ecosystem protection was insufficient to maintain the viability of the Coastal Douglas-fir zone. It wrote "private landowners, federal and local governments, and non-government conservation agencies will have to fill the gap".

The Islands Trust Area holds 46% of British Columbia's Coastal Douglas-fir zone, the largest percentage of any local government jurisdiction in the province. The Islands Trust Fund's work encouraging and assisting private landowners to protect ecologically valuable land in this zone is vital to the government's efforts to protect these important and imperiled ecosystems.

The undeniable beauty of the Islands Trust Area attracts visitors and residents to this region each year. More than 65% of the Islands Trust Area is privately owned, and over 3.3 million people live in the surrounding areas. The pressure to develop and change the natural landscape in the islands is tremendous. Biodiversity here is exposed to some of the highest threat levels in British Columbia. The conservation work of the Islands Trust Fund is critical in ensuring that the natural beauty that draws so many to the region is not lost.

2. Trust Fund Board Successes

Protected Lands

Since its inception in 1990, the Trust Fund Board has protected over 1000 hectares of ecologically-significant natural area on the islands. As of July 2012, the Trust Fund Board has acquired 21 properties, and worked with private landowners to register 63 conservation covenants for a total of 84 protected areas, covering 1,074 hectares (2,654 acres).

See Appendix A for a list of properties.

Collaboration

The Trust Fund Board supports and enhances the capacity of the local island-based conservancy groups through funding grants, partnership projects and facilitating education opportunities. The Trust Fund Board's Opportunity Fund is funded by private donations and has provided more than \$40,000 in grants to local conservancies, helping protect more than 300 additional hectares of land¹ since it was developed in 2005.

Strategic Planning

In 2010 the Trust Fund Board approved a new Regional Conservation Plan. The 2011-2015 Regional Conservations Plan was developed using the most up-to-date information on sensitive ecosystems, species at risk and the current threats to their survival. Island communities and conservation experts throughout the region were consulted during the development of the plan, resulting in a guide that sets a course for protecting island landscapes through collaboration and cooperation.

Private Land Stewardship

The Trust Fund Board's innovative financial incentive program for private landowners to place conservation covenants on their properties, the Natural Area Protection Tax Exemption Program (NAPTEP), is now available in 12 local trust areas. The program provides a permanent 65% reduction on property taxes on the portion of an eligible property protected by a conservation covenant. Many local governments in BC are now interested in seeing a program like NAPTEP expanded throughout the Province.

Growth and Organizational Stability

Other accomplishments in the last five years include the establishment of a Covenant Management and Defence Fund to help provide for the long-term stewardship needs of covenant lands, the protection of two parcels of Crown land in Howe Sound (Mt. Artaban Nature Reserve on Gambier Island and Fairy Fen Nature Reserve on Bowen Island) and the development of two geographically-restricted funds dedicated to land acquisition, the Lasqueti Island Acquisition Fund and the Gambier Island Acquisition Fund.

The Trust Fund Board also launched a new logo and website in 2012, revitalizing the image of the Islands Trust Fund as an important conservation organization, connected to, yet distinct from, the Islands Trust.

¹ Opportunity fund grants have been awarded to the Salt Spring Island Conservancy, Galiano Conservancy Association, Mayne Island Conservancy Society, Lasqueti Island Nature Conservancy, and TLC The Land Conservancy of BC.

3. Trust Fund Board Strategic Direction (2013-2017)

Organizational Development

Over the past several years, the Trust Fund Board has given increased attention to anticipating and addressing the long-term funding needs of the Islands Trust Fund, to ensure adequate funding exists into the future to meet its stewardship commitments. The Trust Fund Board's Long-term Funding Committee worked for two years, with the assistance of a consultant, to develop a strategy to address this need. Refinement and implementation of this strategy continues to be a focus of interest for the Board, with a current emphasis on building community and donor support. Current efforts to raise the organizations profile include a new logo and website, launched in 2012.

Stakeholder research undertaken in 2010 as part of the development of a communications strategy clearly identified the name *Islands Trust Fund* as a source of confusion and an impediment to effective fundraising and organizational development. This confirmed for the Trust Fund Board that changing the name and corporate structure, as set out in the *Islands Trust Act*, would be necessary to fully realize the organization's potential. Several prospective names were reviewed by the Board, and after thoughtful consideration and focus group testing, the name *Islands Trust Conservancy* was selected. The name maintains the connection to the Islands Trust, but better reflects the land conservation function of the organization. The Board is currently seeking legislative change to make the required changes.

The requested legislative amendments put forward by the Trust Fund Board would simplify the corporate structure of the organization under the name *Islands Trust Conservancy* and would greatly assist efforts to develop the brand, communicate and fundraise effectively, and improve operational efficiencies.

Regional Conservation Plan

In December 2010, the Trust Fund Board approved a new five-year Regional Conservation Plan (2011-2015). The Regional Conservation Plan is a tool used by the Islands Trust Fund to focus its resources – staff, board, financial – on areas with the highest biodiversity values and greatest need for conservation. It can also be used by Islands Trust decision makers to support ecologically responsible land use planning and has been designed as an information resource for citizens and organizations working towards conservation of biodiversity within the Islands Trust Area.

Based on scientific information and local knowledge, the 2011-2015 Regional Conservation Plan identifies areas of interest for conservation within the Islands Trust Area and strategies for achieving better levels of land conservation. Some of the strategies involve land acquisition and conservation covenants with willing

landowners. Other strategies involve working with partner agencies and local trust committees to increase our knowledge base, encouraging protection of private land within the Islands Trust Area and managing existing conservation lands effectively.

Goals of the 2011-2015 Regional Conservation Plan

To protect biodiversity, the 2011-2015 Regional Conservation Plan focuses the Islands Trust Fund's future conservation efforts on these priorities:

- **Rare and fragile ecosystems** such as cliffs, wetlands, old forests, woodlands, riparian, herbaceous, and freshwater ecosystems
- **Representative ecosystems** - reasonable levels of all ecosystem types
- **At risk species and ecosystems**
- **Nearshore zone areas** such as beaches, bluffs, forage fish habitat, and kelp and eelgrass beds
- **Islets and small islands**

The 2011-2015 Regional Conservation Plan sets out seven long-term goals that reflect the enduring aspirations of the Islands Trust Fund to work with landowners and partner organizations to protect the rich biodiversity of the Islands Trust Area:

Goal 1. Secure* core conservation areas that effectively conserve biodiversity priorities within the Islands Trust Area and within individual local trust areas or island municipalities

- Based on the identified biodiversity priorities, identify 3,000 hectares of priority lands for conservation within the Islands Trust Area
- Develop a strategic plan for the creation of core conservation areas that protect biodiversity priorities, including a proposed budget/financing plan
- Implement the recommendations of the core conservation area strategic plan, including acquiring sufficient funding, with the aim of securing, through acquisition, bequest, donation or conservation covenant, at least 500 hectares within the timeframe of the 2011-2015 Regional Conservation Plan
- Work with partner organizations to acquire at least 20 hectares of publicly accessible natural park or nature reserve on Thetis Island
- Assist other organizations with efforts to protect lands in the Islands Trust Area that protect the biodiversity priorities identified in the 2011-2015 Regional Conservation Plan

* Land is secured through direct purchase, land donation, bequests, conservation covenant (including through the Natural Area Protection Tax Exemption Program) or through the granting of a Life Estate. It is intended to be a permanent protection of land. The Islands Trust Fund does not acquire land through expropriation.

Goal 2. Investigate the protection of biodiversity priorities on lands outside of core conservation areas, including working landscapes

- Improve mapping of current land uses, especially of areas under active agricultural and forest management. Note areas where Environmental Farm Plans or Ecoforestry Management Plans are in place
- Identify residential neighbourhoods where there are high biodiversity priority areas that are impractical for land securement efforts. In consultation with local conservation organizations and local trust committees/island municipalities, conduct focused landowner contact programs in these areas
- Identify organizations managing working lands that also protect natural values and provide information and links to these organizations on the Islands Trust Fund website
- Research staff and resource requirements of organizations that protect conservation lands that include working landscapes and cultural features. Assess capacity of Islands Trust Fund and prepare a report, for consideration by the Trust Fund Board, detailing requirements (staff & budget) for acquiring and managing working and cultural lands

Goal 3. Work with partner organizations to conserve marine ecosystems and habitats

- Provide support to partners for improved nearshore mapping and data collection projects, including mapping of eelgrass and kelp beds and forage fish habitat, which cover the entire Islands Trust Area
- As nearshore mapping becomes available for the entire Islands Trust Area, work with partner agencies to perform data analyses to identify important habitat areas and provide this information to local trust committees and island municipalities
- Coordinate a reporting system for Trust Area Services and Local Planning Services to provide regular updates on the progress of marine initiatives such as the Green Shores for Homes program and the National Marine Conservation Area

Goal 4. Work with the Islands Trust Council, local trust committees and island municipalities to implement and accentuate Regional Conservation Plan goals and objectives within official community plans and land use bylaws

- Assist local trust committees and island municipalities with obtaining the information required to include provisions for the protection of sensitive ecosystems in official community plans and land use bylaws

- Develop mapped protected area networks based on the biodiversity priorities for each of the thirteen major islands and larger associated islands, as needed
- Assist local trust committees and island municipalities with obtaining the information required to include provisions for the creation of protected area networks in official community plans and land use bylaws
- Assist local trust committees and island municipalities with obtaining the information required to include provisions for the protection of nearshore marine habitats in official community plans and land use bylaws
- Work with Islands Trust Council to encourage incorporation of the goals and objectives of the 2011-2015 Regional Conservation Plan into Islands Trust policies and strategic planning documents
- Work with Local Planning Committee to establish a program for ongoing terrestrial ecosystem and sensitive ecosystem mapping updates

Goal 5. Promote community participation in conservation within the Islands Trust Area through effective stewardship and management of private lands, information sharing and support of conservation education

- Produce and distribute an Islands Trust Fund newsletter (currently, the Heron) at least twice each year
- Contribute two articles per year about the natural history and stewardship of the Islands Trust Area to local papers and newsletters
- Research and develop landowner contact programs that educate about biodiversity priorities and conservation options. Conduct a pilot landowner contact program in an area that is not served by a local conservancy organization. Evaluate the success of this program and explore future opportunities in other areas as appropriate

Goal 6. Support and enhance the work of conservation partners working in the Islands Trust Area

- Provide funding and support for networking opportunities between island conservation groups on an annual basis
- Provide training opportunities to organizations involved in conservation in the Islands Trust Area
- Provide mapping and other data as needed to organizations involved in conservation in the Islands Trust Area

- With proceeds from donations and fundraising revenue, continue to operate the Opportunity Fund as a source of startup funds for land protection projects of partner organizations

Goal 7. Monitor and manage existing Islands Trust Fund conservation areas to maintain and enhance existing biodiversity and cultural features, with the understanding that ecosystems are continuously in a state of change

- Establish a species at risk monitoring program on Islands Trust Fund owned and covenanted lands where known populations of species at risk have been found. Adapt property management based on monitoring program findings
- Where previous populations of species at risk have been identified historically and where areas have high capacity to support species at risk on Islands Trust Fund owned and covenanted lands, conduct inventories to locate species at risk or record their absence
- Establish an invasive species monitoring and removal program for Islands Trust Fund owned and covenanted lands
- Where significant ecosystems exist, as identified by Islands Trust Fund staff, establish ecosystem monitoring programs to monitor their change over time with a view towards managing for maintenance of ecological integrity

Progress is being made in many of these areas. The Regional Conservation Plan is reviewed annually as part of an adaptive management process which can include revising or adding goals, depending on new data or changing circumstances. The full 2011-2015 Regional Conservation Plan is available on-line at www.islandstrustfund.bc.ca

4. Trust Fund Board Policies

The Trust Fund Board is a member of the Land Trust Alliance of BC and, except for practices that are not applicable to a government agency, meets the Standards and Practices of the Canadian Land Trust Alliance.

Below is a summary of Trust Fund Board policies affecting the public interest. A full list of policies can be found in Appendix B.

4.1 Acquisition of Property and Covenants

Under the *Islands Trust Act*, the Trust Fund Board can accept donations and grants of private land, Crown Land, conservation covenants, cash and securities, and other real property in support of the protection of the Islands Trust Area.

The Trust Fund Board is a corporation that is, for all purposes, an agent of the government, and accordingly can issue receipts for income tax purposes for donations and is exempt from paying property taxes on its lands.

The Trust Fund Board is an approved recipient of gifts of land and interests in land through Environment Canada's Ecological Gifts Program.

The Trust Fund Board is not limited to acquiring property for itself. It can, for example, contribute to the acquisition of a property within the Trust Area by another agency or group provided that protection in perpetuity is reasonably assured.

Land donation is the preferred method of protecting land. The Trust Fund Board also accepts donations of conservation covenants, applies for Sponsored Crown Grants and partners in the purchase of exceptional properties within the Islands Trust area. In all cases, the Trust Fund Board will work with Trust Council to ensure that sufficient resources will be available for long-term management of those properties.

The Trust Fund Board will encourage owners of land within ecologically significant areas or with significant characteristics or values identified in the Regional Conservation Plan to protect their land using binding conservation covenants and will work with interested owners to achieve protection of significant areas on all the Islands.

The Trust Fund Board will continue to work with Trust Council to promote and expand the Natural Area Protection Tax Exemption Program (NAPTEP) to the entire Trust Area. The program provides a property tax incentive for property owners who register conservation covenants on their lands to protect the natural features and values of their properties.

As a further measure of protection, wherever possible, the Trust Fund Board will develop and register a conservation covenant on each of its owned lands if an appropriate conservation agency can be found to hold the covenant and if the values on the land warrant the investment of staff time and legal fees.

The Trust Fund Board may refuse to acquire properties with existing conservation covenants that include rent charges². Rent charges will not be included in covenants to be registered on Trust Fund Board owned properties as the Board cannot incur liabilities without Ministerial approval.

² "Rent charge" is similar to a fine and is a charge registered against the land to enable enforcement of a breach of a covenant agreement.

4.2 Management of Property and Covenants

The acquisition of land or registration of conservation covenants does not by itself guarantee the long term protection of the significant features and values. Active management of protected areas is also necessary. The Trust Fund Board's objective in managing its properties is to protect public safety and ecological values. Lands owned by the Trust Fund Board are not parks but are nature reserves and nature sanctuaries, and this concept is considered in both acquisition discussions and management planning initiatives of the Trust Fund Board. The Trust Fund Board's properties are privately insured as nature reserves, and not as public parks.

In order to effectively preserve and protect ecologically significant areas, the Trust Fund Board works cooperatively with landowners, Local Trust Committees, Island Municipalities, Trust Council, other conservation groups, individuals and various levels of government.

Qualified personnel will develop management plans for all lands owned by the Trust Fund Board. Management plans will be used to provide long term direction regarding allowable public use, the reduction of risk to public safety and the reduction of risk to ecological values and other significant features.

When the Trust Fund Board receives donations of land, it will consult with the donor(s) regarding any specific wishes they might have for the property and will take these comments into account in management planning.

Generally, management plans will address the following matters:

- purpose and objectives for the site;
- background information including the site history and local and regional context;
- environmental inventory;
- management issues such as the extent and nature of protection required, appropriate uses and level of use, research guidelines, risk management, special needs at the site;
- strategies and actions to achieve the purpose and objectives for the site and to address management issues and needs; and
- traditional use and protection of cultural sites.

The Trust Fund Board will seek assistance from local community groups to implement management plans and, where appropriate, will request such groups to enter into management agreements with the Board regarding management operations and responsibilities.

The Trust Fund Board will monitor all of its lands and covenanted areas regularly to assess the character and key features of the sites, evaluate the effectiveness of the management program, identify any new issues that need to be addressed by the Board or the management group, and identify and respond to any breaches to the terms of a covenant.

The Trust Fund Board will request, where necessary, that the Local Trust Committee or Island Municipality re-designate and rezone Trust Fund Board lands to the most appropriate designation and zone for nature protection when it is reviewing its Official Community Plan and/or Land Use Bylaw and will work with the Local Trust Committee to determine the most appropriate designation and zone.

Where land or interests in land have been donated through Environment Canada's Ecological Gifts Program, the Trust Fund Board will manage them to maintain the values protected under the program.

4.3 Disposition of Property

The Trust Fund Board intends to maintain its protected areas in perpetuity. However, there are circumstances where the Trust Fund Board will consider transferring property (or interests in a property, such as a conservation covenant) it has acquired to another agency.

If the Trust Fund Board receives an unrestricted donation of land with little or no ecological value, and if no other barriers to disposition exist, the Trust Fund Board may sell the land and use the proceeds to further its conservation objectives.

If the Trust Fund Board receives a proposal to transfer an ecologically significant property (or an interest in land) to another conservation agency, and determines that there is no legal barrier to transfer and that the proposal is worthy of consideration, the Trust Fund Board will direct staff to conduct and prepare a thorough assessment of the proposal for consideration by the Board.

The Trust Fund Board will only dispose of the fee simple title or an interest in ecologically significant land if it can be determined that the recipient agency has the expertise and long-term financial resources to manage the property or interest as well as, or better than, the Board. If the land, or interest in land, was acquired as an Ecological Gift, prior written authorization from Environment Canada must be received before proceeding with a disposition.

When considering a transfer of ecologically significant land, the Trust Fund Board may:

- a. transfer the land on condition that it be used for conservation purposes, or transfer the land as determinable fee simple providing that the land will revert to the Trust Fund Board if the land is no longer being used for the specified purposes.
- b. register a conservation covenant on title to the land before the transfer, to ensure the protection of the land's ecological values, provided an appropriate agency can be found to hold the covenant, and the recipient agency has the legal authority to accept the encumbrance.

4.4 Investment of Funds

Trust Council approves an annual budget for the administrative operations of the Trust Fund Board. This funding covers operating expenses including, but not limited to, board meetings and training, staff salaries and benefits, conservation planning, communications, land and covenant negotiations, and property management costs. However, the operating budget is not intended to be used for direct acquisition of properties (i.e., purchase costs). Accordingly, to buy land or contribute to acquisitions by other agencies, the Trust Fund Board must raise additional funds. The *Islands Trust Act* provides the Board with the ability to raise funds in a variety of ways.

The Trust Fund Board is now routinely suggesting cash endowments with land donations, to ensure that there are funds available to manage the land in perpetuity. The Board invests these endowments only with institutions whose investment policies are consistent with the *Trustee Act*, and whose withdrawal policies allow retrieval of the full investment if required.

4.5 General Accounting

The financial transactions of the Trust Fund Board are carried out using standard accounting procedures and are subject to an annual audit by a recognized financial management company.

To ensure financial accountability, the Trust Fund Board will:

- follow the purchasing policies established by Trust Council,
- direct staff to track all income and expenses and provide the Trust Fund Board with updates at regular board meetings,
- require prior approval from the Islands Trust Fund Manager for expenditures up to and including \$5,000, and

- require prior approval of the Board Chairperson for expenditures in excess of \$5,000 unless a prior resolution from the Board approves a plan, project or policy authorizing such an expenditure.

The Trust Fund Board will not incur any liabilities without the prior approval of the Minister responsible for the Islands Trust.

5. Conclusion

Guided by the Regional Conservation Plan, the Trust Fund Board will continue to pursue its mandate in accordance with its policies and in partnership with island communities as well as local, regional, provincial and national conservation agencies.

The Board will continue to strive for organizational excellence, and to eliminate barriers to its continued success. If the requested legislative amendment is achieved, resulting in a change of name and corporate structure for the organization, the Board hopes to embark on a new era of fundraising and growth. With excellent working relationships with the island-based and regional land trusts and strong connections to local governments, the Trust Fund Board is well positioned to take a lead role in the protection of the ecologically significant areas found in Canada's islands in the Salish Sea.

We look forward to the next five years of conservation successes, inspired by the generosity and perseverance of our island partners and donors, and the endless beauty of fragile island ecosystems.



Memorandum

700 North Road Gabriola Island BC V0R 1X3

Telephone **250. 247-2063** FAX: 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

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

Date September 10, 2012 File Number 3040-20

To Denman Island Local Trust Committee
For meeting of October 2, 2012

From Courtney Simpson
Island Planner
Northern Office

Re Denman Local Trust Committee meeting schedule, 2013

Local Trust Committees in the Northern Region are being asked to endorse 2013 meeting dates now, with final 2013 meeting schedules for adoption once Trust Council and Trust Council Committee meeting dates are finalized.

It is important that trustees check their schedules and propose any changes necessary now, so that meetings can be adequately spaced and staff workloads balanced. Late changes to meeting dates are always difficult to schedule.

Tuesday, January 22, 2013
 Tuesday, February 26, 2013*
 Tuesday, April 3, 2013
 Tuesday, May 7, 2013*
 Tuesday, June 4, 2013
 Tuesday, July 17, 2013*
 Tuesday, September 17, 2013
 Tuesday, October 22, 2013*
 Tuesday, November 26, 2013

*Planner office hours are proposed for the four dates with asterisks beside them.

Staff is requesting a resolution to endorse the above meeting dates.



Memorandum

700 North Road Gabriola Island, BC V0R 1X3

Telephone **250 247-2063** FAX: 250 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

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

Date August 31, 2012 File Number 3440 Hornby and Denman

To Hornby and Denman Island Local Trust Committees

From Sonja Zupanec
Island Planner
Local Planning Services

Re Special Occasion Licence jurisdiction

The Liquor Control Licencing Board (LCLB) recently advised that local governments are to be consulted in regard to all public events being held in their jurisdiction where special occasion licences (S.O.L) are required. The current practice is for applicants to receive approval from the Islands Trust before bringing the special occasion licence to the local RCMP detachment for final approval.

Staff signs off very few of these applications for the Northern Islands (primarily Gabriola island). However, in order to streamline the process, the Comox Valley RCMP are requesting that the Hornby and Denman LTC's grant them the signing authority for these licences by way of a letter. This would mean that applicants would not be required to consult with the local government prior to submitting their application for a S.O.L. to the RCMP. The RCMP would evaluate security plans and the terms and conditions of the S.O.L application (see attached).

Staff recommends that both the Hornby and Denman LTC's consider passing the following resolution:

"THAT the _____ Local Trust Committee request staff to prepare a letter to the Comox Valley RCMP Detachment Staff Sergeant Andrew Isles advising that the LTC delegates the approval of special occasion licences to the Comox Valley RCMP detachment effective immediately."

copy Chris Jackson, Regional Planning Manager, Northern Office
Courtney Campbell, Island Planner, Denman Island Local Trust Committee



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Officer in Charge
Comox Valley R.C.M.P. Detachment
800 Ryan Road
Courtenay, BC V9N 7T1

Your File - Votre référence

Our File - Notre référence

Mr. Chris Jackson
Regional Planning Manager, Northern Island
Islands Trust
700 North Road
Gabriola Island, BC V0R 1X3

Date

August 22, 2012

Dear Mr. Jackson:

RE: SPECIAL OCCASION LICENCES

This letter is in regards to changes to the issuance of Special Occasion Licences (S.O.L.).

The Liquor Control Licencing Board (L.C.L.B.) has recently advised that local governments are to be consulted in regard to all public events being held in their jurisdiction where special occasion licences are required. This means that, currently, the S.O.L. applicant must first receive the approval of the local government before bringing the S.O.L. to the detachment for final approval.

In order to streamline this process, local governments may grant the local R.C.M.P. Detachment with blanket signing authority. This signing authority is usually granted through a bylaw or with written approval of the local governing body, in this case, Islands Trust for Denman and Hornby Islands.

In order for the regional planners of Hornby/Denman Islands to make a decision regarding the granting of blanket signing authority for Special Occasion Licences to this detachment, I have enclosed some pertinent documents. If you choose to delegate the approval of the S.O.L. to this detachment please reply, in writing, to the undersigned.

If you have further questions regarding the above, please contact Staff Sergeant Andrew Isles at 250-338-1321.

Yours sincerely,

(B.K. McDonald), Inspector
Officer in Charge
Comox Valley Detachment
"E" Division

/ls



Encl: 2

Canada

Appendix 7: Security Plan Guideline

Security Plan Guideline for Large Events Liquor Control and Licensing Branch

A Security Plan is required for anyone organizing a large special event, with more than 500 people expected to attend.

The following is a model that you – the special occasion organizer(s) for a large event – may choose to follow, or you may develop your own Security Plan.

LCLB will review your Security Plan to determine that you will be able to:

- ensure that no intoxicated person is served
- prevent disturbances and accidents
- mitigate risk by knowing when to call the police
- prevent unauthorized liquor on the premises during the event, and
- not serve minors.

Space and Capacity

1. If the location where you are holding this event is licensed:
 - a) what is the person capacity of the licensed area – including any patios or secondary rooms – as listed on the liquor licence? _____
 - b) what is the occupant load issued by the fire authority? _____
2. If the location where you are holding this event is not licensed, what is the occupant load issued by the fire authority? _____
3. How many people (approximately) do you expect to attend the event? _____
4. How will people gain admission to the event? (check all that apply)
 - ☐ Pre-sold Tickets
 - ☐ Invitation
 - ☐ Purchase tickets at the door
 - ☐ Guest book sign in
 - ☐ Free admission
 - ☐ Other (specify) _____
5. What physical control barriers (i.e., fencing, barricading, walls, locked or limited access doors) will be in place to control and limit access to and from areas where alcohol is being sold or served?

6. Please provide a detailed diagram of the event site, showing control measures limiting access to and from areas where liquor will be sold.

Security

7. How many door staff are scheduled for the event? (Note: depending on the specifics of room layout and the nature of the event, the usual minimum ratio of door staff to patrons is 1:50).

8. Identify the number of persons from each category below responsible for door entry and security:

____ Police

____ Volunteers

____ Licensed Security Company (specify name)

____ Individuals hired by yourself or by the event sponsor

Minors

9. Is the event "all ages" or 19 and over only?

____ All Ages

____ 19 and Over Only

10. If the event is all ages, please explain in detail what measures are in place to prevent under-aged individuals from obtaining alcohol at the event.

Wrist-banding procedure:

ID-checking procedure:

Signage:

Other:

Special Occasion Licence Major Events

TERMS and CONDITIONS

Created
May 2012

Special Occasion Licence: Major Events Terms and Conditions / Host Responsibilities

A GUIDE FOR MAJOR EVENTS IN BRITISH COLUMBIA

Table of Contents

Introduction	3
Liquor Inspectors and Police	3
You are Responsible for the Safety of your Patrons	4
Your Presence at the SOL Event is Required	4
Your Conduct.....	4
Raising Money for Charitable Purposes	5
Exemptions	5
Posting Your SOL Licence Documents	5
Liquor Service Area Configuration	6
Lighting and Visibility	6
Event Security.....	6
Minors.....	7
Serving it Right: The Responsible Beverage Service Program.....	7
Liquor Service.....	8
Tastings	10
Entertainment	10
Signage	10
Advertising	11
Gambling	11
Intoxicated Persons, Criminal Activities, Unruly Behavior.....	11
Drinking Games	11
Community Disturbances	11
Contacts / More Information.....	12
Appendix 1: Monetary Penalties Relating to a Special Occasion Licence: First Contraventions	13
Appendix 2: Taking Reasonable Measures to Prevent Community Disturbances.....	15

Introduction

Special Occasion Licences encompass a broad range of events, from small family weddings to music festivals with 5,000 people in attendance, or more. This document focuses on major events, ones which by virtue of the number of people attending, nature of the venue, characteristics of the event, or impact on the local community may require additional planning and review by the police and a liquor inspector.

The terms and conditions (rules) in this document apply to all Special Occasion Licence events. They are imposed to ensure your event is safe and enjoyable – that the risk to the public associated with drinking is kept to a minimum. However, because risk levels may differ between various types of major events (for example an indoor sit-down banquet for 600 people and an outdoor summer rock concert for 10,000), some of the terms and conditions in this document may be customized by the liquor inspector to fit your event.

This document focuses on the provision of liquor service at your Special Occasion Licence (SOL) major event. It is intended to help you host a safe and responsible event - one which complies with the liquor laws of British Columbia. This document describes the requirements of the *Liquor Control and Licensing Act* (the Act) and *Regulation*, and *Terms and Conditions* imposed by the General Manager of the Liquor Control and Licensing Branch (LCLB) under Section 12 of the Act. While the information contained in this document is accurate, the provisions of the Act and regulations prevail. You may be asked to sign a receipt acknowledging that you have received this document.

The requirements and the terms and conditions contained in this document apply to your event. In addition, where the police and liquor inspectors believe it necessary for public safety, they may impose additional terms and conditions not contained in this document. Other terms and conditions may be imposed by the LCLB as well.

As the licensee and host of a major SOL event you must comply with these requirements and all others imposed by LCLB, on behalf of the General Manager. Failure to do so may result in monetary penalties and/or other penalties including the prohibition from holding future SOL events. Monetary penalties are significant: the penalty for a first contravention for selling liquor to a minor ranges between \$7,500 and \$10,000; for selling liquor to an intoxicated person, between \$5,000 and \$7,000. Please see the *Appendix 1* for more information.

Help is available: Hosting a major SOL event is a big undertaking. The various agencies you may be working with (local government, police, LDB, LCLB exemptions, First Nations, etc.) all need time to process your requests or applications. Please check with them to ensure you meet their deadlines.

Your local liquor inspector is available to work with you in planning your event to ensure liquor service is provided in a safe and responsible manner.

Please note: In this document “you” refers to a person designated by the licensee organization or group to apply for the SOL (and whose name appears on licence) and to be responsible for liquor service at the event, and the licensee organization or group, event staff and volunteers, and security staff.

Liquor Inspectors and Police

Liquor inspectors and the police have the right to enter and inspect all areas of the premises at all hours. They may immediately suspend an SOL for reasons of public safety, seize illicit liquor, and take other measures where a licensee has contravened the conditions of the licence, or a threat to public safety is determined.

As a term and condition of your licence the police and liquor inspectors are to have full access to your event and to receive your full cooperation. You are not to draw the attention of patrons to the fact that liquor inspectors and/or police are present as this may put the safety of the inspectors and police at risk.

Accordingly, your actions must not cause the attention or focus of patrons to shift towards inspectors or police at any time, including entry, during an inspection, or when exiting your event.

You are Responsible for the Safety of your Patrons

As a licensee with a Special Occasion Licence, it becomes your responsibility to protect patrons from any harm that may result from drinking at your event. This includes harm that may occur at the event or elsewhere, after the patrons have left. If you serve alcohol to someone who becomes intoxicated, you may be legally liable for that person's behavior and the results of that behavior regardless of whether the behavior occurs at your event or after the person has left your event.

You have a responsibility and right under the Act to forbid a person who appears intoxicated, either by alcohol or drugs, from entering your event. If a patron at your event appears intoxicated you must not serve or sell them liquor or allow them to remain in the licensed area – it is a contravention to do so.

Please see *Intoxicated Persons, Criminal Activities, Unruly Behavior* section below for information on the signs of intoxication.

You must take steps to ensure that the intoxicated person does not harm himself/herself or others, including ensuring they have a safe ride home. Promote responsible drinking by ensuring there is a reasonable amount of food and non-alcoholic drinks at your event. Consider offering complimentary, de-alcoholized and non-alcoholic beverages to designated drivers.

Your Presence at the SOL Event is Required

As the person responsible for liquor service appointed by the licensee organization, you are required to be in attendance at the SOL event for its full duration on each day of its operation. Where the duration of the event is such that your continuous attendance is not practical, you may obtain prior approval from the police or liquor inspector to designate, in writing, a person who can substitute for you on a limited basis.

The person substituting for you must have Serving it Right (see below) and be a member of the organization or group, or manager of the event. The written designation must specify the days and times the substitution will occur and be posted with your SOL licence (see below). Regardless of who is in attendance, the licensee remains legally responsible.

Your Conduct

You, your managers, staff and volunteers, and security staff are not permitted to drink alcohol or be intoxicated while performing their duties.

When off duty, they must not wear event T-shirts, name tags, badges, arm bands, hats, or any other article that would identify them as staff. When off duty, they are not permitted to remain in areas where the public is not allowed (momentary entry to retrieve personal effects is permitted provided they do not have alcohol in their possession or resume staff duties, i.e., serving alcohol, etc.). This separation of on-duty and off-duty staff is necessary to enable liquor inspectors and police to ensure on-duty staff are not drinking.

Everyone involved with the event, including food kiosk operators, cleaners, entertainers, etc. must refrain from illegal activities, disorderly conduct, or any other action that might affect public safety. You are required to have processes in place to deal with such incidents, including procedures for ejecting the individual(s) from the event and/or notifying the police. You are responsible for the actions of your staff regardless of whether they are paid or volunteer.

Raising Money for Charitable Purposes

If you are a qualified organization or group and are raising money for a charitable purpose, you may apply for permission from the Liquor Control and Licensing Branch to charge prices above the maximums listed in the *Liquor Service* section below.

A charitable purpose is one that provides for the relief of poverty or the advancement of education, religion, recreation, sports or athletics, aid to the disabled and handicapped, culture, youth or senior citizens, or other purposes beneficial to the community.

If you are granted this exemption you are required to submit financial records showing that all profits of the event, not just the liquor sales, was donated to the charity, to the LCLB within 60 days of the event.

Exemptions

Under certain circumstances exemptions to the policies governing the SOL may be granted by the Liquor Control and Licensing Branch. Specifically, permission may be granted for you to:

- hold more than two SOLs per month or 24 per year (e.g., for a 3 day tournament)
- apply for an SOL if you are not a Canadian citizen or a permanent resident
- extend the hours of your event beyond 10:00 pm for outdoor or 2:00 am for indoor events
- serve or sell spirits at a public event
- charge more than the maximum liquor price if you are holding an event to raise money for a charitable purpose (please see *Raising Money for Charitable Purposes*, below).

Four weeks before your event: You must apply for the exemption at least four weeks before the start date of your event or the LCLB may not have sufficient time to review and approve your request.

To apply, please complete and submit the *Special Occasion Licence Policy Exemption Application Form* (LCLB031) and the \$100.00 non-refundable fee to the Liquor Control and Licensing Branch. Please see the *Contacts/More Information* at the end of this document for the address and links to the form.

You will receive a letter advising you of whether your request was approved. If approved, the letter must be attached to your SOL application during the licence approval process and posted at the event (see below).

Posting Your SOL Licence Documents

You must post the following documents in the liquor service area where they can be viewed by anyone who requests to see them:

- valid Special Occasion Licence,
- your copy of the SOL Application form, completed in full and signed by the required authorities
- documents from the police or local government or First Nations as required
- letters from the LCLB granting exemptions (see *Exemptions*, above)
- documents from the LCLB imposing additional terms and conditions
- written designation of an individual who can be in attendance at the event on behalf of the licensee,
- any other document you have been directed to post.

Also, legible receipts, clearly showing the source of the liquor you are serving under the licence, must be kept on site for inspection by a liquor inspector.

Liquor Service Area Configuration

The layout of your liquor service area, including features for controlling access by patrons, is critical to public safety (you may be required to submit a site plan). You are responsible to ensure that only those persons permitted to enter the liquor service area do so and that they enter and exit in a controlled and safe manner. You are responsible to ensure your liquor service area is sufficient to handle the number of patrons you expect to attend. This is to ensure over-crowding does not occur. Many venues have an *occupancy load* – the number of people it can safely accommodate – set by local government or the fire department. If this is available it will help you determine if the venue is suitable for your event or if the number of people attending must be reduced.

Perimeter fencing: Where the liquor service area is a designated part of a larger area (e.g., a beer garden), it is your responsibility to ensure that the area in which liquor is served is surrounded by a barrier sufficient to confine the sale, service and consumption of liquor to that specified area. If liquor service is provided throughout the whole venue, the whole venue must be secured with perimeter fencing

Entrances and exits: These should be separate and separated by a reasonable distance, where feasible.

Door security: Please see the *Event Security* section below

Patron clearance: An important component of controlling access is verifying that patrons are entitled to enter the area and they do not bring anything into the area which could affect public safety.

- ID checking is of paramount importance (see *Minors*, below) and must be done to ensure no minors enter the liquor service areas where they are not permitted.
- Alcohol, drugs, and weapons brought into the liquor service area by patrons are a major risk to public safety and are not permitted. Where the risk of this happening is thought to be high, the licensee may be required to undertake searches to prevent such items from entering your event. If you know or suspect that one of your patrons has a weapon, you should notify the police immediately.
- Wrist bands, hand stamps, etc. are effective methods of indicating patrons who are entitled to enter the liquor service area – ID'd and screened for contraband.

Do not allow "in and out" privileges where patrons are allowed to re-enter the liquor service area without being ID'd and screened. Each person re-entering must be ID'd and screened.

Chairs and tables: Where there is a risk of items being thrown, public safety may require that chairs (e.g., folding metal chairs) and small tables not be used in beer gardens.

Lighting and Visibility

Lighting and visibility must be sufficient for you and your staff to maintain care and control of patrons in the area licensed for liquor service, whether it is a beer garden or other designated liquor service area, or the whole event site. If your event is an outdoor daytime event you will need to make sure you have adequate lighting if the event extends after sundown. Lighting must be sufficient in the ID checking area to allow for detailed scrutiny of patrons' identification.

Event Security

Security plan: Depending on the size and nature of your event, you may be required to submit a security plan (if more than 500 people are expected to attend your event a security plan is required). The security

plan must set out how you will control crowds, prevent minors from accessing liquor, and prevent over consumption. See the LCLB website for a sample security plan and how to submit it.

Security staff: If you are required to have security staff (paid or volunteer), the number of staff must be sufficient for your event and they must be well trained. Depending on the type of your event and other factors, you may need one security person for every 50 to 100 guests – please work with your liquor inspector to determine the right number to ensure public safety. Security staff must be highly visible during the event and be actively providing security services throughout the site.

Door security: Door staff (paid or unpaid volunteers) who will be responsible for preventing the entrance of unruly or disruptive persons and for removing persons who become unruly or disruptive or who present a safety risk to others, must be licensed under the *BC Security Services Act*.

Servers, bartenders or other individuals who check identification or count patrons to ensure that the event is not over crowded, but are not expected to perform tasks associated with the security of the event, are not considered to be security workers. Please see the *Contacts/More Information* section.

Minors

Persons under 19 years of age are not allowed in beer gardens or similar liquor service areas where the service of liquor is the prime focus (please see *Entertainers*, below, for an exception). Minors are allowed to attend the non-licensed areas of the event.

Where the whole event site is licensed under an SOL, (e.g., a year-end awards dinner in a large banquet hall), persons under 19 years of age are allowed to enter but must not drink, serve liquor, or sell liquor or drink tickets.

Persons under 19 years of age are not permitted to attend tasting events under any circumstances other than as a professional entertainer (please see *Entertainers*, below).

Checking ID: You are not permitted to serve liquor to anyone under 19 years of age. You are responsible for ensuring that minors do not access liquor at your event, nor bring liquor into the event.

When checking the age of a patron you must ask for two pieces of ID:

The first piece of identification must be issued by a government agency (e.g. a passport or driver's licence), and include the person's name, signature, birth date and picture.

The second piece of identification must include the holder's name (e.g. a credit card, Social Insurance Card or Care Card), and include the person's signature and/or picture.

If the person cannot produce two pieces of acceptable identification, you must not serve them liquor, and they may not enter a beer garden or other designated liquor service area.

Serving it Right: The Responsible Beverage Service Program

Serving It Right is a self-study course in responsible liquor service. Its purpose is to make people aware of their responsibilities when serving alcohol to patrons. There is a fee and a short test that can be done by correspondence or online.

You (the applicant) must obtain the training and obtain your certificate number, issued by Serving It Right, before you apply for an SOL and record it on the SOL application form. As the licensee you need this training so that you can ensure the liquor service at your event complies.

All managers, paid or unpaid, must complete the SIR training program.

All paid servers must complete the SIR training program. While unpaid servers do not need to take the training provided they are working under the supervision of someone who has SIR training, the training is recommended for all persons involved in liquor service.

You may be required to provide a list of all staff who are required to have SIR training and their SIR certificate numbers.

Please see the *Contacts/More Information* at the end of this document for information about how to obtain the Serving It Right training.

Liquor Service

If you are holding a major public event, you are permitted to serve or sell only beer, wine, cider and coolers. (Under certain circumstances, you may receive permission to serve or sell spirits. Please see *Exemptions* section for more information.)

Liquor source: All liquor for your special event must be bought only from the following three sources:

- BC government liquor stores,
- BC winery or brewery,
- on-site distillery stores.

You must not purchase your liquor from a private liquor store, or off-site or private wine stores, or an agent. It is against the terms of their licences to sell liquor to SOL licensees.

Patrons are not permitted to bring liquor to the event. Homemade and UBrew/UVin beers and wines are not permitted at SOL events.

Donated liquor: A liquor manufacturer may only donate liquor to an SOL event if the licensee is a charitable organization, registered with Canada Revenue Agency.

Quantity of liquor: To determine how much liquor you need to purchase for serving or selling at your event please work with your LDB store manager, the police, and or your local liquor inspector. The amount recorded on your application form becomes the amount of liquor you are licensed to have at the event.

Unopened and undamaged product may be returned to the store you purchased it from, for refund. Liquor cannot be stored for later use.

Have food available: As part of responsible beverage service, the LCLB strongly recommends that SOL licensees have an adequate variety and supply of food and non-alcoholic beverages available. This service will increase your patron's enjoyment.

Hours of liquor service: Liquor service at indoor events may not start before 9:00 am and must end before 2:00 am the following day. Liquor service at outdoor events may not start before 9:00 am and must end before 10:00 pm the same day. These hours may be reduced by the police, local government, or First Nations.

Under very limited circumstances, you may receive written permission from the LCLB to extend these hours, provided the police, local government, or First Nations are in support of doing so. Please see *Exemptions*, below for more information.

Serving amounts: Where there is a risk of items being thrown, for the safety of your patrons and staff, you may be required to serve all beverages in plastic glasses – no glassware, bottles or cans.

To help prevent over-service and intoxication of patrons, limits are imposed on the total volume of liquor that can be served at one time to one person. The glass or container size may be smaller, e.g. a 12 oz glass, but no more than 24 oz (two glasses) can be served at that time to one person.

- Beer, cider or, cooler.....by the glass - up to 24 oz (680 ml)
- Wine by the glass.....up to 10 oz (285 ml)

If exemption granted:

- Spirits.....3 oz. (85 ml)

If non-plastic beverage containers are permitted:

- Packaged beer, cider, or cooler.....2 standard sized cans or bottles or equivalent
- Wine by the full bottle only if 2 or more people are sharing and having food.

Selling prices: The Special Occasion Licence is not intended to provide an opportunity to make money – it is intended simply to allow liquor service at a special event.

Shown below are the maximum prices you are allowed to charge. These prices are intended to cover the “operating costs” of selling liquor, including the cost of liquor, mix, plastic cups, ice and taxes. The prices do not include costs such as hall or outdoor venue rental, servers, entertainment, or security. Only organizations with a HST registration number are required to collect and remit HST.

- Beer, cider or, cooler.....\$4.00 / \$4.48 (incl. HST) for 12 oz (355 ml)
- Wine by the glass.....up to 100% of purchase price / + HST if collected

If exemption granted:

- Spirits.....\$3.00 / \$3.36 (incl. HST) for 1 oz. (28 ml)
\$4.00 / \$4.48 (incl. HST) for 1.5 oz. (43 ml)

If non-plastic beverage containers are permitted:

- Packaged beer, cider, or cooler.....\$4.00 / \$4.48 for one standard can or bottle

It is recommended that you do not include an unspecified amount of liquor in the price of admission. This promotes over consumption and puts you at risk of significant penalties for allowing intoxication. If alcohol must be included in the admission, ensure it is limited to a specified number of drinks.

Tastings: For serving sizes and prices for tastings, beer festivals, etc. refer to the *Tastings* section below.

Winding down the liquor service:

- If you are serving from kegs, do not open more than can be consumed responsibly before the end of liquor service.
- Do not sell more drink tickets, etc. than can be redeemed for liquor which can be consumed responsibly before the end of liquor service.
- Drinking must cease within 30 minutes of the end of liquor service hours.

All unconsumed, opened liquor must be disposed of (thrown out) appropriately.

Liquor removal: Unopened liquor must be removed from the event immediately after the event and returned to the point of purchase for refund. Unused liquor cannot be used at another/later event.

Tastings

Licensed manufacturers (e.g., a brewery, winery, distillery) or a licensed agent may obtain an SOL to conduct tasting events or festivals to acquaint the public with its products.

One manufacturer: If the event has only one manufacturer or agent that manufacturer or agent must apply for the SOL. (Please note: UBrews and UVins are not licensed manufacturers and are not eligible for SOLs to conduct tastings of their products.)

More than one manufacturer: If more than one manufacturer or agent participates in a common event, the SOL will be issued to whoever is hosting the event whether commercial or non-commercial.

Minors are not permitted into tasting SOL events because the primary purpose of a tasting event is liquor consumption.

Serving sizes at tastings licensed by an SOL must not exceed 4 oz. (114 ml) for beer, cider and coolers, 2 oz. (60 ml) for wine, and ½ oz. (15 ml) for spirits.

If these samples are sold, the prices must be adjusted, based on the liquor price schedule, to the size of serving provided, to the nearest five cents, except where the event is for a charitable purpose. For example, the price for a 4 oz. serving of beer must not exceed \$1.35 (rounded up from \$1.33, which is 1/3 of a 12 oz serving), or \$1.50 with HST.

Please contact your liquor inspector for more information.

Entertainment

Entertainers who are 19 years and older may consume alcohol during their performances in the liquor service area and remain in the liquor service area during their breaks. They must not become intoxicated.

Minors retained to perform in the beer garden or other designated liquor service area, are permitted to be in the licensed area only during their performances. When they leave the stage, regardless of the reason or duration, they must leave the liquor service area.

Signage

Clearly visible signs improve your patron's experience and increases their safety and safety of your staff. You are required to post signs advising of the following:

- Exit / Entrance
- Hours of service
- No minors / 2 pieces of ID
- Serving sizes and prices
- Two drink maximum per serve
- Intoxicated persons will be removed
- No drinks beyond this point
- Advising of adult entertainment (where offered)

Please talk with your liquor inspector regarding the size of the signs or whether other signs might be needed.

Advertising

Advertisements for public SOLs may not indicate, in any manner, that alcoholic beverages will be available at your event. You are permitted to state "Refreshments are Available" in your advertising. However, if a number of wine, beer or other liquor manufacturers are conducting tastings at one location (your event), advertising may refer to the names of these participating manufacturers.

Gambling

If minors are permitted into an event which is licensed (e.g., the community hall) only raffles, sports pools, 50/50 draws are allowed. These types of gaming require licensing from the BC Gaming Policy and Enforcement Branch (Please see *Contacts/More Information* at the end of this document).

If minors are not permitted into the event, all forms of gaming licensed by the BC Gaming Policy and Enforcement Branch are permitted.

If minors are permitted into the event, but not into the licensed area (e.g., a beer garden) all forms of gaming licensed by the BC Gaming Policy and Enforcement Branch are permitted in that licensed area.

Intoxicated Persons, Criminal Activities, Unruly Behavior

It is a serious contravention (with significant monetary penalties) of the Act to allow an intoxicated patron to remain in a licensed area. This is because allowing an intoxicated person access to more liquor is a risk to that person, your staff, and other patrons. The intoxicated patron must be removed from the licensed area.

Physical signs of intoxication:

- red or bloodshot eyes
- disheveled appearance
- slurred speech
- fumbling with small objects (money, credit cards, etc.)
- odour of liquor
- unsteadiness on feet
- staggering
- exaggerated care in walking

Mental signs of intoxication

- lack of alertness
- exaggerated emotions
- aggression
- irrationality

It is a serious contravention of the Act to allow criminal activities (e.g., drug use/sales), or unruly, threatening or intimidating behavior, or fighting. Games that could result in injury are not permitted.

Drinking Games

Drinking games increases the likelihood of intoxication and it is your responsibility to ensure they do not occur. If intoxication is evident those patrons must be removed from the event.

Community Disturbances

It is your responsibility to ensure that your event is not a source of community disturbance while it is in operation or as your patrons exit. You are required to have a strategy in place to ensure orderly exiting of patrons from your event. For more information please see *Appendix 2*.

Contacts / More Information

Liquor Control and Licensing Branch Website

www.pssg.gov.bc.ca/lclb

Special Occasion Licensing Manual

<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb208-policy-specialoccasion.pdf>

Exemptions Request Form

<http://www.pssg.gov.bc.ca/lclb/docs-forms/LCLB031.pdf>

Please submit the Exemptions Request form to:

SOL Case Manager
Liquor Control and Licensing Branch
PO Box 9292 Stn Prov Govt
Victoria, BC V8W 9J8

Tel: 250 952-5787 Toll Free: 1 866 209-2111

Fax: 250 952-7066

Financial Reporting for Charity Events where a Price Increase was Approved

<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb032-charity-revenue-report-SOL.pdf>

Security Plans

<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb098-security-plan-SOL.pdf>

Special Occasion Licence Liquor Price Schedule

<http://www.pssg.gov.bc.ca/lclb/docs-forms/LCLB031A.pdf>

Serving It Right (SIR)

A self-study package for completing Serving It Right is available at Government Liquor Stores. You can also download study material and complete the test at www.servingitright.com

For more information, contact go2 at info@servingitright.com, visit www.go2hr.ca or call 604 633-9787

Security Licensing (door persons)

Ministry of Public Safety and Solicitor General at www.pssg.gov.bc.ca/securityindustry

Victoria: 250 387-6981

Vancouver: 604 660-2421

Toll Free: 1 800 663-7867

(ask for transfer to 250 387-6981)

BC Gaming Policy and Enforcement Branch

<http://www.pssg.gov.bc.ca/gaming/>

Appendix 1:

Monetary Penalties Relating to a Special Occasion Licence: First Contraventions

Minors	
1. A breach of section 33 of the Act [Selling liquor to minors]	\$7,500 - \$10,000
2. A breach of section 35 of the Act [Minors on licensed premises]	\$5,000 - \$7,500
Disorderly or Riotous Conduct	
1. A breach of section 36(2)(c) of the Act by authorizing or permitting, in a licensed establishment, drunkenness or violent, quarrelsome, riotous or disorderly conduct	\$7,500 - \$10,000
2. A breach of section 36(2)(c) of the Act by authorizing or permitting, in a licensed establishment, any unlawful activities or conduct	\$7,500 - \$10,000
Intoxicated Persons	
1. A breach of section 43(1) of the Act by selling or giving liquor to an intoxicated person apparently under the influence of liquor	\$5,000 - \$7,000
2. A breach of section 43(2)(a) of the Act by permitting a person to become intoxicated	\$5,000 - \$7,000
3. A breach of section 43(2)(b) of the Act by permitting an intoxicated person to remain in that part of the licensed establishment where liquor is sold or served	\$5,000 - \$7,000
Weapons	
1. A breach of section 47 of the Act [Licensee's duty – dangerous weapons]	\$5,000 - \$7,000
Licensee Responsible for Disturbance of Persons in the Vicinity	
1. A failure to take reasonable measures to ensure that the operation of the licensed establishment is not contrary to the public interest and does not disturb persons in the vicinity of the establishment	\$7,500 - \$10,000
Overcrowding	
1. Permitting more persons in the licensed establishment than the patron or person capacity set by the general manager and the number of persons in the licensed establishment is less than or equal to the occupant load	\$1,000 - \$3,000
2. Permitting more persons in the licensed establishment than the patron or person capacity set by the general manager and the number of persons in the licensed establishment is more than the occupant load	\$5,000 - \$7,000
Illicit Liquor	
1. A breach of section 38 of the Act [Unlawful sale of liquor]	\$7,500 - \$10,000
2. A breach of section 38.1 of the Act [Unlawful to dilute or adulterate liquor]	\$5,000 - \$7,000
3. A breach of section 39 of the Act [Unlawful purchase of liquor]	\$7,500 - \$10,000
4. A breach of section 35(3) of this regulation by failing to keep and maintain a register of all liquor purchased and received	\$1,000 - \$3,000
5. A breach of section 35(1) of the regulation by purchasing liquor other than from a liquor store designated in writing by the general manager or designated by the Liquor Distribution Branch, or without identifying the licensee as a licensee	\$1,000 - \$3,000
6. A breach of section 36 of this regulation by selling or providing under one licence liquor that is purchased under another licence without authorization of the general manager	\$7,500 - \$10,000
Liquor Service	
1. A breach of section 43 of this regulation by the licensee failing to complete the required training program	\$5,000 - \$7,000
2. A breach of section 43 of this regulation by a manager or server failing to complete the required training program	\$1,000 - \$3,000
3. A breach of section 44(3) of this regulation by allowing a person to consume liquor in the licensed establishment beyond ½ hour after the time stated on the licence for the hours of liquor service, or other time authorized by the general manager	\$5,000 - \$7,000
4. A breach of section 42(3) of this regulation as a result of an employee or the licensee consuming liquor while working on the licensed premises	\$1,000 - \$3,000
5. A breach of section 42(2) of this regulation by permitting liquor not purchased from the licensee to be consumed in the licensed establishment	\$5,000 - \$7,000

6. A breach of section 42(4) of this regulation by permitting liquor sold in the licensed establishment to be taken from the establishment	\$1,000 - \$3,000
7. A breach of section 41(2) of this regulation by providing unlimited or unspecified quantities of liquor for a single price, using a sales strategy that is likely to promote or encourage intoxication, or altering the price of liquor during a day after it has been set for that day	\$5,000 - \$7,000
Production of Records	
1. A breach of section 73(1)(a), 73(2)(a) or 73(2)(b) of the Act [Failure to produce a document or record or thing]	\$7,500 - \$10,000
Advertising	
1. A breach of section 49 of the Act [Display of signs]	\$1,000 - \$3,000
2. A breach of section 51.1 of the Act [Advertising liquor] or section 58 of this regulation	\$1,000 - \$3,000
Entertainment	
1. Permitting in the licensed establishment entertainment by one or more exotic dancers or strippers that is prohibited or restricted under section 50 of the Act	\$5,000 - \$7,000
2. Permitting in the licensed establishment any other entertainment that is prohibited or restricted under section 50 of the Act	\$1,000 - \$3,000
Licensing Contravention	
1. A breach of section 15(2) of the Act [Failure to disclose a material fact or false or misleading statement in application]	\$7,500 - \$10,000
2. A breach of section 18 of the Act [Tied houses] by failing to disclose to the general manager the information that must be disclosed under that section	\$7,500 - \$10,000
3. A breach of section 7 of this regulation by making structural alteration of or change to the size of any area of the licensed establishment without first receiving the written permission of the general manager	\$1,000 - \$3,000
Inducements	
1. A breach by the licensee or an employee of the licensee of section 45 of the Act [Licensee not to give or accept gifts for promoting liquor]	\$7,500 - \$10,000
Other	
1. A breach of section 20 of the Act by permitting the sale, service or consumption of liquor while the licensee's licence is under suspension, <u>or</u> A breach of section 67(3) of the Act, by (a) obstruction or attempting to obstruct an entry or search by a peace officer under section 67 of the Act, or (b) refusing or failing to admit immediately a peace officer demanding entry anywhere under section 67 of the Act, <u>or</u> A breach of section 73(1)(b)(ii) or (iii) of the Act by neglecting or refusing to allow storage premises or an establishment licensed under the Act to be inspected, <u>or</u> A breach of section 73(2)(b) of the Act by neglecting or refusing to allow premises to be inspected	
General	
1. Any breach of any provision of the Act, the regulations or the terms and conditions of the licence not specifically referred to in the above items. Failure to pay a monetary penalty within 30 days or period specified by the general manager is a breach of section 20(2.6) of the Act.	\$1,000 - \$3000

Appendix 2:

Taking Reasonable Measures to Prevent Community Disturbances

Types of disturbances	What you can do to reduce these disturbances
Noise caused by people talking on the street in the line-up	• Limit the length of your line-up • Put up signs by the line-up and monitor the line-up to remind people of noise issues • Make structural changes to accommodate indoor line-up areas
Noise caused by people leaving your event throughout the day	• Put up signs by your exit doors • Conduct staff training sessions to review "Serving It Right" principles
Noise caused by people leaving your event at closing time	• Put up signs by your exit doors • In the hour before you close, issue an announcement reminding people to be aware of your "good neighbour" policy • Post staff by exits to remind customers to be considerate of nearby residents, and keep noise to a minimum • Apply to the branch for permission to extend the time period within which customers must vacate the premises at closing time (It is normally half-an-hour but you can apply to extend that time up to one hour to reduce the size of departing groups.)
Noise from music and other forms of entertainment that is ongoing and can be heard by nearby residents from within their homes	• Close windows • Reduce music volumes and monitor noise levels • Eliminate bass frequencies that penetrate concrete and other structural materials • Meet with neighbours to discuss options - strive to cooperate
Noise of music that is intermittent and can be heard by nearby residents from within their homes, when customers open the door to go in or out of your event	• Reduce music volumes • Meet with neighbours to discuss options - strive to cooperate
Indecent or illegal behaviour (e.g., urinating in public, sex in public, drinking in parked cars in adjacent parking lot) in and around the entrance to your event and in controlled parking areas.	• Put up extra lights, directed to problem areas • Install video cameras directed at parking lot vehicles • Assign security staff to patrol parking lots • Cooperate with local police to set up more parking lot patrols • Refuse entry to customers who go frequently to and from cars

NOTES:

Additional Terms and Conditions:

Any minors found intoxicated or in possession of alcohol or drugs on the event grounds will be turned over to the RCMP. At the discretion of the RCMP the minor may have their wrist band removed and the minor evicted

Special Occasion Licence

Major Events

TERMS and CONDITIONS

May 2012

I have received a copy of the above referenced document:

Print Name

Signature

Date

Once signed, this page is to be removed from the document and retained by the LCLB Liquor Inspector.



Islands Trust

Preserving **island** communities, culture and environment.

[Meeting Agendas](#)
[Contact](#)
[Secure Login](#)
[Home](#)
[Local Trust Committees](#)
[Trust Council](#)
[Islands Trust Fund](#)
[Island Municipalities](#)
[About Us](#)
[Employment](#)
[News and Subscriber Services](#)


Population (2011):

Approximately 1,022

Size:

5,108 hectares (12,622 acres)

Location:

22 kilometres south-east of Courtenay on Vancouver Island.

[Land Use Planning](#)
[Related Planning Services](#)
[Related Resources](#)
[Trust Area Mapping](#)
[Related Links](#)

Denman Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Denman Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

June 2012

- The [draft Denman Island Farm Plan](#) is available for public comment. Read the [cover letter](#) to find out how to submit your feedback or pick up a hard copy of both at Abraxas Book.

January 2012

- [Denman Island Farm Plan Blog is launched as a way of sharing information and gather feedback from the community on the farm plan currently being developed](#)

November 2011

- [Denman Island Community Heritage Register has been adopted, commemorating the Denman Island Community Hall and the Marcus Isbister Old School Centre](#)

October 2011

- [Food and Farming on Denman Island: Consumer and Producer Perspectives - Report now available](#)

[^ top](#)

Denman Island Local Trust Committee Standing Resolutions

- [Home Based Guest Accommodations - May 1, 2012](#)

Denman Island Farm Plan

- [Draft Denman Island Farm Plan for public comment and cover letter for comments](#) - Copies also available at Abraxas Books
- [Visit the Farm Plan Blog for updated information, next meeting date, and opportunities to post comments](#)
- [Denman Island Farm Plan Public Consultation Brief - November 30th, 2011](#)
- [Food and Farming on Denman Island: Consumer and Producer Perspectives - Report](#)
- [Terms of Reference for Agriculture Plan Steering Committee](#)
- [Agriculture Plan Steering Committee Minutes](#)
- [Denman Island Agriculture Strategy | Land Use Inventory Map | Crop Map | Pasture/Forage and Livestock Map | Soils Map](#)
- [Islands Trust Report: Exploring Food Security In the Islands Trust Area](#)

Rezoning Application for Affordable Housing from Denman Community Land Trust Association (DE-RZ-2011.1)

- [Staff Report for meeting of January 24, 2012](#)
- [Staff Report for meeting of October 13, 2011](#)
- [Staff Report for meeting of September 12, 2011](#)
- [DCLTA Tenant Selection Criteria](#)
- [Application form and package](#)
- [Mapping and Preliminary Biological Description of DCLTA Keystone](#)

Committee Links

[Committee Home](#)
[Trustee Membership](#)
[Contact Trustees](#)
[Contact Planning Staff](#)
[Planning Bylaws](#)
[Administrative Bylaws](#)
[Meetings Schedule](#)
[Meeting Agendas](#)
[Meeting Minutes](#)
[Resolutions-Without-Meeting](#)
[Associated Islands](#)
[Land Use Application Forms](#)

Project Property

Watercourse Mapping

- [Riparian Areas Regulation Implementation on Denman Island - Fact Sheet January 2012](#)
- [RAR Stream Identification of the Morrison Marsh System](#)

Ecosystem Mapping

- [Denman Island Local Trust Area ecosystem maps and feedback form](#)

Land Use and Development Information

- [Denman Island Development Permit Brochure](#)
- [Regulation of Land Use on Denman Island](#)
- [Denman Island Siting and Use Permit Brochure](#)

[^ top](#)

Denman Island Density Potential Mapping

- [Density Potential Map - October 2010](#)

Relevant Research and Reports

- [Housing Needs Assessment on Hornby and Denman Island - Final Report](#)

Map of New Ministry of Environment Protected Area showing the North Denman Lands

- [Denman Island Protected Area Acquisitions 2010](#)

Shoreline Management Resources

- [Coastal Shores Stewardship](#)
- [Caring for our Shores](#)
- [Greenshores](#)

[Denman Island Community Profile](#)

[Denman Island Community Heritage Register](#)

[^ top](#)