



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

CARRIED

DE-2025-048

It was MOVED and SECONDED,

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

CARRIED

DE-2025-049

It was MOVED and SECONDED,

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

CARRIED

DE-2025-050

It was MOVED and SECONDED,

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

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