Denman Island Local Trust Committee

Regular Meeting Agenda

Date: Monday, November 16, 2026
Start Time: 10:00 AM
Location: Electronic Meeting, with a physical location to view the livestream of the meeting at:
Islands Trust Northern Office
500 North Road
Gabriola Island, B.C. V0R 1X3

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1. CALL TO ORDER

(Please note the order of agenda items may be modified during the meeting.)

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. NEW BUSINESS: ORIENTATION PRESENTATION

5. REPORTS

5.1 Trustee Reports

5.2 Chair's Report

5.3 Electoral Area Director's Report

5.4 Islands Trust Conservancy Report - none

6. PUBLIC PARTICIPATION PERIOD

7. MINUTES

7.1 Regular Business Meeting Minutes

7.1.1 Local Trust Committee Meeting Adopted Minutes of

September 15, 2026 - for Information

7.2 Section 26 - Resolution-Without-Meeting Page 16

7.3 Advisory Planning Commission Minutes - none

8. FOLLOW-UP ACTION LIST Page 17

9. COMMUNITY INFORMATION MEETING - none

10. PUBLIC HEARING - none

11. DELEGATIONS - none

12. CORRESPONDENCE - none

(Correspondence received concerning current applications or projects is posted to the Local Trust Committee webpage.)

13. APPLICATIONS AND REFERRALS - none

14. LOCAL TRUST COMMITTEE PROJECTS - none

15. ADMINISTRATIVE REPORTS

15.1 Local Trust Committee Orientation - Memorandum Page 21

15.2 Applications Report Page 31

15.3 Adopted Policies and Standing Resolutions Report Page 37

15.4 Trustee and Local Expense Report Page 43

15.5 Indigenous Relations Report - none

15.6 Other Reports - none

16. WORK PROGRAM

16.1 Active Projects List Page 44

16.2 Future Projects List Page 45

17. UPCOMING MEETINGS

17.1 Next Regular Meeting Scheduled for Tuesday, January 19, 2027 at 10:00 a.m. at Denman Community Hall, 1196 Northwest Road, Denman Island, B.C.

18. ADJOURNMENT

Denman Island Local Trust Committee

Minutes of Special Meeting

Date: September 15, 2026
Location: Denman Activity Centre
1111 Northwest Rd, Denman Island, BC

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

Staff Present: Narissa Chadwick, Island Planner
Marlis McCargar, Island Planner
Nadine Mourao, Legislative Clerk (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 46 members of the public in attendance.

1. CALL TO ORDER

Chair Maude called the meeting to order at 10:30 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. COMMUNITY INFORMATION MEETING - Proposed Bylaw Nos. 260 and 264 - Major Project: Denman Island Housing Review (Official Community Plan and Land Use Bylaw) Review

4.1 Planner Presentation

The Planner provided a presentation summarizing proposed Bylaw Nos. 260 and 264 and noted the proposed changes will:

- Update housing objectives to address housing needs while protecting the environment and acknowledging First Nations interests;
- Replace the existing density bank policy with a policy framework that guides housing and development in accordance with community values and environmental protection;
- Expand policy support for affordable and attainable housing;
- Adjust development regulations, including minimum lot sizes, permitted dwelling densities, secondary dwelling and suite provisions, industrial-zone dwelling permissions, lot coverage and floor area limits, and freshwater storage requirements for new buildings.

4.2 Question & Answer Period

The following questions, answers, and clarifications were recorded:

What is a TUP?

A TUP is a Temporary Use Permit which are required under the current Land Use Bylaw to build a secondary dwelling unit in certain zones.

How was a limit on floor area determined and what is the reason for eliminating subdivisions?

- The floor area limit was established based on the size considered appropriate by the trustees. The maximum size initially proposed was 250m^2 which was increased to 300m^2 based on community feedback;
- There is ability to make an development variance permit application for a size variance;
- The size of dwellings has been restricted to protect and preserve the natural environment;
- Subdivision approval authority is within the purview of the Ministry of Transportation and Transit; however, they refer all applications to Islands Trust to ensure compliance with Official Community Plan and Land Use Bylaw;
- Under the proposed bylaw, subdivision would require rezoning, providing the Local Trust Committee with an opportunity to review the proposal in detail.

Is land within the Agricultural Land Reserve (ALR) affected by the maximum floor area allowance?

There are no changes to permissions for land within the ALR.

What other islands have maximum square footage allowances?

North Pender, South Pender, and Mayne Island.

When did this project start?

The Local Trust Committee initiated the project in 2023 which was a continuation of many years of housing study work.

How much was climate change used as a precautionary principal in the proposed changes and are any exclusions in the Agricultural Land Reserve (ALR) being allowed due to food security issues?

Climate change is an overarching consideration for all Local Trust Committee land use considerations and there are no changes to permissions or policies for properties located within the ALR.

Is the maximum floor area allowance of 300m^2 the limit of all cumulative space?

The maximum floor area for a primary dwelling is 300m^2 and a detached secondary dwelling has a maximum of 140m^2 for those zones which permit a secondary dwelling.

Do any of the bylaw changes affect land within the Agricultural Land Reserve (ALR)?

There are no changes proposed to the Agricultural Zone or land within the ALR. The ALR is a provincially regulated zone which specifies strict requirements.

The bylaw amendment would support applications to the Agricultural Land Commission for exclusion of land from the Agricultural Land Reserve for the purpose of affordable housing. Does this mean if one owns land within the ALR they could apply to have the land excluded and build affordable housing?

- An exclusion application would still be required to proceed through the Agricultural Land Commission, and the existing exclusion process would remain unchanged;
- The Official Community Plan is a policy document that guides the Local Trust Committee. If an owner wished to pursue affordable housing on their property within the ALR. the Local Trust Committee could consider whether to support an application for exclusion from the ALR;
- Approval of an exclusion application rests with the Agricultural Land Commission. Exclusions from the ALR are not routinely granted.
- The proposed amendment would not itself remove land from the ALR or authorize development of affordable housing; it would provide a policy basis for the Local Trust Committee to consider supporting an exclusion application.

What is the definition of a community benefit and is food security considered a community benefit?
A community benefit may include facilities or services that provide a benefit to the community, such as a playing field or a location for a water system.

. Food security was discussed in the context of the community's existing farm plan. This project focused on reviewing housing policies and regulations in the Official Community Plan and Land Use Bylaw.

Once a community benefit is determined, what mechanisms are in place to ensure housing stays affordable.

A housing agreement would be required and these agreements are a contract that remain on title.

How is it ensured that farm housing is used for farm work, who monitors this?

There is not a specific way for the Local Trust Committee to ensure this. Concerns regarding compliance could be addressed through a bylaw enforcement complaint or through the Agricultural Land Commission (ALC).

What is the definition for affordable housing?

A deed-restricted or rent controlled dwelling unit that is secured by a housing agreement and is available to persons with medium to low income as defined by the housing agreement for the dwelling unit.

Isn't affordable housing supposed to not be more than 30% of an individual's income?

The BC government formula for subsidized housing sets a rate at 30% of income.

The project is to create more affordable housing but the bylaws will not allow subdivisions and limit square footage. How is this creating more affordable housing?

The intent was to create a diversity of housing options by relaxing the ability to build additional smaller units that could become rental units and to allow rezoning for multiple units on smaller lots.

Can clarity be provided on allowing recreational vehicles and yurts as affordable housing options?

Recreational vehicles and yurts may be used as alternative dwelling units on properties zoned to permit them. They must have an approved sewage system and domestic water supply, meet applicable dwelling requirements, not be used for vacation rentals, and be located on a lot larger than 1.0 hectare and screened from adjacent properties.

Currently one can stay in a recreational vehicle on a friend's property for 45 days, is it legal for them to stay longer?

The number of days has been increased to 60.

Is there currently a mechanism in place that will ensure those living in recreational vehicles have smoke alarms, potable water, and are dealing with waste properly?

Bylaw enforcement would only inspect living arrangements based on an environmental or safety complaint and the proposed bylaws will allow people to legalize their current living situations.

There is confusion around the R3 zone for co-housing and an R4 zone for affordable housing and the proposed language refers to non-market housing.

The Coho development is the only property on Denman that is currently in the R3 zone. The only proposed change is the name of the zone "co-housing" is now referred to as "land share housing". an

Are the changes being written into the Official Community Plan, such as the Coho development, reflected in any bylaws?

The Official Community Plan is a policy guide which will guide a Local Trust Committee in decision making. The Official Community Plan encourages support of land sharing.

The *Local Government Act* prevents the Local Trust Committee from having a public hearing for rezoning for affordable housing when it is consistent with the Official Community Plan. Why are vague, general descriptions of this type of housing being put into the Official Community Plan while also removing ability to have a public hearing?

Public engagement is a critical component of decision making and a lot of effort is made to engage the public even if there is not a public hearing which is only one way to hear from the community. Provincial regulation states a public hearing not required for affordable housing projects that are consistent with the Official Community Plan.

Is it easier to change from forestry to affordable housing?

A rezoning would be required.

What protections are in place for adjoining properties if a lot of recreational vehicles are put on a lot?

Recreational vehicles will only be permitted in accordance with the zoning regulations and there are restrictions in place. Regulations are being introduced to legalize alternative dwelling units, including requirements intended to address impacts on adjoining properties. If the regulations do not achieve the intended outcomes, the Local Trust Committee would review the policy and consider whether changes are needed.

Has there been discussion about those living in substandard housing?
Yes, the hope is that community members will build a small rental dwelling and permitting alternative housing will create more options.

The speaker's property only permits one secondary dwelling but there is a need for an additional ten units for farm worker housing in the summer.
A farm plan would be required to be submitted and that, subject to the applicable Agricultural Land Commission requirements and approval, additional farm worker housing accommodation could be permitted on the farm.

How is co-housing considered affordable?
Co-housing is not necessarily considered affordable housing, but is a different housing concept that can provide additional options along the housing continuum and, in some circumstances, may offer a more attainable form of home ownership.

The meeting was recessed at 11:50 a.m.

5. PUBLIC HEARING - Proposed Bylaw Nos. 260 and 264 - Major Project: Denman Island Housing Review (Official Community Plan and Land Use Bylaw) Review

5.1 Recall to Order

The meeting was recalled to order at 1:13 p.m.

6. BUSINESS ITEMS

6.1 Local Trust Committee Minutes dated August 24, 2026 - for adoption

The following amendments to the minutes were presented for consideration:

- add Stefan Cermak, Director of Planning Services (electronic) to the attendee list.

By general consent the Local Trust Committee minutes of August 24, 2026 were adopted as amended.

6.2 Major Project: Denman Island Housing Review (Official Community Plan and Land Use Bylaw) Review: Consideration of Third Reading - Post Public Hearing Staff Report

The Planner noted proposed Bylaw No. 260 and 264 are being returned to the Local Trust Committee, post public hearing, for consideration of Third Reading.

Discussion ensued and the following comments were noted:
- The inclusion of parcel identifier (PID) numbers in the amendment were accidently omitted and are the same properties in the existing bylaw;
- The Local Trust Committee held multiple engagement events and discussions and have taken the recommendations from the Housing Advisory Planning Commission into consideration;
- The density bank densities have been used, the likelihood of more property given to the Denman Conservancy is limited, and the density bank is not an effective way of managing affordable housing;
- Limiting house sizes allow for a smaller footprint in an area that is to be environmentally protected;

- The proposed bylaw is a starting place to build upon;
- Provincial requirements give local governments direction to not hold a public hearing for policies related to affordable housing that fit within an Official Community Plan and does not preclude opportunity to have community information meetings or other forms of engagement.

DE-2026-078
It was MOVED and SECONDED
that the Denman Island Local Trust Committee proposed Bylaw No. 264 cited as "Denman Island Land Use Bylaw No. 264, 2026" be amended as written in recommendation 1 of the staff report dated September 15, 2026.

CARRIED

Recommendation 1 of the staff reported dated September 15, 2026 reads as follows:
That the Denman Island Local Trust Committee proposed Bylaw No. 264 cited as "Denman Island Land Use Bylaw No. 264, 2026" be amended as follows:

a. Amend Column 2 "Location Description" of the site-specific table in Section 5.1(14) by inserting:
   i. PID 001-221-671 (LOT 2, SECTION 18, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 30833) and PID 004-153-367 (LOT 11, SECTION 18, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 12330) for the R1(1) zone;
   ii. PID 001-303-066 (LOT 4, SECTION 5, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 6404, EXCEPT THAT PART IN PLAN 20521) for the R1(2) zone;
   iii. PID 008-976-911 (PARCEL NO. 1 (DD 134726I) OF PARCEL "K" (DD 10969N)
   OF THE SOUTH WEST 1/4 OF SECTION 18, DENMAN ISLAND, NANAIMO
   DISTRICT) for the R1(3) zone
   iv. PID 029-262-461 (LOT A SECTIONS 20 AND 21 DENMAN ISLAND NANAIMO
   DISTRICT PLAN EPP29609) for the R1(4) zone
b. Amend Column 2 "Location Description" of the site-specific table in Section 5.2(15) by inserting:
   i. PID 004-359-551 (LOT 7 SECTION 6 DENMAN ISLAND NANAIMO DISTRICT
   PLAN 43740) for the R2(1) zone;
   ii. PID 010-312-404 (LOT 1, SECTION 27, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 46460) for the R2(2) zone;
   iii. PID 003-035-697 (LOT D, SECTION 18, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 24474) for the R2(3) zone;
   iv. PID 009-712-330 (PARCEL A (DD 84520I) OF THE SOUTH EAST 1/4 OF
   SECTION 27, DENMAN ISLAND, NANAIMO DISTRICT); portion of the parcel
   as shown on Schedule B for the R2(4) zone;

v. PID 000-184-098 (THE SOUTH EAST 1/4 OF SECTION 26 DENMAN ISLAND
NANAIMO DISTRICT); portion of the parcel as shown on Schedule B for the
R2(5) zone;

vi. PID 030-277-876 (LOT 1 SECTION 12 DENMAN ISLAND NANAIMO DISTRICT
PLAN EPP73790) and PID 024-907-979 (LOT A SECTION 13 DENMAN ISLAND
NANAIMO DISTRICT PLAN VIP71627); portion of the parcel as shown on
Schedule B for the R2(6) zone;

vii.
- PID 009-704-523 (THE SOUTH WEST 1/4 OF SECTION 13, DENMAN
ISLAND, NANAIMO DISTRICT, EXCEPT PART IN PLAN VIP71627); portion of the parcels as shown on Schedule B;
- PID 031-395-856 (LOT 3 SECTION 28 DENMAN ISLAND NANAIMO DISTRICT PLAN EPP105119); PID 032-544-669 (LOT A SECTION 28
DENMAN ISLAND NANAIMO DISTRICT PLAN EPP144583); portion of
the parcels as shown on Schedule B;
- PID 032-544-677 (LOT B SECTION 28 DENMAN ISLAND NANAIMO DISTRICT PLAN EPP144583); portion of the parcels as shown on Schedule B;
- PID 031-395-872 (LOT 5 SECTION 28 DENMAN ISLAND NANAIMO DISTRICT PLAN EPP105119); portion of the parcel as shown on Schedule B for the R2(7) zone;

viii. PID 006-662-307 (SECTION 31 AND PART OF SECTION 32, DENMAN ISLAND, NANAIMO DISTRICT, THE WHOLE OF SAID LAND BEING THE AREA SHOWN OUTLINED IN RED ON PLAN 1656-R, EXCEPT THAT PART OF SECTION 32 INCLUDED IN PLAN 16663 AND EXCEPT PART IN PLAN VIP61295, VIP87982 AND VIP88176); portion of the parcel as shown on Schedule B for the R2(8) zone.

ix. PID 000-457-191 (LOT 2, SECTION 28, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 38053) for the R2(9) zone;

x. PID 026-826-399 (LOT 1 SECTIONS 25 AND 30 DENMAN ISLAND NANAIMO
DISTRICT PLAN VIP81780); portion of the parcel as shown on Schedule B for
the R2(10) zone; and

xi. PID 006-657-931 (THE FRACTIONAL NORTH WEST 1/4 OF SECTION 24,
DENMAN ISLAND, NANAIMO DISTRICT); portion of the parcel as shown on
Schedule B for the R2(11) zone.

c. Amend Column 2 “Location Description” of the site-specific table in Section 5.4(8) by inserting:

i. PID 000-393-941 (LOT B SECTION 18 DENMAN ISLAND NANAIMO DISTRICT
PLAN 36263 EXCEPT PLAN EPP113337) for the R4(1) zone; and

ii.

- PID 031-102-026 (LOT A SECTION 18 DENMAN ISLAND NANAIMO DISTRICT PLAN EPP68031);
- PID 026-826-399 (LOT 1 SECTIONS 25 AND 30 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP81780); portion of the parcel as shown
on Schedule B;
- PID 006-639-771 (THE EAST 1/2 OF THE NORTH EAST 1/4 OF SECTION
21, DENMAN ISLAND, NANAIMO DISTRICT); portion of the parcel as shown on Schedule B;
- PID 006-639-275 (THE NORTH EAST 1/4 OF SECTION 10, DENMAN
ISLAND, NANAIMO DISTRICT, EXCEPT PART IN PLAN VIP89453); portion of the parcel as shown on Schedule B;
- PID 006-639-411(THE NORTH EAST 1/4 OF SECTION 17, DENMAN ISLAND, NANAIMO DISTRICT EXCEPT THOSE PARTS IN PLANS 14174 AND 17286 AND VIP89491);
- PID 006-657-818 (THE WEST 1/2 OF THE NORTH WEST 1/4 OF SECTION 23, DENMAN ISLAND, NANAIMO DISTRICT EXCEPT THAT
PART IN PLAN VIP53299);
- PID 017-541-140 (LOT 4, SECTION 24, DENMAN ISLAND, NANAIMO
DISTRICT, PLAN VIP53299);
- PID 017-541-115 (LOT 1, SECTION 24, DENMAN ISLAND, NANAIMO
DISTRICT, PLAN VIP53299);
- PID 023-982-012 (LOT B SECTION 22 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP65761);
- PID 017-541-131 (LOT 3, SECTION 24, DENMAN ISLAND, NANAIMO
DISTRICT, PLAN VIP53299);
- PID 006-639-003 (THE WEST 20 CHAINS OF THE NORTH 30 CHAINS
OF THE SOUTH WEST 1/4 OF FRACTIONAL SECTION 23, DENMAN
ISLAND, NANAIMO DISTRICT);
- PID 017-541-123 (LOT 2, SECTION 24, DENMAN ISLAND, NANAIMO
DISTRICT, PLAN VIP53299) for the R4(2) zone.

d. Amend Column 2 “Location Description” of the site-specific table in Section 5.5(20)by inserting:

i.

- PID 023-982-004 (LOT A SECTION 22 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP65761);

- PID 009-708-189 (PARCEL L (DD 6602N) OF SECTION 18, DENMAN
  ISLAND, NANAIMO DISTRICT, EXCEPT PARTS IN PLAN 24807 AND
  PLAN EPP68031); portion of the parcel as shown on Schedule B;
- PID 012-267-881 (PART OF THE EAST 1/2 OF THE NORTHWEST 1/4 OF
  SECTION 18, DENMAN ISLAND, NANAIMO DISTRICT, INCLUDED WITHIN DENMAN ROAD AND BEING DESCRIBED AS THE SOUTHERLY 20 FEET OF SAID PARCEL) for the A(1) zone;

ii. PID 031-102-026 (LOT A SECTION 18 DENMAN ISLAND NANAIMO DISTRICT
PLAN EPP68031) for the A(2) zone;

iii. PID 017-337-925 (LOT A SECTION 18 DENMAN ISLAND NANAIMO DISTRICT
PLAN EPP68031) for the A(4) zone;

iv. PID 028-101-677 (LOT A SECTION 17 DENMAN ISLAND NANAIMO DISTRICT
PLAN VIP87456); PID 006-662-307 (SECTION 31 AND PART OF SECTION 32,
DENMAN ISLAND, NANAIMO DISTRICT, THE WHOLE OF SAID LAND BEING
THE AREA SHOWN OUTLINED IN RED ON PLAN 1656-R, EXCEPT THAT
PART OF SECTION 32 INCLUDED IN PLAN 16663 AND EXCEPT PART IN
PLAN VIP61295, VIP87982 AND VIP88176) for the A(5) zone;

v. PID 002-835-975 (LOT 2, SECTION 16, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 24827) for the A(7) zone;

vi.

- PID 004-747-500 (THE WEST 1/2 OF THE SOUTH EAST 1/4 OF SECTION 27, DENMAN ISLAND, NANAIMO DISTRICT, EXCEPT PARCELS A AND B AND EXCEPT PART IN PLAN VIP68873);
- PID 000-560-227 (LOT A, SECTION 16, DENMAN ISLAND, NANAIMO
  DISTRICT, PLAN 41251);
- PID 004-526-635 (LOT 1, SECTION 16, DENMAN ISLAND, NANAIMO
  DISTRICT, PLAN 15630);
- PID 000-941-051 (LOT 1, SECTION 16, DENMAN ISLAND, NANAIMO
  DISTRICT, PLAN 41861) for the A(8) zone;

vii. PID 000-184-098 (THE SOUTH EAST 1/4 OF SECTION 26 DENMAN ISLAND
NANAIMO DISTRICT); portion of the parcel as shown on Schedule B for the
A(10) zone;

viii. PID 000-366-820 (LOT 8 SECTION 10 DENMAN ISLAND NANAIMO DISTRICT
PLAN 25516) for the A(11) zone;

ix. PID 009-705-139 (THE NORTH 13 CHAINS OF THE NORTH EAST 1/4 OF
SECTION 13, DENMAN ISLAND, NANAIMO DISTRICT, EXCEPT THE EAST 20
FEET AND EXCEPT THAT PART IN PLAN 26309); portion of the parcel as
shown on Schedule B for the A(12) zone;
x. PID 000-495-131 (PARCEL B (DD 84521I) OF THE SOUTH EAST 1/4 OF
SECTION 27, DENMAN ISLAND, NANAIMO DISTRICT) for the A(13) zone;
xi. PID 001-077-228 (LOT 1 SECTIONS 20 AND 21 DENMAN ISLAND NANAIMO
DISTRICT PLAN 32301 EXCEPT PART IN PLAN EPP29609) for the A(14) zone;
and
xii. PID 031-102-026 (LOT A SECTION 18 DENMAN ISLAND NANAIMO DISTRICT
PLAN EPP68031); portion of the parcel as shown on Schedule B and PID 028-101-677 (LOT A SECTION 17 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP87456) for the A(15) zone.

e. Amend Column 2 “Location Description” of the site-specific table in Section 5.6(19) by inserting:
   i. PID 006-657-290 (THE SOUTH WEST 1/4 OF SECTION 17, DENMAN ISLAND,
   NANAIMO DISTRICT EXCEPT THAT PART IN PLAN 14174, VIP77481 AND
   VIP87456) and 003-642-127 (PARCEL R (DD 100768I) OF SECTION 18, DENMAN ISLAND, NANAIMO DISTRICT) for the F(1) zone.
f. Amend Column 2 “Location Description” of the site-specific table in Section 5.7(6) by inserting:
   i. PID 003-642-194 (THAT PART OF PARCEL N (DD 5585N) OF SECTION 18,
   DENMAN ISLAND, NANAIMO DISTRICT, SHOWN OUTLINED IN ORANGE ON
   PLAN 744R) and PID 000-252-069 (LOT 1, SECTION 18, DENMAN ISLAND,
   NANAIMO DISTRICT, PLAN 33612) for the C(1) zone.
g. Amend Column 2 “Location Description” of the site-specific table in Section 5.9(6) by inserting:
   i. PID 000-252-069 (LOT 1, SECTION 18, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 33612) for the IN(1) zone;
   ii. PID 009-796-100 (THAT PART OF THE NORTH 1/2 OF SECTION 18, DENMAN
   ISLAND, NANAIMO DISTRICT, SHOWN OUTLINED IN RED ON PLAN DEPOSITED UNDER DD 15501F) for the IN(2) zone;
   iii. PID 028-011-171 (LOT 1 SECTION 18 DENMAN ISLAND NANAIMO DISTRICT
   PLAN VIP87089) for the IN(3) zone; and
   iv. PID 002-835-975 (LOT 2, SECTION 16, DENMAN ISLAND, NANAIMO

DISTRICT, PLAN 24827); portion of the parcel as shown on Schedule B for
the IN(4) zone.

h. Amend Column 2 “Location Description” of the site-specific table in Section 5.11(5) by inserting:
   i. PID 009-704-345 (THE SOUTH WEST 1/4 OF SECTION 2, DENMAN ISLAND,
   NANAIMO DISTRICT); portion of the parcel as shown on Schedule B for the
   PK(1) zone; and
   ii. PID 009-712-224 (THE SOUTH EAST 1/4 OF SECTION 23, DENMAN ISLAND,
   NANAIMO DISTRICT, EXCEPT THAT PART IN PLAN 8118) for the PK(2) zone.

i. Amend Column 2 “Location Description” of the site-specific table in Section 5.15(3) by inserting:
   i. As shown on Schedule B for the W3(1) zone.

j. Amend Column 2 “Location Description” of the site-specific table in Section 5.16(3) by inserting:
   i. As shown on Schedule B for the W4(1) zone.

DE-2026-079
It was MOVED and SECONDED
that the Denman Island Local Trust Committee proposed Bylaw No. 264 cited as “Denman Island Land Use Bylaw No. 264, 2026” be amended as follows:

a. Table of Contents, Section 3.6 by deleting the words “Secondary Suites and”
b. Section 3.6 heading by deleting the words “Secondary Suites and”;
c. Section 3.6(2) by inserting the word “Detached” before “Secondary dwelling units are permitted only”.

CARRIED

DE-2026-080
It was MOVED and SECONDED
that the Denman Island Local Trust Committee proposed Bylaw No. 260 cited as “Denman Island Official Community Plan, 2008, Amendment No. 1, 2026” be read a third time.

CARRIED

DE-2026-081
It was MOVED and SECONDED
that the Denman Island Local Trust Committee proposed Bylaw No. 264 cited as “Denman Island Land Use Bylaw No. 264, 2026” be read a third time as amended.

CARRIED

DE-2026-082
It was MOVED and SECONDED
that the Denman Island Local Trust Committee proposed Bylaw No. 260 cited as “Denman Island Official Community Plan, 2008, Amendment No.

1, 2026" be forwarded to the Minister of Housing and Municipal Affairs for approval.

CARRIED

DE-2026-083
It was MOVED and SECONDED
that the Denman Island Local Trust Committee proposed Bylaw No. 260 cited as "Denman Island Official Community Plan, 2008, Amendment No. 1, 2026" and proposed Bylaw No. 264 cited as "Denman Island Land Use Bylaw No. 264, 2026" (as amended) be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

6.3 Future Projects Report dated September 10, 2026

DE-2026-084
It was MOVED and SECONDED
that the Denman Island Local Trust Committee request staff add to the Future Projects list "Examination Criteria for Development Permit Area – Steep Slopes".

CARRIED

7. ADJOURNMENT

By general consent the meeting was adjourned at 1:46 p.m.

_____

David Maude, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

Islands Trust

Print Date: Nov 6, 2026

Resolution Report

Denman Island LTC

13-Oct-2026

Meeting Date	Resolution	Added By	Classification	Action
13-Oct-2026	DE-2026-001 **Adopt regular meeting minutes** that the Denman Island Local Trust Committee special business meeting minutes of September 15, 2026 be adopted as presented. Denman Island LTC	**Nadine Mourao**	Resolution Without Meeting	**Carried**

Print Date: Nov 6, 2026

Follow Up Action Report

Denman Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 15-Sep-2026 **Target:** -	FUAL-2026-105 **Legislative Process for Bylaw Nos. 260 and 264** • proposed Bylaw Nos. 260 and 264 read a third time. • Proposed Bylaw No. 260 be forwarded to the Minister of Housing and Municipal Affairs for approval. • Proposed Bylaw Nos. 260 and 264 be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.	Unassigned	**0%** **In Progress**
Meeting: 24-Aug-2026 **Target:** -	FUAL-2026-076 **2026-08-24 – FUAL #21348** Obtain a PFR, as outlined in the Terms of Reference letter dated January 21, 2025, to address ITPS Directive 5.6.3 prior to the Public Hearing for Bylaws 252 and 253.	Unassigned	**0%** **In Progress**
Meeting: 24-Aug-2026 **Target:** -	FUAL-2026-075 **2026-08-24 – FUAL #21349** Prepare a draft Section 219 covenant for DE-RZ-2023.1 in consultation with the applicant and K'ómoks First Nation.	Unassigned	**0%** **In Progress**
Meeting: 24-Aug-2026 **Target:** -	FUAL-2026-074 **2026-08-24 – FUAL #21350** Send Bylaw Nos. 252 and 253 out for referral.	Unassigned	**50%** **In Progress**

Dates	Activity	Responsibility	Progress / Status
Meeting: 23-Jun-2026 **Target:** -	FUAL-2026-104 **2026-06-23 – FUAL #21224** Defer issuance of Development Permit PL-DP-2025-0268. Require submission (by Sept 21, 2026) of: • Restoration plan • Cost estimate Require financial security (by Oct 21, 2026): • 125% of estimated restoration cost *Update: applicant has indicated a Restoration Plan will be submitted by November 20, 2026 and the security posted 10 business days following.*	Unassigned	**0%** **In Progress**
Meeting: 23-Jun-2026 **Target:** -	FUAL-2026-081 **2026-06-23 – FUAL #21227** DE-RZ-2023.1 (Komas Ranch Ltd.) Request applicant provide breakdown of existing accessory dwellings:	Unassigned	**0%** **In Progress**
Meeting: 23-Jun-2026 **Target:** -	**2026-06-23 – FUAL #21226** staff to prepare a letter for Chair signature confirming that completion of the PFR by the applicant will satisfy the LTC's heritage conservation requirement for DE-RZ-2023.1.	Unassigned	**0%** **In Progress**
Meeting: 23-Jun-2026 **Target:** -	**2026-06-23 – FUAL #21225** Defer drafting of bylaws for DE-RZ-2025-0464 until September 15, 2026 Request applicant provide, prior to First Reading: • Confirmation from qualified professional that site can support wastewater systems under BC Sewerage System Regulation for proposed density increase • Request applicant enter into cost recovery agreement with Islands Trust for a Housing agreement • Conceptual site plan • work with applicant to prepare housing agreement for LTC consideration	Unassigned	**50%** **In Progress**

Dates	Activity	Responsibility	Progress / Status
Meeting: 23-Jun-2026 **Target:** -	**2026-06-23 – FUAL #21223** Bylaw No. 183 be rescinded and discharged from title upon registration of Housing Agreement Bylaw No. 254. Require the applicant for DE-RZ-2024.1 to provide confirmation to the LTC that the housing agreement has been registered at the Land Title Office, by August 24, 2026.	Unassigned	**0%** **In Progress**
Meeting: 12-May-2026 **Target:** -	**2026-05-12 – FUAL #21122** Prepare a Section 219 restrictive covenant template, based on the Gabriola model, requiring that secondary suites may only be permitted where subdivision or stratification of the suite is prohibited by covenant.	Unassigned	**0%** **In Progress**
Meeting: 16-Dec-2025 **Target:** -	**2025-12-16 – FUAL #20757** Prepare Cost recovery agreement and LSR for the preparation of: a) a housing agreement for 8 units of affordable rental housing; and b) a restrictive covenant for water conservation, groundwater monitoring, and compliance with BC Energy Step Code Level 2 or other identified energy-efficiency measures.	Unassigned	**51%** **In Progress**
Meeting: 16-Dec-2025 **Target:** -	**2025-12-16 – FUAL #20755** Applicant for PL-RZ-2025-0368 (Denman Community Housing Society) to submit: a) confirmation from a qualified professional that can support compliant community sewage treatment or other approved systems under the BC Sewerage System Regulation for the proposed density; and b) a copy of the provincial water licence intended to supply the 8 affordable rental units.	Unassigned	**80%** **In Progress**
Meeting: 20-May-2025 **Target:** -	**2025-05-20 – FUAL #20278** 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	Unassigned	**0%** **In Progress**

Dates	Activity	Responsibility	Progress / Status
Meeting: 21-Jan-2025 **Target:** -	**2025-01-21 – FUAL #19937** 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	Unassigned	**25%** **In Progress**
Meeting: 04-Jun-2024 **Target:** -	**2024-06-04 – FUAL #19263** 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. 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.	Unassigned	**75%** **In Progress**
Meeting: 04-Jun-2024 **Target:** -	**2024-06-04 – FUAL #19255** 1. 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.	Unassigned	**0%** **In Progress**

Islands Trust

MEMORANDUM

DATE OF MEETING:	November 16, 2026
TO:	Denman Island Local Trust Committee
FROM:	Marlis McCargar, Island Planner Northern Team
COPY:	Renée Jamurat, RPM
SUBJECT:	Denman Local Trust Committee Orientation

PURPOSE

This report provides a summary of the two main types of business of Local Trust Committees (LTCs):

- Its "Work Program" - composed of "active projects" and "future projects" (as currently identified), either of which can be a minor or a major project (Note: while referred to as Work Program, for many LTCs, this may form the least of their work)
- Its "Current Development Applications" underway (Note: these often form the bulk of work done by an LTC over their term).

DISCUSSION

Work Program

There are two components to the Local Trust Committee's initiated Work Program: Active Projects and Future Projects. These active and future projects can be either Major projects or Minor projects and this distinction is important (and will be explained below).

Active Projects

These are the current active planning projects that have been requested by the LTC and have been resourced (or are being requested to be resourced for 2027-28 as part of the Trust Council budget process). At each meeting, you will see that these are tracked in a report included in each agenda package.

Project	Summary	Minor/Major	Current Status	Comments
Housing Review Project	This project involves amendments to the Official Community Plan (OCP) and Land Use Bylaw (LUB) to increase housing opportunities and address the needs of current residents of Denman Island. The amendments provide greater flexibility for affordable and attainable	Major	Staff intend to forward the bylaws for consideration at the Executive Committee's January 20, 2027 meeting.	Following Executive Committee approval, the OCP amendment bylaw must be forwarded to the Minister of Municipal Affairs for approval. Once Ministerial approval has been received, the bylaws will

	housing, alternative housing forms, subdivision, and residential development, while maintaining the Island's environmental, agricultural, cultural, and community values. The LTC gave the bylaws First Reading on May 12, 2026, Second Reading on August 24, 2026, and Third Reading on September 15, 2026.			return to the LTC for consideration of final adoption.

Future Projects

As land use or planning-related issues are identified, an LTC can add potential projects (via resolution) to the 'Future Projects' list. Likewise, the LTC can and should review the Future Projects List and remove any initiatives it considers out-of-date or that are no longer supported. Like Active Projects, these are tracked in a report included in each LTC meeting agenda package. The following table summarizes the items currently identified on the Future Projects List:

Date Added	Project	Summary	Minor/Major	Comments
January 2026	Environmental and Archaeological Heritage Protection	Explore new Development Permit Areas and/or a Heritage Conservation Area to strengthen the protection of environmental, archaeological, and cultural heritage resources, and support First Nations' involvement in reviewing development proposals that may affect these values. Consider Island-wide application or implementation in identified priority areas.	TBD	None
August 2026	30m Shoreline Setback Review	As part of the implementation of the Denman Housing Review Project (Bylaw	Minor	Preliminary assessment work has already been

		Nos. 260 and 264), assess the feasibility and implications of establishing a 30m building setback from the natural boundary of the sea. The assessment will consider development constraints, coastal hazards and resilience, environmental protection, and the protection of archaeological and cultural heritage resources.		completed, including: • Reviewing the number and location of existing parcels and areas that may be affected by a 30m shoreline setback. • Considering potential benefits to shoreline ecosystems, coastal vegetation, habitat, and natural shoreline processes. • Identifying potential implications for property owners and residents, including development constraints and impacts on future development opportunities. The 30m shoreline setback was strongly recommended by First Nations.
August 2026	Critical Aquifer Protection Development Permit Area	Advance implementation of a Critical Aquifer Protection Development Permit Area (DPA) as part of the Denman Housing Review Project implementation (Bylaw Nos. 260 and 264).	TBD	Refer to the staff report dated August 24, 2026, for background and recommendations.

		Develop the necessary OCP policies and LUB provisions to protect groundwater resources and aquifer recharge areas from potential impacts associated with land development.		
September 2026	Development Permit Area No. 2 – Steep Slopes Review	Review the existing criteria and requirements for Development Permit Area No. 2 – Steep Slopes and identify opportunities to improve development guidelines, clarify permit requirements, and strengthen protection of steep slope areas.	Minor	None
June 2023	Land Use Bylaw Map Amendments - "Farm Plan map amendment"	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.	Minor	Refer to the Staff Report on the LUB Amendment Bylaw dated June 6, 2023.
September 2022	Develop a Development Approval Information (DAI) Bylaw	Staff to prepare a DAI Bylaw to establish requirements and procedures for applicants to provide information necessary to evaluate the potential impacts of proposed development applications and support informed decision-making by LTC.	Minor	Staff may use the Gabriola Island DAI Bylaw as a reference when preparing the bylaw.

July 2022	Review zoning policies and regulations regarding guest accommodations in the LUB.	Done as part of the Housing Review Project Bylaw Nos. 260 and 264		Completed. Can be removed from Future Projects list.
July 2022	List of potential OCP and LUB amendments	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		

Major and Minor Project Criteria

Understanding what constitute a minor project and a major project is important for an LTC, as approvals for these projects and resourcing for each is distinct.

Major projects are:

- Comprehensive OCP and LUB reviews (done concurrently) that produce:
  - Fully amended OCP and LUB bylaws that include:
    - Required legislative updates
    - Necessary technical amendments including for best practices in planning
    - Content updates based on community interests, needs and input
  - Best practice policy/process/strategies on one or more strategic area of focus, past examples of this type of work (that previously were done as a separate project) are the Housing Strategic Action Plan and the Freshwater Sustainability Strategy.

This work helps to meet the Islands Trusts' Best Management Practices for Delivery of Local Planning Services to Local Trust Committees (Policy 5.9.1) with the goal of having all OCPs across the federation updated by 2036 and ongoing. These comprehensive OCP and LUB updates take approximately 3 years to complete and a budget of approximately $200,000. Resources for major projects are limited and funding must be approved (through business cases which must be applied for/submitted each year) by Trust Council.

Minor projects:

- Cost less than $5,000 (estimated average cost for one newspaper print notification, one public hearing, and one non-complex legal review of a draft bylaw) and are relatively limited in scope, taking under 18 months to complete,
  - e.g., hosting an event, drafting a discussion paper, or drafting minor amendments to a specific section in a land use bylaw or an Official Community Plan. Trust Council has also approved the Housing Options Toolkit (as part of the Housing Strategic Action Plan) which was developed such that LTCs could amend LUBs to address the housing crisis via a minor project - without having to wait for major project funding approval.
- Funds are drawn from a standing budget and approved for issuance by the Director of Planning Services.
- In approving the issuance of funding for this work, the Director evaluates staff availability (typically the 'assigned Island Planner to the LTC'), and whether the project meets the Minor Project Initiation Criteria (see attachment 1). As per Trust Council Policy 5.9.1, an LTC can have only one active minor project at any one time although Salt Spring Island Local Trust Committee can have up to three total active projects.

Current Development Applications

Staff process an average 530 applications and referrals a year Trust-wide. Complex applications are generally managed by the same (senior) planner (usually an Island Planner) who manages minor LTC projects, and overseen by the Regional Planning Manager of that geographic region. Regular applications are handled by a range of junior to senior planners. Last term, planning staff received and completed 844 referrals and applications out of the northern office, and 117 ***Denman LTC related*** referrals and applications: (note: completed shown only for 2025)

Planning Applications Received per Year – Denman LTC

	2021	2022	2023	2024	2025	Total	AVG
Agricultural Land Reserve	0	2	0	0	1	3	1
Crown Lease Referral	3	4	1	1	1	10	2
Development Permit	0	3	2	0	2	7	1
Development Variance Permit	2	0	1	1	1	5	1
Liquor and Cannabis Referral	0	0	1	0	0	1	0
Rezoning	1	0	1	2	2	6	1
Siting and Use Permit	14	23	14	11	13	75	15
Subdivision	2	2	0	2	3	9	2
Temporary Use Permit	0	0	1	0	0	1	0
Total	**22**	**34**	**21**	**17**	**23**	**117**	**23**

Summary reports with the current status of all applications are provided in each LTC meeting agenda package (and are generated through our internal CityView applications portal). In addition, as a regular course of business, staff reports on the specific development applications will be provided in agendas when an LTC decision or direction is required. These staff reports provide the details needed for decision making on the file, including links to any previous materials that are relevant for the decision (as some of the files have a long history). For your convenience, below, however, are a list of prominent or complex applications the LTC may wish to review in more depth or discuss with your island's assigned planner prior to these applications coming before the LTC:

1. DE-RZ-2023.1 (Komas Ranch)
2. PL-RZ-2025-0368 (Emcon Ltd)
3. PL-RZ-2025-0464 (3Ravens)
4. PL-DP-2025-0268 (H.J.T Agricultural Development Co. Ltd.)

Standing Policies and Resolutions

The LTC has, over the years, adopted a number of policies in the form of standing resolutions. These resolutions direct how staff act in certain instances, and can provide guidance to the LTC itself. A report of standing resolutions is included in each Agenda and the LTC should review these policies early in the term and considering rescinding outdated policies.

Other Items

There may be regional committees that may be available for you to join. Your LTC will be informed by staff of opportunities (if forthcoming), and these are the ones that are known currently for your LTC:

- Baines Sound Lamber Channel Ecosystem Forum

NEXT STEPS

The Local Trust Committee should review its 'Work Program' and prepare to ask for more information and/or provide direction for any changes to the Active and Future Projects at the next meeting.

Staff will present staff reports and/or memorandums to future local trust committee meetings as updates become available, milestones are achieved, or decisions are required.

Submitted By:	Marlis McCargar, Island Planner	November 2, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	November 4, 2026

ATTACHMENTS

1. Minor Project Initiation Criteria

Attachment 1: Minor Project Initiation Criteria

The Director should assess proposed new Minor Projects, and on-going Minor Projects that are extending into a new fiscal year, based on the following criteria:

4.1 The project should not be contrary to any Trust Council policy or resolution;

4.2 The project would be expected to result in minor amendments to an OCP, LUB, or administrative Bylaws, but usually contained to one bylaw;

4.3 There are adequate staff resources available to support the project;

4.4 The project should reasonably be expected to be substantially completed within one fiscal year (or 12 months) but up to 18 months;

4.5 Costs should not be expected to exceed the maximum amount identified in policy, i.e. less than $5,000;

4.6 Community engagement should not be proposed or anticipated to exceed that typical for a minor project (e.g. only one of the following: notification, Community Information Meeting, Public Hearing);

4.7 Work on an on-going Minor Project in the same local trust area has been completed, i.e. only one minor project should be underway in each local trust area at one time;

4.8 The project should address issues within the jurisdiction of the LTC and should not be intended to solely result in advocacy actions or policies (those are activities of Trust Area Services);

4.9 Amendments to administrative bylaws should be initiated or supported by Legislative and Information Services, be Trust-wide, and should not be considered for a local trust committee Minor Project unless drafting administrative bylaws implementing recent major OCP or LUB updates (e.g. DAI bylaw, Fees Bylaw);

4.10 Minor projects should not be relationship building initiatives, communications or educational initiatives, applications for a grant, or mapping products not related to bylaw amendments.

4.11 The project should not be substantively similar to a project already undertaken by the LTC in the current or previous term;

4.12 The project should not be a bylaw enforcement policy or initiative, these should be supported by Bylaw Compliance and Enforcement;

4.13 The project should not be an amendment for an individual property, these should be considered by application, including by sponsorship where appropriate;

4.14 The project should address one or more of the following, but only in so far as it is using existing data, methodologies and guidelines (if new ones are being created – this would belong within a major project):

4.14.1 A strategic plan priority (e.g. ecosystem protection, housing, reconciliation);

4.14.2 A broad land use issue that is not included, or not adequately addressed, in current bylaws (e.g. vacation rentals, a new provincial statutory requirement, implementation of Policy Statement directives);

4.14.3 Implementation of OCP policies through land use bylaw amendments, particularly for a recently completed Major Project;

4.14.4 A technical review or update that would address errors or omissions in the bylaw or changes to land tenure (e.g. new parkland);

4.14.5 A review of policies and regulations for a specific area (e.g. a village plan);

4.14.6 A review of policies and regulations for a specific land use (e.g. agriculture, home occupations);

4.14.7 A review of an out-of-date associated islands bylaw;

4.14.8 Implementation of model policies, toolkits, or regulations (e.g. new DPA, new subdivision regulations, TUP guidelines, DAI bylaw), (however, the models themselves would have been developed under the major project work).

4.15 The Director may consider not approving additional funding and resource allocation for on-going minor projects in the following circumstances:

4.15.1 Little substantive progress has been made and the project has substantively exceeded the timeline;

4.15.2 The scope of the project has expanded or altered substantially;

4.15.3 No significant or meaningful bylaw amendments are being considered;

4.16 Where the scope or timeline of an on-going Minor Project has exceeded that originally approved, the Director may recommend that a local trust committee submit a business case for a Major Project to complete the work.

Denman Local Trust Committee
Open Applications
Report

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250268	Anthony Chui	7/10/2025	0 THE POINT RD, DENMAN ISLAND	The proposed development transforms the east upper slope into a vineyard-centric agri-tourism destination, integrating agricultural production with limited residential and visitor-focused activities.

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Generate Complete Application Letter

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260398	Cheryl Binning; Rob	9/29/2026	2470 EAST RD, DENMAN ISLAND,	Application for a Development Variance Permit to vary the required side lot line setback for an existing accessory building.

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Generate Complete Application Letter

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250368	Simon Palmer	9/12/2025	3661 PIERCY RD, DENMAN ISLAND	Application to amend the Land Use Bylaw to create 8 units of affordable housing on the property

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Planning Review

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250464	Paul Weyer	11/26/2025	4100 PINECREST RD, DENMAN ISL	Application to rezone a 6 hectare (15 acre) lot, currently zone Rural Residential (R2), to a site-specific zone to permit the development of seven affordable housing units under a non-profit land-share co-operative model.

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Generate Complete Application Letter

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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	Local Trust Committee	Record LTC Decision/Update FUAL

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 Progress Rezoning	Determine Next Steps - PL

Siting and Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250357	Valerie Rogers	8/29/2025	5470 LACON RD, DENMAN ISLAND	Morning Wood Farm

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Waiting for Revisions	Generate Notice of Revisions

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Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20260419	Steffen Berndt	10/15/2026	[032-544-669] 6750DANES RD	Application for Modular Home and Garage

Planner	Status	Most Recent Completed Activity
Rob Pingle	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250260	Kenneth McLaughlin	7/2/2025	7140 KOMAS RD, DENMAN ISLAND	Proposed 542 Sq. Ft. addition to an existing 1065 Sq. Ft. primary residence to add a bedroom and expanded living room. Proposed new freestanding single car carport (352 Sq. Ft.) / accessory building.

Planner	Status	Most Recent Completed Activity
Margot Thomaidis	In Abeyance	Add Optional Referrals

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250500	Christopher John Po	12/17/2025	1151 NORTHWEST RD, DENMAN IS	Subdivision of 2 lots

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20260102	Jeff Dorion	3/10/2026	4791 EAST RD, DENMAN ISLAND,	Subdivision of current lot into two parcels.

Planner	Status	Most Recent Completed Activity
Marlis McCargar	In Abeyance	Generate and Send Referral Response Form

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

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Application Number	Applicant Name	Date Received	Address	Purpose
DE-SUB-2018.2	Evan Wind	10/19/2018		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

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Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250419	Henning Nielsen	10/28/2025	6900 DANES RD, DENMAN ISLAND	Proposed subdivision of Lot 5, 6900 Danes Road. Subdivision potential was created through rezoning DE-RZ-2021.1

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Administrative Review	Generate and Send Referral Response Form

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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: o Name of the applicant and a description of the proposal in general terms; o The location of the proposed establishment and the subject site; o The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered; o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application; and o 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.

<table>
<tr>
<td>6.</td>
<td>May 19, 2020</td>
<td>DE-2020-022</td>
<td>Residential densities
See Staff Report dated May 19th for background</td>
<td>
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 January 31, 2017 and has a cumulative total of residential densities of 14; (**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 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.

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 49 densities. 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>
</td>
</tr>
</table>

				(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: a. 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; b. 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.	March 17, 2026	DE-2026-017	Compliance & Bylaw Enforcement Policy	https://islandstrust.bc.ca/document/denman-island-local-trust-committee-compliance-and-bylaw-enforcement-policy/

Islands Trust

LTC EXP SUMMARY REPORT F2027

Invoices posted to Month ending September 2026

Item 15.4

615 Denman	Invoices posted to Month ending September 2026	Budget	Spent	Balance
LTC Local				
65050-615	LTC "Executive Expense on LTC's"	6,128.00	5,079.12	1,048.88
65200-615	LTC - Local Exp - LTC Meeting Expenses	1,800.00	1,362.42	437.58
65210-615	LTC - Local Exp - APC Meeting Expenses	1,210.00	0.00	1,210.00
65220-615	LTC - Local Exp - Communications	870.00	550.00	320.00
TOTAL LTC Local Expense		10,008.00	6,991.54	3,016.46
Projects				
73001-615-4025	Denman Housing Review	7,000.00	7,769.53	-769.53
TOTAL Project Expenses		7,000.00	7,769.53	-769.53

Print Date: Nov 6, 2026

Work Program Report

Denman Island LTC

19-Jan-2021

Dates	Activity	Responsibility	Progress / Status
Meeting: 19-Jan-2021 **Target:** -	**2021-01-19 – Active Project #446** **Description:** Major Project - Denman Island Housing Review (OCP and LUB) Project - Stage 2, Phase 2 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 - 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.	Unassigned	**0%** **In Progress**

Islands Trust

Print Date: Nov 6, 2026

Work Program Report

Denman Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 15-Sep-2026 **Target:** -	**2026-09-15 – Future Project #688** **Description:** Review Development Permit Area No. 2 - Steep Slopes Examine the criteria and requirements for Development Permit Area No. 2: Steep Slopes.	Unassigned	**0%** **In Progress**
Meeting: 24-Aug-2026 **Target:** -	**2026-08-24 – Future Project #687** **Description:** 30m Shoreline Setback Assessment Implementation steps for the Denman Housing Review Project (Bylaw Nos. 260 and 264). Explore a 30m building setback from the natural boundary of the sea, considering development constraints, coastal resilience, environmental protection, and the protection of archaeological and cultural resources.	Unassigned	**0%** **In Progress**
Meeting: 24-Aug-2026 **Target:** -	**2026-08-24 – Future Project #686** **Description:** critical aquifer protection development permit area Implementation steps for the Denman Housing Review Project (Bylaw Nos. 260 and 264). Refer to staff report dated Aug 24, 2026 for Denman Housing Review Project.	Unassigned	**0%** **In Progress**
Meeting: 20-Jan-2026 **Target:** -	**2026-01-20 – Future Project #679** **Description:** Develop DPA and HCA Explore a Development Permit Area for environmental protection and a DPA or Heritage Conservation Area to support First Nations' review of development proposals affecting archaeological sites, with potential application island-wide or in priority areas.	Unassigned	**0%** **In Progress**

Dates	Activity	Responsibility	Progress / Status
Meeting: 06-Jun-2023 **Target:** -	**2023-06-06 – Future Project #616** **Description:** Land Use Bylaw Map Amendments - "Farm Plan map amendment" 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.	Unassigned	**0%** **In Progress**
Meeting: 27-Sep-2022 **Target:** -	**2022-09-27 – Future Project #609** **Description:** Update to Development Approval Information Bylaw Staff to prepare updates to Development Approval Information BL 149, 2013 and return to LTC for consideration.	Unassigned	**0%** **In Progress**
Meeting: 19-Jul-2022 **Target:** -	**2022-07-19 – Future Project #252** **Description:** LUB Amendments - List of items 12. April 4, 2023: Review zoning policies and regulations regarding guest accommodations in the LUB.	Unassigned	**0%** **In Progress**
Meeting: - **Target:** -	**Undated – Future Project #617** **Description:** Comprehensive Official Community Plan / Land Use Bylaw Amendment 1. July 19, 2022: 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.	Unassigned	**0%** **In Progress**