



Denman Island Local Trust Committee

Regular Meeting Agenda

Date: December 16, 2025
Time: 10:00 am
Location: Denman Activity Centre
1111 Northwest Rd, Denman Island, BC

Pages

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| 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 | | |
| 5. PUBLIC COMMENTS | 10:25 AM - 10:45 AM | |
| 6. MINUTES | 10:45 AM - 10:50 AM | |
| 6.1 Local Trust Committee Minutes dated July 15, 2025 - for adoption | | 5 - 10 |
| 6.2 Section 26 Resolutions-Without-Meeting Report dated December 4, 2025 | | 11 - 11 |
| 6.3 Advisory Planning Commission Minutes - none | | |
| 7. BUSINESS ARISING FROM MINUTES | 10:50 AM - 11:05 AM | |
| 7.1 Follow-up Action List dated December 4, 2025 | | 12 - 15 |
| 8. DELEGATIONS | 11:05 AM - 11:20 AM | |
| 8.1 Rezoning 15.2 acre R2 Property to a New Affordable Housing Zone | | 16 - 18 |
| 8.2 Denman Community Housing Society regarding an Official Community Plan Amendment for a Future Affordable Housing Site | | |

8.3	Association for Denman Island Marine Stewards regarding Encroachment on the Marine Conservation Area on Denman Point	19 - 20
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9. APPLICATIONS AND REFERRALS 11:20 AM - 12:20 PM

9.1	PL-RZ-2024-0055 (Denman Conservancy) - Staff Report	21 - 39
9.2	DE-RZ-2024.1 (Triple Rock Land Cooperative) - Staff Report	40 - 62
9.3	PL-ALR-2025-0304 (Pawlowski) - Staff Report	63 - 71
9.4	PL-RZ-2025-0368 (Denman Community Housing Society) - Staff Report	72 - 93
9.5	Trust Council Bylaw 183 - Policy Statement Referral - Briefing	94 - 94
9.6	Trust Council Bylaw No. 183 - Policy Statement Referral - Memorandum	95 - 137
9.7	Referral Response to Comox Valley Regional District regarding Proposed Regional Growth Strategy Minor Amendment	138 - 138

~ BREAK 12:20 PM - 12:50 PM ~

10. CORRESPONDENCE 12:50 PM - 1:00 PM

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

10.1	Email dated July 11, 2025 from E. Johnston regarding Pre-Zoning Request for Housing Co-op at 5400 Northwest Road	139 - 140
10.2	Email dated July 17, 2025 from P. Deschenes regarding The Snag Rezoning	141 - 141
10.3	Email dated August 6, 2025 from B. Branfireun regarding Denman Island Siting and Use Concern	142 - 148
10.4	Email dated August 6, 2025 from R. Day regarding Snag Housing Co-op Proposal Update and Statement of Support	149 - 156
10.5	Email dated August 18, 2025 from L. Gardner regarding In Support of the Snag!	157 - 157
10.6	Letter dated August 29, 2025 from Denman Community Housing Society regarding Rezoning of Works Yard	158 - 159
10.7	Email dated November 25, 2025 from P. Weyer regarding The Snag Housing Co-op Proposal - Support	160 - 160

11. NEW BUSINESS - none

12. STAFF REPORTS 1:00 PM - 1:45 PM

12.1	Draft 2026/27 Denman Island Local Trust Committee Annual Meeting Schedule - Request for Decision	161 - 166
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12.2	Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258 Final Adoption - Request for Decision	167 - 169
12.3	Public Notification Bylaw - Request for Decision	170 - 174
12.4	Trust Conservancy Report - none	
12.5	Applications Report dated December 9, 2025	175 - 183
12.6	Trustee and Local Expense Report dated October, 2025	184 - 184
12.7	Adopted Policies and Standing Resolutions	185 - 195
12.8	First Nations Relationship Building Update	
12.9	Local Trust Committee Webpage	
13.	WORK PROGRAM	1:45 PM - 2:00 PM
13.1	Active Projects Report dated December 4, 2025	196 - 196
13.2	Future Projects Report dated December 4, 2025	197 - 198
14.	LOCAL TRUST COMMITTEE PROJECTS	2:00 PM - 2:40 PM
14.1	Major Project: Denman Housing (Official Community Plan and Land Use Bylaw) Review Project: Business Case for 2026/27 Fiscal Year - Staff Report	199 - 204
14.2	Major Project: Denman Housing (Official Community Plan and Land Use Bylaw) Review Project - Staff Report	205 - 210
15.	UPCOMING MEETINGS	
15.1	Next Regular Meeting Scheduled for Tuesday, January 20, 2026 at 10:00 a.m. at Denman Activity Centre, 1111 Northwest Road, Denman Island, BC	
16.	CLOSED MEETING	2:40 PM - 2:55 PM
16.1	Motion to Close the Meeting That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(f) for the purpose of considering: (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and that the recorder and staff attend the meeting.	
16.2	Recall to Order	
16.3	Rise and Report	

17. ADJOURNMENT

2:55 PM - 2:55 PM



Denman Island Local Trust Committee

Minutes of Regular Meeting

Date: July 15, 2025

Location: Electronic Meeting

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

Staff Present: Marlis McCargar, Island Planner
Narissa Chadwick, Island Planner
Warren Dingman, Manager, Bylaw Compliance & Enforcement
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 2 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

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Graham reported the following:

- Attended Committee of the Whole meeting to finalize proposed edits to the draft Policy Statement which is being forwarded to Trust Council for consideration of First Reading;
- Attended an open house hosted by the owners of the Snag property who will be presenting as a delegate during the meeting; and
- Is hearing community concern about a proposed winery operation.

Trustee Borthwick reported the following:

- Attended Committee of the Whole meeting to work on the draft Policy Statement; and
- Attended presentation at the Snag property.

4.2 Chair's Report

Chair Maude reported the following:

- Attended Committee of the Whole meeting and the draft Policy Statement will be sent to Trust Council for consideration of First Reading,
- Attended Trust Council in June; and
- Noted the southern Gulf Islands are busy with events and tourism activities.

4.3 Electoral Area Director's Report - none

4.4 Islands Trust Conservancy Report

The Islands Trust Conservancy Board Chair reported the following:

- Islands Trust Conservancy is celebrating 35 years of conservation in the Trust Area and currently protects 115 properties totalling over 1380 hectares;
- The anniversary campaign includes the launch of a blog, social media campaign, and fall fair presentations;
- The Conservancy received a \$1,150,000 anonymous donation to support acquisitions and care of protected areas with \$1,000,000 dedicated to the Opportunity Fund and the balance allocated to the Property Management Fund;
- The Board passed a motion to begin work on an agreement with the Tsartlip and Tseycum First Nations through the WSANEC Leadership Council with intent to develop a respectful mutually beneficial working relationship; and
- The recent work of the Islands Trust Conservancy Board and staff was acknowledged.

5. PUBLIC COMMENTS

A member of the public spoke to pre-zoning land and limiting square footage on private land and the following comments were noted:

- They have concerns with pre-zoning land prior to updating the Official Community Plan;
- The community is currently discussing housing, density banks, and cluster housing. It is important to continue these discussions prior to pre-zoning land including, 5400 Northwest Road, as pre-zoning could limit public input, override thoughtful planning, and disrupt the intended balance of densities;
- The owners of 5400 Northwest Road state the number of people the land can support yet the proposal exceeds that number;
- Density appears to be proposed based on revenue generation;
- If the proposal is permitted then cluster housing may benefit the land owners instead of residents of the Island; and
- It is unclear how the Local Trust Committee determined the proposed square footage limits on private land, and regulating house size to influence market resale value appears misaligned with freedom of choice.

6. MINUTES

6.1 Local Trust Committee Special Meeting Minutes dated May 8, 2025 - for adoption

By general consent, the Denman Island Local Trust Committee special meeting minutes of May 8, 2025 were adopted.

6.2 Local Trust Committee Minutes dated May 20, 2025 - for adoption

By general consent, the Denman Island Local Trust Committee meeting minutes of May 20, 2025 were adopted.

6.3 Section 26 Resolutions-Without-Meeting Report - none

6.4 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated July 8, 2025

The Planner provided a verbal update on the Follow-up Action List.

8. DELEGATIONS

8.1 Richard Day and Joan Donaghey regarding 5400 Northwest Road, Denman Island - 10 Affordable Dwelling Units

The delegation spoke to the following:

- The Snag Housing Co-op has requested the Denman Local Trust Committee pre-zone the property located at 5400 Northwest Road for a total of 10 units of housing in two clusters to be owned by a not-for-profit housing co-op;
- The intent is not to generate revenue but to operate as a not-for-profit;
- The proposal aligns with the Official Community Plan and Denman Housing Action Plan;
- The property is 42 acres currently zoned RE (Resource) and not in the Agricultural Land Reserve,
- Proposal allows for 10 units of clustered housing, a 4-site campground, community garden, and common areas including event space;
- Individuals would purchase shares and not own property;
- The property is located in steep slopes and wetlands Development Permit Areas 2 and 4 and proposed housing is setback 40 to 70 metres from the sensitive areas;
- Removing the property from the Resource zone will take it off the market by way of not-for-profit housing;
- Affordable housing component would include a buy in of approximately \$75,000 for a half acre lot provided alternative dwellings with lower building costs are permitted;
- Feedback received from recent information session garnered support;
- Concerns about traffic and tourism will be taken into account;
- There is very little land available for affordable housing and few people willing to share their land; and
- More information can be found on thesnag.org website.

The delegation stated they will continue to hold information sessions and evolve their proposal and inquired about next steps.

The Planner noted the conventional path is through a rezoning application. However, there are also opportunities to review the Official Community Plan designation and consider site-specific pre-zoning. The Local Trust Committee can decide how much they wish to support the proposal within the scope of the current Housing Project.

9. APPLICATIONS AND REFERRALS - none

10. LOCAL TRUST COMMITTEE PROJECTS - none

11. CORRESPONDENCE

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

11.1 Email dated May 29, 2025 from Comox Valley Regional District regarding Comox Valley Regional Growth Strategy Minor Amendment Referral

The Planner stated staff will be preparing a referral response which will be shared with the Local Trust Committee.

12. NEW BUSINESS

By general consent a new item of business will be added to the agenda to schedule a community engagement session.

The Planner noted that staff are preparing key materials for the July 26 community engagement session. Previous discussions indicated a preference for weekend timing, and Saturday September 20th has been identified as a potential date for future engagement session.

Trustee Borthwick left the meeting at 10:51 a.m. and returned at 10:53 a.m.

DE-2025-046

It was MOVED and SECONDED,

that the Denman Islands Local Trust Committee request staff to schedule a community engagement session to discuss the housing project in September or October, 2025.

CARRIED

Discussion ensued regarding the process of pre-zoning, and the following questions, comments, and clarifications were noted:

- Information materials regarding the process of pre-zoning should be made available at public engagement sessions;
- There has been some discussion about reviewing Official Community Plan designations and identifying areas suitable for housing; however, these would still require a rezoning application;
- The term pre-zoning is appropriate when referring to land use bylaw changes; however, when discussing changes to the Official Community Plan, it may be more accurate to describe it as a redesignation process;

- There is an option to change both the Official Community Plan designation and zoning for particular properties, with amendments to the Official Community Plan and Land Use Bylaw following thorough and transparent community consultation; and
- If a property owner wishes to lead a project, submitting a rezoning application is advisable to ensure the proposal advances in alignment with their vision.

Discussion ensued regarding community concern about activity occurring on a property within the Agricultural Land Reserve. The Bylaw Enforcement and Compliance Manager noted they can contact the Agricultural Land Commission to request an update on the file and advise of any concerns raised by the Local Trust Committee.

13. STAFF REPORTS

13.1 Trust Council Bylaw No. 197 - Local Trust Committee Meeting Procedure Bylaw - Request for Decision

Trustee Borthwick noted a Trust Council resolution passed by 2/3 majority vote which will standardize the Local Trust Committee Meeting Procedure Bylaw and the new bylaw is essentially the same as the local bylaw which is now superseded.

DE-2025-047

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee give Bylaw 105, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025”, First Reading.

CARRIED

DE-2025-049

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee give Bylaw 105, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025”, Second Reading.

CARRIED

DE-2025-050

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee give Bylaw 105, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025”, Third Reading.

CARRIED

DE-2025-051

It was MOVED and SECONDED,

that the Lasqueti Island Local Trust Committee forward Bylaw 105, cited as “Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025” to the Islands Trust Executive Committee for consideration of approval.

CARRIED

13.2 Trust Conservancy - The Heron - Spring Edition

Received for information.

13.3 Trust Conservancy Board Report dated June 5, 2025

Received for information.

13.4 Applications Report dated July 8, 2025

Received for information.

13.5 Trustee and Local Expense Report dated May, 2025

Received for information.

13.6 Adopted Policies and Standing Resolutions

Received for information.

13.7 First Nations Relationship Building Update - none

13.8 Local Trust Committee Webpage – none

14. WORK PROGRAM

14.1 Active Projects Report dated July 8, 2025

Received for information.

14.2 Future Projects Report dated July 8, 2025

Received for information.

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

By general consent, the meeting was adjourned at 11:31 a.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Resolutions Without Meetings Log

Denman Island

Resolution Number	Action	Date
2025-001	Carried	15-Oct-2025
Cancel October 21, 2025 Meeting		
THAT the Denman Island Local Trust Committee request staff to cancel the Denman Island local trust committee regular meeting scheduled for October 21, 2025.		

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>Winter 2025/26</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

08-May-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 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. <i>See Project Charter dated: December 16, 2025</i>	Narissa Chadwick		Completed

20-May-2025

Progress	Activity	Responsibility	Dates	Status
50%	1 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 early 2026.	Lisa Millard Marlis McCargar		In Progress
50%	2 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 Nadine Mourao		In Progress
0%	3 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

From: Paul Weyer [REDACTED]
Sent: Wednesday, November 26, 2025 12:21 PM
To: Nadine Mourao <nmourao@islandstrust.bc.ca>
Cc: northinfo <northinfo@islandstrust.bc.ca>; Marlis McCargar <mmccargar@islandstrust.bc.ca>; Narissa Chadwick <nchadwick@islandstrust.bc.ca>; David Maude <dmaude@islandstrust.bc.ca>; David Graham <dagraham@islandstrust.bc.ca>; Sam Borthwick <sborthwick@islandstrust.bc.ca>
Subject: [BULK] Delegation Request for Denman Island LTC Meeting on 16Dec2025

Dear Nadine Mourao:

We are writing to you in your capacity as legislative clerk of the Islands Trust, for a delegation request to address the Denman Island Local Trust Committee, at the Dec 16th, 2025 regular LTC meeting.

At that meeting, we will verbally present the attached letter, which is the first formal request that the Denman LTC consider rezoning our current 15.2 acre R2 property to a new custom affordable housing zone that has maximum combined floor areas for housing and outbuildings. This custom zone would have eight affordable housing units (including the existing house), regulated by a Housing Agreement held with the Islands Trust, the 3Ravens non-profit co-operative, and on title. By the Dec 16th meeting, we will have submitted our rezoning application to the Islands Trust.

We have previously discussed our application with various Islands Trust planners and staff, and their helpful feedback has honed our rezoning application.

The person speaking at the delegation will be Tara Parkinson, who along with Paul Weyer, both own and live full-time at the property. A pdf overview of the verbal presentation is attached.

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,

Tara Parkinson and Paul Weyer
[REDACTED]

Denman Island, BC [REDACTED]

Home T. [REDACTED]

3Ravens *Building Affordable Community and Nurturing the Land*
Islands Trust Delegation for 16Dec2025 Denman LTC Meeting

Dear Denman Island Trustees, Planners, and Staff:

We are requesting that the Islands Trust rezone our current 15 acre R2 property to a new custom affordable housing zone that has maximum combined floor areas for housing and outbuildings. This custom zone would have eight affordable housing units (including the existing house), regulated by a Housing Agreement held with the Islands Trust, the 3Ravens non-profit co-operative, and on title. Title will be transferred to the 3Ravens non-profit limited equity affordable housing co-operative effective with rezoning. 3Ravens will not have the burden of mortgage or debt.

We are trying to effect affordable housing change while we still can, to ensure the property is forever left in the best possible configuration for Denman Island affordable housing.

This will be a land share similar to others on Denman, specifically Coho. Providing affordable housing is a social justice, a moral and ethical imperative, and is at the core of 3Ravens' mandate.

There are no riparian areas, environmentally sensitive features, sensitive ecosystems, steep slopes, standing or running water on the land. The property is more than 300 metres away from the Komas Bluffs.

About 83% of the lot will be commonly shared. This was the largest, least logged, Parklands "Phase 1" R2 lot, with about one third unlogged. We are planning to keep another third of the property for natural regrowth and as a neighbour buffer, so we would be protecting about two thirds of this fully deer-fenced property.

There will be no industrial or commercial activities, short-term vacation rentals, or secondary suites; just normal home-based businesses, if any.

The property will be out of the housing market forever, with no subdivision. The estimated \$943 thousand amenity is our donation to the Denman Island community, providing 8 affordable homes, in perpetuity. We request the Executive Committee sponsor our rezoning fee and any internal legal fees, as this is for affordable housing.

3Ravens will be a self-managed, practical ecovillage living lightly on the land, protecting the ecosystem, and balancing collective and individual values. Decisions will be made by consensus. Members would want to invest in shared community living, and are not looking to a home as a financial investment. 3Ravens will be an affordable housing option for existing Denman

residents in the bottom third of Canadian wealth that do not own property, and currently have no hope of owning.

We're targeting truly affordable home pricing by replicating property to income ratios when housing was affordable, back in the late 1960s and '70s. We use Canada census information for 3Ravens Member Share pricing, and for home resale. This decouples land and house pricing from the property market, and ties it to the Denman individual Median after tax income (aka the "**Median**"), about \$35 thousand as of last year.

We are pricing Member Voting Shares ("the .3 acres attached to the home") at 1 x **Median** (or about \$35 thousand), and the maximum for a home's value at 4.5 x **Median** (or about \$157 thousand). With this type of land share, the cooperative owns the land, even under your home, and limits the equity value.

The proposed seven new homes are clustered together and near electrical, road, and driveway access, and to the proposed small common house. All seven home locations are in previously clear-cut logged areas from the late 1990s, and are close to existing transformers to minimize costs. The seven new homes (averaging 900sqft) include composting toilets, rainwater catchment, approved greywater systems, and a property limit on floor area of dwellings and outbuildings, using an environmentally sustainable approach to increased density. If decided by Members, there will be a shared laundry and shower in a small common house, workshop, and community gardens.

Members will be grid-tied, and have ductless heat pumps supplied by grants and the coop. We will minimize fossil fuel and wood burning, to keep costs down and the air clean. The 3Ravens founders have a NetZero+ electricity focus, care for the land and ecosystem deeply, and want to share living on this quiet, peaceful, rural cooperative with other considerate folk that may have no other home ownership option.

If and when rezoning is approved, the project is "shovel-ready". 3Ravens will provide stable, affordable long-term housing for eight Denmanite households who otherwise would be reliant on the unpredictable, unaffordable rental market. 3Ravens will enhance the vibrancy, sustainability, and diversity of Denman; offering more opportunities for direly needed truly affordable housing.

Thank you for your consideration and time.

3Ravens

Building Affordable Community and Nurturing the Land

Tara Parkinson and Paul Weyer

Denman Island, VOR 1T0

Home T.

From: Melanie Hewson [REDACTED]
Sent: Monday, December 1, 2025 6:48 PM
To: northinfo <northinfo@islandstrust.bc.ca>
Cc: Sam Borthwick <sborthwick@islandstrust.bc.ca>; David Graham <dagraham@islandstrust.bc.ca>; Dorrie Woodward <dorrancewoodward@gmail.com>
Subject: Re: Request to speak at December 16th meeting

My apologies - I had an error in the original email address for northinfo.

On Mon, Dec 1, 2025 at 6:42 PM Melanie Hewson [REDACTED] wrote:

Hi - I would like to speak at the meeting on behalf of the Association for Denman Island Marine Stewards. I will be very brief, we have questions concerning the encroachment on the Marine Conservation Area at Denman Pt. There is currently an application for expansion of the rafts that is with the Provincial Government. We are concerned that the current encroachment is not being addressed and also that the expansion will further encroach on this area.

I have included key notes below from our files as information for you. This does not cover the full file or the recent application. I have not been given a copy of the application, but have been assured that it would given to IT prior to any further action taken.

There have been many complaints filed regarding these rafts with other agencies, I am only including those that I feel would be of concern for IT. I would be happy to provide more detail and recent correspondence with the province if you feel it would be helpful.

I would appreciate if you could let me know next steps. Thank you.

Denman Point Aquaculture Complaint

Upland Tenant -Alan Norris

Facility Number: 1004 BC Landfile Number: 1400036

PFMA: 14-15

Total Tenure Size: 4.05

[Aquaculture Site Management Plan](#)

January 2020 Initial Complaint Description

Deep Water Tenure site north of Denman Point located on West Denman Island. Originally approved for Long line oyster operation but new operation installed 30 raft structures approx 24' x 24' many of which are anchored outside allocated crown land tenure site. The

most important issue re navigation is that the rafts have now drifted into an important boat traffic corridor. Farm structure is poorly anchored and numerous rafts have broken loose. Equipment stored on rafts is poorly secured. In a January storm rafts broke free and drifted to 1 km from Baynes Sound ferry. The rafts were re-secured and returned but remain poorly and dangerously tied outside their original location and further outside the tenure site than pre-storm.

Islands Trust Complaint submitted 21st January 2020

Operation of Industrial activities in a W1 (Conservation) waters within Islands Trust Jurisdiction. Rafts operation has spread extensively outside the tenure area into Trust jurisdiction waters.

Jan 22nd response to submit to the DFO and to BC Report All Poachers and Polluters (RAPP) hotline 1-877-952-7277. Contact: Warren Dingman, Direct: 250-405-5196 Bylaw Enforcement Office: 250-405-5175 . wdingman@islandstrust.bc.ca

Jan 24th- Warren Dingman is reviewing zoning and the legal opinions on Islands Trust authority in regards to aquaculture.



Islands Trust

MEMORANDUM

File No.: PLRZ20240055 (Denman
Conservancy)

DATE OF MEETING: October 21, 2025

TO: Denman Island Local Trust Committee

FROM: Marlis McCargar
Northern Team

SUBJECT: LUB Amendment Application to Rezone Four Parcels to Conservation
Applicant: Steven Carballeira on behalf of the Denman Conservancy
Association
Location: PID 006-639-771; 006-657-656; 023-005-424; 023-005-432
Denman Island

REPORT SUMMARY

This report summarizes referral responses for application PL-RZ-2024-0055.

All relevant background information is posted to the Islands Trust [current applications webpage](#).

BACKGROUND

On May 20, 2025 the Denman Island Local Trust Committee (LTC) gave first and second readings to Proposed Bylaw Nos. 256 (OCP) and 257 (LUB) and forwarded the bylaws to agencies and First Nations for comment. A summary of referral responses received to-date are included in this report.

The Denman Island LTC is considering a rezoning application from the Denman Conservancy Association (PL-RZ-2024-0055) to change the land use designation of these parcels away from forestry and resource extraction to conservation and environmental protection.

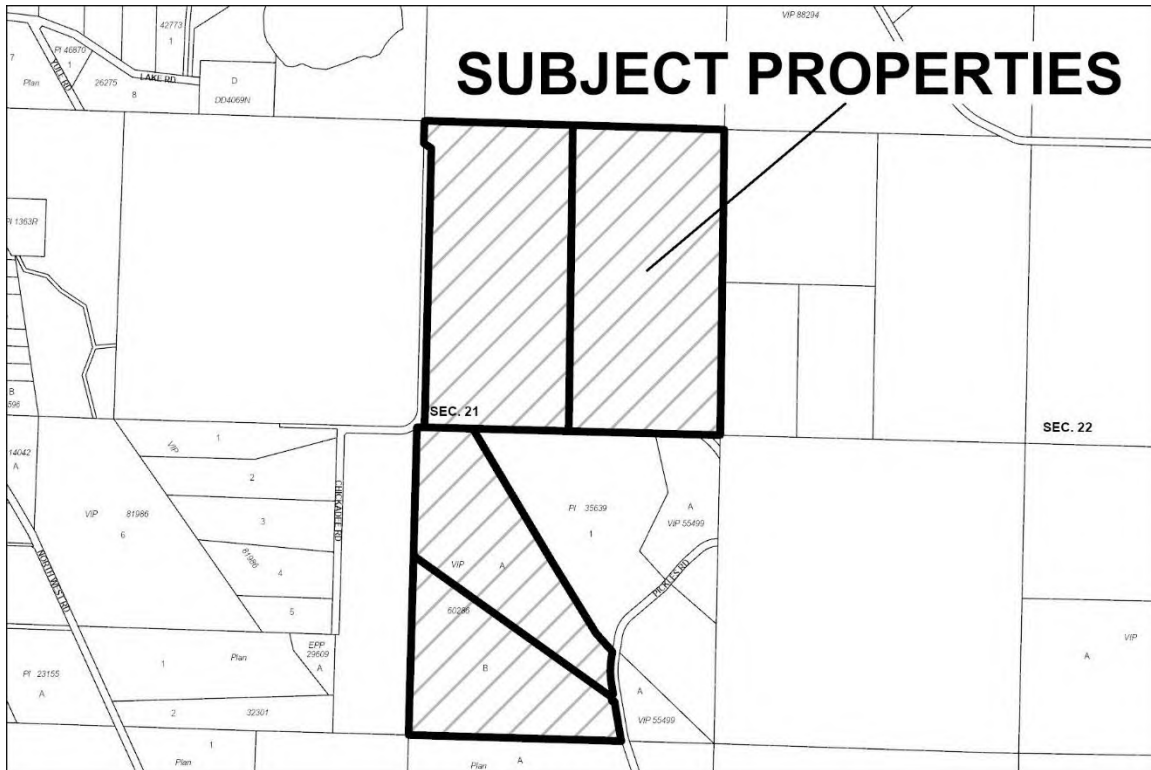


Figure 1. Location of Subject Properties

The following table provides relevant details of the subject properties, and existing and proposed OCP designations, zoning and density.

Table 1. Subject Property Details

Property	Parcel Area	Existing OCP Designation	Proposed OCP Designation	Existing LUB Zoning	Proposed LUB Zoning
PID 006-639-771	32.45 ha, Non ALR portion 19.45 ha	Sustainable Resource (SR)/ Agriculture (A) (change required)	Conservation/ Recreation (CR)	Forestry and Agriculture (change required)	Conservation and Agriculture
PID 006-657-656	30.69 ha	Sustainable Resource (SR) (change required)	Conservation/ Recreation (CR)	Forestry (change required)	Conservation
PID 023-005-424	16.08 ha	Sustainable Resource (SR) (change required)	Conservation/ Recreation (CR)	Forestry (change required)	Conservation
PID 023-005-432	15.95 ha	Sustainable Resource (SR) (change required)	Conservation /Recreation (CR)	Forestry (change required)	Conservation

The Denman Island LTC passed the following resolution at the May 20, 2025 regular business meeting:

DE-2025-037

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

Staff are proposing an electronic Community Information Meeting and Public Hearing be scheduled in November/early December based on LTC and staff availability.

DE-2025-036

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

The Denman Island LTC gave first and second reading to Proposed Bylaw Nos. 256 and 257 and forwarded the bylaws to agencies and First Nations for comment. A summary of referral responses received to date are included in this report.

ANALYSIS

Issues and Opportunities

Staff have identified the following, discussed in more detail below:

- Summary of Referral Responses for Proposed Bylaw Nos. 256 (OCP) and 257 (LUB)
- Public hearing options

Summary of Referral Responses

A community information meeting (CIM) has not yet been held. Public input and referral responses on the proposed bylaws will be accepted until the close of the public hearing (date to be determined).

A summary of the referral responses that have been received are provided in Table 1:

Table 1. Summary of Referral Responses

First Nation/ Agency / Group	Summary Response	Staff Comments
Ministry of Housing and Municipal Affairs	The Ministry acknowledges the addition of residential density to the OCP's Density Bank to account for the removal of development potential. This flexibility in land use will help support long-term housing needs on Denman Island while preserving the environmental and recreational objectives of these valuable conservation areas.	None.
Cowichan Tribes	No comment. Defer to communities closer to Denman Island.	None.
Ts'uubaa-asatx Nation	Defer to the First Nation(s) whose traditional territory fronts this area.	None.
Danaxdaxw First Nation	No comment at this time.	None.
K'ómoks First Nation	No response has been received to the referral. As of October 1, 2025, KFN staff indicated the referral has not yet been brought before Council, but they hope to soon.	Referral comments may still be submitted any time prior to the close of the public hearing.
Snuneymuxw First Nation	Defers comment on the referral.	None.

Public Hearing

At its May 2025 meeting, the LTC provided direction to staff to schedule a Public Hearing as part of the bylaw amendment process. Now that the referral period has concluded, staff are seeking further direction on the format and logistics of public engagement leading up to the hearing.

Specifically, staff are requesting LTC input on the following:

1. Combined Community Information Meeting (CIM) and Public Hearing

Does the LTC prefer to hold a combined CIM and Public Hearing, or would it prefer a standalone CIM held in advance? A combined session may streamline the process and reduce scheduling demands, while a standalone CIM may allow for more in-depth public education and discussion prior to the formal hearing.

2. Electronic Format

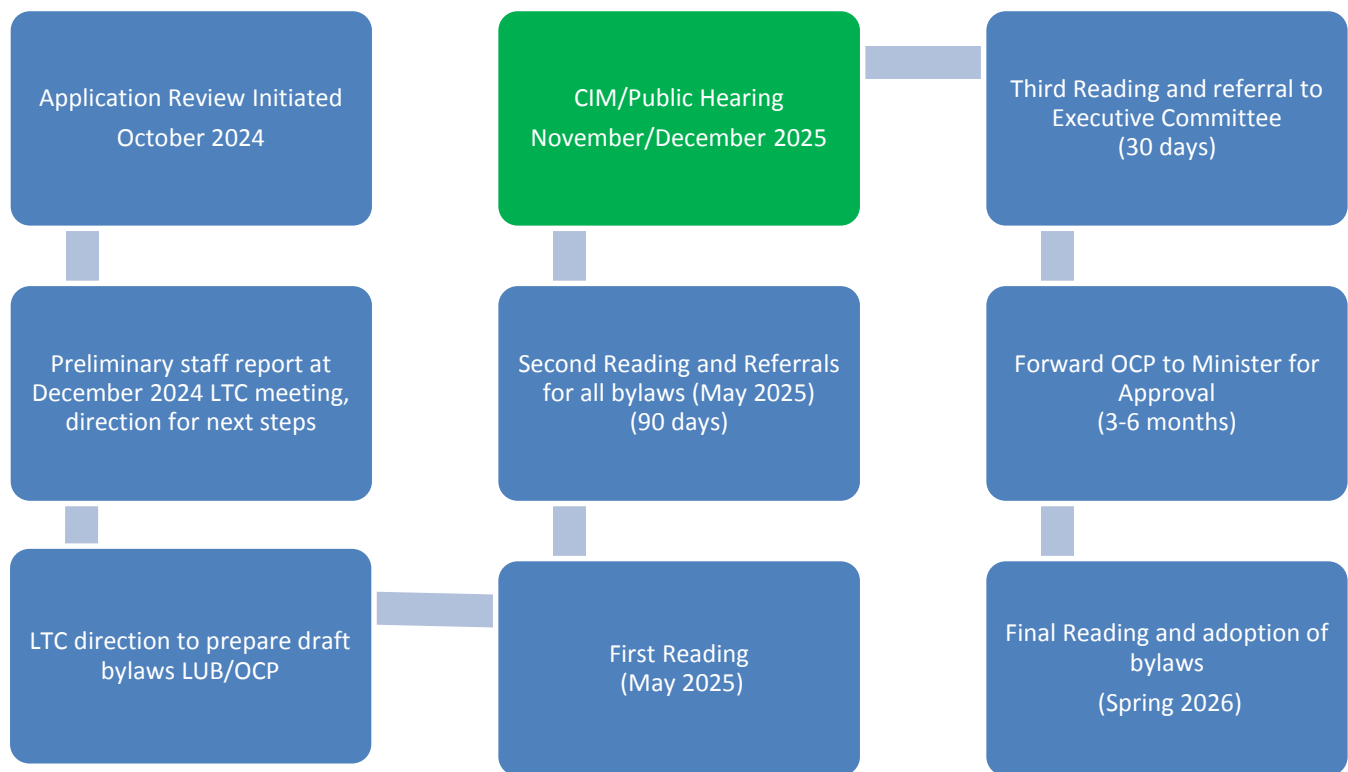
Would the LTC consider holding the Public Hearing and CIM electronically? This option may improve accessibility for participants and provide flexibility to hold sessions outside regular working hours.

3. Preferred Timing

Staff also request LTC direction on preferred timing for the Public Hearing and/or CIM, whether it should be held during the day or evening hours, taking into account anticipated public interest and accessibility. Or whether the LTC would prefer to have the CIM/public hearing scheduled as part of their regular business meeting on December 16, 2025.

Timeline

As the project involves an OCP amendment, the Local Government Act requires the LTC to consider opportunities for consultation with any persons, organizations, and authorities it believes may be affected. If the LTC wishes to pursue additional consultation beyond what staff have identified, please advise staff accordingly.



ALTERNATIVE

1. Direction to amend proposed bylaw

The LTC may wish to make amendments to the proposed bylaws. Recommended wording for the resolution is as follows:

That the Denman Island Local Trust Committee amend draft Bylaw No. 256, cited as the “Denman Island Official Community Plan Bylaw, 2008, Amendment No. 2, 2025” by...

That the Denman Island Local Trust Committee amend Proposed Bylaw No. 257, cited as the “Denman Island Land Use Bylaw, 2008, Amendment No. 3, 2025” by...

2. Proceed no further.

The LTC may choose this alternative at any stage in a bylaw amendment application's process. If this alternative is selected the following resolution is recommended:

"That the Denman Island Local Trust Committee proceed no further with application PL-RZ-2024-0055 (Denman Conservancy Association) for the following reasons [insert rationale]."

NEXT STEPS

Should the LTC concur with the staff recommendations, staff will schedule the CIM and public hearing based on LTC feedback.

Submitted By:	Marlis McCargar, Island Planner	October 2, 2025
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	October 2, 2025

ATTACHMENTS

1. Proposed Bylaw No. 256 (OCP) – for reference
2. Proposed Bylaw No. 257 (LUB) – for reference

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 256

A BYLAW TO AMEND DENMAN ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 185, 2008

The Denman Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Denman Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Denman Island Official Community Plan, 2008, Amendment No. 3, 2025”.

2. SCHEDULES

Denman Island Official Community Plan Bylaw No. 185, 2008 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 20th DAY OF MAY, 2025

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS 20th DAY OF MAY, 2025

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS
_____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

**DENMAN ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 256**

SCHEDULE 1

1. That the Residential Density Bank table of Appendix D, “Density Banking” be amended by the addition of a new entry, in sequential order, which reads as follows:

Authorising Bylaw	Date Added to or transferred from the Bank	Legal Description	Number of residential dwelling units added or deleted	Cumulative Total of residential dwelling units in the bank
2XX	[date of adoption]	The east 1/2 of the north east 1/4 of Section 21, Denman Island, Nanaimo District The west 1/2 of the north east 1/4 of Section 21, Denman Island, Nanaimo District except that part in plan VIP78186 Lot A, Section 21 Denman Island, Nanaimo District, Plan VIP60286 Lot B, Section 21 Denman Island, Nanaimo District, Plan VIP60286	+4	4 + 7 = 11 (*as per standing resolution #2023-073) (* Final cumulative totals will be reconciled upon adoption of all relevant bylaws.)

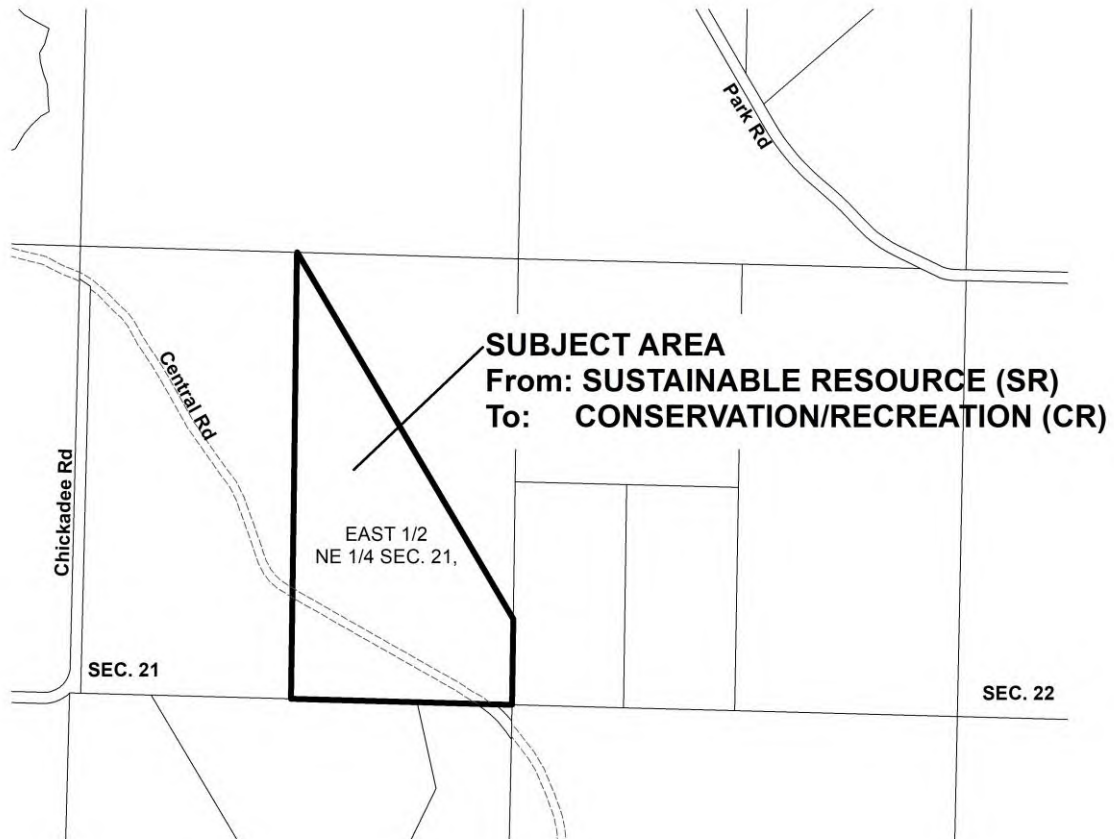
2. Schedule C [Land Use Designations Map] is amended by changing the land use designations as follows:
- a) On portions of land legally described as THE EAST 1/2 OF THE NORTH EAST 1/4 OF SECTION 21, DENMAN ISLAND, NANAIMO DISTRICT the land use designation is changed:
- from a split “Sustainable Resource” and “Agriculture” designation to a split “Conservation/Recreation” and “Agriculture” designation;
- as shown on Appendix No. 1 attached to and forming part of this bylaw.

- b) On portions of land legally described as THE WEST 1/2 OF THE NORTH EAST 1/4 OF SECTION 21, DENMAN ISLAND, NANAIMO DISTRICT EXCEPT THAT PART IN PLAN VIP78186 the land use designation is changed:
 - from a “Sustainable Resource” designation to
“Conservation/Recreation”;
 - as shown on Appendix No. 2 attached to and forming part of this bylaw.
- c) On portions of land legally described LOT A SECTION 21 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP60286 the land use designation is changed:
 - from a “Sustainable Resource” designation to
“Conservation/Recreation”;
 - as shown on Appendix No. 3 attached to and forming part of this bylaw.
- d) On portions of land legally described as LOT B SECTION 21 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP60286 the land use designation is changed:
 - from a “Sustainable Resources” designation to
“Conservation/Recreation”;
 - as shown on Appendix No. 4 attached to and forming part of this bylaw.

DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 256

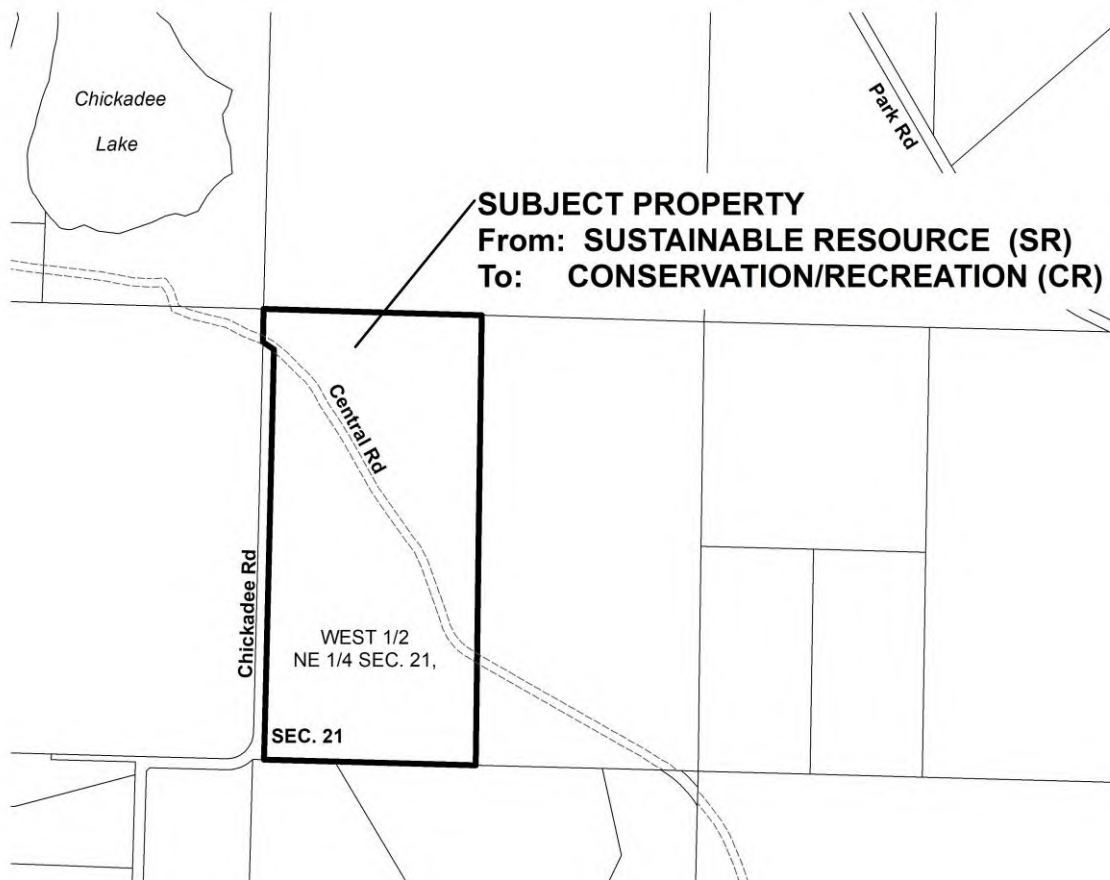
Appendix No. 1



DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 256

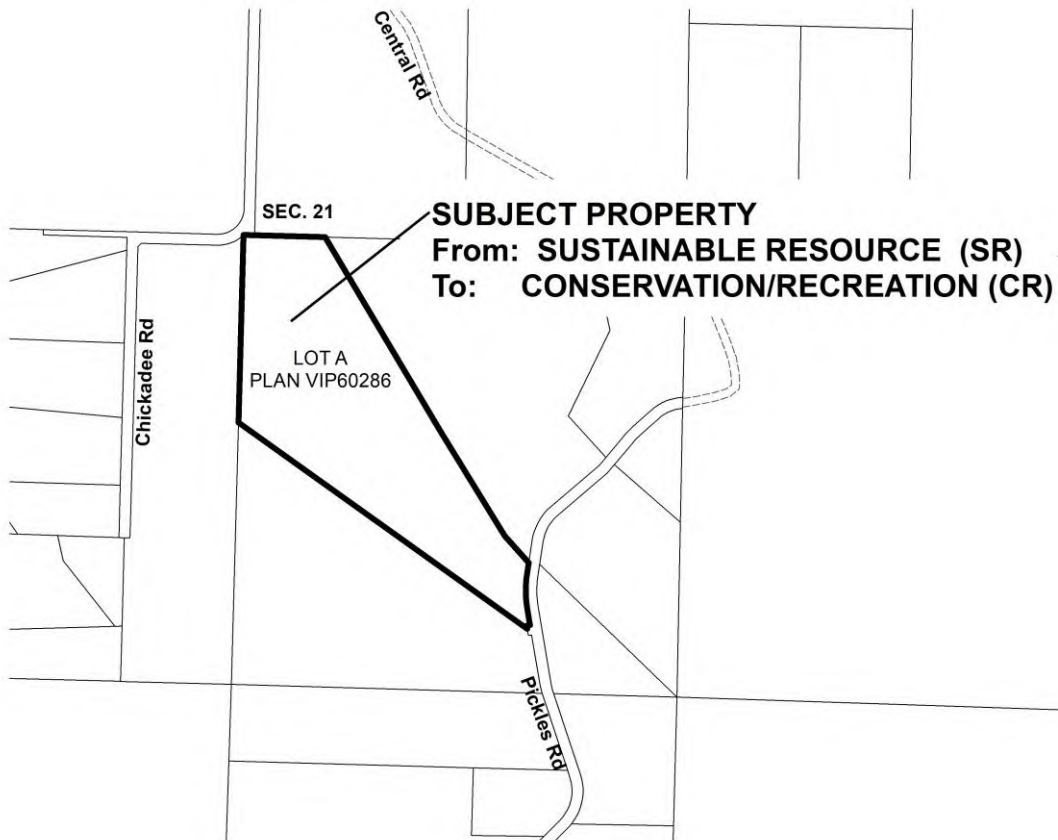
Appendix No. 2



DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 256

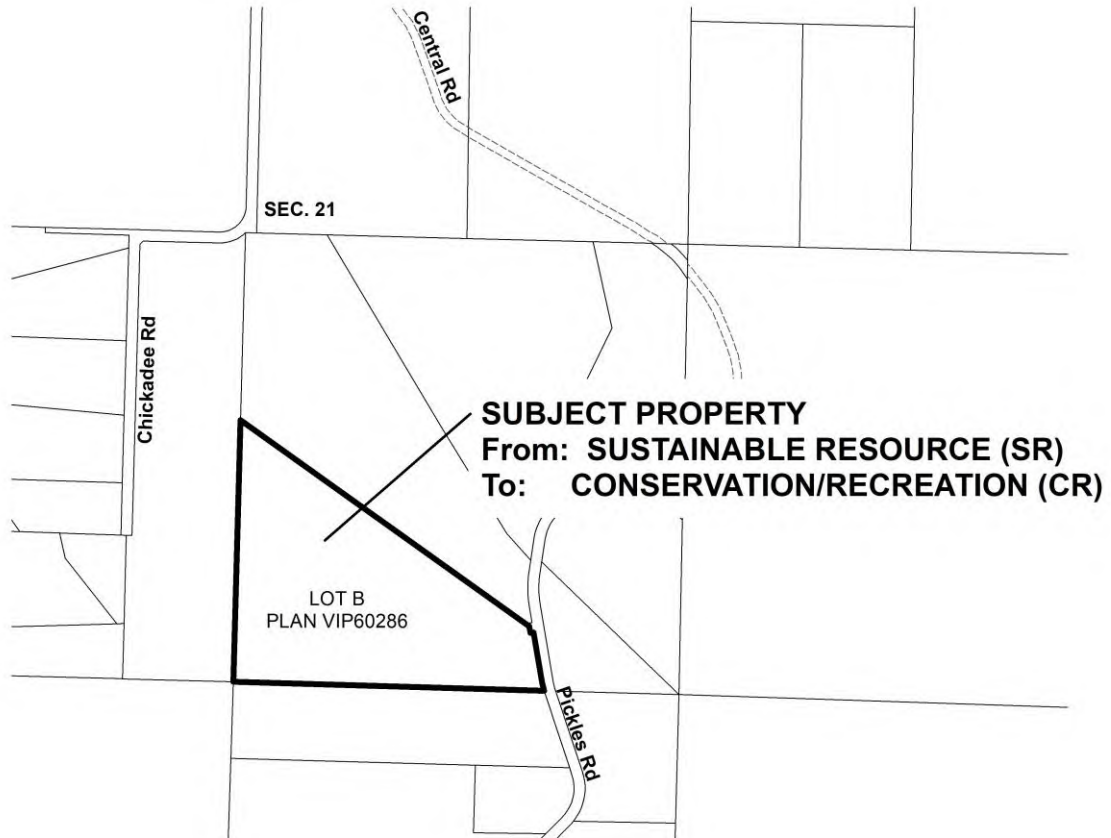
Appendix No. 3



DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 256

Appendix No. 4



PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 257

A BYLAW TO AMEND DENMAN ISLAND LAND USE BYLAW, 2008

The Denman Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Denman Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2025”.

2. Denman Island Local Trust Committee Bylaw No. 186, cited as “Denman Island Land Use Bylaw, 2008,” is amended as per Schedule 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS 20TH DAY OF MAY , 2025

READ A SECOND TIME THIS 20TH DAY OF MAY , 2025

PUBLIC HEARING HELD THIS _____ DAY OF _____ , 202X

READ A THIRD TIME THIS _____ DAY OF _____ , 202X

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 202X

ADOPTED THIS _____ DAY OF _____ , 202X

Chair

Secretary

**DENMAN ISLAND LOCAL TRUST
COMMITTEE BYLAW NO. 257**

**Schedule
1**

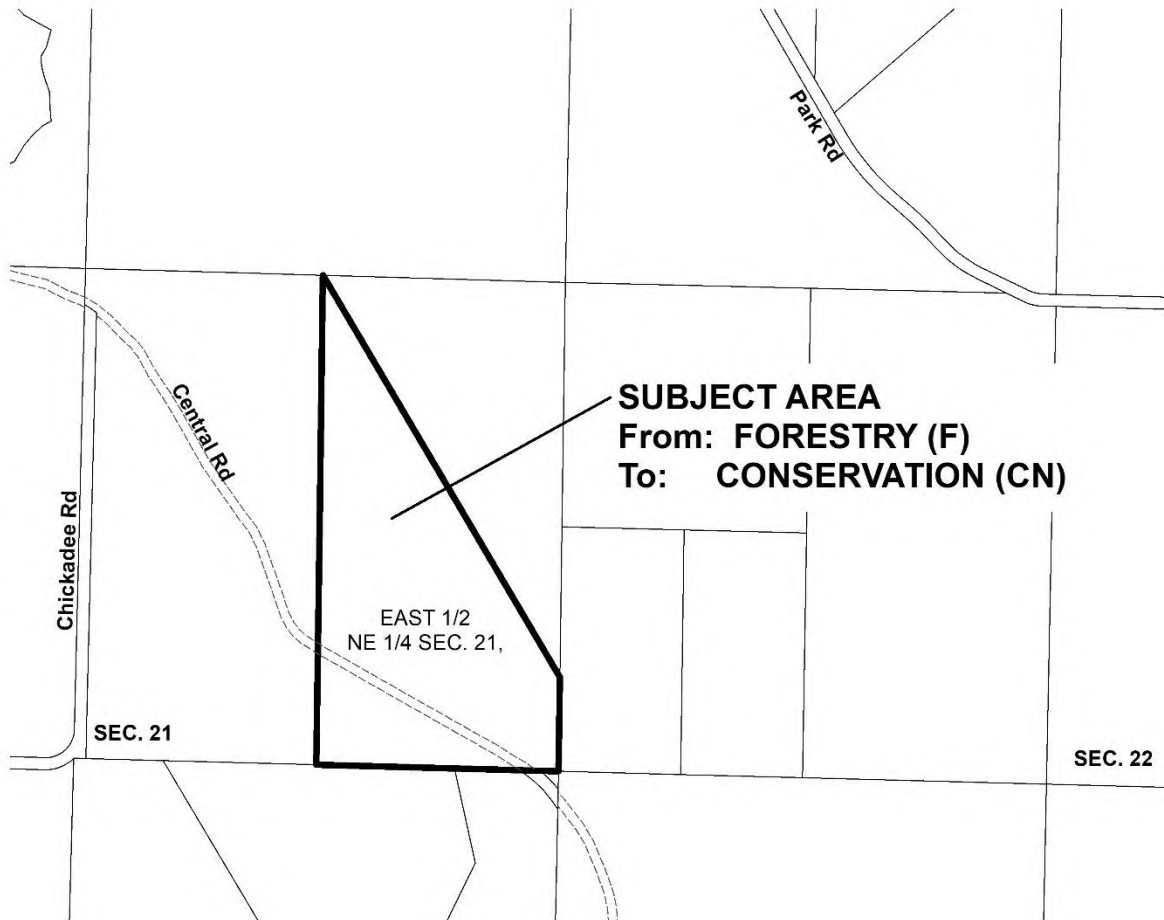
1. Schedule “B” of Denman Island Land Use Bylaw, 2008, is amended as follows:
 - 1.1 Schedule “B” – North Map, is amended by changing the zoning classification of the non-Agricultural Land Reserve portion of THE EAST 1/2 OF THE NORTH EAST 1/4 OF SECTION 21, DENMAN ISLAND, NANAIMO DISTRICT (PID 006-639-771) as shown on Appendix No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 186 as are required to effect this change.
 - 1.2 Schedule “B” – North Map, is amended by changing the zoning classification of PID 006-657-656 THE WEST 1/2 OF THE NORTH EAST 1/4 OF SECTION 21, DENMAN ISLAND, NANAIMO DISTRICT EXCEPT THAT PART IN PLAN VIP78186 as shown on Appendix No. 2 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 186 as are required to effect this change.
 - 1.3 Schedule “B” – North Map, is amended by changing the zoning classification of PID 023-005-424 LOT A SECTION 21 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP60286 as shown on Appendix No. 3 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 186 as are required to effect this change.
 - 1.4 Schedule “B” – North Map, is amended by changing the zoning classification of PID 023-005-432 LOT B SECTION 21 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP60286 as shown on Appendix No. 4 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 186 as are required to effect this change.

DENMAN ISLAND LOCAL TRUST COMMITTEE

DE-BL-257

BYLAW NO. 257

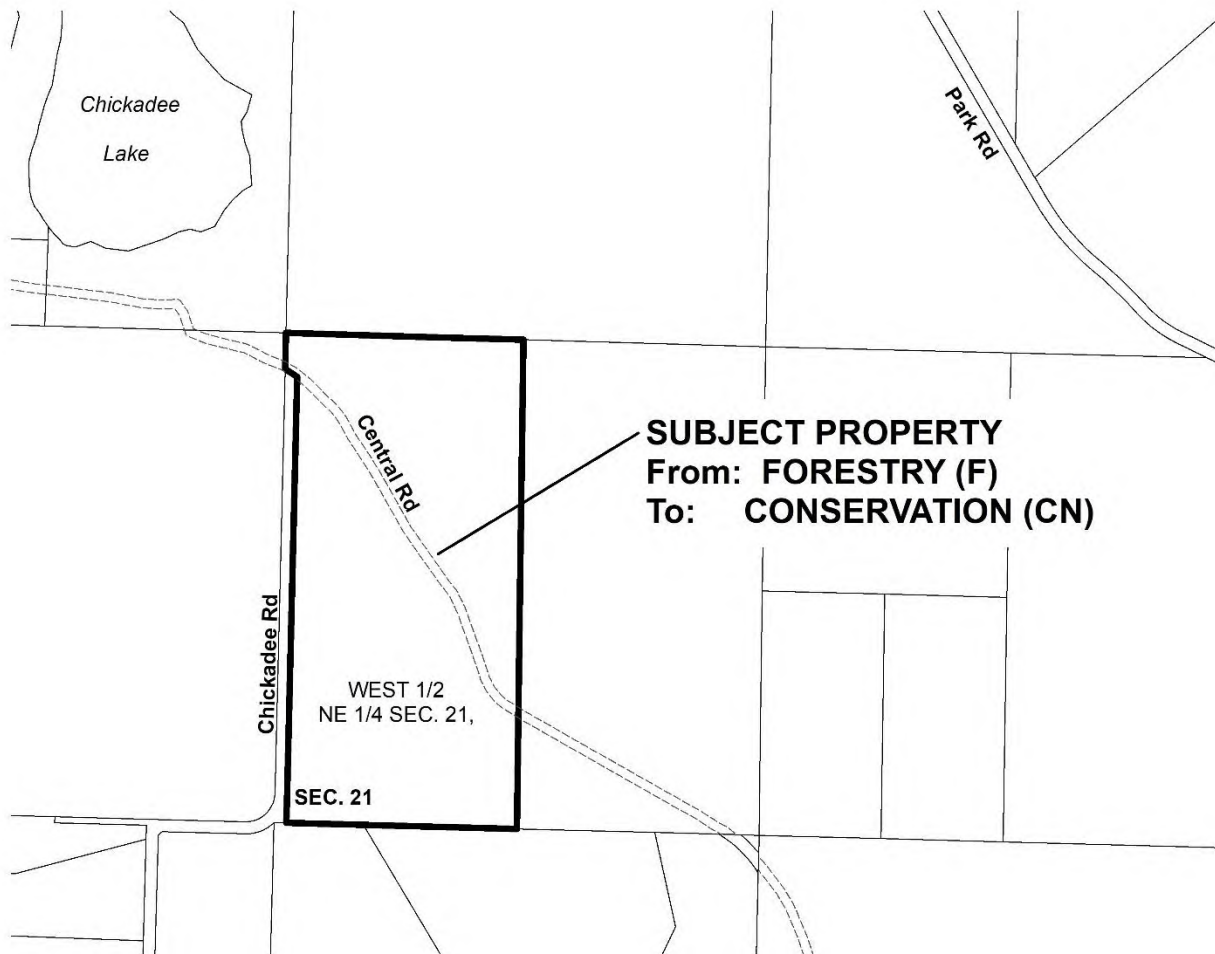
Appendix No. 1



DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 220

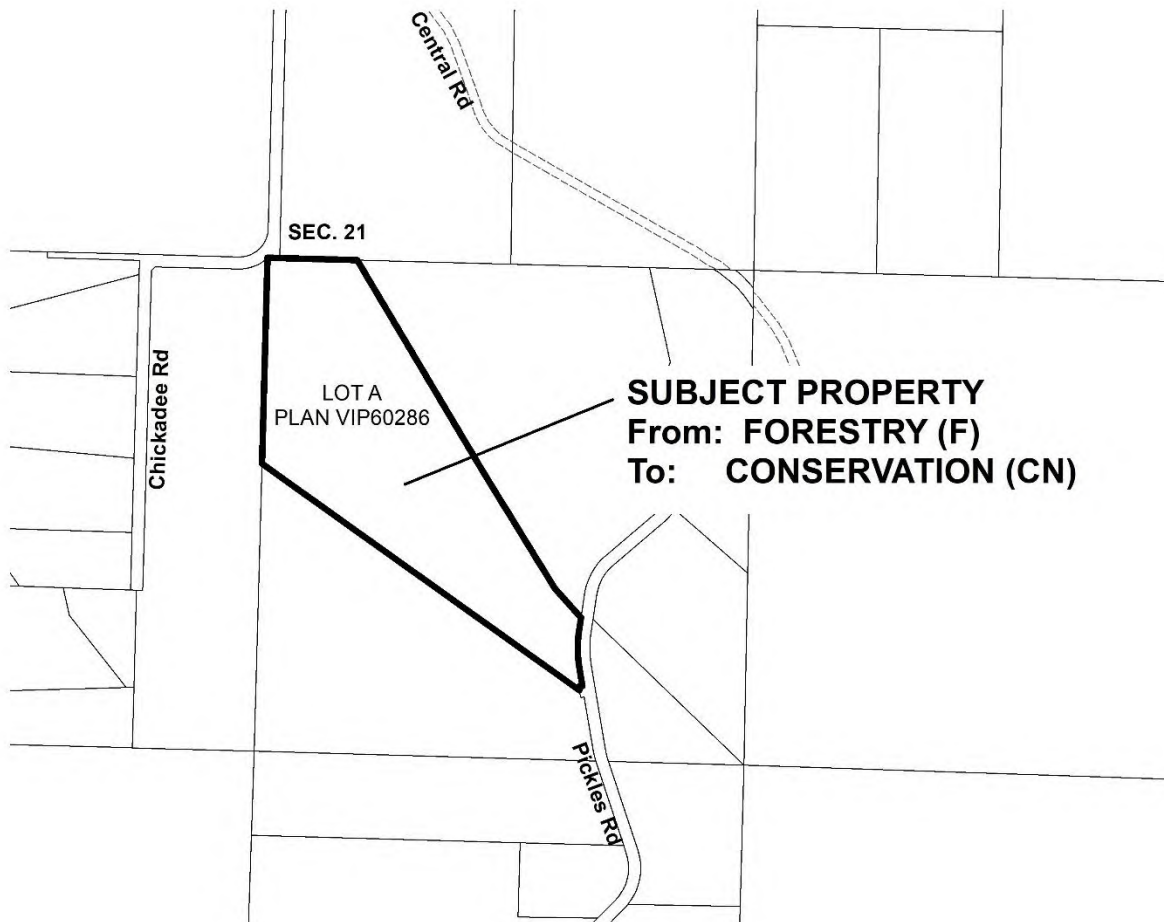
Appendix No. 2



DENMAN ISLAND LOCAL TRUST COMMITTEE

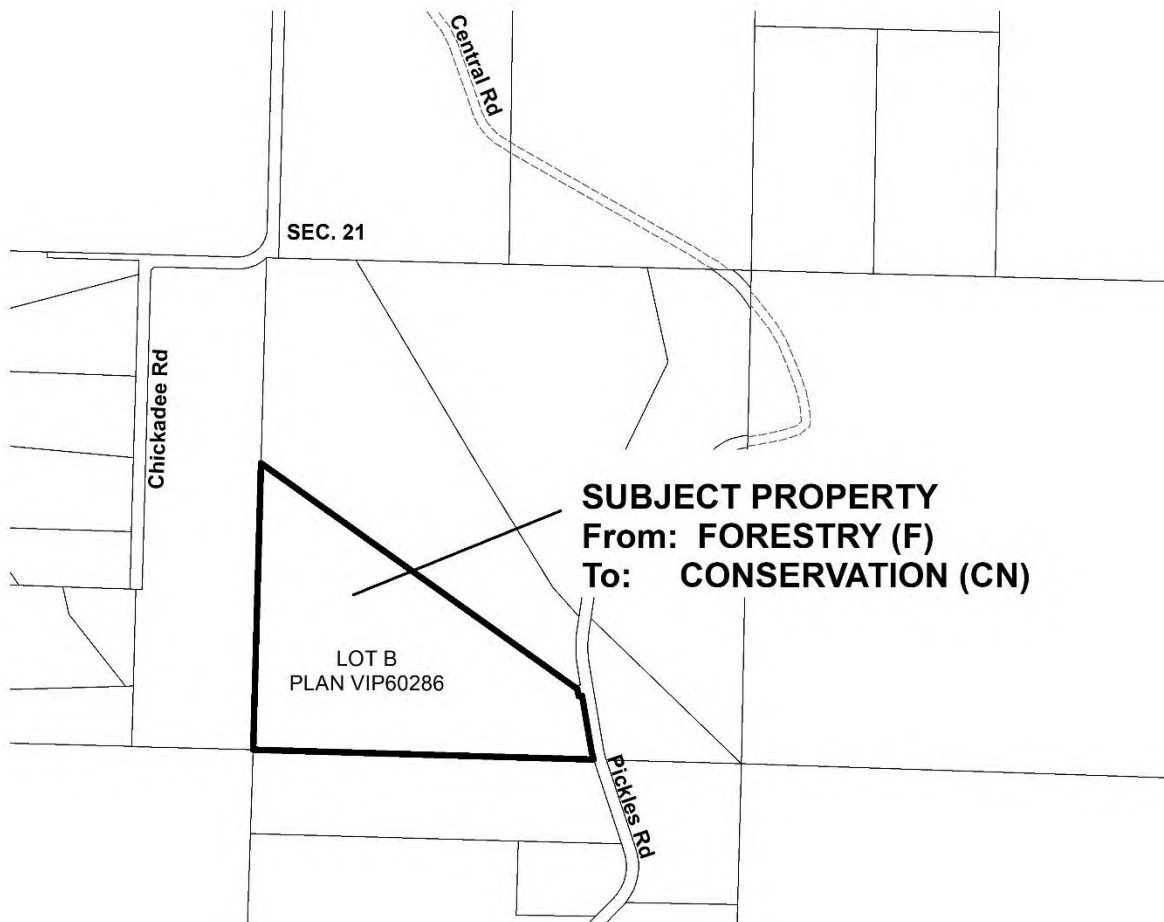
BYLAW NO. 257

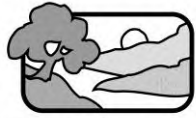
Appendix No. 3



BYLAW NO. 257

Appendix No. 4





Islands Trust

REPORT

STAFF

File No.: DE-RZ-2024.1 (Triple Rock
Land Cooperative)

DATE OF MEETING: October 21, 2025

TO: Denman Island Local Trust Committee

FROM: Marlis McCargar, Island Planner
Northern Team

SUBJECT: Application to amend the LUB to allow for additional density
Applicant: Laura Busheikin on behalf of Triple Rock Land Cooperative
Location: 5201 Denman Road, Denman Island
PID 028-101-677

RECOMMENDATION

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

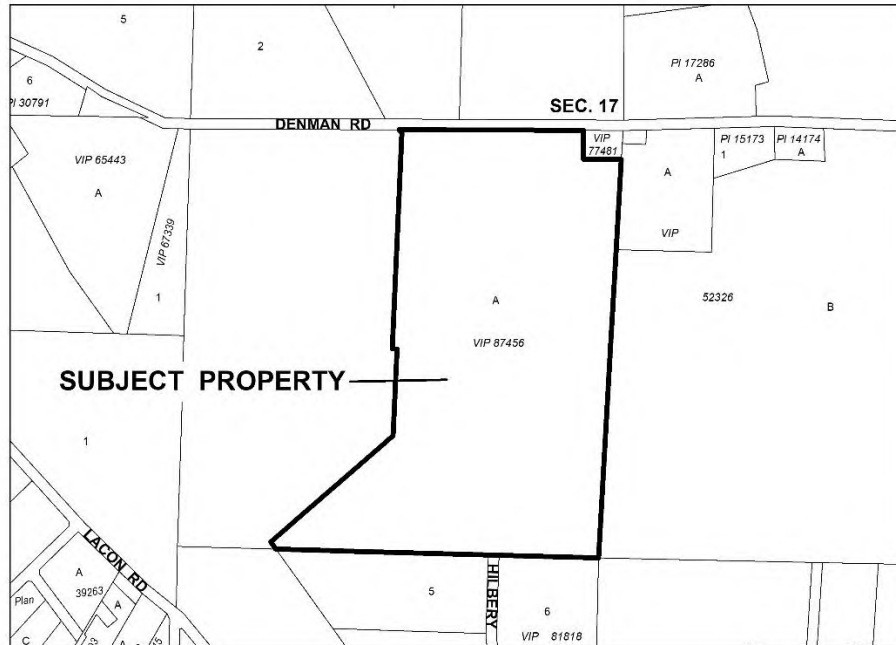
REPORT SUMMARY

This report summarizes referral responses for application DE-RZ-2024.1. Staff recommend that amendments to Bylaw No. 254 (Housing Agreement) be considered as summarized in this report. All relevant background information is posted to the Islands Trust [current applications webpage](#).

BACKGROUND

On May 20, 2025, the Denman Island Local Trust Committee (LTC) gave first and second readings to Proposed Bylaw Nos. 255 (OCP) and 254 (Housing Agreement), and second reading to Proposed Bylaw No. 250 (LUB). Bylaw Nos. 254 and 255 were subsequently forwarded to agencies and First Nations for comment. Proposed Bylaw No. 250 had previously been forwarded to agencies and First Nations in October 2024.

The LTC is considering a rezoning application (DE-RZ-2024.1) from Triple Rock Land Cooperative to permit 19 dwelling units and associated secondary suites. As part of the application, a Housing Agreement is required to secure provisions for long-term affordability and occupancy.



Subject Property Map

The Denman Island LTC passed the following resolution at the May 20, 2025 regular business meeting to initiate this work:

DE-2025-028

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

Staff are proposing an electronic Community Information Meeting and Public Hearing be scheduled in November/early December based on LTC and staff availability.

DE-2025-029

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

The Denman Island LTC gave first and second readings to Proposed Bylaw No. 255 (OCP) and forwarded the bylaw to agencies and First Nations for comment. A summary of referral responses received to-date are included in this report.

DE-2025-030

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

Staff have removed the schedules as requested (Attachment 3).

Staff analysis and a recommendation are outlined in the following section of this report.

ANALYSIS

Issues and Opportunities

Staff have identified the following, discussed in more detail below:

- Summary of Referral Responses for Proposed Bylaw Nos. 255 (OCP) and 250 (LUB)
- Recommended amendments to Bylaw No. 254 (Housing Agreement) (Attachment 3)
- Public Hearing options

Summary of Referral Responses

A Community Information Meeting (CIM) has not yet been held. Public input on the proposed bylaws will be accepted until the close of the Public Hearing (date to be determined).

Initially, it was anticipated that an OCP amendment would not be required for this application, as the LTC was advancing a separate project (Proposed Bylaw Nos. 248 and 249) aimed at eliminating the density bank from the OCP altogether. However, that project did not proceed, and the bylaws were not adopted. As a result, the current rezoning application now requires an OCP amendment to withdraw densities from the density bank. This has contributed to an irregular process, with the Land Use Bylaw (LUB) amendment already having received first reading and referral responses, while the OCP amendment was introduced at a later stage. Consequently, the bylaws were sent for referrals at different times.

The LTC already received referral responses for the LUB amendment in May 2025. This report reviews the referral responses for both the LUB and OCP amendments.

A summary of the referral responses that have been received are provided in Table 1:

Table 1. Summary of Referral Responses

First Nation/ Agency / Group	Summary Response to Bylaw No. 255 (OCP) Referral	Summary Response to Bylaw No. 250 (LUB) Referral Provided in May 2025	Staff Comments
Hornby Island Local Trust Committee	HO LTC passed the following resolution at their July 4 regular meeting: HO-2025-028 It was MOVED and SECONDED <i>that the Hornby Island Local Trust Committee defer comment on Denman Island Bylaw No. 255 until K'omoks First Nation has responded to any concerns.</i> <u>CARRIED</u>	Interests Unaffected by Bylaw	The HO LTC has deferred comment on Bylaw No. 255 pending a response from KFN regarding any concerns. Staff will continue to monitor interagency referrals and First Nation correspondence, and will provide updates to the LTC as new

			information becomes available.
Ministry of Agriculture and Food	Interests are unaffected noting that Bylaw No. 255 is merely an OCP amendment that is now required in conjunction with Bylaw No. 250 to which the Ministry previously provided comments on November 20, 2024. With regards to Bylaw No. 250, Ministry staff are pleased to note that four new dwellings will be located within the existing CoHo Landing cluster.	Ministry staff are pleased that no dwellings or development are proposed for the ALR-designated northern portion of the property. Ministry staff recommend placing the four new dwellings within the existing CoHo Landing cluster to maintain a suitable buffer from the ALR, as their exact locations haven't been provided and one existing structure appears to be very close to the ALR boundary. The added dwellings and increased residential density on the property are unlikely to negatively affect future farming potential on the site or nearby ALR lands.	The four new dwellings will be within the existing CoHo Landing cluster.
Ministry of Housing and Municipal Affairs	Staff have reviewed the submission and do not have any comments on the contents of the bylaw.	Deferred to Agricultural Land Commission and Ministry of Housing comments	None.
Vancouver Island Health Authority	No response	Each home currently uses its own rainwater system for drinking water, which will continue with the new units and suites. However, if a shared system is introduced, it may trigger requirements under the Drinking Water Protection Act and Regulation, including permits, testing, treatment, and reporting.	None.

		The Sewerage System Regulation applies to all onsite systems, and given the property's size and composting toilet requirements, there appears to be sufficient space for new or amended septic systems and replacement fields. Existing systems must comply with regulations, and an Authorized Person should assess and update them as needed to accommodate secondary suites.	
Agricultural Land Commission	• ALC staff reiterate that R3 zoning is not appropriate for lands within ALR due to its inconsistency with the ALC Act and potential to create unrealistic expectations for residential development. • The draft Housing Agreement currently includes ALR land, which is problematic: ○ It allows density beyond what's permitted in the ALR. ○ It prohibits buildings/structures other than those defined, which may unintentionally restrict farm use. ○ It should apply only to non-ALR lands to avoid confusion and must not prohibit permitted farm structures unless authorized by the Commission.	Since the R3 zone applies only to the non-ALR portion of the property, ALC staff have no comments. ALC recommends using setback and buffer guidelines from the <i>Guide to Edge Planning</i> for any development near ALR boundaries to prevent future land-use conflicts.	Staff note that the subject property is already split-zoned, with the portion located within the ALR zoned A(5), which explicitly prohibits residential use. No change to the zoning within the ALR is being proposed; it will remain zoned A(5). The proposed Housing Agreement does not override or enable residential development within the ALR. However, to provide clarity and avoid potential misinterpretation, staff have recommended amendments to the Housing Agreement to explicitly exclude the ALR-designated portion of the property.

	ALC recommends applying edge planning tools to minimize conflict between urban and agricultural uses, including appropriate setbacks and buffers adjacent to ALR lands.		
Cowichan Tribes	No response.	No comment. Defer to communities closer to Denman Island.	None.
Ts'uubaa-asatx Nation	Defer to the First Nation(s) whose traditional territory fronts this area.	Outside Ts'uubaa-asatx Nation's core title area. Defer to the First Nation(s) whose traditional territory fronts this area, likely K'omoks First Nation.	None.
Tla'amin Nation	Outside of Tla'amin Nation's core territory.	Outside of Tla'amin Nation's core territory.	None.
K'omoks First Nation	No response has been received to the OCP referral sent in June 2025. Follow-up efforts have not resulted in an estimated timeframe for a response.	Outside KFN designated areas of high archaeological potential (AOP) and does not require any Cultural Heritage Investigation Permits (CHIP). Likely no concerns over the request. However, are at capacity for environmental referrals and cannot meaningfully engage at this time.	None.
Homalco First Nation	No response.	No concerns at this time.	None.
Snuneymuxw First Nation	Defers comment on the referral.		None.
Nanwakolas Council	Please contact the nations directly regarding this referral as we only deal with Provincial Crown Land referrals.		None.

Mamalilikulla First Nation	Denman Island is not located within the territory of the Mamalilikulla First Nation. No further information sharing or consultation is needed.		None.
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Recommended Amendments to Proposed Bylaw No. 254 (Housing Agreement)

While a Housing Agreement cannot authorize development that is not otherwise permitted by zoning, staff have prepared a revised version of the agreement that includes suggested wording changes to reinforce this point, should it provide additional clarity or comfort to the ALC.

Specifically, staff propose a revision to Recital C to emphasize that the agreement does not confer development rights beyond what is permitted in the zoning. In addition, staff suggest a revision to Clause 2(a), which currently prohibits any other development on the entire parcel, including within the ALR-designated portion. As written, this clause could unintentionally restrict farming activities or the construction of permitted farm buildings.

Staff note that the subject property is already split-zoned, with the ALR portion zoned A(5), which explicitly prohibits residential use. Therefore, the Housing Agreement does not override or alter zoning provisions within the ALR.

Public Hearing

At its May 2025 meeting, the LTC provided direction to staff to schedule a Public Hearing as part of the bylaw amendment process. Now that the referral period has concluded, staff are seeking further direction on the format and logistics of public engagement leading up to the hearing.

Specifically, staff are requesting LTC input on the following:

1. Combined Community Information Meeting (CIM) and Public Hearing

Does the LTC prefer to hold a combined CIM and Public Hearing, or would it prefer a standalone CIM held in advance? A combined session may streamline the process and reduce scheduling demands, while a standalone CIM may allow for more in-depth public education and discussion prior to the formal hearing.

2. Electronic Format

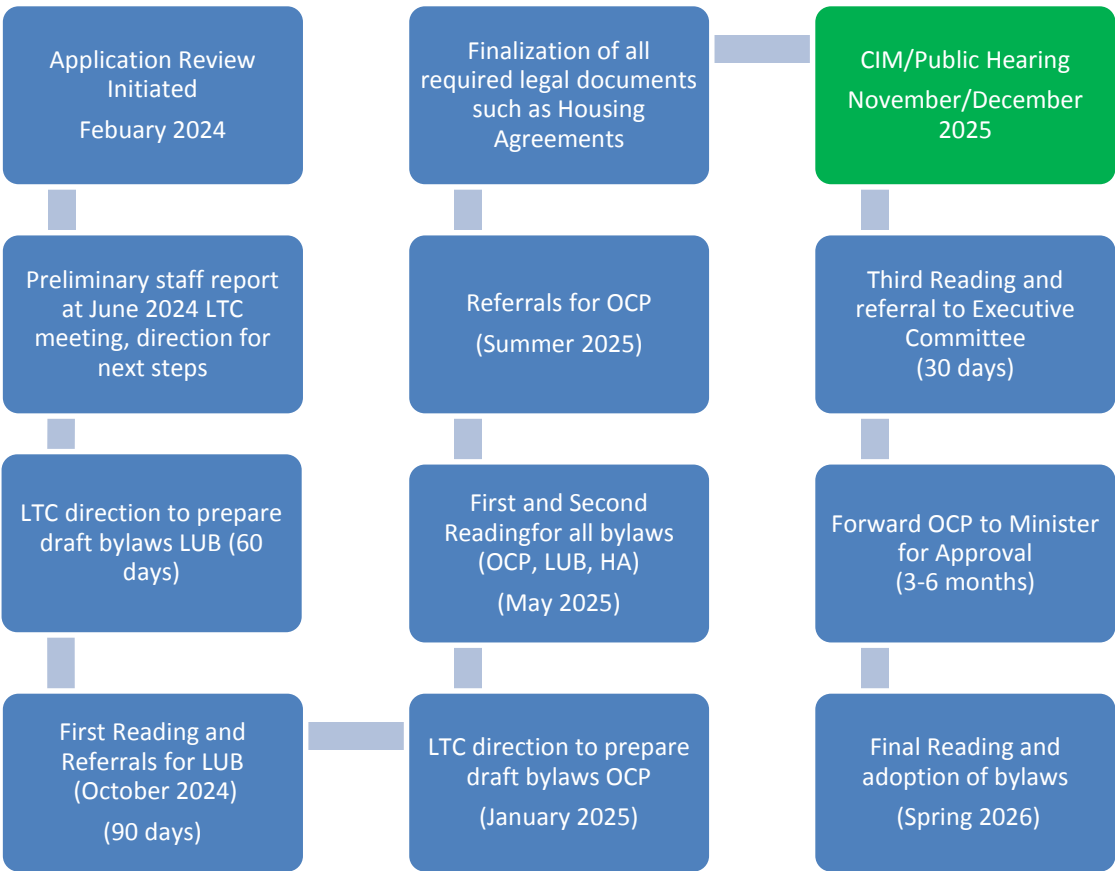
Would the LTC consider holding the Public Hearing and CIM electronically? This option may improve accessibility for participants and provide flexibility to hold sessions outside regular working hours.

3. Preferred Timing

Staff also request LTC direction on preferred timing for the Public Hearing and/or CIM, whether it should be held during the day or evening hours, taking into account anticipated public interest and accessibility. Or whether the LTC would prefer to have the CIM/public hearing scheduled as part of their regular business meeting on December 16, 2025.

Application Process Steps and Timing

The following process steps and approximate timelines may assist in managing applicant and community expectations in how an OCP/LUB amendment application such as this, can be processed:



ALTERNATIVES:

1. Direction to amend the proposed bylaws

The LTC may wish to make amendments to the proposed bylaws. Recommended wording for the resolution is as follows:

That the Denman Island Local Trust Committee amend Proposed Bylaw No. 250, cited as the “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2024” by...

That the Denman Island Local Trust Committee amend draft Bylaw No. 254, cited as the “Denman Island Housing Agreement Bylaw No. 254, 2025” by...

That the Denman Island Local Trust Committee amend draft Bylaw No. 255, cited as the “Denman Island Official Community Plan Bylaw, 2008, Amendment No. 2, 2025” by...

2. Proceed no further.

The LTC can choose this alternative at any stage in a bylaw amendment application. If this alternative is selected the following resolution is recommended:

“That the Denman Island Local Trust Committee proceed no further with application DE-RZ-2024.1 (Triple Rock Land Cooperative) for the following reasons (insert rationale).”

Next Steps

Should the LTC concur with the staff recommendations, staff will update Proposed Bylaw No. 254 and schedule the CIM and public hearing based on LTC feedback.

Submitted By:	Marlis McCargar, Island Planner	October 2, 2025
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	October 2, 2025

ATTACHMENTS

1. Proposed Bylaw No. 255 (OCP) – for reference
2. Proposed Bylaw No. 250 (LUB) – for reference
3. Draft Bylaw No. 254 (Housing Agreement) – for second reading, as amended

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 255

A BYLAW TO AMEND DENMAN ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 185, 2008

The Denman Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Denman Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Denman Island Official Community Plan, 2008, Amendment No. 2, 2025”.

2. SCHEDULES

Denman Island Official Community Plan Bylaw No. 185, 2008 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	20	DAY OF	MAY	, 2025
PUBLIC HEARING HELD THIS	20	DAY OF	MAY	, 2025
READ A SECOND TIME THIS	_____	DAY OF	_____	, 20____
READ A THIRD TIME THIS	_____	DAY OF	_____	, 20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	, 20____
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	, 20____
ADOPTED THIS	_____	DAY OF	_____	, 20____

CHAIR

SECRETARY

**DENMAN ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 255**

SCHEDULE 1

Appendix “D” of the Denman Island Official Community Plan No. 185, 2008, is amended as follows:

1. That the Residential Density Bank table of Appendix D, “Density Banking” be amended by the addition of a new entry, in sequential order, which reads as follows:
- 2.

Authorising Bylaw	Date Added to or transferred from the Bank	Legal Description	Number of residential dwelling units added or deleted	Cumulative total of residential dwelling units in the bank
255	[date of adoption]	Lot A, Section 17 Denman Island, Nanaimo District, Plan VIP87456	-4	$7 - 4 = 3$ (*as per standing resolution #2023-073) (* Final cumulative totals will be reconciled upon adoption of all relevant bylaws.)

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 250

A BYLAW TO AMEND DENMAN ISLAND LAND USE BYLAW, 2008

The Denman Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Denman Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2024”.

2. Denman Island Local Trust Committee Bylaw No. 186, cited as “Denman Island Land Use Bylaw, 2008,” is amended as per Schedule 1 attached to and forming part of this bylaw.

READ A FIRST TIME THIS 8TH DAY OF OCTOBER , 2024

READ A SECOND TIME THIS 20TH DAY OF MAY , 2025

PUBLIC HEARING HELD THIS _____ DAY OF _____ , 202X

READ A THIRD TIME THIS _____ DAY OF _____ , 202X

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 202X

ADOPTED THIS _____ DAY OF _____ , 202X

Chair

Secretary

**DENMAN ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 250**

Schedule 1

1. Schedule “A” of Denman Island Land Use Bylaw, 2008, is amended as follows:
 - 1.1 Part 2 – GENERAL REGULATIONS, Section 2.1 – Uses, Buildings and Structures, Subsection 4 is amended by deleting the paragraph in its entirety, and renumber accordingly.
 - 1.2 Part 2 – GENERAL REGULATIONS, Section 2.1 – Uses, Buildings and Structures, Subsection 5 is amended by deleting “A secondary suite is permitted within a dwelling unit provided that:” and replacing it with “Where regulations in Part 3 permit a secondary suite within a dwelling unit, a secondary suite is permitted provided that:”
 - 1.3 Part 3 – ZONE REGULATIONS, Section 3.3 Residential Zoning Tables – Table 1 – Permitted Uses is amended by deleting “and secondary dwelling units” and the note “Secondary dwelling units must be approved through a Temporary Use Permit” in line item 10 and in the R3 column, adding a check mark.
 - 1.4 Part 3 – ZONE REGULATIONS, Section 3.3 Residential Zoning Tables – Table 1 – Permitted Uses is amended by adding “secondary dwelling units” and the note “Secondary dwelling units must be approved through a Temporary Use Permit” as a line item following number 10 and in the R2 column adding a check mark, and renumber accordingly.
 - 1.5 Part 3 – ZONE REGULATIONS, Section 3.3 Residential Zoning Tables – Table 3 – Density of Uses, Buildings and Structures, line item 3 and in the R3 column, is amended by replacing the number “15” with the number “19”.
 - 1.6 Part 3 – ZONE REGULATIONS, Section 3.3 Residential Zoning Tables – Table 6 – Floor Area is amended by adding an additional line item after number 3 that states “Maximum gross floor area of a building with a single family dwelling unit and a secondary suite” and adding “186 m²” in the R3 column, and renumber accordingly.
 - 1.7 Part 3 – ZONE REGULATIONS, Section 3.3 Residential Zoning Tables – Table 6 – Floor Area is amended by deleting “1275 m²” in line item 6 and in the R3 column, and replacing it with “2174 m²”.

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 254

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT

The Denman Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Denman Island Local Trust Area under the *Islands Trust Act*;

AND WHEREAS Section 483 of the *Local Government Act* and Section 29 of the *Islands Trust Act* permit the Local Trust Committee to enter into a housing agreement;

AND WHEREAS the Denman Island Local Trust Committee wishes to enter into a Housing Agreement;

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

1. Citation

This bylaw may be cited for all purposes as “Denman Island Housing Agreement Bylaw No. 254, 2025”.

2. Any two Trustees of the Denman Island Local Trust Committee are authorized to execute an agreement in the form attached to this Bylaw with Denman Community Land Trust Association.

READ A FIRST TIME THIS 20 DAY OF MAY , 2025

READ A SECOND TIME THIS 20 DAY OF MAY , 2025

READ A THIRD TIME THIS -- DAY OF -- , 202x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 202X

ADOPTED THIS _____ DAY OF _____ , 202X

Chair

Secretary

Housing Agreement

THIS AGREEMENT DATED FOR REFERENCE THE ____ DAY OF ____, 20__ is BETWEEN:

TRIPLE ROCK LAND COOPERATIVE, a cooperative incorporated under the laws of the province of British Columbia and having its office at 5201 Denman Rd, Denman Island, B.C., V0R 1T0.

(the “Owner”);

AND:

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

(the “Trust Committee”)

WHEREAS:

- A. The Owner is the registered owner of those Lands situated on Denman Island and legally described as PID: 028-101-677, Lot A Section 17 Denman Island Nanaimo District Plan VIP87456 (the “Lands”);
- B. The Owner is an association constituted under the Cooperative Association Act, SBC 1999, c. 28 and has as its sole object the creation of a co-operatively owned and managed affordable housing community on Denman Island;
- C. The Owner applied to the Denman Island Local Trust Committee for a rezoning of the Lands by means of Denman Island Land Use Bylaw, _____ to permit the development of 19 co-operative housing units with secondary suites, accessory buildings, and a common house on the [area of the Lands that is zoned R3 pursuant to the Denman Island Land Use Bylaw \(the “R3 Land”\) and, for certainty, this Agreement does not contemplate or authorize residential development on any other part of the Lands;](#)
- D. The Trust Committee may, pursuant to Section 29 of the Islands Trust Act and Section 483 of the Local Government Act, enter into an agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of dwelling units located on those lands;
- E. Section 219 of the Land Title Act permits the registration of a covenant of a negative or positive nature in favour of the Trust Committee in respect of the use of land or construction on land;
- F. The Owner and the Trust Committee wish to enter into this Agreement to ensure Cooperative Housing Units remain affordable according to the terms and conditions set out in this Agreement to have effect as both a covenant under section 219 of the Land Title Act and a housing agreement under section 483 of the Local Government Act; and
- G. The Trust Committee has, by bylaw, authorized the execution of this Agreement and the Owner

has duly authorized the execution of this Agreement.

THIS AGREEMENT is evidence that in consideration of \$1.00 paid by the Trust Committee to the Owner, the receipt of which is acknowledged by the Owner, and in consideration of the promises exchanged below, the Trust Committee and the Owner agree, as a housing agreement between the Owner and the Trust Committee under section 483 of the Local Government Act, and as a covenant under section 219 of the Land Title Act, as follows:

a. Definitions – in this Agreement:

- (1) “Co-operative Housing Unit” means a Primary Housing Unit and may include a Secondary Suite;
- (2) “Co-operative member” means a member of the Triple Rock Land Cooperative or another cooperative approved by the Denman Island Local Trust Committee;
- (3) “Co-operative Rules and policies” means the rules and policies of the Triple Rock Land Cooperative or another cooperative approved by the Denman Island Local Trust Committee;
- (4) “CPI” means the all-items consumer price index for Victoria, British Columbia published by Statistics Canada;
- (5) “Dwelling Unit” means one or more rooms in a building, containing a single set of cooking facilities, and used or intended to be used, as a residence by an individual or a group of individuals living together in common occupancy;
- (6) “Family Member” means a person who lives with and is related to the Co-operative member by blood, adoption, marriage (including a marriage-like relationship). It also includes a chosen family member, an individual with whom the member shares a close, long-standing, family-like relationship, regardless of legal or biological ties;
- (7) “Primary Housing Unit” means a single detached Dwelling Unit occupied as a residence by at least one Co-operative member; and
- (8) “Secondary Suite” means a Dwelling Unit located within the same building as, and having a lesser floor area than, a Primary Housing Unit.

b. Agreement over the Lands:

1. Pursuant to section 219 of the *Land Title Act* and Section 483 of the *Local Government Act*, the Owner covenants and agrees that:
 - a. The Lands must at all times be used and occupied in compliance with all statutes, laws, regulations, orders of any authority having jurisdiction, and this Agreement; and
 - b. If a building is demolished or is otherwise replaced, this Agreement shall continue to apply to the Lands and the construction on the Lands shall be subject to the requirements of this Agreement.
2. The Owner covenants and agrees with the Trust Committee that, in perpetuity:

- a. the [R3 Lands](#) must not be used, and no building or structure may be constructed on the Lands, other than for 19 Co-operative Housing Units, a common house, and non-residential accessory buildings and structures as defined in this Agreement and the Denman Island Land Use Bylaw, and any home-based business permitted by the Denman Island Land Use Bylaw;
 - b. the Lands must not be used and no building or structure may be constructed on the Lands except in accordance with any Siting and Use Permit issued by the Denman Islands Local Trust Committee; and
 - c. [The Lands](#) shall not be subdivided by subdivision plan, strata plan or otherwise howsoever.
- c. Dissolution of the Co-operative** - If on the winding up or dissolution of the Owner, any property remains after the satisfaction of all its debts and liabilities and the costs, expenses and charges of the winding up, that property must not be paid to or distributed among the Co-operative members; and must be given or transferred to an institution:
 - a. that has as its object the co-operative ownership and management of affordable housing on Denman Island; and
 - b. that has been chosen by the Co-operative members and approved by the Trust Committee at or before the time of dissolution.
- d. Occupancy of Primary Housing Units**
 - 1. No Primary Housing Unit shall be occupied by any person who is not a Co-operative member, a family member of such a member, the guest of such a member, a tenant or roommate of a Co-operative member approved by the Owner pursuant to the Co-operative Rules and policies, a caregiver of the Co-operative member, or a person whose membership in the Owner is under consideration by the Owner pursuant to the Co-operative Rules and policies.
 - 2. Every Primary Housing Unit shall have a Co-operative member as its primary occupant, except when a Co-operative member is on a temporary leave-of-absence as permitted by the Co-operative Rules and policies.
 - 3. Co-operative members shall have the Primary Housing Unit as their principal residence.
 - 4. Primary Housing Units may not be used for any form of vacation rental, including short-term vacation rentals.
- e. Pricing of Co-operative membership shares and Housing Units**
 - 1. The purchase price of a membership share in the Owner may not exceed the acquisition price of the share, plus the lesser of: any increase in the annual average CPI from the year in which the share was acquired to the year in which it is transferred, and 2% annually.
 - 2. The purchase price of a Co-operative Housing Unit upon any sale of the Co-operative Housing Unit in connection with a transfer of shares in the Owner may not exceed the depreciated replacement cost of the Co-operative Housing Unit, as determined by a member of the Appraisal Institute of Canada who is at arm's length from each Co-operative

member and furthermore may be limited to a maximum value (a cap) as determined by policies set by the Owner.

f. Occupancy and Affordability of Secondary Suites

1. Occupancy of Secondary Suites is limited to caregivers and family members of the Co-operative member who is the main occupant of the Primary Housing Unit to which the Suite is attached, Co-operative members, people applying for Co-operative membership, and people volunteering for or otherwise actively involved with and committed to the Co-operative. Occupants of Secondary Suites must be approved by the Owner.
2. The amount of rent charged for Secondary Suites must be at least 20% less than the average comparable market rent charged for a similar unit or rental arrangement on Denman Island, or, in the absence of Denman Island data, in the Comox Valley in which case any comparables should be adjusted to reflect the likely discount or increase for Denman as compared to the Comox Valley.
3. Secondary Suites may not be used for any form of vacation rental, including short-term vacation rentals.

g. Monitoring and Reporting to the Local Trust Committee - The Owner must deliver to the Trust Committee within six weeks of the transfer of any shares in the Owner and the closing of any sale of a Co-operative Housing Unit a completed statutory declaration, substantially in the form attached as Schedule A, sworn by a director of the Owner and the Co-operative member transferring shares and attaching a copy of the share transfer agreement, the agreement of purchase and sale for the Co-operative Housing Unit, and the certification of a member of the Appraisal Institute of Canada who is at arm's length from each Co-operative member, as to the depreciated replacement cost of the Co-operative Housing Unit, assessed no more than 15 months prior to the date of the purchase and sale of the Co-operative Housing Unit.

h. Order to Comply - If the Owner is in default of the performance or observation of this Agreement, the Trust Committee may give the Owner a notice of default requiring the Owner to comply with the Agreement within the time stated in the notice. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the Trust Committee, within the time stated in any Notice of Default provided to the Owner by the Trust Committee.

i. Management – The Owner covenants and agrees to furnish good and efficient management of the Lands and shared infrastructure on the Lands. If and when the Trust Committee has reasonable grounds to believe that a continuing breach of this Agreement exists, the Trust Committee may authorize its representatives to inspect the Lands at any reasonable time with reasonable notice to the Owner, subject to the notice provisions of the *Residential Tenancy Act*.

j. No Transfer - The Owner must not transfer the Lands, other than to an association constituted under the *Cooperative Association Act* or other non-profit association incorporated under the *Societies Act*, having as its object the co-operative ownership and management of affordable housing on Denman Island.

k. Cooperative Standing – The Owner must maintain its standing as a co-operative under the

Cooperative Act or as a society under the *Societies Act*, as applicable, to ensure the ongoing occupancy and affordability objectives set out in this Agreement, and must not amend its memorandum of association, co-operative rules of association, constitution, or bylaws, as applicable, in any manner that would prevent, or adversely affect, the ability of the Owner to perform its obligations under this Agreement.

- l. Specific Performance of Agreement** - The Owner agrees that the Trust Committee is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Owner of this Agreement, in view of the public interest in restricting the occupancy of the Co-operative Housing Units. The Owner further acknowledges that a breach of this Agreement may constitute a breach of the Denman Island Land Use Bylaw, as amended from time to time.
- m. Assignment** - The Owner acknowledges that the Trust Committee may delegate or assign the administration and management of this Agreement to a third party, and in that event, any reference in this Agreement to the Trust Committee shall be interpreted as a reference to that party provided that the Trust Committee has so advised the Owner.
- n. Indemnity** - The Owner shall indemnify and save harmless the Trust Committee and each of its elected officials, officers, directors, employees, and agents from and against all claims, demands, actions, loss, damage, costs, and liabilities for which any of them may be liable by reason of any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is at law responsible, including breaches of this Agreement.

This clause will survive the termination of this Agreement.
- o. Release** - The Owner releases and forever discharges the Trust Committee and each of its elected officials, officers, directors, employees, and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions, or causes of action arising out of the performance by the Owner of its obligations under this Agreement, or the enforcement of this Agreement.

This clause will survive the termination of this Agreement.
- p. Trust Committee Powers Unaffected** - This Agreement does not limit the discretion, rights, duties or powers of the Trust Committee under any enactment or the common law, impose on the Trust Committee any duty or obligation, affect or limit any enactment relating to the use or subdivision of the Lands, or relieve the Owner from complying with any enactment.
- q. No Public Law Duty** - Wherever in this Agreement an act, determination, consent, approval or agreement of the Trust Committee is provided for, such act, determination, consent, approval or agreement may be done or made in accordance with the terms of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice shall have any application.
- r. No Waiver** - No condoning, excusing or overlooking by the Trust Committee of any default under this Agreement, nor any consent, approval, or agreement whether written or otherwise shall be taken to operate as a waiver by the Trust Committee of any subsequent default or of

the necessity for further consent, approval or agreement in respect of a subsequent matter requiring it under this Agreement, or in any way to defeat or affect the rights or remedies of the Trust Committee.

- s. **Notice on Title** - The Owner acknowledges and agrees that this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement under Section 483 of the *Local Government Act* and agrees that the Owner will register a notice of this Agreement against title to the Lands.
- t. **Covenant Runs with the Land** - Every obligation and covenant of the Owner in this Agreement constitutes both a contractual obligation and a covenant granted by the Owner to the Trust Committee in accordance with section 219 of the *Land Title Act* in respect of the Lands and this Agreement burdens the Lands and runs with it and binds the Owner's successors in title and binds every parcel into which it is consolidated or subdivided by any means, including, by subdivision or by strata plan.
- u. **Limitation on Owner's Obligations** - The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands.
- v. **Amendment** - This Agreement may not be modified or amended except by bylaw of the Trust Committee, upon an agreement in writing between the Trust Committee and the Owner.
- w. **Notices** - Any notice required to be given pursuant to this Agreement shall be in writing and shall be given to the Owner or the Trust Committee, as the case may be, at the address first above written, or to any other address of which either the Owner or the Trust Committee may advise the others in writing in accordance with this paragraph. Notice to the Trust Committee must be addressed to the Secretary of the Islands Trust. If given in person or by facsimile transmission, such notice will be deemed to be received when delivered and, if mailed, such notice will be deemed to be received only when actually received by the party to whom it is addressed.
- x. **Enurement** - This Agreement is binding upon and enures to the benefit of the parties and their respective successors and permitted assigns.
- y. **Remedies Cumulative** - The remedies of the Trust Committee specified in this Agreement are cumulative and are in addition to any remedies of the Trust Committee at law or in equity. No remedy shall be deemed to be exclusive, and the Trust Committee may from time to time have recourse to one or more or all of the available remedies specified herein or at law or in equity.
- z. **Severability** - Each covenant and agreement contained in this Agreement is, and shall be construed to be, a separate and independent covenant or agreement and the breach of any such covenant or agreement by the Owner shall not discharge or relieve the Owner from its obligations to perform. If any term or provision of this Agreement, or its application to any person or circumstance shall to any extent be found to be invalid and unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law.

aa. Joint and Several - In the case of more than one Owner, the grants, covenants, conditions, provisions, agreements, rights, powers, privileges and liabilities of the Owner shall be construed and held to be several as well as joint.

bb. Included Words - Wherever the singular or the masculine is used in this Agreement, it shall be deemed to include the plural or the feminine, or the body politic or corporate, where the context or the parties so require.

cc. Governing Law - This Agreement shall be governed by and construed in accordance with the laws of the province of British Columbia.

dd. Joint Venture – Nothing in this Agreement shall constitute the Owner as an agent, joint venture or partner of the Trust Committee or give the Owner any authority or power to bind the Trust Committee in any way.

ee. Time of Essence -Time is of the essence in this Agreement.

ff. Further Assurances - The parties shall execute and do all such further deeds, acts, things and assurances as they reasonably require to carry out the intent of this Agreement.

gg. Priority - The Owner agrees to do everything necessary at the Owner's expense to ensure that this Agreement is registered against title to the Lands with priority over all financial charges, liens and encumbrances registered or pending at the time of application for registration of this Agreement.

hh. Deed and Contract - By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

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

SCHEDULE "A"

DENMAN ISLAND LOCAL TRUST COMMITTEE

FORM OF STATUTORY DECLARATION

CANADA	)	IN THE MATTER OF A HOUSING
	)	AGREEMENT with the Denman Island
PROVINCE OF BRITISH COLUMBIA	)	Local Trust Committee ("Housing
	)	Agreement")

I, _____, of _____, British Columbia, do solemnly declare:

1. That I am a member of the Triple Rock Land Co-operative or its successor in title to land legally described as PID: 028-101-677, Lot A Section 17 Denman Island Nanaimo District Plan VIP87456 (the "Lands"), and make this declaration to the best of my personal knowledge.
2. The terms in this declaration have the same meaning as those defined in the Housing Agreement registered against the Lands.
3. This declaration is made pursuant to the Housing Agreement in respect of the Co-operative Housing Unit with the address _____
4. On the _____ day of, 20____ I entered into an agreement to transfer one or more shares in the owner of the Land's Co-operative Housing Unit, a true copy of which is attached to this declaration, to _____ for a total purchase price of \$_____ and no other consideration whatsoever.
5. Pursuant to an agreement of purchase and sale that will close on the _____ day of _____ 20____ of which a true copy is attached to this declaration, I intend to transfer all of my right and title in the Co-operative Housing Unit to _____ for a total purchase price of \$_____ and no other consideration whatsoever.
6. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

SWORN BEFORE ME at _____, in
the Province of British Columbia, this _____
day of _____ 20____.

A Commissioner for Taking Affidavits for
British Columbia

)
)
)
)
)
) _____
) Signature of person making declaration
)
)

I, _____, of _____, British Columbia do solemnly declare:

1. That I am a director of Triple Rock Land Co-operative or its successor in title to land legally described as the South West ¼ of Section 17, Denman Island, Nanaimo District, except that Part in Plan 14174 and Plan VIP77481, and make this declaration to the best of my personal knowledge.
2. That Paragraphs 5 and 6 of the Statutory Declaration of _____ set out above correctly disclose the amount of consideration in respect of the share transfer and ownership transfers described in those paragraphs.
3. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

SWORN BEFORE ME at _____, in _____)
The Province of British Columbia, this _____)
Day of _____, 20____.)

A Commissioner for Taking Affidavits for
British Columbia

)
)
)
) _____
) Signature of person making declaration

Attached:

- Share transfer agreement
- Agreement of purchase and sale for the Co-operative Housing Unit
- A certification of a member of the Appraisal Institute of Canada who is at arm's length from each Co-operative member as to the depreciated replacement cost of the Co-operative Housing Unit, assessed no more than one year prior to the date of the purchase and sale of the Unit

DATE OF MEETING: December 16, 2025

TO: Denman Island Local Trust Committee

FROM: Rob Pingle, Planning Technician
Local Planning Services

COPY: Renee Jamurat, Regional Planning Manager

SUBJECT: ALC Application for Inclusion in ALR
Applicant: Marek Pawlowski
Location: 4101 Pinecrest Road, Denman Island

RECOMMENDATION

1. That the Denman Island Local Trust Committee supports application PLALR20240304 for inclusion of land in the Agricultural Land Reserve and directs staff to forward the application to Agricultural Land Commission for further consideration.

REPORT SUMMARY

The purpose of the report is for the Local Trust Committee (LTC) to decide if it wishes to forward the inclusion application to the Agricultural Land Commission (ALC) for consideration, with or without additional comments or recommendations for the ALC to take into consideration.

The recommendation supports the inclusion request based on support through the objectives and policies in the Official Community Plan (OCP).

BACKGROUND

The proposal is to include land that is currently zoned **Rural Residential (R2)** and is 4.66 ha (11.52 acres) in size and shown in Figure 1. The property was removed from the Agricultural Land Reserve (ALR) in 2009 through a subdivision that resulted in no loss of ALR land and no increase in density for the island. Returning the property into the ALR would increase the total ALR land on the island and not impact the total density of the island.

The current owner of this property is operating a cidery within the allowances of the R2 zone. By including the property within the ALR the property would have the ability to provide Agri-tourism under the zoning rules. This would allow the property to offer a tasting room for the products and without requiring rezoning.

Figure 1 - Subject Property



To include lands within the ALR the *Agricultural Land Commission Act (ALC Act)* requires approval from the ALC. All ALC applications are submitted to the applicable Local Government (for this request the Denman Island Local Trust Committee) which has the discretion to forward or not forward applications to the ALC. If it is not supported by the LTC, the application does not proceed. If supported, it will be forwarded to the ALC for their consideration to approve. The ALC application process is discussed further in 'Issues and Opportunities' (below). ALC notification requirements are discussed in 'Consultation' (below).

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Directive policies relevant to this application include:

Agricultural Land

Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address:

- 4.1.4...the identification and preservation of agricultural land for current and future use.*
- 4.1.5...the preservation, protection and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.*
- 4.1.8...land uses and activities that support the economic viability of farms without compromising the agricultural capability of agricultural land.*

4.1.11 Trust Council encourages the British Columbia Land Reserve Commission to approve applications from property owners for inclusion of their land with potential for agriculture in the Provincial Agricultural Land Reserve.

Growth and Development

5.2.1 Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.

Official Community Plan:

The OCP provides the following Guiding Objective on Agriculture:

To preserve agricultural land and encourage farming on land in the Agricultural Land Reserve

OCP Agricultural Objectives that are relevant to this application are:

- Objective 1 To protect the Agricultural Land Reserve for farming
- Objective 2 To encourage diverse agricultural activities including the marketing and promotion of locally grown products
- Objective 3 To promote employment through agricultural activities that have minimal negative environmental impact
- Objective 5 To foster sustainable use of resources

The two (2) primary policies in the OCP that are relevant to this application are:

- Policy 4 Zoning regulations should permit agri-tourism use on land in the Agricultural Land Reserve when consistent with the Agricultural Land Reserve Use Regulation and on lots where agriculture or horticulture are a permitted use.
- Policy 12 The Local Trust Committee should support the inclusion of land within the Agricultural Land Reserve.

Policies are further discussed and analysed in 'Issues and Opportunities' – below.

Land Use Bylaw:

The subject property is zoned **Rural Residential (R2)** in the Denman Island Land Use Bylaw 186. The zone allows Horticulture and agriculture, accessory to a principal residential use.

Neighbouring properties are zoned:

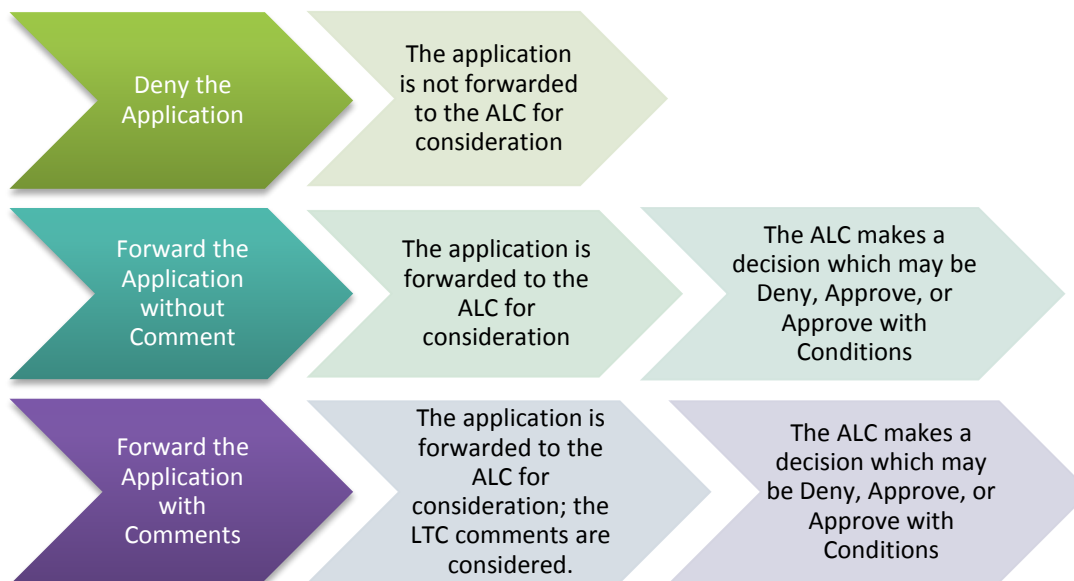
- North – Rural Residential
- East – Agriculture (within the ALR)
- South – Agriculture (within the ALR)
- West – Rural Residential

Issues and Opportunities

ALC Application Process

The LTC has the discretion to consider the application following one of the three (3) following paths with the subsequent steps as illustrated in Figure 2.

Figure 2 – ALC Applications



Typically, the inclusion of 'comments' would be recommended conditions by the LTC that the ALC may or may not include if approving.

Rationale for Recommendation

Staff recommend the LTC support the inclusion of this property in the ALR the following reasons:

- The proposal is supported by the objectives and policies of the OCP.
- The proposal does not result in any non-permitted uses within the current zoning of the property.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Denman Island Local Trust Committee request that the applicant submit to the Islands Trust the following:

2. Approve the application with comments

The LTC may support the application being forwarded to the ALC with comments. Recommended wording for the resolution is as follows:

That the Denman Island Local Trust Committee supports application PLALR20240304 for inclusion of land in the Agricultural Land Reserve and directs staff to forward the application to Agricultural Land Commission for further consideration with the following comments:

3. Deny the application

The LTC may deny the application. The decision should be accompanied by reasons. Recommended wording for the resolution is as follows:

That the Denman Island Local Trust Committee deny application PLALR20250304 for the following reasons: [listed]

NEXT STEPS

- If approved, the application will be forwarded to the ALC for consideration.

Submitted By:	Rob Pingle, Planning Technician	November 20, 2025
Concurrence:	Renee Jamurat, Regional Planning Manager	November 26, 2025

ATTACHMENTS

1. Provincial Agricultural Land Commission - Applicant Submission



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 104681
Application Type: Include Land into the ALR
Status: Submitted to L/FNG
Name: Pawlowski
Local/First Nation Government: Islands Trust

1. Parcel(s) Under Application

Parcel #1

Parcel Type Fee Simple
Legal Description LOT 4 SECTION 25 DENMAN ISLAND NANAIMO DISTRICT PLAN VIP89027
Approx. Map Area 4.66 ha
PID 028-639-910
Purchase Date Aug 14, 2017
Farm Classification Yes
Civic Address 4101 Pinecrest Road, Denman Island
Certificate Of Title State of Title Certificate CA6219245.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Marek Pawlowski	Not Applicable			Not Applicable

2. Other Owned Parcels

Do any of the land owners added previously own or lease other parcels that might inform this application process? No

3. Primary Contact

Type Land Owner
 First Name Marek
 Last Name Pawlowski
 Organization (If Applicable) No Data
 Phone 
 Email 

4. Government

Local or First Nation Government: Islands Trust

5. Land Use

Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s). 4 acres of apple orchard

Describe all agricultural improvements made to the parcel(s). Land cleared 2018, fenced and gated in 2020, first of 700 trees planted in March 2020. Additional 50 trees to be planted in 2025

Describe all other uses that currently take place on the parcel(s). Residential

Land Use of Adjacent Parcels

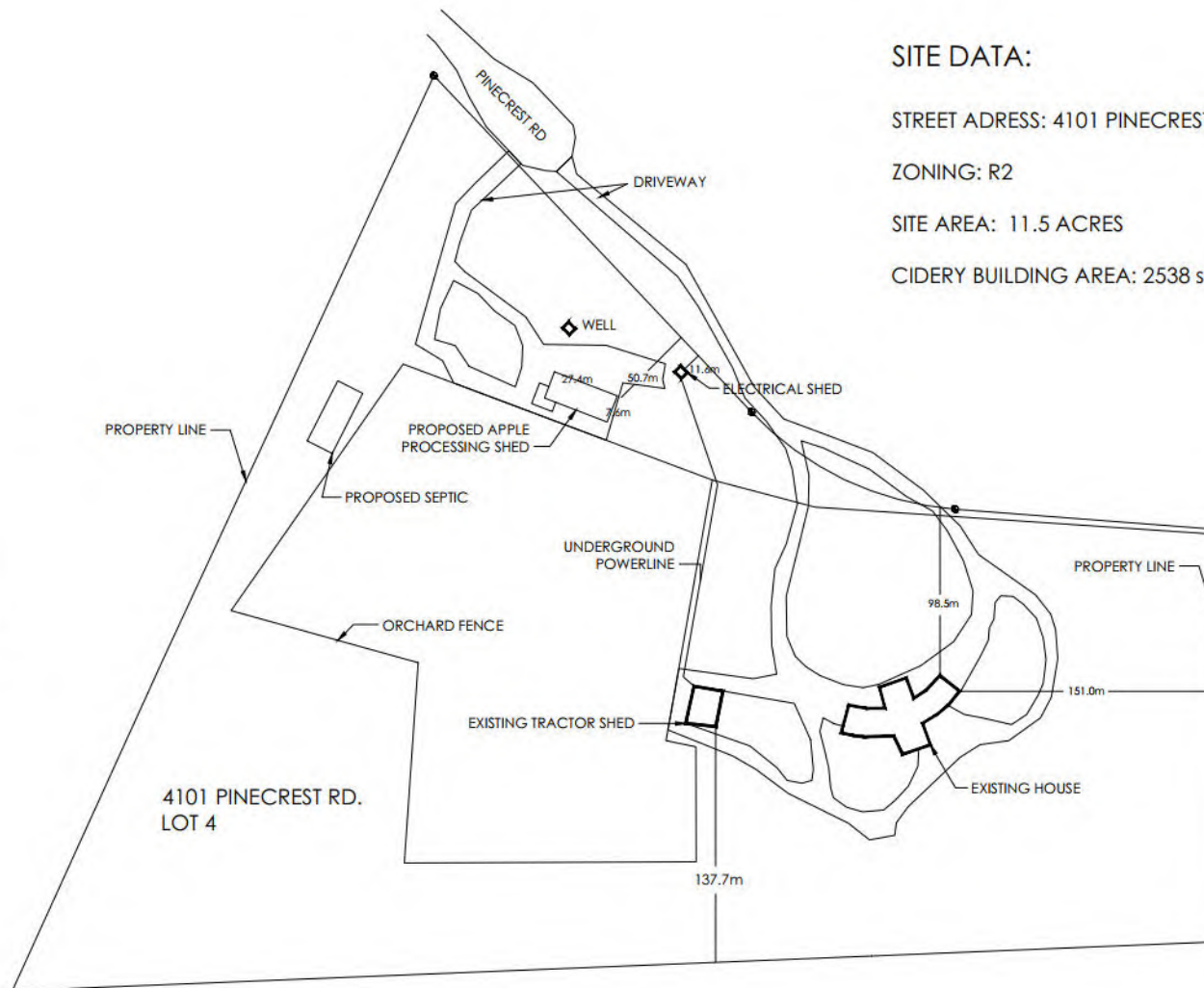
	Main Land Use Type	Specific Activity
North	Residential	R2 single family residence
East	Agricultural / Farm	Undeveloped
South	Agricultural / Farm	Undeveloped
West	Residential	R2 Single family residence

6. Proposal

How many hectares are you proposing to include?	4.66 ha
What is the purpose of the proposal?	To permit additional agricultural related activity and sales of apple related products
Does the proposal support agriculture in the short or long term?	Yes
Describe any improvements that have been made to, or are planned for the parcel proposed for inclusion.	Land clearing, fencing, planting of > 700 cider apple trees
Proposal Map / Site Plan	11 - Site Data.pdf
Is the Islands Trust the registered land owner of all parcels under this inclusion application?	No Data

7. Optional Documents

Type	Description	File Name
Other files that are related	Legal survey plan	Lot.4 - 4101 PINECREST. - Legal Plan.pdf



SITE DATA:

STREET ADDRESS: 4101 PINECREST RD. (LOT 4)

ZONING: R2

SITE AREA: 11.5 ACRES

CIDERY BUILDING AREA: 2538 sq/ft (236 sq/m)

File No.: PL-RZ-2025-0368 (Denman
Community Housing
Society)

DATE OF MEETING: December 16, 2025

TO: Denman Island Local Trust Committee

FROM: Marlis McCargar
Northern Team

SUBJECT: Application to amend the OCP and LUB to allow for 8 units of Affordable Housing
Applicant: Simon Palmer on behalf of the Denman Community Housing Society
Location: PID 000-252-069; 3661 Piercy Road, Denman Island

RECOMMENDATION

1. That the Denman Island Local Trust Committee request staff to prepare a draft bylaw to amend the Denman Island Official Community Plan, 2008, to enable application PL-RZ-2025-0368 (Denman Community Housing Society).
2. That the Denman Island Local Trust Committee request staff to prepare a draft bylaw to amend Denman Island Land Use Bylaw, 2008, to enable application PL-RZ-2025-0368 (Denman Community Housing Society).
3. That the Denman Island Local Trust Committee request the applicant for PL-RZ-2025-0368 (Denman Community Housing Society) to submit the following to the Local Trust Committee prior to a public hearing being considered/scheduled:
 - a. Confirmation from a qualified professional that the subject property PID 000-252-069, have adequate conditions to support community sewage treatment or other approved systems, compliant with the BC Sewerage System Regulation under the *Health Act* for the proposed increase in density;
 - b. a copy of the provincial water license intended to supply water to the 8 units of affordable rental housing;
 - c. a water management plan based to address:
 - i. peak and expected water demand calculations;
 - ii. water conservation commitments to exceed BC Building Code requirements;
 - iii. minimum onsite storage capacity for potable, non-potable and fire suppression and types of storage being considered;

- iv. emergency considerations should temporary demand be greater than designed storage or well capacity;
 - v. proposed plan for irrigation and grey-water re-use;
 - vi. proposed groundwater monitoring and reporting; and
 - vii. proposed stormwater management.
4. That the Denman Island Local Trust Committee request the applicant for PL-RZ-2025-0368 (Denman Community Housing Society) enter into a cost recovery agreement with the Islands Trust for the purposes of drafting:
- a. a housing agreement for 8 units of affordable rental housing; and
 - b. a restrictive covenant for water conservation, groundwater monitoring and to ensure all buildings meet BC Energy Step Code Level 2, or other energy-efficiency measures identified.
5. That the Denman Island Local Trust Committee request staff to send an early referral of PL-RZ-2025-0368 (Denman Community Housing Society) to K’omoks First Nation.
6. That the Denman Island Local Trust Committee request staff to send an early referral of PL-RZ-2025-0368 (Denman Community Housing Society) to the Denman Island Fire Department and Islands Trust Freshwater Specialist for comment.

REPORT SUMMARY

This application proposes amendments to the Denman Island [Official Community Plan](#) (OCP) and [Land Use Bylaw](#) (LUB) to rezone a portion of PID 000-252-069 (Proposed Lot A) from Institutional to R4 Community Housing, which would permit the development of up to eight units of affordable housing.

The intent of the proposal is to enable the construction of eight rent-controlled, affordable housing units near Denman Village. The units would be owned and managed by the Denman Community Housing Society (DCHS, the applicant), which has signed a Memorandum of Understanding (MOU) with the property owner, Emcon. Under the MOU, DCHS would acquire a portion of the property for the purpose of developing the housing units, with the transfer of title contingent upon completion of the required OCP and LUB amendments described in this staff report.

This preliminary staff report recommends that the Local Trust Committee (LTC) request additional information and direct staff to prepare draft bylaws for future consideration.

BACKGROUND

All relevant professional reports and background information are posted to the [Islands Trust applications page](#). The Islands Trust Council (TC) will review sponsorship of this bylaw amendment application on December 2, 2025.

PROJECT RATIONALE

The DCHS, a registered non-profit on Denman Island, has submitted an application to Trust Council requesting sponsorship of the development application fee. DCHS is dedicated to providing permanently affordable, below-market rental housing for low- and modest-income households and seniors. The society was formed through the amalgamation of the Denman Community Land Trust Association (DCLTA) and the Denman Housing Association (DHA), continuing the long-standing mandate of both organizations to address local affordable housing needs.

Emcon Services Inc., the current owner of the land proposed for acquisition, has agreed that, upon completion of the rezoning process, title to the rezoned parcel will be transferred to DCHS. Emcon originally entered into a Memorandum of Understanding (MOU) with DCLTA, of which DCHS is now the successor.

Housing need on Denman Island continues to be significant. In 2023, the Denman Island Housing Advisory Planning Commission Final Report, identified at least 147 households in core housing need. Earlier, a 2013 Housing Needs Study commissioned by the DHA found that approximately 120 residents were living in sub-standard or unaffordable rental housing. The Islands Trust Housing Needs Assessment (2018) similarly identified a need for up to 80 affordable units. Many residents live in conditions that do not meet basic standards of health, safety, or affordability, including inadequate heating, unsafe structures, limited water supply, and unaffordable rents.

Key considerations for the proposed project include:

- The one-bedroom units (~526ft²) are designed to be compact and economically constructed.
- Local fundraising and island-based financial contributions will be sought to support project viability.
- Construction may occur in stages, depending on funding availability.
- The proposed site is well-situated, close to village amenities and within walking distance of the ferry terminal.

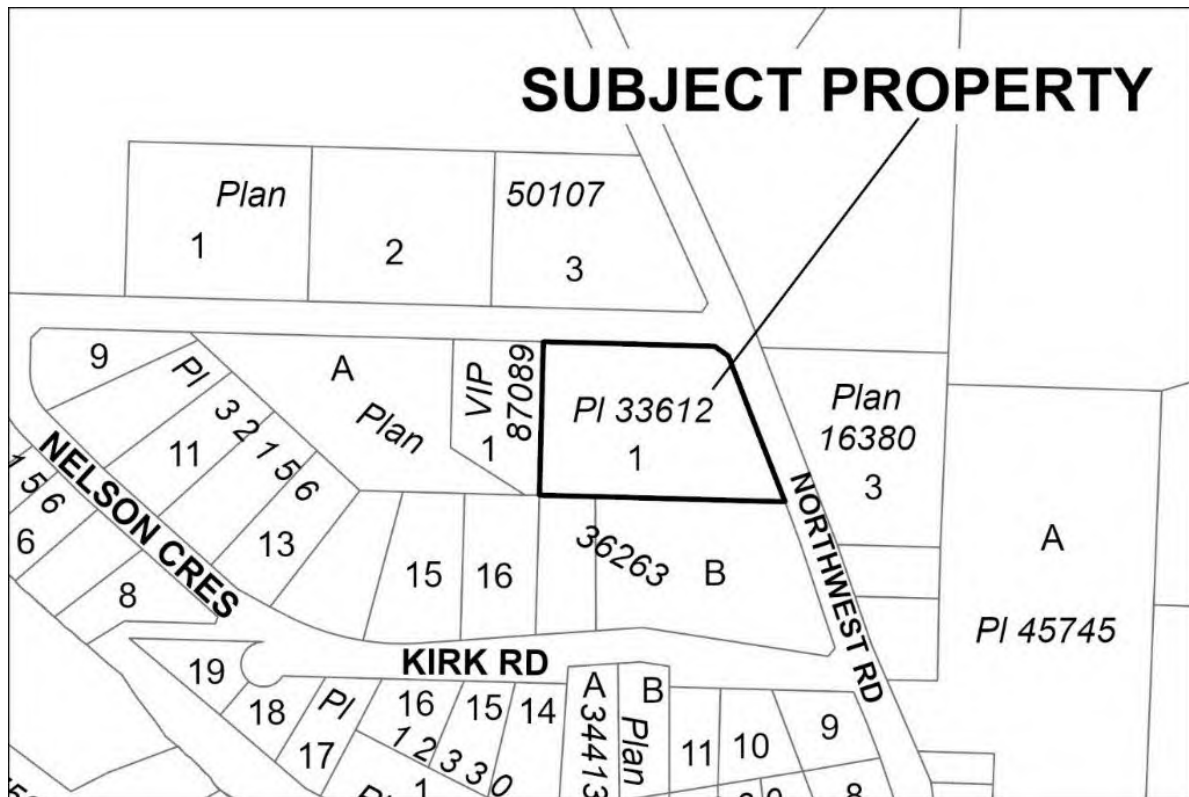


Figure 1: Subject Property Map

SITE CONTEXT

In 2022, the property highlighted in yellow and zoned R4(2) in Figure 2 was rezoned to permit eight seniors' affordable housing units. DCHS also owns the adjacent 1.34-hectare parcel, highlighted in yellow as R4(1), which was rezoned in early 2023 to allow 20 affordable housing units. To date, neither site has proceeded to development.

This illustrates that rezoning alone does not guarantee that housing will be built, and that densities allocated through rezoning can remain unused for extended periods. Importantly, both rezonings drew from the Density Bank and count toward the overall residential density cap under Policy 12. As a result, these unused densities remain "tied up," limiting the availability of density for other proposals that may be ready to proceed with construction. This dynamic is one of the reasons why the Density Bank and Policy 12 are not be functioning as effective density management tools for supporting actual housing delivery.

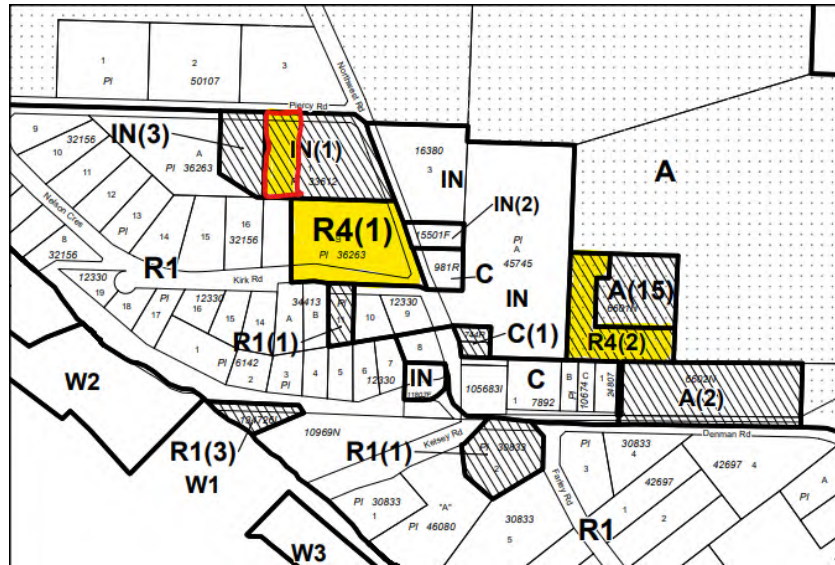


Figure 2: Affordable Housing Zones in Village Area
(Subject property outlined in red)

Site and Concept Plan

Figure 3 illustrates the proposed concept site plan. The applicant is proposing the following features as part of the project:

- 8 units of affordable rental housing;
- Adequate groundwater supply is available from the Emcon well located off the subject property. Water quality meets Canadian Maximum Acceptable Concentration criteria for inorganic parameters; detected coliform bacteria are attributed to the distribution system and are expected to be managed through the treatment/filtration system;
- Certified sewage disposal;
- Environmental review has determined that the western portion of the site is low risk for off-site contamination, with no additional remediation required prior to subdivision or building approval; and



Figure 3: Proposed Concept Site Plan for 8 units of affordable rental housing

Proposal Summary:

There are two concurrent applications necessary to achieve the intended result of permitting affordable rental housing:

1. **Development Variance Permit Application** – The subject property is 1.16 ha. The application proposes to subdivide a 0.3 ha portion for transfer to DCHS. Following this subdivision, the remainder parcel will be approximately 0.8 ha, which is smaller than the minimum 1 ha lot size required for properties in the Institutional (IN) zone. As a result, a DVP will be required to vary the minimum lot size for the remainder parcel to permit the subdivision to proceed.
2. **Subdivision Referral Application** – The subdivision application is required to allow the parcel to be subdivided, enabling a 0.3 ha portion to be transferred to DCHS, pending successful rezoning. The entire parcel is currently zoned Institutional (IN); the proposed subdivision would facilitate rezoning a portion for affordable housing purposes. The application was submitted to the Ministry of

Transportation and Transit in July 2025. As of the date of this report, a referral has not yet been received by Islands Trust.

3. Bylaw Amendment Application (rezoning and OCP) PL-RZ-2025-0368

- a. Rezone proposed lot A to 'R4(3) to allow up to 8 units of rental affordable housing (Figure 4).

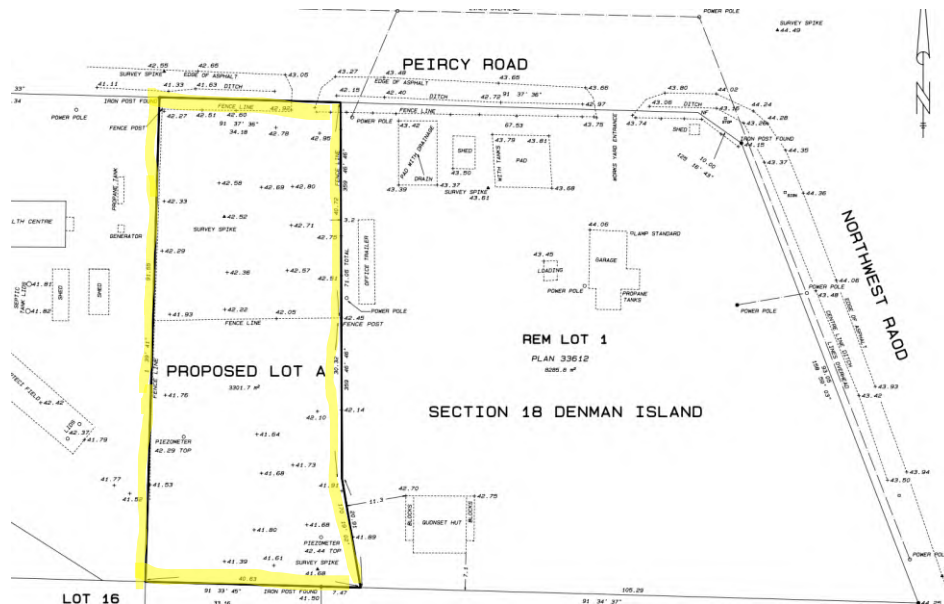


Figure 4: Proposed Lot A

ANALYSIS

Policy/Regulatory

A comprehensive site context analysis is in Attachments 1. There are a number of Islands Trust policies, OCP policies and LUB regulations that are pertinent to the consideration of this proposal, detailed in Attachment 2 and summarized as follows.

Official Community Plan:

The subject parcel is designated “Institutional” in the OCP and requires an OCP amendment, as the guiding objective for this designation is:

“To support community-based fire, ambulance, health and support services, to encourage cultural enrichment and community education facilities and services, and to realise the need for many diverse community activities.”

Several OCP policies are applicable to this application, including those addressing freshwater protection, climate change, transportation, water management, waste management, and housing needs. Overall, a number of OCP policies support this proposal in principle.

Housing Policies

The proposed development consists of 8 affordable rental housing units on the 0.3 ha “proposed Lot A.” OCP Policy 30 provides guidance for the LTC when considering zoning amendment applications for affordable housing projects. Policy 30 indicates that the LTC should consider such proposals provided that:

- The proposal is not located in a connectivity area identified on Schedule D;
- The proposal does not negatively impact adjacent properties;
- The proposal is small-scale;
- The development is clustered, and the siting and height are sensitive to surrounding land uses;
- The proposal can demonstrate an adequate supply of potable water and an adequate sewage disposal system;
- Any environmentally sensitive areas on the lot are identified, and the applicant undertakes a conservation covenant to protect these areas;
- The development will not place a strain on existing public services and infrastructure; and
- The proposal is not located within the Agricultural Land Reserve.

Based on the information provided to date, the proposed development appears generally consistent with Policy 30. Water supply is proposed from an existing well on an adjacent property, with sufficient yield to accommodate the 8-unit development. Wastewater planning remains to be confirmed through a qualified professional assessment. The subject parcel is an already-cleared works yard with no identified environmentally sensitive features. The proposed clustered layout and small building footprints are consistent with the scale and siting considerations of Policy 30.

Land Use Bylaw:

The subject property requires re-zoning with site specific regulations to address use, density, siting, size and subdivision potential.

Timeline

As the project would involve an OCP amendment, the LTC is required by the *Local Government Act* to consider opportunities for consultation with persons, organizations and authorities it considers will be affected. The LTC will be asked to consider if it wishes to undertake additional consultation than what will be identified by staff, when draft bylaws are considered for first reading.

Protocols

Protocols and agreements exist and are relevant to the consultation/engagement process for this file with the Comox Valley Regional District and adjacent (Hornby Island) LTC.

Issues and Opportunities

Staff have identified the following preliminary issues and opportunities, discussed in more detail below and in Attachment 2 (Relevant OCP policies):

- Density Considerations
- Water Management Planning
- Wastewater Treatment
- Energy Efficiency and Climate Considerations
- First Nations

Density Considerations

The proposal involves creating a new 0.3 ha parcel (“proposed Lot A”) to accommodate eight affordable rental housing units. This represents an increase in density from zero to eight dwelling units on the proposed lot and would require rezoning to the R4 Affordable Housing zone.

Two OCP mechanisms are available to support increases in residential density for affordable housing projects: Policy 12 (5% density increase) and Appendix D – Density Banking.

OCP Policy 12 – 5% Affordable Housing Density Increase

Policy 12 allows the LTC to permit “an increase of approximately 5 percent” in overall residential density island-wide to accommodate affordable and special-needs housing. A baseline density calculation identified 994 residential densities existing or permitted under zoning. Five percent of this baseline yields 49 densities available island-wide for affordable housing. Since adoption of the policy, a number of these densities have been allocated through various rezonings, leaving 7 densities remaining under the 5% provision. Policy 12 does not require an OCP amendment for their use, provided the units are secured as affordable housing.

Appendix D – Density Banking

Appendix D provides a separate mechanism that enables the LTC to allocate banked densities for affordable housing projects. The Density Bank currently contains 7 recorded units. Two rezoning applications currently in process would affect the Density Bank:

- DE-RZ-2024.1 proposes to withdraw 4 densities from the bank.
- PL-RZ-2024-0055 proposes to contribute 4 densities.

Both applications remain under consideration and have not been approved or advanced to public hearing. As such, these proposed changes cannot be relied upon for the purposes of this application. If the proposed development were to rely solely on the Density Bank, the currently available 7 units would be insufficient to support 8 dwelling units.

Summary

In practice, the proposal may be supported through a combination of Policy 12 (remaining 5% densities) and existing banked densities, provided the units are secured as affordable housing through a housing agreement. Staff note that density allocation will require careful coordination with other in-process rezoning applications to ensure that available densities are not over-allocated. A housing agreement will be required to ensure long-term affordability in accordance with OCP policy direction and the requirements of Appendix D.

OCP Review Context

The current proposal is being considered under the existing OCP policies, including Policy 12 and Appendix D – Density Banking. The LTC is also undertaking a broader OCP review that may update how residential densities are allocated in the future. This ongoing review does not affect the current application but provides context for potential long-term policy changes.

Water Management Planning

Water Supply and Hydrogeology

The 0.3 ha “proposed Lot A,” intended for 8 units of affordable rental housing, will be supplied by the existing Emcon Well, which is not located on the subject property but on the adjacent parcel at 1400 Northwest Road (Figure 4). Emcon holds an easement that grants legal access to the well and the associated water-supply infrastructure. A hydrogeological assessment indicates that the 32.8 m deep well provides a conservative sustainable yield of 0.25 L/s (21,600 L/day), and the applicant has submitted a water-licence application to the Province for this purpose.

As per Denman Land Use Bylaw, Section 2.8.14, Proof of Potable Water requirements, the applicant will be required to register an easement and statutory right-of-way in favour of the new lot concurrently with subdivision approval.

The assessment included four pumping tests, groundwater-level monitoring in neighbouring wells, and analysis of groundwater flow. Pumping at the planning rate of 0.25 L/s caused no measurable impact on the nearby dug well or on the community well 150 m to the north.

Under Denman Land Use Bylaw Section 2.8.9, the required 1,200 L/day per dwelling unit totals 9,600 L/day for the development; the hydrogeological assessment confirms that the well yield of 21,600 L/day exceeds this requirement.

It is unclear whether the applicant has explored the option of sourcing water from the adjacent property, which they own, is zoned for 20 units of affordable housing, and has an existing water licence. While an easement or statutory right-of-way would provide legal access to the Emcon well for the proposed development, the applicant would not own the land on which the well is located. Although the easement would secure access, it does not offer the same degree of control over long-term maintenance, system upgrades, protection of the well site, or the implications of future changes in land ownership as would direct ownership of the water source.



Figure 4. Emcon Well Location

Water Quality

Water quality results indicate that the source water meets the Canadian Drinking Water Quality Guidelines for all inorganic parameters. Coliform bacteria were detected in the 2001 and 2024 tap samples; however, both were collected from the distribution system rather than at the well head, and the report concludes that the likely source is the piped system rather than the aquifer. Sodium and chloride concentrations were at or slightly above aesthetic objectives (taste-based) but well below health-based limits.

Under Denman Land Use Bylaw Section 2.8.15, potable water must meet guidelines at the tap; therefore, treatment and filtration requirements will need to be addressed at the subdivision stage. The hydrogeological report also notes the absence of evidence of a required 5 m sanitary seal around the well casing, which may need to be confirmed or remedied to meet provincial well construction requirements prior to final subdivision approval.

Subdivision Considerations

As this rezoning application is being reviewed concurrently with a subdivision application, several technical and regulatory matters related to potable water will be addressed through the subdivision referral. These include registration of the easement and statutory right-of-way for the off-site water supply (per Section 2.8.14), confirmation that the required daily potable water volumes per unit are met at the tap (Regulations 9–15), and any required measures to ensure water quality, including treatment and sanitary seal compliance. The subdivision review will ensure that all site-specific water management requirements are satisfied before final approval.

Staff Recommendations

While the hydrogeological report states the off-site well can supply enough water for the proposed 8-unit development, a water management plan is recommended to confirm that peak demand, irrigation, and

emergency needs can be met, and that the off-site well and local aquifer are protected. Given the draft bylaw stage, staff recommend that a comprehensive water management plan be submitted addressing:

- i. peak and expected water demand calculations;
- ii. Water conservation measures consistent with, or in addition to, BC Building Code requirements, where feasible;
- iii. minimum onsite storage capacity for potable, non-potable, and fire suppression, including types of storage;
- iv. emergency contingencies if temporary demand exceeds well capacity;
- v. proposed plan for irrigation and grey-water re-use;
- vi. proposed groundwater monitoring and reporting; and
- vii. proposed stormwater management.

Staff also recommend preparing a draft restrictive covenant to ensure ongoing monitoring and maintenance. Copies of the water license and any applicable Island Health quality and quantity criteria should be provided to the LTC prior to the public hearing. Early referral to the Islands Trust Freshwater Specialist is encouraged to assist in technical interpretation of the water management plan.

Wastewater Treatment

The applicant has not submitted a formal report prepared by a qualified professional assessing soils and groundwater conditions for the site. Only a schematic wastewater system design has been provided.

Staff Recommendation

Staff recommend that a qualified professional confirm that the subject property has adequate conditions to support community sewage treatment or other approved systems, in accordance with the BC Sewerage System Regulation under the Health Act, for the proposed increase in density.

Energy Efficiency and Climate Considerations

The OCP contains several policies directing the LTC to consider energy efficiency, GHG reduction, and climate-adaptation measures in all rezoning applications, with specific support for affordable housing projects that incorporate such measures. Housing Policy 28 encourages applicants seeking rezonings to meet or exceed BC Energy Step Code Level 2 standards. Compliance with Step 2 can be required as a condition of rezoning, typically secured through a restrictive covenant or site-specific zoning regulation.

The current proposal does not yet address how the 8-unit development will meet these energy-efficiency expectations. Staff recommend that the LTC request additional information from the applicant identifying the intended Step Code level and any proposed energy-efficient or climate-responsive design features, and that these commitments be secured through covenant.

First Nations

Early notification of this application has not yet been sent to the K'ómoks First Nation. Staff will issue early notification if the LTC decides to move forward with the application after considering this preliminary staff report. The subject property appears to be outside the K'ómoks First Nation's designated areas of high archaeological potential.

Rationale for Recommendations

Staff is recommending a number of key information pieces to support advancement of the application and significantly inform the development and timing of draft bylaws.

ALTERNATIVE

1. Receive for information

The LTC may receive the report for information.

2. Request water and sewerage information prior to bylaw adoption

The LTC may wish to request that the applicant provide any or all of the pieces of information listed in recommendation 3 of this report prior to adoption of the bylaws instead of prior to the public hearing. If the LTC chooses this option, the motion in recommendation 3 should be amended to replace the words “...a public hearing being considered/scheduled” with “final adoption of the bylaws.”

NEXT STEPS

Should the LTC move forward with staff recommendations, staff will advise the applicant of necessary next steps and prepare draft bylaws for LTC consideration.

Submitted By:	Marlis McCargar, Island Planner	November 27, 2025
Concurrence:	Renee Jamurat, RPP MCIP, Regional Planning Manager	November 28, 2025

ATTACHMENTS

- 1. Site Context
- 2. Relevant ITPS and OCP Policies

LOCATION

Legal Description	LOT 1, SECTION 18, DENMAN ISLAND, NANAIMO DISTRICT, PLAN 33612
PID	000-252-069
Civic Address	3661 Piercy Rd, Denman Island
Lot size	1.16 ha (2.86 acres)

LAND USE

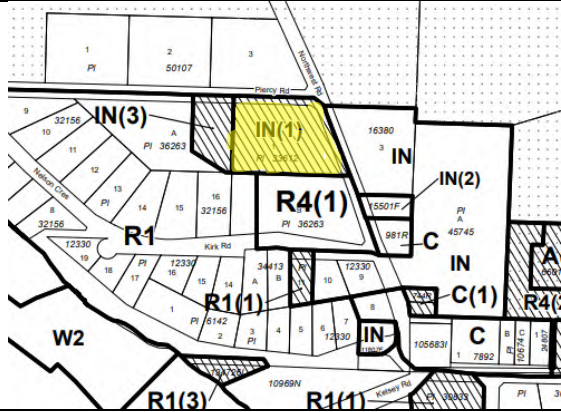
Current Land Use	Works yard; institutional
Surrounding Land Use	North: residential East: institutional South: residential (vacant land zoned for affordable housing) West: institutional

HISTORICAL ACTIVITY

File No.	Purpose

POLICY/REGULATORY

Official Community Plan Designations	Institutional (IN) No DPAs OCP Schedule D: The subject property is not within a “Sensitive Area”. OCP Schedule F: The subject property is not a Beach Right-of-Way. OCP Schedule G: The subject property is within an area that the Comox Valley Regional District envisions for a “North-South multi-use trail/greenway”.
Land Use Bylaw	Institutional (IN1)

	
Other Regulations	
Covenants	117553G Undersurface Rights 288733G Right of Way S13099 Undersurface Rights No Covenants registered on title.
Bylaw Enforcement	None.

SITE INFLUENCES

Regional Conservation Strategy	n/a – This application does not appear to be inconsistent or contrary to the goals and objectives set out in the ITC Regional Conservation Strategy.
Species at Risk	None mapped.
Sensitive Ecosystems	No Protected Areas data identified. Islands Trust Ecosystem Mapping (ITEM) identifies the subject property as “developed”.
Hazard Areas	None mapped.
Archaeological Sites	No archaeological sites are noted within the property or within 100 metres. The subject property is outside K’omoks First Nation area of high archeological potential; however, all coastal areas are identified as having the potential to contain recorded or unrecorded areas of archeological and cultural significance. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No anticipated climate-change induced hazards on the proposed development.

Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	Not Applicable

ATTACHMENT 2 – ITPS AND OCP POLICIES

PL-RZ-2025-0368 (DENMAN COMMUNITY HOUSING SOCIETY)

ISLANDS TRUST POLICY STATEMENT

ITPS Policy	Complies	Planner Comments
3.1.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.	Pending receipt of additional information from the applicant	Staff recommend: water management plan for affordable rental housing development and approved water license
3.3.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.	Pending receipt of additional information from the applicant	Rezoning should trigger requirement for a comprehensive water management plan for the affordable rental housing development proposal.
4.4.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure: - neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, - water quality is maintained, and - existing, anticipated and seasonal demands for water are considered and allowed for.	Pending receipt of additional information from the applicant	water management plan for affordable rental housing development and approved water license.
4.4.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses.	Pending receipt of additional information from the applicant	Staff recommend: water management plan for affordable rental housing development and approved water licence.
5.2.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.	YES	Application addresses positive social impacts of development through provision of affordable rental housing.
5.2.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for	YES	Application will utilize density bank and OCP policy provisions. Only 7 units in the density bank.

ITPS Policy	Complies	Planner Comments
achieving efficient use of the land base without exceeding any density limits defined in their official community plans.		
5.3.7 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.	YES	Location of affordable rental housing development in proximity to village and ferry terminal.
5.6.2 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.	Pending further application review	Proposed development provides an opportunity for LTC and K'omoks First Nation consideration pending further consultation with K'omoks.
5.8.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.	YES	Proposal seeks to address community's current and projected housing requirements for affordable housing.

DENMAN ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 185, 2008

OCP Objective/Policy	Complies	Planner Comments
C.2 Freshwater Policy 9 - Zoning regulations should encourage rainwater collection to reduce consumption of groundwater resources; however, adequate controls should be in place to ensure above ground storage tanks are not unsightly.	Yes and pending further application review	A comprehensive groundwater and water management plan is recommended to confirm that potable water supply, peak demand, irrigation, and emergency needs can be met, and to ensure long term protection and monitoring of the off-site well and local aquifer.
C.4 Climate Change Policy 2 - The Local Trust Committee should consider energy efficiency attributes, the reduction of greenhouse gas emissions, and climate change adaptation and impacts mitigation in all rezoning applications that propose an increase in density or change of use.	pending further application review	The current application does not provide information on compliance with the BC Building Code 2023 energy provisions, Step Code targets, or any other climate adaptation or mitigation measures.
C.4 Climate Change Policy 4 - The Local Trust Committee should support zoning amendment applications for affordable housing that incorporate climate change adaptation and mitigation measures, such as energy efficiency and shared facilities.	pending further application review	See above.

D.1 Services, Education and Culture Policy 2 - In the Institutional designation, the size of new lots created by subdivision may not be less than 1.0 hectare, except for lots where the use does not create waste or require a supply of water, in which case smaller lots may be created.	Pending further application review	The proposed subdivision would create a 0.3 ha residential lot and a 0.8 ha residential Institutional lot, both of which are below this minimum. The LTC may need to consider this in the context of the proposed rezoning and subdivision, and whether a variance is appropriate given the intended uses of the lots. While there may be limited water use and minor operational waste associated, the scale of these uses is likely low. As such, the proposed lot sizes may reasonably align with the intent of the Policy 2 exception, but final determination would depend on confirmation of the works yard's operational water and waste requirements.
D.2 Transportation and Utilities Policy 8 - When considering zoning changes, the Local Trust Committee should ensure that the proposed zoning change supports non-automotive transportation.	Pending further application review	Rezoning process can identify options to ensure non automotive transportation is adequately incorporated into the proposal (i.e. requirements for bicycle parking)
D.3 Water Management Policy 6 -When considering a zoning amendment application in an area of scarce ground water supply, the Local Trust Committee should consider requiring mitigating measures to conserve water and protect the ground water resource.	Pending receipt of additional information from the applicant	LTC can consider options once adequate data has been provided from the applicant in the form of an approved water management plan.
D.4 Waste Management Policy 5 - Community sewage treatment should be required for any zoning amendment where the sewage disposal capability of a lot is inadequate for the proposed use.	pending further application review	The applicant has not submitted a formal report prepared by a qualified professional to assess the soils and groundwater conditions of the subject property. Currently, only a schematic wastewater system design has been provided. Given the proposed increase in density and the importance of ensuring that the wastewater treatment system meets regulatory standards and is suitable for the site, staff recommend that the applicant submit a detailed report from a qualified professional. The report will help confirm that the site can support the proposed system and that the system will function properly for the anticipated density increase.
E.1 Housing Policy 1 - In the Residential designation, the size of new lots created by subdivision may not be less than 1.0 hectare except for lots created for the purpose of allowing multi-family affordable housing. In areas where the subdivision potential of the existing parcel may have negative impacts on the natural environment, the Local Trust Committee should consider increasing the minimum parcel size in the zoning regulations	YES	The proposed subdivision will result in a new lot size of 0.3 hectares, which is below the 1.0 ha minimum typically required. However, as the lot is intended for affordable housing, the policy allows for an exception to the minimum parcel size requirement.
E.1 Housing Policy 8 and 9 - In the Residential and the Rural designation, the principal use should be single family residential with the exception of the following:	YES	Meets this policy

- The existing cabins on the R1(2) zoned parcel and the rental accommodation on the two R1(1) zoned parcels as permitted by the Denman Island Land Use Bylaw, and - Multi-family affordable housing through the completion of successful rezoning application.		
E.1 Housing Policy 12 - The overall residential density on Denman Island should generally not increase beyond that permitted by existing zoning on the date this Plan was adopted except that an increase of approximately 5 percent may be permitted to accommodate zoning amendments for special needs and affordable housing, secondary dwelling units approved by the Denman Island Local Trust Committee under a Temporary Use Permit and site-specific zoning amendment applications under Policy 27, 28 and 29 of this Section. Notwithstanding the foregoing, secondary suites contained within the footprint of conforming dwelling units are not deemed to contribute to density calculations for the purposes of this policy.	YES	Density increase is consistent with this policy. There are 7 densities remaining (see standing resolutions from 2020, 2023 and HAPC Housing Report)
E.1 Housing Policy 17 - Landowners are encouraged to cluster houses and buildings accessory to a residential use to leave areas of undeveloped space.	Yes	Applicant's site plan attempts to cluster housing and accessory buildings.
E.1 Housing Policy 18 - The Local Trust Committee should encourage the establishment and work of non-profit land trusts for affordable housing.	Yes	Financial sponsorship for the bylaw amendment fees has been applied for; however, the outcome is unknown as of the time of writing this report.
E.1 Housing Policy 24 - Zoning regulations should establish sufficient setbacks for septic disposal systems: - to ensure that the waste water has been cleaned before entering the sea, wetlands, lakes and other watercourses; and - to protect adjacent properties from effluent or odours.	Pending further application review	Not yet confirmed wastewater planning. A qualified professional assessment is recommended.
E.1 Housing Policy 28 - Applicants applying for a zoning amendment prior to 2032 for new single family or multi-family dwellings should be required to meet or exceed BC Energy Step Code Level 2 standards for new construction, either by way of a site specific amenity zone or by way of a restrictive covenant registered on title.	Pending further application review	The application does not provide details on how it will meet this policy. Staff recommend that the applicant provide additional information outlining the intended Step Code level and any proposed energy-efficient or climate-responsive design features. These commitments should be secured through a restrictive covenant or a site-specific zoning regulation as a condition of rezoning.
E.1 Housing Policy 30 - The Local Trust Committee should consider zoning	Yes and pending further	The subject site is not located in a connectivity area and is outside the ALR. No environmentally sensitive areas have been identified on the

amendment applications for affordable housing projects provided: • that the proposal is not located in a connectivity area identified on Schedule D; • that the proposal does not impact negatively on adjacent properties; • that the proposal is small-scale; • that the proposal is clustered and the siting and height are sensitive to surrounding land uses; • that the proposal proves an adequate supply of potable water and an adequate sewage disposal system; • that any environmentally sensitive areas on the lot are identified and the applicant undertakes a conservation covenant to protect such areas; • that the proposed development will not place a strain on existing public services and infrastructure; • that the proposal is not located within the Agricultural Land Reserve.	application review	property. Adjacent land uses include vacant land zoned for affordable housing, a works yard, and a community hall. While the proposal appears to be compatible with surrounding uses, additional information on potential impacts to adjacent properties is recommended. To meet the requirements of the policy, a Water Management Plan and a wastewater assessment should be submitted to ensure the proposed development provides adequate services.
E.1 Housing DAI Policy 33 - The areas designated Residential and Rural in this Plan are designated to encourage housing that accommodates the needs of a variety of families and individuals while protecting the natural environment, the social fabric and the rural character of the community. The objectives of the designation of this area as an area within which development approval information may be required, include ensuring that housing options are sensitive to ground water availability and sewage disposal capability; guarding against contamination of ground water; preserving the rural nature of the Island; ensuring that housing BL 199 BL241 02/2023 Denman Island Official Community Plan, 2008 56 options preserve human diversity in our community; supporting the establishment of affordable housing, rental opportunities and special needs housing; and providing the opportunity for Island seniors to remain in the community, especially in their own or their families' homes. Development approval information may be required to help the Local Trust Committee to determine appropriate uses, density and siting of development in the Residential and Rural designations.	pending further application review	The proposal aligns with the OCP's objectives to support diverse and affordable housing. However, further information is required to ensure compliance with environmental and community safeguards: • Groundwater and Water Management: A comprehensive water management plan is recommended to confirm potable water supply, peak demand, irrigation, and emergency needs, and to ensure long-term protection and monitoring of the off-site well and local aquifer. • Wastewater: Wastewater planning should be completed through a qualified professional assessment. • Stormwater Management: A detailed plan is recommended to demonstrate protection of local aquifers, with monitoring and verification during and after construction. • Tenant Selection: Criteria should be specified in a housing agreement to align with OCP objectives supporting diverse community housing needs. • Housing Design and Accessibility: While the 8 small units limit housing diversity, universal design features should be incorporated where feasible to support seniors and people with mobility challenges.

		• Site Access and Integration: The site's proximity to the village core supports integration with local services, and a site access plan should demonstrate safe vehicular, pedestrian, and cycling circulation.
E.2 Economic Activities Policy 6 - The Local Trust Committee encourages applicants applying for zoning amendments to permit new construction to meet or exceed the Canadian Green Building Council certification, or to provide details on green technology alternatives if meeting the certification requirements is not possible.	YES	The application does not provide information on achieving Canadian Green Building Council certification or alternative green technologies. The applicant should provide details on proposed energy efficiency measures, sustainable building materials, or other green technologies to demonstrate alignment with the OCP's objectives for environmentally responsible development. Where full certification is not feasible, a summary of achievable green building strategies, including energy, water, and materials efficiency, is recommended.



BRIEFING

To: Local Trust Committees and Islands Trust Conservancy **For the Meeting of:** Varies

From: Trust Area Services **Date Prepared:** August 15, 2025

SUBJECT: Bylaw Referral – Policy Statement Bylaw No. 183

PURPOSE: The purpose of this briefing is to update local trust committees (LTCs) and Islands Trust Conservancy that Trust Council expects to receive referral responses from LTCs and Islands Trust Conservancy no later than February 6, 2026, not October 10, 2025 as stated in the original referral package sent out on August 7, 2025.

BACKGROUND: The original bylaw referral package sent to LTCs and Islands Trust Conservancy in August stated that referral responses must be received by October 10, 2025. However, this date did not take into account that the local engagement events requested by LTCs are spread out between September and late November, and so some LTCs may not want to respond to the referral until those events have been held.

It is appreciated by staff if LTCs could submit their referral response as soon as practicable following local engagement events.

ATTACHMENT(S): None

FOLLOW-UP: TAS staff will follow up with individual LTCs and Islands Trust Conservancy as needed.

Prepared By: Jason Youmans, Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services/August 20, 2025

DATE OF MEETING: December 16, 2025

TO: Denman Island Local Trust Committee

FROM: Nadine Mourao, Legislative Clerk/Deputy Secretary

SUBJECT: Referral: Proposed Trust Council Bylaw No. 183 Policy Statement

File No.: TC BL 183
Policy Statement

PURPOSE

The Islands Trust Council has referred proposed Bylaw No. 183 (cited as "Islands Trust Policy Statement Bylaw, 2025") to the Denman Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Your response to this referral will help to ensure that the Policy Statement advances the mandate of the Islands Trust, in cooperation with the Province, other agencies and Indigenous Governing Bodies. The Islands Trust Policy Statement requires the approval of the Minister of Municipal Affairs and Housing if it is to be used by Islands Trust Executive Committee and Trust Council to evaluate and approve bylaws submitted by local trust committees and island municipalities.

The proposed new Policy Statement contains policies that may affect your agency's interests. We would encourage you to review the Islands 2050 project webpage for additional information about the Policy Statement Amendment Project, including an FAQ.

For more information on the Islands 2050 Policy Statement Amendment Project, including the draft Policy Statement: <https://islandstrust.bc.ca/programs/islands-2050/>

NEXT STEPS

The following draft resolutions have been provided for consideration:

- 1. If the LTC considers their interests unaffected by the bylaw:**
That the Denman Island Local Trust Committee respond to the Islands Trust Council that interests are unaffected by Bylaw No. 183.
- 2. If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Denman Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 proceed for the following reasons:
 - *[list reasons] ...*
- 3. If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Denman Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
- 4. If the LTC wishes to recommend not proceeding with the bylaw:**
That the Denman Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 not proceed for the following reasons:
 - *[list reasons] ...*

MEMORANDUM

Submitted By:	Nadine Mourao, Legislative Clerk	December 4, 2025
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ATTACHMENTS

1. BYLAW REFERRAL FORM



ISLANDS TRUST POLICY STATEMENT BYLAW REFERRAL FORM

Islands Trust – Islands 2050
200 – 1627 Fort Street
Victoria, BC V8R 1H8
islands2050@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Islands Trust Area Bylaw No.: TC 183 Date: August 6, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

PURPOSE OF BYLAW:

The Islands Trust Act requires that Islands Trust Council adopt a Policy Statement. The current Policy Statement has not been substantively updated in over 30 years. The purpose of this bylaw is to update the Policy Statement through the lenses of reconciliation, climate change, and affordable housing.

GENERAL LOCATION:

The Islands Trust Policy Statement is a general policy that applies to all of the Islands Trust Area, including Bowen Island. For a map of the Islands Trust Area, please visit: <https://islandstrust.bc.ca/mapping-resources/mapping/>

YOUR RESPONSE IS RESPECTFULLY REQUESTED:

Your response to this referral will help to ensure that the Policy Statement advances the mandate of the Islands Trust, in cooperation with the Province, other agencies and Indigenous Governing Bodies. The Islands Trust Policy Statement requires the approval of the Minister of Municipal Affairs and Housing if it is to be used by Islands Trust Executive Committee and Trust Council to evaluate and approve bylaws submitted by local trust committees and island municipalities.

The proposed new Policy Statement contains policies that may affect your agency's interests. We would encourage you to review the [Islands 2050 project webpage](#) for additional information about the Policy Statement Amendment Project, including an FAQ. Please return the response form to islands2050@islandstrust.bc.ca

OTHER INFORMATION:

For more information on the Islands 2050 Policy Statement Amendment Project, including the draft Policy Statement: <https://islandstrust.bc.ca/programs/islands-2050/>

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


(Signature)

Name: David Marlor

Title: Secretary, Islands Trust

This referral has been sent to the following agencies:

Federal Agencies

Environment and Climate Change Canada
Fisheries & Oceans, Canada (Fish Protection and Aquaculture - Pacific Region)
Transport Canada
Parks Canada

Regional Agencies

Capital Regional District
Comox Valley Regional District
Cowichan Valley Regional District
Metro Vancouver Regional District
Nanaimo Regional District
qathet Regional District
Sunshine Coast Regional District

School District Boards

School District No. 45 (West Vancouver – Gambier)
School District No. 46 (Gambier)
School District No. 64 (Gulf Islands: Galiano, Mayne, North Pender, South Pender, Salt Spring, Saturna)
School District No. 68 (Gabriola/Ballenas Winchelsea)
School District No. 69 (Lasqueti/Ballenas Winchelsea)
School District No. 71 (Denman/Hornby)
School District No. 79 (Thetis)

Improvement District Boards

Gabriola Fire Protection District
Graham Lake Improvement District
Schmidt Improvement District
Galiano Estates Improvement District
Gossip Island Improvement District
Montague Improvement District
Spanish Hills Improvement District
Wise Island Improvement District
Bennett Bay Waterworks District
Campbell-Bennett Bay Improvement District
Lighthouse Point Waterworks District
Mayne Island Improvement District
Village Point Improvement District
Georgina Improvement District
Razor Point Improvement District
Trincomali Improvement District
Harbour View Improvement District
Mount Belcher Improvement District
North Salt Spring Waterworks District
Piers Island Improvement District
Salt Spring Island Fire Protection District
Scott Point Waterworks District
Saturna Shores Improvement District
Thetis Island Improvement District
Vaucroft Improvement District

Adjacent Local Trust Committees and Municipalities

Ballenas-Winchelsea Islands Local Trust Committee
Bowen Island Municipality
Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Galiano Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Islands Trust Conservancy Board

Provincial Agencies

Agricultural Land Commission
Attorney General (Housing Policy Branch)
BC Ferries
Ministry of Agriculture and Food
Ministry of Energy and Climate Solutions
Ministry of Energy and Climate Solutions (Climate Action Secretariat)
Ministry of Mining and Critical Minerals
Ministry of Environment and Parks
Ministry of Environment and Parks (BC Parks and Conservation Officer Service Division)
Ministry of Forests
Ministry of Water, Land and Resource Stewardship (South Coast Office, Crown Lands, Water Licensing (Watershed Stewardship & Security Branch, Ecosystems, Archaeology)
Ministry of Health
Ministry of Indigenous Relations and Reconciliation (West Coast Office; South Coast Office)
Ministry of Housing and Municipal Affairs (Governance and Structure Branch and Land Use Planning and Regional Impacts Branch)
Ministry of Transportation and Transit on Vancouver Island and South Coast (via electronic Development Approvals System)

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Islands Trust Area (Islands 2050)

(Island)

(Signature)

(Date)

TC 183

(Bylaw Number)

(Printed Name and Title)

(Agency)

ISLANDS TRUST COUNCIL

BYLAW NO. 183

A BYLAW TO ADOPT A POLICY STATEMENT FOR THE TRUST AREA

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act* S.B.C. 1996 c.239, enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as “Islands Trust Policy Statement Bylaw, 2025”.

APPLICATION

2. This Bylaw applies to the Trust Area, as defined in Schedule A of the *Islands Trust Act* S.B.C. 1996 c.239.

ORGANIZATION

3. Schedule A (Islands Trust Policy Statement) attached to and forming part of the bylaw is hereby adopted as the trust policy statement pursuant to S.15(1) of the *Islands Trust Act*.

SEVERABILITY

4. If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

REPEAL

5. “Islands Trust Policy Statement, 1993” is hereby repealed upon adoption of this bylaw.

READINGS

READ A FIRST TIME THIS 29TH DAY OF JULY, 2025

READ A SECOND TIME THIS DAY OF ,2025

READ A THIRD TIME THIS DAY OF ,2025

APPROVED BY THE MINISTER OF HOUSING AND MUNICIPAL AFFAIRS PURSUANT TO SECTION 15(2)(c) OF THE ISLANDS TRUST ACT THIS DAY OF ,2025

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF ,2025

Secretary

Chairperson



Islands Trust

Islands Trust Policy Statement

Acknowledgement

Islands Trust Council respectfully acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and that their relationship to these lands and waters continues to this day. Islands Trust Council acknowledges that residential schools, forced removal, and colonial laws and restrictions on Indigenous governance and cultural practices have displaced and dispossessed Coast Salish peoples and disrupted their relationships with the islands and waters of the Salish Sea. Islands Trust Council acknowledges that a healthy environment is essential for Indigenous Peoples to be able to exercise their inherent and treaty rights. Islands Trust Council is committed to reconciliation 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 within Coast Salish Territory, in the treaty lands and territories of:

BOKÉĆEN (Pauquachin) First Nation

Da'naxda'xw/Awaetlala First Nation

K'ómoks (Comox) First Nation

Lhaq'temish (Lummi) Nation

MÁLEXEŁ (Malahat) First Nation

Mamalilikulla First Nation

Qualicum First Nation

Quw'utsun Nation (comprised of **Cowichan Tribes**, **Xeláltxw** (Halalt) First Nation, **Lyackson** First Nation, **Spune'luxutth'** (Penelakut Tribe) and **Stz'uminus** (Chemainus) First Nation)

scəwəθən (Tsawwassen) First Nation

səlilwətał (Tsleil-Waututh) First Nation

SEMYOME (Semiahmoo) First Nation

shíshálh (Sechelt) Nation

Skwxwú7mesh (Squamish) First Nation

Snaw-naw-as (Nanoose) First Nation

Snuneymuxw (Nanaimo) First Nation

Songhees First Nation

STÁUTW (Tsawout) First Nation

łəʔəmen (Tla'amin) First Nation

Tlowitsis Nation

Ts'uubaa-asatx (Lake Cowichan) First Nation

Wei Wai Kum (Campbell River) First Nation

We Wai Kai (Cape Mudge) First Nation

WJOLÉLP (Tsartlip) First Nation

WSIKEM (Tseycum) First Nation

Xwémalhkwu (Homalco) First Nation

Xwsepsum (Esquimalt) First Nation

xʷməθkʷəy̓əm (Musqueam) First Nation

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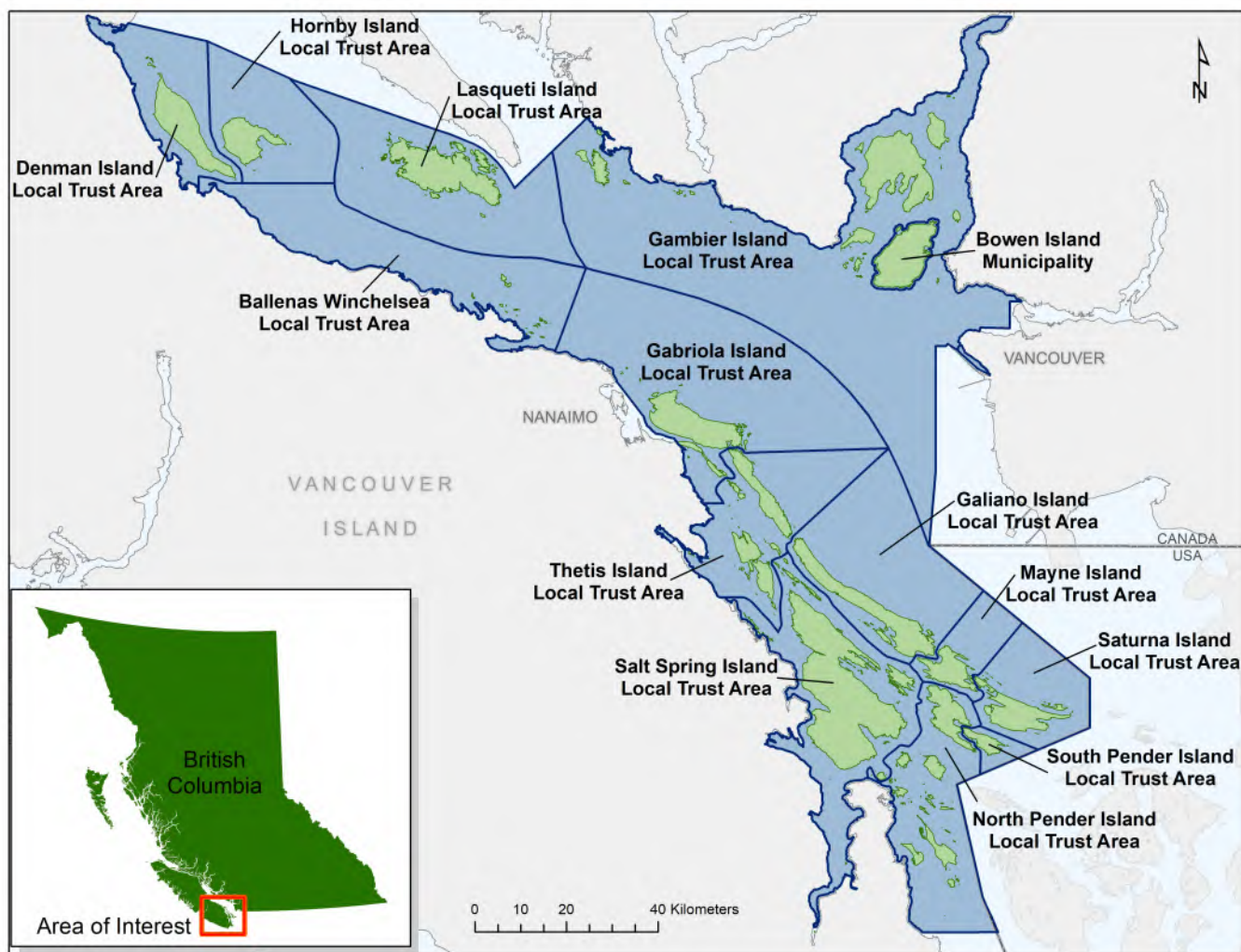
Part 1: The *Islands Trust Act*

In 1974, the Government of British Columbia established the *Islands Trust Act* to preserve and protect the Islands Trust Area and its unique amenities and environment against unrestrained growth and development. Islands Trust is a federated body responsible for the Trust Area, comprised of 13 major islands and more than 450 smaller islands and the surrounding waters in the Strait of Georgia and Howe Sound. Islands Trust regulates local land use, works with other levels of government, and, through the Islands Trust Conservancy, protects places of natural or cultural significance. This unique governmental mandate is defined in Section 3 of the *Islands Trust Act* and is commonly referred to as the “Islands Trust Object.”

1.1 — The Islands Trust Object

“**The object of the trust** is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.” (Section 3, *Islands Trust Act*)

1.2 – Map of the Islands Trust Area



1.3 – Indigenous Inherent Rights Acknowledgment

Islands Trust Council respectfully acknowledges Indigenous inherent rights as protected under section 35 of the *Constitution Act, 1982*. Islands Trust Council respectfully acknowledges Indigenous rights to self-governance and the expressed interest of Indigenous Governing Bodies in working toward co-governance of the Islands Trust Area. Islands Trust Council is committed to advancing reconciliation with Indigenous Governing Bodies through ongoing discussion and recognition of these rights.

Given the *Declaration on the Rights of Indigenous Peoples Act* and the evolving legislative landscape in British Columbia, the Policy Statement serves as a starting point for improved cooperation with Indigenous Governing Bodies. Islands Trust Council commits to an ongoing effort to co-develop planning and land use management processes with Indigenous Governing Bodies within the Islands Trust Area and acknowledges that this document does not serve as an endpoint. Islands Trust Council will be informed by the United Nations Declaration on the Rights of Indigenous Peoples as a framework for its approach to reconciliation.

1.4 – Purpose and Structure of the Policy Statement

Section 15 of the *Islands Trust Act* states that Trust Council must adopt, by bylaw, a Trust Policy Statement that applies to the Islands Trust Area as a whole. The *Islands Trust Act* specifies that the Policy Statement must be a general statement of the policies of Trust Council to carry out the Islands Trust Object, that it may establish different policies for different parts of the Islands Trust Area, and that it must be approved by the provincial Minister responsible for Islands Trust prior to adoption.

Islands Trust Council is responsible for establishing and amending the Policy Statement, which in turn guides the development of more specific official community plans and regulatory bylaws by local trust committees and island municipalities across the region. The *Act* stipulates that official community plans and bylaws required to be submitted to Executive Committee or Trust Council under the *Act* must not be approved if they are contrary to or at variance with the Policy Statement. This ensures that the Islands Trust Object is at the core of all planning and land use management decision-making in the Islands Trust Area.

The Policy Statement represents Trust Council’s vision for the preservation and protection of the Islands Trust Area and its unique amenities and environment. It aspires to reflect the values and interests of island communities, Indigenous Governing Bodies and Indigenous Peoples, partner agencies, and all British Columbians, as well as the silent voices of island ecosystems, species at risk, and future generations.

Three Types of Policies in the Policy Statement:

Guiding Principles

(Part 2 of the Policy Statement) establish general commitments of Trust Council that centre the Islands Trust Object in all daily decision-making across the Islands Trust Area by Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities.

Directive Policies

(Part 3 of the Policy Statement) are integral to carrying out the Islands Trust Object. They are policies with which official community plans and regulatory bylaws of a local trust committee or island municipality should be consistent to avoid rejection or objection when presented by the local trust committee or island municipality for consideration or approval by Executive Committee or Trust Council. They are also policies that should be directly addressed, where possible, in all official community plans and bylaws of a local trust committee or island municipality.

Advisory Policies

(also in Part 3 of the Policy Statement) are policies expressing select objectives of Trust Council, that local trust committees and island municipalities are advised to consider in the development of official community plans, bylaws, and in discretionary land use decisions. Advisory policies are not intended to constitute a basis for Executive Committee or Trust Council review of local trust committee or island municipality bylaws, or for potential rejection of such bylaws.

Part 2: Guiding Principles

2.1 – General Guiding Principles

In its efforts to carry out the Islands Trust Object, Islands Trust Council commits to the following set of shared principles to guide daily planning and decision making by Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities:

Trust Council's Guiding Principles	
2.1.1	Acknowledge and Respect Indigenous Rights To grow understanding of the history and legacy of colonialism in the Islands Trust Area, to acknowledge and respect the rights of Indigenous Peoples, and to work together with Indigenous Governing Bodies and Indigenous Knowledge Holders to preserve and protect culturally significant areas, sites, and species.
2.1.2	Prioritize Environmental and Indigenous Cultural Heritage Protection To place priority on preserving, protecting and restoring the environment, and preserving, protecting, and supporting restoration of Indigenous cultural heritage in all decision making.
2.1.3	Limit the Rate and Scale of Development To define and maintain appropriate limits for the rate and scale of development in order to preserve and protect the Trust Area and its unique amenities and environment.
2.1.4	Foster Sustainable, Inclusive, and Resilient Communities To support planning and land use management decisions that foster sustainable, inclusive, and resilient communities, acknowledging the interdependencies between healthy communities and healthy ecosystems.
2.1.5	Take Guidance from the Precautionary Principle To be guided by the precautionary principle in all decision making to safeguard the environment and cultural heritage where there is uncertainty over the potential for serious or irreversible damage from development.
2.1.6	Account for Cumulative Effects To strive to account for the cumulative effects of existing and proposed development to avoid detrimental effects on watersheds, groundwater supplies, culturally sensitive areas and cultural heritage sites, and species and their habitats.
2.1.7	Foster Informed and Balanced Decision Making To be informed by a broad range of sources in its decision-making processes, including Indigenous Knowledge, institutional knowledge, local community knowledge, and science.

2.2 – Reconciliation Principles

Islands Trust Council has declared its commitment to reconciliation with Indigenous Peoples of the Islands Trust Area, with the understanding that this commitment is a long-term relationship-building process and is a commitment to be informed by these reconciliation principles to the extent that they engage the object of the trust.

Trust Council's Reconciliation Principles	
2.2.1	Guidance from <u>Truth and Reconciliation Commission</u> Be informed by the 10 principles established by the Truth and Reconciliation Commission of Canada (TRC).
2.2.2	Guidance from <u>United Nations Declaration on the Rights of Indigenous Peoples</u> Be informed by the articles established in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
2.2.3	Guidance from <u>Missing and Murdered Indigenous Women and Girls Calls for Justice</u> Be informed by the Principles for Change used by the National Inquiry into Missing and Murdered Indigenous Women and Girls.
2.2.4	Guidance from <u>Indigenous Governing Bodies</u> Be informed by guidance from Indigenous Governing Bodies and Indigenous Knowledge Holders.

2.3 – Cooperation Principles

While Trust Council must provide the necessary leadership to carry out the Islands Trust Object, its mandate requires cooperation with partners who each have unique roles to play in preserving and protecting the region. Trust Council commits to be guided by the following principles in its cooperation efforts to advance the Islands Trust Object:

Trust Council's Cooperation Principles	
2.3.1	Collaborate with the Islands Trust Conservancy Board To collaborate closely with, and be informed by, the Islands Trust Conservancy Board, particularly in the areas of science-based conservation planning, ecosystem mapping, identification of core conservation areas and protected area networks, and protection of species and ecosystems at risk.
2.3.2	Collaborate with Island Municipalities To collaborate with island municipalities, particularly in the areas of conservation planning, communications and engagement, the Policy Statement, and other areas supporting the Islands Trust Object.
2.3.3	Work Towards Collaborative Governance with Indigenous Governing Bodies Develop strong relationships with Indigenous Governing Bodies and work toward building foundations for collaborative governance with Indigenous Governing Bodies, including through the development of shared decision-making agreements under the <i>Declaration on the Rights of Indigenous Peoples Act</i> .
2.3.4	Work Towards Strategic Inter-Agency Coordination To work towards establishing effective inter-agency coordination mechanisms with different levels of government, academic institutions and organizations who have important roles to play in supporting the Islands Trust Object.
2.3.5	Work Towards Accessible and Inclusive Public Communications and Engagement To work towards accessible and inclusive public communications and engagement strategies that engage a wide range of residents, communities, local organizations, and British Columbians.
2.3.6	Provide Public Education Opportunities To provide education opportunities to residents, communities, local organizations, and visitors, highlighting tangible ways they can contribute to preserving and protecting the Trust Area and its unique amenities and environment, while respecting the confidentiality interests of Indigenous Knowledge Holders and Indigenous Governing Bodies.

Part 3: Goals and Policies

Goal 1: Advance Reconciliation

Islands Trust Council is committed to reconciliation and to long-term relationship building with Indigenous Governing Bodies and Indigenous Peoples across the region. The policies in this section aim to acknowledge the history, legacy and continuing relationships of Indigenous Peoples to the area since time immemorial, to recognize and respect the interests of Indigenous Governing Bodies regarding planning and land use management decisions that impact their territories, and to build foundations for collaborative governance and shared decision making.

Directive Policies – Reconciliation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.1.1 Engage with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies and provide a record of the engagement at time of bylaw submission.

Advisory Policies – Reconciliation

Local trust committees and island municipalities should...

3.1.2 Engage with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies on discretionary planning and land use management decisions.

3.1.3 Land Back

Through engagement with Indigenous Governing Bodies, support opportunities to direct land to Indigenous Governing Bodies, including, but not limited to, as amenity contributions in applications seeking additional development potential.

3.1.4 Information Sharing

Support and develop methods for regular and timely sharing of information with Indigenous Governing Bodies.

3.1.5 Respect Indigenous Protocols for Information and Data Provided

Respect Indigenous Governing Bodies' and Indigenous Knowledge Holders' protocols about how their data and information should be collected, protected, used and shared.

Goal 2: Preserve and Protect Indigenous Cultural Heritage and Culturally Significant Areas, Sites, and Species

Islands Trust Council recognizes Indigenous cultural heritage as a unique amenity in the Islands Trust Area that must be preserved, protected, and where possible, restored. The Islands Trust Area is home to many culturally significant areas, sites and species, including places that are the resting places of ancestors, which are of importance to present and future generations of Indigenous Peoples. This section lays out general types of Indigenous cultural heritage and culturally significant areas, sites, and species that should be identified and protected in each local planning area; this should be guided by Indigenous Peoples, Indigenous Governing Bodies and Indigenous Knowledge Holders and undertaken in a culturally sensitive manner that respects confidentiality protocols around the sharing of Indigenous Knowledge.

Directive Policies — Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.2.1	Indigenous Cultural Heritage Sites Minimize potential adverse impacts to Indigenous cultural heritage sites including, but not limited to, identified village sites, burial sites, camp sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, pictographs, and registered, unregistered, or newly-discovered archaeological sites.
3.2.2	Indigenous Marine Harvesting Areas Minimize potential adverse impacts to marine harvesting areas used by Indigenous Peoples, including, but not limited to, fish weirs and clam gardens.
3.2.3	Indigenous Harvesting and Hunting Areas Minimize potential adverse impacts to land-based harvesting and hunting areas used by Indigenous Peoples.

Advisory Policies – Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities should...

3.2.4	Indigenous Cultural Heritage Sites Through engagement with Indigenous Governing Bodies, identify and prioritize protection of Indigenous cultural heritage sites including, but not limited to, village sites, burial sites, camp sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, and pictographs, and registered, unregistered, or newly discovered archaeological sites.
3.2.5	Indigenous Harvesting Areas Through engagement with Indigenous Governing Bodies, identify and prioritize protection of Indigenous harvesting areas on land and marine foreshores including, but not limited to, fish weirs, clam gardens, camas meadows, and other areas used for Indigenous hunting, fishing, trapping, and gathering of plants and medicines.
3.2.6	Indigenous Harvesting and Hunting Area Access Through engagement with Indigenous Governing Bodies, identify and pursue opportunities to improve access by Indigenous Peoples to marine and land-based harvesting and hunting areas.
3.2.7	Other Culturally Significant Areas for Indigenous Peoples Through engagement with Indigenous Governing Bodies, identify and prioritize protection of areas of importance for Indigenous cultural and spiritual practices.
3.2.8	Culturally Significant Species and Medicinal Plants Through engagement with Indigenous Governing Bodies, identify, prioritize protection, and support restoration of culturally significant species and medicinal plants and ochre.
3.2.9	Cultural Monitors Through engagement with Indigenous Governing Bodies, support opportunities for cultural monitors to be present for ground-disturbing activities.

Goal 3: Preserve and Protect Healthy and Biodiverse Ecosystems

Islands Trust Council acknowledges that preserving and protecting the ecological integrity of the Islands Trust Area is essential to the Islands Trust Object and to supporting community well-being across the region. The policies in this section aim to identify and protect key ecosystem types and characteristics that safeguard biodiversity and promote resilience to climate change.

Directive Policies – Ecosystem Integrity

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.3.1	Protected Area Networks Identify, establish, and sustain a network of protected areas of sufficient size and distribution to preserve the environmental integrity of ecosystems in their planning area.
3.3.2	Sensitive Ecosystems Identify and prioritize the preservation, protection, and restoration of sensitive ecosystems in the Islands Trust Area, classified as the following ecosystem types: cliff; freshwater; herbaceous; old and mature forest; riparian; wetland; and woodland.
3.3.3	Forest Ecosystems Identify forest ecosystems and prioritize the preservation, protection, and restoration of unfragmented forests, with a particular focus on the maintenance and restoration of their ecological integrity.
3.3.4	Coastal Oak and Prairie Ecosystems Identify and prioritize the preservation and protection of coastal oak and prairie ecosystems, with a particular focus on the maintenance, restoration and management of their ecological integrity.
3.3.5	Watershed Ecosystems Identify and prioritize the preservation, protection, and restoration of watershed ecosystems, freshwater sources, and groundwater recharge areas.
3.3.6	Marine Shorelines and Nearshore Areas Identify and prioritize the preservation, protection, and restoration of eelgrass meadows, kelp forests, forage fish spawning areas, clam beds, estuaries, tidal salt marshes, mud flats, and coastal wetlands.
3.3.7	Critical Habitat for Species at Risk Identify and prioritize the preservation, protection, and restoration of critical habitat for species at risk.
3.3.8	Islets and Small Islands Identify and prioritize the preservation, protection, and restoration of islets and small islands.
3.3.9	Light Pollution Minimize light pollution through the application of dark sky principles.

Advisory Policies – Ecosystem Integrity

Local trust committees and island municipalities should...

3.3.10	Indigenous Ecosystem Management Through engagement with Indigenous Governing Bodies, support opportunities for Indigenous-led ecosystem management.
3.3.11	Indigenous Protected and Conserved Areas Support Indigenous Governing Bodies in the establishment of Indigenous Protected and Conserved Areas.

Goal 4: Foster Sustainable, Inclusive, and Resilient Communities

Islands Trust Council recognizes that the Islands Trust Object is for the benefit of residents of the Islands Trust Area and all British Columbians, who in turn have a role in preserving and protecting this region. The policies in this section support the preservation and protection of unique island character and aim to foster sustainable, inclusive, rural, and resilient island communities.

Directive Policies – Managing Growth and Development

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.1	Sustainable Development Consider site capabilities, environmental and protected areas, and existing development patterns when determining the land use designation and appropriate locations and intensities of various uses of the land.
3.4.2	Growth Management Manage community growth and its associated impacts by directing residential, commercial and industrial development into suitable locations, to prevent sprawl, minimize fragmentation of forest lands, and avoid adverse impacts to Indigenous cultural heritage, harvesting and hunting areas.
3.4.3	Impacts of Development Consider the aesthetic, environmental, and social impacts of development.
3.4.4	Community Facilities and Services Ensure that each community's, and local Indigenous communities', current and projected long-term needs for educational, institutional, community, health, cultural, recreational facilities and services, and outdoor recreation are considered and planned for.
3.4.5	Climate Change Mitigation and Adaptation Implement planning and land use management strategies, and consider nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities.
3.4.6	Hazardous Areas Identify areas at elevated risk of natural and climate change-related hazards and restrict development within these areas including, but not limited to, areas subject to flooding, sea-level rise, erosion, slope instability and wildfire.
3.4.7	Economic Activities Support sustainable economic activities that are compatible with the preservation and protection of the Trust Area and its unique amenities, environment, community well-being, and that consider transportation and infrastructure capacity.
3.4.8	Community Heritage Sites Identify, preserve, protect, and support the restoration of community heritage sites.

Advisory Policies – Managing Growth and Development

Local trust committees and island municipalities should...

3.4.9	Existing Development Potential Identify land where current zoning or other land use regulations allow development that could be inconsistent with the object of the trust, and consider policy and/or regulatory options to reduce development potential or minimize the impacts of future development.
3.4.10	Economic Development Opportunities for Indigenous Communities Through engagement with Indigenous Governing Bodies, support economic development opportunities for Indigenous communities.

Directive Policies – Housing

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.11	Suitable Locations for Additional Housing Identify suitable locations that could support increased density for the development of safe, secure, diverse, and attainable housing.
3.4.12	Housing Diversity Support a range of housing types and tenures to help meet the identified housing needs of the island community and local Indigenous communities.
3.4.13	Clustered Small Dwelling Units Support alternatives to conventional single-detached dwellings by establishing policies to permit clusters of small dwelling units in suitable areas.
3.4.14	Floor Area and Lot Coverage Limits Set floor area and lot coverage limits for residential development to minimize negative environmental impacts, including on land used for agricultural purposes.
3.4.15	Affordable and Special Needs Housing Prioritize the processing of rezoning applications from non-profit housing providers and public agencies, and the processing of housing agreement bylaws for affordable and special needs housing.
3.4.16	Short-Term Rentals Identify and assess the impacts of short-term rental of dwellings on the availability of safe, secure and affordable housing and, where necessary, regulate and limit the number of short-term rentals accordingly.

Advisory Policies – Housing

Local trust committees and island municipalities should...

3.4.17	Housing for Indigenous People Through engagement with Indigenous Governing Bodies, support housing opportunities for Indigenous people in the Islands Trust Area.
3.4.18	Multi-Unit Residential Implement land use regulations for affordable and special needs housing and other multi-unit residential development that permit a range of potential site configurations, and control form and character through development permit areas.
3.4.19	Natural Building Materials and Techniques Encourage construction of buildings and structures using local natural building materials and techniques, and minimize barriers to their use.

Directive Policies – Transportation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.20	Public and Active Transportation Networks Identify and establish appropriately-situated, safe, comfortable, and equitable transportation networks that reduce dependency on private automobile use, encourage zero emission modes of transportation, and support increased use of trail systems, public transportation, and active transportation.
3.4.21	Rural Roadways Identify and protect rural roadways, including scenic and/or heritage roads.

Advisory Policies – Transportation

Local trust committees and island municipalities should...

3.4.22	Road Systems Ensure that road location, design, construction, and road systems are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.
3.4.23	Transportation Network Vulnerabilities Cooperate with relevant agencies to identify parts of the local transportation network at risk of damage or deterioration and participate in planning to address mitigation or infrastructure relocation where necessary.

Directive Policies – Waste, Emissions and Pollutants

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.24	Pollutants to Air, Land and Water Regulate land use and development to reduce detrimental pollutants to air, land and water.
3.4.25	Disposal of Waste Where required, identify appropriate locations for waste transfer stations for the removal of waste from the Islands Trust Area.
3.4.26	Wastewater Disposal Systems Establish requirements for the location and siting of new wastewater disposal systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, with a focus on Indigenous Peoples' cultural heritage sites and marine harvesting areas.

Directive Policies – Recreation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.27	Preservation of Natural Heritage Identify, preserve, protect, and support the restoration of natural heritage sites.
3.4.28	Location and Types of Recreational Facilities Identify appropriate locations for, types of, and access to, facilities for low-impact and active recreational activities, and discourage activities that may adversely impact the preservation and protection of the Trust Area and its unique amenities and environment.
3.4.29	Access to Community Marinas, Boat Launches, and Docks Identify and support safe public access and routes to community marinas, boat launches, and docks.
3.4.30	Access to Anchorages Identify appropriate and safe small-craft anchorage public-access locations.
3.4.31	Trail Systems Identify appropriate locations for, types of, and safe public access to public pedestrian, equestrian and bicycle trail systems to support active recreation that is compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.4.32	Public Shoreline Access Identify new, protect existing, and support the acquisition and protection of, safe public access to marine shorelines and along marine shorelines that are appropriate for low-impact, public recreational use and do not adversely impact the Trust Area and its unique amenities and environment, including Indigenous Peoples' identified cultural heritage sites and marine harvesting areas.
3.4.33	Public Access to Public/Crown Land Identify and support the acquisition and protection of public access and routes to publicly-owned lands.
3.4.34	Destination Gaming Facilities Prohibit destination gaming facilities such as casinos and commercial bingo halls.

Goal 5: Foster Sustainable Stewardship of Lands and Waters

Islands Trust Council recognizes that sustainable use of lands and waters in the Islands Trust Area is important to the long-term well-being and resilience of ecosystems in the Islands Trust Area and the communities that depend on them. This section lays out policies for sustainable land and water use that support the long-term health of ecosystems and sustainability of freshwater.

Directive Policies – Freshwater

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.1	Freshwater Sustainability Ensure that neither the density, nor intensity, of land use is increased in watersheds where the quality or quantity of the supply of freshwater is likely to be inadequate or unsustainable.
3.5.2	Freshwater Demand and Supply Projections Ensure that existing, anticipated, and seasonal water demand and water availability are considered.
3.5.3	Freshwater Self-Sufficiency Ensure that islands are self-sufficient in their supply of freshwater.
3.5.4	Saltwater Intrusion Identify areas at elevated risk of saltwater intrusion and restrict development serviced by groundwater within these areas.

Advisory Policies – Freshwater

Local trust committees and island municipalities should...

3.5.5	Freshwater Quality Ensure that freshwater quality is maintained or remediated.
3.5.6	Freshwater Uses Strive to ensure that water quality in lakes, streams and wetlands is maintained, and that freshwater use is not to the detriment of other uses of the waterway such as fish and amphibian habitat uses, Indigenous cultural and spiritual uses, and aesthetic and recreational uses.
3.5.7	Freshwater Storage Encourage freshwater storage in groundwater regions where the quality or quantity of groundwater is likely to be inadequate or unsustainable.

Directive Policies – Forest Lands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.8	Forest Lands for Sustainable Management Maintain large land holdings and parcel sizes to support sustainable forest management practices that are compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.5.9	Forest Lands and Road Systems Consider siting of roads and utility corridors to minimize the fragmentation of forest lands.
3.5.10	Forest Lands and Wildfire Risk Management Identify planning and land use management strategies that mitigate wildfire risk and that are appropriate to the unique biogeoclimatic zones and settlement patterns of each local planning area.

Directive Policies – Agricultural Lands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.11	Protection of Agricultural Lands Identify and protect agricultural lands within the Agricultural Land Reserve for current and future use consistent with the <i>Agricultural Land Commission Act</i> and its regulations, while considering down-stream impacts, wildlife habitat, and adjacent properties.
3.5.12	Agriculture and Adjacent Properties Minimize any adverse impacts of land uses from properties adjacent to agricultural lands.
3.5.13	Agriculture and Road Systems Consider siting of roads and utility corridors to minimize fragmentation of agricultural lands.
3.5.14	Economic Viability of Farms Consider land uses and activities that support the economic viability of farms without compromising the agricultural capability of agricultural land or adversely impacting the Trust Area and its unique amenities and environment.

Advisory Policies – Agricultural Lands

Local trust committees and island municipalities should...

3.5.15	Sustainable Agriculture Preserve, protect, and encourage sustainable farming and the sustainability of farming.
3.5.16	Food Security and Food Sovereignty Support initiatives that advance food security and Indigenous food sovereignty.

Directive Policies – Soil and Fill

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.17	Soil Removal and Deposit Foster the preservation, protection, and restoration of soils in the Islands Trust Area.
3.5.18	Soil and Fill from Middens and Foreshore Areas of Cultural Significance Prohibit alteration, removal or excavation of soil or fill from all identified archaeological sites, including middens or foreshore areas identified as culturally significant areas.

Directive Policies – Marine Shorelands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.19	Aquaculture Tenures Direct commercial aquaculture tenures to appropriate locations that will not adversely impact areas identified as culturally significant by Indigenous Governing Bodies, that provide critical habitat for species at risk, are of recreational significance or established or designated upland land uses, anchorages or moorages.
3.5.20	Setbacks from the Sea Incorporate current and anticipated impacts of sea level rise and storm surge, and determine appropriate shoreline buffers and setbacks from the sea, taking into account best practices recommended by the federal and provincial governments.
3.5.21	Soft Shoreline Protections Prioritize and foster soft shoreline approaches, such as those identified by the “Green Shores” program, to set requirements for shoreline preservation, and to mitigate erosion of shoreline and foreshore cultural heritage sites.
3.5.22	Vessel Moorage Prohibit the moorage of vessels in sensitive marine areas, including, but not limited to, eelgrass meadows, kelp forests, forage fish spawning areas, estuaries and mud flats.
3.5.23	Marinas Identify requirements for the location, size, and nature of marinas that are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.
3.5.24	Sharing of Coastal Facilities Identify opportunities for the sharing of coastal facilities such as docks, wharves, floats, jetties, boat houses, board walks, and causeways.
3.5.25	Marine Docks Consider the cumulative effects of docks, and limit or prohibit new docks in areas identified as culturally significant by Indigenous Governing Bodies, in areas that provide critical habitat for species at risk, and in areas of recreational significance.
3.5.26	Marine Structures Limit or prohibit the construction or installation of breakwaters, groynes, rock weirs and jetties in marine areas that are not zoned for group wharfage, marine commercial or industrial use, or ferry terminals.

Part 4: Implementation

4.1 — Policy Statement Implementation

Organizational Policy Alignment

Section 15 of the *Islands Trust Act* requires Islands Trust Council to adopt, by bylaw, a trust policy statement that applies to the Islands Trust Area. The Policy Statement must be a general statement of the policies of Islands Trust Council to carry out the object of the Trust.

Section 4(1) of the *Islands Trust Act* confirms that the Trust Council, Executive Committee, local trust committees and Islands Trust Conservancy are continued for the purpose of carrying out the object of the Trust.

Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities are expected to take general policy direction from the Policy Statement to ensure that decisions and activities of the organization are for the purpose of carrying out the Islands Trust Object. The Policy Statement should form the basis of Islands Trust Council's strategic planning process. To ensure consistency between the Policy Statement and the activities of Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities, staff should reference the Policy Statement and its relevant sections in meetings, staff reports, work programs, inter-governmental agreements (including protocols, letters of understanding and memoranda of understanding) and responses to referrals from other agencies. All inter-governmental coordination agreements, external communications, and advocacy should be consistent with the principles and policies set out in the Policy Statement.

Statutory Bylaw Approval Process

The main mechanism for implementing the Policy Statement in local planning and land use management decisions is the bylaw referral process under the *Islands Trust Act* and any referral process under the letters patent of an island municipality.

Executive Committee Approval: Under Section 15(4) of the *Islands Trust Act*, bylaws submitted to the Islands Trust Executive Committee must not be approved by the Executive Committee, or Trust Council, if they are contrary to or at variance with the Islands Trust Policy Statement.

Local Trust Committees: Under Section 27 (1) of the *Islands Trust Act*, a local trust committee must submit its bylaws to Islands Trust Executive Committee for approval before adoption. If Islands Trust Executive Committee returns a bylaw with requested changes or refuses to approve a bylaw, the local trust committee may refer the bylaw to Islands Trust Council for approval. A bylaw has no effect until it is approved by Islands Trust Executive Committee or Islands Trust Council. A bylaw adopting or amending an official community plan has no effect until it is approved by the Minister responsible for Islands Trust.

Island Municipalities: Under Section 38 (1) of the *Islands Trust Act*, the council of a municipality, all or part of which is in the Islands Trust Area, must submit official community plan bylaws to Islands Trust Executive Committee for approval before adoption. If Islands Trust Executive Committee returns an official community plan bylaw with requested changes or refuses to approve an official community plan bylaw, the municipality may refer it to Islands Trust Council for approval. If Islands Trust Council returns or refuses to approve a bylaw, the municipality may submit it to the Minister for approval. These bylaws have no effect until they are approved by Islands Trust Executive Committee, Islands Trust Council, or the Minister responsible for Islands Trust. Although not required under the *Islands Trust Act*, the letters patent for Bowen Island also require referral of bylaws other than official community plan bylaws.

Implementing Reconciliation

The main mechanism by which Islands Trust Council's commitment to Reconciliation will be implemented through the Policy Statement is the requirement for local trust committees and island municipalities to engage Indigenous Governing Bodies on official community plan and land use bylaw amendments set out in Directive Policy 3.1.1.

Additionally, the Policy Statement advises local trust committees and island municipalities to engage with Indigenous Governing Bodies on discretionary planning and land use management decisions, and on topics that need engagement with Indigenous Governing Bodies in order to be effectively addressed.

Policy Statement Implementation Plan

Prior to, or following the adoption of, a new Policy Statement, or amendments to it, Islands Trust Council should develop a plan to implement the Policy Statement. Execution of the Implementation Plan may inform the content of, or revisions to, the following documents:

- The Islands Trust Council Strategic Plan
- The Islands Trust Council Annual Budget
- The Policy Statement Implementation Policy
- Local trust committee and island municipality workplans
- Other documents as applicable

The Policy Statement Implementation Plan may guide the development of:

- A timeline to bring official community plans and land use bylaws into alignment with the Policy Statement
- A revised assessment tool that Islands Trust Executive Committee and Islands Trust Council can use to assess whether local trust committee and island municipality bylaws are contrary to or at variance with the Policy Statement
- Targets and indicators with which Islands Trust Council can monitor and evaluate implementation of the Policy Statement
- Annual monitoring and reporting activities
- Changes to existing Islands Trust Council policies, or new policies, to implement the Policy Statement
- Changes to existing Islands Trust Council agreements, or new agreements, with other levels of government, agencies, and Indigenous Governing Bodies, to implement the Policy Statement
- Communications regarding Policy Statement implementation
- Other implementation actions as applicable

4.2 – Policy Statement Amendments

Policy Statement Amendment Projects

At the beginning of each term, in conjunction with its strategic planning process, Islands Trust Council can identify any Policy Statement amendment tasks to be undertaken that term. Newly elected Islands Trust Councils will likely wish to engage with Indigenous Governing Bodies, and may wish to engage with other key partners and interested and affected parties across the Islands Trust Area to define priorities for Policy Statement amendments that term. Any topics that cannot be addressed in a particular term could be noted on a “Policy Statement Amendment Topic Review Inventory” for consideration by Islands Trust Council at a later date. Once an amendment project is initiated, Islands Trust Council could assign the Executive Committee or a council committee the task of leading and coordinating the Policy Statement review and amendment project, with the support of other committees as appropriate. As part of its annual budget cycle, Islands Trust Council should consider allocating resources required for a Policy Statement amendment project, including for any related communications and engagement.

Communications, Engagement, and Referrals

As soon as practicable after the initiation of a Policy Statement amendment process, Islands Trust Council should adopt a communications and engagement plan appropriate to the scope and scale of the amendment project.

Proposed Policy Statement amendments must be referred to regional district boards in the Islands Trust Area and should be referred to Indigenous Governing Bodies.

While there are no statutory requirements for public engagement or public hearings related to the Policy Statement, in cases where major amendments are being considered, Trust Council should inform and consult members of the public and relevant partner agencies. Engagement and referral partners could include, but would not be limited to: local trust committees and island municipalities; the Islands Trust Conservancy Board; residents and non-resident property owners in the Islands Trust Area; other residents of British Columbia; municipal councils, improvement district boards operating within the Islands Trust Area; relevant provincial government agencies; and other persons and organizations that would be interested and affected by the proposed Policy Statement amendments.

Legislative Process

Adoption of a Policy Statement amendment bylaw occurs only after Trust Council has undertaken four readings of the proposed Policy Statement bylaw and received approval by the Minister responsible for Islands Trust. Policy Statement amendment bylaws become effective upon date of adoption and are not retroactive.

Glossary of Terms

Active Recreation

Active recreation means recreation that is of a formal nature, often performed with specific people or teams, requires specialized equipment or prescribed places, sites or fields, but excludes recreation that primarily involves the use of a power-driven conveyance.

Archaeological Sites

Archaeological sites consist of the physical remains of past human activity.

All archaeological sites in British Columbia are protected under the [Heritage Conservation Act](#). This applies whether sites are located on public or private land, and whether the site is known or unknown. Protected archaeological sites may not be altered or changed in any manner without a permit. There are over 60,000 archaeological sites recorded in BC's Provincial Heritage Register including the remains of village and other habitation sites, as well as resource procurement activities such as fishing weirs and culturally modified trees. These sites may date anywhere from recent times to 14,000+ years ago, and studies continue to uncover new information. (Source: BC Archaeology Branch)

Biodiversity

Biodiversity (biological diversity) is the variety of living things, including diversity within species (genetic diversity), diversity between species, and diversity of ecosystems. When biodiversity characteristics are assessed for any location or region, three attributes are considered:

- composition (describes the parts of each biodiversity component in that area — e.g. habitat types, species present, genetic diversity within species);
- structure (refers to the physical characteristics supporting that composition — e.g. size of habitats, forest canopy structure, etc.);
- function (means the ecological and evolutionary processes affecting life within that structure — e.g. pollination, natural disturbances, predator-prey relationships). (Source: Biodiversity BC)

Colonialism

Colonizers are groups of people or countries that come to a new place or country and steal the land and resources from Indigenous peoples, and develop a set of laws and public processes that are designed to violate the human rights of the Indigenous peoples, violently suppress the governance, legal, social, and cultural structures of Indigenous peoples, and force Indigenous peoples to conform to the structures of the colonial state. Historical and ongoing colonialism, including the dispossession of lands, has a deep and devastating impact on Indigenous people and communities. (Source: BC Addressing Racism Working Glossary; BC Office of the Human Rights Commissioner)

Community Heritage Site

A community heritage site is real property that is considered to be heritage property. (Source: Local Government Act)

Conservation	Actions, legislation, or institutional arrangements that lead to the protection or preservation of a given species, group of species, habitat, natural area, or property or areas of heritage value or character.
Critical Habitat	Under the federal <i>Species at Risk Act</i> , critical habitat is the habitat that is necessary for the survival or recovery of listed extirpated, endangered, or threatened species, and that is identified as critical habitat in a recovery strategy or action plan. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. (Source: <i>Species at Risk Act</i>)
Land Use Density and Intensity	Density is regulated through zoning. Density may be defined by the number of units per given area of land. Density may also be measured by dividing the built area including all floor area, by the total area of the lot, e.g., floor area ratio (FAR). Intensity of use refers to the impacts of different types of land uses, e.g., certain types of commercial or industrial uses could be more intense with more impacts than residential or vice versa. Of note, density and intensity of use can combine to increase cumulative impacts of the land use.
Ecosystem	An ecosystem is a collection of communities of both living and non-living things that are connected. The biotic elements in an ecosystem include living things such as plants and animals. The abiotic elements found in an ecosystem include non-living things like land forms or climate. Healthy ecosystems provide important “services,” like clean air and water, healthy forests and farms, and habitat for plants and animals. (Source: Government of BC)
Ecosystem Integrity	Ecosystems have integrity when their native components, such as native species, biological communities, natural landscapes and ecological functions, are intact and are likely to persist. (Source: Government of Canada)
Equity / Equitable	Equity refers to achieving parity in policy, process and outcomes for historically and/or currently underrepresented and/or marginalized people and groups while accounting for diversity. It considers power, access, opportunities, treatment, impacts and outcomes. (Source: Equity & Inclusion Glossary, UBC)

First Nations

First Nations is not a legal term but came into common use in the 1970s to replace Indian, which some people found offensive. Many communities have also replaced “band” with “First Nation” in their names. Symbolically, the term elevates First Nations to the status of “first among equals” alongside the English and French founding nations of Canada. It also reflects the sovereign nature of many communities, and the ongoing quest for self-determination and self-government. First Nations people may live on or off reserve, they may or may not have legal status under the *Indian Act*, and they may or may not be registered members of a community or nation. “First Nations” should be used exclusively as a general term as community members are more likely to define themselves as members of specific nations or communities within those nations. (Source: Assembly of First Nations)

Groundwater Recharge Areas

Groundwater recharge areas are terrain that inherently provide geographical and ecological conditions for the infiltration of water from the land surface to the subsurface through soils, sediments, and fractured bedrock to replenish groundwater sources.

Groundwater recharge areas can be *diffuse* where widespread precipitation on the landscape infiltrates into groundwater sources or *localized* where discrete surface water sources such as streams, lakes, septic fields, and/or irrigation fields infiltrate into groundwater sources. Groundwater recharge areas that have a significant groundwater recharging effect for drinking water sources or groundwater dependent ecosystems in the Islands Trust Area are defined as *Critical Aquifer Recharge Areas*.

Groundwater Region

A groundwater region is a defined geographic area characterized by shared groundwater recharge, flow patterns, usage, and hydrogeological features, and that has clusters of wells that draw from common recharge zones. Analogous to surface-water watersheds – which are delineated based on drainage to a common outlet – groundwater regions are mapped to support the sustainable assessment, protection, and management of subsurface freshwater resources. Unlike surface watersheds, groundwater regions may span multiple watershed boundaries due to the complex movement of groundwater. These regions serve as practical planning units to guide evidence-based decisions regarding land use, water allocation, and ecosystem protection.

Heritage Site

Heritage site means, whether designated or not, land, including land covered by water, that has heritage value to British Columbia, a community or an aboriginal people. (Source: BC Heritage Conservation Act)

Housing Diversity

Housing diversity refers to the range of housing types and tenures in a community that allow people to find appropriate housing as their needs change over time, and at all stages of life.

Inclusive / Inclusion

Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all. (Source: Equity & Inclusion Glossary, UBC)

Indigenous Cultural Heritage

Indigenous Peoples understand and describe cultural heritage according to their distinct perspectives, traditions, and languages. For Indigenous Peoples, cultural heritage refers to ideas, experiences, objects, artistic expressions, practices, knowledge, and places that are valued because they are culturally meaningful, connected to shared memory, or linked to collective identity. Indigenous cultural heritage cannot be separated from either Indigenous identity or Indigenous life. Indigenous cultural heritage can be inherited from ancestors or it can be created by people today as a legacy for future generations. Indigenous Peoples have a right to identify their own cultural heritage, interpret its meaning, and safeguard its value. (Source: Indigenous Heritage Circle)

Indigenous Governing Body

Indigenous Governing Body means an entity that is authorized to act on behalf of Indigenous peoples that hold rights recognized and affirmed by section 35 of the *Constitution Act, 1982*.

Indigenous Knowledge / Knowledge Holders

There is no single definition of Indigenous Knowledge. For the purposes of this document, "Indigenous Knowledge" refers to a set of complex knowledge systems based on the worldviews of Indigenous peoples. Indigenous Knowledge reflects the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples. It is place-based, cumulative and dynamic. Indigenous Knowledge systems involve living well with, and being in relationship with, the natural world. Indigenous Knowledge systems build upon the experiences of earlier generations, inform the practice of current generations, and evolve in the context of contemporary society. Different First Nations, Inuit and Métis communities each have distinct ways of describing their knowledge. Knowledge Holders are the only people who can truly define Indigenous Knowledge for their communities. It is important to note that some Indigenous communities are struggling to maintain their Indigenous Knowledge due to ongoing impacts of colonialism. (Source: Impact Assessment Agency of Canada)

Indigenous Peoples

Indigenous Peoples has the same meaning as aboriginal peoples in section 35 of the *Constitution Act, 1982*. The Assembly of First Nations also states: There is no official definition of Indigenous Peoples. In part, Indigenous communities, peoples and nations can be described as those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing on those territories. Other terms include Aboriginal Peoples, Native Peoples, Original Peoples, or First Peoples. (Source: Assembly of First Nations)

Indigenous Rights

The term 'Indigenous Rights' is to be interpreted in accordance with the Province of British Columbia's Distinctions-Based Approach Primer, December 2023.

Middens

Midden, or 'shell midden' archaeological sites are indicative of past First Nations settlement activity. Formed by the accumulation of stratified cultural deposits over thousands of years, shell midden sites represent some of the most complex archaeological sites in the world. (Source: McLay et al (2008) *A'lhut tu tet Sul'hweentst Respecting the Ancestors*)

Note: A midden may be an archaeological indicator of village and burial sites, and may contain ancestral remains.

Natural Heritage Sites

Natural heritage sites are natural areas that:

- Furnish outstanding examples of Earth's record of life or its geologic processes;
- Provide excellent examples of ongoing ecological and biological evolutionary processes;
- Contain natural phenomena that are rare, unique, superlative, or of outstanding beauty; or
- Furnish habitats for rare or endangered animals or plants or are sites of exceptional biodiversity.

Nature-based solutions

Nature-based solutions are actions to protect, sustainably manage, and restore natural and modified ecosystems that address societal challenges effectively and adaptively, simultaneously benefiting people and nature.

Nature-based Solutions address societal challenges through the protection, sustainable management and restoration of both natural and modified ecosystems, benefiting both biodiversity and human well-being. Nature-based Solutions are underpinned by benefits that flow from healthy ecosystems. They target major challenges like climate change, disaster risk reduction, food and water security, biodiversity loss and human health, and are critical to sustainable economic development. (Source: International Union for Conservation of Nature (IUCN))

Precautionary Principle

Principle 15 of the Rio Declaration, known as the precautionary principle, states: "In order to protect the environment, the precautionary approach shall be widely applied by States according to their capabilities. Where there are threats of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for postponing cost-effective measures to prevent environmental degradation." Four central components of the precautionary principle include: taking preventive action in the face of uncertainty; shifting the burden of proof to the proponents of an activity; exploring a wide range of alternatives to possibly harmful actions; and increasing public participation in decision making. (Source: *The Precautionary Principle in Environmental Science*, Kriebel et al., 2001)

Preservation

To maintain in a given condition. Preservation often requires maintaining the processes that generate the desired condition.

Protection

To maintain over the long term by managing, or if necessary limiting, the type and intensity of development or activity to ensure that valued attributes are not compromised or destroyed.

Reconciliation

Reconciliation is about establishing and maintaining a mutually respectful relationship between Aboriginal and non-Aboriginal peoples in this country. In order for that to happen, there has to be awareness of the past, an acknowledgement of the harm that has been inflicted, atonement for the causes, and action to change behavior. (Source: Truth & Reconciliation Commission)

Restrict

To confine, bound or limit, not necessarily prohibit.

Sensitive Ecosystems

Sensitive ecosystems are classified as 'sensitive' because of their rarity and vulnerability to disturbances such as human impacts and climate change. The BC Sensitive Ecosystems Inventory identifies sensitive ecosystem types, which have been adapted by the Islands Trust Conservancy to identify sensitive ecosystems commonly found in the Islands Trust Area, including:

- **Cliff:** Steep slopes, often with exposed bedrock. Very little soil accumulation, and only exceptionally hardy trees and plants. Cliffs are important vegetation refugia because they are often inaccessible to deer browsing or livestock grazing and can be important nesting habitat for birds.
- **Freshwater:** all freshwater networks including but not limited to streams, lakes, wetlands, groundwater sources, springs, and precipitation.
- **Herbaceous:** Shallow soils characteristic of herbaceous ecosystems support low-growing vegetation, such as grasses, forbs (low, broad-leaved plants), wildflowers, mosses and lichens. Few trees and shrubs survive on these sites due to the fast-drying and often shallow nature of the exposed soils.
- **Old and Mature Forest:** Dry to moist forests dominated by conifer or deciduous tree species with a canopy cover of over 30%. Old forests have a stand age of over 250 years.; Mature forests have a stand age of 80–250 years.
- **Riparian:** Located adjacent to lakes, streams and rivers and characterized by plant communities and soils dependent on increased moisture. Influenced by erosion, sedimentation, flooding and seepage.
- **Wetland:** Feature moisture-dependent plants that thrive in an environment where water remains at or above the surface of the soil during most of the year. A wetland can be bog, fen, marsh, swamp, shallow water, wet meadow or a mixture of these types.
- **Woodland:** Dry and open forests dominated by a mix of broadleaf and coniferous tree species with canopy coverage of 10–30%. Generally restricted to south-facing slopes and ridges with shallow soils and bedrock outcroppings. (Source: BC Sensitive Ecosystems Inventory, as adapted in Islands Trust Conservancy Regional Conservation Plan 2018–2027)

Species At Risk	An extirpated, endangered, threatened species, or a species of special concern. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. Species of special concern means a wildlife species that may become a threatened or an endangered species because of a combination of biological characteristics and identified threats. (Source: Federal <i>Species at Risk Act</i>)
Stewardship	Voluntary, cooperative actions that nurture and take responsibility for the long-term integrity of the environment and amenities in the Islands Trust Area. For Indigenous Peoples, stewardship may be mandatory under Indigenous law.
Sustainable	Capable of being maintained indefinitely; capable of meeting the environmental, economic, and social needs of current generations without compromising the ability of future generations to meet their needs.
Treaties / Treaty Nations	Treaties are constitutionally protected, government-to-government agreements that identify, define and implement a range of rights and obligations, creating long-term, mutually binding commitments. Treaties negotiated through the BC treaty negotiations process are tripartite agreements between the governments of Canada, British Columbia, and a First Nation. The goal of treaties is reconciliation. Treaties signed with First Nations in Canada between 1701 and 1923 are commonly referred to as historic treaties. In BC, there are Douglas treaties, signed with First Nations on Vancouver Island, and Treaty 8 covering a portion of northeastern BC. Treaties signed today are called modern treaties, and cover where there are no historic treaties, and can also deal with matters not addressed in historic treaties. (Source: BC Treaty Commission)
Watershed	A watershed is a topographically-defined area where all precipitation – rainfall and snowmelt – flows downslope via surface or subsurface pathways to a common receiving water body such as a stream, wetland, lake, or the ocean. Due to the islands' high shoreline-to-area ratio, many watersheds in the Islands Trust Area are non-basin watersheds the ephemeral flows and no defined channels or permanent receiving water bodies.



700 North Road, Gabriola Island, BC V0R 1X3
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Email northinfo@islandstrust.bc.ca
Web www.islandstrust.bc.ca

September 18, 2025

CVRD File: 6410-20

Via email: bchow@comoxvalleyrd.ca

Brian Chow

Planning and Development Services
Comox Valley Regional District
770 Harmston Avenue
Courtenay, BC, V9N 0G8

Re: Proposed Regional Growth Strategy Minor Amendment

Dear Mr. Chow,

Thank you for the opportunity to comment on the Comox Valley Regional Growth Strategy Minor Amendments Referral as it relates to the Denman and Hornby LTCs responsibilities for their Island Local Trust Areas.

Planning Services staff have reviewed the proposed scope of changes in consideration of the Islands Trust's applicable enabling legislation, and the applicable Denman and Hornby Local Trust Committee Official Community Plan Bylaws, and have no concerns or comments to share.

The Islands Trust Council is committed to fulfilling the Islands Trust Object to preserve and protect the Trust Area and its unique amenities and environment for the benefit of residents of the Trust Area and of British Columbia more broadly. We do this in cooperation with First Nations, municipalities, regional districts, improvement districts, other persons and organizations, and the Government of British Columbia.

Sincerely,

Renée Jamurat
Regional Planning Manager
Gabriola (Northern) Office

Cc:

Denman Island Local Trust Committee
Hornby Island Local Trust Committee

From: Edina Johnston [REDACTED]
Date: July 11, 2025 at 12:24:02 PM PDT
To: David Maude <dmaude@islandstrust.bc.ca>
Subject: pre-zoning request for a Housing Co-op at 5400 Northwest Rd.

July 11, 2025

Denman Island Local Trust

Chair David Maude

David Graham

Sam Borthwick

Dear Denman Local Trust: Re pre-zoning request for a Housing Co-op at 5400 Northwest Rd. aka Snag Farm.

As someone who has lived on a pre-Trust one acre property for 50 yrs., I am opposed to this proposed housing co-op which will offer ten small half acre properties subdivided off of the original property.

Even our one acre property is not sufficient for a dwelling, woodshed and any other necessary outbuildings, not to mention septic system, a well, cisterns and parking for two vehicles. A half acre property will always be compromised by noise from the close proximity of nearby neighbours due to barking dogs, loud music, boisterous children, chainsaws, generators etc.

We are all on wells in this area and paying for a truck load of water or two in the summer is to be expected. Even with catchment, I don't doubt the existing nearby homes will be compromised by the additional ten properties. Hydro only goes as far as Creekside so what will be the source of power for these ten new residences? Setting up a proper septic system or even gray water infrastructure would negatively impact the surrounding environment, seasonal creek and ponds which are all lower on the property. The number of trees sacrificed for these lots will be criminal and the numerous indigenous species that thrive here need some consideration as well.

I am very familiar with the Snag property and appreciate the ponds that attract all manner of wildlife and birds including migratory geese every year. The seasonal creek and waterfall are a bonus as is the proximity to the adjacent park and hiking trails. Deer have access to water and well established routes through the property which would be severely disrupted by upwards of 50 humans inhabiting the property. The owners mentioned reclaiming a “gravel pit” but I can't imagine where that was and must have been reclaimed by nature long ago.

The proposal also mentions a campground and event area which I'm also opposed to. Previously, when the owners had a weekend long event, it was very disruptive to residents on nearby Chrisman Rd. Loud music late into the night, increased traffic on dusty Norhtwest Rd. and campers on adjacent private property were a problem. Access to the park's trails was awkward with “guests” camping off the event property at the end of the access road where the trail begins.

As well, increased traffic from these lots would mean worsening conditions for Northwest Rd which is already plagued with washboard, significant potholes and dust due to the increase of traffic from the north lands. There are two narrow blind corners between Creekside and Chrisman Rd. which are dangerous, especially to non-motorized traffic and the lack of a usable shoulder.

Thankfully, years ago, the Island Trust recognized the uniqueness of the gulf islands and the importance of halting the real estate feeding frenzy with the realization that city lots do not work on gulf islands. Sadly, this appears to be slowly eroding because of the housing crisis. The Trust has already given up dwelling restrictions in the ALR thanks to the Farm Plan, so are proposals like this next? How many people can Denman's resources comfortably support? What is the human Carrying Capacity of our island? No one seems to know. Please don't return to the “bad old days” by supporting city planning mentality but continue to adhere to your mandate by protecting these gulf island “gems”.

Respectfully,

Edi Johnston



Denman



From: Paule Deschenes [REDACTED]

Sent: July 17, 2025 4:11 PM

To: David Maude

Cc: David Graham

Subject: The snag re-zoning

Dear [Trustee Graham, Trustee Borthwick, or Islands Trust staff]

I am writing today to urge you not to allow pre-zoning on 5400 Northwest Road.

I welcome affordable housing and all the work the housing review committee has done to identify the issues on Denman Island. There are important, valued, productive members of our community who need stable, healthy, and safe housing.

My concern is on pre-zoning land prior to the updating of the official community plan and rezoning of the island to meet the needs of that plan.

Without full community engagement as planned in the very near-term on density banks and defining cluster housing, the LTC cannot in good faith pre zone 5400 NW Road. It will limit input later, as housing plans are agreed to, it overrides an area on Denman that is designated RE and without a plan for allocation of densities may disturb the overall balance of the land.

Additionally, the LTC must be clear on how zoning will work in a new community plan. Is it appropriate to permit the best of every bylaw? The current plan for 5400 NW road as presented at the meeting on July 15, 2025, appears to be requesting ALR to allow Camping, cluster housing (R3) to allow density, and conservation to protect land. These seem to be at odds with each other, and I am unclear how the land would eventually be zoned.

I urge you to not allow pre-zoning. Please allow the community engagement to continue as planned on all the key issues for the updated community plan and ensure the applicants for 5400 NW road follow the current zoning process.

[REDACTED]

We are hoping at [REDACTED] and we believed this will create a large impact on North West Road

From: Brian Branfireun [REDACTED]

Date: August 6, 2025 at 10:38:27 AM PDT

To: David Maude <dmaude@islandstrust.bc.ca>, Sam Borthwick
<sborthwick@islandstrust.bc.ca>, David Graham <dagraham@islandstrust.bc.ca>

Cc: Bylaw Enforcement <bylawenforcement@islandstrust.bc.ca>, Zoe Lindo
[REDACTED]

Subject: Denman Island Siting and Use Concern

Good morning folks,

I am concerned about a significant land use change at the corner of Lacon and Reginald Road (8875 Lacon). Visible from the south side of Lacon Road, the landowner has cleared a significant area of perched wetland and wet forest, and excavated a substantial volume of overburden to a substantial depth (see photos attached).

My concerns as an adjacent property owner are:

a) Habitat removal: the loss of a wetland area and drainage of any remaining wetland area at the corner of Reginald and Lacon (evident from wetland vegetation indicators e .g. willows and sedges and spring standing water).

b) impact to hydrology: That property and those closely adjacent (including my own) draw our water from a small high quality perched sandstone aquifer. I am concerned that the scope of excavation will impact drinking water quality, impact ephemeral stream ecology and biodiversity in the spring due to reductions in flows from that wetland, and reductions of groundwater recharge with cascading impacts on island ecology and human use.

My concern as an expert in ecohydrology is that the land-use change that I have witnessed will have both ecological and hydrological implications.

I look forward to your response.

With thanks, Brian Branfireun
[REDACTED]
[REDACTED]

--

Brian A. Branfireun

Professor, Department of Biology
Associate Editor, Biogeochemistry <https://www.springer.com/journal/10533>
Western University, London, Canada



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The pursuit of rank and prestige is poison to the true spirit of scholarship and discovery.











From: Marlis McCargar
Sent: Tuesday, August 19, 2025 10:45 AM
To: Nadine Mourao
Subject: FW: Snag Housing Co-op Proposal Update and Statement of Support
Attachments: Snag Statement of Support Aug 6 2025.pdf

More correspondence for DE LTC agenda.

Marlis McCargar
Island Planner
Islands Trust | T 250-247-2210

-----Original Message-----

From: Richard Day <[REDACTED]>
Sent: Wednesday, August 6, 2025 12:08 PM
To: David Graham <dagraham@islandstrust.bc.ca>; Sam Borthwick <sborthwick@islandstrust.bc.ca>; David Maude <dmaude@islandstrust.bc.ca>; Narissa Chadwick <nchadwick@islandstrust.bc.ca>; Marlis McCargar <mmccargar@islandstrust.bc.ca>
Cc: Joan Donaghey <[REDACTED]> Aidan Gowan-Day <[REDACTED]>
Subject: Snag Housing Co-op Proposal Update and Statement of Support

Dear Members of the Denman LTC and Islands Trust Planners:

We are writing to update you regarding our work in getting our proposal out into the community.

We put up a website describing our project on July 2, 2025. Since then, 321 unique visitors have been to the site, generating over 1400 page views. (Detailed tracking shows that these hits are unlikely to be from bots.)

We held a public info session on July 13, 2025, which was attended by approximately 50 people. On that day we heard mostly expressions of support, as well as some concerns around issues such as traffic and tourism, which we have tried to address in revisions to our proposal and its messaging.

Via our website and the Denman Farmer's Market, we have circulated a statement of support for our project (attached), which has been signed by 32 people. All but one of them are current Denman residents (one person has a family connection to Denman and would like to be able to live here). The signatories are from all over the island, from all walks of life, include our neighbours to the north and south, and some folks who are precariously housed. Many of them have added their own comments and expressions of support for our project; many have spoken explicitly, and eloquently, about their comfort with the effects that providing more affordable housing will have on island life.

We hope this statement will help to offset the concerns expressed by Denman residents (or part-time residents) who oppose affordable housing, and we look forward to being part of innovative solutions that will fast(er) track projects like ours in the Islands Trust area.

Yours,

Richard Day and Joan Donaghey

FW: Snag Housing Co-op Proposal Update and Statement of Support

To the members of the Denman Island Local Trust Committee:

I know that there is a longstanding housing crisis on Denman Island, and I have read the Snag Housing Co-op Proposal and/or attended an info session where the proposal was discussed. I am concerned that, despite several decades of consultation and studies, very little has been done to create affordable housing options.

The Islands Trust mandate to “preserve and protect ... the unique amenities and environment” of the Trust Area is often invoked as a reason to defer action. But as the Islands Trust has itself come to explicitly recognize, the mandate is supposed to be for the benefit of *all* “residents of the Trust Area and of British Columbia.” If the housing crisis means that people have to leave the island because there is nowhere for them to live, or cannot afford to move here because the only housing available costs millions of dollars, that is also a violation of the mandate.

It is long past time to take concrete action to provide more affordable housing on Denman, as quickly as possible, while ensuring adequate public consultation and attention to preserving sensitive areas. I urge the Local Trust Committee to do everything it can to encourage, support, and absolutely minimize the time that proposals like this take to come to fruition, through innovative strategies like pre-zoning properties for cluster housing, distributed square foot models, and/or adopting projects that provide affordable housing as part of the Denman Housing Action Plan.

Signed,

Name	Address	 Email	Comments
Sandy Kennedy			I fully support this project.
Joni Daniels			Your proposal is generous, forward-thinking and community-minded. I wholly support your efforts.
Paul Weyer			Thanks for creating affordable and low-income housing opportunities for all of Denman.
Goldie Linka			
Tamara White			
Jenny McCartney			I am so excited for the Snag Housing Co-op to grow and flourish! I've been following the makings of this project for some time, and this next step feels so important for our Island– we need affordable housing! The Snag can provide this in such a beautiful and meaningful way.
Magdalene Joly			
Tyler Stuart			

Name	Address	Email	Comments
Tara Parkinson			I support the proposed changes to the usage on the Snag property on Northwest Rd. Having small, affordable dwellings that are light on the land, while sharing the property is the perfect use for an old gravel pit site. This is basically site reclamation, and done in consideration of First Nations, of poorly housed community members, and allows aging in place. I live in the Northlands, and am not worried about more traffic, or dust - all of us contribute to that, including B&B's, new construction, proposed wineries, cideries, hikers, butterfly enthusiasts, people going to the various beach right-of-ways, and general looky-loo tourists. Having this property stay unsubdivided is important, and creating small-scale, environmentally sensitive housing is imperative.
Chutima Sirisamata			
Name withheld			Note: this is someone who is precariously housed on Denman.
Joy Lacey			
Carly Woolner			
Jared Crape			

Name	Address	Email	Comments
Sheila Nopper			If we are to sustain a diverse community on Denman Island, we need to urgently address the gentrification-fuelled housing crisis by creating diverse options for long-term, affordable housing initiatives. The Snag Housing Co-op proposal is one such project worthy of consideration by the Islands Trust and the community of Denman Island. During many community information and consultation sessions that took place around 15 years ago with regard to the Co-Ho Landing proposal to establish a long-term, affordable co-housing project, most of the concerns that were initially raised by Denman residents and potential neighbours were eventually resolved. Coho Landing was subsequently approved by the Islands Trust and has been a successful, autonomous, affordable housing project. I think that the same outcome will be true for the Snag proposal.
Maxine Laqwa Hay			
Richard Garvey			
Nick Montgomery			
Michelle Roseblade			I really hope this helps. I fully support what you're trying to achieve. Best of luck.

Name	Address	 Email	Comments
Alan Friesen			I fully support this project.
Brad Taylor			I fully support the Snag housing coop proposal. We need more of these kinds of local , sustainable, and ecologically conscious housing solutions.
Heather Neun			
Brad Hornick			
Dorian Baker			
Lanna Kroening			
Lindsay Harrison			Absolutely fantastic!
Annette Reinhart			
Keith Porteous			I fully support the affordable housing part of the Denman Housing Action Plan, and the Snag housing proposal specifically.

Name	Address	 Email	Comments
Bee Balm			I support the Snag, and also feel a strong need for more housing to be available to renters and those who do not have means to buy property at this time. I appreciate the vision of the Snag's members and want this to happen in my neighbourhood.
Ron Sakolsky			What this island desperately needs is more affordable, self-managed cooperative living arrangements. This proposal not only fills the bill in that regard, it is exemplary in every way. We as a community are fortunate to have such technically proficient and socially-responsible property owners like those associated with The Snag who are offering us an inspiring model for creating environmentally-sound cooperative housing in an ethical atmosphere of mutual aid and decolonization. In my experience, the proponents of this proposal are trustworthy, reliable and fully capable of accomplishing what they set out to do, and what the Islands Trust should be doing is to either offer their support or get out of their way.

Name	Address	 Email	Comments
Yarrow Aiko Koontz			Hello, thank you for proposing cooperative affordable housing on Denman! I love your plans, values and mission and want to learn more. I grew up in a housing cooperative in Vancouver and worked in food co-ops for over 20 years. Currently I am living on the Traditional Sovereign Territory of the Snuneymuxw Coast Salish people (gabriola) and have been wanting to move to Denman for a very, very long time (my dad lives on Denman). I teach indigo shibori workshops and identify as part plant, half-Japanese artist ;)
Erin Ewing			I live at CoHo and can speak firsthand to the success and necessity of affordable co-op housing models with consideration for the land and for all one's neighbours (of all species). This is exactly the kind of project that we need to see more of in order to solve the multi-crises in our society, and to facilitate a sustainable and affordable way of life for Denman Islanders.

From: Leticia Gardner [REDACTED]
Sent: August 18, 2025 9:09 AM
To: David Graham
Subject: In support of the Snag!

Hi Sam and David,

I wanted to send you both a note in support of the Snag's rezoning proposal. As someone on the island who's struggled to find housing, and currently lives in housing that is non-conforming, I really want to see more projects like this happening on Denman. You both know how much we need housing, Sam I know you're in a similar boat to Nick and I!

Please please, support this project with everything that you can. We need more projects that not only create affordable options for people, but options that support meaningful connections with neighbours, growing local food, and a dogged dedication to being thoughtful about the use of resources and energy.

I don't know of a land project that is more dedicated to considering their impact on the land than the Snag. I know that their vision will not suit every lower income person, but what we need on Denman is a plethora of options for all kinds of weirdos, dropouts, dedicated community workers, parents, elders etc. etc. The Snag will do that.

Thank you both for all that you do on the island, I know you have a very challenging job and I appreciate you both immensely!

Warmly,

Leticia Gardner
[REDACTED]



Denman Island Local Trust Committee

August 25, 2025

RE: Rezoning of Works Yard PID 000-252-069

Dear Trustees,

On behalf of Emcon Services Inc. (Emcon) we are writing to request that the Denman Island Local Trust Committee (DILTC) include consideration of the redesignation of a portion of the Emcon Works Yard site (PID: 000-252-069), currently designated as Institutional, to Residential in the Official Community Plan (OCP) as part of the current Housing Review Project.

We have submitted a sub-division application to MOTT for the smaller western portion of the Works Yard, which Emcon has agreed to transfer separately to Denman Community Housing Society (DCHS) for affordable housing (see the attached Survey Plan) and we are in the process of drafting a rezoning application to you for the same.

The current request relates to the larger eastern portion of the Works Yard. Whilst the current lease to Mainroad does not expire until 2033, Emcon wishes to support the creation of future affordable housing on Denman by proactively redesignating the land use in the OCP now to reflect its intended future use. In the meantime the yard would continue to function as is.

Once the lease expires it would be our (Emcon and DCHS) intention to apply for a Land Use Bylaw amendment permitting development of the land for affordable housing. Minding the eight year timeline involved it is clearly not possible to define the optimal housing type, population to be served, financial structure etc, therefore the maximum flexibility in any description of future use is not just desirable, but also practical. That said, the goal of providing Denman with more affordable housing is central to Emcon's goal and to the ongoing purpose of DCHS.

We believe this request aligns with the goals of the Housing Review Project by supporting long-term opportunities to increase the supply of affordable housing to the Denman community.

Happy to discuss any of this with you.

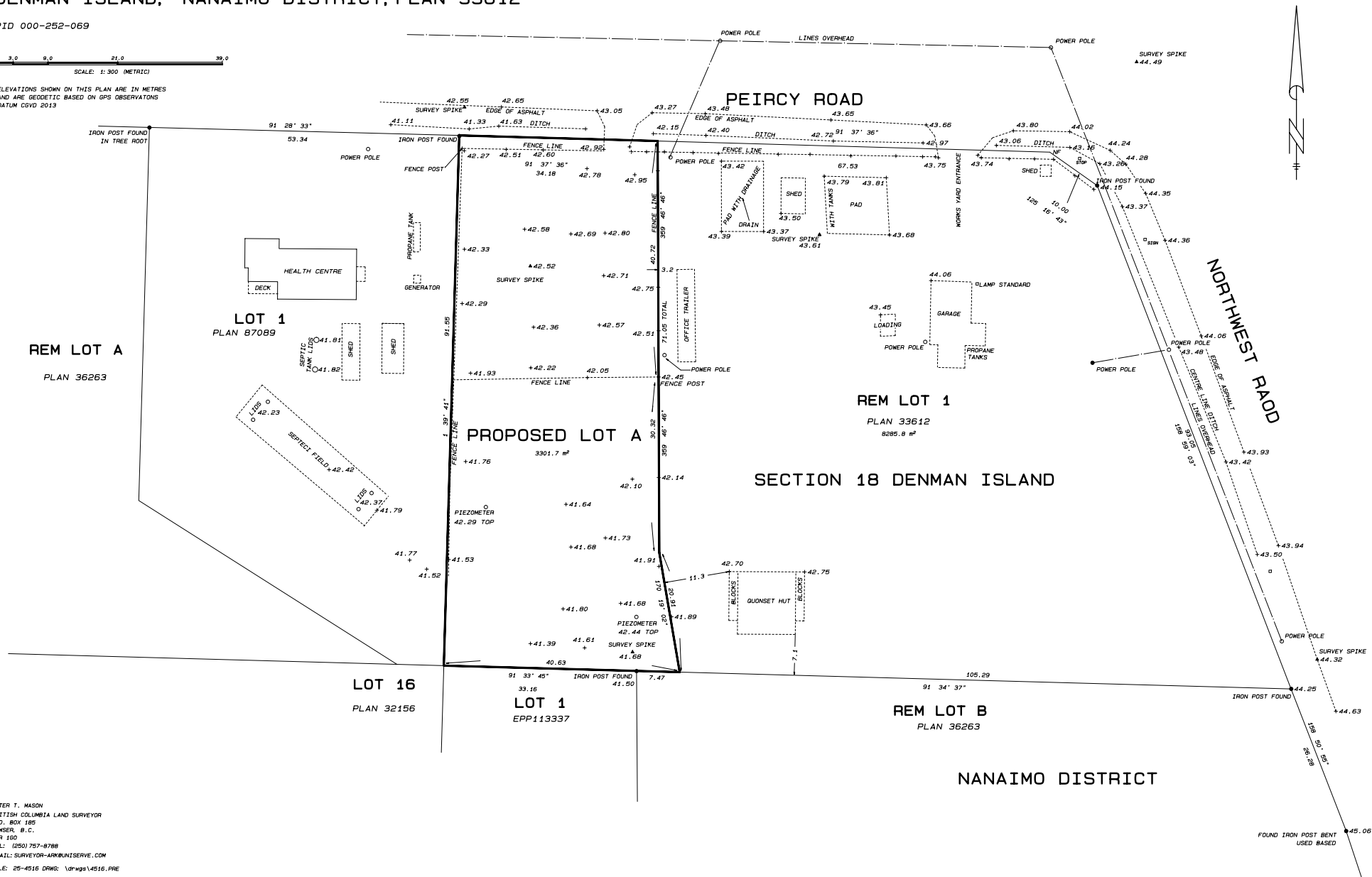
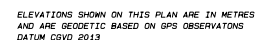
Regards,

Simon Palmer
Director, Denman Community Housing Society



cc: Pamela Willis, Chair – Denman Community Housing Society
Dave Ricketts, Vice Chair – Denman Community Housing Society

PID 000-252-069



From: Paul Weyer [REDACTED]
Sent: Tuesday, November 25, 2025 4:32 PM
To: northinfo <northinfo@islandstrust.bc.ca>; Marlis McCargar <mmccargar@islandstrust.bc.ca>;
Narissa Chadwick <nchadwick@islandstrust.bc.ca>; David Maude <dmaude@islandstrust.bc.ca>; Sam
Borthwick <sborthwick@islandstrust.bc.ca>; David Graham <dagraham@islandstrust.bc.ca>
Subject: [BULK] The Snag Housing Co-op Proposal - Support

Good afternoon Denman Island Planners and Trustees,

We wanted to email our support for The Snag Housing Co-op Proposal at 5400 Northwest Rd. There is a long history on Denman Island for land share co-operatives. No new affordable housing has been built on Denman for many years. According to the Denman Housing Advisory Planning Commission (HAPC) in 2023, there were at least 147 units in core housing need. The Denman Community Housing Society (DCHS) in 2025 estimated that there are about 180 housing units needed right now on Denman, as many Denmanites are found in unhealthy, unaffordable, unsafe, poorly heated dwellings, possibly combined with non-potable or no water, and no power.

Affordable Housing land share cooperatives, like the Snag, are needed, as are all of the other proposals being discussed on Denman. The Snag is about building a community of affordable housing that lives lightly on the land, and protects the ecosystem.

Please do support The Snag proposal, and assist the founders with their affordable housing co-operative through to completion.

Thank you,

Tara Parkinson and Paul Weyer

[REDACTED]
Denman Island, BC [REDACTED]



REQUEST FOR DECISION

To: Denman Island Local Trust Committee
For the Meeting of: December 16, 2025
From: Meeting Administrator
Date Prepared: October 30, 2025
SUBJECT: Draft 2026/27 Denman Island Local Trust Committee Annual Meeting Schedule

RECOMMENDATION: THAT Denman Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule.

DIRECTOR COMMENTS: The work of developing the proposed 2026/27 fiscal year committee schedule has been centralized thereby allowing the Executive Coordinator and Meeting Administrator to consider, at length, the many factors involved in creating an effective schedule that meets the requirements of each committee, the chairpersons, and committee members. The proposed schedule allows decisions made by local trust committees to move onto the relevant standing committee's agenda to Executive Committee in a timely manner allowing for increased efficiency. Adoption of the proposed meeting schedule will increase productivity by allowing a seamless process in completing the work required to organize and publish the meetings without need for significant re-ordering of the schedule

The proposed meeting dates for 2026/27 (attached) were selected based on guidance from senior staff to avoid scheduling meetings between the general election date and the swearing-in of trustees, as well as to minimize meetings during the election campaign period.

1 PURPOSE:

To approve the Denman Island Local Trust Committee Business Meeting Schedule from April 1, 2026 to March 31, 2027

2 BACKGROUND:

Each Local Trust Committee (LTC) is asked to endorse, by resolution, its regular annual business meeting schedule for 2026/27.

The proposed meeting dates for 2026/27 (attached) were selected based on guidance from senior staff to minimize meetings during the election campaign period, avoid scheduling meetings between the general election date and the swearing-in of trustees, and to provide a meeting date post swearing-in and prior to the December 2026 Trust Council meeting.

As part of this endorsement, the LTC will need to designate which meeting dates are anticipated to be electronic or in-person. This would allow staff to plan further in advance to accommodate meeting logistics, enable staff to book venues for the year and anticipate cancelling the bookings if the meetings get changed to electronic-only at a later date.

Factors that have been considered when putting together the schedule are as follows:

- Islands Trust fiscal year timeframe;
- General local elections year and legislative meeting requirements;

- LTC's preferred meeting days and times;
- Historical number of meetings held per year;
- Anticipated project commitments and application volumes;
- Trust Council meeting dates;
- Chair and trustee availability and conflicts with Executive Committee and Trust Council Standing Committee meeting dates including Accessibility, Financial Planning and Audit, Governance, Regional Planning, and Trust Programs;
- Flow of work from LTCs through standing committees to Financial Planning Committee to Executive Committee and then to Trust Council;
- Islands Trust Conservancy Board meetings, Bowen Island Municipality meetings, Union of BC Municipalities, Association of Vancouver Island and Coastal Communities, and other conferences;
- Other local trust committee meeting dates;
- Statutory holidays, including Christmas closures;
- Preference to hold as few meetings in August as possible;
- Available staff and staff capacity and
- Ferry and travel schedules.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: If Denman Island LTC makes significant amendments to the schedule there will be a substantial re-ordering of LTC and Council Committee meeting dates as a result.

FINANCIAL: LTCs decisions whether to hold electronic meetings or in-person meetings will affect budgets. Electronic meetings do not incur venue costs or travel status costs from trustees or staff.

POLICY: [Local Trust Committees' Meeting Procedure Bylaw No. 197, 2024](#)

IMPLEMENTATION/COMMUNICATIONS: Dates and locations of meetings will be posted immediately following adoption and as per LTC Meeting Procedures Bylaw.

FIRST NATIONS RELATIONS: Not applicable.

4 RELEVANT POLICY(S): [Trust Council Bylaw No. 197, 2024](#)

5 ATTACHMENT(S): [Denman LTC April/26 to March/27 Proposed Meeting Dates](#) [2026/27 LTC Meeting Scheduling Calendar](#) [2026/27 Council Standing Committees Scheduling Calendar](#)

RESPONSE OPTIONS

Recommendation: THAT Denman Island Local Trust Committee approve their April, 2026 to March, 2027 Business Meeting Schedule.

Alternative: The Denman Island Local Trust Committee may suggest alternative meeting dates.

Prepared By: Lisa Millard, Meeting Administrator

Reviewed By/Date: Director Planning Services / Nov. 24, 2025



Islands Trust

Denman Island Local Trust Committee April, 2026 to March, 2027 Regular Meetings

The Denman Island Local Trust Committee will be meeting to consider land use applications, bylaws, correspondence, and various community planning topics.

Meetings are subject to change. Please visit the Islands Trust website for up-to-date schedule information.

DATE		TIME	MEETING TYPE	LOCATION
Tuesday	May 12, 2026	10:00 a.m.	Regular	Denman Activity Centre 1111 Northwest Rd., Denman Island
Tuesday	June 23, 2026	10:00 a.m.	Regular	Denman Activity Centre 1111 Northwest Rd., Denman Island
Monday	August 24, 2026	10:00 a.m.	Regular	Denman Activity Centre 1111 Northwest Rd., Denman Island
Monday	November 16, 2026	10:00 a.m.	Regular	Denman Activity Centre 1111 Northwest Rd., Denman Island
Tuesday	January 19, 2027	10:00 a.m.	Regular	Denman Activity Centre 1111 Northwest Rd., Denman Island
Tuesday	March 23, 2026	10:00 a.m.	Regular	Denman Activity Centre 1111 Northwest Rd., Denman Island

Updated: November 3, 2025

The proposed meeting agenda is generally available one week prior to the meeting and may be obtained at the Islands Trust office or on our website.

Correspondence received from the public may become part of a meeting agenda that is published online.

VISIT OUR WEBSITE: <https://islandstrust.bc.ca/location/denman/>

CONTACT US AT 250-247-2063 OR: northinfo@islandstrust.bc.ca

Receive Islands Trust meeting notifications, news, events, and important notices to your email inbox.

Sign up at islandstrust.bc.ca/subscribe.



SCAN ME

2026/27 Draft Meetings Calendar LTCs

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	GL	8	SS	10	11
12	13	14	15	16	17	18
19	20	21	22	GB	24	25
26	MA	TH	29	SA		

MAY

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31						

JUNE

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AUGUST

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SEPTEMBER

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NOVEMBER

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DECEMBER

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AVICC: APR 24-26
 UBCM: SEP 14-18
 WRIT: SEP 19
 ELECTION: Oct 17
 SWEAR IN: NOV 12-14

2026/27 Draft Meetings Calendar – Trust Council & Committees

APRIL (AVICC)

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JUNE (LGMA)

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SEPTEMBER (UBCM)

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DECEMBER

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JANUARY/27

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FEBRUARY/27

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MARCH/27

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AVICC: APR 24-26

UBCM: SEP 14-18

LGMA: JUN 9-11

PIBC: JUN 2-5

MIABC: APR 8/9 & MAR 31/APR 1, 2027

Legend:

Accessibility Committee
Bowen Island Municipality
Executive Committee
Financial Planning Committee
Governance Committee
Islands Trust Conservancy Board
Regional Planning Committee
Chief Administrative Officer Select Committee
Trust Council/Committee of the Whole
Trust Programs Committee



REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** October 6, 2025
From: David Marlor, Director,
Legislative and Information
Services **Date Prepared:** October 7, 2025
SUBJECT: Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw
No. 258

RECOMMENDATION:

1. That the Denman Island Local Trust Committee Bylaw 258, cited as “Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025” be adopted.

DIRECTOR COMMENTS:

1 PURPOSE:

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

2 BACKGROUND:

On August 6, 2025, the Executive Committee passed the resolution as recommended:

THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025" in accordance with Section 27 of the Islands Trust Act.

This allows the Local Trust Committee to rescind the Denman Local Trust Committee Meeting Procedures Bylaw, 2022 through the bylaw that was given first, second and third readings at the July 15, 2025 Denman Local Trust Committee meeting.

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):

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

RESPONSE OPTIONS**Recommendation:**

1. That the Denman Island Local Trust Committee Bylaw 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025" be adopted.

Alternative:

That this report be referred back to staff for additional information.

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

Reviewed By/Date: Renée Jamurat, Regional Planning Manager/ Nov. 26, 2025

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 15TH DAY OF JULY , 2025

READ A SECOND TIME THIS 15TH DAY OF JULY , 2025

READ A THIRD TIME THIS 15TH DAY OF JULY , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

6TH DAY OF AUGUST , 2025

ADOPTED THIS ____ DAY OF _____ , 202_

Chairperson

Secretary

REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** October 21, 2025
From: David Marlor, Director,
Legislative and
Information Services **Date Prepared:** October 7, 2025
SUBJECT: Public Notification Bylaw

RECOMMENDATION:

That the Denman Local Trust Committee considers that the notification methods in draft Bylaw 259 are reliable, suitable and accessible for the Denman Local Trust Area.

That the Denman Local Trust Committee give Bylaw No. 259, cited as “Denman Local Trust Committee Public Notification Bylaw No. 259, 2025”, First Reading.

That the Denman Local Trust Committee give Bylaw No. 259, cited as “Denman Local Trust Committee Public Notification Bylaw No. 259, 2025”, Second Reading.

That the Denman Local Trust Committee give Bylaw No. 259 cited as “Denman Local Trust Committee Public Notification Bylaw No. 259, 2025”, Third Reading.

That the Denman Local Trust Committee forward Bylaw No. 259 cited as “Denman Local Trust Committee Public Notification Bylaw No 259, 2025” to the Islands Trust Executive Committee for consideration of approval.

DIRECTOR COMMENTS:

1 PURPOSE:

The purpose of this Request for Decision provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

2 BACKGROUND:

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice

Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter*.

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local

trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

FINANCIAL:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

POLICY:

There are no policy implications

IMPLEMENTATION/COMMUNICATIONS:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

FIRST NATIONS RELATIONS:

There are no First Nations relations implications.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- Section 94 and Section 94.2 of the Community Charter
- Community Charter Public Notice Regulation
- Trust Council Policy 4.1.16 Model Public Notice Bylaw

5 ATTACHMENT(S):

- Draft Bylaw 259

RESPONSE OPTIONS

Recommendation:

That the Denman Local Trust Committee considers that the notification methods in draft Bylaw 259 are reliable, suitable and accessible for the Denman Local Trust Area.

That the Denman Local Trust Committee give Bylaw No. 259, cited as “Denman Local Trust Committee Public Notification Bylaw No. 259, 2025”, First Reading.

That the Denman Local Trust Committee give Bylaw No. 259, cited as “Denman Local Trust Committee Public Notification Bylaw No. 259, 2025”, Second Reading.

That the Denman Local Trust Committee give Bylaw No. 259 cited as “Denman Local Trust Committee Public Notification Bylaw No. 259, 2025”, Third Reading.

That the Denman Local Trust Committee forward Bylaw No. 259 cited as “Denman Local Trust Committee Public Notification Bylaw No 259, 2025” to the Islands Trust Executive Committee for consideration of approval.

Alternative:

As directed by the Denman Local Trust Committee.

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

Reviewed By/Date: Renée Jamurat, Regional Planning Manager / Nov. 26, 2025

DRAFT

**DENMAN ISLAND LOCAL TRUST COMMITTEE
PUBLIC NOTIFICATION BYLAW
BYLAW NO. 259**

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the Denman Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Denman Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

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 Public Notification Bylaw No. 259, 2025".
2. The means of publication for public notice requirements under the Community Charter, Local Government Act, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) electronically by posting the notice on Islands Trust's social media platform.

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



Denman Local Trust Committee

Open Applications

Report

Print Date: December 4, 2025

Agricultural Land Reserve

Application Number	Applicant Name	Date Received	Address	Purpose
PLALR20250304		7/28/2025	4101 PINECREST RD, DENMAN ISL	
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Postponed	Generate Staff Report	

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	
Ian Cox		Waiting for Submittals	Add Optional Referrals	

Denman

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20250268	Alvin Tsoi	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
PLDVP20250348	Phil Tripp	8/25/2025	0 LACON RD, DENMAN ISLAND, B	This application is to allow for the construction of a small retaining wall along the property line to serve as the base for a fence. Given the archaeological nature of the site, digging in fence posts is not an option. This L-shapde retaining wall will be poured on the surface and secured with fill.
Planner		Status	Most Recent Completed Activity	
Ian Cox		Waiting for Submittals	Add Optional Referrals	

Denman

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250368	Simon Palmer	9/12/2025	3661 PIERCY RD, DENMAN ISLAND	

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

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	Verify Final Review Status

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

Denman

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	

Denman

Siting and Use Permit

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	
Ian Cox		Waiting for Submittals	Planning Review	

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	
Ian Cox		Waiting for Submittals	Planning Review	

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 Submittals	Generate Notice of Revisions	

Denman

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 Submittals	Generate Notice of Revisions

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250451	Stephanie Smith	11/16/2025	5200 CREEKSIDE RD, DENMAN IS	<Optional, enter comments if required>

Planner	Status	Most Recent Completed Activity
Rob Pingle	Waiting for Revisions	Generate Notice of Revisions

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250357	Valerie Rogers	8/29/2025	5470 LACON RD, DENMAN ISLAND	<Optional, enter comments if required>

Planner	Status	Most Recent Completed Activity
Rob Pingle	Waiting for Revisions	Generate Notice of Revisions

Denman

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. Note: please route to Margot Thomaidis, Islands Trust Planner who is familiar with the Komas properties.
Planner		Status	Most Recent Completed Activity	
Margot Thomaidis		In Abeyance	Add Optional Referrals	

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		Waiting for Conditions	Record and File PLR	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250419	Henning Nielsen	10/28/2025	6900 DANES RD, DENMAN ISLAND	
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Under Review	Generate Complete Application Letter	

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	

Denman

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 October 2025

615 Denman	Invoices posted to Month ending October 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65050-615	LTC "Executive Expense on LTC's"	5,329.00	860.32	4,468.68
65200-615	LTC - Local Exp - LTC Meeting Expenses	1,760.00	353.86	1,406.14
65210-615	LTC - Local Exp - APC Meeting Expenses	1,190.00	0.00	1,190.00
65220-615	LTC - Local Exp - Communications	850.00	525.00	325.00
TOTAL LTC Local Expense		<u>9,129.00</u>	<u>1,739.18</u>	<u>7,389.82</u>
Projects				
73001-615-4025	Denman Housing Review	15,750.00	4,270.87	11,479.13
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>4,270.87</u>	<u>15,479.13</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: 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.	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

Responsible

Dates

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.

Chloe Straw

Rec'd: 19-Jan-2021

Narissa Chadwick

Renee Jamurat

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.

DATE OF MEETING: December 16, 2025

TO: Denman Island Local Trust Committee

FROM: Renee Jamurat, Regional Planning Manager
Northern Office

COPY: Narissa Chadwick, Island Planner
Local Planning Services

SUBJECT: Denman Island Housing Review (OCP & LUB Amendments) – Business Case for Fiscal
Year 2026-2027

RECOMMENDATION

1. That the Denman Island Local Trust Committee endorse the attached 2026 – 2027 Business Case and that staff forward the business case to the relevant committees and to Trust Council.

REPORT SUMMARY

The report attaches a draft business case for the allocation of funding and staff resources for the continuation and anticipated completion of the Denman Island Housing Review Project for OCP and LUB Amendments (Stage 2 - Phase 2) for the next 2026-2027 fiscal year.

DISCUSSION

As a Major Project, Trust Council must approve a business case. Attached is a draft business case for LTC review and consideration. The LTC may approve as presented, amend the business case and approve, or defer consideration. If approved, the next step would be to forward the business case to Regional Planning Committee (RPC) and Financial Planning Committee (FPC) for review and forwarding to Trust Council. If approved, the project would continue April 2026 through March 2027 (Stage 2 - Phase 2).

Business Case

A budget of \$5,000 is proposed to support the following:

- Engagement & Communications - \$3,000
- Bylaw Readings
- Legislative Process - \$2,000
 - Community Information Meetings
 - Public Hearing
- Provincial Referral

Rationale for Recommendation

The endorsement of the business case will support the continued progress of the project towards completion.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision.

That the Denman Island Local Trust Committee request that staff report back to a future meeting with...

2. Request changes to the business case

The LTC may choose to request changes to the business case. In this case the LTC will need to provide clear direction to staff.

That the Denman Island Local Trust Committee request staff make the following changes to the business case.....

NEXT STEPS

If the LTC provides direction, staff will forward the Business Case for review and approval.

Reviewed By:	Narissa Chadwick, RPP MCIP, Island Planner	November 28, 2025
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	November 28, 2025

ATTACHMENTS

- 1. Denman Housing Review (OCP & LUB Amendments) Project Draft 2026-27 Business Case



**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (*Committee or Operational Unit*):
DENMAN LTC

Department:
LPS-Planning Services

Name of Request:

Final Phase Denman Island Housing Review (for OCP and LUB Amendments), Stage 2 - Phase 2 Project
(Year 4 of 4)

\$ Value of Request (*indicate by fiscal year and total if project is multi-year*):

2026-2027: \$5,000

Budget to-date: \$49,250
2022/23 = \$13,500
2023/24 = \$8,000
2024/25 = \$12,000
2025/26 = \$15,750 (\$12,000 + \$3,750 Capacity Agreement)

Budget Source (select all that apply):

- ☐ **Specific Project Funding** (select all that apply)
- ☐ Third Party Contractors
 - ☐ Staff Travel Expense
 - ☐ Staff Overtime Expense
 - ☐ New Staff Member – Temporary for project
 - ☐ Computer Hardware/Software

☐ **Furniture & Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources** (see Staff Costing Tool)

☐ **Permanent**

☐ **Temporary**

Temp Duration: _____

☒ **Other:** Facility rental, engagement meetings and materials, printing, posting and distribution of communication materials.

Date of Submission to Finance: September 2025

Funding Required for (date range):

April 1, 2026-March 31, 2027

TIE TO ISLANDS TRUST GUIDING DOCUMENTS

Islands Trust Council [Strategic Plan 2025-2028](#) contains the objective: Strengthen Housing Affordability Throughout the Islands Trust Area.

In June 2023, [Islands Trust Council amended the Strategic Plan](#) to:

- “Prioritize elements of the strategic plan that support land use decision making”, and
- “Update the strategic initiatives related to housing to focus on projects that will develop healthy, resilient island communities by employing two lenses: mitigating and adapting to the effects of climate change, and managing growth by cultivating equitable, inclusive and resilient communities and the natural environment.”

ISSUE/OPPORTUNITY:

The purpose of this business case is to support the completion of the Denman OCP and LUB Housing Policy Review. The work the 2025/2026 fiscal year involves First Nations and community consultation, analysis of option and drafting bylaw language with first reading anticipated in February 2026.

This is a continuation of this project which began in 2022 at which time a consultant was engaged to identify community priorities related to housing (Phase 1). Phase 2 has involved 2 Stages as Identified below.

Past Work:

Phase 2 (Stage 1) - 2023/24 Fiscal - \$18,000 included:

- Public engagement facilitated by the Housing Advisory Planning Commission
- The initiation of engagement with K'omoks Nation staff
- K'omoks exploration of interests

Phase 2 (Stage 2) – 2024/25 Fiscal - \$15,000 included:

- First Nations engagement
- Public engagement
- Exploration of options to increase housing number of permitted housing units to address housing need while considering environmental impact

Phase 2 (Stage 2 continued) - 2025/26 Fiscal \$15,750: Included

- First Nations engagement
- Drafting bylaw language for easier to implement actions (e.g. cistern requirements, clarification of BnB language)
- Community engagement on options related to growth management

Work to be Done:

Phase 2 (Stage 2 completion) – 2026/27 Fiscal \$5000

- Bylaw readings
- Community Information meetings
- Public Hearing
- Provincial Referral

The completion of this project will provide the opportunity to advance Islands Trust Strategic Interests related to:

- **First Nations Reconciliation** - The project introduces options that are directly influenced by K'omoks First Nation interests. This project paves a way for the establishment of a Heritage Conservation Area for Indigenous cultural heritage protection.
- **Contributing to the development of model bylaws for housing** – This project is intended to produce bylaws that may be replicable in other Local Trust Areas including ways to balance housing with environmental conservation.
- **Preservation of ecosystems** – A key focus of the project is supporting housing while considering the Islands Trust preserve and protect mandate.
- **Demonstrating the use of the Islands Trust's Housing Toolkit** – A number of tools in the toolkit are being used by staff and being shared with the Housing Advisory Planning Commission and the LTC to inform amendments to the OCP and LUB.

This business case will support the conclusion of the Denman Islands Housing Review (Phase 2C).

PROJECTED RESULTS/DELIVERABLES:

Fiscal 2026/27 \$5,000 – Legislative Process: CIM, Public Hearing, Ministerial Approval, Adoption

- Legislative Process: \$2,000
- Communications and Engagement: \$3,000

Previous Phases:

Phase 2C Fiscal 2025/26 \$12,000 – First Nations Engagement, Bylaw Amendments

- OCP and LUB amendments to support specific actions identified in the Draft Housing Action Plan for:
 - Expanded opportunities to build Secondary Suites and Accessory Dwelling Units
 - Increased Opportunities for Non Profit Housing Development
 - Permitting Alternative Housing Approaches
 - Reducing Ecological Footprint of New Builds

RISK ASSESSMENT:

Factors potentially affecting the timing of project deliverables include:

- Regional Planning Team (RPT) capacity to manage the project in 2026/2027
- First Nations' capacity and timing may not align with project timelines
- The LTC may choose to not proceed with amendments
- Costs may exceed the budget due to consultation or other factors

ALTERNATIVES CONSIDERED:

Option 1: Proceed no further. Staff time and funding are not allocated to the project. Under this alternative the project does not complete bylaw drafting, does not proceed to bylaw readings. This would undermine the engagement with the K'omoks First Nation and the work done by the Housing APC.

Option 2: Proceed as a Minor Project. Should funding not be provided, the LTC may consider completing the work as a 'minor project' with the same scope, budget and deliverables but limited staff capacity (Regional planning team resources will not be allocated).

Option 3: Reduced funding. This may include removal of post-adoption communications, however the remaining parts of this project will require adequate funding for the legislative process.

CRITICAL SUCCESS FACTORS:

The project would be considered successfully completed if relevant amendments to the OCP and LUB are adopted by the end of the 2026/2027 fiscal year. Longer term success would be measured through improvements to housing options, accessibility and affordability.

RECOMMENDED OPTION:

The present funding request is for \$5,000 for fiscal 2026/27 to allow the Denman Island OCP-LUB project to complete the legislative process with continued project management by a Regional Planning Team planner.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:

\$5,000 for fiscal 2026/2027

- \$2,000 - Legislative Process for CIM, Public Hearing

- \$3,000 – Engagement and Communications

Qualitative Analysis:

- Increased housing options
- Improved relationship with K'omoks First Nation
- Increased protection of areas of Indigenous cultural significance
- Increased preservation and protection of the environment

PURCHASING PROCEDURE:

N/A

PROPOSED IMPLEMENTATION STRATEGY:

Deliverable/Milestone	Date
Denman Housing Project Completion	
First Nations Engagement	January 2026 – June 2026
Bylaw Readings	Feb 2026 – June 2026
Legal Review	Feb 2026 – June 2026
Provincial Referral	June 2025

STAFF RESOURCING:

- 100 hrs Regional Planning Team Project Manager
- Up to 40 hours LTC Planner
- Up to 20 hours Regional Planning Manager
- 25 hrs Other support (Admin, communications, mapping, SIRA)

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

- This project involves significant engagement with the K'omoks Nation. It is paving the way for discussion related to the development of a Heritage Conservation Area (HCA).
- Adoption of the bylaws will involve communications with the community and First Nations. The budget request will include public outreach and website updates normally completed as part of the organization's standard communications for bylaw updates.

Requested by Denman Island Local Trust Committee

Prepared by: Narissa Chadwick, Island Planner/ October 8, 2025

Reviewed by : Renée Jamurat, Regional Planning Manager/ October 8, 2025

DATE OF MEETING: December 16, 2025

TO: Denman Island Local Trust Committee

FROM: Narissa Chadwick, Senior Planner
Local Planning Services

COPY: Marlis McCargar, Islands Planner/ Renee Jamurat, Regional Planning Manager

SUBJECT: Housing Review – Options Related to Changes in Density

RECOMMENDATION

1. That the Denman Island Local Trust Committee endorse the revised project charter.
2. That the Denman Island Local Trust Committee request staff schedule a special meeting in January to review the housing options staff report.

REPORT SUMMARY

The purpose of this report is present to the Denman Local Trust Committee (LTC) a revised project charter, subdivision and build out map and a list of housing review options. This will allow the LTC to discuss preliminary thoughts and questions related to housing options prior to a larger discussion that will accompany a full report on housing options (proposed for late January).

The project charter reflects the shift of work in the project timeline due to the recent labour dispute. Staff are seeking clear direction from the LTC before moving forward with drafting bylaw amendments. Reviewing options in late January will allow sufficient time to incorporate feedback and prepare draft bylaw amendments without affecting the project timeline

BACKGROUND

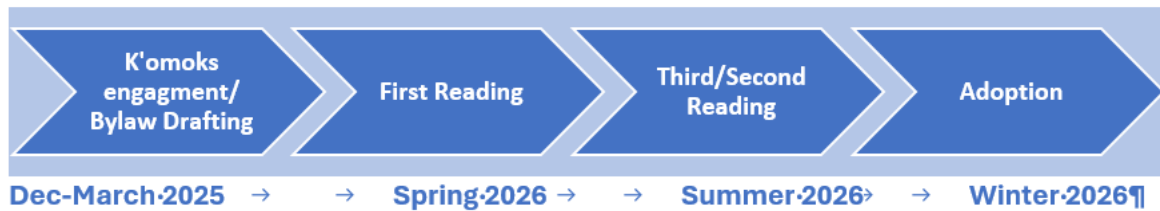
The Denman Housing Review Project was initiated by the LTC to address the growing need for diverse and affordable housing on Denman Island.

Launched in June 2023, the project focuses on increasing housing diversity and affordability. Since beginning this work, staff and the LTC have supported and completed a comprehensive suite of initiatives. These include:

- Analysis and recommendations from the Housing Advisory Planning Committee (HAPC);
- Community engagement activities;
- Development of a Housing Action Plan;
- Bylaw drafting and LUB reformatting;
- Build-out analysis;
- Engagement with K'ómoks First Nation and broader community;
- Introduction of new analytical tools;
- Community workshops and a survey to refine growth management options.

An updated project charter, reflecting the timeline below, is presented in Appendix 1. The project timeline shifted slightly due to a three week labour dispute in October.

Project Timeline:



Subdivision and Build-Out Maps

Subdivision and build out maps will be provided to the LTC in-person at the meeting. Developing these maps required significant time as the process involved detailed review of covenants and site specific zoning. Maps can be an effective tool for engagement to help illustrate and explain topics before bylaws are drafted. Staff will follow LTC direction with respect to sharing the subdivision and build out maps, as well as other maps related to this project.

Report review

Staff have compiled a report (including some preliminary draft policy language) to support discussion of housing options that could influence changes in dwelling density. These options are presented in the chart in Appendix 2.

Given the breadth of options, and the need for clear LTC direction before drafting amendments to the OCP and LUB, staff recommend that the housing options report be reviewed in a special meeting toward at the end of January. This timing will also provide time for K’omoks First Nation Chief and Council to share their interests regarding the project, which may help inform LTC decision making. To date, Islands Trust staff have been working closely with KFN staff to identify these interests. Islands Trust staff are expecting a response from Chief and Council by mid-January.

Housing Options Structure

As identified in the chart in Appendix 2, housing options being presented to the LTC are organized around six interconnected components that support the following structured decision-making steps:

- 1. Confirming WHY these policy options are being explored**
 - *Community Values and Objectives*
 - *Objectives related to community values*
- 2. Identifying WHAT (how much, what type) and WHERE (location)**
 - **What** type of residential development should be permitted outright?
 - **Where** should residential density be permitted outright?
 - **What** type of residential density should be permitted through rezoning?
- 3. Providing oversight on HOW additional dwellings are accommodated**
 - *Building footprint limitations*
 - *Reduced lot coverage*
 - *Cistern requirements*

RATIONAL FOR RECOMMENDATIONS

- Project timeline has shifted due to a three week labour dispute in October.
- Staff need clear direction from the LTC before moving forward with drafting bylaw amendments.
- Reviewing options in late January will allow sufficient time to incorporate feedback and prepare draft bylaw amendments without affecting the project timeline.

ALTERNATIVES

1. ***Review housing options as part of the January 20th Denman Island meeting agenda.***
 - Depending on the other items on the agenda, the LTC may or may not have adequate time to review and make decisions on each option.
2. ***Delay the special meeting until after January (e.g. February or March).***
 - Would postpone LTC direction on housing options
 - Delaying may impact the overall project timeline, as staff require LTC direction to move forward with drafting bylaws.

NEXT STEPS

If the staff recommendations are approved:

- Staff will schedule a special meeting at the end of January to review the housing options
- Staff will send draft housing options report to the LTC for review and questions
- Staff will post the special meeting agenda with final report publicly in early January.

Submitted By:	Narissa Chadwick, RPP, MCIP	December 2, 2025
Approved By:	Renee Jamurat, RPP MCIP	December 3, 2025

ATTACHMENTS

1. Project Charter
2. Housing Review - Options for Discussion

Denman Island Housing Review Project (Stage 2 Phase 2) v3

Denman Island Local Trust Committee (LTC)

Date: December 16, 2025 (update)

Purpose: Advancing policy and regulatory amendments that focus on increasing permitted number of housing units to address housing need while preserving and protecting the natural environment .

Background: Denman Island is experiencing a crisis of housing affordability and availability. The Denman Island LTC initiated a budget request to Trust Council for 2025/26 funding and allocation of staff time to continue the Denman Islands Housing Review Project. A budget of \$12,000 and Regional Planning Team time was allocated to this project for fiscal 2025/26.

Objectives

Amending to the Official Community Plan and Land Use Bylaw to increase the number of permitted housing units to address housing needs of current residents of Denman Island.

In Scope

- First Nations engagement
- Public engagement to identify housing options;
- Amendments to the OCP and the LUB to increase housing number of permitted housing units to address housing need while considering environmental impact
- OCP technical amendments and FN acknowledgement update
- Identify advocacy policies

Out of Scope

- Development of educational materials
- Engagement in advocacy
- Amendment of policies outside of the OCP and LUB

Workplan Overview

Deliverable/Milestone	Date
First Nations Engagement	Jan 2024 – March 2026
Summer engagement - review of all policy options	July – Sept 2025
Komoks review of policy direction/draft language	Nov-January Dec- March 2026
Milestone: First Reading	February March 2026
CIM/ Referrals (90 day referral period)	Spring 2026
Public Hearing	Summer 2026
Milestone: Second/Third Reading	Summer 2026
Provincial Referral (3-6 months)	September 2026
Adoption (depends on Ministry timing)	Fall 2026

Project Team

Regional Planning Manager	Renée Jamurat
Regional Planning Team Member	Narissa Chadwick
Planning Team Assistant	Chloë Straw
Denman Island Planner	Marlis McCargar
GIS Tech	TBD

Budget

Budget Sources:		
2025/26	Consultation	\$5,000
2025/26	Legal Review	\$2,000
2025/26	Communications	\$3,000
2025/26	Public Hearing	\$2,000
	Total	\$12,000

APPENDIX 2: Denman Housing Review -Options for Discussion

The following table summarizes options identified in a full staff report to be presented to the Denman Local Trust Committee in January 2026.

Priority actions have been identified with and **X**. These serve to increase housing options and consider environmental and cultural heritage protection without making any significant changes to permitted lots or principle dwellings.

Denman Housing Review – Options for Discussion		Priority Actions
WHY?	Component #1 – Housing Objectives <i>Set vision and goals for addressing housing need while protecting the environment and acknowledging First Nations interests.</i>	
	2.1/2.2 Revised Housing Objectives: Values identified thorough project engagement include: • Preservation and Protection of the Environment • Community Diversity (requires a range of housing types) • Addressing First Nations Interests	X
WHAT type of density will be supported? WHERE will dwelling permission exist?	Component #2 – Density Bank, Subdivision, Base Density <i>Updates to how development potential is measured and distributed</i>	
	DRAFT LANGUAGE NOT YET APPROVED (discussed in report)	
	3.1 Removal of Density Bank - replace with policy framework guiding housing and development consistent with community values and environmental protection.	X
	3.2 Subdivision Limits – Allow new subdivision only for: creation of parks and protected areas, First Nations cultural heritage protection, seniors, special needs, affordable or attainable housing, community service needs.	
	3.3 Density Changes – Reduction of max dwellings permitted where multiple dwellings are currently permitted. • R2 Zone: Reduce max dwellings to 4 per lot (currently 1 per 4 ha) • R1 Zone: Limit to 2 dwellings within 200 m of shoreline (currently 1 per ha)	
	• RE to R2 Conversion: Replace redundant RE zoning with R2; apply R2 density beyond 200 m from shoreline (adds ~3 dwellings on Snag property)	X
	DRAFT LANGUAGE APPROVED	
	Permit dwelling units in Community Service Zone (LTC to determine which properties)	
	Permit alternative types of units (RVs, Yurts etc.)	
	Allow reduced min parcel size for land donation to NGO/Govt	
	OCP Policies to support home based assisted living	
	Allow ALR exclusion for affordable and special needs housing	
	Allow housing with shared facilities (e.g. podhouse); language to be updated in first bylaw draft	
	Component #3 – Secondary Dwellings Units <i>Expand permissions for more diverse housing forms and tenure.</i>	
	DRAFT LANGUAGE NOT YET APPROVED (discussed in report)	
	4. 1 Update secondary dwelling related definitions - clarify and support consistency across the Islands Trust bylaws	X

	4.2 Remove TUP requirement for secondary dwelling units –secondary suites or detached secondary units can proceed without a TUP (linked to 4.4)	X
	4.3 R2 Secondary Suites – Permit secondary suites in all principal dwellings (in R2 zone) within existing building footprints.	X
	4.4 Secondary suite or detached secondary unit on F and R2 lots – Allow either a secondary suite or detached secondary unit on all F lots, and on R2 lots where one principle dwelling and one secondary suite is currently permitted (lots <4ha).	X
	4.5 Secondary units on suitable R1 lots – Permit on R1 lots close to town with sufficient water (cluster of ~13 lots along Northwest Rd).	
	4.6 Accessory Residential Units in Institutional Zone –Draft language approved; locations to be confirmed.	X
HOW can additional dwellings be accommodated ?	Component #4 Density Bonus for Community Benefit <i>Link modest density increases with community benefits.</i>	
	DRAFT LANGUAGE NOT YET APPROVED (discussed in report)	
	5.1 Density Bonus Policy – Allow additional unit(s) without rezoning when a portion of land is dedicated to affordable housing, conservation or First Nations interests. Replaces the TUP approach.	
	Component #5 Rezoning Flexibility and Flexible Housing <i>Encourage community-led and innovative housing models.</i>	
	DRAFT LANGUAGE NOT YET APPROVED (discussed in report)	
	6.1 Increase rezoning – Minor OCP changes to support attainable/affordable housing; including options that do not require a housing agreement.	X
	6.2 Flexible Housing Zone –OCP policies enabling multiple units within a maximum combined floor area (no housing agreement)	
	Component #6 Additional Regulatory Controls <i>Support environmental and cultural heritage protection.</i>	
	DRAFT LANGUAGE NOT YET APPROVED (discussed in report)	
	7.1/7.2 Reducing Lot Coverage and Floor Area – Reduce lot coverage and set floor area maximums.	
	8. Development Permit Area – Environmental and cultural heritage protection, septic system oversight and siting requirements. Can be informed by model DPA work.	
	DRAFT LANGUAGE APPROVED	
	Cistern Requirements for New Builds	
	Limit Vacation Rental Permission to B&Bs	
	Prohibit groundwater fed swimming pools	
	Policies to support proof of water for cooperative housing (requires input from a freshwater specialist)	