



## Denman Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** May 12, 2026

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

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

**Staff Present:** Narissa Chadwick, Senior Planner (electronic)  
Marlis McCargar, Island Planner  
Ian Cox, Planner 2 (electronic)  
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)  
Lisa Millard, Meeting Administrator/Recorder (electronic)

**Others Present:** There were approximately 4 members of the public in attendance.

#### 1. CALL TO ORDER

Chair Maude called the meeting to order at 10:00 a.m.

#### 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. RISE AND REPORT

It was reported that at their March 17, 2026 in-camera meeting, the Denman Local Trust Committee adopted their December 16, 2025 in-camera meeting minutes.

#### 5. REPORTS

##### 5.1 Trustee Reports

Trustee Graham reported attendance at a recent Trust Programs Committee.

Trustee Borthwick reported attendance at a recent Regional Planning Committee meeting.

##### 5.2 Chair's Report

Chair Maude reported upcoming attendance at a Committee of the Whole meeting to discuss feedback received on the draft Trust Policy Statement.

**5.3 Electoral Area Director's Report - none**

**6. PUBLIC COMMENTS**

A member of the public spoke to the affordable housing emergency and noted Trustees were elected to deal with the issue during their term and encouraged them to move forward with the draft amendments to the Official Community Plan and Land Use Bylaw.

**7. MINUTES**

**7.1 Local Trust Committee Minutes dated March 17, 2026 - for adoption**

**By general consent**, the Local Trust Committee meeting minutes of March 17, 2026 were adopted.

**7.2 Section 26 Resolutions-Without-Meeting Report - none**

**7.3 Advisory Planning Commission Minutes - none**

**8. BUSINESS ARISING FROM MINUTES**

**8.1 Follow-up Action List dated May 6, 2026**

The Planner provided an update and the report was received for information.

**9. DELEGATIONS - none**

**10. APPLICATIONS AND REFERRALS**

**10.1 PLDVP20250348 (Forrest) - Staff Report**

The Planner summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to reduce the minimum side lot line setback from 3.0 meters to 0.0 meters, to allow the siting of a concrete wall structure supporting a fence on the subject property;
- The concrete wall structure is being installed in order to avoid digging and burying conventional fence posts causing problematic ground disturbance related to archaeological concerns in the area;
- The work is being conducted under a provincial Heritage Branch archaeological permit and a K'ómoks First Nation Cultural Heritage Investigation Permit (CHIP).

Discussion ensued and the following clarifications were provided:

- It is the understanding of staff that the purpose of the fence is to create privacy between the subject property and the neighbouring property;
- The archaeology permits look as though they may not be current to date and the onus of applying for an extension is on the property owner.
- Staff clarified that Islands Trust has received confirmation from K'ómoks archaeology about development on the property through the CHIP process.

**DE-2026-016**

**It was MOVED and SECONDED**

that the Denman Island Local Trust Committee approve issuance of PL-DVP-2025-0348 (Forrest).

**CARRIED**

## **11. LOCAL TRUST COMMITTEE PROJECTS**

### **11.1 Major Project: Denman Housing (Official Community Plan and Land Use Bylaw) Review Project: Bylaw First Reading - Staff Report**

Proposed Bylaw Nos. 260 and 264 to amend the Official Community Plan and Land Use Bylaw were presented to the Local Trust Committee for consideration of first reading.

The Planner indicated information that had been requested by the Local Trust Committee during the previous Local Trust Committee meeting was summarized in the staff report. Discussion ensued and the following comments were noted:

- Strata conversion subdivision would not be permitted through the draft bylaws and legacy land-share owners would need to go through a rezoning process;
- It is uncertain if the Local Trust Committee could be the approving authority for a strata subdivision or if the Ministry of Transportation and Transit would remain the definitive authority;
- The Local Trust Committee would prefer to bring the topic of setbacks to the natural boundary of the sea forward as a minor project and consider placing it on the Future Projects list rather than moving forward on it as part of the current bylaw amendment project;
- There is agreement to use a standard template for a Section 219 Covenant to ensure a secondary suite can not be subdivided from a principal dwelling unit;
- The Local Trust Committee agrees that establishing a maximum floor area for a dwelling is reasonable and there is ability to apply for a variance.

Discussion ensued on further amendments to draft Bylaw No. 260 to amend the Official Community Plan and the following changes and corrections were noted:

- Page 5, second last paragraph, last sentence: correct spelling of “much”;
- Page 5, second last paragraph, last sentence: change word “with” to “within”;
- Page 6, third paragraph, last sentence: “Particular concern has been...” is duplicated in the last paragraph on page 5 and one instance should be removed;
- Page 7, last paragraph, first sentence: remove comma between housing, affordability
- Page 8, second to last paragraph, last sentence: correct spelling of first word to “provision”;
- Page 8, second to last paragraph, last sentence: add space between markethousing (market housing);
- Page 13, fifth paragraph, first sentence: change 2024-2025 to 2022-2026;
- Page 14, second paragraph, first sentence: add space between red and cedar and remove dash between Douglas-fir;
- Page 15, point 10, last sentence: remove words “or use”;

- Page 15, point 9: do not delete “encourage rainwater collection” and change the wording to read “encourage rainwater collection and require freshwater cisterns”;
- Page 16, objective 5: change Gabriola to Denman;
- Page 16: remove policy 1, in policy 3 change “increase trail development” to “encourage trail development”, and policy 4 remove words “consumption of”;
- Page 17, last paragraph: change 2024-2026 to 2022-2026;
- Page 22, number 38(a): remove word “including”;
- Page 22, number 37 seventh bullet: remove entire bullet point that refers to form and character;
- Page 23, (g): change word “are” to “may be”;
- Maps in the final version should be high resolution;
- Photographs and drawing should be attributed to those that contributed them;

Discussion ensued on further amendments to draft Bylaw No. 264 to amend the Land Use Bylaw and the following changes and corrections were noted:

- Page 16, section 2.3: change words “at any reasonable time” to “as per policy”;
- Page 21, section 3.10: (a) refers to 93 square metres and (b) refers to 90 square meters;
- Page 35, section Density (3): change from 15 dwellings to 19 dwelling once the bylaw is adopted.

The meeting was recessed for a break at 11:48 p.m. and reconvened at 12:49 p.m.

**DE-2026-017**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to incorporate the necessary housekeeping, grammatical, and formatting amendments to draft Bylaws Nos. 260 and 264, as discussed at the May 12, 2026 Local Trust Committee Meeting.

**CARRIED**

**DE-2026-018**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff amend draft Bylaw No. 260, cited as “Denman Island Official Community Plan, 2008, Amendment No. 1, 2026”, as follows:

- Item 9. Section C.2 – Freshwater, Freshwater Policies, Policy 9  
Add the words “*and require freshwater cisterns*” after “*encourage rainwater collection*”.
- Item 10. Section C.2 – Freshwater, Freshwater Policies  
Add new Policy 10 as follows:  
“*Groundwater-fed swimming pools should be discouraged to protect groundwater resources. Zoning regulations should prohibit the construction of swimming pools supplied from groundwater.*”
- Item 13. Section C.3 – Marine Environment, Policies  
Delete in its entirety and renumber subsequent policies accordingly.

- Item 14. Section C.4 – Climate Change Adaptation and Mitigation, and renumber policies accordingly.
  - Delete Policy 1: *“Increase residential development within and close to the village commercial area.”*
  - In Policy 3, delete “increase” and replace with “encourage”
  - In Policy 4, delete the words “consumption of”
- Item 37. Section E.1 – Housing, Housing Policies, subsection Zoning Amendments  
Delete bullet 7 in Policy 29 in its entirety.
- Item 38(g)  
Remove the word “are” and replace with “may be”.

**CARRIED**

**DE-2026-019**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff amend draft “Denman Island Land Use Bylaw No. 264, 2026” as follows:

- Section 2.3 – Inspection (1)  
Delete the words “at any reasonable time” and replace with “as per policy”.
- Section 3.3(4)(b)  
Delete 30 metres and replace with 15 metres.
- Section 3.10 – Cistern Requirements (a)  
Delete “larger than 93 square metres (1,001 square feet)” and replace with “90 square metres (968.8 square feet)”.
- Section 8.10(1)(a)  
Delete “8,400 litres” and replace with “18,000 litres”.

**CARRIED**

**DE-2026-020**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to prepare a template for a Section 219 Land Title Act restrictive covenant in favour of the Denman Island Local Trust Committee, requiring that any secondary suite be permitted only where a covenant is registered prohibiting subdivision or stratification of the secondary suite.

**CARRIED**

**DE-2026-021**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee Bylaw No. 260 cited as “Denman Island Official Community Plan, 2008, Amendment No. 1, 2026”, be read for the first time.

**CARRIED**

**DE-2026-022**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee Bylaw No. 264 cited as “Denman Island Land Use Bylaw No. 264, 2026” be read for the first time.

**ADOPTED**

**CARRIED**

**DE-2026-023**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee Bylaw No. 260 cited as “Denman Island Official Community Plan, 2008, Amendment No. 1, 2026” and the Denman Island Local Trust Committee Bylaw No. 264 cited as “Denman Island Land Use Bylaw No. 264, 2026” be sent for referral to relevant agencies.

**CARRIED**

**DE-2026-024**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to schedule an in-person Community Information Meeting in July 2026 for Bylaw No. 260 cited as “Denman Island Official Community Plan, 2008, Amendment No. 1, 2026” and Bylaw No. 264 cited as “Denman Island Land Use Bylaw No. 264, 2026”.

**CARRIED**

**DE-2026-025**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to schedule a Public Hearing for Bylaw No. 260 cited as “Denman Island Official Community Plan, 2008, Amendment No. 1, 2026” and Bylaw No. 264 cited as “Denman Island Land Use Bylaw No. 264, 2026” following the close of the referral period.

**CARRIED**

**DE-2026-026**

**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. 260 cited as “Denman Island Official Community Plan, 2008, Amendment No. 1, 2026” and Bylaw No. 264 cited as “Denman Island Land Use Bylaw No. 264, 2026”, are not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

**11.2 Major Project: Denman Housing (Official Community Plan and Land Use Bylaw)  
Review Project: 2027/2028 Fiscal Year Business Case - Verbal Update**

The Planner stated staff will be drafting a business case for the 2027/2028 fiscal year which will be on the agenda for the June meeting.

**12. CORRESPONDENCE**

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

**12.1 Email dated March 23, 2026 from the Agricultural Land Commission regarding Staffing and Budget Pressures**

Received for information.

**12.2 Letter dated March 24, 2026 from DCA Lands Committee regarding Bylaw Enforcement Notification Bylaw**

The Bylaw Compliance and Enforcement Manager noted the Local Trust Committee had indicated concerns about recent work done in a Development Permit Area without a permit and they confirmed a penalty can be added to Bylaw Enforcement Notification Bylaw to add a penalty.

**DE-2026-027**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee request staff to prepare a report on including Development Permit Areas in Schedule A Bylaw Enforcement Notice bylaw.

**CARRIED**

**13. NEW BUSINESS - none**

**14. STAFF REPORTS**

**14.1 2025/26 Annual Report - Approval of the Denman Island's Local Trust Committee Section - Request for Decision**

**DE-2026-028**

**It was MOVED and SECONDED,**

that the Denman Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

**CARRIED**

**14.2 Highlights of Trust Conservancy January 20, 2026 Board Meeting**

Received for information.

**14.3 Applications Report dated May 5, 2026**

Received for information.

**14.4 Trustee and Local Expense Report dated February, 2026**

Received for information.

**14.5 Adopted Policies and Standing Resolutions**

Received for information.

**14.6 First Nations Relationship Building Update - none**

**14.7 Local Trust Committee Webpage - none**

**15. WORK PROGRAM**

**15.1 Active Projects Report dated May 5, 2026**

Received for information.

**15.2 Future Projects Report dated May 5, 2026**

Received for information.

**16. UPCOMING MEETINGS**

**16.1 Next Regular Meeting Scheduled for Tuesday, June 23, 2026 at 10:00 a.m. at Denman Activity Centre, 1111 Northwest Road, Denman Island, BC**

**17. CLOSED MEETING**

**17.1 Motion to Close the Meeting**

**DE-2026-029**

**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)(a) for the purpose of considering:

- (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

and that the recorder and staff attend the meeting.

**CARRIED**

The meeting was recessed at 1:22 p.m.

**17.2 Recall to Order**

The meeting was recalled to order at 1:25 p.m.

**17.3 Rise and Report**

Chair Maude rose and reported adoption of the March 17, 2026 in-camera meeting minutes and that George Buvyer, Kathryn Berge, and Rosa Telegus were appointed to serve on the Denman Board of Variance for a three-year term commencing May 12, 2026 and ending May 12, 2029.

**18. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 1:26 p.m.

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**David Maude, Chair**

**Certified Correct:**

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**Lisa Millard, Meeting Administrator/Recorder**