



A NOTICE OF A BUSINESS MEETING OF **THE DENMAN ISLAND LOCAL TRUST COMMITTEE**
to be held at 10:30 am on Tuesday, June 4, 2013 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.	CLOSED MEETING: The Denman Island Local Trust Committee closes the next part of the June 4, 2013 business meeting to discuss matters pursuant to Section 90(1)(f) (Bylaw Enforcement) of the <i>Community Charter</i> and that Staff be invited to attend this meeting		
4.	RECALL TO ORDER Rise and Report from Closed Meeting		
5.	CHAIR'S REPORT		11:00 am
6.	TRUSTEES' REPORT		
7.	MINUTES		11:10 am
7.1	Local Trust Committee Special Meeting Minutes of March 13, 2013 – <i>for adoption</i>	1-2	
7.2	Local Trust Committee Meeting Minutes of May 8, 2013 – <i>for adoption</i>	3-12	
7.3	Section 26 Resolutions Without Meeting - <i>none</i>		
7.4	Denman Island Advisory Planning Commission Minutes - <i>none</i>		
7.5	Denman Island Marine Advisory Planning Commission Draft Minutes - <i>none</i>		
8.	BUSINESS ARISING FROM MINUTES		11:15 am
8.1	Follow-up Action List dated May 27, 2013 - <i>attached</i>	13-15	
9.	APPLICATIONS AND PERMITS - <i>none</i>		
10.	DELEGATIONS		
11.	TOWN HALL DISCUSSION		11:25 am
12.	CORRESPONDENCE <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>		

13.	REPORTS	11:45 am
13.1	Work Program	
	13.1.1 Top Priorities Report and Projects Report dated May 27, 2013 - <i>attached</i>	16-17
13.2	Applications Log	
	13.2.1 Report dated May 27, 2013 - <i>attached</i>	18-22
13.3	Trustee and Local Expenses	
	13.3.1 Expenses posted to March 31, 2013 (Fiscal Yearend Final)- <i>attached</i>	23
13.4	Policies and Standing Resolutions	
	13.4.1 Report – <i>attached for information</i>	24
	BREAK	12:00 pm
14.	LOCAL TRUST COMMITTEE PROJECTS	12:15 pm
14.1	Review of Shellfish Aquaculture Policies and Regulations Staff Report dated May 27, 2013 - <i>attached</i>	25-29
14.2	Consultation on Housing Needs Staff Report dated May 27, 2013 – <i>attached</i>	30-35
15.	NEW BUSINESS	
15.1	Executive Committee Local Trust Area (Ballenas-Winchelsea Islands) Bylaw Referral Request for Response - <i>attached</i>	36-39
16.	BYLAWS	
17.	ISLANDS TRUST WEBSITE	
17.1	Denman Page - <i>attached</i>	40-41
18.	NEXT MEETING	
18.1	Community Information Meeting at 7:00 pm Tuesday, June 4, 2013 at Denman Island Community Hall, 1196 Northwest Road, Denman Island, BC – regarding Bylaw Nos. 204, 205, and 206 (Rezoning Application - 2016 North West Road)	
18.2	Public Hearing at 7:30 pm Tuesday, June 4, 2013 at Denman Island Community Hall, 1196 Northwest Road, Denman Island, BC - regarding Bylaw Nos. 204, 205, and 206 (Rezoning Application - 2016 North West Road)	
18.3	Regular Business Meeting: Tuesday, July 16, 2013 at 10:30 am at The Denman Seniors Centre, 1111 Northwest Road, Denman Island, BC	
19.	TOWN HALL DISCUSSION – <i>time permitting</i>	
20.	ADJOURNMENT	2:20 pm

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

**MINUTES OF THE DENMAN ISLAND LOCAL TRUST COMMITTEE MEETING
ON MARCH 13, 2013 AT 9:00 AM
AT THE MARCUS ISBISTER OLD SCHOOL CENTRE
5901 DENMAN ROAD, DENMAN ISLAND, BC**

MEMBERS PRESENT Laura Busheikin Acting Chair
 David Graham Local Trustee

BY TELECONFERENCE

Courtney Simpson Regional Planning Manager and Recorder
David Marlor Director Local Planning Services
Aleksandra Brzozowski Island Planner/Recorder

MEDIA AND OTHERS PRESENT

There were no members of the public in attendance.

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 9:04 am.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus.

3. CLOSED MEETING

DE-012-2013

It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee close the next part of the March 13, 2013 business meeting to discuss matters pursuant to *Section 90(1)(i)* of the *Community Charter* to receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that Staff be invited to attend this meeting.

CARRIED

4. RECALL TO ORDER

The meeting was opened to the public at 10:16 am.

4.1 *Rise and Report from Closed Meeting*

There was nothing to report from the closed meeting.

5. **ADJOURNMENT**

Chair Busheikin adjourned the meeting at 10:16 am

Recorder

Chair

DRAFT

**MINUTES OF THE DENMAN ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING
HELD AT 10:30 AM ON WEDNESDAY, MAY 8, 2013
AT THE DENMAN SENIORS HALL,
1111 NORTHWEST ROAD, DENMAN ISLAND, BC**

MEMBERS PRESENT:

Peter Luckham	Chair
Laura Busheikin	Local Trustee
David Graham	Local Trustee

STAFF PRESENT:

Aleksandra Brzozowski	Island Planner
Peter Phillips	Bylaw Enforcement Officer
Vicky Bockman	Recorder

MEDIA AND OTHERS PRESENT:

Seth Wright	Student Planner
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Approximately 12 members of the public – am
Approximately 2 members of the public – pm

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:30 am. He welcomed the public and introduced himself, the local trustees, staff and recorder. He acknowledged that the meeting is being held in the traditional territory of Coast Salish First Nations.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus with the following amendment:

- move agenda Items 15 and 16 to after Item 2.

15. CLOSED MEETING**DE-021-2013**

It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee close the next part of the May 8, 2013 business meeting to discuss matters pursuant to Section 90(1)(f) (Bylaw Enforcement) of the *Community Charter* and that Staff be invited to attend this meeting.

CARRIED

Chair Luckham closed the meeting at 10:31 am.

16. RECALL TO ORDER

16.1 Rise and Report from Closed Meeting

By general consent the Committee reconvened in open meeting at 10:51 am.

Bylaw Enforcement Officer Phillips left the meeting at 10:51 am.

3. CHAIR'S REPORT

Chair Luckham reported that it has been a quiet time in between Trust Council, Executive Committee and Trust Fund Board meetings.

4. TRUSTEES' REPORT

Trustee Busheikin reported that she has reviewed and updated the Islands Trust material in the Dora Drinkwater library. She mentioned that she has been working to ensure that advertisement of Local Trust Committee meetings and Planner Office Hours are communicated correctly in response to past inconsistencies.

Trustee Busheikin reported that since the last meeting she held Trustee Office Hours. She advised that she also attended a Ferry Advisory Committee meeting and encouraged dialogue with community members on ferry issues to address at those meetings. She noted that she will be attending the Island Studies Conference on Gabriola Island where she will be hearing about island issues and presenting a talk about affordable housing. She reported that work scheduled for the next Trust Programs Committee meeting will include selection of the annual Community Stewardship Award recipients.

Trustee Graham reported that since the last meeting he held Trustee Office Hours at the Marcus Isbister Old School. He noted that he attended the Annual General Meeting of the Association of Vancouver Island and Coastal Communities in Sooke. He advised that an outcome of the meeting was an agreement that supported Vancouver Island as a genetically engineered (GE) -free zone and that this message will be sent to the Union of British Columbia Municipalities meeting in September. He noted that the meeting also included a presentation by BC Hydro on Operations and Planning that included a discussion of Smart Meters.

He commented that the Raven Coal Mine Working Group has completed their technical review of the application information requirement and submitted the Table of Concordance response in the environmental assessment process.

He commented briefly on the bylaw enforcement process and steps the public can take to register complaints.

5. **MINUTES**

5.1.1 *Local Trust Committee Meeting Minutes dated April 2, 2013*

The minutes were adopted by consensus with the following amendment:

- Page 2, item 3, fifth line: insert after “previously”: “that the last meeting seemed rushed”.

5.2 *Section 26 Resolutions Without Meeting Log dated April 29, 2013*

Chair Luckham summarized the Resolutions Without Meeting Log dated April 29, 2013.

5.3 *Denman Island Advisory Planning Commission Minutes – None.*

5.4 *Denman Island Marine Advisory Planning Commission Minutes – None.*

6. **BUSINESS ARISING FROM MINUTES**

6.1 *Follow-up Action List dated April 29, 2013*

Planner Brzozowski reviewed the Follow-up Action List dated April 29, 2013, provided verbal updates, and responded to questions that arose.

6.2 *Review of Table of Concordance for proposed Raven Underground Coal Project – submission by David Graham as Working Group member to the Environmental Assessment Office*

Trustee Graham reported that the Table of Concordance had been completed and submitted on time and expressed his appreciation for the expertise and hard work of the members of the Working Group. He noted that there will be an opportunity in the future for the public to be party to an in-depth review and to express viewpoints.

7. **APPLICATIONS AND PERMITS** - None.

8. **DELEGATIONS**

8.1 *Association of Denman Island Marine Stewards regarding Pentlatch Seafoods new Tenure in Henry Bay*

Pat McLaughlin presented an overview of the Association of Denman Island Marine Stewards (ADIMS) three-part presentation and introduced the speakers.

Eddie Johnston expressed concern regarding the shellfish tenure at Henry Bay that has not applied for re-zoning.

Liz Johnston spoke regarding the draft bylaws addressing predator netting, driving on beaches and beach modification. She requested that the Local Trust Committee actively pursue specific recommendations from the Golder report.

Shelley McKeachie expressed concerns regarding proposed planning area boundaries for the Ballenas-Winchelsea Official Community Plan which would set the planning area at less than the entirety of the Local Trust Area's jurisdiction up to the high tide mark on Vancouver Island.

The delegation submitted their presentation documents for the record. They directed questions to the trustees and there followed a period of dialogue with the Trustees and Staff who responded to the questions.

There was discussion regarding the Shellfish Aquaculture Management Advisory Committee currently being formed by Fisheries and Ocean Canada. Trustees expressed their desire to be included in this Committee. The delegates from ADIMS observed that they would like to be included as a Non-Governmental Group participant and were advised to follow-up on that request directly with the Advisory Committee organizers.

8.1.1 Email submission dated April 29, 2013

Received and discussed at agenda item 8.1.

9. TOWN HALL DISCUSSION

Keith Porteous – noted that the Comox Valley Regional District has stated in their Official Community Plan amendment that their Transportation Policy objective is to preserve and enhance access for aquaculture and pointed out that this is a concern.

He asked if the Cross-Island Trail issue is being referred to the Advisory Planning Committee.

Planner Brzozowski clarified that the Local Trust Committee resolved to make the referral after Phase I and prior to Phase II of the project.

John Johnston – encouraged the Local Trust Committee to consider saving staff time by utilizing the Marine Advisory Planning Committee and to take advantage of the energy and information that is there. He commented that there is confusion in the community regarding the jurisdiction area of the Local Trust Committee and requested that an overview of marine zoning be addressed in the next Trustees Report published in the Denman Island Flagstone or Denman/Hornby Island Grapevine.

Rob Wiltshire – described his experience of living near a shellfish operation. He commented that all nine property owners adjacent to the shellfish rafts in his neighbourhood are upset with the smell and noise that the operation produces, and

that the operator of the tenure in front of his property has moved all the rocks off the beach and drives on the beach.

Sharon Small – expressed concern that the shellfish raft operation near her property appears to be planning expansion without due process.

Pat McLaughlin – asked what action the Local Trust Committee can take regarding the illegal activity happening at the Pentlatch Seafoods tenure.

Chair Luckham responded that bylaw enforcement is investigating this matter and will take what action they consider to be appropriate.

Edina Johnston – asked if the Marine Advisory Planning Committee might be asked to review and comment on the Comox Valley Regional District's proposed Official Community Plan amendment and Ocean-Based Geo-Exchange Systems. She also expressed concern that shellfish tenures appear to be encroaching on (W1) Marine Conservation areas.

Planner Brzozowski suggested the question of (W1) encroachment might be discussed with the planner staffing On-Island Planner Hours that day, as she has access to the Islands Trust mapping system.

Liz Johnston – stated that she has many concerns with the Comox Valley Regional District's proposed Official Community Plan amendment including splitting of lots and driving on beaches. She pointed out that 90% of oyster tenures on Denman Island do not drive on beaches and that there is no good reason for that practice as the normal practice is to access by boat. She noted that aquaculture management plans do not discuss approach by vehicle.

10. CORRESPONDENCE

10.1 Email dated April 3, 2013 from Keith Porteous regarding Cross-Island Trail

Received.

10.2 Email dated April 14, 2013 from Pat McLaughlin regarding Pentlatch Seafoods new Tenure in Henry Bay

Received.

11. REPORTS

11.1 Work Program Reports

11.1.1 Top Priorities and Projects List Report dated April 29, 2013

The Top Priorities and Projects List dated April 29, 2013 was reviewed.

Trustee Graham suggested that signage prohibiting driving on beach areas might be considered as a topic for New Business.

DE-022-2013

It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee change the fourth item on the Projects List “Regulations governing wind towers” to read: “Regulations governing wind towers and Ocean Loop Geo-Exchange Systems”.

CARRIED

Prior to the vote, Trustee Busheikin suggested that Ocean Loop Geo-Exchange Systems be combined on the Projects List with wind towers as further reports on renewable energy are expected and these topics could be considered concurrently.

11.2 Applications Log

11.2.1 Report dated April 29, 2013

Received.

11.3 Trustee and Local Expenses

11.3.1 Expenses posted to March 31, 2013

Received.

11.4 Policies and Standing Resolutions

11.4.1 Report

The Policies and Standing Resolutions report was received for information.

12. LOCAL TRUST COMMITTEE PROJECTS

*12.1 Review of Housing Policies – Project Charter
Memorandum dated April 25, 2013*

Planner Brzozowski summarized the memorandum, and requested direction from the trustees as to how to proceed with the creation of the Project Charter for Review of Housing Policies.

Trustee Graham proposed that a meeting with the community on the topic of density would be a fundamental discussion to have prior to addressing possible solutions and creation of a Project Charter.

By general consent the meeting was recessed at 12:54 pm and reconvened at 1:10 pm.

Trustees discussed an approach for the format for the meetings and project with the following key points noted:

- Two meetings were proposed;
- The first meeting might be designated as Possibilities for Addressing Housing Needs or Possible Changes to Housing Regulations and would address needs and fears;
- The second meeting might be designated as addressing Finding Our Path or Finding Our Solutions. This meeting might include findings from other islands, possible mitigations of concerns, suggestions from the public, and dispelling myths;
- Subsequent to the second meeting, a referral might be made to the Advisory Planning Commission if considered necessary or if not, requesting a staff report with recommendations;
- Advertising the meetings would be important;
- The Project Charter, Work Plan, and Communications Plan would be components of the project and Trustee Busheikin offered to assist with the communications.

Trustees indicated their support for the following changes to the scope of the Project Charter:

- Out of Scope: add Density Bank, Density Transfer, and Multi-Unit Projects;
- In Scope: add Density Cap;
- Instead of regulating cooking facilities, an expanded definition of dwelling unit might be more appropriate;
- Travel trailer regulations might be contained within the definition.

DE-023-2013 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to prepare a proposal for two community meetings about housing needs strategies including proposals for format and communications.

CARRIED

Possible dates for the meetings were suggested and will be confirmed as plans progress.

By general consent the following items were added to the agenda:

- 13.5 Advocacy Regarding Department of Fisheries and Oceans Advisory Committee; and
- 13.6 BC Ferry Signage

13. **NEW BUSINESS**

13.1 *Eelgrass Mapping – Funding Request*

Planner Brzozowski summarized the memorandum dated April 23, 2013. Trustees discussed budgetary considerations and funding for the collaborative initiative.

DE-024-2013 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee commit up to \$1,000 from the 2013-2014 Denman Local Trust Committee budget for eelgrass mapping.

CARRIED

13.2 *Renewable Energy Technologies in the Trust Area – Ocean Based Geo-Exchange Systems*
Memorandum dated February 25, 2013

Received.

13.3 *Comox Valley Regional District Bylaw Referral Request for Response*

The response for the referral request was discussed and the following key points were noted:

- As part of the identified coastal area is within the Denman Island Local Trust area of jurisdiction, the proposed bylaw should be consistent with Denman Island Official Community Plan and Land Use Bylaw;
- Encouraging aquaculture industry and practices in the upland areas will affect the beaches;
- The proposed amendment supports increased growth of aquaculture activities without balancing statements regarding ecosystem or social and cultural health of the surrounding communities;
- Trustees expressed concern that aquaculture has reached or exceeded the carrying capacity of the Denman Island Local Trust area and produces tons of escaped industry gear and debris annually;
- The proposed amendment states that the 300 metre coastal area is partially located within the Denman Island Local Trust area of jurisdiction. Therefore, any plans for development within the 300 metre area as well as impacts from the upland development affect the interests of the Denman Island Local Trust Committee, warranting a consultation.

DE-025-2013 It was **MOVED** and **SECONDED** that staff respond that our interests are affected and request a meeting with staff and with the Regional Director to discuss impacts of proposed Aquaculture and Fisheries policies B.16 of Proposed Bylaw No. 216, being the Rural Comox Valley Official Community Plan, 1998, Amendment No. 46.

CARRIED

*13.4 2012-2013 Annual Report – Draft Wording
Memorandum dated April 26, 2013*

The memorandum was reviewed and no changes were requested.

DE-026-2013 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee approve the Annual Report submission.

CARRIED

13.5 Advocacy regarding Department of Fisheries and Oceans Advisory Committee

This topic was discussed at agenda item 8.1.

DE-027-2013 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to request that the Islands Trust be included in membership in the Shellfish Aquaculture Management Advisory Committee being formed by Department of Fisheries and Oceans.

CARRIED

13.6 BC Ferries Signage

This topic was discussed at agenda item 11.1.1

DE-028-2013 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to write to BC Ferries requesting that they install a barricade at the north end of Denman West terminal land to prevent motorized vehicle access to the foreshore.

CARRIED

14. BYLAWS - None.

17. ISLANDS TRUST WEBSITE

17.1 Denman Page

The following changes were requested to the Denman page of the Islands Trust website:

- add to Latest News: a link to the Comox Valley Regional District Official Community Plan amendment bylaw revising agriculture and aquaculture objectives and policies; and

18. NEXT BUSINESS MEETING DATE

The next meeting of the Denman Island Local Trust Committee will take place on Tuesday, June 4, 2013 at 10:30 am at the Denman Seniors Centre, 1111 Northwest Road, Denman Island, BC.

19. TOWN HALL DISCUSSION

Shelley McKeachie, speaking on behalf of Association of Denman Island Marine Stewards, thanked the Local Trust Committee for their continued diligence and efforts on marine issues.

20. ADJOURNMENT

By general consent the meeting was adjourned at 2:22 pm.

Recorder

Chair



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.	Aleksandra Brzozowski	Oct-25-2011	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.	Aleksandra Brzozowski	Jul-17-2012	On Going

Oct 2, 2012 update: wait until staff has attended first working group meeting to provide more info to LTC.

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.	Aleksandra Brzozowski	Dec-01-2013	On Going
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Nov-06-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff to write a letter or email to agencies that deal with shellfish aquaculture requesting that when engaging with planning and consultation they invite the Association of Denman Island Marine Stewards to participate.	Aleksandra Brzozowski	Dec-11-2012	On Going

Dec-11-2012

No.	Activity	Responsibility	Target Date	Status
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1	Prepare report and amended draft bylaw addressing APC comments for draft DPA 4 guidelines. Recommend to LTC that revised DPA 4 and draft DAI are referred to the APC together. Update Jan 22, 2013: Revised DPA 4 guidelines to move forward in concert with RAR mapping, to take place later in 2013.	Aleksandra Brzozowski	Jan-22-2013	On Going
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Feb-26-2013

No.	Activity	Responsibility	Target Date	Status
1	Draft amendments to Land Use Bylaw that serve to restrict structures in W3 and vehicular traffic on shorelines.	Aleksandra Brzozowski	Jun-04-2013	Done
1	Assist with planning the 'State of the (Baynes) Sound' conference hosted by Vancouver Island University. Update April 2, 2013: Target date extended due to rescheduling of conference to October 2013.	Aleksandra Brzozowski Rob Milne	Nov-01-2013	On Going

May-08-2013

No.	Activity	Responsibility	Target Date	Status
1	Follow up with FLNRO regarding assertion that referral / notification sent to Islands Trust regarding Henry Bay tenure. Update: Referral was sent in October 2009, referral not supported as in W1 zone. Received notification of issued tenure in May 2011.	Aleksandra Brzozowski	Jun-04-2013	Done
1	Advise whether Trustees are able to get draft minutes of in-camera meetings earlier than the next in-camera meeting. Update: New protocol established with Planning, Legislative, and Admin staff for sending out secured in-camera minutes that contain significant information promptly upon receipt from minute-taker.	Aleksandra Brzozowski	Jun-04-2013	Done
1	Prepare proposal for two community meetings regarding housing needs strategies, including proposal for format and communications.	Aleksandra Brzozowski Rob Milne Seth Wright	Jun-04-2013	Done
1	Staff to arrange request to AVICC Executive that Islands Trust be one of the representatives sent from AVICC to the Shellfish Aquaculture Management Advisory Committee being assembled by the Department of Fisheries and Oceans.	Aleksandra Brzozowski	Jun-04-2013	On Going

1	Request an opportunity to meet with CVRD staff and Regional Director to discuss impacts of proposed amendments to CVRD aquaculture policies.	Aleksandra Brzozowski	Jul-16-2013	Done
1	Send letter to BC Ferries requesting that they install a barricade at the North end of Denman West Terminal, to prevent motorized vehicle access along the foreshore.	Aleksandra Brzozowski Rob Milne	Jul-16-2013	On Going



Islands Trust

Top Priorities

Denman Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	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	Aleksandra Brzozowski	Oct-31-2014	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	Sep-01-2014	On Going
3	Review of Housing Policies E.1 with respect to secondary cottages and suites in residential designations.	Consider potential use of secondary dwelling units for affordable care giver, special needs, and elder housing and visitor accommodation.	Nov-06-2012	Rob Milne	Sep-01-2014	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 and Ocean Loop Geo-Exchange Systems.	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 and Update of Development Procedures Bylaw No. 71		Dec-11-2012	On Going
1	Review of OCP/LUB regarding implementation of Denman Island Farm Plan.		Apr-02-2013	On Going



Applications w/ Status - Denman Island Status: Open

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
DE-ALR-2013.2	Dean Ellis Planner: Linda Prowse	Apr-17-2013	Subdivision in ALR

Planning Status

Status Date: Apr-19-2013

Assigned to planner

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 Komas 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)	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.

Planner: Courtney Simpson

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: Komas 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-09-2012

BCLS survey confirms barn sited on lot line; Applicant intends to apply for lot line adjustment

Status Date: Oct-05-2012

Letter sent to applicant requesting further information otherwise issue will be transfered over to bylaw enforcement

Status Date: Jun-05-2012

Met with applicant to clarify application requirements

Rezoning

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

Planner: Courtney Simpson

Planning Status

Status Date: Apr-24-2013

Agency / First Nation referrals sent in relation to bylaws

Status Date: Mar-12-2013

Legal review of housing agreement complete

Status Date: Nov-29-2012

Reviewing results of legal review of housing agreement

Subdivision

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: Mar-21-2013

Water quality and quantity tests received as well as final subdivision plan. E-mail sent to MOTI signing off on subdivision

Status Date: Nov-24-2011

Preliminary Layout Approval received

Status Date: May-05-2011

Referral Response sent to MOTI, LTC and applicant

File Number	Applicant Name	Date Received	Purpose
DE-SUB-2013.1	David Critchley	Feb-19-2013	2 lot subdivision 2016 Northwest Road (I. Brons/Denman Community Land Trust)

Planner: Courtney Simpson

Planning Status

Siting and use Permit

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

Planner: Courtney Simpson

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)	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

Planner: Courtney Simpson

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-2013.3	Alison & Stephen Yarwood & Sharrock	May-20-2013	East Road, Denman Island Single Family Dwelling

Planner: Jason Youmans

Planning Status

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2013.4	Wendy & Kenneth Boothroyd & Madsen Planner:	May-21-2013	3680 Lacon Road, Denman Island Primary Residence
Planning Status			

From: Nicole Ranger
Sent: May-06-13 9:10 AM
To: Aleksandra Brzozowski; David Graham; Laura Busheikin; Peter Luckham; Becky McErlean
Cc: Nancy Roggers
Subject: Denman LTC Report Final Expenses to March 31/13

Islands Trust LTC EXP SUMMARY REPORT F2012 Invoices posted to March 31, 2013 (Final for Fiscal Year End)				
615 Denman	Invoices posted to March 31, 2013	Budget	Spent	Balance
65000 615	LTC "Trustee Expenses"	250.00	703.12	(453.12)
65200 615	LTC Local Exp LTC Meeting Expenses	2,500.00	2,814.40	(314.40)
65210 615	LTC Local Exp APC Meeting Expenses	500.00	231.18	268.82
65220 615	LTC Local Exp Communications	300.00	-	300.00
65230 615	LTC Local Exp Special Projects	300.00	160.24	139.76
65240 615	LTC Local Exp Miscellaneous	550.00	-	550.00
TOTAL LTC Local Expense		4,150.00	3,205.82	944.18
73001 615 3001	Denman RAR	4,000.00	135.29	3,864.71
TOTAL Project Expense		4,000.00	135.29	3,864.71

Nicole Ranger

Finance Clerk
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8
Phone: (250) 405-5152
Fax: (250) 405-5155

Preserving *Island* communities, culture and environment



Please consider the environment before printing this email

Denman Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 1, 2012	DE-041-2012	Home Based Guest Accommodation	It was MOVED and SECONDED: 1. That as the Denman Island Local Trust Committee intends to review the home based guest accommodation regulations in Bylaw No. 186 bylaw enforcement activity is restricted where the guest accommodation provides the following unlawful facilities: 1. a second set of cooking facilities is provided in a lawful dwelling for the use of guests; 2. accessory buildings are used as bedrooms for guest accommodation provided that no more than three bedrooms exist in total; 2. That despite section 1 and 2 above bylaw enforcement activity will not be restricted if: 1. there are issues related to health, safety, or environmental damage; 2. there is a written complaint about bona fide serious nuisance issues such as noise or parking congestion related to the guest accommodation; 3. That nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Denman Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time without notice; 4. That unless the Denman Island Local Trust Committee extends the effective period on this enforcement policy it expires on December 31, 2012 or when the guest accommodation regulation review is complete, whichever is the sooner. CARRIED
2.	December 11, 2012	DE-081-2012	Home Based Guest Accommodation	It was MOVED and SECONDED that the Denman Island Local Trust Committee renew the Standing Resolution No. DE-041-2012 to be extended until December 31, 2013. CARRIED



STAFF REPORT

Date: May 27, 2013

File No.: DE 6500-02

To: Denman Island Local Trust Committee
For meeting of June 4, 2013

From: Aleksandra Brzozowski
Island Planner

CC: Courtney Simpson, Regional Planning Manager
Rob Milne, Island Planner

Re: Review of policies and regulations regarding impacts of shellfish farming on the marine environment

Owner: Local Trust Committee initiated project

THE PROPOSAL:

The first priority on the Denman Island Local Trust Committee (LTC) work program is a review of policies and regulations regarding impacts of shellfish farming on the marine environment. The Association of Denman Island Marine Stewards (ADIMS) has advocated for the LTC to review the Official Community Plan (OCP) and Land Use Bylaw (LUB) in order to amend policies to better protect the marine environment from the impacts of shellfish farming. ADIMS has identified the following three actions as the highest priorities:

- Removal of predator netting from the beach
- Banning driving on the foreshore
- Banning beach modification

A preliminary report at the April 3, 2012 LTC meeting provided background information. A second report at the February 26, 2013 meeting presented further information on the extent of the LTC's authority to regulate activities that negatively impact the marine environment in Baynes Sound.

At its regular business meeting of February 26, 2013, the LTC passed the following resolution:

DE-009-2013

It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to draft amendments to Bylaw No. 186 which would restrict all structures in the W3 Zone and to add amendments which ban vehicular driving on the foreshore in the W3 Zone.

The purpose of this staff report is to provide discussion on draft language for potential amendments to Bylaw No. 186, the Denman Island Land Use Bylaw.

SITE CONTEXT:

Shellfish aquaculture activity in the Denman Local Trust Area is located in Baynes Sound, between Vancouver Island and Denman Island bordered to the north by Comox Harbour and to the South by Deep Bay.

Aquaculture tenures in the Denman Island Planning Area are designated in the LUB as Water 3 – Aquaculture zones. Shellfish Aquaculture licenses are granted by the Department of Fisheries and Oceans.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

The Denman Island Land Use Bylaw is currently silent on vehicular use on the foreshore and the use of predator netting. Please refer to the staff report presented at the April 3, 2012 LTC meeting for further information on other relevant current planning policy.

DISCUSSION ON A PROPOSED AMENDMENT REGARDING PREDATOR NETTING

Predator netting is a plastic netting used to cover clam beds to protect them from predators such as crabs, snails, and birds. The typical practice is to remove this netting for harvest, however a significant amount of predator netting is unmaintained, poorly secured, and discarded, creating a hazard for fish, animals, birds, boats and swimmers.

As predator nets are typically staked into the ocean floor, it was suggested that predator netting could be regulated as a structure. Staff drafted language for an amendment to the Denman Island Land Use Bylaw that would exclude structures accessory to permitted uses in the Water 3 zone.

Based on legal advice, it is the position of staff that it is unlikely that the definition of *structure* could encompass predator netting and that if the LTC wished to pursue regulation relating to predator netting, it would be necessary to regulate it through the definition of permitted use rather than as a structure. In this case, shellfish aquaculture use would be re-defined as excluding the use of predator netting. However, enforcing such a re-definition would meet with difficulties once matters of jurisdiction were considered, as explained below.

Permitted Use of Predator Netting in Aquaculture Tenures

The Department of Fisheries and Oceans grants Shellfish Aquaculture licenses, and licensees are required to abide by the agency's Pacific Aquaculture Regulations. These regulations include a section on the use of predator netting, as follows:

Shellfish Aquaculture Licence Under the Pacific Aquaculture Regulations 2012

PART B. General Licence Conditions

9 Predator Control

9.4 The licence holder shall confine predator exclusion devices (netting) to the licensed area.

9.5 The licence holder shall ensure that, when predator exclusion devices are approved in a shellfish site management plan:

- (a) predator exclusion devices are constructed of an acceptable material and of acceptable size to minimize entrapment and potential injury to fish species or wildlife; and
- (b) predator exclusion devices are maintained, inspected and repaired on a regular basis.

Prohibiting the use of predator netting through local regulation would be found to be an intrusion into exclusive federal jurisdiction over fisheries and would not be enforceable.

DISCUSSION ON A PROPOSED AMENDMENT PROHIBITING DRIVING ON THE FORESHORE

Aquaculture operators often use vehicles to reach their intertidal leases and deliver equipment and supplies directly to the site. The Baynes Sound Coastal Plan for Shellfish Aquaculture, 2002, identifies that driving on the beach has the potential for significant environmental impacts in some cases, and that mitigation may be required.

Staff drafted the following language for an amendment to the Denman Island Land Use Bylaw that would prohibit the use of ground-based machinery in all water zones: *"In the water zones, use of ground-based machinery is prohibited along the foreshore."*

Staff chose the term "ground-based machinery" as it is an existing term in the Denman Island Land Use Bylaw that comprises a broader definition than only vehicles. *Ground-based machinery* is defined as "powered vehicles that move by means of wheels or tracks in contact with the ground including trucks, skidders, loaders, excavators, backhoes, and tractors".

Permitted Uses in Aquaculture Tenures

Within Section 10 ("Protection of Fish Habitat") of its Conditions of License for Shellfish Aquaculture Licenses, the Department of Fisheries and Oceans requires licensees to operate machinery "in a manner that minimizes disturbance to the intertidal areas and other fish habitat". This condition addresses only the aquaculture tenure itself; however, such authorization of machinery operation as part of an aquaculture tenure (which is exclusively under federal jurisdiction) would render unenforceable a local bylaw prohibiting their use to access the tenure site.

Upon advice from legal counsel, a prohibition of vehicles on the foreshore could be worded in the Denman Island Land Use Bylaw as follows: "In water zones, the use of vehicles and ground-based machinery is prohibited except where specifically authorized by an aquaculture license issued by the Department of Fisheries and Oceans." Such a regulation would therefore not address the concerns brought forward regarding driving on the foreshore, and would be only marginally effective at addressing the negative impacts created by shellfish aquaculture practices.

Implications on Bylaw Enforcement

Enforcement of a prohibition of vehicle and ground-based machinery use in the Water zones would be particularly onerous, not only due to their mobility and transitory nature, but also as it would be difficult to quickly ascertain whether use of the powered vehicle in question was authorized by the federal government as part of a DFO Shellfish Aquaculture License.

STAFF COMMENTS:

Based on legal advice, it is staff's opinion that the prohibition of predator netting in the Denman Island Land Use Bylaw is not within the LTC's jurisdiction and is therefore not recommended.

Note that discarded and/or detached predator nets are in contravention of condition 9.5(b) of the Pacific Aquaculture Regulations (2012). In lieu of attempting to prohibit predator netting through regulatory means, engaging with the Department of Fisheries and Oceans on this matter could be a more effective approach in curbing the misuse of predator netting on aquaculture tenures in Baynes Sound. Advocacy on this matter squarely falls in line with the Denman Island OCP's Marine Environment Advocacy Policy 2, which includes the assertion that "Fisheries and Oceans Canada is encouraged to monitor aquaculture practices to ensure compliance with regulations intended to protect the marine environment".

The LTC could also advocate that the Department of Fisheries and Oceans review their policies and standards on the authorization of predator netting. This would also be consistent with the Islands Trust Policy Statement, in particular Part III Ecosystem Preservation and Protection, Policy 3.1.9, which states that Trust Council encourages actions and programs of other government agencies which:

- place priority on the side of protection for Trust Area ecosystems when judgment must be exercised,
- protect the diversity of native species and habitats in the Trust Area, and
- prevent pollution of the air, land and fresh and marine waters of the Trust Area.

A bylaw amending the LUB to prohibit ground-based machinery in the Water zones could be considered by the LTC, as such regulation is within its authority, excepting the use of ground-based machinery granted access by the conditions of a DFO aquaculture license. However, the LTC should recognize that such a regulation would be one made as a matter of principle rather than a pragmatic method to mitigate negative impacts on the foreshore, and would be an onerous regulation for bylaw enforcement and enforceability would be limited. Staff does not recommend this option as it would be of little effect.

Should the LTC choose to prohibit ground-based machinery in the Water zones, the LTC may wish to explore options to facilitate Islands Trust enforcement of such a regulation. One option would be to request that the Department of Fisheries and Oceans establish a demarcation system (such as a vehicle sticker) that would readily identify authorized ground-based machinery.

Should the LTC choose not to prohibit ground-based machinery in the Water zones, the LTC may wish to explore advocating for a review of access conditions in Baynes Sound, potentially restricting vehicular access to aquaculture tenures in the area.

RECOMMENDATIONS:

Based on the above considerations, staff recommends THAT the Denman Island LTC:

- 1) Assess the implications of amending the Denman Island Land Use Bylaw to prohibit ground-based machinery in the Water zones; and,
- 2) Request staff to propose strategies to engage the Department of Fisheries and Oceans around the subject of stricter monitoring and enforcement of predator netting requirements in the short term, and a review regarding permitted use of predator netting in their Pacific Aquaculture Regulations over the long term.

Prepared and Submitted by:

Aleksandra Brzozowski

May 10, 2013

Date

Concurred in by:

Courtney Simpson

May 27, 2013

Date



Memorandum

700 North Road, Gabriola Island, BC V0R 1X3

Telephone 250 247-2063 Fax 250 247-7514

Toll Free via Enquiry BC 1.800.663.7867

Email northinfo@islandstrust.bc.ca

www.islandstrust.bc.ca

Date: Monday, May 27, 2013

To: Denman Island Local Trust Committee

From: Seth Wright
Student Planner
Northern Office

RE: Consultation on Housing Needs Strategies

The Denman Island Local Trust Committee (May 8, 2013) requested staff to prepare a proposal for two community meetings about housing needs strategies, including proposals for format and communications. The Communications and Community Engagement Plan on the following pages sets out such a draft framework, as requested.

Staff requests approval of the Communications and Community Engagement Plan attached, subsequent to any amendments. In adjunct of the attached report, Staff requests direction on the following matters:

- Dates agreeable to all trustees for both meetings
- Facilitation - staff, trustees, or contract
- Communications – Materials and Presentations



Consultation on Housing Needs Strategies

Communications and Community Engagement Plan

Creation Date: May 13, 2013

Last Updated: May 27, 2013

Version: 1.3

	Name	Endorsement Date
Project Sponsor	Courtney Simpson, Regional Planning Manager	
Project Managers	Rob Milne, Island Planner Seth Wright, Student Planner	
Local Trust Committee	Denman Island	

Purpose

To identify, through public consultation, the key objectives that will inform the review of a new housing policy addressing the evolving housing needs of Denman Island.

Overarching Project Goals

- To achieve broad and meaningful community participation
- To create a dialogue between the Local Trust Committee and the community whereby community needs and concerns can be effectively addressed
- To facilitate a dialogue where appropriate policy solutions can be evaluated in the local context
- To effectively focus and record dialogue so that it may inform the development of land use bylaws

Background

The Islands Trust Policy Statement (2003) submits that “Most [island residents] feel strongly that people of differing age groups and income levels should continue to have the opportunity to reside in island communities” and that “local trust committees and island municipalities shall...address their community’s current and projected housing requirements...”

This project has been initiated by the Denman Island Local Trust Committee (LTC) pursuant to the Islands Trust Council 2008-2011 Strategic Plan objective 4.3 “Use land use planning tools and decisions to improve the availability of affordable/accessible/ appropriate housing”.

A 2008 ‘*Housing needs on Hornby and Denman Island*’ report identified “at least 26 renter households and about 42 elder households on Denman Island are living in housing which is unacceptable according to nationally established standards.” The report also highlights that 13.5 percent of households are in housing need with affordability of owning/renting a home as the main barrier. A narrowing age demographic towards older residents, a lack of rental options, and a deficiency of housing models able to accommodate a growing senior population also arose as common themes.

The Denman Local Trust Committee identified affordable housing need as the primary driver for this consultation process, but recognizes that any policy options must be amenable to the community, suited to the Denman Island context, and effective within the jurisdictional framework of the Local Trust Committee.

The issue of additional density on the island has been identified as a critical and challenging question within the community. The Denman Island Official Community Plan (Part E.1 - Housing) proposes that density should be determined through environmental limits and existing zoning regulations, but that housing should also accommodate diversity (as quoted below).

Guiding Objective

To encourage housing that accommodates the needs of a variety of families and individuals while protecting the natural environment, the social fabric and the rural character of the community.

Housing - Objectives

- Objective 1** *To ensure that housing options are sensitive to ground water availability and sewage disposal capability, guard against contamination of ground water and preserve the rural nature of Denman Island*
- Objective 2** *To ensure housing options preserve human diversity in the community*
- Objective 3** *To set the maximum for the overall residential density of the Island as the residential density possible with the zoning regulations in place at the time of adoption of this Plan while providing flexibility for a range of dwelling types*
- Objective 4** *To support the establishment of affordable housing, rental opportunities and special needs housing and provide the opportunity for Island seniors to remain in the community, especially in their own or their families' homes*

Scope

In Scope	Out of Scope
▪ Secondary suites and/or cottages – including visitor accommodation ▪ Relevant density and population growth concerns ▪ Desirable demographic diversity ▪ Long-term economic sustainability ▪ Affordable Housing Agreements ▪ Multi-unit projects (i.e. co-housing or senior housing) ▪ Reviewing definition of a dwelling unit	▪ Density bank ▪ Density transfer ▪ Short-term vacation rentals ▪ Bed and Breakfast accommodations

Stakeholder Matrix

Stakeholder	Interests, expectations, concerns
Homeowners	• New housing permissions do not threaten rural character • New policies should be fair, clear, and respect our needs • Policies should not significantly impact land values • Expect clear, proactive communication

Stakeholder	Interests, expectations, concerns
<i>Renters</i>	• Greater availability of rental housing to meet housing need • Solutions that incentivize additional housing rather than penalize users of existing, potentially substandard housing
<i>Islands Trust</i>	• Preservation and protection of the Trust Area ecosystems • The scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of Trust Area ecosystems • To sustain island character and healthy communities
<i>Seniors</i>	• Housing that meets changing needs on-island (e.g. caretaker suites, co-housing)
<i>Community at large</i>	• Any additional density or population does not exceed groundwater supply or septic capacity

Engagement Action Plan

Task	Context	Cost	Target Date	Who
<i>Website updates</i>	Invitations to Consultations/Reports Following		ongoing	Staff
<i>Grapevine Insert</i>	Invitation to 'Obstacles & Opportunities' meeting	\$100	June 2013	Staff
<i>Trustee's Notebook & Trustee's Report</i>	Invitation to O&O meeting and outline of process		June 2013	Trustees
<i>8½x11" Posters at key locations</i>	Invitation to O&O meeting		July 2013	Staff/Trustees
<i>Obstacles and Opportunities Meeting</i>	Provide a forum for discussion of key issues within a dynamic engagement framework	\$500	July 2013	All
<i>400-word Report on Meeting for website and newsletters</i>	Succinct summary of meeting outlining next steps		July 2013	Staff
<i>Distill O&O Meeting</i>	Distill discussion from O&O into feasible policy directions for Exploring Directions		Aug. 2013	Staff
<i>Grapevine Insert</i>	Invitation to 'Exploring Directions' meeting	\$100	Aug. 2013	Staff
<i>Articles in Grapevine and Flagstone</i>	Invitation to ED meeting and outline of process	\$60	Aug. 2013	Staff
<i>8½x11" Posters at key locations</i>	Invitation to ED meeting		Aug. 2013	Staff/Trustees
<i>Exploring Directions Meeting</i>	Dispel myths around housing options, outline favoured options, facilitate discussion oriented to preferred solutions	\$200	Sept. 2013	All
<i>400-word Report on Meeting for website and newsletters</i>	Succinct summary of meeting outlining next steps		Sept. 2013	Staff

Task	Context	Cost	Target Date	Who
Total		\$960		

Resources

Staff is responsible for preparing and distributing communication materials. The LTC is asked to endorse this plan, but will not necessarily be given the opportunity to endorse future written materials due to time constraints between LTC meetings. By endorsing this Plan, the LTC is directing staff to prepare and distribute the listed materials and organize the meetings detailed above.

Format of Meetings

Obstacles and Opportunities Meeting

This meeting will provide a forum for the open discussion of housing needs on Denman. Opinions, ideas, and values about both housing needs and potential implications of possible housing policies will be encouraged. The discussion will be broad and diverse perspectives will be encouraged, but will be focussed within the defined scope of this broader review. The format will allow for a casual dialogue on a number of specific topics and will provide an opportunity for ranking of key goals within each topic.

Item	Time	Description
Introduction	12 minutes	<i>Staff and Trustee(s) will outline history of housing review, outline goals from OCP, outline current engagement process, discuss themes and implications of housing policies, and invite open and inclusive dialogue.</i>
Selection of Themes	10 minutes	<i>A brief facilitated discussion and informal selection of broad theme areas. Approximately 5 or 6 topics shall be chosen.</i>
Small Group Breakout	1 hour/ ~7 min./group	<i>People will be invited to choose the topic they are most drawn to. A facilitator (staff/trustee/volunteer) will be assigned to each group to keep discussion fluid and focused. Flipchart paper and felts shall be used to record topics discussed. Facilitators should encourage open dialogue and ensure all voices are included. Participants will rotate to new groups after 7 minutes and have the opportunity to address each theme. Each theme should have a note-taker to record the topics being addressed</i>
Tea Time with Stickers	15 minutes	<i>Each participant will be provided with a number of coloured stickers to rank three topics within each theme over tea/coffee and cookies.</i>
Reporting Back	15 minutes	<i>Each facilitator will speak about the most common themes discussed within their group and highlight the most popular ideas (by rank)</i>
Conclusion/Next Steps	7 minutes	<i>A trustee will thank all participants, volunteers and staff, outline future opportunity for involvement, and request ongoing participation.</i>

Distillation of Feasible Policy Solutions

Following the Obstacles and Opportunities meeting, staff will collate, assess, and assimilate central themes. Using flipchart comments and staff notes, identified topics will be first assessed according to jurisdictional

framework, to determine whether Islands Trust has ability or capacity. Themes determined to be within the statutory scope of the Islands Trust will then be assimilated into a presentation format for the Exploring Directions meeting.

Exploring Directions Meeting

This meeting will further identify key policy directions informed by the Obstacles and Opportunities meeting, as distilled by staff. Each direction will be explored, through a discussion of its ability to meet specific objectives, and explored through discussion with community members present. The meeting shall seek priority areas and approaches favoured by the community at large.

Item	Time	Description
Introduction	10 minutes	<i>Staff/Trustee(s) will outline history of housing review, outline goals from OCP, outline current engagement process, and thank participants</i>
Overview of Policy Directions	1 hour	<i>Staff/Trustee(s) will explain distillation process, provide a succinct and dynamic overview of various policy directions, and check in about policies that may have been missed</i>
Discussion of Options	35 minutes	<i>Medium-sized groups (approx. 20) will provide a space for roundtable discussion of the various options with a focus towards prioritizing preferred policy approaches</i>
Return and Report	10 minutes	<i>Each group will report on the preferred policy approaches and tensions discussed within each group</i>
Conclusion/Next Steps	5 minutes	<i>A trustee will thank all participants, volunteers and staff, outline future opportunity for involvement, and request ongoing participation.</i>

Next Steps Timeline

Deliverable / Milestone	Target Completion Date
Staff Report on consultative process including recommendations for policy review	October 22, 2013
Policy Amendment Process	September 2014



Islands Trust

BYLAW REFERRAL FORM

Island: Executive Committee Local Trust Area **Bylaw No.:** 27 & 28 **Date:** May 24, 2013

You are requested to comment on the attached Bylaws for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held late summer or fall, 2013.

PURPOSE OF BYLAWS:

To implement an Official Community Plan (OCP) and Land Use Bylaw (LUB) for the Ballenas-Winchelsea Islands Area. The Islands Trust Executive Committee acting as a Local Trust Committee is responsible for land use planning and regulation within this area. The Ballenas-Winchelsea Islands do not currently have an OCP or zoning in place. For more background information please see webpage: www.islandstrust.bc.ca/ltc/exe/default.cfm

GENERAL LOCATION:

Ballenas-Winchelsea archipelago and surrounding waters

OTHER INFORMATION:

Please fill out the Response Summary on the back of this form for each bylaw. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Marnie Eggen

Title: A/ Planner 2

This referral has been sent to the following agencies:

Federal Agencies

- Fisheries and Oceans Canada
- Department of National Defence
- Transport Canada

Regional Agencies

- Regional District of Nanaimo
- School District #68 (Nanaimo-Ladysmith)
- School District #69 (Qualicum)

Provincial Agencies

- Provincial Ministry of Community, Sport and Cultural Development
- Provincial Ministry of Forests, Lands and Natural Resource Operations – Ecosystems Branch
- Ministry of Agriculture
- Ministry of Environment – BC Parks
- Ministry of Forest, Lands & Natural Resources – Aquaculture
- Ministry of Forest, Lands & Natural Resources - Ecosystems Protection
- Ministry of Forests, Lands & Natural Resource Operations - Archaeology Site Inventory
- Ministry of Forests, Lands and Natural Resource Operations - Crown Lands & Resource
- Ministry of Natural Resource Operations - Water Stewardship Division
- Ministry of Tourism, Recreation Site and Trails Branch
- Ministry of Transportation and Infrastructure
- Vancouver Island Health Authority

Adjacent Local Trust Committees and Municipalities

- Islands Trust Fund
- Gabriola Island Local Trust Committee
- Denman Island Local Trust Committee
- Hornby Island Local Trust Committee
- Lasqueti Island Local Trust Committee
- Islands Trust, Bylaw Enforcement
- City of Parksville
- District of Lantzville
- Town of Qualicum Beach

Non-Agency Referrals

- The Land Conservancy

First Nations

- Te'Mexw Treaty Association
- Cowichan Tribes
- Halalt First Nation
- Stz'uminus First Nation
- Lake Cowichan First Nation
- Lyackson First Nation
- Penelakut Tribe
- Snaw'Naw'As Nation
- Qualicum First Nation
- Hul'qumi'num Treaty Group
- K'omoks First Nation
- Laich-Kwil-Tach Treaty Society
- We Wai Kai First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Executive Committee Local Trust Area

(Island)

(Signature)

(Date)

**Bylaw No. 27 – Ballenas-Winchelsea Islands Official Community
Plan**

(Bylaw Number)

(Title)

(Agency)

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐ Approval Recommended for Reasons Outlined Below

☐ Approval Recommended Subject to Conditions Outlined Below

☐ Interests Unaffected by Bylaw

☐ Approval Not Recommended Due to Reason Outlined Below

Executive Committee Local Trust Area

(Island)

Bylaw No. 28 – Ballenas-Winchelsea Islands Land Use Bylaw

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



Islands Trust

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

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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](#)
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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.

May 2013

- [The Comox Valley Regional District is undergoing a review of their aquaculture policies. Information on the process and the proposed amendments is available at their website.](#)
- [Public Hearing Notice DE Bylaws 204, 205, 206 Affordable Housing](#)
- [On Island Planner Hours – May 8, 10:30am – 2pm, Seniors Hall](#)

April 2013

- April 2013 – Proposed Bylaws No. [204](#), [205](#), and [206](#) related to the establishment of affordable housing on a single lot on Denman Island were given first reading on April 2, 2013.

February 2013

- [Greening our Shores - follow up information](#)
- [Greening our Shores Workshop Program](#)
- [Greening our Shores Workshop – February 26, 2013 information flyer \(updated info\)](#)
- [Greening our Shores Workshop – Integrated Shoreline & Watershed Maps](#)

November 2012

- [After nearly three years of hard work, the Denman Island Farm Plan is complete! Hard copies will be available on Denman Island shortly.](#)
- [Islands Trust 2011-2012 Annual Report is now published. Page 32 of the report provides a summary of the work of the Denman Island Local Trust Committee](#)

November 2011

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

[^ top](#)

Planner Office Hours on Denman Island

Denman Island Local Trust Committee Standing Resolutions

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

Denman Island Farm Plan

- [Denman Island Farm Plan](#)

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[Land Use Application Forms](#)

Denman Island Farm Plan Public Consultation Brief - November 30th, 2011

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

Watercourse Mapping

- [Map of Natural Drainage Areas \(Watersheds\)](#)
- [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](#)

Impacts of Aquaculture Practices

- [Golder Associates Report – Review of Regulatory Options to Address Specific Aquaculture related Practices – Feb 2013](#)
- [Staff Report for meeting of April 3, 2012](#)

Land Use and Development Information

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

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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](#)
- [Greenhores](#)

Denman Island Community Profile

Denman Island Community Heritage Register

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