



**DENMAN ISLAND
LOCAL TRUST COMMITTEE
AGENDA**

AGENDA

**Business Meeting
Friday, May 15, 2009 at 10:30 a.m.
Marcus Isbister Old School Centre
5901 Denman Road, Denman Island, BC**

		<i>Page No.</i>	<i>*Approx. Time*</i>
1.	CALL TO ORDER		10:30 am
2.	APPROVAL OF AGENDA		
3.	MINUTES		
3.1	Local Trust Committee Meeting Minutes of April 14, 2009 – <i>for adoption</i>	1-7	
3.2	Section 26 Resolutions Without Meeting – <i>none</i>		
3.3	Denman Island Advisory Planning Commission Draft Minutes dated March 12, 2009 – <i>for receipt</i>	8-9	
4.	BUSINESS ARISING FROM MINUTES		10:45 am
4.1	Follow-up Action List dated May 5, 2009	10-11	
5.	DELEGATIONS – <i>none declared</i>		
6.	TOWN HALL DISCUSSION		10:55 am
7.	CORRESPONDENCE <i>Correspondence specific to an active development application and/or project will be received by the Denman Island Local Trust Committee when that application and/or project is on the agenda for consideration.</i>		
7.1	Email from Edina Johnston regarding Kensington decision	12	11:05 am
8.	APPLICATIONS AND PERMITS		
8.1	DE-ALR-2009.1 (The Point) Staff Report dated May 1, 2009 - attached	13-23	
8.2	DE-RZ-2009.1 (The Point) Staff Report dated May 1, 2009– <i>attached</i>	24-28	
9.	REPORTS		
9.1	Strategic Plan for Local Trust Committees	29-30	11:40 am
9.2	Work Program Reports Top Priorities Report and Projects Report dated May 5, 2009	31-33	
9.3	Applications Log Report dated May 5, 2009	34-37	
9.4	Trustee and Local Expenses		
9.4.1	Expenses report posted to March 26, 2009	38-45	
9.4.2	Expenses report posted to March 31, 2009 fiscal yearend	46-53	
9.4.3	Budget 2009/10	54-57	
9.5	Chair's Report		
9.6	Trustees' Report		

- | | | | |
|------------|---|-------|---------|
| 10. | LOCAL TRUST COMMITTEE PROJECTS | | |
| 11. | NEW BUSINESS | | 1:00 pm |
| 11.1 | Board of Variance appointments | | |
| 11.2 | Covenants against further subdivision | | |
| 12. | BYLAWS | | 1:15 pm |
| 12.1 | Proposed Bylaw No. 185 cited as the "Denman Island Official Community Plan, 2008" – <i>verbal update</i> | | |
| 12.2 | Proposed Bylaw No. 186 cited as "Denman Island Land Use Bylaw, 2008" – <i>verbal update</i> | | |
| 13. | ADVISORY PLANNING COMMISSION AND TRANSPORTATION
ADVISORY PLANNING COMMISSION | | |
| 14. | ISLANDS TRUST WEBSITE | | 1:20 pm |
| 14.1 | Denman Page - <i>attached</i> | 58-59 | |
| 15. | NEXT MEETING DATE
Tuesday, June 16, 2009 at 10:30 a.m. at Marcus Isbister Old School Centre,
5901 Denman Road, Denman Island, BC | | |
| 16. | TOWN HALL SESSION | | 1:35 pm |
| 17. | ADJOURNMENT | | 1:45 pm |

*Approximate time is provided for the convenience of the public only and is subject to change without notice.

**MINUTES OF THE DENMAN ISLAND LOCAL TRUST COMMITTEE MEETING
HELD AT 10:30 A.M. ON TUESDAY, APRIL 14, 2009
AT THE MARCUS ISBISTER OLD SCHOOL CENTRE, 5901 DENMAN ROAD
DENMAN ISLAND, BC**

<u>PRESENT:</u>	Peter Luckham	Chair
	Louise Bell	Local Trustee
	David Graham	Local Trustee
	Courtney Campbell	Island Planner
	Wind Rombough	Recorder

There were approximately six (6) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:40 a.m.

2. APPROVAL OF AGENDA

The agenda, with the addition of 4 items, was approved, by consensus, with the following amendments:

- Add item 10.2: "Flagstone Budget Allocation"
- Add item 10.3: "Medical Clinic Bylaw"
- Add item 12.7: "Island Planner's Report"

3. MINUTES

3.1 Denman Island Local Trust Committee Meeting Minutes of February 17, 2009

DE-032-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee adopt the minutes of its regular business meeting held March 17, 2009, with the following amendments:

- Page 1, Section 2: no resolution was made as the agenda was adopted by consensus – remove the resolution number and renumber the following resolutions accordingly
- Page 2, Section 4, paragraph 1, line 3: insert: "and Islands Trust staff with regard to siting and use permits" after "Committee"
- Page 3, Section 6, paragraph 1, line 3: replace "matters" with "vacancies"

- Page 3, Section 6, paragraph 2, second sentence: delete “also” and insert: “these densities could support” instead of “they support”
- Page 3, Section 6, paragraph 3, line 1: insert “said that he” before “is still eagerly”
- Page 3, Section 7, paragraph 1, line 1: delete “of support” before “was sent to”
- Page 3, Section 8: delete the entire paragraph and replace with “The Planner skipped ahead to item 11.1”
- Page 3, Section 9.1: replace “Received for information” with “The B-list was discussed and priorities were clarified.”
- Page 3, Section 9.2: replace “Completed” with “The Planner clarified that the F1 zone is contained within proposed Bylaw No. 186, cited as “Denman Island Land Use Bylaw, 2008”
- Page 4, Section 11.1, line 1: insert “for approval” after “of Community Development”
- Page 4, DE-026-2009, line 2: replace “pull from its agenda consideration of a” with “give” and replace “for” with “to”
- Page 4, DE-027-2009, line 2: replace “pull from its agenda consideration of a” with “give” and replace “for” with “to”
- Page 5, DE-028-2009, line 2: delete the whole line and replace with “refer proposed Bylaw No. 188, cited as “Denman Island Land Use Bylaw, 2002, Amendment No. 1, 2009”, to the Executive Committee”

CARRIED

3.2 Section 26 Resolutions Without Meeting

- March 31, 2009

3.3 Denman Island Advisory Planning Commission Minutes

None.

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-Up Action List Dated April 2, 2009

Island Planner Campbell provided an update on the Follow-Up Action List dated April 2, 2009.

5. DELEGATIONS

None declared.

6. TOWN HALL SESSION

Henning Nielsen of North Denman Lands asked if he could speak about his rezoning application.

7. CORRESPONDENCE

Correspondence specific to an active development application and/or project will be received by the Denman Island Local Trust Committee when that application and/or project is on the agenda for consideration.

8. APPLICATIONS AND PERMITS

8.1 *DE-RZ-2009.1 (Henning Nielsen for SBJ Properties Inc.) – Staff Report Dated April 1, 2009*

A note was made that for the purpose of clarity, Henning Nielsen's Northland properties should be referred to from here on as "The Point".

DE-033-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to defer further consideration of application DE-RZ-2009.11 (Henning Nielsen for SBJ Properties Inc.) until the Agricultural Land Reserve application is processed, and to refer this application to the Comox Valley Regional District Parks Department.

CARRIED

DE-034-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to ask the applicant to provide proposed terms for the restrictive covenant along the Komas Bluff with respect to application DE-RZ-2009.1 (Henning Nielsen for SBJ Properties Inc.).

CARRIED

DE-035-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to report to the Local Trust Committee on the implications of using a restrictive covenant against further subdivision on the proposed Agricultural portion of the lands with respect to application DE-RZ-2009.1 (Henning Nielsen for SBJ Properties Inc.).

CARRIED

9. LOCAL TRUST COMMITTEE PROJECTS

9.1 *Official Community Plan/Land Use Bylaw Targeted Review - Process, Timeline and Budget – Staff Report Dated April 1, 2009*

Staff requests that the B-List now be referred to as the Official Community Plan/Land Use Bylaw Targeted Review.

Island Planner Campbell reviewed the Work Program Reports. There was a discussion among the Trustees.

DE-036-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to remove the Updated Community Profile with Build-out Data and Map, and the Soil Removal and Deposit Bylaw from the Official Community Plan/Land Use Bylaw Targeted Review, and place them on the Projects List, and to change the first item in the Work Program to Official Community Plan/Land Use Bylaw Targeted Review.

CARRIED

9.2 *Denman Island Draft Build-out Map*

Staff and Trustees reviewed the Denman Island Build-out Map, and suggestions have been submitted.

10. NEW BUSINESS

10.1 *A Second Cemetery For Denman Island*

A Letter to the Denman Conservancy Association was submitted by Trustee Bell, which contains a document outlining the steps needed to establish a new cemetery on Denman Island.

10.2 *Flagstone Budget Allocation*

DE-037-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee release \$100 from the local expenses account, to be sent to The Flagstone to cover costs associated with publishing a monthly "Trustees' Notebook" for 2009.

CARRIED

10.3 *Medical Clinic Bylaw*

Trustee Graham addressed the potential new bylaw concerning the Medical Clinic rezoning.

11. **BYLAWS**

11.1 Proposed Bylaw No. 185, Cited as “Denman Island Official Community Plan, 2008”

The verbal update from Island Planner Campbell was that the Ministry of Agriculture and Lands has completed the bylaw referral and withdrawn its objections.

11.2 Proposed Bylaw No. 186, Cited as “Denman Island Land Use Bylaw, 2008”

Proposed Bylaw No. 186, pending approval of proposed Bylaw No. 185, is ongoing.

11.3 Proposed Bylaw No. 188, Cited as “Denman Island Land Use Bylaw, 2002, Amendment No. 1, 2009”

Bylaw No. 188 has been adopted.

12. **REPORTS**

12.1 Strategic Plan for Local Trust Committees

Reviewed for information.

12.2 Work Program Reports

Reviewed for information.

12.2.1 Top Priorities Report and Projects Report dated April 2, 2009

Updated per item 9.1 on the agenda.

12.2.2 Work Program Discussion

The Local Trust Committee has deferred this item until the next meeting, and moved it up on the agenda to follow item 8.

12.3 Applications Log

The Applications Log was reviewed by Island Planner Campbell.

12.4 *Trustee and Local Expenses*

12.4.1 *Expenses report posted to March 26, 2009*

12.5 *Chair's Report*

Nothing to report.

12.6 *Trustees' Report*

Trustee Graham reported on meeting with the Parents Advisory Committee and in particular the discussions surrounding lack of student enrollment and housing concerns

12.7 *Island Planner's Report*

Island Planner Campbell stated that her office hours on Denman Island will commence Monday, May 11, and continue every second Monday (except for October, which will be the third Monday).

13. **TRANSPORTATION ADVISORY PLANNING COMMISSION AND ADVISORY PLANNING COMMISSION REFERRALS**

DE-038-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee refer to the Advisory Planning Commission the Denman Island Subdivision Potential Draft Map for general comment.

CARRIED

14. **ISLANDS TRUST WEBSITE – DENMAN PAGE**

14.1 *Denman Page*

DE-039-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to post on the Denman Island web page of the Islands Trust website under Projects, Bylaw Review and Reports the Staff Rreport and application for DE-RZ-2009.11 (Henning Nielsen for SBJ Properties Inc.).

CARRIED

14.2 Archiving Old Agendas

This matter was addressed in the Follow-Up Action List under item 4.1 of the agenda.

15. NEXT MEETING DATE

DE-040-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee change the next regularly scheduled business meeting from Tuesday, May 26, 2009 to Friday, May 15, 2009.

CARRIED

It was discussed that if the meeting cannot be held on this date, then it will be changed with a Resolution Without Meeting to the original date of May 26, 2009

16. TOWN HALL SESSION

None.

17. ADJOURNMENT

DE-041-2009 It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee adjourn its regular business meeting at 2:15 p.m.

CARRIED

Recorder

Chair

Minutes of the Denman Island Advisory Planning Commission Meeting:

12 March 2009 at Marcus Isbister Old School.

APC Members:

Tachi Barker, Ralph Walton, John Johnston, Derek Hood.

Regrets:

Anne de Cosson, Jenny Balke.

Trustees:

Louise Bell, David Graham.

Guest:

Courtenay Campbell, Island Planner, Northern Office.

No members of the public were in attendance.

Agenda:

APC elections for one- year term: Chair – Derek Hood; Vice Chair – Ralph Walton.

John Johnston was welcomed as a new member of the APC.

The APC agreed to schedule meetings on the first Tuesday of each month.

The APC, after discussion of the Siting and Use Permit referral, recommend the following:

- The SUP process should continue in its current concept as it provides an element of control and direction for residents of Denman. The APC recognizes that there are some residents who may or will not comply with the intent of the SUP process, but the APC recommends that this issue should be dealt with through compliance enforcement.
- The current SUP fee could be increased. It is anticipated that the increase should cover the cost of a Planners time and would still be significantly lower than comparable permits issued in jurisdictions that use Building Permits.

- Consideration should be given to assessing fees on a graduated basis in relation to the cost of construction of a dwelling/building or the relative size.
- The APC would support increasing the SUP fees in instances where a Planner is required to liaise with a builder/resident to obtain additional information that should have been included in the initial SUP application.
- Provide notice of an SUP application to immediate neighbours to allow dialogue with the intent to prevent unanticipated infringement on a neighbour's property.
- An ongoing public education of the SUP application process is required.

Trustees Report:

Louise advised the APC would likely be receiving a referral involving land use in the near future.

Next meeting TBA.

Quack (Haw)

Chase

15 Mar 09



Islands Trust

Print Date: May-05-2009

Follow Up Action Report w/ Target Date

Denman Island Jan-20-2009

No.	Activity	Responsibility	Target Date	Status
1	Community Profile: staff requested to complete the profile, update build out analysis information and add to profile	Courtney Campbell Jacquie Hill	Mar-02-2009	On Going

Feb-17-2009

No.	Activity	Responsibility	Target Date	Status
1	Staff to forward ALC information regarding additional houses.	Courtney Campbell	Mar-17-2009	On Going

Mar-17-2009

No.	Activity	Responsibility	Target Date	Status
1	Draft minutes from February 17, 2009 in camera meeting.	Chris Jackson	Mar-31-2009	On Going

Apr-14-2009

No.	Activity	Responsibility	Target Date	Status
1	Change regularly scheduled May 26 LTC meeting to May 15th.	Courtney Campbell	Apr-27-2009	Done
1	Add APC minutes from their March 12th meeting to next LTC meeting agenda	Valerie Sonstenes	May-26-2009	Done
1	Minutes of March 17th LTC meeting adopted as amended.	Valerie Sonstenes	May-26-2009	On Going
1	Staff to follow up on LTC resolution for DE-RZ-2009.1 (The Point).	Courtney Campbell	May-26-2009	On Going

4.1

1	Add staff report and application package for DE-RZ-2009.1 (The Point) to Denman page on website.	Courtney Campbell	May-26-2009	Done
1	Report back to LTC on background and rationale for watershed mapping currently underway.	Courtney Campbell	May-26-2009	Done
1	Rename the B-List to "Official Community Plan / Land Use Bylaw Targeted Review" and remove the following items and put on the projects list: Updated Community Profile with Build-out data and map, and Soil Removal and Deposit Bylaw.	Courtney Campbell	May-26-2009	Done
1	Send \$100 from the LTC account to the Flagstone to cover costs associated with publishing a monthly "Trustee Notebook" for 2009.	Courtney Campbell	May-26-2009	On Going
1	For May LTC meeting agenda move "Work Program Discussion" to item 9, right after applications and permits.	Becky McErlean	May-26-2009	On Going
1	Confirm if balance of OCP budget from last year can be used this year.	Courtney Campbell	May-26-2009	Done
1	Prepare notice of planner office hours on Denman with scheduled dates for 2009.	Valerie Sonstenes	May-26-2009	Done
1	Revise draft subdivision potential map based on trustee comments, and refer to APC.	Courtney Campbell	May-26-2009	On Going

From: [Edina Johnston](#)
Sent: Thursday, April 30, 2009 9:57 AM
To: [Louise Bell](#) ; [David Graham](#)
Subject: Kensington decision raising Denman concerns

Good morning Louise and David, I don't know if you have heard but - Baynes Sound Area Society for Sustainability has won their court case! "The bylaws of the CVRD permitting more intensive utilization of lands in Union Bay by the Kensington Island Properties, are set aside for illegality in the words of the Supreme Court ruling."

The biggest issue was a water source for the development which had not been proven or approved thereby threatening the water supply for Union Bay. Which brings me to my concern about our local water supply. Most of us rely on ground water and wells and there appears to be no guarantee that we ALL have a right to a household supply. If my neighbour decides to put in several holding tanks and continuously pumps into them and I am left with none.....that is a serious problem! We have seen what the impact of an extra household has meant on our street and there are only 5 out of the 11 properties that have full time residents. Another example is the sports field where they are proposing to add two 5,000 tanks, pump continuously until they are full and then irrigate the field and start all over again. That would be a total of 14,000 gal (there are 2 smaller tanks there already) every few days, not including the tank for the Community Hall (2,000 gal.). This has neighbours concerned because there are people down Kirk who can't have a garden and have to ration water already. The Emcon yard well goes dry regularly, what happens when the clinic moves in next door? What happens if the school well gets sucked dry (it's only 100' from the DIRCS well)?

We are already facing drought conditions this year and if this is our future, something needs to be done NOW to guarantee that there is water for ALL not just those who don't have consideration for others. What can Islands Trust do to be proactive on this issue? We also need to consider our ponds, lakes, streams etc. which are vital to the environment and safeguard them as well.

Thanks for your time, let me know if you want the Kensington decision forwarded to you if Janet hasn't already.....cheers.....edi

STAFF REPORT

Date: May 1, 2009

File No.: DE-ALR-2009.1 (The Point)

To: Denman Island Local Trust Committee

From: Courtney Campbell, Island Planner

CC: Chris Jackson, Acting Regional Planning Manager

Owner: SBJ Properties Inc.

Applicant: Henning Nielsen

Location: SECTION 31 AND PART OF SECTION 32, DENMAN ISLAND, NANAIMO DISTRICT, THE WHOLE OF SAID LAND BEING THE AREA SHOWN OUTLINED IN RED ON PLAN 1656-R, EXCEPT THAT PART OF SECTION 32 INCLUDED IN PLAN 16663 AND EXCEPT PART IN PLAN VIP61295

1. THE PROPOSAL:

This application is for inclusion and exclusion of land from the Agricultural Land Reserve (ALR) on the above noted property known locally as "The Point". The Local Trust Committee (LTC) has the authority to decide whether or not this application is forwarded to the Agricultural Land Commission (ALC). The applicant has also applied for rezoning of the property, under file DE-RZ-2009.1, and a staff report dated April 1, 2009 was presented to the LTC at their April 14th meeting.

Attached "Map F" provided by the applicant shows the areas proposed for inclusion and exclusion into and from the ALR. In summary, the proposal is to exclude land from the ALR in a strip along Komas Bluff from the sea to approximately 200m inland, and to include the western part of the property currently zoned R2 into the ALR. Two other small portions are proposed to be included and one other small portion to be excluded, which can be seen on attached "Map F". In total 17ha are proposed for exclusion and 12.2ha for inclusion.

Some of the land proposed for exclusion is steep slope and unsuitable for farming. The applicant has indicated that the proposal results in a net increase in usable farmland of 2.7ha. Grapes, tree fruits, and berries have been identified as suitable crops on the property by C&F Land Resource Consultants Ltd.

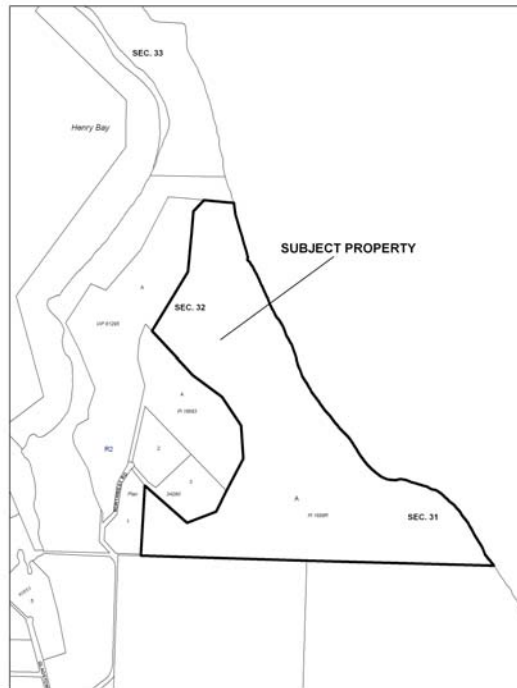


Figure 1 Subject Property

2. CURRENT PLANNING STATUS OF SUBJECT LANDS:

2.1 Trust Policy Statement:

The proposal is not at variance with the Trust Policy Statement.

2.2 Official Community Plan:

The subject property contains two land use designations: Sustainable Resources and Rural.

Part E.4 – Resources

Objective 1: To protect the Agriculture Land Reserve and the Forest Land Reserve

Policy 5: The Local Trust Committee should support the inclusion of land within the Agriculture Land Reserve.

Policy 6: The Local Trust Committee should only support an application for non-farm use or exclusion of land from the Agriculture Land Reserve if the proposed non-farm use or exclusion provides for an essential community service or an amenity which cannot reasonably be located on land outside of the Agriculture Land Reserve and for which the community need clearly outweighs the loss to agriculture.

2.3 Denman Island Local Trust Committee Land Use Bylaw No. 148:

The subject property is split zoned and includes Rural Residential (R2), Agriculture (A) and Resource (RE). The staff report dated April 1, 2009 for DE-RZ-2009.1 can be referred to for a complete understanding of the development proposal to rezone.

2.4 Islands Trust Fund:

Staff confirmed with Trust Fund Board staff that this application does not need to be referred to the Islands Trust Fund Board.

2.5 Sensitive Ecosystems and Hazard Areas:

The Sensitive Ecosystem Inventory identifies three areas of sensitive ecosystems on this property: coastal bluff along the northern half of the coastline, and older forest on the southern part of the bluff and in a strip through the south-western part of the property (see Appendix 3 for map).

2.6 Archeological Sites:

There are no recorded archaeological sites on or within 50 metres¹ of the subject property.

2.7 Covenants:

The Denman Conservancy Association holds a covenant on the property for the area of Komas Bluff, and an associated statutory right of way.

Covenant FA132367, Denman Conservancy Association:

This is a section 219 covenant with the Denman Conservancy Association covering an area along the north eastern coast of Denman Island known as Komas Bluff. The intent is to protect, preserve, conserve, maintain, enhance or restore the Covenant Area in as reasonably close to a natural state as possible.

Statutory Right of Way FA132369, Denman Conservancy Association:

Under section 218 of the Land Titles Act, this is a statutory right of way in favour of the Denman Conservancy Association in order to grant access for the maintenance and undertakings of the covenant holder. This right of way does not pertain to a specific access route but instead includes guidelines for the covenant holders' access to the covenant area.

3. SITE CONTEXT:

Staff has not conducted a site visit. According to air photos and information from the applicant, there is currently no development on the property, aside from old logging roads and tree removal. The property is not currently used for agriculture.

To the south is more undeveloped land in the Agriculture zone and in the Forestry zone. To the west are three properties in the Rural Residential zone, and one in the Agriculture zone. Further west and making up the rest of the land at the northern tip of Denman Island, is the property known as "Komas Ranch", subject to Land Use Contract 267 that allows for 20 residences. Along the eastern boundary of the subject property is Komas Bluff and the Strait of Georgia.

¹ The BC Archaeology Branch requests that local governments consider an archaeological site within 50m of a development proposal to be in "conflict" with the site.

4. RESULTS OF CIRCULATION/COMMUNITY INFORMATION MEETING(S):

No public consultation has taken place at this time.

5. STAFF COMMENTS:

As this application amounts to a "trade" of ALR lands rather than only an exclusion, staff interprets the intent of the OCP to be in support of it. Although there would be a net loss of agriculture land of 4.8ha, the applicant asserts that in terms of usable farmland, there would actually be a net gain of 2.7ha.

The Islands Trust does not have an expertise in agriculture, and a more detailed analysis of the application in terms of agricultural capability would be conducted by the Agriculture Land Commission. In terms of land use planning, this application is logical and consistent with Denman Island Local Trust Committee and Islands Trust bylaws.

RECOMMENDATIONS

Based on the above considerations, Staff recommends that the Denman Island Local Trust Committee:

1. instruct staff to forward this application to the Agricultural Land Commission.

Respectfully submitted by:



Courtney Campbell, Island Planner

May 6, 2009

Date of signature

Concurred in by:



Chris Jackson, Acting Regional Planning
Manager

May 6, 2009

Date of signature

Attachments:

1. ALC Application by Landowner
2. Map F – ALR incl/exclusion
3. Sensitive Ecosystems Map

Appendix 1:



APR 08 2009

#1049

APPLICATION BY LAND OWNER ISLANDS TRUST

DE-ALR-2009.1

NOTE: The information required by this form and the documents you provide with it are collected to process your application under the Agricultural Land Commission Act and regulation. This information will be available for review by any member of the public. If you have any questions about the collection or use of this information, contact the Agricultural Land Commission and ask for the staff member who will be handling your application.

TYPE OF APPLICATION (Check appropriate box)

- ☒ **EXCLUSION** under Sec. 30(1) of the Agricultural Land Commission Act
- ☐ **SUBDIVISION** in the ALR under Sec. 21(2) of the Agricultural Land Commission Act
- ☒ **INCLUSION** under Sec. 17(3) of the Agricultural Land Commission Act
- ☐ **Non-farm USE** in the ALR under Sec. 20(3) of the Agricultural Land Commission Act

APPLICANT

Registered Owner: SBJ PROPERTIES INC.		Agent: HENNING NIELSEN	
Address: 3222 LACON ROAD		Address: 3222 LACON ROAD	
DENMAN ISLAND		DENMAN ISLAND	
BC	Postal Code V0R 1T0	BC	Postal Code V0R 1T0
Tel. (home)	(work)	Tel.	Fax
		250-335-3226	250-335-3256
E-mail		E-mail HENNING@UNISERVE.COM	

LOCAL GOVERNMENT JURISDICTION (Indicate name of Regional District or Municipality)

DENMAN ISLAND LOCAL TRUST COMMITTEE (ISLANDS TRUST)

LAND UNDER APPLICATION (Show land on plan or sketch)

Title Number	Size of Each Parcel (Ha.)	Date of Purchase Month Year
P.I.D. 006-662-307	87.4	NOVEMBER 2006
FOUD # 771-07550-000		

LEGAL DESCRIPTION: SECTION 31 AND PART OF SECTION 32, DENMAN ISLAND, NANAIMO DISTRICT, THE WHOLE OF SAID LAND BEING THE AREA SHOWN OUTLINED IN RED ON PLAN 1656R, EXCEPT THAT PART OF SECTION 32 INCLUDED IN PLAN 16663 AND EXCEPT PART IN PLAN V1P 61295

OWNERSHIP OR INTERESTS IN OTHER LANDS WITHIN THIS COMMUNITY (Show information on plan or sketch)

If you have interests in other lands within this community complete the following:

Title Number(s): **N/A**

PROPOSAL (Please describe and show on plan or sketch)

THE PROPOSAL AIMS TO EXCLUDE A PORTION OF THE PARCEL CLOSEST TO AND INCLUDING THE STEEP SLOPE OF KOHAS BLUFFS. THIS PART IS NOT FARMABLE FOR REASONS OF STEEP SLOPE AND POTENTIALLY UNSTABLE TERRAIN. A PORTION CURRENTLY NOT IN THE ALR IS PROPOSED FOR INCLUSION RESULTING IN A NET INCREASE IN USEABLE FARMLAND OF 2.7 HA. THE EXCLUSION/INCLUSION FORMS PART OF A REZONING APPLICATION CURRENTLY BEFORE THE ISLANDS TRUST. PLEASE SEE ATTACHED DOCUMENTATION; PARTICULARLY THE SECTIONS TITLED "AGRICULTURE" AND "SECTION 9" CURRENT USE OF LAND (Show information on plan or sketch)

List all existing uses on the parcel(s) and describe all buildings

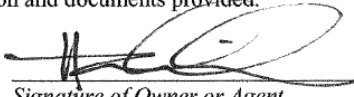
THE PARCEL IS VACANT LAND. NO BUILDINGS OR STRUCTURES EXIST.

USES ON ADJACENT LOTS (Show information on plan or sketch)

North	RESIDENTIAL R-2 (KOMAS RANCH)
East	N/A (OCEAN)
South	VACANT LAND (FORESTRY F AND AGRICULTURE A)
West	AGRICULTURE A AND RESIDENTIAL R-2 (KOMAS RANCH)

DECLARATION

I/we consent to the use of the information provided in the application and all supporting documents to process the application in accordance with the *Agricultural Land Commission Act* and regulation. Furthermore, I/we declare that the information provided in the application and all the supporting documents are, to the best of my/our knowledge, true and correct. I/we understand that the Agricultural Land Commission will take the steps necessary to confirm the accuracy of the information and documents provided.

APRIL 4/09		HENNING NIELSEN
Date	Signature of Owner or Agent	Print Name
_____	_____	_____
Date	Signature of Owner or Agent	Print Name
_____	_____	_____
Date	Signature of Owner or Agent	Print Name
_____	_____	_____

Please ensure the following documents are enclosed with your application:

- | | |
|---|--|
| ▪ Application fee payable to the Local Government | ▪ Map or sketch showing proposal & adjacent uses |
| ▪ Certificate of Title or Title Search Print | ▪ Proof of Notice of Application *(See instructions) |
| ▪ Agent authorization (if using agent) | ▪ Photographs (optional) |

Additional Information to Bylaw Amendment Application submitted by SBJ Properties Inc for

**Plan 1656 R, Section 31, Nanaimo Land District, Except Plan 16663
VIP 61295, Denman Island & Section 32
PID 006-662-307**

Section 4: Plan Designation of Zone Changes

4.1 OCP Amendment requested:

This Application requests amendment to Denman Island Official Community Plan:

Schedule C, Land Use Designations

- See Map C: Proposed Land Use Designations

Schedule E Map 1, Development Permit Areas

- Remove the Development Permit Area #1 Komas Bluff from the subject parcel and replace this protective measure with a specific Restrictive Covenant registered on title (see Map E).

4.2 Land Use Bylaw Amendments Requested:

Denman Island Land Use Bylaw:

Schedule B, North Sheet (Zoning Map)

- Refer to proposed zoning, Map B

Section 3.4 Table 8, by adding a reference to a site specific zone A(x)

Section 5: Site Plan

See Maps A through F.

Section 6: Description of Current Uses of the Land

Please see Map A: Current Zoning.

This 88.2 hectare parcel was used in the past for timber extraction. Most recently, a part of the land was harvested in the 1970s, and a part was harvested 7 years ago. It is vacant land: there are no buildings on the property.

The property is currently zoned Agriculture (A); Rural Resource (RE); and Rural Residential (R2).

The sizes of the zones as surveyed are as follows:

The Agriculture (A) Zone comprises 57.7 hectares

The Rural Resource (RE) Zone: 16.9 hectares

The Rural Residential (R2) Zone: 13.6 hectares

As per the Islands Trust Memorandum to Denman Island Local Trust Committee from David Marlor, November 2, 2004, Re: 4064 Lands Build-out assessment under current zoning (attached), for this lot:

The Agriculture (A) Zone has a 3 lot potential

The Rural Resource (RE) has a 1 lot potential

The Rural Residential (R2) Zone has a 3 lot potential

A Conservation Covenant in favor of Denman Conservancy Association of 15.3 hectares was placed along the Komass Bluff by SBJ Properties Inc when the parcel was acquired in November 2006. See Map D.

Section 7: Description of Proposed Uses of the Land and Proposed Timing of Development

a. Description of Proposed Uses:

Restrictive Covenant

To permanently address the development permit area along the entire length of the Komass Bluff (Development Permit Area #1) and to protect development from hazardous conditions, we propose to place a Restrictive Covenant from the safe-building setback line (see Robert Potter, Geotechnical Report 44211-N, appended) to the natural boundary on the eastern side of the property. This would replace the Development Permit provision for this area. See Map E.

Agriculture

We are proposing a change to the boundary of the Agricultural Land Reserve to coincide with the portion of the property proposed to be rezoned A(x), a site specific zone (reducing the permissible residential density to 1). The property's current ALR component constitutes 57.7 hectares. As indicated on Map F the proposed rezoned ALR area will constitute 52.9 hectares: 7.5 hectares are proposed to be excluded outright for reasons of topography on the bluff; 12.2 hectares are proposed for inclusion. This re-zoning will result in a net increase in useable farmland of 2.7 hectares. Crop suitability has been researched by C&F Land Resource Consultants Ltd: grapes, tree fruits, and berries were identified as suitable crops. The potential for this zone for a vineyard and winery operation is supported by agrologist Brian French.

Residential

24.2 hectares along Komass Bluff are proposed for rural residential (R2).

Community Park

1.2 hectares are proposed for Community Park (PK) on the Komass Bluff, having approximately 120 metres of waterfront. This Park is proposed to be located at the site of the traditional community beach access route, known as the rope trail. We have obtained opinion from the Provincial Approving Officer that, because of topographical concerns, this proposed Community Park satisfies public access to the foreshore. (E-mail attached. November 17, 2008, from Jerry Leet, Development Technician, Ministry of Transportation.)

Conservation

1.7 hectares is proposed for Conservation (CN) centered along Danes Creek. This zone would prevent potential conflict between farming in the A(x) zone and the ecologically sensitive area of the creek.

b. Proposed Timing of the Development:

Application for subdivision will be submitted once re-zoning has been approved. Preparation of a portion of the agricultural land for planting will commence in spring 2009.

Section 8: Description of the Current Uses of land and Buildings on adjacent properties

The property's eastern boundary borders Lambert Channel, approximately 2025 metres along the Komas Bluff.

To the south the property is bordered by agricultural and forestry-zoned vacant land.

About 30 % of the southern portion of the western boundary is adjacent to two rural residential lots having constructed dwellings. The rest of the western and northern property lines border on undeveloped agricultural land.

Section 9: Describe the Reasons in support of the Bylaw Amendment

This proposed re-zoning is density neutral and offers 2 amenities, beach access for the public and conservation along Danes Creek.

The proposed Restrictive Covenant will limit the location of any structure to the areas west of the safe-building setback line (Geotechnical Report 44211-N on the Komas Bluffs).

The land proposed for A(x) zoning increases the useable farmland in the ALR by 2.7 hectares.

Moving the farming away from the Komas Bluff ridge and Danes Creek will minimize the potential for conflict between the development permit provisions and farming.

The proposed residential areas will act as a buffer between the more sensitive areas on the Bluff and the potentially more intensive use of the land through agriculture.

The re-zoning of the agricultural land from A to A(x) will ensure the non-fragmentation of the agricultural resource by maintaining in a single property the entire agricultural potential.

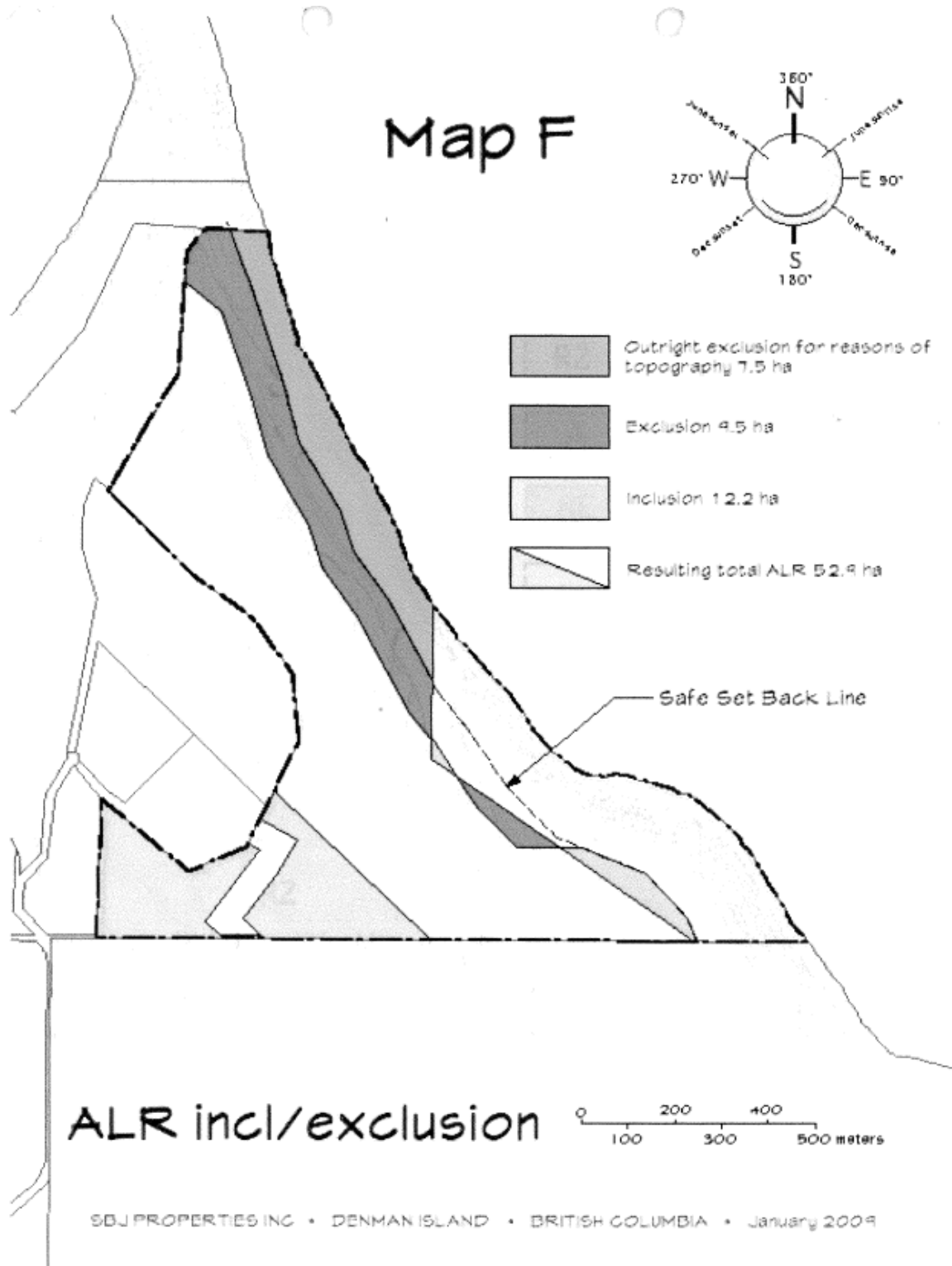
The designation of waterfront land for a Community Park will provide legal access for the public to the beach.

Technical Reports, Studies, or Appraisals

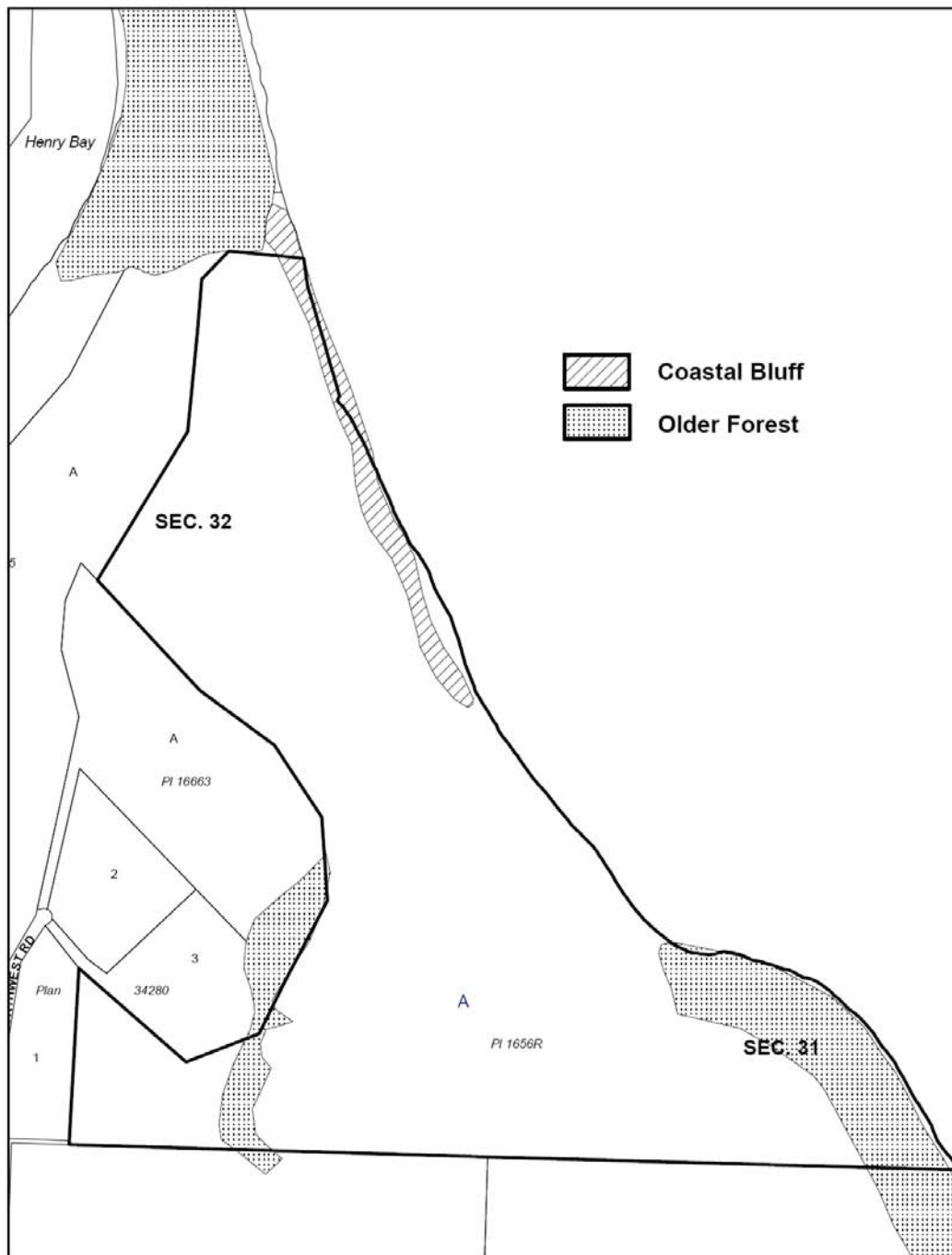
The agricultural and residential capabilities and conservation values have been investigated and documented by the following appended research. A copy of the Conservation Covenant is also attached.

- Geotechnical Report 44211-N on the Komas Bluffs
R. Potter, P. Eng. December 1, 2006
- Preliminary Report on the Groundwater Resource,
R. Potter, P. Eng. April 8, 2006
- Crop Suitability Report
C&F Land Resource Consultants Ltd. June 30, 2006
- Soils and Agricultural Capability Report
C&F Land Resource Consultants Ltd. June 30, 2006
- Baseline Inventory of the Komas Bluffs,
Taara Environmental, January 20, 2006
- Copy of the Conservation Covenant

Appendix 2:



Appendix 3: Sensitive Ecosystems



STAFF REPORT

Date: May 1, 2009

File No.: DE-RZ-2009.1 (The Point)

To: Denman Island Local Trust Committee

From: Courtney Campbell, Island Planner

CC: Chris Jackson, Acting Regional Planning Manager

Re: Second Staff Report

Owner: SBJ Properties Inc.

Applicant: Henning Nielsen

Location: SECTION 31 AND PART OF SECTION 32, DENMAN ISLAND, NANAIMO DISTRICT, THE WHOLE OF SAID LAND BEING THE AREA SHOWN OUTLINED IN RED ON PLAN 1656-R, EXCEPT THAT PART OF SECTION 32 INCLUDED IN PLAN 16663 AND EXCEPT PART IN PLAN VIP61295

1. BACKGROUND:

This is the second staff report for this application. The first staff report is dated April 1, 2009 and should be referred to for general background information and preliminary planning analysis.

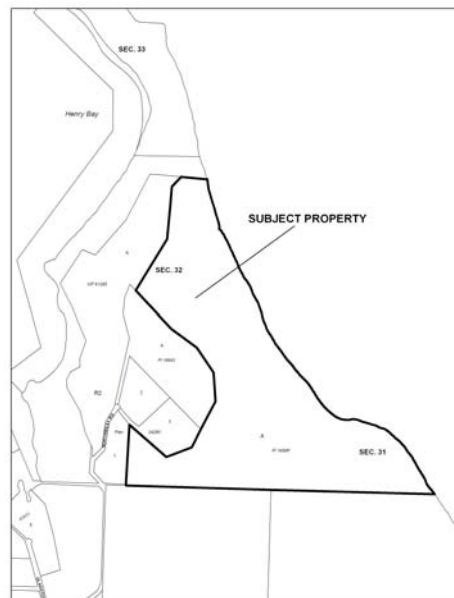


Figure 1 Subject Property

At their April 14, 2009 meeting the Local Trust Committee considered this application and passed three resolutions in reference to it. The purpose of this staff report is to follow up on these resolutions and to recommend next steps.

*It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to defer further consideration of DE-RZ-2009.1 until the Agricultural Land Reserve application is processed and to refer this application to the Comox Valley Regional District Parks Department.*

*It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to ask the applicant to provide proposed terms for the restrictive covenant along the Komass Bluff in regard to DE-RZ-2009.1.*

*It was **MOVED** and **SECONDED** that the Denman Island Local Trust Committee request staff to report to the Local Trust Committee on the implications of using a restrictive covenant against further subdivision on the proposed Agricultural portion with regard to DE-RZ-2009.1.*

2. ISSUES SUMMARY:

- a. Covenant against further subdivision
- b. Proposed restrictive covenant on Komass Bluff
- c. Concurrent processing of rezoning and ALC applications

3. STAFF COMMENTS:

- a. **Covenant against further subdivision:** In summary, staff considers there to be little value in requiring a covenant against further subdivision as it is technically a redundancy that would not provide any further protection from future subdivision than the minimum lot size in a bylaw would. The rationale is described below:
 - o *Protection against future subdivision:* The proposed Agriculture zoned portion of the property would be 52.9 ha and is proposed to have its own site specific zoning with a minimum lot size large enough to prevent subdivision. The idea behind requiring the applicant to also register a covenant against further subdivision is that it would add an extra layer of protection if rezoning to allow subdivision in the future was contemplated.

Covenants are registered on Title but do not necessarily remain so in perpetuity. An owner of land can apply to the covenant-holder to have it discharged. In this case, if a future LTC favoured rezoning to allow subdivision, they would presumably also be supportive of discharging a covenant against further subdivision.

 - o *Acceptability by the Agricultural Land Commission:* The possibility of a covenant to restrict further subdivision on the Agriculture land was discussed with staff of the ALC. Without studying the details of potential for agricultural activity on the property they cannot give a definitive answer. However, in general they would not be supportive of an additional measure to restrict the ability to subdivide in the future, as smaller lots could be considered beneficial to farming and agricultural.
 - o *Impact on the applicant:* Requiring a covenant against further subdivision would increase the cost and time for the applicant. While these should not be primary considerations for land use planning decisions, if there is little benefit to requiring a covenant, it may not warrant the impact on the applicant.

- b. **Proposed restrictive covenant on Komasa Bluff:** The applicant is working on a draft restrictive covenant which was not received by staff at the time of writing this report. The applicant has provided, at the request of the LTC, a map showing the current DP area for Komasa Bluff and the area for the proposed restrictive covenant (attachment 1). If the LTC is in support of the concept of a restrictive covenant to replace the development permit area on Komasa Bluff, staff will have it reviewed by our legal council when it is received by the applicant.
- c. **Concurrent processing of rezoning and ALC applications:** In the preliminary staff report for this rezoning application dated April 1, 2009 staff recommended that it be put on hold until the outcome of the inclusion/exclusion application to the ALC is known. The LTC passed a resolution to this effect. Since then, staff discussed this with the applicant and with the ALC, and now recommends that these two applications be processed concurrently.

The ALC indicated that normal practice for a complex proposal such as this one is to process the inclusion/exclusion application first, but they are supportive of having them processed concurrently if the applicant is aware that there is a risk involved. The applicant has requested that they be processed concurrently, and is aware that significant changes to the application that would trigger further referrals, community meetings, or more involved consultation could result in the Islands Trust levying additional fees through a cost recovery agreement.

RECOMMENDATIONS

Based on the above considerations, staff recommends that the Denman Island Local Trust Committee:

1. not require a covenant against further subdivision;
 2. direct staff to process this rezoning application concurrently with the ALR application;
 3. direct staff to pursue work on the restrictive covenant on Komasa Bluff with the applicant; and
 4. direct staff to draft bylaw amendments.
-

Respectfully submitted by:

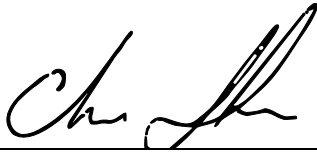


Courtney Campbell, Island Planner

May 6, 2009

Date of signature

Concurred in by:



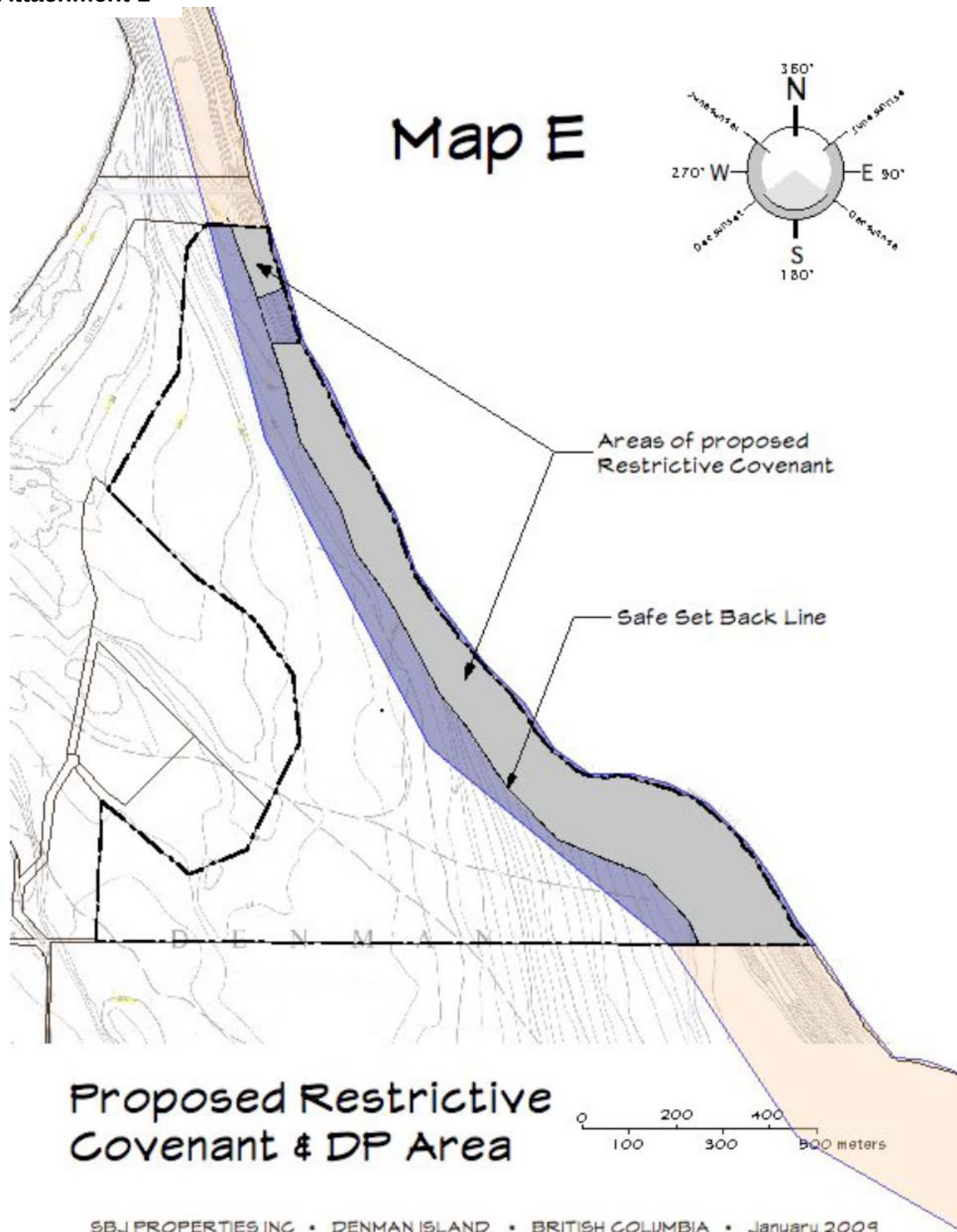
Chris Jackson, Acting Regional Planning
Manager

May 6, 2009

Date of signature

Attachments:

1. Map of proposed restrictive covenant and DP area (provided by applicant)



Sustainable Environment

*indicates change from last quarter	FOCUS AREA	WHO	HOW WILL WE MEASURE SUCCESS?	TARGET(s)	CURRENT STATUS
Protect and enhance the natural environment					
	Adopt soil removal and deposit bylaw	LTCs/IMs	By the number of LTAs/IMs with adopted bylaws	2008-9 - (1 - SSI)	1 st reading given SSI community consultation on-going
*	Adopt bylaws to manage tree removal	LTCs/IM	By whether a model bylaw has been developed	2007-8	Incorporated into model bylaw for sensitive ecosystem protection
			By the number of LTAs/IMs with new bylaws for tree protection	2007-8(1) NP	Completed (NP OCP <i>adopted</i>)
	Integrate new precautionary principles into local planning procedures	LPC/LTCs/IM	By whether a model DAI bylaw is complete	2006	Completed
			By the number of LTAs/IMs with new precautionary principles integrated into bylaws	2008-9 - (1) (NP)	Subject to LTC initiative and LPS budget proposals for 08-09
*	Monitor and enforce LTC conservation covenants	LTC	By whether a process has been designed to identify, monitor and enforce LTC covenants	2008-9	\$10,000 in 08-09 budget to hire a co-op student
		LTC	By whether resources are in place for monitoring and enforcement	2009-10	Subject to budget in 09-10

Healthy Communities

OBJECTIVE	FOCUS AREA	WHO	HOW WILL WE MEASURE IT?	TARGET	CURRENT STATUS
Foster healthy and livable communities					
	Local strategies for affordable housing	LTCs/IMs	By whether a model housing agreement has been completed	2006-7 -1(SS1)	Completed
			By the number of new covenants or housing agreements in place to guide housing affordability	2007-8 - 2 (SSI)	One complete One in final development
			By the number of new OCPs that have an updated strategy for affordable housing	2008-9 - 1(SS1)	In development through SSI OCP
	Local strategies to manage tourism	LPC/LTCs/IM	By the number of new OCPs with strategies to manage tourism	2008-9 - (1 - SSI)	Tourism policies in SSI OCP to be reviewed
	Coordinate planning efforts with Gulf Islands National Park Reserve	LPC/LTC	By whether staff attended meetings with GINPR	2006-7 (1)	Completed
			By the number of bylaws amended to reflect Parks Canada holdings	2006-7(1) 2008-9 (5)	NP (assoc) completed Planned

OBJECTIVE	FOCUS AREA	WHO	HOW WILL WE MEASURE IT?	TARGET	CURRENT STATUS
Manage growth					
*	Review and update OCPs	LPC/LTCs/IM	By the number of OCP reviews completed	2007-8 – (4 - MA, NP, GM, GB (Mudge), 2008-9 –(3 - SSI, DE, TH)	MA adopted. NP <i>adopted</i> GB (Mudge) and GM (assoc) in process SSI underway. Completion subject to 08-09 budget
	Identify build-out potential as a basis for further planning and communication	LPC/LTCs/IM	By the number of build-out calculations and maps completed	2006-7 –(4)- GB, NP, SS, LA,) 2007-8 (2) DE, GM (assoc)	5 completed or in final edits (GB, NP, SS LA & MA) DE and GM (assoc) on target for completion
Strengthen citizen participation in local government					

Excellence in Governance

OBJECTIVE	FOCUS AREA	WHO	HOW WILL WE MEASURE IT?	TARGET(S)	CURRENT STATUS
Sustainable and fair local representation					

For more information, contact

Kim Benson, Chair,
Islands Trust Council
email kbenson@islandstrust.bc.ca
telephone 604.619-2933

Linda Adams, Chief Administrative Officer,
Islands Trust
email ladams@islandstrust.bc.ca
telephone 250.405.5151

Visit our website at
www.islandstrust.bc.ca



Islands Trust

Print Date: May-05-2009

Top Priorities

Denman Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	OCP/LUB Targeted Review	1. Add extinguished conservation densities to bank 2. Encourage rezoning applications for historic co-ops 3. Development permit area mapping 4. Protected area network (PAN) mapping 5. Conservation / Recreation policies section review 6. Watershed mapping and implementing RAR 7. Targets for climate change 8. Groundwater extraction and sale 9. Policies for beach access to waterfront subdivisions 10. Raising minimum lot size for Section 946 subdivision on non-ALR lands 11. Agriculture zone setbacks 12. Lot coverage on small lots 13 Raptor nest protection	Mar-17-2009	Courtney Campbell	Feb-17-2011	On Going

2	Farm Plan	Further discussion by LTC to determine next steps.	Apr-15-2008	Courtney Campbell	Feb-17-2010	On Going
3	Local strategies for affordable housing	Pending further LTC consideration for direction	Apr-15-2008	Courtney Campbell		On Going



Islands Trust

Print Date: May-05-2009

Projects

Denman Island

No.	Description	Activity	Received/Initiated	Status
1	Promoting the use of Neighbourhood Zero Emissions Vehicles			On Going
1	Community Profile and Build-out Map	Update community profile with current data and prepare build-out / subdivision potential map.		On Going
1	Soil removal and deposit bylaw	Establish need for bylaw on Denman Island and develop bylaw if necessary.		On Going



Islands Trust

Print Date: May-05-2009

Applications w/ Status - Denman Island Status: Open

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
DE-ALR-2008.3	Michaele and Robert Graham and Gamble	Jul-17-2008	(File assigned to Lou Varela - Contract Planner) To subdivide for the purpose of providing residence to two family members. The property is 18.9 acres (7.34 hectares) and currently is not in use for farming. The proposed subdivision will divide the property into two 9.45 acre parcels. The family member is planning on utilising the property for an organic farm, if the subdivision is approved, as well as a residential area to build a home.

Planner: Courtney Campbell

Planning Status

Status Date: May-05-2009

Planner ccampbell reviewing file

Status Date: Apr-30-2009

Lou Varela's contract ended April 30. File being sent back to Northern office

Status Date: Apr-30-2009

Spoke with Travis Ram, son of applicants. No longer intends to use as organic farm. He will send letter for file to this effect.

File Number	Applicant Name	Date Received	Purpose
DE-ALR-2009.1	SBJ Properties Inc.	Apr-08-2009	The proposal aims to exclude a portion of the parcel closest to and including the steep slope of Komas Bluffs. This part is not farmable for reasons of steep slope and potentially unstable terrain. A portion currently not in the Agricultural Land Reserve is proposed for inclusion, resulting in a net increase in useable farmland of 2.7 hectares. The exclusion/inclusion forms part of a rezoning application currently before the Islands Trust.

Planner: Courtney Campbell

Planning Status

Status Date: May-01-2009
Planner drafting staff report

Development Permit

File Number	Applicant Name	Date Received	Purpose
DE-DP-2006.2	Daniel/Debra Stoneman Planner: Courtney Campbell	Aug-31-2006	The use of presently cleared areas within the Komasa Bluff permit area for agricultural use.

Planning Status

Status Date: May-01-2009

No change

Status Date: Feb-09-2009

no change; waiting for information from applicant

Status Date: Nov-14-2007

Still have not received plans

Rezoning

File Number	Applicant Name	Date Received	Purpose
DE-RZ-2007.2	Dharma Fellowship of His Holiness the Gyalwa Karmapa Planner: Courtney Campbell	Apr-19-2007	Meditation retreat centre for short and long-term meditation and teaching retreats

Planning Status

Status Date: Apr-30-2009

Lou Varela's contact finished on April 30. File being sent back to office.

Status Date: Mar-03-2009

File being reviewed by consultant, site visit to be scheduled.

Status Date: Jan-14-2009

Conditional ALR approval; consultant staff report to be prepared

File Number	Applicant Name	Date Received	Purpose
DE-RZ-2009.1	Henning Nielsen Planner: Courtney Campbell	Feb-11-2009	Restrictive covenant, agriculture, residential, conservation (see file).

Planning Status

Status Date: May-01-2009

Applicant requests that this RZ application and the ALR (incl/exclusion) application are processed concurrently rather than putting the RZ on hold while waiting for the ALC response on the ALR application.

Status Date: Mar-02-2009

Staff reviewing file and preparing staff report for April LTC meeting.

Subdivision

File Number	Applicant Name	Date Received	Purpose
DE-SUB-2008.3	Henning Nielsen Planner: Courtney Campbell	Apr-24-2008	To create four parcels.

Planning Status

Status Date: May-01-2009

Application on hold until further notice.

Status Date: Jan-14-2009

No new information. Waiting for proof of potable water and final survey

Status Date: Jun-05-2008

PLA received from Ministry of Transportation

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2006.7	Daniel/Debra Stoneman Planner: Courtney Campbell	Aug-31-2006	Agricultural (including buildings consistent with ALR legislation)

Planning Status

Status Date: Jan-08-2009

On hold pending outcome of court case

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2007.6	Klaus & Quo Holdings Inc. Planner: Courtney Campbell	Mar-06-2007	One small cabin at corner of property, movable and single storey. Duplex that can be divided into to separate small stores. Dry storage add-on at back of existing store building to west, away from road. Two storeys.

Planning Status

Status Date: May-01-2009

Forwarded to planning secretary to issue permit.

Status Date: Jan-15-2009

DP issued and siting and use permit being reviewed

Status Date: Apr-13-2007

Sent e-mail to Chris asking about status of DP application.

File Number	Applicant Name	Date Received	Purpose
DE-SUP-2008.11	Patricia McLaughlin	Jun-12-2008	Work shed - to store equipment (tools, etc.) and outdoor furniture when not in use. 3.1 metres x 3.7 metres (10' x 12'); ceiling height - 8', peak of gable - 12'.
Planner: Courtney Campbell			
Planning Status			

Status Date: May-01-2009

Legal council preparing indemnification agreement

Status Date: Jan-15-2009

Require signatures of all property owners in Komax development. Signatures not being provided. Seeking legal options on this matter.

From: [Nancy Roggers](#)
To: [Chris Jackson](#); [Becky McErlan](#);
cc: [Craig Elder](#);
Subject: Denman expense report Mar/09
Date: Thursday, March 26, 2009 5:51:15 PM
Attachments: [denman local exp.pdf](#)
[denman ocp exp.pdf](#)
[denman trustee exp.pdf](#)

LTC REPORT (TRIAL BALANCE
 ONLY)
 Posted to March 26, 2009

Island		Denman
	Location Number	615
Trustee Expense	Total Budget	1,100.00
	Spent	674.41
	Balance	425.59
Local Expense	Total Budget	3,300.00
	Spent	1,910.70
	Balance	1,389.30
OCP / LUB Expense	Total Budget	10,000.00
	Spent	6,402.33
	Balance	3,597.67

Nancy Roggers
 Finance Officer
 Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island* communities, culture and environment

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity

From Period [No] To [12]

For Year [2009]

Sort By [Account No.]

From Account No. [65200615] To [65200615]

From Account Group [] To [ZZZZZZZZZZZZ]

Last Year Closed 2008

Last Posting Sequence 1127

Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
65200-615			LTC "Local Expenses (Incl Minute Taking)"						
01	AP-IN	4/2/2008	THE FLAGSTONE	790	774-8	100.00			0.00
			DM-RWM-2008.2-691						
01	AP-IN	4/25/2008	HORNBY-DENMAN ISLAND GRAPEVINE	819	829-48	26.00			
			2341						
01	AP-IN	4/1/2008	LAURA BUSHEIKIN	825	837-2	90.50			
			2008-0018-MAR18/08						
			Net Change and Ending Balance for Fiscal Period 01:						
02	AP-IN	5/23/2008	HORNBY-DENMAN ISLAND GRAPEVINE	825	837-7	27.30		216.50	216.50
			2412						
02	AP-IN	5/27/2008	MEGAN BABB	835	847-16	148.48			
			MAY 27/08						
02	AP-IN	5/27/2008	LOUISE BELL	835	847-31	31.82			
			T9497						
02	AP-IN	5/1/2008	MEGAN BABB	844	858-4	18.56			
			2008-0043-APR23+MAY108						
			Net Change and Ending Balance for Fiscal Period 02:						
03	AP-IN	6/13/2008	HORNBY-DENMAN ISLAND GRAPEVINE	844	858-20	27.30		226.16	442.66
			2449						
03	AP-IN	6/26/2008	MEGAN BABB	865	877-4	128.12			
			2008-0043-JUN17/08						
03	GL-JE	6/30/2008	ADJ BABB MAY 27/08 INVOICE TO OCP	895	909-3		148.48		
			BA2-3						
03	GL-JE	6/30/2008	ADJ BABB 2008-0043-APR23+MAY1/08 INVOICE TO	895	909-4		18.56		
			BA2-4						
			Net Change and Ending Balance for Fiscal Period 03:						
04	AP-IN	7/14/2008	HORNBY-DENMAN ISLAND GRAPEVINE	881	893-19	54.60		-11.62	431.04
			2554						
04	AP-IN	7/22/2008	MEGAN BABB	890	903-3	159.78			
			2008-0043/JUL.2208						
04	AP-IN	7/31/2008	HORNBY-DENMAN ISLAND GRAPEVINE	890	903-34	15.75			
			2615						
04	AP-IN	7/31/2008	HORNBY-DENMAN ISLAND GRAPEVINE	890	903-35	27.30			
			2616						
04	AP-IN	7/8/2008	DRIFTWOOD PUBLISHING LTD.	904	917-2	30.00			
			AUGUST 7, 2008						
			Net Change and Ending Balance for Fiscal Period 04:					287.43	718.47

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Prd. Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
05 AP-IN	8/19/2008	MEGAN BABB 2008-0043-AUG19/08	915	928-15	182.98			
06 AP-CR	9/8/2008	Net Change and Ending Balance for Fiscal Period 05: DRIFTWOOD PUBLISHING LTD.	914	927-1		30.00	182.98	901.45
06 AP-IN	9/8/2008	REV AUGUST 7, 2008 DIRCS	914	927-2	30.00			
06 AP-IN	9/1/2008	AUGUST 7, 2008 ABRAXAS	943	957-1	5.35			
06 AP-IN	9/16/2008	6109 TRUDY TERNES TERNES-NOTICES-SEP/08	943	957-64	34.21			
07 AP-IN	10/7/2008	Net Change and Ending Balance for Fiscal Period 06: LAURA BUSHEIKIN	973	987-5	101.48		39.56	941.01
07 AP-IN	10/28/2008	2008-0018-OCT1/08 LAURA BUSHEIKIN	984	1006-9	51.04			
08 AP-IN	11/2/2008	2008-0018-OCT28/08 Net Change and Ending Balance for Fiscal Period 07: HORNBY-DENMAN ISLAND GRAPEVINE	985	988-18	27.30		152.52	1,093.53
09 AP-IN	12/31/2008	2843 Net Change and Ending Balance for Fiscal Period 08: ABRAXAS	1042	1057-3	5.35		27.30	1,120.83
10 AP-IN	1/7/2009	12/31/08 Net Change and Ending Balance for Fiscal Period 09: THE FLAGSTONE	1077	1091-20	40.00		5.35	1,126.18
10 AP-IN	1/25/2009	716 HORNBY-DENMAN ISLAND GRAPEVINE	1077	1091-41	336.00			
11 AP-IN	2/6/2009	2984 Net Change and Ending Balance for Fiscal Period 10: THE FLAGSTONE	1087	1102-38	20.00		376.00	1,502.18
11 AP-IN	2/13/2009	722 HORNBY-DENMAN ISLAND GRAPEVINE	1096	1110-24	27.30			
11 AP-IN	2/1/2009	3046 PATRICIA O'CONNELL	1126	1144-35	121.66			
11 AP-IN	2/17/2009	2008-0019-JAN20/09 WIND ROMBOUGH	1126	1144-42	153.12			
12 AP-IN	3/16/2009	2009-0008-FEB17/09 Net Change and Ending Balance for Fiscal Period 11: HORNBY-DENMAN ISLAND GRAPEVINE	1125	1143-23	27.30		322.08	1,824.26
12 AP-IN	3/9/2009	3107 TRUDY TERNES TERNES-DEL-MAR/09	1126	1144-50	59.14			
Net Change and Ending Balance for Fiscal Period 12:								
Totals: LTC "Local Expenses (Incl Minute Taking)"					2,107.74	197.04	86.44	1,910.70
							1,910.70	1,910.70

Islands Trust

3/26/2009 5:36:56PM
G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
Report Totals:									
						2,107.74	197.04	1,910.70	1,910.70

1 account printed

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity

From Period [No] To [12]

For Year [2009]

Sort By [Account No.]

From Account No. [72300615] To [72300615]

From Account Group [] To [ZZZZZZZZZZ]

Last Year Closed 2008

Last Posting Sequence 1127

Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
72300-615									
01	AP-IN	4/6/2008	Project "OCP" HORNBY-DENMAN ISLAND GRAPEVINE	800	809-20	170.40			0.00
		2266							
01	AP-IN	4/25/2008	HORNBY-DENMAN ISLAND GRAPEVINE	819	829-49	276.20			
		2342							
01	AP-IN	4/23/2008	MEGAN BABB	829	841-3	125.28			
		2008-0043-APR23/08							
01	AP-IN	4/15/2008	MEGAN BABB	829	841-5	111.36			
		2008-0043-APR15/08							
Net Change and Ending Balance for Fiscal Period 01:									
02	AP-IN	5/1/2008	ABRAXAS	829	841-1	19.80		683.24	683.24
		5/1/2008							
02	AP-IN	5/1/2008	MEGAN BABB	829	841-4	125.28			
		2008-0043-MAY1/08							
02	AP-IN	5/20/2008	DIRCS	829	841-15	75.00			
		MAY 20,2008							
02	AP-IN	5/23/2008	HORNBY-DENMAN ISLAND GRAPEVINE	829	841-31	63.00			
		2411							
Net Change and Ending Balance for Fiscal Period 02:									
03	AP-IN	6/9/2008	HORNBY-DENMAN ISLAND GRAPEVINE	840	852-5	101.01		283.08	966.32
		2434							
03	AP-IN	6/4/2008	MEGAN BABB	855	867-1	125.28			
		2008-0043-JUN4/08							
03	AP-IN	6/27/2008	HORNBY-DENMAN ISLAND GRAPEVINE	865	877-16	106.05			
		2503							
03	GL-JE	6/30/2008	ADJ BABB MAY 27/08 INVOICE TO OCP	895	909-3	148.48			
		BA2-3							
03	GL-JE	6/30/2008	ADJ BABB 2008-0043-APR23+MAY1/08 INVOICE TO	895	909-4	18.56			
		BA2-4							
Net Change and Ending Balance for Fiscal Period 03:									
04	AP-IN	7/31/2008	HORNBY-DENMAN ISLAND GRAPEVINE	890	903-33	655.20		499.38	1,465.70
		2614							
04	AP-IN	7/8/2008	DRIFTWOOD PUBLISHING LTD.	904	917-2	150.00			
		AUGUST 7, 2008							
04	AP-IN	7/31/2008	JENNIFER BALKE	905	918-8	3,712.50			
		2008-02-JULY 31/08							
04	GL-JE	7/31/2008	REC MCERLEAN JULY/08 M/C CHARGES	918	931-5	118.18			
		BA2-5							

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
05	AP-IN	8/11/2008	Net Change and Ending Balance for Fiscal Period 04:						
			HORNBY-DENMAN ISLAND GRAPEVINE	905	918-14	31.50		4,635.88	6,101.58
05	AP-IN	8/5/2008	HELEN MASON	912	925-30	85.54			
			2008-0020-AUG5/08						
06	AP-CR	9/8/2008	Net Change and Ending Balance for Fiscal Period 05:					117.04	6,218.62
			DRIFTWOOD PUBLISHING LTD.	914	927-1		150.00		
06	AP-IN	9/8/2008	REV AUGUST 7, 2008	914	927-2	150.00			
			DIRCS						
06	AP-IN	9/30/2008	AUGUST 7, 2008	955	969-3	101.01			
			HORNBY-DENMAN ISLAND GRAPEVINE						
06	AP-IN	9/30/2008	2756	962	981-7	57.70			
			HELEN MASON						
			SEP30/08						
08	AP-IN	11/1/2008	Net Change and Ending Balance for Fiscal Period 06:					158.71	6,377.33
			DIRCS	1001	1015-8	25.00			
			SEPTEMBER 30, 2008					25.00	6,402.33
			Net Change and Ending Balance for Fiscal Period 08:						
			Totals: Project "OCP"			6,552.33	150.00	6,402.33	6,402.33
			Report Totals:			6,552.33	150.00	6,402.33	6,402.33

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
From Period [01] To [12]
For Year [2009]
Sort By [Account No.]
From Account No. [65000615] To [65000615]
From Account Group [] To [ZZZZZZZZZZ]
Last Year Closed 2008
Last Posting Sequence 1127
Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
65000-615			LTC "Trustee Expenses"						
01	AP-IN	4/19/2008	LOUISE BELL T9496	829	841-73	46.42			0.00
			Net Change and Ending Balance for Fiscal Period 01:						
03	AP-IN	6/23/2008	LOUISE BELL T9493	865	877-26	83.60		46.42	46.42
			Net Change and Ending Balance for Fiscal Period 03:						
04	AP-IN	7/30/2008	LOUISE BELL T9494	890	903-76	26.08		83.60	130.02
44			Net Change and Ending Balance for Fiscal Period 04:						
05	AP-IN	8/25/2008	LOUISE BELL T9296	912	925-65	133.50		26.08	156.10
05	AP-IN	8/30/2008	DAVID GRAHAM T9492	931	945-94	42.20			
			Net Change and Ending Balance for Fiscal Period 05:					175.70	331.80
06	AP-IN	9/1/2008	LOUISE BELL T9297	949	963-35	46.48		46.48	378.28
			Net Change and Ending Balance for Fiscal Period 06:						
07	AP-IN	10/28/2008	LOUISE BELL T9295	984	1006-54	5.88		5.88	384.16
			Net Change and Ending Balance for Fiscal Period 07:						
09	AP-IN	12/1/2008	LOUISE BELL LB11/30/08	1028	1043-8	2.94			
09	AP-IN	12/15/2008	DAVID GRAHAM DG12/15/08	1028	1043-14	57.30			
09	AP-IN	12/12/2008	LOUISE BELL LB12/12/08	1042	1057-90	60.00			
			Net Change and Ending Balance for Fiscal Period 09:					120.24	504.40
10	AP-IN	1/29/2009	LOUISE BELL LB012909	1085	1099-1	8.82			
			Net Change and Ending Balance for Fiscal Period 10:					8.82	513.22
11	AP-IN	2/17/2009	LOUISE BELL LB021709	1104	1120-1	5.88			
			Net Change and Ending Balance for Fiscal Period 11:					5.88	519.10
12	AP-IN	3/13/2009	DAVID GRAHAM DG033109	1124	1142-4	155.31			

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
Net Change and Ending Balance for Fiscal Period 12:									
Totals: LTC "Trustee Expenses"									
						674.41	0.00	155.31	674.41
								674.41	674.41
Report Totals:									
						674.41	0.00	674.41	674.41

1 account printed

From: [Nancy Roggers](#)
To: [Chris Jackson](#); [Becky McErlean](#);
cc: [Craig Elder](#);
Subject: FW: Denman LTC expenses to March 31/09 - final year end figures
Date: Friday, April 24, 2009 3:54:45 PM
Attachments: [denman local exp.pdf](#)
[denman ocp.pdf](#)
[denman trustee exp.pdf](#)

LTC REPORT (TRIAL BALANCE
 ONLY)
 Final Fiscal 2009 Year End report
 to March 31, 2009

Island		Denman
	Location Number	615
Trustee Expense	Total Budget	1,100.00
	Spent	674.41
	Balance	425.59
Local Expense	Total Budget	3,300.00
	Spent	1,910.70
	Balance	1,389.30
OCP / LUB Expense	Total Budget	10,000.00
	Spent	6,402.33
	Balance	3,597.67

Nancy Roggers
 Finance Officer
 Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity

From Period [No] To [12]

For Year [2009]

Sort By [Account No.]

From Account No. [65200615] To [65200615]

From Account Group [] To [ZZZZZZZZZZZ]

Last Year Closed 2008

Last Posting Sequence 1176

Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
65200-615			LTC - Local Exp - LTC Meeting Expenses						
01	AP-IN	4/2/2008	THE FLAGSTONE	790	774-8	100.00			0.00
			DM-RWM-2008.2-691						
01	AP-IN	4/25/2008	HORNBY-DENMAN ISLAND GRAPEVINE 2341	819	829-48	26.00			
01	AP-IN	4/1/2008	LAURA BUSHEIKIN 2008-0018-MAR18/08	825	837-2	90.50			
			Net Change and Ending Balance for Fiscal Period 01:						
02	AP-IN	5/23/2008	HORNBY-DENMAN ISLAND GRAPEVINE 2412	825	837-7	27.30		216.50	216.50
02	AP-IN	5/27/2008	MEGAN BABB MAY 27/08	835	847-16	148.48			
02	AP-IN	5/27/2008	LOUISE BELL T9497	835	847-31	31.82			
02	AP-IN	5/1/2008	MEGAN BABB 2008-0043-APR23+MAY108	844	858-4	18.56			
			Net Change and Ending Balance for Fiscal Period 02:						
03	AP-IN	6/13/2008	HORNBY-DENMAN ISLAND GRAPEVINE 2449	844	858-20	27.30		226.16	442.66
03	AP-IN	6/26/2008	MEGAN BABB 2008-0043-JUN17/08	865	877-4	128.12			
03	GL-JE	6/30/2008	ADJ BABB MAY 27/08 INVOICE TO OCP BA2-3	895	909-3		148.48		
03	GL-JE	6/30/2008	ADJ BABB 2008-0043-APR23+MAY1/08 INVOICE TO BA2-4	895	909-4		18.56		
			Net Change and Ending Balance for Fiscal Period 03:						
04	AP-IN	7/14/2008	HORNBY-DENMAN ISLAND GRAPEVINE 2554	881	893-19	54.60		-11.62	431.04
04	AP-IN	7/22/2008	MEGAN BABB 2008-0043/JUL.2208	890	903-3	159.78			
04	AP-IN	7/31/2008	HORNBY-DENMAN ISLAND GRAPEVINE 2615	890	903-34	15.75			
04	AP-IN	7/31/2008	HORNBY-DENMAN ISLAND GRAPEVINE 2616	890	903-35	27.30			
04	AP-IN	7/8/2008	DRIFTWOOD PUBLISHING LTD. AUGUST 7, 2008	904	917-2	30.00			
			Net Change and Ending Balance for Fiscal Period 04:					287.43	718.47

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
05	AP-IN	8/19/2008	MEGAN BABB 2008-0043-AUG19/08	915	928-15	182.98			
06	AP-CR	9/8/2008	Net Change and Ending Balance for Fiscal Period 05: DRIFTWOOD PUBLISHING LTD.	914	927-1		30.00	182.98	901.45
06	AP-IN	9/8/2008	REV AUGUST 7, 2008 DIRCS	914	927-2	30.00			
06	AP-IN	9/1/2008	AUGUST 7, 2008 ABRAXAS	943	957-1	5.35			
06	AP-IN	9/16/2008	6109 TRUDY TERNES TERNES-NOTICES-SEP/08	943	957-64	34.21			
07	AP-IN	10/7/2008	Net Change and Ending Balance for Fiscal Period 06: LAURA BUSHEIKIN	973	987-5	101.48		39.56	941.01
07	AP-IN	10/28/2008	2008-0018-OCT1/08 LAURA BUSHEIKIN	984	1006-9	51.04			
08	AP-IN	11/2/2008	2008-0018-OCT28/08 Net Change and Ending Balance for Fiscal Period 07: HORNBY-DENMAN ISLAND GRAPEVINE	985	988-18	27.30		152.52	1,093.53
09	AP-IN	12/31/2008	2843 Net Change and Ending Balance for Fiscal Period 08: ABRAXAS	1042	1057-3	5.35		27.30	1,120.83
10	AP-IN	1/7/2009	12/31/08 Net Change and Ending Balance for Fiscal Period 09: THE FLAGSTONE	1077	1091-20	40.00		5.35	1,126.18
10	AP-IN	1/25/2009	716 HORNBY-DENMAN ISLAND GRAPEVINE	1077	1091-41	336.00			
11	AP-IN	2/6/2009	2984 Net Change and Ending Balance for Fiscal Period 10: THE FLAGSTONE	1087	1102-38	20.00		376.00	1,502.18
11	AP-IN	2/13/2009	722 HORNBY-DENMAN ISLAND GRAPEVINE	1096	1110-24	27.30			
11	AP-IN	2/1/2009	3046 PATRICIA O'CONNELL	1126	1144-35	121.66			
11	AP-IN	2/17/2009	2008-0019-JAN20/09 WIND ROMBOUGH	1126	1144-42	153.12			
11	GL-JE	2/28/2009	2009-0008-FEB17/09 ALLOCATE MCERLEAN M/C CHARGES FEB/09 BA1-25	1138	1165-25	100.00			
12	AP-CR	3/27/2009	Net Change and Ending Balance for Fiscal Period 11: BANK OF MONTREAL-MASTERCARD	1153	1176-10		100.00	422.08	1,924.26
12	AP-IN	3/16/2009	MCERLEAN/MAR09 HORNBY-DENMAN ISLAND GRAPEVINE	1125	1143-23	27.30			
12	AP-IN	3/9/2009	3107 TRUDY TERNES	1126	1144-50	59.14			
12	AP-IN	3/27/2009	TERNES-DEL-MAR/09 WIND ROMBOUGH	1153	1176-62	143.84			

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
12	AP-IN	3/31/2009	2009-0008-MAR17/09 VARELA CONSULTING	1153	1176-87	500.00			
			2009-0015-MAR/09					630.28	2,554.54
Net Change and Ending Balance for Fiscal Period 12:						2,851.58	297.04	2,554.54	2,554.54
Totals: LTC - Local Exp - LTC Meeting Expenses									
Report Totals:						2,851.58	297.04	2,554.54	2,554.54

1 account printed

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity

From Period [No] To [12]

For Year [2009]

Sort By [Account No.]

From Account No. [72300615] To [72300615]

From Account Group [] To [ZZZZZZZZZZ]

Last Year Closed 2008

Last Posting Sequence 1176

Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
72300-615									
01	AP-IN	4/6/2008	Project "OCP" HORNBY-DENMAN ISLAND GRAPEVINE	800	809-20	170.40			0.00
		2266							
01	AP-IN	4/25/2008	HORNBY-DENMAN ISLAND GRAPEVINE	819	829-49	276.20			
		2342							
01	AP-IN	4/23/2008	MEGAN BABB	829	841-3	125.28			
		2008-0043-APR23/08							
01	AP-IN	4/15/2008	MEGAN BABB	829	841-5	111.36			
		2008-0043-APR15/08							
Net Change and Ending Balance for Fiscal Period 01:									
02	AP-IN	5/1/2008	ABRAXAS	829	841-1	19.80		683.24	683.24
		5/1/2008							
02	AP-IN	5/1/2008	MEGAN BABB	829	841-4	125.28			
		2008-0043-MAY1/08							
02	AP-IN	5/20/2008	DIRCS	829	841-15	75.00			
		MAY 20,2008							
02	AP-IN	5/23/2008	HORNBY-DENMAN ISLAND GRAPEVINE	829	841-31	63.00			
		2411							
Net Change and Ending Balance for Fiscal Period 02:									
03	AP-IN	6/9/2008	HORNBY-DENMAN ISLAND GRAPEVINE	840	852-5	101.01		283.08	966.32
		2434							
03	AP-IN	6/4/2008	MEGAN BABB	855	867-1	125.28			
		2008-0043-JUN4/08							
03	AP-IN	6/27/2008	HORNBY-DENMAN ISLAND GRAPEVINE	865	877-16	106.05			
		2503							
03	GL-JE	6/30/2008	ADJ BABB MAY 27/08 INVOICE TO OCP	895	909-3	148.48			
		BA2-3							
03	GL-JE	6/30/2008	ADJ BABB 2008-0043-APR23+MAY1/08 INVOICE TO	895	909-4	18.56			
		BA2-4							
Net Change and Ending Balance for Fiscal Period 03:									
04	AP-IN	7/31/2008	HORNBY-DENMAN ISLAND GRAPEVINE	890	903-33	655.20		499.38	1,465.70
		2614							
04	AP-IN	7/8/2008	DRIFTWOOD PUBLISHING LTD.	904	917-2	150.00			
		AUGUST 7, 2008							
04	AP-IN	7/31/2008	JENNIFER BALKE	905	918-8	3,712.50			
		2008-02-JULY 31/08							
04	GL-JE	7/31/2008	REC MCERLEAN JULY/08 M/C CHARGES	918	931-5	118.18			
		BA2-5							

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
05	AP-IN	8/11/2008	Net Change and Ending Balance for Fiscal Period 04: HORNBY-DENMAN ISLAND GRAPEVINE	905	918-14	31.50		4,635.88	6,101.58
05	AP-IN	8/5/2008	HELEN MASON 2641 2008-0020-AUG5/08	912	925-30	85.54			
06	AP-CR	9/8/2008	Net Change and Ending Balance for Fiscal Period 05: DRIFTWOOD PUBLISHING LTD.	914	927-1		150.00	117.04	6,218.62
06	AP-IN	9/8/2008	REV AUGUST 7, 2008 DIRCS	914	927-2	150.00			
06	AP-IN	9/30/2008	AUGUST 7, 2008 HORNBY-DENMAN ISLAND GRAPEVINE	955	969-3	101.01			
06	AP-IN	9/30/2008	2756 HELEN MASON SEP30/08	962	981-7	57.70			
08	AP-IN	11/1/2008	Net Change and Ending Balance for Fiscal Period 06: DIRCS SEPTEMBER 30, 2008	1001	1015-8	25.00		158.71	6,377.33
51			Net Change and Ending Balance for Fiscal Period 08: Totals: Project "OCP"			6,552.33	150.00	25.00 6,402.33	6,402.33
			Report Totals:			6,552.33	150.00	6,402.33	6,402.33

G/L Transactions Listing - In Functional Currency (GLPTLS1)

Include Accounts With No Activity [No]
 From Period [01] To [12]
 For Year [2009]
 Sort By [Account No.]
 From Account No. [65000615] To [65000615]
 From Account Group [] To [ZZZZZZZZZZ]
 Last Year Closed 2008
 Last Posting Sequence 1176
 Use Rolled Up Amounts [No]

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
65000-615			LTC "Trustee Expenses"						
01	AP-IN	4/19/2008	LOUISE BELL T9496	829	841-73	46.42			0.00
			Net Change and Ending Balance for Fiscal Period 01:						
03	AP-IN	6/23/2008	LOUISE BELL T9493	865	877-26	83.60		46.42	46.42
			Net Change and Ending Balance for Fiscal Period 03:						
04	AP-IN	7/30/2008	LOUISE BELL T9494	890	903-76	26.08		83.60	130.02
52			Net Change and Ending Balance for Fiscal Period 04:						
05	AP-IN	8/25/2008	LOUISE BELL T9296	912	925-65	133.50		26.08	156.10
05	AP-IN	8/30/2008	DAVID GRAHAM T9492	931	945-94	42.20			
			Net Change and Ending Balance for Fiscal Period 05:					175.70	331.80
06	AP-IN	9/1/2008	LOUISE BELL T9297	949	963-35	46.48		46.48	378.28
			Net Change and Ending Balance for Fiscal Period 06:						
07	AP-IN	10/28/2008	LOUISE BELL T9295	984	1006-54	5.88		5.88	384.16
			Net Change and Ending Balance for Fiscal Period 07:						
09	AP-IN	12/1/2008	LOUISE BELL LB11/30/08	1028	1043-8	2.94			
09	AP-IN	12/15/2008	DAVID GRAHAM DG12/15/08	1028	1043-14	57.30			
09	AP-IN	12/12/2008	LOUISE BELL LB12/12/08	1042	1057-90	60.00			
			Net Change and Ending Balance for Fiscal Period 09:					120.24	504.40
10	AP-IN	1/29/2009	LOUISE BELL LB012909	1085	1099-1	8.82			
			Net Change and Ending Balance for Fiscal Period 10:					8.82	513.22
11	AP-IN	2/17/2009	LOUISE BELL LB021709	1104	1120-1	5.88			
			Net Change and Ending Balance for Fiscal Period 11:					5.88	519.10
12	AP-IN	3/13/2009	DAVID GRAHAM DG033109	1124	1142-4	155.31			

Account Number/ Prd.	Source	Date	Description/ Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
12	AP-IN	3/19/2009	LOUISE BELL LB031909	1156	1185-1	5.88			
12	AP-IN	3/31/2009	LOUISE BELL LB033109	1156	1185-2	147.49			
Net Change and Ending Balance for Fiscal Period 12:								308.68	827.78
Totals: LTC "Trustee Expenses"						827.78	0.00	827.78	827.78
Report Totals:						827.78	0.00	827.78	827.78

1 account printed

9.4.3

From: Craig Elder
Sent: Fri 27/03/2009 5:22 PM
To: Trustees
Cc: Nancy Roggers; Mac Fraser; Planners
Subject: LTC Local Expense Budgets and Reporting in 2009/10

Hello Everyone...we are soon approaching the new 2009/10 fiscal year and there is an option to use more detailed budgeting and reporting for the LTC Local Expense Budgets. I have attached a briefing note that went to Sept/08 Trust Council describing the detailed approach. I have also attached a list of the LTC Local Expense budgets.

You do not have to set up detailed budgets, and if you choose not to, we will put the budget into general ledger code 65240 Miscellaneous Local Expense. However, during the year, we will code invoices to the appropriate general ledger code, if we have sufficient information to do so. It will be important for meeting halls bookers and minute takers to let us know whether LTC or APC meetings were the focus of their activities.

If you choose to set up a detailed budget for your LTC Local Expenses, I would recommend taking an "educated guess" this year. For instance, 60% to LTC meetings, 10% to APC meetings, 10% for Communications, 15% for Special Projects and 5% for Miscellaneous. Nancy doesn't have time to go back through last year's invoices for all the LTCs and attempt to classify them into the various categories. If there are specific, limited inquiries on 2008/09 costs we will do our best to answer them. After this fiscal year, after coding all the invoices to the correct category, it will be easier to budget next year. As long as an LTC is within the overall Local Expense budget, all will be well.

We don't usually get to inputting the budget until June (ie. after the year-end audit is completed) so you will have some time to think about how to allocate your budget, if you choose to do so.

On the second page of the briefing note, there is a draft reporting format that includes a column called Commitments. This column is intended to capture dollar amounts that have been specified in resolutions, but have not yet been invoiced (which is when the expense will be recorded in the YTD Expenses column). I'm not sure, yet, how successful we will be in accurately recording these commitments, and then removing them when the actual expense is recorded. However, we will strive to be accurate.

If you have any questions, please contact me.

Regards,

Craig Elder
Director of Administrative Services
Islands Trust
200-1627 Fort Street, Victoria, BC V8R 1H8
phone: 250-405-5150 fax: 250-405-5155
www.islandstrust.bc.ca
Preserving Island communities, culture and environment

Islands Trust
LTC Local Expense Budgets
Fiscal 2009/10

Denman	\$ 3,300
Gabriola	\$ 10,900
Galiano	\$ 6,500
Gambier	\$ 5,500
Hornby	\$ 4,600
Lasqueti	\$ 3,000
Mayne	\$ 5,800
N. Pender	\$ 9,400
Salt Spring	\$ 30,500
Saturna	\$ 3,000
S. Pender	\$ 3,000
Thetis	\$ 3,000

**ISLANDS TRUST
BRIEFING**

DATE: August 25, 2008

TOPIC: NEW GENERAL LEDGER ACCOUNTS FOR LTC LOCAL EXPENSES

DIRECTED TO: Trust Council

CONFIDENTIAL: No

DESCRIPTION OF ISSUE: The current general ledger has one general ledger account code for LTC Local Expenses. Most LTCs create budgets with several categories of activities but the activity in the general ledger is combined into one category which makes LTC Local Expense budget tracking difficult for LTCs.

BACKGROUND:

The Financial Planning Committee has approved the addition of additional general ledger accounts for LTC Local Expenses. The accounts and their definitions are outlined below:

G/L Code	Definition and items included
65200	LTC Meeting Expenses - includes hall rental, notice posting/advertising, minute taking and any other costs related to LTC meetings
65210	APC Meeting Expenses - includes hall rental, notice posting/advertising, minute taking and any other costs related to APC meetings
65220	Communications - includes trustee mailouts and newsletters, photocopying, special advertising
65230	Special Projects - LTC-sponsored applications and special planning-related projects approved by resolution
65240	Miscellaneous - any other expenses not covered above

Implementation Process

LTCs will submit the breakdown of their LTC Local Expense budget for 2007/08 to the Finance Officer. The Finance Office will input the budgets into the appropriate general

ledger accounts, and allocate year-to-date expenses to the correct category. The Finance Office will also endeavor to record financial commitments for the current fiscal year as noted in LTC resolutions. It is expected that Trustees and their planners will work closely with Finance to correctly record and update the information. The summary report for LTC Local Expenses will look something like:

	G/L Code	Budget	YTD Expenses	Commitments	Balance
LTC Meeting Expenses	65200	2,000	450	-	1,550
APC Meeting Expenses	65210	500	-	-	500
Communications	65220	1,500	847	250	403
Special Projects	65230	600	150	200	250
Miscellaneous	65240	200	23	-	177
Totals		4,800	1,470	450	2,880

Suppliers will be required to indicate on their invoice if the related expenses if for an LTC Meeting, and APC meeting. Planning administrative staff will be asked to provide the appropriate general ledger code along with their approval to pay an invoice.

LTCs will be allowed to leave all their expenditures in one account if they wish (it will be account 65240 – Miscellaneous). However, it would be more efficient if every LTC adopted the new approach.

ATTACHMENT(S): N/A

AVAILABLE OPTIONS: N/A

FOLLOW-UP: as described above

PREPARED BY: Craig Elder
Director, Administrative Services

REVIEWED BY EXECUTIVE COMMITTEE:

SUBMITTED BY: Financial Planning Committee

August 26, 2008

REVIEWED BY: 
(Chief Administrative Officer)

OTHER REVIEW:

FPC August 25, 2008



Islands Trust

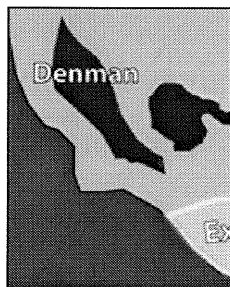
Preserving island communities, culture and environment.

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Population:

Approximately 1,095

Size:

5,108 hectares (12,622 acres)

Location:

22 kilometres south-east of Courtenay on Vancouver Island.

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Denman Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Denman Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

February 2009

- [Housing Needs Assessment on Hornby and Denman Island - Final Report](#)

January 2009

- [Proposed Bylaw 186 - Land Use Bylaw - Given 3rd Reading](#)
- [Schedule B - North Sheet](#)
- [Schedule B - South Sheet](#)

December 2008

- [Proposed Bylaw 186 - Land Use Bylaw - amended December 9, 2008](#)
- [Schedule B - North Sheet](#)
- [Schedule B - South Sheet](#)

October 2008

- [Proposed Bylaw No. 185 Official Community Plan, given 2nd and 3rd readings and is approved by the Executive Committee](#)
- [Proposed Bylaw No. 186 Land Use Bylaw, given 2nd reading](#)

September 2008

- [Denman Island OCP/LUB Assessment, 2008 - Second Public Hearing for Proposed Bylaws No. 185 and 186](#)
- [Proposed Bylaw No. 185 Official Community Plan](#)
 - [Schedule C](#)
 - [Schedule D](#)
 - [Schedule E \(Map 1\)](#)
 - [Schedule E \(Map 2\)](#)
 - [Schedule F](#)
- [Proposed Bylaw No. 186 Land Use Bylaw](#)
 - [Schedule B - North Sheet](#)
 - [Schedule B - South Sheet](#)

June 2008

- [Summary of Draft OCP/LUB Changes](#)
- [Draft Bylaw No. 185 Official Community Plan](#)
 - [Schedule C](#)
 - [Schedule D](#)
 - [Schedule E \(Map 1\)](#)
 - [Schedule E \(Map 2\)](#)
 - [Schedule F](#)
- [Draft Bylaw No. 186 Land Use Bylaw](#)

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- [Schedule B - North Sheet](#)
- [Schedule B - South Sheet](#)

May 2008

- [Handouts from May 1, 2008 OCP/LUB Meeting](#)

April 2008

- [Summary of Draft OCP/LUB Changes and Meeting Schedule](#)
 - [Bylaw No. 185 "Draft Official Community Plan Amendments"](#)
 - [Bylaw No. 186 "Draft Land Use Bylaw Amendments"](#)
- [OCP Review - April 15, 2008 handout \(Marine Policies\)](#)
- [OCP Review - April 23, 2008 handout \(Housing Policies\)](#)

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Projects, Bylaw Reviews and Reports

In this section you will find current Local Trust Committee projects specifically related to the island area.

Official Community Plan Review

- [OCP Review: Preliminary Public Consultation](#)
- [Memo dated November 2, 2007](#)

Land Use and Development Information

- [Denman Island Development Permit Brochure](#)
- [Regulation of Land Use on Denman Island](#)
- [Denman Island Siting and Use Permit Brochure](#)

Triple Rock Land Cooperative Rezoning Application: DE-RZ-2006.2

- [Staff Report dated March 5, 2007](#)
- [Staff Report dated April 30, 2007](#)
- [Staff Report dated August 10, 2007](#)
- [Staff Report dated October 5, 2007](#)
- [Memo dated November 14, 2007](#)
- [Community Information Meeting Notice for May 2, 2007](#)

North Denman Lands Inc. Rezoning Application: DE-RZ-2007.3

- [Staff Report dated July 18, 2007](#)

Dharma Fellowship Society Rezoning Application: DE-RZ-2007.2

- [Staff Report dated June 25, 2007](#)

BC Ferries Rezoning Application: DE-RZ-2007.4

- [Memo dated October 5, 2007](#)
- [Memo dated November 9, 2007](#)
- [Staff Report dated January 17, 2008](#)

Rezoning Application for (The Point) DE-RZ-2009.1

- [Geotechnical Report 44211-N on the Komas Bluffs \[PDF 6 MB\]](#)
- [DE-RZ-2009.1 \(The Point\) Preliminary staff Report date April 1, 2009](#)
- [Rezoning Application From Submitted by Applicant](#)

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