



Denman Island Local Trust Committee

Minutes of Regular Meeting

Date: May 20, 2025
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)
 Stephen Baugh, Island Planner (electronic)
 Margot Thomaidis, Planner 2 (electronic)
 Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 7 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

The agenda was reordered and Item 10.1 will be discussed following Item 8.

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Borthwick reported the summer surge in ferry traffic had commenced and noted disappointment in the dissolution of the Ferry Advisory Committees and resultant lack of ability to meaningfully engage with BC Ferries.

Trustee Graham reported attendance at recent Committee meetings and upcoming attendance at the June Trust Council meeting.

4.2 Chair's Report

Chair Maude reported the following:

- The Minister of Housing and Municipal Affairs has replied to Trust Council's request for a governance review and stated a review will not be undertaken at this time; and

- The June Trust Council meeting will be held on Salt Spring Island.

4.3 Electoral Area Director's Report - none

5. PUBLIC COMMENTS

A member of the public stated the Denman Conservancy Association Board asked them to request that the Local Trust Committee give first and second readings to the rezoning application today to shorten the timeframe required to get the rezoning completed.

6. MINUTES

6.1 Local Trust Committee Minutes dated March 18, 2025 - for adoption

By general consent, the Local Trust Committee meeting minutes of March 18, 2025 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated May 13, 2025

Received for information

8. DELEGATIONS – none

Item 10.1 was reordered and discussed prior to Item 9.

9. APPLICATIONS AND REFERRALS

9.1 DE-SUP-2020.3 - Covenant Request

The Planner summarized the staff report and highlighted the following:

- The application seeks a Siting and Use Permit to construct a dwelling, workshop, accessory building, boathouse, septic system, garden beds, driveway, and retaining walls;
- The request has been made pursuant to a covenant that is registered on title which prohibits the proposed development unless there is prior written consent of the Local Trust Committee;
- The property owner has obtained a Heritage Conservation Permit and Site Alteration Permit from the Province and two Cultural Heritage Investigation Permits from K'omoks First Nation; and
- The Siting and Use Permit will ensure that the development complies with the Denman Island Land Use Bylaw.

The Local Trust Committee had no questions concerning the application.

DE-2025-022

It was MOVED and SECONDED

that the Denman Island Local Trust Committee gives written consent pursuant to Section 2 of Covenant CA7485176 for the development proposed in application DE-SUP-2020.3.

CARRIED

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 to develop 4 additional dwelling units, to bring the total to 19 dwelling units with associated secondary suites, while encouraging long-term affordability through an updated housing agreement;
- The Local Trust Committee gave First Reading to proposed Bylaw No. 250 in October, 2024 and referral responses are included in the staff report;
- The application requires an amendment to the Official Community Plan to remove 4 densities from the density bank; and
- Bylaw No. 254 represents an updated housing agreement to replace the original 2008 agreement which regulates the affordability and occupancy for the dwelling units and secondary suites.

The applicant was in attendance and spoke to the reasoning for the request to not include the Cooperative's rules and governance documents as part of the updated agreement stating that, if included, any changes to said rules could precipitate a need for consultation and amendments which are otherwise unnecessary.

Trustees had no questions for the Planner or applicant and stated agreement that it would not be necessary to include the schedules in the housing agreement.

DE-2025-023

It was MOVED and SECONDED.

that Denman Island Local Trust Committee Bylaw No. 255 cited as "Denman Island Official Community Plan, 2008, Amendment No. 2, 2025" be read a first time.

CARRIED

DE-2025-024

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 255 cited as "Denman Island Official Community Plan, 2008, Amendment No. 2, 2025" be read a second time.

CARRIED

DE-2025-025

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 250 cited as "Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2024" be read a second time.

CARRIED

DE-2025-026

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 254 cited as "Denman Island Housing Agreement Bylaw No. 254, 2025" be read a first time.

CARRIED

DE-2025-027

It was MOVED and SECONDED,

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

CARRIED

DE-2025-028

It was MOVED and SECONDED,

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

DE-2025-029

It was MOVED and SECONDED,

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

DE-2025-030

It was MOVED and SECONDED,

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

DE-2025-031

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 255 cited as “Denman Island Official Community Plan, 2008, Amendment No. 2, 2025”, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

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

The Planner summarized the staff report and highlighted the following:

- The goal of the application is to formalize the applicant’s current conservation focused land use which prioritizes environmental protection;
- One of the parcels is split zoned and includes land in the Agricultural Land Reserve;
- The Official Community Plan amendment would change the designation from Sustainable Resource to Conservation Recreation for 3 parcels of land with the Agricultural designation on the parcel within the Agricultural Land Reserve

remining unchanged as per the recommendation received from the Agricultural Land Commission;

- The application proposes the addition of 4 residential densities to the Official Community Plan density bank which permits unused densities to be added under specific conditions;
- Staff recommend the Local Trust Committee either consider a broad interpretation of the density bank donation policy, as the conservancy is voluntarily giving up development rights and the land will be permanently protected through rezoning, or amend the draft bylaw to explicitly include these densities; and
- Islands Trust Conservancy provided referral feedback which indicated that they are currently prioritizing unprotected lands for covenant work over covenants on already protected lands.

Discussion ensued and the following comments were noted:

- If amendments to the density bank policy in Official Community Plan for the density transfer are required, they would be included as part of the current amendment project; and
- The density bank policy was not to restrict it to parcels that are rezoned or donated and the density donation would fall within the intent of the policy.

DE-2025-032

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 256 cited as “Denman Island Official Community Plan, 2008, Amendment No. 3, 2025” be read a first time.

CARRIED

DE-2025-033

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 256 cited as “Denman Island Official Community Plan, 2008, Amendment No. 3, 2025” be read a second time.

CARRIED

DE-2025-034

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 257 cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2025” be read a first time.

CARRIED

DE-2025-035

It was MOVED and SECONDED,

that Denman Island Local Trust Committee Bylaw No. 257 cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2025” be read a second time.

CARRIED

DE-2025-036

It was MOVED and SECONDED,

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

DE-2025-037

It was MOVED and SECONDED,

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

DE-2025-038

It was MOVED and SECONDED.

that the Denman Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that No. 256 cited as “Denman Island Official Community Plan, 2008, Amendment No. 3, 2025”, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

DE-2025-039

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 257 cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 2, 2025”, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

9.4 DE-RZ-2023.1 (Komas Ranch Ltd.) – Application Status Update – Memorandum

The Planner summarized the memorandum and highlighted the following:

- The applicant has confirmed the application can continue to be processed;
- The Chief Councillor of K’omoks First Nation has requested a Preliminary Field Reconnaissance as noted in the public statement attached to the memorandum detailing rationale for support of the Preliminary Field Reconnaissance; and
- An update on the progress of the file was provided and staff will continue to process the application as per previous direction provided by the Local Trust Committee.

Discussion ensued and the following comments were noted:

- It is presumed that Komas Ranch Ltd. are prepared to consider that the Preliminary Field Reconnaissance will proceed;

- The original Land Use Contract was specific about the permitted size of secondary dwellings and some of the secondary cottages are over the size allowance; and
- The application seeks rezoning to permit what was allowed in the Land Use Contract; therefore, when draft bylaws are brought forward, the Local Trust Committee can address site specific zoning for the secondary cottages that are oversize.

10. LOCAL TRUST COMMITTEE PROJECTS

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

The Planner summarized the staff report and highlighted the following:

- Options for moving the project forward were informed by public input received in March and the key themes for engagement that emerged include the density bank, increasing permissions for secondary dwellings, proactively zoning for multi-unit cluster housing, and floor area and lot coverage limits;
- The objectives of the engagement plan are to inform the community of the scope of the project, provide background information on the key areas, and receive feedback to inform policy development;
- The Local Trust Committee has already endorsed a number of changes related to the project and staff will use that information to prepare draft bylaw amendments; and
- Engagement options include Trustees providing information at summer markets, an online community meeting to provide an overview of the process, a dedicated webpage, and a means of receiving online communication.

Discussion ensued and the following comments were noted:

- There is support to focus community engagement on items that are being proposed to address Official Community Plan policies that support housing options;
- There has been a lot of broad engagement and it will be helpful to focus the discussion;
- One trustee will attend some of the summer markets to provide information and gather feedback; and
- There is support for electronic and in-person sessions leading up to a public hearing.

DE-2025-040

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee endorse the draft Community Engagement Plan as presented in Attachment 1 of the May 16, 2025, staff report.

CARRIED

DE-2025-041

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to schedule an electronic special meeting for the Local Trust Committee to review policy options that will be proposed for community feedback.

11. CORRESPONDENCE

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

12. NEW BUSINESS

12.1 Bylaw to Remove the Temporary Use Permit from Accessory Dwelling Unit in the R2, A and F, while not Removing the Density Bank - Trustee Graham - for Discussion

Trustee Graham noted the following:

- The bylaw to remove the Temporary Use Permit from accessory dwelling units while not removing the density bank will be discussed as part of the overall housing review;
- The density bank was created for affordable housing;
- The densities have financial value and should be used as affordable housing tools and not for general densities;
- The Official Community Plan currently does not support multi-housing options which are specific to affordable housing; and
- The ability for the Local Trust Committee to administer housing agreements should be looked into.

Staff indicated they can bring back options as part of the density bank discussion.

13. STAFF REPORTS

13.1 2024/25 Annual Report - Approval of Denman Island's LTC Section - Request for Decision

DE-2025-042

It was MOVED and SECONDED,

that the Denman Island LTC approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

CARRIED

13.2 Highlights of Trust Conservancy March 18, 2025 Board Meeting

Received for information.

13.3 Applications Report dated May 13, 2025

Received for information.

13.4 Trustee and Local Expense Report dated February, 2025

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 First Nations Relationship Building Update - none

13.7 Local Trust Committee Webpage

No changes requested.

14. WORK PROGRAM

14.1 Active Projects Report dated May 13, 2025

Received for information.

14.2 Future Projects Report dated May 13, 2025

Received for information.

The meeting was recessed for a break at 11:38 a.m. and reconvened at 11:44 a.m.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Tuesday, July 15, 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 11:45 a.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder