



Denman Island Local Trust Committee

Minutes of Regular Meeting

Date: January 20, 2026
Location: Denman Activity Centre
1111 Northwest Rd, Denman Island, BC

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

Staff Present: Renee Jamurat, Regional Planning Manager (electronic)
Narissa Chadwick, Senior Planner
Marlis McCargar, Island Planner
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

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Graham reported the ongoing receipt of inquiries from members of the public and attendance at a Regional Planning Committee meeting during which the committee reviewed budget requests.

Trustee Borthwick reported participation in the Trustee On-Boarding Working Group which will be providing materials and information for incoming trustees and upcoming attendance at the Comox Valley Elected Officials Forum.

4.2 Chair's Report

Chair Maude noted the public consultation period on the draft Trust Policy Statement continues until February 5 and encouraged the public to provide feedback through the online survey.

4.3 Electoral Area Director's Report - none

5. PUBLIC COMMENTS

There were no comments from members of the public.

6. MINUTES

6.1 Local Trust Committee Special Meeting Minutes dated June 26, 2025 - for adoption

By general consent, the Local Trust Committee meeting minutes of June 26, 2025 were adopted.

6.2 Local Trust Committee Minutes dated December 16, 2025 - for adoption

By general consent, the Local Trust Committee meeting minutes of December 16, 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 January 13, 2026

Received for information.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 PLDP20250156 (Hilberry) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a retroactive development permit related to an existing single-family dwelling and power shed constructed within Development Permit Area 2 – Steep Slopes (DPA 2);
- The structures were constructed without the required siting and use permit and development permit;
- The development is consistent with the DPA 2 objectives and the applicant has addressed guidelines through an Impact Assessment and Restoration Plan report and geotechnical report provided by qualified professionals.

The applicant was in attendance.

The Local Trust Committee had no questions for the applicant or Planner.

DE-2026-001

It was MOVED and SECONDED

that the Denman Island Local Trust Committee approve issuance of Development Permit PLDP20250156.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

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

The discussion report presents options for housing policy and regulations that have yet to be decided by the Local Trust Committee.

Discussion focussed on the proposed policy options as outlined in the report and the following comments by Trustees were noted:

- Objectives: there were no changes to the proposed Housing Objectives.
- Density Bank
 - Issues with the current structure of the density bank have been identified;
 - There is a common misconception that the density bank directly affects growth. In reality, it reflects a reallocation of existing densities. Densities can be donated and stored in the bank for future use.;
 - Embedding density bank policies in the Official Community Plan adds an extra layer of complexity when making amendments;
 - The Density Transfer policy would remain unchanged;
 - There is no clear method to maintain the density bank as it is set up. Establishing strong policies and guidelines would help alleviate the administrative challenges associated with its structure;
 - Focus should be placed on strong policies and criteria that guide where development is appropriate, rather than solely on the number of units in the density bank;
 - It will be important that the Local Trust Committee be able to explain how the policies work as compared to transferring and holding densities in the density bank.
- Density Cap
 - Remove the density cap and ensure an explanation of why it does not work is provided at the Community Information Meeting.
- Subdivision
 - The intention is to create policy that reduces subdivision potential to protect environmental and cultural values;
 - Multiple data inputs can inform analysis and guide decisions on suitable sites for additional lots;
 - There are existing property owners that purchased lots with plans to subdivide a portion of it for a family member; in such cases, rezoning could still be considered through site-specific applications;
 - The preference is to remove subdivision potential altogether rather than specific areas or lots and allow the option for subdivision through rezoning applications
 - The recommended options for reducing or removing subdivision potential as listed in the staff report are satisfactory;
 - List examples of rezoning criteria for a community benefit in exchange for subdivision.
- Base Density

- There is agreement to implement a limitation of four dwellings in total on Rural Residential (R2) lots; this policy would affect five properties and remove permission for twenty-five principal dwellings;
- There is agreement with the recommended option to limit the maximum number of principal dwellings to two per Residential (R1) lot within 200m from the shoreline; this policy would impact eleven properties and remove permission for twenty-seven dwellings;
- There is agreement with the recommended option to change Resource (RE) to Rural Residential (R2) as detailed in the report.
- Changes to Institutional Zone
 - The owner of the property in the Institutional zone has leased it to the works yard and is interested in rezoning to support long-term affordable housing once the lease runs out. There is agreement with the recommended option that facilitates an OCP redesignation of this property.
- Secondary Dwelling Units on Rural Residential (R2) lots
 - The definitions are attempting to align with provincial and federal definitions;
 - Secondary dwelling unit refers to a unit in addition to the principal unit and can be either a secondary suite within the principal unit or a detached suite;
 - The proposed definitions of “dwelling unit” and “secondary dwelling unit” should clarify that a bathroom is not necessarily located within the building;
 - It was agreed to remove the requirement for a Temporary Use Permit for a detached secondary unit;
 - Secondary suites and small units will be permitted on properties zoned Rural Residential (R2) without a minimum property size, provided the lot is zoned R2;
 - The requirement that detached secondary dwelling units shall not be located more than 60 metres away from the principal residence is suggested to be removed.

The meeting was recessed for a break at 11:45 a.m. and reconvened at 12:15 p.m.

- Permit Secondary Units on Suitable Residential (R1) Lots
 - There is agreement that permissions not be expanded for secondary dwelling units on R1 lots as they have the ability to seek rezoning through application;
- Accessory Residential Units
 - There is support to explore permitting dwelling units in the institutional zone;
- Density Bonus for Community Benefit
 - There is support to explore this option;
- Cluster Housing
 - There is agreement that cluster housing would be permitted in appropriate areas through rezoning under specific defined criteria;
 - It is not necessarily a concept to be encouraged as a preferred means of housing development;
- Flexible Housing
 - Language can be included in the Official Community Plan that permits a future Local Trust Committee to consider flexible housing options;
- Lot coverage:

- Lot coverage refers to the percentage of total area that is covered by the footprint of the buildings;
- Lot size would dictate the maximum footprint;
- Lot coverage and floor area coverage limits are to be considered together otherwise one dwelling could be built to cover the maximum lot coverage allowance;
- There is agreement with the proposed revised lot coverages as identified in the staff report.
- Floor Area
 - Floor area reflects the interior space of a dwelling unit;
 - It is important to make a statement on what is an appropriate size and there is the option to apply for a variance;
 - Revise the definition of the floor area to indicate exterior spaces such as decks are not included;
 - There is agreement to a 300m² maximum combined floor area.
- Development Permit Area for Environmental and Heritage Protection
 - It was determined to have further discussion on a potential Development Permit Area.

DE-2026-002

It was MOVED and SECONDED

that the Denman Island Local Trust Committee request staff to proceed with the drafting of bylaw amendments based on decisions made at the January 20th, 2026 meeting.

CARRIED

11. CORRESPONDENCE - none

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

12. NEW BUSINESS - none

13. STAFF REPORTS

13.1 Trust Conservancy Report - none

13.2 Applications Report dated January 13, 2026

The Planner provided an update on applications PLDP2025268 and DE-RZ-2023.1 and a Trustee noted Planning Technician Pingle's applications do not include details in the "purpose" field.

13.3 Trustee and Local Expense Report dated November, 2025

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 First Nations Relationship Building Update - none

13.6 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated January 13, 2026

Received for information.

14.2 Future Projects Report dated January 13, 2026

DE-2026-003

It was MOVED and SECONDED

that the Denman Local Trust Committee request staff to add to the future projects list a “Development Permit Area for Environmental and Heritage Protection” project.

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Tuesday, March 17, 2026 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 1:18 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder