



Denman Island Local Trust Committee

Minutes of Regular Meeting

Date: December 16, 2025

Location: Denman Activity Centre
1111 Northwest Rd, Denman Island, BC

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

Staff Present: Clare Frater, Director, Trust Area Services (electronic)
Marlis McCargar, Island Planner (electronic)
Narissa Chadwick, Island Planner (electronic)
Warren Dingman, Bylaw Compliance and Enforcement Manager (electronic)
Rob Pingle, Planning Technician (electronic)
Nadine Mourao, Legislative Clerk (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 12 members of the public in attendance.

1. CALL TO ORDER

Chair Maude called the meeting to order at 10:03 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 Borthwick reported attendance at the December Trust Council meeting and highlighted budget discussions and the presentation given by Brody Guy, Chief Administrative Officer of the Islands Coastal Economic Trust.

Trustee Graham reported attendance at Trust Council and noted work will continue to be done through Financial Planning Committee to address the anticipated budget increase prior to adoption in March.

4.2 Chair's Report

Chair Maude reported the following:

- Trust Council approved financial sponsorship of the rezoning application fee for PLRZ20250368 (Denman Community Housing Society) in the amount of \$1592;
- Attended Trust Council and highlighted budget discussions and the presentation by Hannah Rabinovitch, Director of the BC Housing Policy Branch about opting-in to the principal residence requirements of the *Short-Term Rental Act*;
- The draft Trust Policy Statement is in the referral process and members of the public can continue to provide feedback through the survey or public comments sessions during Local Trust Committee meetings.

4.3 Electoral Area Director's Report - none

5. PUBLIC COMMENTS

Four members member of the public spoke to a letter sent to local Trustees regarding the Apartheid Free Community (AFC) campaign and noted the campaign is province-wide and asks local councils and municipalities to take a stand on ongoing genocide in Palestine. They requested that the Local Trust Committee align with other BC municipalities and sign the Apartheid Free Communities Pledge declaring the Denman Island Local Trust Area an apartheid-free community, support the call on the Government of Canada to enact a two-way arms embargo with Israel, support reforms to the Gaza Temporary Resident Visa Program, support the boycott concerning contracting policies to exclude corporations complicit in human rights violations, and recognize and address anti-Palestinian racism as a distinct form of racism.

A Trustee noted support of anti-apartheid movements and indicated that there is a point in the agenda during which they will respond to the request for support.

By general consent correspondence regarding the Apartheid Free Community campaign was added to the agenda as item 10.8.

6. MINUTES

6.1 Local Trust Committee Minutes dated July 15, 2025 - for adoption

The following amendments to the minutes were presented for consideration:

On page 5 of the minutes in resolutions DE-2025-047, 049, 050, and 051 change all references to Lasqueti Island to Denman Island, correct the bylaw number to Bylaw 258, and the cited bylaw number to Bylaw No. 258, 2025.

By general consent, the Denman Island Local Trust Committee meeting minutes of July 15, 2025 were adopted as amended.

6.2 Section 26 Resolutions-Without-Meeting Report dated December 4, 2025

Received for information.

6.3 Advisory Planning Commission Minutes – none

A Trustee asked when the Advisory Planning Commission (APC) selection process was changed and the Planner replied the new APC Bylaw for Denman was adopted in 2019.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated December 4, 2025

Received for information.

8. DELEGATIONS

8.1 Rezoning 15.2-acre R2 Property to a New Affordable Housing Zone

The delegation spoke to an application they have put forward to rezone their 15-acre property to an affordable housing zone for eight dwelling units regulated by a Housing Agreement held with the Islands Trust. They read a letter from 3Ravens to the Local Trust Committee that was included as part of the agenda.

8.2 Denman Community Housing Society regarding an Official Community Plan Amendment for a Future Affordable Housing Site

The delegation provided a presentation regarding rezoning the Emcon works yard, noted the works yard is leased to Mainroad until 2033 and rezoning would set aside a location for affordable housing in the future, and the offer from Emcon will allow the community to secure a parcel for future affordable housing through an amendment to the Official Community Plan.

8.3 Association for Denman Island Marine Stewards regarding Encroachment on the Marine Conservation Area on Denman Point

The delegation spoke to concerns about an application made to the Provincial Government to expand an aquaculture operation which currently encroaches on the Marine Conservation Area at Denman Point and the following comments were noted:

- Aquaculture rafts would impact the marine conservation zone;
- The province will be making a referral to the Local Trust Committee;
- There was a bylaw enforcement action initiated on January 21, 2020 and they would like to know the results of the investigation;
- The expansion is outside of the current lease area, has already happened, and the operator is retroactively asking for the expansion to be approved;
- A complaint has also been made to the Department of Fisheries and Oceans.

The Planner advised that a Crown lease referral would be sent to staff for response and if the area encroaches into the Marine Conservation zone, staff would note that a rezoning would be required to permit the use.

The Chair stated the delegate should not assume the Province will send a referral prior to approving the application, asked the Planner to inform the Local Trust Committee if a referral comes forward, and suggested the delegate consider making a bylaw complaint to enable a bylaw compliance and enforcement investigation.

By general consent Aquaculture Expansion in Marine Conservation Zone was added to the agenda as new business at item 11.1.

9. APPLICATIONS AND REFERRALS

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

The Planner summarized the staff report and highlighted the following:

- The Local Trust Committee gave first and second reading to proposed Bylaw Nos. 256 and 257 to amend the Official Community Plan and Land Use Bylaw to rezone the subject parcels from Forestry and Resource Extraction to Conservation and Environmental Protection;
- Referral responses have been received and have been summarized in the report;
- K'omoks First Nation expect the referral to go before their Council in the near future.

The applicant was in attendance and noted preference for an electronic Community Information Meeting combined with a Public Hearing.

Discussion ensued and the Planner stated the Local Trust Committee had already passed a resolution to schedule a Community Information Meeting and Public Hearing and staff will proceed to do so.

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

The Planner summarized the staff report and highlighted the following:

- The rezoning application seeks an additional four dwelling units to permit a total of 19 dwelling units and associated secondary suites regulated by a Housing Agreement;
- The Local Trust Committee has given first and second readings to proposed Bylaw Nos. 250, 255 and 254;
- A withdrawal from the density bank is required to permit the additional four dwelling units;
- The report summarizes referral responses received and K'omoks First Nation will be considering the referral during their January 29 meeting;
- Amendments to Bylaw No. 254 (Housing Agreement), as outlined in the staff report, should be considered.

Discussion ensued and the following comments were noted:

- It is necessary to have a Public Hearing for the Official Community Plan amendment and Density Bank extraction components of the project;
- The provincial message is that a public hearing is not to be held for affordable housing projects that align with the Official Community Plan; however, an amendment to the Official Community Plan requires a one to be held;
- There are two different mechanisms to use for adding density including the Density Bank and Policy 12 in which there are 7 densities remaining;
- Some revisions to the proposed housing agreement have been identified based on the referral response from the Agricultural Land Commission;
- The Local Trust Committee had already passed a resolution to schedule a Community Information Meeting and Public Hearing.

DE-2025-051

It was MOVED and SECONDED

that the 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.

CARRIED**9.3 PL-ALR-2025-0304 (Pawlowski) - Staff Report**

The Planning Technician spoke to the staff report and highlighted the following:

- The application seeks to include land that is currently zoned Rural Residential (R2) in the Agricultural Land Reserve (ALR);
- The subject property is 4.6 hectares in size and was removed from the ALR in 2009 through subdivision that resulted in no loss of ALR land and no increase in density;
- Returning the property into the ALR would increase the total ALR land on the island and not impact the total density;
- The applicant is operating a cidery on the subject property and including the land in the ALR would allow ability to provide agri-tourism in the form of a tasting room under the applicable zoning;
- The Local Trust Committee is to decide if it wishes to forward the inclusion application to the Agricultural Land Commission for consideration with, or without, additional comments or recommendations.

Discussion ensued and the following comments were noted:

- Moving land back into the Agricultural Land Reserve is the most expedient method of moving this application forward;
- Permitting a tasting room within a home-based business model was considered but did not meet all requirements of a home-based business.

DE-2025-052**It was MOVED and SECONDED**

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.

CARRIED**9.4 PL-RZ-2025-0368 (Denman Community Housing Society) - Staff Report**

The Planner summarized the staff report and highlighted the following:

- The application proposes amendments to the Official Community Plan and Land Use Bylaw to rezone a portion of the subject property from Institutional to R4 Community Housing to permit the development of up to eight units of affordable housing near Denman Village;
- The units would be owned and managed by the Denman Community Housing Society which has signed a Memorandum of Understanding with the property owner, Emcon.
- Under the Memorandum of Understanding the Denman Community Housing Society would acquire a portion of the property from the current owner (Emcon)

for the purpose of developing the housing units with the transfer of title contingent upon completion of the required Official Community Plan and Land Use Bylaw amendments;

- Key considerations of the development project are outlined in the staff report;
- The proposal would use both the Density Bank and Policy 12 to provide the 8 densities required;
- Adequate ground water supply to support the development is available from the Emcon well located off the subject property and an easement will be required;
- The adjacent lot that has been zoned to permit 20 affordable housing units is owned by the same applicant and could also be a water source;
- Two concurrent applications are necessary to achieve the intended result of permitting affordable housing including a Development Variance Permit application to vary the minimum lot size for the remainder parcel and a Subdivision Referral application to allow the parcel to be subdivided enabling 0.3 hectares portion of the property to be transferred to the Housing Society.

The applicant was in attendance and provided a presentation which highlighted the following:

- Subdivision, rezoning, and water licence applications are in progress;
- The subdivision application was submitted to the Ministry of Transportation and Transit in summer 2025;
- They have a joint water use agreement with Emcon;
- An environmental assessment has been completed;
- They anticipate financing the project through community donations and a commercial mortgage;
- They will be conducting their own community information meeting in late January;

Trustees had no questions for the Planner or applicant.

DE-2025-053

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 PL-RZ-2025-0368 (Denman Community Housing Society).

CARRIED

DE-2025-054

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 PL-RZ-2025-0368 (Denman Community Housing Society).

CARRIED

DE-2025-055

It was MOVED and SECONDED

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.

CARRIED

DE-2025-056

It was MOVED and SECONDED

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.

CARRIED

DE-2025-057

It was MOVED and SECONDED

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.

CARRIED

DE-2025-058

It was MOVED and SECONDED

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.

CARRIED

9.5 Trust Council Bylaw 183 - Policy Statement Referral – Briefing

The briefing noted the initial referral response deadline of October 10 had been extended to February 5 to accommodate scheduled community engagement sessions.

9.6 Trust Council Bylaw No. 183 - Policy Statement Referral – Memorandum

Trustees had no questions or comments.

DE-2025-059

It was MOVED and SECONDED

that the Denman Island Local Trust Committee respond to the Islands Trust Council that interests are unaffected by Bylaw No. 183.

CARRIED

9.7 Referral Response to Comox Valley Regional District regarding Proposed Regional Growth Strategy Minor Amendment

Received for information.

The meeting was recessed for a break at 12:10 p.m. and reconvened at 12:40 p.m.

10. CORRESPONDENCE

(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

Received for information.

10.2 Email dated July 17, 2025 from P. Deschenes regarding The Snag Rezoning

Received for information.

10.3 Email dated August 6, 2025 from B. Branfireun regarding Denman Island Siting and Use Concern

The correspondence was received for information and a Trustee noted the Bylaw Compliance and Enforcement Manager responded to the correspondent.

10.4 Email dated August 6, 2025 from R. Day regarding Snag Housing Co-op Proposal Update and Statement of Support

Received for information.

10.5 Email dated August 18, 2025 from L. Gardner regarding In Support of the Snag!

Received for information.

10.6 Letter dated August 29, 2025 from Denman Community Housing Society regarding Rezoning of Works Yard

Received for information.

10.7 Email dated November 25, 2025 from P. Weyer regarding The Snag Housing Co-op Proposal – Support

Received for information.

10.8 Correspondence submitted to the Local Trust Committee regarding the Apartheid Free Community Campaign.

The Local Trust Committee received staff advice on the subject and it was noted that Trustees can individually support causes; however, the Local Trust Committee has a limited legislative role to preserve and protect using the authority granted to it but does not have a role in advocating international issues. Trustees thanked the speakers for bringing the issue forward.

11. NEW BUSINESS – none

11.1 Aquaculture Expansion in Marine Conservation Zone

The Bylaw Compliance and Enforcement Manager provided the Local Trust Committee background information on why the previous bylaw enforcement file had been put into abeyance and noted if further clarity on jurisdiction to proceed with enforcement was needed then the Local Trust Committee should consider requesting a legal opinion.

DE-2025-060

It was MOVED and SECONDED

that the Denman Island Local Trust Committee request staff prepare a report on the bounds of our jurisdiction regarding Marine Aquaculture Zones, and their enforceability.

CARRIED

12. STAFF REPORTS

12.1 Draft 2026/27 Denman Island Local Trust Committee Annual Meeting Schedule - Request for Decision

Due to the large number of meetings scheduled following swearing in at Trust Council, the November 16, 2026 meeting will be held electronically.

DE-2025-061

It was MOVED and SECONDED

that the Denman Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule as amended.

CARRIED

12.2 Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258 Final Adoption - Request for Decision

The Local Trust Committee Meeting Procedures Bylaw No. 197 has been given first, second, and third reading and is coming back to the Local Trust Committee for adoption.

DE-2025-062

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.

CARRIED

12.3 Public Notification Bylaw - Request for Decision

The Request for Decision was summarized and the following points highlighted:

- The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act* and includes a default requirement and an option to adopt an alternative means of bylaw;
- The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks;
- A draft bylaw has been prepared for Public Notification that is based on the model approved by Trust Council which includes publication on the Islands Trust website and social media account;
- Should the Local Trust Committee choose to adopt their own bylaw they must consider that the means of publication are reliable, suitable, and accessible.

Discussion ensued and the following comments were noted:

- There are a number of local publications and only one publishes weekly;
- The language can be broad such as using a print newspaper without indicating a specific publication;
- It is the intention of the Local Trust Committee to add a third means of notification to the bylaw.

DE-2025-063

It was MOVED and SECONDED

that public notification draft Bylaw No. 259 to be amended by adding a third bullet to read “in publications locally produced and distributed on Denman Island”.

CARRIED

DE-2025-064

It was MOVED and SECONDED

that the Denman Local Trust Committee considers that the notification methods in draft Bylaw No. 259 as amended are reliable, suitable and accessible for the Denman Local Trust Area.

CARRIED

DE-2025-065

It was MOVED and SECONDED

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

CARRIED

DE-2025-066**It was MOVED and SECONDED**

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

CARRIED**DE-2025-067****It was MOVED and SECONDED**

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

CARRIED**DE-2025-068****It was MOVED and SECONDED**

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.

CARRIED

12.4 Trust Conservancy Report - none

12.5 Applications Report dated December 9, 2025

Received for information.

12.6 Trustee and Local Expense Report dated October, 2025

Received for information.

12.7 Adopted Policies and Standing Resolutions

Received for information.

12.8 First Nations Relationship Building Update - none

12.9 Local Trust Committee Webpage - none

13. WORK PROGRAM

13.1 Active Projects Report dated December 4, 2025

Received for information.

13.2 Future Projects Report dated December 4, 2025

Received for information.

14. LOCAL TRUST COMMITTEE PROJECTS

**14.1 Major Project: Denman Housing (Official Community Plan and Land Use Bylaw)
Review Project: Business Case for 2026/27 Fiscal Year - Staff Report**

The Planner summarized the staff report and noted that the project is scheduled to complete during the current term and the business case reflects potential budget required for engagement.

DE-2025-069

It was MOVED and SECONDED

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.

CARRIED

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

The Planner summarized the staff report and indicated a more comprehensive report would be coming forward at the January meeting.

A Trustee noted they would like to focus the January discussion on the following suggestions:

- Pending endorsement from the K’omoks First Nation regarding a 200-metre setback from the ocean, allowing subdivision outside of that 200-metre range and prohibiting further densification of the shoreline;
- Reviewing the current lot coverage allowance of 25%, with consideration given to reducing coverage and scaling it to property size;
- Suggestion to limit maximum floor area to 300 square metres;
- Not requiring cluster housing a condition for approval of additional density;
- Considering additional dwellings on a case-by-case basis, according to the needs of the applicant, site geography, and potential environmental impacts;
- Considering the use of spot zoning based on a checklist of minimum requirements and specific criteria, rather than pre-zoning;
- Creating an application process to legalize existing non-conforming dwellings while ensuring there is not an undue environmental impact;
- Discontinuing the use of Temporary Use Permits;
- Requiring rainwater catchment systems for all new dwellings;
- Permitting accessory dwelling units, including tiny homes, yurts, and trailers;
- Allowing secondary suites in all zones, with further details to be provided regarding requirement for water licensing;
- Allowing room rentals in all zones except Conservation, Park, R4 Community Housing, and Water zones;
- Eliminating the Resource (RE) zone and rezoning those properties to zones more appropriate for their current use.

DE-2025-070

It was MOVED and SECONDED

that the Denman Island Local Trust Committee endorse the revised project charter.

CARRIED

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

16.1 Motion to Close the Meeting

DE-2025-071

It was MOVED and SECONDED

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.

CARRIED

The meeting was closed to the public at 1:58 p.m.

16.2 Recall to Order

The meeting was recalled to order at 2:15 p.m.

16.3 Rise and Report

Chair Maude will rise and report adoption of the March, 2025 in-camera meeting minutes at the next regular business meeting.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 2:16 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder