



Denman Island Local Trust Committee

Minutes of Regular Meeting

Date: December 10, 2024
Location: Denman Activity Centre
1111 Northwest Rd, Denman Island, BC

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

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

Others Present: There were approximately five 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

Trustees noted that legislative public notification requirements regarding the Public Hearing had been met; however, many community members were not aware that it was to take place today because the local newspaper, in which the hearing was advertised, had not been delivered to homes due to the postal strike.

The following amendments to the agenda were presented for consideration:

- Defer Item No. 5 “Community Information Meeting,” No. 6 “Public Hearing,” and No. 13.1 “Minor Project Post Public Hearing Staff Report” to a future meeting.

By general consent, the agenda was approved as amended.

DE-2024-073

It was MOVED and SECONDED

that the Denman Island Local Trust Committee request staff to postpone the Community Information Meeting and Public Hearing regarding proposed Bylaw Nos. 248 and 249.

CARRIED

4. PROJECTS

Trustee Graham declared a conflict of interest and left the meeting at 10:08 a.m.

4.1 Denman Island Temporary Use Permit Review Project- Staff Report

The Planner summarized the staff report and highlighted the following:

- Proposed amendments to Bylaw No. 249 are for the purpose of clarifying whether secondary dwellings are permitted per lot or per primary dwelling;
- Intention is to permit secondary dwelling units on a per lot basis;
- Limiting number of units to one per lot ensures density remains manageable and avoids risk of overdevelopment on larger lots; and
- There are fourteen properties with more than one civic address and these properties could potentially be impacted by the bylaw.

A member of the public stated they live on one of the fourteen properties identified and if the proposal goes forward it will result in only one of the three homes located within the R2 zone being eligible to have a secondary dwelling. They stated a preference that one secondary dwelling unit be allowed per primary dwelling versus per lot.

Discussion ensued and the following comments were noted:

- The Planner clarified that site-specific regulations could be looked at within the context of the larger Housing Review Project.

The meeting was recessed for a break at 10:22 a.m. reconvened at 10:34 a.m.

DE-2024-074

It was MOVED and SECONDED

that the Denman Island Local Trust Committee request staff to return the consideration of the Denman Island Temporary Use Permit Release Review Project and amendments to Bylaw No. 249 to a later meeting following considerations of the broader housing project timelines.

CARRIED

Trustee Graham returned to the meeting at 10:45 a.m.

5. COMMUNITY INFORMATION MEETING - Proposed Bylaw Nos. 248 and 249 - Housing-Related Temporary Use Permit Review Project – deferred

6. PUBLIC HEARING - deferred

7. REPORTS

7.1 Trustee Reports

Trustee Graham reported electronic attendance at Trust Council and noted the arrival of new Chief Administrative Officer Rueben Bronee.

Trustee Borthwick reported the following:

- Attended Trust Council and met the new Chief Administrative Officer;
- Acknowledged the work of Interim Chief Administrative Officer Mobbs;

- Attended semi-annual meeting of the Baynes Sound Marine Ecosystem Forum and highlighted discussion on ship breaking activity; and
- Attended government to government meeting with K'omoks First Nation.

7.2 Chair's Report

Chair Maude reported the following:

- Welcomed Chief Administrative Officer Rueben Bronee to Islands Trust; and
- Continued attendance at Committee of the Whole meetings to move draft Trust Policy Statement work forward to First Reading in anticipation of commencing the public engagement process.

7.3 Electoral Area Director's Report - none

8. PUBLIC COMMENTS

A member of the public stated affordable housing is an emergency, safe housing is needed, and they hope the Local Trust Committee treats the project with urgency.

9. MINUTES

9.1 Local Trust Committee Minutes dated October 8, 2024 - for adoption

By general consent, the Local Trust Committee meeting minutes of October 8, 2024 were adopted.

9.2 Section 26 Resolutions-Without-Meeting Report dated December 3, 2024

Received for information.

9.3 Advisory Planning Commission Minutes - none

10. BUSINESS ARISING FROM MINUTES

10.1 Follow-up Action List dated December 3, 2024

The Planner noted the affordable housing project is complex but remains on track to complete before the end of the Trustee's term.

11. DELEGATIONS – none

Item 12 was re-ordered and heard after Item 13.2.

12. APPLICATIONS AND REFERRALS

12.1 PLRZ20240055 (Denman Conservancy) - Preliminary Staff Report

The Planner summarized the staff report and highlighted the following:

- Application to rezone four parcels of land from forestry to conservation;
- The parcels of land are owned and managed by the Denman Conservancy Association;
- One of the parcels is split-zoned between forestry and agriculture and located within the Agricultural Land Reserve; and
- Suggestion to amend bylaws to facilitate the rezoning process to enhance conservation efforts and support protection and preservation of the parcels.

Discussion ensued and the following comments and clarifications were noted:

- There is opportunity for extending the existing conservation covenant to all of the parcels or placing a new conservation covenant on the parcels without;
- Owner had intention to donate residential densities to the density bank and this should proceed regardless of the status of the TUP Review Project which is seeking to remove the density bank; and
- The Agricultural Land Commission in the past has permitted land in the Agricultural Land Reserve to have a conservation covenant placed on it.

DE-2024-075

It was MOVED and SECONDED

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 PLRZ20240055 (Denman Conservancy Association).

CARRIED

DE-2024-76

It was MOVED and SECONDED

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 PLRZ20240055 (Denman Conservancy Association).

CARRIED

DE-2024-077

It was MOVED and SECONDED

that the Denman Island Local Trust Committee request staff to send an early referral of PLRZ20240055 (Denman Conservancy Association) to the Islands Trust Conservancy and Agricultural Land Commission for comment.

CARRIED

13. LOCAL TRUST COMMITTEE PROJECTS

13.1 Minor Project: Housing-Related Temporary Use Permit Review - Post Public Hearing Staff Report - deferred

13.2 Major Project: Denman Housing Review Project Update - Staff Report

The Planner summarized the staff report.

Discussion ensued on Phase 2A and the following comments were noted:

- A Trustee asked if Action 7 “Expand Secondary Suites Permissions in water service areas” should be undertaken as a minor project. The Planner clarified the intention is for planners to work through the major project items together and it would not be necessary to separate this item from the major project; however, there is opportunity for a new minor project to be undertaken.

DE-2024-078

It was MOVED and SECONDED

that the Denman Island Local Trust Committee request staff to come back with options for a minor project to the Local Trust Committee.

CARRIED

Discussion ensued on Phase 2B and the following comments were noted:

- Action 1
 - Agricultural Land Commission requires local governments to apply for exclusions;
 - Policy allowing exclusion from the Agricultural Land Reserve for affordable and special needs housing can be added to the Official Community Plan;
 - Definitions for terms such ‘affordable’, ‘rental’, and ‘market housing’ will be included; and
 - Affordability can only be maintained over time if there is a housing agreement.
- Action 2
 - Subdivision bylaw already identifies exceptions to minimum parcel sizes for multifamily affordable housing and there is agreement to expand this exception to affordable housing in general; and
 - Suggestion to tie availability of providing single unit affordable housing to a housing agreement.
- Action 3
 - Adding policies to support development variance for proof of water for cooperatives requires input from a freshwater specialist.
- Action 4
 - Agreement to add policies to support home-based assisted living as a permitted home occupation;
 - Only allowing assisted living in a primary residence might be too restrictive; and
 - Consider specifying number of clients versus where the occupation occurs.
- Action 5
 - Tiny home village is a number of small units located within a concentrated area;
 - Flexible housing provides an opportunity for units in addition to a principle and secondary dwellings; and
 - Support for rezoning for clustered small unit affordable housing on larger lots.
- Action 6
 - Trustees expressed interest in allowing variations in housing that support shared facilities provided they are not vacation units;
 - This type of housing should be restricted to an affordable housing development operating with a housing agreement.

Discussion ensued on Phase 2B “Additional Actions” and the following comments were noted:

- Address affordable housing options in a way that indicates there is not interest in unrestricted growth;
- Planner can provide language focussed on low environmental impact and supporting density that is focussed on providing affordable, special needs housing;
- Community input will help identify areas for zoning to allow increased housing; and
- Changing the reference for “the Village” to “Downtown Denman” in the Official Community Plan is problematic due to the number of times the term “the Village” is used and the need for consistency across bylaws.

DE-2024-079

It was MOVED and SECONDED

that the Denman Island Local Trust Committee approve the next steps for completing Denman Island Housing Review Project (Stage 2, Phase 2B).

CARRIED

The meeting was recessed for a break at 12:15 p.m. and reconvened at 12:45 p.m.

14. CORRESPONDENCE

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

- 14.1 Letter dated November 26, 2024 from Denman Conservancy Association regarding ALR Land Development on Denman Island**
Received for information.

15. NEW BUSINESS - none

16. STAFF REPORTS

16.1 Phase 4 Community Engagement Options - Policy Statement Amendment Project - Staff Report

The Senior Policy Advisor summarized the staff report and outlined the options for community engagement following First Reading of the draft Policy Statement.

DE-2024-080

It was MOVED and SECONDED

that Denman Island Local Trust Committee select Engagement Option No. 1 for Phase 4 community engagement about the new draft Islands Trust Policy Statement.

CARRIED

16.2 Draft 2025/2026 Denman Island Local Trust Committee Meeting Schedule - Request for Decision

The Local Trust Committee would like all of their regular meetings to be scheduled to be held in-person.

DE-2024-081

It was MOVED and SECONDED

that Denman Island Local Trust Committee approve their January, 2025 to March, 2025 Meeting Schedule.

CARRIED

16.3 Highlights of the Trust Conservancy November 19th, 2024 Board Meeting
Received for information.

16.4 Trust Conservancy - The Heron - Fall Edition
Received for information.

16.5 Applications Report dated December 5, 2024
Received for information.

16.6 Trustee and Local Expense Report - October, 2024

Received for information.

16.7 Adopted Policies and Standing Resolutions

Received for information.

16.8 First Nations Relationship Building Update

DE-2024-082

It was MOVED and SECONDED

that the Denman Island Local Trust Committee request staff to be ready to draft a letter of congratulations and introduction from the Denman Island Local Trust Committee to K'omoks First Nation following their January, 2025 election and reach out to schedule a meeting between the Local Trust Committee and the Chief and Council at their convenience.

CARRIED

16.9 Local Trust Committee Webpage

No updates are required at this time.

17. WORK PROGRAM

17.1 Active Projects Report dated December 3, 2024

Received for information.

17.2 Future Projects Report dated December 3, 2024

Received for information.

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled

The next regular meeting will be held January 21, 2025 at 10:00 a.m. at the Denman Activity Centre, 1111 Northwest Road, Denman BC.

19. ADJOURNMENT

By general consent, the meeting was adjourned 1:15 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder