



Denman Island Local Trust Committee

Minutes of Special Meeting

Date: February 20, 2024

Location: Electronic Meeting

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

Staff Present: Narissa Chadwick, Island Planner
Vicky Bockman, Recorder

Others Present: There were approximately two (2) members of the public in attendance.

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Chair Maude called the meeting to order at 2:00 pm. He welcomed the public; introduced himself, Local Trustees, staff and recorder; and acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

He explained that the purpose of this meeting is to review and discuss the staff review of the Housing Advisory Planning Commission (HAPC) Housing Report and is anticipated to be primarily an information gathering session for Trustees. He noted that there will be opportunity for public input during a future in-person meeting on Denman Island.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. BUSINESS ITEMS

3.1 Denman Island Housing Review Project - Housing Options Based on Review of Denman Housing Advisory Planning Commission - Staff Report

Planner Chadwick commented that the purpose of this Staff Report is to present recommendations, options, and an opportunity for the Local Trust Committee (LTC) to discuss next steps.

Other points in the overview of the Staff Report included the following.

- There is an option to include an online public engagement process for this project through the “Plan Your Cowichan” website, which has been created by the Cowichan Valley Regional District to extend support for local governments including Denman and Hornby Islands. The site would be accessed through a link to its page within the Islands Trust website should next steps include participation in this service.
- The use of the Suitable Land Analysis mapping tool was suggested to provide information on where additional housing may be best located and areas that may be less appropriate. An information session for the LTC to review the tool was suggested.
- The primary emphasis of this project is land use-focused amendments that can be made to the Official Community Plan (OCP) and Land Use Bylaw (LUB). All options in the HAPC report supported by the LTC including affordability measures, education and engagement, and advocacy that are not considered land use options can be captured in a Housing Action Plan for consideration separately from this project.
- Attachment 4: Draft Islands Trust Housing Strategic Action Plan was distributed electronically to LTC members.

Staff and Trustees reviewed the attachments provided in the Staff Report with the following comments noted.

Table 1: Increase Opportunities for Primary Dwellings, Secondary Suites and Accessory Dwelling Units (ADUs)

HAPC No.	HAPC Recommended Actions	LTC Comments
HAPC 1	Legalize all existing housing	Legal non-conforming status comment needs to be expanded for clarity. This recommendation would have to be site-specific
HAPC 2	Permit dwelling units in all zones except for conservation, park, R4 and water zones	Supported
HAPC 3	Consistency with Agricultural Land Commission regulations	With a slight difference in cumulative footprint of all dwellings. Supported
HAPC 4	Permit secondary suites in all zones where dwellings are permitted	Supported
HAPC 5	Permit alternative types of accessory dwelling units (ADUs) in all zones where housing is	Defining an ADU is not necessary. They are all accessory dwelling units from a land use perspective. Supported with requirement for

	permitted (e.g. yurts, RVs, tiny homes)	servicing by appropriate water or waste disposal service.
HAPC 6	Permit accessory dwelling units in all zones where residential use is permitted	Supported with number and size of dwellings proportional to the size of the lot
HAPC 7	Allow room rentals with a number of requirements	This is currently allowed. No change to room rental requirement
HAPC 8	Remove the temporary use permit (TUP) requirement for ADUs	Supported
HAPC 9	Eliminate Density Bank	Supported
HAPC 10	Restrict Vacation Rentals to home-based guest accommodation contained in the primary dwelling unit	Report from Bylaw Compliance on this issue is forthcoming. Consider decision after receipt of analysis

<u>STAFF No.</u>	<u>Staff-identified Options</u>	<u>LTC Comments</u>
STAFF 1	Permit subdivision in all land use designation where dwellings are permitted if land is being donated to a not-for-profit or government agency providing affordable housing	Supported on a case-by-case basis
STAFF 2	Permit a reduction of minimum parcel size in some designations to facilitate donation of land for affordable housing	Supported
STAFF 3	Allow subdivision only if a portion of land is being donated for affordable housing	Supported. This downzoning approach encourages more market and affordable housing
STAFF 4	Require workforce housing as a condition of rezonings for commercial/institutions and industrial purposes	Limited interest in this option, given Denman Island context
STAFF 5	Include policies related to ALR exclusion to support affordable housing options	Review OCP policies. Does current language capture this?

Table 2: Increase Opportunities for Multi-Tenant and Multi-Land-Ownership Affordable Housing Projects

HAPC No.	HAPC Recommended Actions	LTC Comments
HAPC 11	Expediting approvals for multi-tenant housing	Support for action through OCP policies rather than pre-zoning
HAPC 12	Medium-Density Multi-Family Zone	Action not recommended at this time.
HAPC 13	Home-Based Assisted Living Zone	Ensure OCP policies support this type of development
HAPC 14	Pre-zone for Tiny Home Village	Ensure OCP policies support this type of development
HAPC 15	Create an Eco-Zone	Flexibility in definition of ADU keeps this a possible option

<u>STAFF No.</u>	<u>Staff Identified Options</u>	<u>LTC Comments</u>
STAFF 6	Allow variations in housing that support use of shared facilities	Supported
STAFF 7	Review zoning of properties that are currently zoned for multiple dwellings	Supported

Table 3: Minimize the Environmental Impact on Land

HAPC No.	HAPC Recommended Actions	LTC Comments
HAPC 16	Implement maximum combined floor area for dwellings	Supported with attention given to lot coverage detail
HAPC 17	Properties with an existing primary dwelling built before this bylaw should be allowed an ADU with a maximum floor area	Generally supported. Staff requested to provide suggestion based on Siting and Use Permit information or other island examples
HAPC 18	Cistern requirements for new builds and additional housing	Supported
HAPC 19	Encourage re/use of existing buildings, and alternative forms of housing	Related to education and advocacy which might be a Trust-wide initiative. Add to Housing Action Plan

HAPC 20	Encourage the use of natural building materials and “off-grid” systems	Difficult to administer. Related to education and advocacy. Add to Housing Action Plan
HAPC 21	Encourage and promote conservation focused innovation in new affordable housing	Supported

STAFF No.	Staff Identified Options	LTC Comments
STAFF 8	Update potable water requirements for subdivision	Generally supported. Staff requested to review
STAFF 9	Establish floor area lot coverage maximums where appropriate	Supported. Include impervious surfaces as well as structures
STAFF 10	Prohibit groundwater fed swimming pools	Staff requested to review with creative solutions possible

Table 4: Implementing Affordability Measures

HAPC No.	HAPC Recommended Actions	LTC Comments
HAPC 22	Use a “density bonus” approach to allow additional units on single privately owned lots in exchange for those units being rented at affordable rates	Ensuring and enforcing affordability of units is difficult other than through property owner housing agreements which require unavailable staff and time to administer. Staff recognized that currently the only way to ensure affordability is through the “purpose-built” approach through not-for-profit providers with housing agreements, and suggested that work can be done to support this approach.

Table 5: Other Related OCP and LUB Changes

HAPC No.	HAPC Recommended Actions	LTC Comments
HAPC 23	Update and Amend the OCP and LUB	Supported
HAPC 24	Changing references to “the Village” to “Downtown Denman”	Supported
HAPC 25	Preserve and enhance public walkways and cycle paths	Advocacy related. Add to Housing Action Plan

<u>Staff No.</u>	<u>Staff Identified Options</u>	<u>LTC Comments</u>
STAFF 11	Update policies that are outdated	Supported
STAFF 12	Revisit site-specific exemptions in light of potential changes to secondary dwelling policy	Supported
STAFF 13	Review definitions to ensure consistency with OCP and LUB update	Supported
STAFF 14	Revise OCP and LUB format to support readability	No need to consider at this time

Table 6: Bylaw Enforcement

<u>HAPC No.</u>	<u>HAPC Recommended Action</u>	<u>LTC Comments</u>
HAPC 26-33	Various bylaw enforcement recommendations involving site visit requirements, training, complaint process, decisions to be made by Denman Islanders	Current focus is land use amendments. Review of bylaw enforcement policies is currently being undertaken. Could be an opportunity for broader Trust-level involvement with educational engagement

Table 7: Education and Engagement

<u>HAPC No.</u>	<u>HAPC Recommended Action</u>	<u>LTC Comments</u>
HAPC 34-37	Various education actions to encourage affordable housing, cost-efficient building methods, government incentives and subsidies for housing, encourage natural building materials and off-grid systems	There are opportunities here for Trust-wide and Comox Valley Regional District (CVRD) education activities.

<u>Staff No.</u>	<u>Staff Identified Options</u>	<u>LTC Comments</u>
STAFF 15	Set up bi-annual meeting with Comox Valley Regional District related to housing	Supported in general.

Table 8: Advocacy

<u>HAPC No.</u>	<u>HAPC Recommended Actions</u>	<u>LTC Comments</u>
HAPC 38-49, 52	Various directed to Islands Trust, CVRD, Province	Advocacy is out of scope for the Housing Review project. Some of these suggestions are included in the Islands Trust Housing Strategic Action Plan and can be considered on Trust-wide basis

HAPC 50	Advocating to Island Health to find ways to legalize composting toilets and outhouses	When designing zones, include text to permit use of systems with grey water and composting toilets
HAPC 51	Advocate to Island Health to find ways to legalize greywater systems without requiring a septic system	

Trustees discussed possible next steps in the project with the following noted:

- Prior to drafting bylaw amendments, staff will provide a Staff Report with a summary of options supported by the LTC in a Housing Action Plan along with identifications of actions that might benefit from additional analysis.
- Addressing the more straightforward amendments separately from those that might benefit from more analysis and engagement would be possible through the creation of a part one and part two approach should the LTC prefer that strategy.
- The recent Open House was well attended and served to acquaint the community with the HAPC's report and recommendations. LTC members recommended additional community engagement be held after the draft bylaws have received first reading.
- Entering into the "Plan Your Cowichan" engagement website was not considered to be a necessary initiative at this time.
- Review of the Suitable Land Analysis Mapping tool to familiarize Trustees with its functions was supported.

DE-2024-021

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to develop an action plan to inform draft bylaws regarding the Housing Review.

CARRIED

DE-2024-022

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to begin drafting bylaws relating to options identified in the February 20, 2024 Special Meeting Staff Report.

CARRIED

DE-2024-023

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to schedule a special meeting to review the Suitable Land Analysis Mapping tool.

CARRIED

A Trustee recognized that the Suitable Land Analysis Mapping tool is an option with applications that may be useful for some developments; and noted that the Local Trust Committee can use, or not use, the tool at its discretion.

A Trustee spoke to the issue of First Nations Engagement, expressing a concern that it is important that consultation on this Housing Review project be separated from all other First Nation engagements; an application will be coming forward which will likely involve a cost-recovery agreement. Planner Chadwick will advise staff working on First Nation engagement activities of this concern.

4. ADJOURNMENT

By general consent the meeting was adjourned at 4:06 pm.

David Maude, Chair

Certified Correct:

Vicky Bockman, Recorder