



Denman Island Local Trust Committee

Regular Meeting Agenda

Date: July 15, 2025
Time: 10:00 am
Location: Electronic Meeting

Pages

1. **CALL TO ORDER** 10:00 AM - 10:05 AM
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."
2. **TERRITORIAL ACKNOWLEDGEMENT**
3. **APPROVAL OF AGENDA**
4. **REPORTS** 10:05 AM - 10:25 AM
 - 4.1 Trustee Reports
 - 4.2 Chair's Report
 - 4.3 Electoral Area Director's Report
 - 4.4 Islands Trust Conservancy Report
5. **PUBLIC COMMENTS** 10:25 AM - 10:45 AM
6. **MINUTES**
 - 6.1 Local Trust Committee Special Meeting Minutes dated May 8, 2025 - for adoption 3 - 7
 - 6.2 Local Trust Committee Minutes dated May 20, 2025 - for adoption 8 - 16
 - 6.3 Section 26 Resolutions-Without-Meeting Report - none
 - 6.4 Advisory Planning Commission Minutes - none
7. **BUSINESS ARISING FROM MINUTES** 10:45 AM - 11:00 AM
 - 7.1 Follow-up Action List dated July 8, 2025 17 - 23
8. **DELEGATIONS** 11:00 AM - 11:15 AM

8.1	Richard Day and Joan Donaghey regarding 5400 Northwest Road, Denman Island - 10 Affordable Dwelling Units	24 - 28
9.	APPLICATIONS AND REFERRALS - none	
10.	LOCAL TRUST COMMITTEE PROJECTS - none	
11.	CORRESPONDENCE	11:15 AM - 11:25 AM
	(Correspondence received concerning current applications or projects is posted to the LTC webpage)	
11.1	Email dated May 29, 2025 from Comox Valley Regional District regarding Comox Valley Regional Growth Strategy Minor Amendment Referral	29 - 31
12.	NEW BUSINESS - none	
13.	STAFF REPORTS	11:25 AM - 11:45 AM
13.1	Trust Council Bylaw No. 197 - Local Trust Committee Meeting Procedure Bylaw - Request for Decision	32 - 35
13.2	Trust Conservancy - The Heron - Spring Edition	36 - 39
13.3	Trust Conservancy Board Report dated June 5, 2025	40 - 41
13.4	Applications Report dated July 8, 2025	42 - 47
13.5	Trustee and Local Expense Report dated May, 2025	48 - 48
13.6	Adopted Policies and Standing Resolutions	49 - 59
13.7	First Nations Relationship Building Update - none	
13.8	Local Trust Committee Webpage	
14.	WORK PROGRAM	11:45 AM - 12:00 PM
14.1	Active Projects Report dated July 8, 2025	60 - 60
14.2	Future Projects Report dated July 8, 2025	61 - 62
15.	UPCOMING MEETINGS	
15.1	Next Regular Meeting Scheduled for Tuesday, October 21, 2025 at 10:00 a.m. at Denman Activity Centre, 1111 Northwest Road, Denman Island, BC	
16.	ADJOURNMENT	12:00 PM - 12:00 PM

Denman Island Local Trust Committee

Minutes of Special Meeting

Date: May 8, 2025

Location: Electronic Meeting

Members Present: David Maude, Chair
David Graham, Local Trustee
Sam Borthwick, Local Trustee

Staff Present: Marlis McCargar, Island Planner
Narissa Chadwick, Island Planner
Lisa Millard Meeting Administrator
Katherine Vogt, Recorder

Others Present: There were approximately five (5) members of the public present.

1. CALL TO ORDER

Chair Maude called the electronic meeting to order at 9:33 a.m. He acknowledged that the meeting was being held on the territory of the Coast Salish First Nations. He introduced trustees, staff, recorder, and meeting host; and acknowledged members of the public who were viewing the meeting from the Activity Centre. He noted that Trustee Borthwick was delayed and would hopefully be joining the meeting shortly. He explained that the Special Meeting was to give trustees an opportunity to respond directly to staff; therefore, a Townhall portion would not be added. He invited members of the public to email trustees directly with their ideas and concerns and reminded the public that there was an in-person Local Trust Committee (LTC) meeting coming up on May 20, 2025.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. Major Project: Denman Housing (official Community Plan and Land Use Bylaw) Review Project: Phase 2C Actions

Planner Chadwick presented the most recent staff report associated with the Denman Housing Review Project to update trustees and seek their guidance on options for the Project Charter and possibilities for future public engagement, noting that the reformatting of the Denman Island Land Use Bylaw (LUB) and ongoing relationship building with the K'ómoks First Nation (KFN) have been foundational for the entire Major Project.

Trustee Borthwick joined the meeting at 9:43 am.

Planner McCargar responded to trustee questions regarding the newly formatted Land Use Bylaw (LUB), highlighting the following points:

- The wording: “a) The use of a dwelling unit for vacation rental or for the accommodation of paying guests is prohibited.” in the *Prohibited in All Zones* section of the LUB was identified as potentially confusing. Specifically, language suggesting that legally established bed and breakfasts are also prohibited was flagged. Staff confirmed that all regulations related to short-term vacation rentals and bed and breakfasts will be reviewed as part of the Housing Review Project.
- Item (g) under the *Secondary Suites and Dwelling Units* section was reviewed from a legal perspective and found to be moot. It was clarified that strata subdivision of secondary suites or secondary dwellings may proceed provincially without local government approval unless a covenant is registered for each dwelling at the time of construction.

Planner McCargar spoke on two draft maps which could support ongoing public discussions of the Housing Review Project: 1. the draft Denman Island Subdivision Potential Map which seeks to calculate the maximum number of new residential lots that could be created under the current zoning; and 2. the draft Denman Island Dwelling Unit Potential Map which estimates the number of new dwellings that could be created under current zoning, including secondary suites and additional dwelling units, such that dwelling capacity per lot could be measured.

- A trustee advised that archival covenant documents were necessary to uncover for map accuracy; and that the community could be engaged to help in this effort.
- Trustees expressed how useful the maps were.

Planners reviewed two options for the Project Charter for the Major Project going forward.

Trustees concurred with the planner recommended Option 2 process for the benefit of planner efficiency and public discussion clarity.

DE-2025-018

It was MOVED and SECONDED,

That the Denman Island Local Trust Committee endorse the revised Project Charter (Option 2), dated May 8, 2025 for the Denman Housing Review Project.

CARRIED

DE-2025-019

It was MOVED and SECONDED,

That the Denman Island Local Trust Committee integrate the OCP technical amendments and First Nations Acknowledgement update into the Denman Housing Review Project and provide an updated project charter reflecting this integration.

CARRIED

Planner Chadwick explained to trustees that the Hornby Island LTC had requested a meeting with the Denman LTC to discuss housing issues in relation to KFN concerns; and that this made sense given that for the KFN, Denman and Hornby have many equivalencies.

DE-2025-020

It was MOVED and SECONDED,

That the Denman Island Local Trust Committee request staff to schedule a special meeting with the Hornby Island Local Trust Committee in the Summer/Fall 2025 to discuss potential opportunities for mutually supportive housing solutions for both islands and review the draft K'ómoks First Nation engagement summary recommendations.

CARRIED

Planner Chadwick reviewed options for public engagement going forward. The following planner comments were noted:

- Conservancy mapping will be helpful for future public engagement.
- Key themes raised by the public are the density bank; expanding permissions for secondary suites and additional dwelling units; and numerous requests for more Coho type residential developments.
- Pre-zoning may save approximately 2 years on rezoning.
- Discussion boards can be replicated online and the two can be integrated.
- There is \$5000.00 and 4 staff travel days available to the LTC for the next round of public engagement between now and September 2025.

A trustee spoke on some residents' unfounded fears that the removal of the TUP and density bank would cause unmitigated development; and suggested that it may have been more useful to speak of revising the density bank rather than removing it.; and requested planner guidance for revising the density bank; and hoped to receive comments from many more, less publicly active, Denman residents going forward.

A trustee questioned the possibilities for administration of individual housing agreements for secondary dwelling units.

- Planner Chadwick spoke on the follow-up difficulties, specific requirements, and costs of administering housing agreements with non-profit organizations; and suggested that it was preferable for a regional district to take this on; and noted that there would not be the planner resources to have a process in place before the end of the current Denman LTC's term.
- Planner McCargar added that a non-profit may potentially be able to act as an agent of the local government.
- A trustee added that monitoring responsibilities could be delegated to a non-profit agency, but more research is needed.

Trustees expressed the following preferences for future public engagement:

- An evening zoom presentation style component.
 - A planner offered that any recorded sessions could be put on the project website.
- A paper and online comment response submission form component.
- An evening or weekend in person engagement component for people who work.
- A trustee presentation of visual materials at the Saturday Market to start the conversation which is moved over for a next day Sunday community information engagement session at the Community Hall, at which a staff member could attend.

- The covered area next to the Community Hall or the General Store outside walkway could be used to display maps and comment boards for a longer period.
- People should be able to look at a display board that outlines very specific proposals for the density bank (for example) rather than general ideas.
- K'ómoks First Nations (KFN) review of Denman housing proposals needs to be made available to the public.
 - Planner Chadwick responded that the KFN review is in draft form and has yet to be endorsed by council.
 - A trustee suggested that whatever KFN information is currently available could be put forth.
- Exploring possibilities for eliciting property owner engagement for rezoning for Coho style developments; to be put on a display board with accompanying planner submission criteria and accompanying map showing conservancy no-go sensitive ecological zones.
- It would be preferable to get very specific with just a few topics rather than be general with many topics; and it would be preferable to present options to the public at this point in the process, rather than ask questions.
- Conservancy mapping is preferable to the Suitable Land Analysis (SLA) mapping due to glaring errors in the SLA mapping and greater geographical nuance in the Conservancy mapping.
 - A planner responded that the best Denman SLA layer is the water recharge layer which provides very recent data.
 - A trustee responded that errors in one or more layers introduce doubt in the veracity of other layers.
- The focus should be on housing only; affordable housing has become a critical issue.
- Put actual percentage numbers in the proposed revisions for the density bank for public display; and do not clutter the issue with secondary dwellings.
 - A planner responded that the Denman density bank is completely unique in the Trust Area and that no other area has a cap.

Trustee Borthwick left the meeting at 11:13 a.m. and returned at 11:20 a.m.

- A planner added that The Mayne Island Flexible Housing approach supports increased density in certain areas.
- A Community Information Meeting in June would be preferable.
- Another LTC Special Meeting may be needed.

DE-2025-021

It was MOVED and SECONDED,

That the Denman Island Local Trust Committee endorse the engagement approach as discussed at the May 8, 2025 LTC Special Meeting and request that staff bring back an Engagement Plan for approval at a subsequent LTC meeting.

CARRIED

4. ADJOURNMENT

By general consent the meeting was adjourned at 11:23 a.m.

David Maude, Chair

Certified Correct:

Katherine Vogt, Recorder

DRAFT



Denman Island Local Trust Committee

Minutes of Regular Meeting

Date: May 20, 2025
Location: Denman Activity Centre
 1111 Northwest Rd, Denman Island, BC

Members Present: David Maude, Chair
 David Graham, Trustee
 Sam Borthwick, Trustee

Staff Present: Marlis McCargar, Island Planner
 Narissa Chadwick, Island Planner (electronic)
 Stephen Baugh, Island Planner (electronic)
 Margot Thomaidis, Planner 2 (electronic)
 Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 7 members of the public in attendance.

1. CALL TO ORDER

Chair Maude called the meeting to order at 10:00 am.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Maude acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

The agenda was reordered and Item 10.1 will be discussed following Item 8.

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Borthwick reported the summer surge in ferry traffic had commenced and noted disappointment in the dissolution of the Ferry Advisory Committees and resultant lack of ability to meaningfully engage with BC Ferries.

Trustee Graham reported attendance at recent Committee meetings and upcoming attendance at the June Trust Council meeting.

4.2 Chair's Report

Chair Maude reported the following:

- The Minister of Housing and Municipal Affairs has replied to Trust Council's request for a governance review and stated a review will not be undertaken at this time; and

- The June Trust Council meeting will be held on Salt Spring Island.

4.3 Electoral Area Director's Report - none

5. PUBLIC COMMENTS

A member of the public stated the Denman Conservancy Association Board asked them to request that the Local Trust Committee give first and second readings to the rezoning application today to shorten the timeframe required to get the rezoning completed.

6. MINUTES

6.1 Local Trust Committee Minutes dated March 18, 2025 - for adoption

By general consent, the Local Trust Committee meeting minutes of March 18, 2025 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated May 13, 2025

Received for information

8. DELEGATIONS – none

Item 10.1 was reordered and discussed prior to Item 9.

9. APPLICATIONS AND REFERRALS

9.1 DE-SUP-2020.3 - Covenant Request

The Planner summarized the staff report and highlighted the following:

- The application seeks a Siting and Use Permit to construct a dwelling, workshop, accessory building, boathouse, septic system, garden beds, driveway, and retaining walls;
- The request has been made pursuant to a covenant that is registered on title which prohibits the proposed development unless there is prior written consent of the Local Trust Committee;
- The property owner has obtained a Heritage Conservation Permit and Site Alteration Permit from the Province and two Cultural Heritage Investigation Permits from K'omoks First Nation; and
- The Siting and Use Permit will ensure that the development complies with the Denman Island Land Use Bylaw.

The Local Trust Committee had no questions concerning the application.

DE-2025-022

It was MOVED and SECONDED

that the Denman Island Local Trust Committee gives written consent pursuant to Section 2 of Covenant CA7485176 for the development proposed in application DE-SUP-2020.3.

CARRIED

9.2 DE-RZ-2024.1 (Triple Rock Land Cooperative) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The rezoning application seeks to develop 4 additional dwelling units, to bring the total to 19 dwelling units with associated secondary suites, while encouraging long-term affordability through an updated housing agreement;
- The Local Trust Committee gave First Reading to proposed Bylaw No. 250 in October, 2024 and referral responses are included in the staff report;
- The application requires an amendment to the Official Community Plan to remove 4 densities from the density bank; and
- Bylaw No. 254 represents an updated housing agreement to replace the original 2008 agreement which regulates the affordability and occupancy for the dwelling units and secondary suites.

The applicant was in attendance and spoke to the reasoning for the request to not include the Cooperative's rules and governance documents as part of the updated agreement stating that, if included, any changes to said rules could precipitate a need for consultation and amendments which are otherwise unnecessary.

Trustees had no questions for the Planner or applicant and stated agreement that it would not be necessary to include the schedules in the housing agreement.

DE-2025-023

It was MOVED and SECONDED.

that Denman Island Local Trust Committee Bylaw No. 255 cited as "Denman Island Official Community Plan, 2008, Amendment No. 2, 2025" be read a first time.

CARRIED

DE-2025-024

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 255 cited as "Denman Island Official Community Plan, 2008, Amendment No. 2, 2025" be read a second time.

CARRIED

DE-2025-025

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 250 cited as "Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2024" be read a second time.

CARRIED

DE-2025-026

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 254 cited as "Denman Island Housing Agreement Bylaw No. 254, 2025" be read a first time.

CARRIED

DE-2025-027

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 254 cited as “Denman Island Housing Agreement Bylaw No. 254, 2025” be read a second time.

CARRIED

DE-2025-028

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to schedule a community information meeting prior to the Public Hearing for application DE-RZ-2024.1 (Triple Rock Land Cooperative) and Proposed Bylaw Nos. 250, 254 and 255.

CARRIED

DE-2025-029

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to refer proposed Bylaw No. 255 cited as “Denman Island Official Community Plan, 2008, Amendment No. 2, 2025” to the following First Nations, Local Governments and agencies for comment as presented in the May 20, 2025 staff report.

CARRIED

DE-2025-030

It was MOVED and SECONDED,

that Denman Island Local Trust Committee request staff to amend draft Bylaw No. 254 cited as “Denman Island Housing Agreement Bylaw No. 254, 2025” by removing schedules A and B.

CARRIED

DE-2025-031

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 255 cited as “Denman Island Official Community Plan, 2008, Amendment No. 2, 2025”, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

9.3 PL-RZ-2024-0055 (Denman Conservancy) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The goal of the application is to formalize the applicant’s current conservation focused land use which prioritizes environmental protection;
- One of the parcels is split zoned and includes land in the Agricultural Land Reserve;
- The Official Community Plan amendment would change the designation from Sustainable Resource to Conservation Recreation for 3 parcels of land with the Agricultural designation on the parcel within the Agricultural Land Reserve

remining unchanged as per the recommendation received from the Agricultural Land Commission;

- The application proposes the addition of 4 residential densities to the Official Community Plan density bank which permits unused densities to be added under specific conditions;
- Staff recommend the Local Trust Committee either consider a broad interpretation of the density bank donation policy, as the conservancy is voluntarily giving up development rights and the land will be permanently protected through rezoning, or amend the draft bylaw to explicitly include these densities; and
- Islands Trust Conservancy provided referral feedback which indicated that they are currently prioritizing unprotected lands for covenant work over covenants on already protected lands.

Discussion ensued and the following comments were noted:

- If amendments to the density bank policy in Official Community Plan for the density transfer are required, they would be included as part of the current amendment project; and
- The density bank policy was not to restrict it to parcels that are rezoned or donated and the density donation would fall within the intent of the policy.

DE-2025-032

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 256 cited as “Denman Island Official Community Plan, 2008, Amendment No. 3, 2025” be read a first time.

CARRIED

DE-2025-033

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 256 cited as “Denman Island Official Community Plan, 2008, Amendment No. 3, 2025” be read a second time.

CARRIED

DE-2025-034

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 257 cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2025” be read a first time.

CARRIED

DE-2025-035

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 257 cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2025” be read a second time.

CARRIED

DE-2025-036

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to refer proposed Bylaw No. 256 cited as “Denman Island Official Community Plan, 2008, Amendment No. 3, 2025” and proposed Bylaw No. 257 to cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2025” the following First Nations, Local Governments and agencies for comment as presented in the May 20, 2025 Staff Report.

CARRIED

DE-2025-037

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to schedule a community information meeting prior to a public hearing after the close of the referral period, for application PL-RZ2024-0055 (Denman Conservation Association) and Proposed Bylaw Nos. 256 and 257.

CARRIED

DE-2025-038

It was MOVED and SECONDED.

that the Denman Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that No. 256 cited as “Denman Island Official Community Plan, 2008, Amendment No. 3, 2025”, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

DE-2025-039

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 257 cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2025”, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

9.4 DE-RZ-2023.1 (Komas Ranch Ltd.) – Application Status Update – Memorandum

The Planner summarized the memorandum and highlighted the following:

- The applicant has confirmed the application can continue to be processed;
- The Chief Councillor of K’omoks First Nation has requested a Preliminary Field Reconnaissance as noted in the public statement attached to the memorandum detailing rationale for support of the Preliminary Field Reconnaissance; and
- An update on the progress of the file was provided and staff will continue to process the application as per previous direction provided by the Local Trust Committee.

Discussion ensued and the following comments were noted:

- It is presumed that Komas Ranch Ltd. are prepared to consider that the Preliminary Field Reconnaissance will proceed;

- The original Land Use Contract was specific about the permitted size of secondary dwellings and some of the secondary cottages are over the size allowance; and
- The application seeks rezoning to permit what was allowed in the Land Use Contract; therefore, when draft bylaws are brought forward, the Local Trust Committee can address site specific zoning for the secondary cottages that are oversize.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Denman Housing (Official Community Plan and Land Use Bylaw) Review Project: Engagement Plan - Staff Report

The Planner summarized the staff report and highlighted the following:

- Options for moving the project forward were informed by public input received in March and the key themes for engagement that emerged include the density bank, increasing permissions for secondary dwellings, proactively zoning for multi-unit cluster housing, and floor area and lot coverage limits;
- The objectives of the engagement plan are to inform the community of the scope of the project, provide background information on the key areas, and receive feedback to inform policy development;
- The Local Trust Committee has already endorsed a number of changes related to the project and staff will use that information to prepare draft bylaw amendments; and
- Engagement options include Trustees providing information at summer markets, an online community meeting to provide an overview of the process, a dedicated webpage, and a means of receiving online communication.

Discussion ensued and the following comments were noted:

- There is support to focus community engagement on items that are being proposed to address Official Community Plan policies that support housing options;
- There has been a lot of broad engagement and it will be helpful to focus the discussion;
- One trustee will attend some of the summer markets to provide information and gather feedback; and
- There is support for electronic and in-person sessions leading up to a public hearing.

DE-2025-040

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee endorse the draft Community Engagement Plan as presented in Attachment 1 of the May 16, 2025, staff report.

CARRIED

DE-2025-041

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to schedule an electronic special meeting for the Local Trust Committee to review policy options that will be proposed for community feedback.

11. CORRESPONDENCE

(Correspondence received concerning current applications or projects is posted to the LTC webpage)

12. NEW BUSINESS**12.1 Bylaw to Remove the Temporary Use Permit from Accessory Dwelling Unit in the R2, A and F, while not Removing the Density Bank - Trustee Graham - for Discussion**

Trustee Graham noted the following:

- The bylaw to remove the Temporary Use Permit from accessory dwelling units while not removing the density bank will be discussed as part of the overall housing review;
- The density bank was created for affordable housing;
- The densities have financial value and should be used as affordable housing tools and not for general densities;
- The Official Community Plan currently does not support multi-housing options which are specific to affordable housing; and
- The ability for the Local Trust Committee to administer housing agreements should be looked into.

Staff indicated they can bring back options as part of the density bank discussion.

13. STAFF REPORTS**13.1 2024/25 Annual Report - Approval of Denman Island's LTC Section - Request for Decision**

DE-2025-042

It was MOVED and SECONDED,

that the Denman Island LTC approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

CARRIED

13.2 Highlights of Trust Conservancy March 18, 2025 Board Meeting

Received for information.

13.3 Applications Report dated May 13, 2025

Received for information.

13.4 Trustee and Local Expense Report dated February, 2025

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 First Nations Relationship Building Update - none**13.7 Local Trust Committee Webpage**

No changes requested.

14. WORK PROGRAM

14.1 Active Projects Report dated May 13, 2025

Received for information.

14.2 Future Projects Report dated May 13, 2025

Received for information.

The meeting was recessed for a break at 11:38 a.m. and reconvened at 11:44 a.m.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Tuesday, July 15, 2025 at 10:00 a.m. at Denman Activity Centre, 1111 Northwest Road, Denman Island, BC

16. ADJOURNMENT

By general consent, the meeting was adjourned at 11:45 a.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Denman Island

20-Feb-2024

Progress	Activity	Responsibility	Dates	Status
50%	1 - Draft Housing Action Plan - <i>Completed for May 7th Meeting</i> - Draft Bylaw language for review - <i>Summer 2025</i>	Narissa Chadwick		In Progress

04-Jun-2024

Progress	Activity	Responsibility	Dates	Status
50%	1 1.request the applicant for DE-RZ-2023.1 to submit the following information to the Local Trust Committee regarding sewerage waste disposal on the Northern and Western parcels (PIDs 000-211-338 and 000-211-320): - Sewage disposal filings for each sewage disposal system on the subject properties; and A comprehensive sewage disposal plan for each dwelling/building site on each of the subject properties. 2.request the applicant for DE-RZ-2023.1 (Komas Ranch Ltd.) to submit the following information to the Local Trust Committee regarding the existing water quality and quantity on the Northern and Western parcels (PIDs 000-211-338 and 000-211-320): a) Source of potable water for each building site; b) Distribution of potable water to each building site; c) Any historic or current water quality tests for existing potable water sources supplying the building sites; d) Any additional sources of water for irrigation (non-potable); AND That this information be forwarded to the Islands Trust Freshwater Specialist for comment. 3.That the Denman Island Local Trust Committee request the applicant of DE-RZ-2023.1 (Komas Ranch Ltd.) submit a post-impact Preliminary Field Reconnaissance prepared by a qualified professional, in consultation with K'ómoks First Nation.	Margot Thomaidis		In Progress

Follow Up Action Report

Denman Island

04-Jun-2024

Progress	Activity	Responsibility	Dates	Status
51%	2 Regarding DE-RZ-2023.1 (Komas Ranch Ltd.) application: 1.prepare a draft bylaw to amend the Denman Island Official Community Plan, 2008 (OCP), to proceed with application DE-RZ-2023.1 (Komas Ranch Ltd.). 2.prepare a draft bylaw to amend the Denman Island Land Use Bylaw, 2008 (LUB), to proceed with application DE-RZ-2023.1 (Komas Ranch Ltd.). 3.confirm that the draft bylaw includes designation of part of the Northern parcel and part of the Eastern parcel (PIDs 000-211-338 and 023-096-438) as 'Conservation/Recreation' in the OCP and 'Conservation (CN)' in the LUB. (staff N.Mourao) 4.confirm that the draft bylaw includes designation of Site Specific Rural Residential zones in the LUB to permit the existing residential density on each of the subject properties.	Margot Thomaidis Nadine Mourao		In Progress
25%	3 Regarding DE-RZ-2023.1 (Komas Ranch Ltd.) application, request staff to report back on the options and implications of establishing a shoreline protection Development Permit Area for the subject properties related to DE-RZ-2023.1.	Margot Thomaidis		In Progress
50%	4 Regarding DE-RZ-2023.1 (Komas Ranch Ltd.) application, request staff to engage with K'ómoks First Nation regarding their interest in formalizing access to Longbeak Point through a pedestrian trail on the Western and Northern parcels.	Joe Elliott Margot Thomaidis Renee Jamurat		In Progress

Follow Up Action Report

Denman Island

08-Oct-2024

Progress	Activity	Responsibility	Dates	Status
50%	1 Next steps for completing Denman Island Housing Review Project: ·reformat for LUB ·consider adding permission for dwelling units in Institutional and Community Zones ·draft language for alternative dwelling units ·review domestic water systems ·expand secondary suites and ADUs ·cistern requirement ·explore lot coverage maximum and flexible zoning	Narissa Chadwick		In Progress

21-Jan-2025

Progress	Activity	Responsibility	Dates	Status
25%	1 DE-RZ-2023.1 (Komas Ranch Ltd.) ·Request staff to prepare draft bylaw language to amend the Denman Island OCP, to introduce a new site-specific Heritage Conservation Area ·Endorsed the draft Terms of Reference letter and directed staff to forward it to the applicant, with a final deadline of December 31, 2025 to provide additional information requested in support of the application. ·Request staff to develop a draft restrictive covenant in consultation with the applicant for application for LTC consideration. ·Enter into a cost recovery agreement, if necessary, with the applicant allowing Islands Trust legal counsel to review a draft restrictive covenant	Margot Thomaidis		In Progress

Follow Up Action Report

Denman Island

18-Mar-2025

Progress	Activity	Responsibility	Dates	Status
51%	1 include an analysis of density bank alternatives and permitting Accessory Dwelling Units on Denman Island into Phase 2C of the Housing Review Project	Marlis McCargar Narissa Chadwick		In Progress

08-May-2025

Progress	Activity	Responsibility	Dates	Status
75%	1 Schedule a special joint meeting between the LTC and the Hornby LTC for Summer/Fall 2025 to: ·Discuss potential opportunities for mutually supportive housing solutions for both islands. ·Review the draft K'ómoks First Nation engagement summary recommendations. <i>Scheduled for Aug 21, 2025</i>	Lisa Millard Marlis McCargar Michelle Backe Narissa Chadwick Sonja Zupanec		In Progress
0%	2 Integrate the OCP technical amendments and the First Nations Acknowledgement update into the Denman Housing Review Project, and provide an updated project charter reflecting these changes.	Narissa Chadwick		In Progress

Follow Up Action Report

Denman Island

20-May-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 LTC endorsed the draft Housing Review Project Community Engagement Plan as presented in Attachment 1 of the staff report, with a note to ensure the in-person workshop remains focused and aligns more closely with what was proposed for the electronic CIM.	Narissa Chadwick		Completed
51%	2 Bylaw No. 255 read a first and second time. Bylaw No. 250 read a second time. Remove schedules A and B for Bylaw No. 254. Bylaw No. 254 read a first and second time.	Marlis McCargar Nadine Mourao		In Progress
0%	3 schedule a community information meeting immediately prior to the PH for application DE-RZ-2024.1 (Triple Rock Land Cooperative) and Proposed Bylaw Nos. 250, 254 and 255. Likely in Fall 2025.	Lisa Millard Marlis McCargar		In Progress
100%	4 Send bylaw 255 out for referral. Confirm referral list with LUPRI.	Marlis McCargar Nadine Mourao		Completed
100%	5 Bylaw Nos. 256 and 257 read first and second time.	Marlis McCargar Nadine Mourao		Completed
100%	6 Bylaw Nos. 256 and 257 out for referral. Confirm referral list with LUPRI.	Marlis McCargar Nadine Mourao		Completed
0%	7 schedule an community information meeting immediately prior to the PH, after the close of the referral period, for application PL-RZ-2024-0055 (Denman Conservation Association) and Proposed Bylaw Nos. 256 and 257.	Lisa Millard Marlis McCargar		In Progress

Follow Up Action Report

Denman Island

20-May-2025

Progress	Activity	Responsibility	Dates	Status
0%	8 Research and outline feasible options for transferring the administration of Housing Agreements to a non-profit on behalf of the LTC. Determine the cost of a standard Housing Agreement template. Present these findings to the LTC for consideration as part of the OCP project.	Marlis McCargar Narissa Chadwick		In Progress

Follow Up Action Report

Denman Island

26-Jun-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Community Discussion on Housing Review Project scheduled for July 26 at the Community Hall. To Do: ·advertisement for the Grapevine to run 2 weeks prior to meeting ·create draft wording for Trustee Graham to post on community Facebook group	Lisa Millard Marlis McCargar Morgana van Niekerk Narissa Chadwick	Target: 26-Jul-2025	In Progress
0%	2 DE LTC endorsed the proposed direction related to the following four topics: density bank; floor area and lot coverage limits; small unit detached clustered housing; and increasing permission for secondary dwellings, as discussed at the Special Meeting. Staff will amend the documents accordingly and collaborate with Morgana to refine presentation and layout (ahead of the July 26 Community Meeting).	Marlis McCargar Morgana van Niekerk Narissa Chadwick	Target: 18-Jul-2025	In Progress
100%	3 Denman Local Trust Committee request Staff to change the July 15, 2025, 10:00 am meeting to electronic. Cancel venue rental and notify accordingly.	Lisa Millard Nadine Mourao		Completed
0%	4 DE LTC endorsed the revisions to the engagement plan timeline with changes as discussed such as: ·July 26 Community Conversation and ·Sept 20 CIM.	Lisa Millard Marlis McCargar Nadine Mourao Narissa Chadwick		In Progress

From: Richard Day [REDACTED]
Sent: Monday, June 30, 2025 3:56 PM
To: Nadine Mourao
Cc: Joan Donaghey; Sam Borthwick; David Graham; Narissa Chadwick
Subject: Delegation Request for July 15, 2025 Denman LTC Meeting
Attachments: The Snag Farm Pre-Zoning Proposal July 15 2025 opt.pdf

Dear Nadine Mourao:

We are writing to you in your capacity as Deputy Secretary of the Islands Trust, to request an opportunity to address the Denman Island Local Trust Committee as a delegation, at the July 15, 2025 regular LTC meeting.

At that meeting, we would like to formally request that the LTC consider pre-zoning our 42 acre property at 5400 Northwest Rd, Denman Island, for a total of 10 affordable dwelling units owned by a not-for-profit housing co-op, as part of the Denman Island Housing Action Plan. We have previously conveyed our request via email and in conversations with the trustees and IT planner Narissa Chadwick, and are confident that it falls within the jurisdiction of the Denman LTC.

The person(s) speaking will be Joan Donaghey and Richard Day, who both own and reside full time at 5400 Northwest Rd, Denman Island BC, V0R 1T0.

An overview of the information to be presented is attached, along with a map of the property outlining the proposed changes.

Our presentation will be focused on the map, and one or two slides that outline the bolded points in the proposal.

Please let us know that you've received this request, and we are of course happy to answer any questions you might have.

Thank you,

Richard Day and Joan Donaghey

The Snag Farm (5400 Northwest Rd.)

Pre-zoning Proposal

July 15, 2025

Dear members of the Denman LTC:

We are writing with a proposal that we believe is in keeping with the Denman Official Community Plan, which allows for additional dwelling units on properties where land is conserved and/or a housing agreement is in place. Our proposal is also very much in line with the latest direction of the Denman Housing Action Plan, which would allow pre-zoning properties for affordable cluster housing, in situations where sensitive ecological and cultural areas are not disturbed.

We are asking that our 42 acre property at 5400 Northwest Road be pre-zoned for a total of 10 affordable dwelling units owned by a not-for-profit housing co-op, to allow us to bring more people into our off-grid, subsistence-based project (for more info please see thesnag.org).

We are proposing two housing clusters (please see attached map): the existing developed area in the NE corner of the property, which would become 3 lots of approx. 1 acre each plus 1.5 acres for road access; and a cluster of 7 lots of 1 acre in size, on the western edge of the property near Northwest Rd, with good road access (via a proposed frontage road) and large setbacks from sensitive areas.

The rest of the property (approx 30 acres), including the Community Garden that we have established, would be shared by the members of the Housing Co-op, who would have access to areas for growing food, grazing animals, and whatever kinds of activities they would like to pursue, within the core intentionalities of the project.

Affordable Housing

Our plan is to make the new lots available for a buy-in of approximately \$75,000, which is substantially below the going market rate on Denman and similar to the empty lot buy-in at COHO. In some cases, the co-op may also be able to 'hold a mortgage' for prospective members who can't afford the full buy-in, to further increase affordability. We envision people living in compact, low-impact, low-cost dwellings, sharing rainwater, off-grid power, and septic systems, as well as access to the common areas.

No subdivision, co-operative ownership, property off the market

Ownership of the property would be transferred to a not-for-profit housing cooperative established under the *BC Cooperatives Act*. This would not require subdivision and would take the property off the market in perpetuity: membership shares can only be reimbursed at par value (i.e. changes in market value are irrelevant to share value), and upon dissolution any assets must be distributed to

another housing co-op established under the Act. We would also be happy to create a Housing Agreement with the Islands Trust / Denman LTC that outlines this and other aspects of the project.

We imagine a share purchase similar to that of COHO (approx \$75K), which in some cases could be paid down over a period of time, thereby making home ownership available to those who cannot afford the full buy-in. We are hoping that the new housing cluster zone will allow tiny houses, yurts, and other less expensive housing options, to further increase affordability. There would also be a maximum reimbursable building share value, in order to discourage the construction of large dwellings and preserve affordability into the future.

In addition to their initial share purchase, each household would contribute a monthly amount for maintenance of the common spaces. We imagine this would be approximately \$300, again similar to COHO.

Denman Centre for Autonomous Living and Learning

Three acres would be set aside for our non-profit educational project, the Denman Centre for Autonomous Living and Learning (D-Centre). Since 2019 D-Centre has hosted talks, gatherings, folk dances, community gardening projects (Plan Bean and Corn Sisters), pitcooks (anchored by Kwakwaka'wakw elder Maxine Hayman Matilpi), and visits from UVic classes in Environmental Studies and Indigenous Studies. The D-Centre space has a cabin with off-grid power and water, an outdoor kitchen that can provide meals to visiting groups, a large camping area, and a wall tent that can host sessions and sleep 15 people. (See thesnag.org/dcentre for more information).

Our relations with the peoples whose lands we are on

Having meaningful relationships with the peoples whose lands we are on is a core value of our project, and as mentioned above, over the years we have helped to organize a number of events focused on colonialism, decolonization, and Indigenous resurgence. Our first event in 2019 was attended by Qualicum elder Xwantumaat (Carrie Reid). K'omoks Chief Nicole Rempel participated in the UVic Indigenous Studies class visit we hosted last year, and expressed interest in bringing K'omoks youth to do cultural programming at D-Centre. We intend to pursue this kind of connection with the K'omoks, and with other Indigenous nations whose traditional territories include Denman Island, such as the Qualicum, Pentlatch, and Tla'amin. We are also involved in supporting the Ma'amtagila land-reclamation site at Hiladi Village, just north of Sayward, as well as other Indigenous solidarity initiatives such as the Denman Rest and Recovery Network.

Given the ongoing discussions around the possibility of a 200 metre setback from the ocean that would exclude all new development on Denman, it is worth noting that according to our rough calculations, our western property line is 300 – 350m. from the water.

Campground

We request that our event space campground be approved for use by paying visitors, so we can welcome more people to participate in our events and daily life, and as a source of income for the project. The property is classified as a farm by BC Assessment, which we understand is one of the criteria for the approval of a campground under the proposed Denman bylaws 248/249; the other is that the land must be in the ALR. Unfortunately, ALR land is not available for affordable housing projects, so we are asking that our property be allowed a campground on the basis that it is a working farm, despite (fortunately, in this case) not being in the ALR.

Subsistence Conservation

As is evident from the attached map, 5400 NW Rd is blessed with ponds, seasonal streams, and wetlands that can support many species, including (we believe) 20-25 human beings. 30 years ago it was clearcut, then it was used as a gravel pit. Previous owners dug the “Big Pond” at the south end of the property, as well as the stream and ponds in the central valley.

When we bought it, the property was abandoned and massively overgrown with scotch broom, bamboo, and other invasive species. As part of our practice of subsistence conservation, we have been carefully removing the invasives, and have mostly left the ponds and streams to do their thing, to the extent this is possible in a climate that is getting drier all the time.

The existing housing area is at the top of the ridge that runs N-S along the property, and contains no sensitive areas. The part of the property we are proposing for the new housing cluster is in a regenerating forest composed mostly of fir and pine, and is also far from the streams, ponds, and wetlands.

The co-op’s rules will include sections that mandate the continuation of subsistence conservation practices in perpetuity, and prevent development near any sensitive areas.

In conclusion

Everything we have said above is, of course, a proposal. We understand that we will need to discuss and negotiate all of this with the Denman LTC, the Islands Trust, CVRD, Denman community members, the First Nations whose lands we are on, conservation groups, and expert consultants.

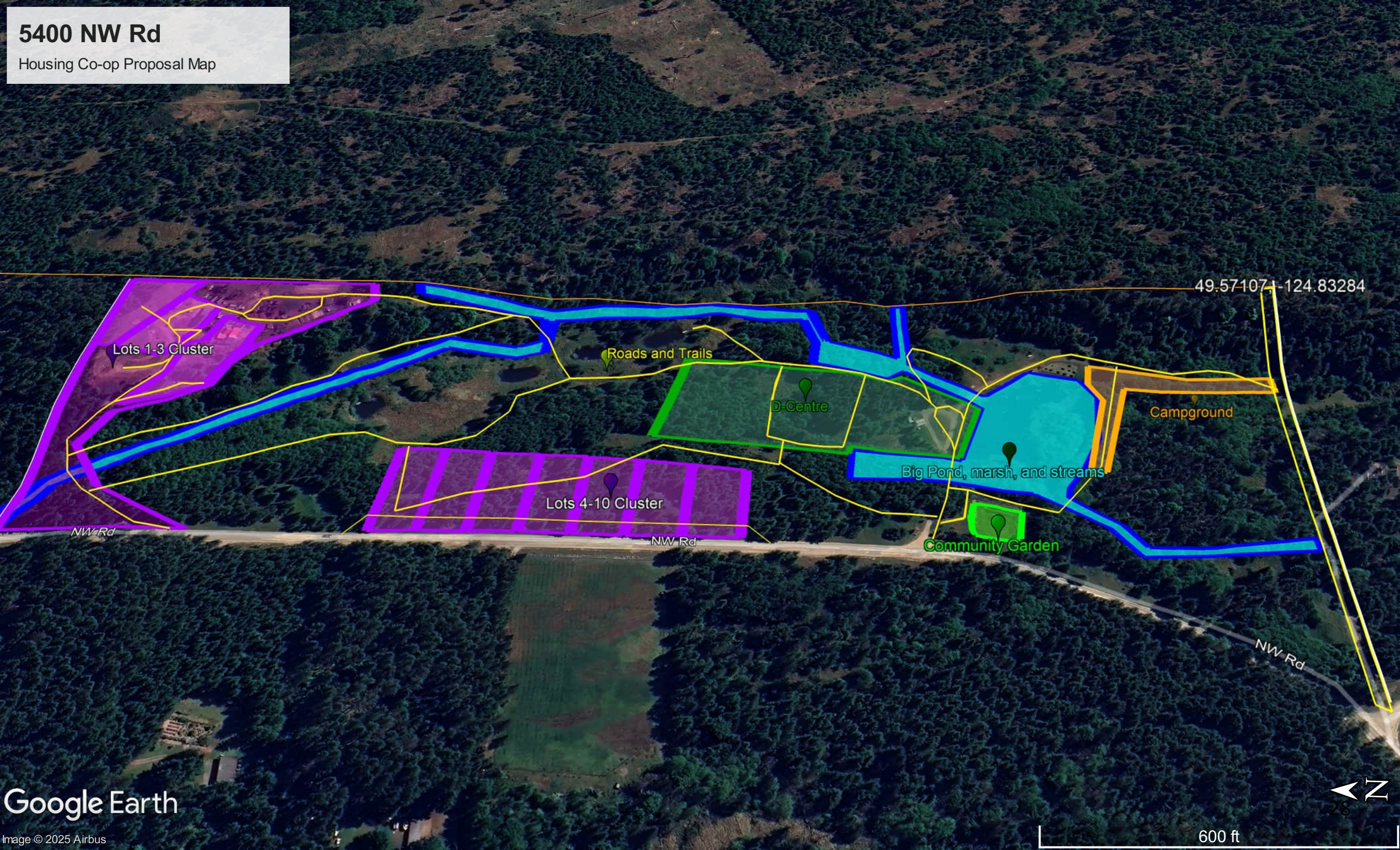
At this point, we want to get our proposal into the mix as part of the Denman Housing Action Plan, in the hope that pre-zoning the property for more density could help it move ahead a little sooner. As has been established in many community meetings, surveys, and via the Housing Advisory Planning Commission, there is a long-standing, intense need for more affordable housing options on Denman Island, which this project can help to address and, perhaps, provide a model that others might be able to use as a basis for their own innovative solutions.

Yours,

Richard Day and Joan Donaghey

5400 NW Rd

Housing Co-op Proposal Map



File: 6410-20

May 29, 2025

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

Islands Trust
northinfo@islandstrust.bc.ca

To Whom It May Concern:

Re: Comox Valley Regional Growth Strategy Minor Amendment Referral

The Comox Valley Regional District (CVRD) is undertaking a focused update of its Regional Growth Strategy (RGS), originally adopted in 2011. Under provincial legislation, the CVRD Board must consider the need for a review every five years. In 2022, the Board initiated an amendment process, and in 2023 it approved a defined scope to retain the existing vision, objectives, and policies. On March 11, 2025, the Board approved a [consultation plan](#) and directed that the attached draft RGS be referred to your organization for review and comment.

What is the RGS?

The RGS is a shared vision for managing growth across the Comox Valley's urban and rural areas. It reflects a commitment by the CVRD, the City of Courtenay, the Town of Comox, and the Village of Cumberland to foster socially, economically, and environmentally sustainable communities for future generations. The RGS is implemented locally through Official Community Plans, Infrastructure Plans, and regulatory tools such as zoning bylaws.

Why Growth Management Matters

Strategic growth management helps to:

- Reduce impacts on existing communities.
- Protect agricultural and rural lands.
- Preserve ecosystems and wildlife habitats.
- Ensure efficient and connected services and infrastructure.

RGS Goal Areas

The strategy is structured around eight key goals:

1. Complete Communities – Supporting diverse housing, services, and amenities.
2. Food Systems – Enhancing local agriculture and food security.
3. Multi-Modal Transportation – Improving access to walking, cycling, and public transit.
4. Health and Wellness – Promoting active lifestyles and community well-being.
5. Environmental Stewardship – Protecting natural areas and water resources.
6. Climate Change – Reducing greenhouse gas (GHG) emissions and increasing resilience.
7. Local Economy – Encouraging sustainable and diverse economic development.
8. Growth Management – Directing development to support regional sustainability.

Scope of the RGS Update

In 2023, the CVRD Board identified priorities for the targeted update, which include:

- Revising population and employment projections.
- Updating boundary adjustments.
- Incorporating language to recognise the K’ómoks treaty process and Indigenous Relations.
- Setting new greenhouse gas emission reduction targets.
- Moving policy indicators to an [online RGS Performance Monitoring Dashboard](#).
- Modernizing wording while maintaining policy intent.
- Removing references to “Sage Hills” from text and maps.
- Adding a reference to guide the development of action plans aligned with RGS goals.

Draft RGS and Next Steps

The attached draft RGS shows proposed changes that align with the scope of work while maintaining existing policies. These changes will allow staff to:

- Develop action plans (for example, a Regional Housing Plan or a Climate Action Plan).
- Track progress through the RGS Performance Monitoring Dashboard.

Additional Considerations

- The updates reflect existing Board decisions and current data on economic development, Indigenous relations, housing, demographics, and GHG emissions.
- No impacts on residents are anticipated.

- By 2027 (the next five-year cycle), the CVRD Board will determine if a full RGS review is needed. Any major changes, such as growth boundaries, land use, or density, can be addressed then.

Request for Comments

We welcome your organisation's feedback on this targeted update. Please note that comments affecting the RGS vision, goals, objectives, or overall growth management framework may require a standard amendment and could be deferred to the 2027 review.

Please send your comments by **June 30, 2025**. Thank you for your time and input.

Sincerely,

R. Holme

Robyn Holme
Manager of Long Range Planning and Sustainability
Planning and Development Services

Enclosure

cc: Agricultural Land Commission
BC Assessment Authority
BC Transit
Comox Valley Schools (School District 71)
Fanny Bay Waterworks District
Island Health
Islands Trust
Ships Point Improvement District

/bc



REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** July 15, 2025

From: David Marlor, Director,
Legislative and Information
Services **Date Prepared:** July 2, 2025

SUBJECT: Trust Council Bylaw No. 197 - Local Trust Committee Meeting Procedures
Bylaw, Update Denman Island LTC Meeting Procedures Bylaw

RECOMMENDATION:

That the Denman Island Local Trust Committee give Bylaw 258, cited as “Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025”, First Reading.

That the Denman Island Local Trust Committee give Bylaw 258, cited as “Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025”, Second Reading.

That the Denman Island Local Trust Committee give Bylaw 258, cited as “Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025”, Third Reading.

That the Denman Island Local Trust Committee forward Bylaw 258, cited as “Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025” to the Islands Trust Executive Committee for consideration of approval.

DIRECTOR COMMENTS:

1 PURPOSE:

To rescind the Denman Local Trust Committee Meeting Procedure Bylaw, 2022.

2 BACKGROUND:

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees’ Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the *Islands Trust Act*.

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020’s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The new Trust Council Bylaw No. 197 ‘LTC Meeting Procedures’ does not add anything new beyond what local trust committees were recommended to have in their bylaws under Trust Council’s previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;

- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee (for Ballenas-Winchelsea) to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, and South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 23 to 45 in the draft Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council Bylaw No. 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee (for Ballenas-Winchelsea). This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council Bylaw No. 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

FINANCIAL:

There is no direct financial implication.

POLICY:

There are no policy implications

IMPLEMENTATION/COMMUNICATIONS:

Islands Trust website has been updated to link the Trust Council Local Trust Committee Meeting Procedures Bylaw to each local trust committee's list of administrative bylaws.

FIRST NATIONS RELATIONS:

There are no implications for First Nations relations.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)

5 ATTACHMENT(S):

- Draft Bylaw 258 "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025"

RESPONSE OPTIONS

Recommendation:

That the Denman Island Local Trust Committee give Bylaw 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025", First Reading.

That the Denman Island Local Trust Committee give Bylaw 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025", Second Reading.

That the Denman Island Local Trust Committee give Bylaw 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025", Third Reading.

That the Denman Island Local Trust Committee forward Bylaw 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025" to the Islands Trust Executive Committee for consideration of approval.

Alternative:

As requested by the Denman Local Trust Committee

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Renée Jamurat, Regional Planning Manager, Gabriola (Northern) Office

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 258

A Bylaw to repeal the "Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the Islands Trust Act, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

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

1. This bylaw may be cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025".
2. "Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022", is hereby repealed.

READ A FIRST TIME THIS ____ DAY OF _____ , 202_

READ A SECOND TIME THIS ____ DAY OF _____ , 202_

READ A THIRD TIME THIS ____ DAY OF _____ , 202_

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

____ DAY OF _____ , 202_

ADOPTED THIS ____ DAY OF _____ , 202_

Chairperson

Secretary



the Heron



A newsletter from Islands Trust Conservancy | Protecting islands in the Salish Sea | islandstrust.bc.ca/conservancy

SPRING 2025

Take me home!

This newsletter is provided FREE by ITC

Celebrating 35 Years of Conservation

p. 2



For links and additional media, visit the Heron Newsletter online.

www.islandstrust.bc.ca/conservancy/heron-newsletter/

ALSO IN THIS ISSUE

PHOTO: ISLANDS TRUST CONSERVANCY

In Memoriam *p. 3*

COMMON CAMAS. PHOTO: ISLANDS TRUST CONSERVANCY

**Introducing New Board
Members** *p. 4*

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Celebrating 35 Years of Conservation

This year, Islands Trust Conservancy is recognizing 35 years as a conservation land trust committed to the protection and preservation of sensitive species and ecosystems on over 450 islands in the Salish Sea.

Since 1990, Islands Trust Conservancy has worked closely with landholders, communities, and conservation partners to protect places they care about - building on the stewardship of Indigenous Peoples who have cared for these lands and waters since time immemorial. To date, ITC has protected 115 properties - 34 nature reserves and 81 conservation covenants - totalling more than 1,385 hectares of ecologically and culturally significant land on islands in the Salish Sea.

ITC is celebrating its 35th anniversary through various initiatives, including the launch of a new blog on the ITC website, titled the *Islands Trust Conservancy Journal*. Contribute your stories, memories, and positive words about ITC for the Journal through the survey: <https://www.surveymonkey.com/r/ITC35th>.



MAP OF THE ISLANDS TRUST AREA. MAP: ISLANDS TRUST CONSERVANCY

"This region is unlike anywhere else in the world and people cherish it for many different reasons. We are committed to working together to ensure its protection for current and future generations."

- Lisa Gauvreau, Chair of the Islands Trust Conservancy Board



WENDY TYRRELL

Introducing Wendy Tyrrell, Islands Trust Conservancy Acting Manager

Hi! My name is Wendy. I'm so excited to be back working with Islands Trust Conservancy in time to celebrate the 35th anniversary of the organization and help support staff in moving projects forward. I first joined ITC from 2021 to 2023 as the Species at Risk Program Coordinator, and have worked for a variety of land trusts leading land protection and habitat restoration projects. In my spare time, you can find me hanging with my teenager, playing pickleball, dancing, and kayaking in the Salish Sea. Connect with me to learn more about ITC's projects in 2025 by emailing itcmail@islandstrust.bc.ca.



PHOTO: LISA WILCOX

Islands Trust and Islands Trust Conservancy respectfully acknowledge that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and that their deep connection to the islands continues to this day. We are committed to reconciliation, to upholding the rights of Indigenous peoples, and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea. The Islands Trust Area is located in the treaty and territorial lands and waters of the BOKEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwəθən, səlilw'ətəl, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxuth', STÁUTW, Stz'uminus, la?əmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W JOLELP, WSIKEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and x'wəθək'wəy.

In Memoriam



LONGINI COVENANT. PHOTO: ISLANDS TRUST CONSERVANCY

"I was living in a landscape which I couldn't feel I 'owned' in the same sense that I had owned a house in the city. A sense of responsibility began to grow."

In 2001, Rose subdivided her property, retaining 60 acres of ALR land for her farm and the surrounding ecosystems; however, she wanted to ensure that the habitat would remain intact and ancient trees protected no matter who owned the lots in the future. With the help of Islands Trust Conservancy and the Galiano Conservancy Association, she placed covenants on both properties. Rose's legacy will continue to live on through the protection of land that provides a beautiful sanctuary where ecosystems and species can flourish

Rose Longini, Donor of Green Frog Farm Covenant & Longini Covenant, Galiano Island

Rose Longini, organic farmer and donor of the Green Frog Farm and Longini covenants on Galiano Island, passed away last September. Rose cared deeply about the land and protecting nature. In 1990, when Rose bought the 80-acre lot that would eventually become the two covenants, she had just moved to the Gulf Islands from the city. Over time, she learned more about the land and quickly fell in love with the ecosystems, habitats, and diversity of species that exist there.



POND AT GREEN FROG FARM COVENANT. PHOTO: ISLANDS TRUST CONSERVANCY



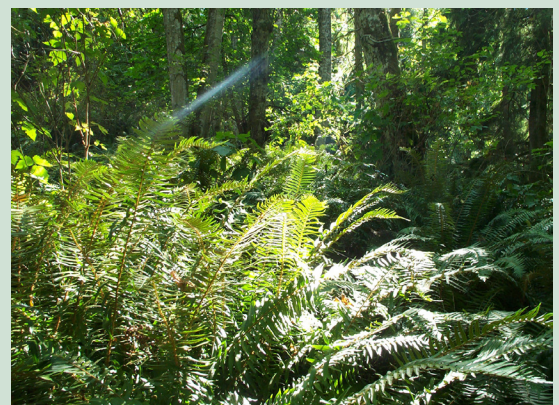
NINA RAGINSKY. SOURCE: GULF ISLANDS DRIFTWOOD

Her deep commitment to environmental protection was evident through her efforts as a citizen scientist working with the Wild Bird Trust to protect McFadden Creek, advocating for the protection of oystercatcher nests, hosting tea parties with developers and community members to invite communication on divisive issues, and protecting her beloved waterfront property, which contributed to a larger provincial and federal effort to protect Walter Bay.

Nina's ongoing advocacy and environmental stewardship throughout her life demonstrated that one person's efforts can have a huge impact on conservation. Nina will be deeply missed.

Nina Raginsky, Donor of Walter Bay NAPTEP Covenant, Salt Spring Island

Nina Raginsky, donor of the Walter Bay NAPTEP Covenant on Salt Spring Island, passed away last May. Nina was a lifelong advocate for the natural world and was widely honored and acknowledged for her work as a photographer and artist. Nina was a fierce, generous, and loving woman who spoke for the species and landscapes that have no voice, drawing people's attention to what needed protection.



WALTER BAY NAPTEP COVENANT. PHOTO: THE LAND CONSERVANCY OF BC



Introducing New Islands Trust Conservancy Board Members



Lisa Gauvreau, Chair, Trust Council Elected Board Member

Lisa Gauvreau is a Trustee from Galiano Island and was elected to the Islands Trust Conservancy Board in June 2023. She is from the Ojibwe and Chippewa Nations territory, also known as Sault Ste Marie, Ontario, and has been a resident of Galiano for over 20 years. Along with her young family, she operates a year-round eatery on the island and has many years of experience working in the non-profit sector, mentoring and educating young people. She is eager to continue learning and working collaboratively with ITC partners to restore species and ecosystems, and take action toward Reconciliation and addressing the climate crisis.



Tanner Timothy, Vice-Chair, Provincially Appointed Board Member

Tanner Timothy is Coast Salish from the Tla'amin Nation located within the Qathet Regional District on the upper Sunshine Coast. He is dedicated to advancing initiatives that mitigate environmental impacts, preserve biodiversity, protect ecosystems, and reduce anthropogenic influence on our climate. Tanner is looking forward to fostering meaningful and respectful partnerships to further support the objectives of ITC.

Follow us on social media

- [facebook/IsITrustConservancy](https://facebook.com/IsITrustConservancy)
- linkedin.com/islandstrustconservancy
- instagram.com/islandstrustconservancy

Watch us on YouTube

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ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MAY 27TH, 2025 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- The ITC A/Manager provided a verbal staffing update and identified the various staffing changes at Islands Trust Conservancy.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board approved the Audited Financial Statements for the 2024/25 fiscal year, and referred the statements to Islands Trust Council for information.
- The ITC Board approved text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.
- The ITC Board requested staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Development Variance Permit Application PLDVP20250029. The ITC Board recommended that the Salt Spring Island Local Trust Committee ensure that affected First Nations have been asked to comment on this proposed dock expansion.
- The ITC Board requested staff to notify the Galiano Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw 291.
- The ITC Board requested staff to prepare an Islands Trust Conservancy 2026/27 budget request.
- Chair Gauvreau provided an update from the joint Executive Committee – Islands Trust Conservancy Board meeting.
- The ITC Strategic Fund Development Specialist provided a briefing on the Victoria Foundation's notification of an administration fee increase, relevant to the Ruby Alton Property Endowment Fund held with the Victoria Foundation.
- The ITC Board received a copy of the letter regarding the MOU between Islands Trust Council and the W̱SÁNEĆ Leadership Council Society for information. The ITC Board requested staff to cooperate with Tsartlip First Nation and Tseycum First Nation, via the W̱SÁNEĆ Leadership Council Society, to develop an agreement for Islands Trust Conservancy Board's consideration.
- Trustee Elliott provided a verbal Executive Committee update and highlighted that direction was given to proceed with two professional development workshops on addressing Indigenous-specific racism, and that the Policy Statement Amendment Project is ongoing with a town hall and final revisions expected in late July.
- Trustee Yates provided a verbal Trust Council update and highlighted that the next Trust Council is scheduled from June 17-19th, 2025 on Salt Spring Island and will include an ITC 35th anniversary celebration.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- Trustee Yates provided a verbal Financial Planning Committee update and highlighted that there was no report from the last meeting and that she will support the proposed ITC budget items going to the committee.
- Chair Gauvreau provided a verbal Governance Committee update and advised that the next meeting is August 10th, 2025.
- Chair Gauvreau provided a verbal update on the proposed Conservation Fund Working Group. Discussion ensued on appointing an ITC Board member to the working group.
- Trustee Elliott provided a verbal update on the Bowen Island Municipality – Executive Committee meeting on April 30th, 2025 and highlighted topics of note including the 2025 Strategic Plan, an update on the Official Community Plan, and improvements to BC Ferries service to island communities.

3. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board approved the request from the Ministry of Water, Lands, and Resource Stewardship to upgrade Provincial Groundwater Observation Well 197, in S’ul-hween X’pey (Elder Cedar) Nature Reserve, with a new well box and the addition of equipment for satellite telemetry.
- The ITC Board requested staff to begin negotiations for a Well Access Agreement with the Ministry of Water, Lands, and Resource Stewardship and the two covenant holders Gabriola Land & Trails Trust and Nanaimo & Area Land Trust.

4. COMMUNICATIONS AND OUTREACH

- The ITC Board discussed the letter from Minister Kahlon to Trust Council Chair Patrick regarding the Islands Trust review.
- The ITC Board received the ITC Board Chair letter to Minister Kahlon regarding the ITC Five-Year Plan requirement for information.
- The ITC Communications Specialist provided a verbal update on Islands Trust Conservancy’s 35th anniversary and highlighted the newly launched Islands Trust Conservancy blog, *the Journal*.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Visit the Islands Trust Conservancy Journal: <https://islandstrust.bc.ca/conservancy/the-journal/>

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Denman Local Trust Committee

Open Applications

Report

Print Date: July 8, 2025

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250156	Brittany Briana Smi	4/10/2025	1840 HILBERRY LANE, DENMAN IS	Application for a DP for construction of home and power shed at 1840 Hilberry Lane.
Planner		Status	Most Recent Completed Activity	
Alan Cavin		Under Review	Generate Complete Application Letter	

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20240055		5/30/2024	0 PICKLES RD, DENMAN ISLAND,	Proposed OCP and rezoning of 4 parcels from Forestry to Conservation
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Under Review	Generate Complete Application Letter	

Denman

Application Number	Applicant Name	Date Received	Address	Purpose
DE-RZ-2024.1	Bushekin Laura	1/3/2024	5201 DENMAN RD, DENMAN ISLAN	Rezone from 15 to 19 units and allow secondary suites in all main dwellings.
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Local Trust Committee	Email Applicant of LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
DE-RZ-2023.1	Andrew John	1/1/2023	7676 KOMAS RD, DENMAN ISLAND	to rezone to replace existing land use contract, which expires soon.
Planner		Status	Most Recent Completed Activity	
Margot Thomaidis		In Abeyance	Determine Next Steps - PL	

Denman

Siting and Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
DE-SUP-2020.21	Chris Durupt	11/3/2020	6345 HINTON RD, DENMAN ISLAND	PID: 024-068-560 Building greenhouse. Civic address: 6345 Hinton Road, Denman Island, BC
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		Waiting for Revisions	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
DE-SUP-2020.22	Chris Durupt	11/12/2020	6351 HINTON RD, DENMAN ISLAND	PID: 017-449-995 Building a pool. Civic address: 6351 Hinton Road, Denman Island, BC.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		Waiting for Revisions	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250256	Brian Schick	6/26/2025	6061 WOODHAM RD, DENMAN ISL	Installation of new in ground swimming pool. Steel wall, vinyl liner. 20x40 with max depth of 8'
Planner		Status	Most Recent Completed Activity	
Alan Cavin		Under Review	Generate Complete Application Letter	

Denman

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250233	MAREK PAWLOWS	6/12/2025	4101 PINECREST RD, DENMAN ISL	Application to construct an agricultural building for apple processing.
Planner		Status	Most Recent Completed Activity	
Alan Cavin		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250210	David MacDonald	5/23/2025	4001 PARK RD, DENMAN ISLAND,	Application to convert RV shelter to a barn.
Planner		Status	Most Recent Completed Activity	
Alan Cavin		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250151	Brittany Briana Smi	4/8/2025	1840 HILBERRY LANE, DENMAN IS	Application for retroactive permit; in a development permit area of steep slopes region, also applying for septic approval
Planner		Status	Most Recent Completed Activity	
Alan Cavin		Under Review	Generate Complete Application Letter	

Denman

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250119	Angus Hayman	3/14/2025	5791 LACON RD, DENMAN ISLAND	Application to construct a house.
Planner		Status	Most Recent Completed Activity	
Alan Cavin		Under Review	Generate Complete Application Letter	

Denman

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
DE-SUB-2021.2	Mike Hansen	8/13/2021		PID: 006-660-614 - 13 lot subdivision. Civic address: 4201 Park road, Denman Island, BC.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		In Abeyance	Record and File PLR	

Application Number	Applicant Name	Date Received	Address	Purpose
DE-SUB-2022.2	Olivia Bareham	11/9/2022	0 SWAN RD, DENMAN ISLAND, BC	PIDs: 006-657-931 and 017-541-115 Lot line adjustment. Civic address: 2900 Swan Road, Denman Island, BC.
Planner		Status	Most Recent Completed Activity	
Margot Thomaidis		In Abeyance	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
DE-SUB-2018.2	Evan Wind	10/19/2018		PID: 000-974-081 5 lot subdivision Civic address: 1300 Farley Road, Denman Island, BC. The parent parcel (000-974-081) went through a natural boundary adjustment with the Surveyor Generals office in 2019 or 2020. This cancelled the original lot and created a new lot with an up to date present natural boundary. The new PID is 030-859-166.
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		In Abeyance	Generate Complete Application Letter	

Islands Trust
LTC EXP SUMMARY REPORT F2026
Invoices posted to Month ending May 2025

615 Denman	Invoices posted to Month ending May 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65200-615	LTC - Local Exp - LTC Meeting Expenses	1,760.00	190.14	1,569.86
65210-615	LTC - Local Exp - APC Meeting Expenses	1,190.00	0.00	1,190.00
65220-615	LTC - Local Exp - Communications	850.00	150.00	700.00
TOTAL LTC Local Expense		<u>3,800.00</u>	<u>340.14</u>	<u>3,459.86</u>
Projects				
73001-615-4025	Denman Housing Review	15,750.00	240.08	15,509.92
73001-615-4143	Denman Amend OCP for technical + First Nations updates	4,000.00	0.00	4,000.00
TOTAL Project Expenses		<u>19,750.00</u>	<u>240.08</u>	<u>19,509.92</u>

Denman Island Local Trust Committee Policies & Standing Resolutions

No.	Meeting Date	Resolution No.	Issue	Policy/Standing Resolution
1.	June 26, 2018	DE-2018-066	Processing of non-medical cannabis retail license applications	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the following standing resolution with respect to the processing of non-medical cannabis retail license applications: - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. - However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - Name of the applicant and a description of the proposal in general terms; - The location of the proposed establishment and the subject site; - The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered; - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; and - How public comments may be submitted to the Local Trust Committee.
2.	October 9, 2018	DE-2018-096	Application processing	It was MOVED and SECONDED, that the Denman Local Trust Committee direct staff to give priority to processing applications for affordable housing projects until further direction by the Denman Island Local Trust Committee.
3.	November 20, 2018	DE-2018-104	Cannabis License applications	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the following standing resolution: that the Denman Island Local Trust Committee requests that Notices of Intention to Apply for a Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust, and included in the next Local Trust

				Committee regular meeting agenda package.
4.	February 7, 2019	DE-2019-012	First Nations Reconciliation	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing Trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nations governments on engagement principles for inclusive land use, marine use and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government to government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights and First Nations' traditional territories within the Islands Trust Area.
5.	June 6, 2019 *Amended January 19, 2021 *Amended July 19, 2022	DE-2019-056 DE-2021-015 DE-2022.072 DE-2022-075	Bylaw enforcement against unlawful dwellings	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the following standing resolution: 'The Denman Island Local Trust Committee directs Bylaw Compliance and Enforcement staff to temporarily withhold enforcement against unlawful dwellings upon receipt of a written complaint, unless any of the following

				conditions apply: a) The complaint is received from at least two sources, one being the owner, occupant or title holder of a neighbouring property; b) It appears that there is more than one unlawful dwelling on a lot; c) An unlawful dwelling appears to be larger than 90 square meters; or d) An unlawful dwelling appears to be located within a Development Permit Area; and nothing in this enforcement policy should be interpreted as giving permission to violate the Denman Island Land Use Bylaw and the Local Trust Committee may change this policy or give direction to expand enforcement activities at any time.' And that site inspections for the purpose of gathering information and communication with property owners will continue; And that the Denman Island Local Trust Committee may change this policy at any time and may give direction to resume enforcement activities.
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6.	May 19, 2020	DE-2020-022	Residential densities See Staff Report dated May 19 th for background	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the following standing resolution with respect to the available residential densities resulting from Section E.1, policy 11 and Appendix D, ‘Residential Density Bank’ of the Denman Island Official Community Plan: Whereas the Local Trust Committee sets out the current available residential densities in this density register and that the register be updated from time to time to show additions and withdrawals as they occur: a. The Denman Official Community Plan ‘Residential Density Bank’ in Appendix D has last added or transferred to the bank on <u>January 31, 2017</u> and has a cumulative total of residential densities of <u>14</u>; (**for accurate density number, see updated resolution from 2023**) b. The Denman Official Community Plan Housing Policy 11 in Section E.1 allows for a residential density increase of approximately <u>5 percent</u> beyond that permitted by existing zoning at the time of adoption of the Official Community Plan on May 15, 2009 to accommodate zoning amendments for special needs and affordable housing, secondary dwelling units approved by the Denman Island Local Trust Committee under Temporary Use Permit and site specific zoning amendment applications under Policy 29 of Section E.1. The baseline density that was permitted by zoning at the time of adoption of the Official Community Plan was 994 densities based on the Subdivision Potential Map 2010; 1026 total densities less 32 from Parks, Institutional and Conservation designations where residential use is not permitted. Five percent of 994 is <u>49 densities</u>. Since adoption of the Official Community Plan on May 15, 2009 the following densities have been utilized: <table><tr><th>Authorizing Bylaw/Temporary Use Permit</th><th>Date Utilized</th><th>Number of Residential Densities Utilized</th><th>Cumulative Total of Residential Densities Remaining</th></tr><tr><td colspan="3">Baseline Density at time of adoption of the Denman OCP on May, 2009</td><td>49</td></tr><tr><td>BL 199 (Official Community Plan) BL 200</td><td>August 15, 2011</td><td>14</td><td>35</td></tr></table>	Authorizing Bylaw/Temporary Use Permit	Date Utilized	Number of Residential Densities Utilized	Cumulative Total of Residential Densities Remaining	Baseline Density at time of adoption of the Denman OCP on May, 2009			49	BL 199 (Official Community Plan) BL 200	August 15, 2011	14	35
Authorizing Bylaw/Temporary Use Permit	Date Utilized	Number of Residential Densities Utilized	Cumulative Total of Residential Densities Remaining													
Baseline Density at time of adoption of the Denman OCP on May, 2009			49													
BL 199 (Official Community Plan) BL 200	August 15, 2011	14	35													

				(Land Use Bylaw)			
				BL 204 (Land Use Bylaw)	September 24, 2013	1	34
				DE-TUP-2016.2	March 31, 2017	1	33
7.	September 27, 2022	DE-2022-097	Model Strategy for Antenna Systems	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the “Model Strategy for Antenna Systems” dated May 3, 2018 prepared by the Local Planning Committee of the Islands Trust, as the Denman Island Local Trust Committee strategy to assess any future potential tower proposals in the Denman Island Local Trust Area.			
8.	January 17, 2023	DE-2023-012	Human Right to Housing	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the following Standing Resolution: That the Local Trust Committee acknowledges and affirms its commitment to the human right to housing as laid out by the United Nations Declaration of the Human Right to Adequate Housing.			
9.	November 14, 2023	DE-2023-073	Available Residential Densities	It was MOVED and SECONDED, that the Denman Island Local Trust Committee adopt the following Standing Resolution with respect to the available residential densities resulting from Section E.1, policy 11 and Appendix D, “Residential Density Bank” of the Denman Island Official Community Plan: Whereas the Local Trust Committee sets out the current available residential densities in this density register and that the register be updated from time to time to show additions and withdrawals as they occur: - The Denman Island Official Community Plan “Residential Density Bank” in Appendix D has last added or transferred to the bank on February 7, 2023 and has a cumulative total of residential densities of 7; - The Denman Island Official Community Plan Housing Policy 11 in Section E.1 allows for a residential density increase of approximately 5 percent beyond that permitted by existing zoning at the time of adoption of the Official Community Plan on May 15, 2009 to accommodate zoning amendments for special needs and affordable housing, secondary dwelling units approved by the Denman Island Local Trust Committee under Temporary Use Permit and site specific zoning amendment applications under Policy 29 of Section E.1			
10.	April 9, 2024	DE-2024-027	Unlawful Short-Term Vacation Rentals (STVRs)	It was MOVED and SECONDED, That the Denman Island Local Trust Committee direct staff to use the following policy in dealing with unlawful Short-Term Vacation Rentals (STVRs), or other forms of commercial vacation rentals:			

				1. There will be proactive monitoring, investigation, and reporting to the Local Trust Committee regarding Short-Term Vacation Rentals on Denman Island. 2. Bylaw Officers will prioritize the investigation of Short-Term Vacation Rentals in the following manner: a) There are issues related to health and safety on the property; b) There are written complaints regarding nuisance issues such as noise or parking congestion related to Short-Term Vacation Rental operation; c) There are operations by persons who have not established a residential use on the same property as the Short-Term Vacation Rentals; and d) Accessory buildings or structures are being used as part of a Short-Term Vacation Rental operation. 3. It is understood that home-based guest accommodation home occupations complying with section 2.4 of the Denman Island Land Use Bylaw No. 186 are not interpreted to be Short-Term Vacation Rentals, or commercial vacation rentals, and that those home-based guest accommodations may be operated year around.
11.	June 4, 2024	DE-2024-053	Compliance & Bylaw Enforcement Policy	Revision No. 1 Purpose To establish policies and procedures for bylaw enforcement in the Denman Island Local Trust Area in accordance with the adopted Trust Council Policies contained in Policy 5.5.1., that are within the authority of the Local Trust Committee to enforce, and that will ensure policies and procedures are efficient, transparent, reasonable, and consistent with local community standards. PART A 1.0 Application This policy will apply to the Denman Island Local Trust Area and the enforcement of the Denman Island Official Community Plan Bylaw No. 185, Land Use Bylaw No. 186 and the Denman Island Siting and Use Permit Bylaw No. 240, and the use of the Denman Island Bylaw Enforcement Notification Bylaw No. 232. 2.0 Definitions & Abbreviations BEN – bylaw enforcement notice

				LUB – Land Use Bylaw LTC – Local Trust Committee Minor structure – any structure that does not require a siting and use permit, and that is not located in a development permit area or located within any other environmentally sensitive area SUP – siting and use permit Respondent – a property owner whose property is subject to a bylaw enforcement complaint 3.0 References Denman Island Land Use Bylaw No. 186 Denman Island Siting and Use Permit NO. 240 Denman Island Bylaw Notice Enforcement Bylaw No. 232 4.0 Priorities 4.1 Enforcement on short-term vacation rentals that have no resident owner or operator on the property are a priority and proactive enforcement is authorized. 4.2 Enforcement on non-compliant dwellings will be deferred unless there are contraventions in development permit areas, or other environmentally sensitive areas, or there are concerns about health and safety, or the lack of an approved septic system. 5.0 Inspection 5.1 At the start of any investigation, Bylaw Enforcement Officers will determine if entry is necessary to investigate the alleged contravention or if the investigation can be conducted from a public road or other lands. 5.2 If a Respondent has indicated that they will work towards compliance, and have agreed on a time to comply, a site inspection is only required to confirm compliance. 5.3 If a Respondent provides photographic evidence, a survey, or a professional report that confirms compliance, a site inspection is not required. 5.4 Bylaw Enforcement Officers will give a minimum of 24 hours notice before conducting a site inspection to gather evidence and they will schedule a mutually agreeable time with the property owner. 5.5 If a Respondent has not replied to a notice letter from Bylaw Enforcement regarding arranging a time for a site inspection, or they will not agree to a mutually agreeable time, notice of inspection can be given at the door. There will be no site inspection or gathering of evidence when notice is given at the
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				door. 5.6 If Bylaw Enforcement Officers have contact with neighbouring property owners while investigating a complaint, they will advise them of the reason for the contact and that they are not subject to complaint or investigation, and that they are not collecting evidence. 5.7 If Bylaw Enforcement Officers discover a bylaw contravention on a neighbouring property during an investigation, and proactive enforcement is authorized for that contravention by either Trust Council Policy, or LTC Enforcement Policy, they will advise the property owner that a file may be opened and that they will receive written notice if a file is opened. 6.0 Enforcement Procedures 6.1 If a bylaw contravention is confirmed, there will be notice in writing, and Respondents will be given a minimum of 90 days to comply with the relevant bylaw. 6.2 Bylaw Enforcement Officers can use their discretion to consider any reasonable time to comply request from Respondents but the term cannot be for more than one year. 6.3 If there are contraventions in environmentally sensitive areas, or development permit areas, or if there is a risk to health and safety, there will be a demand for the Respondent to cease the use or activity immediately. 6.4 If the Respondent wishes to consider a planning application that will bring the property into compliance, the Bylaw Enforcement Officer will advise planning staff and they will arrange a meeting to discuss the feasibility of such an application. 6.5 If there is no agreement on time to comply, a Respondent will be provided written notice that enforcement action will be escalated with reporting to the LTC and this may include a request for legal action or the use of the BEN. 7.0 Closing Files 7.1 If the identity of the complainant cannot be confirmed during the course of an investigation, the file will be closed. 7.2 If it determined that the complainant used a false name to file the complaint, the file should be closed. 7.3 If the contravention is for a minor structure that has only received one written complaint from one person, the file should be closed. 7.4 If it is unreasonable for a Respondent to comply, whether due to specific circumstances or finances, Bylaw Enforcement Officers can use their
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				discretion to close the file. 7.5 If a contravention has been identified that is subject to deferred enforcement by the LTC, the file should be closed unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety. 7.6 If the Respondent is financially unable to comply with the LUB or the SUP, the Manager of Bylaw Compliance and Enforcement can use his discretion to close the file. 7.7 If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the Manager of Bylaw Compliance and Enforcement will use their discretion to close the file unless there is work on a development permit area, or work in an environmentally sensitive area, or there are health and safety concerns. 7.8 The LTC will be notified when any file is closed. 8.0 Siting and Use Permits 8.1 If buildings or structures are discovered during an investigation that do not have a SUP, but the construction is more than 25 years old, enforcement should not proceed unless there are contraventions in environmentally sensitive areas, development permit areas, or there are health and safety concerns. 8.2 If new construction is discovered without a written complaint, a file should be opened to investigate, and enforcement should proceed if a SUP is required. 9.0 Communications 9.1 When a file is opened, Respondents will be advised of the Trust Council Policy that authorized the opening of the file, and if they are subject to proactive enforcement. 9.2 Respondents will receive as much information about complaints against their properties as possible without revealing the identity of the complainant. 9.3 The Manager of Compliance and Enforcement will communicate with Trustees or the LTC if there are questions or concerns regarding individual files. 10.0 Reporting 10.1 The LTC will receive regular reporting for open files where investigations have been completed, and the reporting will state whether or not enforcement or legal action of any kind is recommended. 10.2 The Manager of Compliance and Enforcement will report to the
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				LTC any concerns, trends, or issues with enforcement on Denman Island that they believe the LTC needs to be aware of. 10.3 The Manager of Compliance and Enforcement will maintain the Denman Island Bylaw Compliance and Enforcement Policy and will report to the LTC if amendments are recommended or required. PART B Bylaw Enforcement Notice Bylaw Screening Officer's Powers and Duties Policy Appointment of Screening Officers Pursuant to section 7.2 of the Denman Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 232, 2019, (the Bylaw) the persons holding the following positions are appointed as screening officers: 1) Regional Planning Manager; 2) Bylaw Compliance and Enforcement Manager; and 3) Bylaw Compliance and Enforcement Assistant. Screening Officer Powers and Duties The powers and duties of the screening officer are contained in section 7.3 of the Bylaw. It is the direction of the Denman Island Local Trust Committee (LTC) that these powers and duties are only exercised in respect to each of the above positions as follows: 1) Regional Planning Manager. In respect to Bylaw Violation Notices issued by the Bylaw Compliance and Enforcement Manager, only the Regional Planning Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of the Bylaw; 2) Bylaw Compliance and Enforcement Manager. In respect to Bylaw Violation Notices issued by Bylaw Compliance and Enforcement Officers, only the Bylaw Compliance and Enforcement Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of the Bylaw; 3) Bylaw Compliance and Enforcement Assistant. In respect to Bylaw Violation Notices issued by the Bylaw Compliance and Enforcement Manager and Bylaw Compliance and Enforcement Officers, the Bylaw Compliance and Enforcement Assistant, acting as Screening Officer, may exercise only those powers and duties in Section 7.3(1) and 7.3(2) of the Bylaw. Authorized Reasons to Cancel Bylaw Violation Notices The Screening Officer may cancel a Bylaw Violation Notice if satisfied that one or more of the following reasons exist: 1. Voluntary compliance has been achieved. 2. The Bylaw Violation Notice was issued to the wrong person;
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				3. The Bylaw Violation Notice was not completed properly. 4. It is unreasonable for the person to pay the penalty; 5. An exception specified in the bylaw or related enactment or LTC Standing Resolution exists; 6. A permit exists or has been obtained that authorises the alleged contravention; 7. There is poor likelihood of success at adjudication for the Local Trust Committee the following reasons: a. The evidence is inadequate to show a contravention; b. Incorrect information was relied on in issuing the Bylaw Violation Notice; c. The disputant intends to challenge the bylaw with a legal argument that is ill suited to the adjudication process or the legal arguments are too complicated to be decided by an adjudicator. 8. It is not in the public interest to proceed to adjudication for one of the following reasons: a. The bylaw has changed since the Bylaw Violation Notice was issued and now authorizes the contravention; b. An LTC resolution has deferred enforcement on the specific contravention; c. The LTC has closed the file. The offence occurred because of a circumstance that made it unreasonable for the person to comply with the bylaw.
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Active Projects Report

Denman Island

1. Major Project - Denman Housing (OCP and LUB) Review Project - Stage 2, Phase 2

Activity:

Targeted public engagement with First Nations, residents, external agencies and local organizations to update the Official Community Plan and Land Use Bylaw with policies and regulations to strengthen housing options and affordability on the island.

Update July 20, 2023 - Stage 2 of the project involves:

Phase 1- Public engagement with a focus on identifying and prioritizing options for OCP and LUB amendments.

Phase 2 - Writing, review and adoption of OCP and LUB amendments.

Responsible

Dates

Chloe Straw
Narissa Chadwick
Renee Jamurat

Rec'd: 19-Jan-2021

2. Minor Project - Housing Related TUP Review

Activity:

The purpose of this minor project is to remove Denman Island's Temporary Use Permit policies and regulations related to accessory dwelling units (ADUs). This project will also explore eliminating the residential density bank as removing the TUP requirement for ADUs will potentially draw more housing units than are available in the bank.

Responsible

Dates

Marlis McCargar

Rec'd: 07-May-2024

Future Projects Report

Denman Island

1. *LUB Amendments - List of items*

Responsible

Date Received

1. July 19, 2022: TUPs for STVRs: To support the development of Temporary Use Permits for short-term vacation rentals and other uses.

19-Jul-2022

2. Review subdivision requirements for lot line (boundary) adjustments with the goal of simplifying the process and requirements where no new density is created.

3. April 4, 2023: Review zoning policies and regulations regarding guest accommodations in the LUB.

2. *Update to Development Approval Information Bylaw*

Responsible

Date Received

Staff to prepare updates to Development Approval Information BL 149, 2013 and return to LTC for consideration.

27-Sep-2022

3. *Land Use Bylaw Map Amendments - "Farm Plan map amendment"*

Responsible

Date Received

Regarding Denman Island Local Trust Committee Bylaw No. 229, cited as 'Denman Island Land Use Bylaw, 2008, Amendment No. 1, 2008', make map amendments to the Denman Island Land Use Bylaw to align with the Denman Island OCP land use designations. Refer to the Staff Report on the LUB Amendment Bylaw dated June 6, 2023.

06-Jun-2023

4. *Comprehensive Official Community Plan / Land Use Bylaw*

Responsible

Date Received

Future Projects Report

Denman Island

**Future Major Project.*

1.July 19, 2022: *Protected Area Network: Undertake planning for a Protected Area Network on Denman Island*

2.July 19, 2022: Climate Change: Consider climate change adaptation and mitigation measures.

3.July 19, 2022: Regional Conservation Plan: Incorporate the Regional Conservation Plan into land use.

4.July 19, 2022: Shoreline Protection: Implement recommendations from the 2022 Model Bylaw Report.

5.July 19, 2022: Forest Ecosystems: forest ecosystem protection including the implementation of the Islands Trust coastal douglas fir and associated ecosystem protection toolkit and consider measures to protect garry oak ecosystems.

6.July 19, 2022: Freshwater: consider Islands Trust freshwater strategy recommendations.

7.July 19, 2022: Denman Downtown Village Neighbourhood Plan.
