



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: November 7, 2016
Time: 1:00 pm
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

	Pages
1. CALL TO ORDER	1:00 PM - 1:30 PM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
4.1 Mayne Island Local Trust Committee Bylaw No. 170	
5. PUBLIC HEARING	1:30 PM - 2:00 PM
5.1 Recess for Public Hearing	
5.1.1 <u>Mayne Island Local Trust Committee Bylaw No. 170</u>	
5.2 Recall to Order	
6. MINUTES	2:00 PM - 2:15 PM
6.1 Local Trust Committee Minutes Dated September 12, 2016 (for Adoption)	3 - 9
6.2 Section 26 Resolutions-without-meeting Report Dated October 2016	10 - 10
6.3 Advisory Planning Commission Draft Minutes Dated September 12, 2016 & Adopted Minutes Dated May 9, 2016 (for Receipt)	11 - 17
7. BUSINESS ARISING FROM THE MINUTES	
7.1 Follow-up Action List Dated October 2016	18 - 19
8. DELEGATIONS	
none	
9. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
none	

10.	APPLICATIONS AND REFERRALS	2:15 PM - 2:45 PM	
10.1	MA-RZ-2015.2 (Rosengren - Mayne Island Resort)- Staff Memo - Bylaw 170 For Further Consideration		20 - 22
10.2	MA-TUP-2016.2 (Lane) - Staff Report		23 - 29
11.	LOCAL TRUST COMMITTEE PROJECTS		
	none		
12.	REPORTS	2:45 PM - 3:15 PM	
12.1	Work Program Reports (attached)		
12.1.1	<u>Top Priorities Report Dated October 2016</u>		30 - 30
12.1.2	<u>Projects List Report Dated October 2016</u>		31 - 31
12.2	Applications Report Dated October 2016 (attached)		32 - 33
12.3	Trustee and Local Expense Report Dated September 2016 (attached)		34 - 34
12.4	Adopted Policies and Standing Resolutions (attached)		35 - 40
12.4.1	<u>New Policy - Purchasing Procedure (attached)</u>		41 - 47
12.5	Local Trust Committee Webpage		
12.6	Chair's Report		
12.7	Trustee Report		
12.8	Trust Fund Board Report Dated September 2016 (attached)		48 - 49
13.	NEW BUSINESS	3:15 PM - 4:00 PM	
13.1	Cotton Park - Update		
13.2	Japanese Historic Places		
14.	UPCOMING MEETINGS		
14.1	Next Regular Meeting Scheduled for November 28, 2016, at 1:00 pm, at the Agricultural Hall, Mayne Island		
14.2	Proposed 2017 Annual LTC Meeting Schedule - Staff Memo		50 - 52
15.	TOWN HALL		
16.	CLOSED MEETING		
	none		
17.	ADJOURNMENT	4:00 PM - 4:00 PM	



DRAFT

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: September 12, 2016
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

Members Present: George Grams, Chair
Jeanine Dodds, Local Trustee
Brian Crumblehulme, Local Trustee

Staff Present: Gary Richardson, Island Planner
Pat Todd, Recorder

Others Present: There were approximately fifteen(15) members of the public.

1. CALL TO ORDER

Chair Grams called the meeting to order at 1:00 pm. and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus.

3. TOWN HALL AND QUESTIONS

Mary Cooper spoke to the new Water Sustainability Act, which came into effect February 2016. There will be a forum with the Ministry October 22, 2016 at the Ag Hall. Mary then questioned the time parameters to request financial support for projects. An important component of the Act is well/water licensing and the relationship between land use and impact on water shed. Chair Grams stated that monies could be requested up to November 2018 and that a letter should be submitted outlining the project for the LTC to consider if request qualifies.

Jim Traversy queried the proposed Bylaw 167 which provides guidelines for Short Term Vacation Rentals (STVR). It was explained that it was past the time the Trustees could speak to this proposed Bylaw. A written submission could be sent to the IT Planner. The proposed Bylaws are on the agenda and will be discussed at that time.

Chris Rhoerig encouraged the LTC to reopen the Public Hearing on this item.

Trustee Dodds reviewed the process for the proposed bylaws. Community members had an opportunity to address the bylaws through LTC meetings, Community Information Meeting and Public Hearing.

Chair Grams stated that the process complied with the Statutory Requirements and that the proposed bylaw is under consideration today.

A number of people spoke to the advertising venues and the importance of using the local paper MayneLiner to ensure people are aware of happenings.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated June 27, 2016 (for Adoption)

The following amendments to the minutes were presented for consideration:

Item 5.2 – to read Chair Grams

By general consent the minutes were adopted as amended.

6.2 Public Hearing Record Dated June 27, 2016 (For Receipt)

Received for information.

6.3 Section 26 Resolutions-without-meeting Report Dated August 2016

Received for information.

6.4 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated August 2016

Planner Richardson informed the LTC that proposed Bylaws 165 and 166 (use of a cottage as a STVR) have been submitted to the Ministry in addition to proposed Bylaws 168 and 169 (Anson Road dock). The timeline for Ministry response is unknown.

8. DELEGATIONS

none

9. CORRESPONDENCE

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

none

10. APPLICATIONS AND REFERRALS

10.1 North Pender Island Local Trust Committee Bylaws No. 203 & 204 Referral

MA-2016-056

It was Moved and Seconded

that Mayne Island Local Trust Committee interests are unaffected by North Pender Island Local Trust Committee Bylaws No. 203 and 204.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Short Term Vacation Rental (STVR) Guidelines - Bylaw 167 - Staff Memo

Planner Richardson reviewed the report and the options recommended. At this point the proposed bylaw cannot be discussed with the general public until returned from the Ministry.

Trustee Dodds suggested adding a point referencing a recommendation from appropriate water district.

Trustee Crumblehulme agreed with this suggestion and spoke to the guidelines being part of the public domain.

There was discussion regarding:

- having a second Public Hearing
- importance of LTC transparency
- guidelines already being utilized and issue may be whether to allow STVRs
- to open discussion would require proposed bylaw modification

MA-2016-057

It was Moved and Seconded

that staff be directed to prepare an amended Project Charter for a second Community Information Meeting for next Local Trust Committee meeting to outline a process for proposed Bylaw 167 Guidelines for Short Term Vacation Rentals.

CARRIED

Mary Cooper clarified her opinion regarding STVR and spoke in favour of guidelines.

Planner Richardson informed the LTC that actions now allow for discussion regarding STVRs.

Discussion followed regarding current STVR status, Bylaw Enforcement and TUPs, having notices/information published in MayneLiner and on websites.

Paula Buchholtz questioned notification to off island land owners regarding proposed bylaws/amendments.

Planner Richardson stated that IT has responded to her correspondence regarding this matter.

Barbara Judd asked for clarification regarding the Bylaw Enforcement Officials.

Planner Richardson detailed that Bylaw Enforcement is complaint driven; response time depends on issue; explained Bylaw Enforcement Notification (BEN) and fine system. This information is on IT website.

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated August 2016

Planner Richardson reviewed the report: Commercial Land Use review is top priority this year. CIM regarding STVR will take place and fallow deer and RAR projects are ongoing.

12.1.2 Projects List Report Dated August 2016

Received for information.

12.2 Applications Report Dated August 2016 (attached)

Received for information.

12.3 Trustee and Local Expense Report Dated July 2016

Deferred to 13.3

12.4 Adopted Policies and Standing Resolutions (attached)

Received for information.

12.5 Local Trust Committee Webpage

Will be updated accordingly.

12.6 Chair's Report

Chair Grams stated that Trust Council starts Tuesday in Sidney (was to be held on Mayne Island however there were accommodation and catering issues). Regarding the proposed incorporation of SSI, the roads condition assessment has been completed and is available on line. It is expected that the recommendation would go to the Minister in Nov/Dec. If necessary, a referendum would likely occur early in the new year. There has been progress with the Integrated Water Systems Program and work to determine best use of available water resources.

12.7 Trustee Report

Trustee Dodds updated that the Ministry of Transportation and Infrastructure had changed two road signs as requested by Rate Payers Association, Wilks Road and Ed Williams. Cherry Tree Bay has not been addressed to date.

Trustee Crumblehulme spoke to the upcoming Trust Council meeting. On Wednesday, Council and San Juan County Council will be meeting and the US Council General will be attending. On September 16 there will be a meeting with islands representatives and a Transportation Planner to examine options.

12.8 Trust Fund Board Report

none

13. NEW BUSINESS

13.1 Cotton Property

There have been a number of complaints received regarding the work being done on this property which has a Passive Park designation.

MA-2016-058

It was Moved and Seconded

that staff be directed to obtain a written legal opinion as to the definition of a passive park.

CARRIED

13.2 Proposed Cell Tower

There is a new cell phone tower being proposed for Mt. Parke.

Planner Richardson informed the LTC that Galiano Island is currently looking to establish guidelines regarding cell towers.

13.3 2017-18 Budget: LTC Project Funding Requests - Staff Memo

The information received was reviewed.

MA-2016-059

It was Moved and Seconded

that the Mayne Island Local Trust Committee approve and forward the draft 2017-18 Local Trust Committee Project Budget Request to the Financial Planning Committee as presented.

CARRIED

13.4 BC Hydro Rate Increase

Trustee Crumblehulme spoke to BC Hydro correspondence regarding significant rate increases which would affect many communities – some of these communities are without alternatives to hydro for heating.

MA-2016-060

It was Moved and Seconded

that staff be requested to draft a letter to British Columbia Hydro and Utilities Commission expressing concerns regarding proposed rate increases.

CARRIED

13.5 Affordable Housing

Trustee Crumblehulme spoke to this being an issue for the islands. There are a number of housing options that could address this concern e.g. STVR, increased density. It would be important to ask the community what is wanted regarding affordable housing.

Trustee Dodds spoke of importance to finalize Commercial Land Use Review and possibly identify interest through a CIM.

Chair Grams identified that this could be dealt with as a Trustee Initiative, possibly through an Open House.

Trustee Crumblehulme will follow-up on this item.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for October 17, 2016, at the Agricultural Hall, Mayne Island

MA-2016-061

It was Moved and Seconded

that October 17, 2016 meeting be rescheduled for November 7, 2016.

CARRIED

15. TOWN HALL

Dave Maude voiced a number of concerns regarding the Cotton property and works of CRD. Development has been very intrusive and there is currently an open well head which poses a safety issue.

Planner Richardson stated there has been a letter sent to the CRD regarding concerns. There is a meeting on September 20, 2016 with CRD representatives and it is expected that some of these issues will be addressed. He requested D. Maude provide his list of concerns and he will bring them forward at meeting and report/update at next LTC meeting.

Chris Rhoerig suggested there be clarification of the process to Will property.

16. CLOSED MEETING

none

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:45 pm.

George Grams, Chair

Certified Correct:

Pat Todd, Recorder



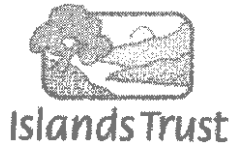
Islands Trust

Print Date: October 31, 2016

Resolutions Without Meeting

Mayne Island

Resolution #	Action	Resolution Description	Resolution Date
2016-04	In Favour	THAT the Mayne Island Local Trust Committee request staff to write a letter of support for the Mayne Island Agricultural Societys application to Investment Agriculture Foundation Local Food Program for a grant of \$24,000.	31-Oct-2016



MAYNE ISLAND ADVISORY PLANNING COMMISSION MEETING MINUTES



Date: May 9, 2016

Location: 360 Georgina Point Rd, St. Mary
Magdalene Anglican Church

Members Present: Stephen Cropper
Jerry Wise
Sally Manson
Ian Birtwell
Bill Bender
Chris Roehrig
Dennis Emmett

Staff Present: Pat Todd, Recorder

Trustees Present: Trustee Dodds

**Members of the
Public and Media
Present:** Two (2)

1. CALL TO ORDER

Chair Cropper called the meeting to order at 7:00 p.m.

2. APPROVAL OF THE AGENDA

By general consent the agenda was adopted as presented.

3. APPROVAL OF MINUTES OF A.P.C.

3.1 Meeting of September 21, 2015

By general consent the Advisory Planning Commission minutes of September 21, 2015 were adopted as presented.

4. BUSINESS ARISING FROM THE MINUTES

Appreciation cards have been sent to Rich Tamboline and David Maude on behalf of the LTC and APC.

5. REFERRALS

5.1 MA-TUP-2016.1(Leathers)

This TUP is for the operation of a bed and breakfast in an accessory building. The applicant has operated a "self-catered bed and breakfast for a number of years on the site.

There was clarification as to the classification of a cottage and an accessory building and the permitted uses of such buildings.

Reviewed the criteria for a bed and breakfast - is to be within the primary residence.

There are a number of issues in granting a TUP for STVR due to the unit being an accessory building.

Trustee Dodds informed the APC that Bylaw Enforcement was called in due to a complaint. There are options to legalize the business, which would necessitate changing the OCP to allow habitation within an accessory building. The original building permit was given for a garage. The referral will be sent to the CRD for review.

Approval of the application would "grandfather" the existing situation.

Health and safety issues would be the responsibility of CRD.

The TUP would be site specific/purpose specific and goes with the property.

The Planner has recommended application proceed no further.

There was extended discussion regarding the application circumstances.

MA-2016-001

It was Moved and Seconded

that the Mayne Island Advisory Planning Commission recommend to the Mayne Island Local Trust Committee the

approval of MA- TUP-2016.1 with the Temporary Use Permit to include the conditions detailed in the Staff Report, April 5, 2016 on page 8, point 4. .

CARRIED

5/1

5.2 Draft Bylaws 168 (OCP) and 169(LUB)

These bylaws are to address the application from the CRD for rezoning to permit a Community Wharf on a water lot located on Anson Road.

Jerry Wise declared a conflict of interest due to being Chair of the Parks and Recreation Commission and left the meeting.

Carl Bunnin, Chair of the SGIHC, reviewed the application.

Trustee Dodds stated that the lot has been designated a Development Permit Area.

An environmental study has been conducted; flow is good and no threat to eel grass.

To date the community feedback on this proposal has been supportive.

MA-2016-002

It was Moved and Seconded

that the Mayne Island Advisory Commission recommend the Mayne Island Local Trust Committee proceed with the rezoning application.

CARRIED

6. TRUSTEES REPORT

Trustee Dodds informed the Commission that the bylaws regarding STVR are proceeding. There has been an application by the Mayne Inn to double commercial space and to have 8 units with dual zoning that would allow for expansion of use e.g. staff housing. The Planner has recommended proceeding with this application.

There is also an application for Campbell Bay Road for a STVR.

Ben has been passed. Bylaw enforcement remains complaint driven. The Bylaw Officer has reported that the threat of fines has stimulated STVRs to comply with bylaws.

7. NEW BUSINESS

None

8. NEXT MEETING

To be announced

9. ADJOURNMENT

By general consent the meeting adjourned at 8:20 p.m.



Stephen Cropper, Chair

Certified Correct:



Pat Todd, Recorder



DRAFT

MAYNE ISLAND ADVISORY PLANNING COMMISSION MEETING MINUTES

Date: Sept. 12, 2016

Location: 360 Georgina Point Rd, St. Mary
Magdalene Anglican Church

Members Present: Stephen Cropper
Jerry Wise
Sally Manson
Ian Birtwell
Bill Bender
Chris Roehrig
Dennis Emmett

Staff Present: Pat Todd, Recorder

Trustees Present: Trustee Dodds

**Members of the
Public and Media
Present:** Two (2)

1. CALL TO ORDER

Chair Cropper called the meeting to order at 7:00 p.m.

2. APPROVAL OF THE AGENDA

By general consent the agenda was adopted as presented.

3. APPROVAL OF MINUTES OF A.P.C.

3.1 Meeting of May 9, 2016

By general consent the Advisory Planning Commission minutes of May 9, 2016 were adopted as presented.

4. BUSINESS ARISING FROM THE MINUTES

None

5. REFERRALS

5.1 MA-TUP-2016.2 (Lane)

Chair Cropper reviewed the application and the submission of the applicant/

TUP is for operation of a residence as a short term vacation rental (STVR).

There was a discussion regarding current STVRs and TUPs.

Trustee Dodds clarified the purpose of a TUP and the process involved in such an application. This is the fourth application for a STVR received by the LTC/ It was further explained that proposed Bylaw 167 details the guidelines that would apply to permits.

The Chair spoke to a number of criteria included within the application.

Barbara Judd (adjacent property owner) referenced correspondence of May 27/16 which detailed concerns and issues as to the application:

- Delineation of property boundaries
- Unsupervised operation as owner off island
- Noise/lack of screening
- Discussion of STVRs, bylaw enforcement, structure of TUP, long-term rental vs. short term, absence of owner, size of accommodation, difficulty of enforcing guidelines/bylaws.

River Judd (former adjacent property owner) spoke to problems that have arisen since operation of STVR began.

Chair Cropper reviewed the options for the Commission.

There was further discussion regarding the application circumstances.

MA-2016-003

It was Moved and Seconded

that the Mayne Island Advisory Planning Commission recommend to the Mayne Island Local Trust Committee that MA-TUP-2016.2 not be approved.

CARRIED

6. TRUSTEES REPORT

Trustee Dodds informed the Commission that there will be a second Community Information Meeting regarding STVRs. Trust Council will be meeting in Sidney over the next three days.

7. NEW BUSINESS

None

8. NEXT MEETING

To be announced

9. ADJOURNMENT

By general consent the meeting adjourned at 8:45

Stephen Cropper, Chair

Certified Correct:

Pat Todd, Recorder

Follow Up Action Report

Mayne Island

27-Jun-2016

Activity	Responsibility	Target Date	Status
Staff to record standing resolution that advertising be placed in Mayne Liner in addition to legally required newspaper	Gary Richardson		Done

12-Sep-2016

Activity	Responsibility	Target Date	Status
Minutes of June 27, 2016 adopted as amended.	Regina Robinson		Done
Cotton Park - staff to request legal opinion on passive recreation and if appropriate amend definition.	Gary Richardson		Done
STVR Guideline Bylaw No 167. Staff to arrange a community information meeting for November 28, 2016.	Gary Richardson		Done
North Pender LTC bylaws 203 and 204 - Mayne LTCs interests unaffected.	Sharon Lloyd-deRosario		Done
BC Hydro - Staff to prepare response for chair, to the utilities commission, by end of week that the LTC has concerns about increase as they do not have access to natural gas.	Gary Richardson		On Going
Cotton Park - staff to place on Nov 7, 2016 LTC agenda for LTC and community update.	Gary Richardson		Done
2017/2018 Budget: LTC Projected Funding Requests. Approved as drafted.	Robert Kojima		Done
October 17, 2016 MILTC meeting Cancelled. Replaced with MILTC meeting Nov 7, 2016. Post amended meeting notice and ensure minute taker is available.	Regina Robinson		Done



Follow Up Action Report

Proposed Bylaw 170 - Schedule Public Hearing for November 7, 2016. Advertise in Driftwood as well as the mayneliner	Sharon Lloyd-deRosario	Done
Affordable Housing - determine if LTC wants it discussed at November 28, 2016 MILTC Meeting in combination with STVR guideline CIM.	Gary Richardson	Done
MA-TUP-2016.2 (Lane) - Prepare report and APC recommendation on November 7, 2016 LTC agenda. APC meeting September 12, 2016.	Gary Richardson	Done
Forward Policy on LTC funding of community initiatives. Place on next agenda.	Gary Richardson Sharon Lloyd-deRosario	Done
Obtain legal opinion on passive recreation park.	Gary Richardson	On Going

Date October 31, 2016

To Mayne Island Local Trust Committee
 For the meeting of November 7, 2016

From Gary Richardson
 Island Planner

Re **Proposed Bylaws 170 (LUB) – Post Public Hearing Procedures**

The Local Trust Committee is considering a bylaw to make the following two amendments to the zoning that applies to the Mayne Island Resort:

1. The bylaw amends the Commercial Tourist Accommodation C2(b) zoning for Strata Lots 13-20 by adding residential use, including employee housing use as permitted uses. The units are presently permitted to be used as tourist accommodation units only.
2. The bylaw amends the C2(b) zone to allow additional commercial retail space to allow for kayak and sporting equipment rental, groceries and sundries for guests and neighbouring residents.

A public hearing is scheduled for November 7, 2016. A public hearing is a quasi-judicial process within and following which specific procedures must be followed

Following the hearing, the LTC may choose to give further readings to a bylaw, defeat a bylaw, or alter a bylaw within certain parameters. The procedural steps following the close of the hearing are as follows:

1. Consideration of Second Reading (this may include amendments to alter a bylaw).
2. Consideration of Third Reading.
3. Forwarding of the bylaw to Executive Committee for approval.
4. Reconsideration and adoption.

Following the close of the hearing, the LTC may not hear further submissions without holding a new hearing. The principle is that if new information is considered by the LTC, all other interested parties also need to have the opportunity to consider any new relevant material and to make further representations to the LTC. The courts have clarified that this does not open the

door to endless public hearings: a local government body can legitimately decide that after a hearing it wishes to hear further from staff on issues raised at the hearing.

A bylaw may be altered after the hearing, based on information received or heard by the LTC at any point prior to the close of the hearing, provided that the amendments do not alter use or increase density, or decrease density without a landowner's consent.

If the Executive Committee approves the bylaw, the next step for the LTC would be to adopt the bylaw.

RECOMMENDATIONS:

1. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 170, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2016".
be read a Second time.
2. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 170, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2016".
be read a Third time.
3. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 170, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2016".
be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

Attachment:
Proposed Bylaw No. 170 (LUB)

pc Robert Kojima, Regional Planning Manager

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 170

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW NO. 146, 2008

The Mayne Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Mayne Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2016”.

2. Mayne Island Local Trust Committee Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No. 146, 2008,” is amended as follows:

2.1 Section 5.9 –Commercial Tourist Accommodation (C2) Zone, Subsection (14) - Site Specific Regulations, Table 5.1, C2(b), column three is amended by deleting the following: “1. Despite 5.9(1) above, the only uses permitted in this location are those permitted by 5.9(1)(a), (b), (c), (d), and (f).” and renumbering the table accordingly.

2.2 Section 5.9 –Commercial Tourist Accommodation (C2) Zone, Subsection (14) - Site Specific Regulations, Table 5.1, C2(b), column three is amended by adding the following:

“4. Despite 5.9(6) the maximum floor area for accessory retail sales is 40 m² (430 ft²).

5. Despite 5.9(1)(e) and 5.9(8) the tourist accommodation units permitted on strata lots 13, 14, 15, 16, 17, 18, 19 and 20, Strata Plan VIS6703 can be used for accessory employee housing.

6. In addition to the uses permitted in 5.9(1) the tourist accommodation units permitted on strata lots 13, 14, 15, 16, 17, 18, 19 and 20, Strata Plan VIS6703 can be used for residential use.”

READ A FIRST TIME THIS 30th DAY OF MAY 2016

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

STAFF REPORT

May 11, 2016

File No.: MA-TUP-2016.2
(Lane)

To: Mayne Local Trust Committee
For LTC Meeting: May 30, 2016

From: Phil Testemale, A/Planner 2

CC: Robert Kojima, Regional Planning Manager
Gary Richardson, Island Planner
Warren Dingman, Bylaw Enforcement Officer

Re: Temporary Use Permit Application

Owner: Peter Lane, Donald Devana and Carolin Luchuck
Applicant: Peter Lane
Description: Lot 4, Section 11, Mayne Island, Cowichan District, Plan 19033,
PID: 003-713-008

Civic Address: 407 Campbell Bay Road

THE PROPOSAL:

This application is to consider a Temporary Use Permit (TUP) for a Short Term Vacation Rental within a Dwelling Unit.

BACKGROUND:

The proposal is to allow for a TUP for a Short Term Vacation Rental use within an existing 260 m² (2800 ft²) dwelling. The application is the result of the bylaw enforcement action for illegal short term vacation rentals on Mayne (see Bylaw Enforcement - below).

The applicant's stated reasons for the proposed temporary use are that they believe that providing vacation rental accommodation benefits the island as well as allows them to meet their financial obligations with respect to the mortgage of the property. They also believe that bringing people to Mayne Island is essential to the life and economic health of the community.

Currently they rent to a maximum of ten (10) people in four (4) bedrooms. They rent for approximately 100 days per year while the rest of the time the dwelling is used as a vacation home by the owners. They do not rent to groups under 25 years of age, and have no parking issues given the size of the property and location of the dwelling. They have hosted family and artists groups, BC Hydro crews, Coast Guard crews and others. They want to be able to support the culture and arts on Mayne Island through providing accommodation.

There is no construction or land alteration associated with this application.

The proposed TUP is for a term of three (3) years which can be renewed for a further three (3) years by application. A copy of the proposed MA-TUP-2016.2 and a completed TUP checklist are attached.

SITE CONTEXT:

The property is a 0.54 ha (1.34 ac) property at 407 Campbell Bay Road above and to the east of Miners Bay. The neighbouring properties to the south and north and across the road are of a similar size and residential use. There are larger properties in the area, some with development potential. The property is well forested for the majority of the site from Campbell Bay Road up. The house is sited on the western end of the property at the highest point of the property with a south and west aspect.

The property currently has a single family dwelling. A survey from 2008 indicates that there are no other buildings on the property, although recent site inspection and photos show a small woodshed. The closest neighbouring dwelling is the lot directly south which is situated about 75 metres (250 ft) southeast (Figure Two).

Staff visited the property on April 19, 2016 (see photos)

Figure One – Site Context

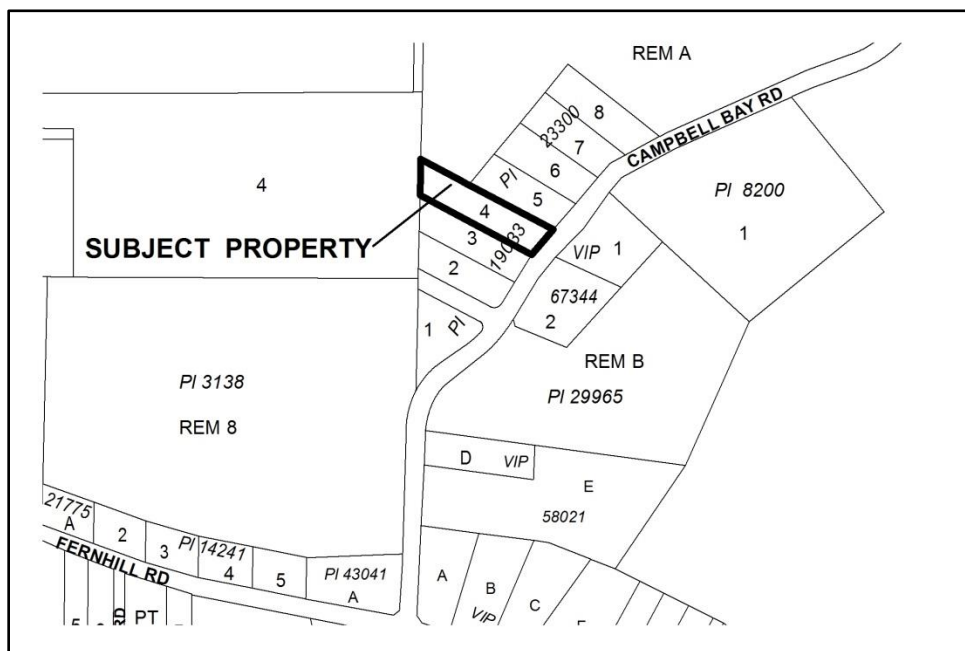


Figure Two – Orthophoto with Zoning



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Islands Trust Policy Statement:

- 4.4.2 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
- 5.2.3 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
- 5.2.5 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
- 5.7.2 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

The proposal for a Temporary Use Permit to allow for sort term vacation rental within a dwelling unit is consistent with above policies.

Official Community Plan

The property is designated **Settlement Residential (SR)** in the Mayne Island Official Community Plan No. 144, 2007 (OCP).

Conformity of proposal with the objectives and guidelines for TUP applications for vacation rentals is analyzed in the 'TUP – Short Term Vacation Rental' Checklist - attached.

There are no designated Development Permit Areas on the subject property and no development activity is proposed.



Photo One: View southeast of dwelling



Photo Two: View northwest of dwelling

Land Use Bylaw

The property is zoned as **Settlement Residential (SR)** in the Mayne Island Land Use Bylaw No. 146, 2008 (LUB)

Islands Trust Fund

This application has no considerations for the Islands Trust Fund and has no considerations for the Regional Conservation Plan.

There are no covenants registered on the subject property's title.

There are no sensitive ecosystems identified with mapping databases. There are areas identified as being in the low and medium steep slope hazard area (Figure Three).

There are no identified archaeological sites on the property.

Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. This would most likely be indicated by the presence of areas of dark-stained soils containing conspicuous amounts of fire-stained or fire-broken rock, artifacts such as arrowheads or other stone tools, or even buried human remains. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.

The application is to bring the use on the property into compliance and resulted from LTC enforcement strategy (property file: MA-BE-2015.4) for illegal STVRs on the island. There are no other enforcement issues recorded for the property.

There is no development associated with this application therefore GHG emission changes resulting from approval and anticipated or possible climate change induced hazards are neutral.

RESULTS OF CIRCULATION:

TUP Notices were circulated to surrounding property owners and residents and published in the newspaper on May 18, 2016. The notification period will end at 4:30 p.m. on May 27, 2016. At the writing of this report no public submissions have been received.

Any public submissions will be forwarded to the LTC and presented at the Mayne Island LTC meeting on May 30, 2016.

STAFF COMMENTS:

TUP Objectives and Guidelines

The attached 'TUP Checklist for Short Term Vacation Rental' analyzes the proposal and proposed TUP for compliance with objectives and guidelines of the OCP. The proposal is compliant.

Water

The dwelling is moderate to large in size and is on a medium sized lot. They rent to up to ten (10) people and there is potential for increased water usage resulting from the use. The aggregate of multiple vacation rentals in the area should also be considered.

The applicant has stated that they have a good well with a depth of 158.5 m (520 ft) that has a yield of 4.5 litres/min (1 gal/min) and they also have a 4500 litre (1000 gal) reserve tank for peak usage. They do not have a rainwater water catchment system. They have stated that in the eight (8) years that they have operated the vacation rental they have not any issues with water.

The provincial water resources inventory site has records for two (2) wells in the vicinity. One of these on Lot 5 (neighbour to north) indicates a volume flow of 7.7 litres/minute (2 gal/min) and the other, which appears to be on the subject property, shows a volume of 1.9 litres/min (0.5 gal/min). The latter is an old record that may predate the subdivision.

Applicant's Rational for the Proposed Use

The applicants have provided reasons for the use that reflect the common situation for absent owners who wish to rent their dwellings. Namely, the rental offsets costs associated with ownership while providing benefits to the island economy and tourism on the island. They have specifically indicated that there is a benefit to arts and culture by providing the accommodation.

Response to Neighbour and Public Notification

At the writing of this report no public submissions have been received. They have stated that they do not rent to groups under 25 years of age.

Permit Conditions

The proposed TUP incorporates conditions that have been established in the OCP. The permit allows for a maximum of ten (10) guests in three (3) bedrooms. The LTC has the option to limit further the maximum number of guests and rooms for rental.

There are no conditions for restricting the annual time period that the dwelling can be rented, although the OCP guidelines provide for this condition in the permit.

The proposed permit is for three (3) years when, upon application, it could be renewed for a further three (3) years. Alternatively, the LTC may opt to amend the proposed permit to

decrease the period to a one (1) year trial period to assess any issues or concerns that may arise.

Given the foregoing and attached information, staff is recommending that MA-TUP-2016.2 (Lane) be approved.

RECOMMENDATIONS:

1. **THAT** Temporary Use Permit MA-TUP-2016.2 (Lane) **BE APPROVED.**

Prepared and Submitted by:



May 11, 2016

Date

Concurred in by:


Robert Kojima
Regional Planning Manager

May 11, 2016

Date

Attachments: Proposed MA-TUP-2016.2 (Lane)
TUP Checklist - Short Term Vacation Rentals



Top Priorities

Mayne Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Commercial Land Use Review	Project charter approved at May 30, 2016 LTC meeting. Work on project to commence September 2016.	27-Apr-2015	Gary Richardson	
2	STVR Review	Proposed Bylaws 165, 166, 168 and 169 to Minister to Approval Proposed 167 TUP guidelines for STVRs) further direction required	23-Feb-2015	Gary Richardson	
3	Fallow Deer Eradication		26-Jan-2015	Gary Richardson	
4	Riparian Area Regulation Implementation	Project charter approved at May 30, 2016 LTC meeting. Work on project to commence September 2016	25-Apr-2016	Gary Richardson	

Projects

Mayne Island

Description	Activity	R/Initiated
Climate Change Adaptation	Consider regulatory changes and implementation of new DPA authority	02-Mar-2009
Road issues		27-Jun-2012
Density on large lot remainders	to review covenants on remainder lots and review zoning to density of dwellings and cottages	30-Sep-2015

**Development Variance Permit**

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2016.1	CROCKER, JOHN	29-Aug-2016	619 EDITH POINT RD\nVariance to 5.5M setback to construct an upper deck.

Planner: Gary Richardson**Planning Status****Status Date:** 07-Oct-2016

Site plan not adequate. Applicant advised to provide accurate site plan.

Status Date: 31-Aug-2016

File opened and forwarded to planner and LTC.

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2015.1	CAPITAL REGIONAL DISTRICT	21-Jul-2015	REZONING WATER LEASE No. 112548 District Lot 2070 /ANSON RD

Integrated Water
Services**Planner:** Gary Richardson**Planning Status****Status Date:** 31-Aug-2016

Bylaws approved by Executive forwarded to Minister for approval.

Status Date: 13-Jul-2016

Proposed bylaws given third reading on June 27 and will be forwarded to the Executive Committee for consideration on July 27, 2016.

Status Date: 20-Jun-2016

Public hearing be held June 27, 2016

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2015.2	Mayne Island Resort Ltd.	20-Nov-2015	494 ARBUTUS DR\n\nRezone SL 1 to allow some retail. SL 17 - 20 to allow mixed use.

Planner: Gary Richardson

Applications

Planning Status

Status Date: 31-Oct-2016

Public hearing Nov 7, 2016

Status Date: 24-May-2016

Staff report and Draft Bylaw prepared for May 30, 2016 LTC Mtg.

Status Date: 17-Apr-2016

Preliminary Staff Report prepared for April 25, 2016 LTC Mtg. for LTCs consideration.

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
MA-TUP-2016.2	LANE, PETER	07-Apr-2016	407 Campbell Bay Rd\nTUP for STVR

Planner: Gary Richardson

Planning Status

Status Date: 13-Jul-2016

Application forwarded to APC on July 13, 2016 for review and comment.

Status Date: 13-Jul-2016

APC comments, staff report and draft permit to be placed on Nov 7, 2016 LTC agenda for LTC consideration.

Status Date: 20-Jun-2016

Staff memo and proposed permit on June 27 LTC agenda for LTCs consideration.

Islands Trust
 LTC EXP SUMMARY REPORT F2017
 Invoices posted to Month ending September 2016

645 Mayne	Invoices posted to Month ending September 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	750.00	59.10	690.90
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,500.00	855.16	644.84
65210-645	LTC - Local Exp - APC Meeting Expenses	500.00	129.89	370.11
65220-645	LTC - Local Exp - Communications	1,000.00	420.00	580.00
65230-645	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>3,500.00</u>	<u>1,405.05</u>	<u>2,094.95</u>
Projects				
73001-645-3005	Mayne RAR	4,000.00	0.00	4,000.00
73001-645-4059	Mayne Commercial Land Use Review	4,000.00	0.00	4,000.00
TOTAL Project Expenses		<u>8,000.00</u>	<u>0.00</u>	<u>8,000.00</u>

Mayne Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: July 25, 2012

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	October 1, 2007	MA-LTC-70-07	Guidelines for Use When Considering Funding for Reports	The MILTC has adopted a policy establishing the set of guidelines the LTC should employ when purchasing a report for LTC and public use.
2.	February 7, 2011	MA-LTC-13-11 This resolution repeals MA-LTC-90-09	STVRS Bylaw Enforcement	1. Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities STVRs that have one or more of the following characteristics will be subject to enforcement: 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; 3. More than one dwelling on the lot is simultaneously made available for STVR; 4. While the property is rented persons are permitted to stay in tents or trailers; 5. There are issues related to health and safety; 6. There is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the STVR; 7. The owner of the property uses more than one property on Mayne Island as a STVR. 2. No enforcement actions under section 1.1 will be taken against any STVR operation that takes place in a lawful cottage or dwelling while the operator lives in a lawful dwelling or cottage on the same property. 3. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time. This means that persons who have two lawful dwelling places on one lot and who live in one dwelling while the other is used as an STVR will be exempt from enforcement if they advertise. Staff recommends that the other factors continue to apply because STVR operations that have third party management, have more than one location on Mayne Island, or use more than one dwelling or cottage or permit camping are essentially operating as a resort or motel. The safety and nuisance triggers for enforcement protect the renters, the operators, and the neighbourhoods. It also reduces the Islands Trusts' liability.

No	Meeting Date	Resolution No.	Issue	Policy and Description
3.	May 2, 2011	MA-LTC-44-11	Options for adopting In Camera Minutes	It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to only include in-camera minutes on agendas where there are other reasons to close the meeting to the public .
4.	February 1, 2012		Special Occasion Liquor License referrals	That where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property where Mayne Island Land Use Bylaw 146, 2008 permits public assembly uses, such as halls, recreation facilities or restaurants, and where it can be determined that the organization or applicant have had no issues related to parking or past complaints for the preceding three years, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.
5.	July 25, 2012	MA-LTC-34-12 x-ref #2 above	STVR Bylaw enforcement policy	That Mayne Island Local Trust Committee resolves to extend the current Short Term Vacation Rental bylaw enforcement policy, as written in Staff Report dated June 26, 2012 until the project to review use of second dwellings for Short Term Vacation Rentals is complete.

GUIDELINES FOR MAYNE ISLAND LTC TO USE WHEN CONSIDERING FUNDING FOR REPORTS

**Adopted by Resolution MA-LTC-70-07 at the regular meeting of
October 1, 2007.**

ISSUE: What guidelines should an LTC employ when purchasing a report for LTC and public use?

BACKGROUND:

Islands Trust financial policy provides that an LTC cannot sponsor an event, even a community non-profit venture. LTC's can, however, purchase goods and services which are of benefit to the LTC and, by extension, the community it serves. Therefore, LTC's have supported worthwhile conferences, workshops and the like by purchasing a report on conference issues, proceedings, findings and recommendations.

In order that LTC's receive value for their purchases, the Mayne Island LTC has raised the issue outlined above. It has asked that guidelines be considered for use in evaluating future opportunities to purchase reports on a wide variety of subjects related to LTC mandates.

CONSIDERATIONS:

There are a number of factors or considerations an LTC might need to entertain. These considerations are cited below in an order which range from "fundamental" to "consequential".

1. Does the LTC have the budgetary capacity to consider the opportunity to purchase a conference report or proceeding?
2. Is the subject matter germane to the work and/or mandate of the LTC?
3. If the answers to 1 and 2 above are in the affirmative, the LTC may wish to consider requirements for the report they agree to purchase.

GUIDELINES

If the LTC decides to purchase a conference report or proceedings, it may require that reporting guidelines below be met as a condition of purchase.

These guidelines are:

1. The full proceedings of the conference or workshop are preferred.
2. If full proceedings are not produced or available the report to the LTC should include:
 - (a) The agenda of the conference or workshop
 - (b) A list of presenters and the topics they represented
 - (c) A summary of each topic discussed
 - (d) A copy of all papers presented at the conference
 - (e) A list of all recommendations made by the conference (if not cited in the papers or summary of each topic)
 - (f) A summary of any follow-up actions identified by the conference
 - (g) A copy of any contact list or referral resources generated by the conference,.
3. If only a narrative report is produced, the narrative should include or address the information sought in (a) to (g) above.

It is hoped that the guidelines above will ensure that the LTC will receive all relevant information generated by the conference or workshop.

Mayne Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: October 31, 2016

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	February 7, 2011	MA-LTC-13-11 This resolution repeals MA-LTC-90-09	STVRS Bylaw Enforcement	1. Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities STVRs that have one or more of the following characteristics will be subject to enforcement: 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; 3. More than one dwelling on the lot is simultaneously made available for STVR; 4. While the property is rented persons are permitted to stay in tents or trailers; 5. There are issues related to health and safety; 6. There is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the STVR; 7. The owner of the property uses more than one property on Mayne Island as a STVR. 2. No enforcement actions under section 1.1 will be taken against any STVR operation that takes place in a lawful cottage or dwelling while the operator lives in a lawful dwelling or cottage on the same property. 3. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time. This means that persons who have two lawful dwelling places on one lot and who live in one dwelling while the other is used as an STVR will be exempt from enforcement if they advertise. Staff recommends that the other factors continue to apply because STVR operations that have third party management, have more than one location on Mayne Island, or use more than one dwelling or cottage or permit camping are essentially operating as a resort or motel. The safety and nuisance triggers for enforcement protect the renters, the operators, and the neighbourhoods. It also reduces the Islands Trusts' liability.

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5.	June 27, 2016	MA-LTC-2016-055	Statutory Public Notice Advertising	That the Mayne Island Local Trust Committee direct staff to create a policy to advertise all statutory public notices in the Mayne Liner

6.5.iii. Procedure

PURCHASING PROCEDURE

Trust Council: March 25, 1996

Amended: March 29, 2007; December 9, 2009;

September 16, 2010; September 11, 2013; March 5, 2014

PURPOSE

In accordance with the *Islands Trust Act*:

1. To set out purchasing procedures that support the costs of operations which the Islands Trust is authorized to recover through property tax requisition under *Section 47(2)* of the *Islands Trust Act*;
2. To set out the responsibilities and accountability associated with the efficient, economical and transparent acquisition of goods and services;
3. To ensure that the most appropriate method of procurement is used to acquire goods and services at the best value including consideration of environment and local economy;
4. To ensure properly delegated purchasing authority is maintained; and
5. To ensure consistency with relevant financial policies, procedures and controls, and to provide linkage to the current operating and capital budgets.

RELATED POLICY

Islands Trust Act

BC Government Purchasing Handbook

Islands Trust Policy 5.1.ii, Staff Training and Conference Attendance

Islands Trust Policy 6.12.i Trustee Training/Conference Attendance

Islands Trust Policy 7.2.iii Trustee Travel Guidelines

DETAILS

1. Delegation of Authority

The Treasurer is accountable for the management of the acquisition of goods and services for the Islands Trust and the implementation of the day-to-day administration of the purchasing policies. To meet this objective, the Treasurer will establish such processes and procedures as are determined appropriate to the efficient and effective operation of purchasing services.

It is the intention of the policy to provide internal control measures through the separation of duties and responsibilities relating to the acquisition of goods and/or services. The table in Appendix B establishes the signing authority delegation for procurement processes.

Trustees do not have authority to make commitments or indications of preference to a supplier of good or services, to avoid any real or perceived perception that trustees are improperly influencing a decision of staff to select contractors in accordance with this policy.

Staff with purchasing authority have the following responsibilities:

- Ensure that appropriate approvals have been obtained and are adequately documented.
- Communicate with Administrative Services on anticipated purchasing commitments and creation of service contracts.
- Ensure that no expenditure exceeds approved budgets.
- Ensure that no expenditure is made that is not included in the annual budget.
- Ensure that expenditures are consistent with the required or permitted operations of Islands Trust bodies, as identified in the *Islands Trust Act*.

2. Creation of Purchase Orders and Service Contracts

Purchase orders can be created by any employee authorized by the Director, Administrative Services.

Service Contracts will be created by the Finance Clerk based on information provided by staff.

3. Regular Disbursements

Expenditures occurring on a monthly or recurring basis and disbursed in the same, or similar, amounts do not require an approved purchase order or service contract. These expenditures will be approved by the Director, Administrative Services as required. Example expenditures of this type would be rent, telephone charges and BC Mail.

4. Legal Services

The Chief Administrative Officer (or designate) will manage all legal matters through an organizational process. The process involves on-going monitoring of legal costs, monitoring of legal services quality, and regular reporting to Trust Council.

5. Financial Assistance to Community Organizations and Other Groups or Individuals

Financial assistance to community organizations or other groups or individuals is only permitted if made by the Islands Trust Council, its delegate, or the Executive Committee acting on its behalf, pursuant to Section 8(2)(h) of the *Islands Trust Act* which states that Trust Council may:

- “(f) engage in activities to gain knowledge about the history and heritage of the trust area and to increase public awareness, understanding and appreciation of its unique amenities and environment,
- (g) conserve heritage property”.

Local Trust Committees may not provide financial assistance to community organizations or other groups or individuals unless Trust Council has, by bylaw, delegated its authority under Section 8(2)(h) of the *Islands Trust Act*.

6. Disclosure of Contracts

If a trustee (or a person who has been a trustee in the previous six months) has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by Section 107 of the *Community Charter*.

If a staff member has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by the Code of Conduct of the Public Service Agency of BC.

7. Local Trust Committee Expenses

- a) Disbursements must only be made as authorized by Part 4 of the *Islands Trust Act* and typically include the following:
 - i) Advisory Planning Commission expenses (meeting and secretarial costs)
 - ii) LTC meeting costs including hall rental, external facilitation costs, and secretarial costs
 - iii) Local mail-outs and/or trustee newsletters
 - iv) Open house costs
 - v) Purchases of goods or services that support the land use planning and regulatory operations of the LTC.
- b) Disbursements must be made in accordance with the budget allocation, be processed via the Trust's financial system, and comply with all financial policies and procedures, including use of purchase orders or service contracts where required, and appropriate approvals by the Treasurer and/or designate;
- c) Any disbursement over \$200 which is to be charged against the local trust committee expense budget, with the exception of those items noted in Section 7.a)i) through 7.a)iv) above, should be approved by resolution of the local trust committee;
- d) Expenditures cannot exceed the annual budget allocation provided to each local trust committee by Trust Council. However, if a local trust committee anticipates extraordinary costs they should approach the Executive Committee to request a budget adjustment;
- e) Trustee travel and other expenditures must comply with Islands Trust Policy 7.2.iii Trustee Travel Guidelines; and

- f) Trustee expenses related to attendance at training and/or conferences must comply with Islands Trust Policy 6.12.i Trustee Training/Conference Attendance.

8. Competitive Process

The table in Appendix A establishes the dollar limits for different types of competitive processes.

A competitive process can be held at the discretion of the Manager with budget authority even if the estimated value of the goods or services falls below the dollar thresholds in Appendix A.

All competitive processes must be coordinated by Administrative Services to ensure that best competitive practices are followed.

When a direct award is made, staff are still expected to obtain goods and services at the best available price while taking into consideration the quality and followup service available (if applicable) for the goods and services. To expedite routine or regular purchases, a qualified vendors' list may be established. Vendors on the qualified vendors' list will be selected in accordance with established procedures.

A competitive process for a particular business service can be delayed for up to one year at the discretion of the Chief Administrative Officer if high quality service is being provided at a reasonable price by the current service provider.

9. Direct Awards

If one or more of the following circumstances exist, the Chief Administrative Officer, in conjunction with the Director of Administrative Services, determines whether to approve a purchase by direct award:

- The requirement is valued at less than \$25,000.
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process.
- A process delay would interfere with Islands Trust's ability to maintain security or order, or to protect human, animal, or plant life or health.
- The required service is confidential.
- It can be proven that only one supplier or contractor is qualified to provide the service.
- Where the competitive process is impractical because of the need to obtain unique third party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining a current contractor for a specific task.
- For work to be performed on or about a leased building that may be performed only by the lessor of the lessor's approved suppliers.
- The Islands Trust receives grant funding on behalf of a third party who initiated the project or funding request and is named in the funding

proposal. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the third party, a contractor or community group after confirming the chosen contractor or community group demonstrates the capability and qualifications to complete the work funded by the grant. If the work is being conducted on behalf of a local trust committee, the proposed work must be within the legislated role of the local trust committee (*Islands Trust Act, Section 24*).

- For projects covered under a partnership agreement, where the Islands Trust is not the only source of funds and the other funding source(s) has already selected the contractor. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the selected contractor after confirming the contractor demonstrates the capability and qualifications to complete the work.

10. Vendor Selection

In a competitive process, vendor selection criteria shall be established before vendors are notified that a competitive process is taking place. The selection criteria should consider all the relevant factors in a purchasing decision including, price, quality (or qualifications), delivery time, quality of the response, and any other factors as determined by the Manager with budget authority for the purchase.

All details of the vendor selection process shall be retained by the Finance Clerk.

11. Contract Renewals

Once a competitive process is held (where required) and a vendor selected, contracts may be signed with the selected vendor to allow for renewal periods of up to five years provided that satisfactory service continues to be received. At the completion of the renewal period, a new competitive process should be held, if required by the Purchasing Policy in place at the time.

12. Environmental Considerations

When making purchases every effort will be made to select suppliers whose environmental practices are consistent with those of the Islands Trust. In addition, purchases of equipment and supplies should have Canadian content and be manufactured from recycled or recyclable materials wherever possible, practical and economical.

13. Local Purchasing

When making purchases every effort will be made to purchase local goods and services including:

- Local food procurement – Islands Trust staff engaged in the purchase of food for operational needs will ensure that when practical, both operationally and

economically, at least 40% of purchases will be local. Suppliers will be made aware of this policy and will be encouraged, again where practical, to increase the availability and variety of local foods. "Local" is defined as food that is produced within British Columbia with preference given to items produced in the Islands Trust Area or on Vancouver Island.

- Community Stewardship Awards – Islands Trust staff engaged in procuring Community Stewardship Awards, or other awards that from time to time may be required, will ensure that awards represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.
- Contractors and service providers with a presence in the Islands Trust Area and/or whose employees reside in the Islands Trust Area, will be encouraged to participate in Islands Trusts' procurement activities through local advertising and communication.

14. Staff Travel and Training

Travel expenses are submitted via Islands Trust Expense Claim. All those claiming expenses are expected to ensure that the most cost effective method of travel is provided. Approved Expense Claims are considered equivalent to an approved purchase order or service contract.

Training requests are approved via an authorized "Training/Conference Request Form" (see Policy 5.1.ii, Staff Training and Conference Attendance). All staff travel and training requests must be approved by the appropriate Manager.

Managers have the responsibility to ensure all Employee Expense Claims are in accordance with established processes (ie. BCGEU travel allowance chart).

APPENDIX A – METHOD OF PURCHASING

Spending Level (per fiscal year)	Commitment Type	Method of Purchase	Commitment Method
Under \$500	Goods and Services	Petty Cash Corporate Credit Card Employee Expense Claim	Purchases should be approved verbally or by email from the manager with relevant budget approval authority.
\$500 - \$2,000	Goods and Services	Purchase Order	Purchases should be approved verbally or by email from the manager with relevant budget approval authority.
\$2000 - \$10,000	Goods and Services	Service Contract	Submit Request for Service Contract to Finance.
Any	Travel and Training	Expense Claim Corporate Credit Card	See Section 13 for required approval process.
\$10,000 - \$25,000	Goods and Services	Service Contract	Invitation to Quote to at least three (3) qualified vendors or selection from a Qualified Vendors list.
Over \$25,000*	Goods and Services	Service Contract	Request for Proposals process required.
Any	Legal Services	Legal Services Requisition	
Long term Commitments	Capital Assets or Facilities	Lease or Legal Contract	
Any regular recurring payments	Regular disbursements (see definition in Section 3)	Invoice	Approval by Director of Administrative Services

*An individual project with a total value greater than \$25,000 that will be completed over two fiscal years will also require a formal competitive process with a Request for Proposal.

Note: See Section 8 for circumstances where a Direct Award is permitted.

APPENDIX B – PURCHASING AUTHORITY

Method of Purchase	Purchasing Authority	Special Conditions
Petty Cash	Delegated to Staff	Quarterly petty cash reconciliations provided to Finance.
Corporate Credit Card Employee Expense Claim Trustee Expense Claim	Delegated to Staff and Trustees with Managerial Approval and/or Finance Approval	Monthly reconciliations submitted to Manager/Finance for approval.
Purchase Order	Director of Admin Services or other Manager with departmental budget approval	Purchase order and proof of receipt required prior to invoice payment.
Service Contract	Director of Administrative Services	Finance Clerk tracks all spending against approved service contracts. Any costs incurred over the established commitment level will require further approvals and contract amendment.
Lease or Legal Contract	Director of Administrative Services in conjunction with Chief Administrative Officer	If necessary, the Chief Administrative Officer will discuss with the Executive Committee and/or Trust Council.



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality September 2016

New Trust Fund Board Member – Richard Hoops Harrison

The Trust Fund Board (TFB) is happy to welcome Hoops Harrison, recently appointed as a member of the Board by the Minister of Community, Sport and Cultural Development. Hoops has a home on Saturna Island and is actively interested in Islands Trust issues. He is a lawyer specializing in civil litigation and serves as a member of the Patient Care Quality Review Boards for the Fraser Health Authority, Provincial Health Services, and Vancouver Coastal Health Authority. One vacancy remains on the Trust Fund Board; we are awaiting news of another appointment.

2016 Monitoring Reports

The TFB has accepted reports from monitoring contractors on the status of the 26 nature reserves, 24 NAPTEP covenants and 48 conservation covenants held by the Board that are not part of the NAPTEP program. The contractors report no significant issues were identified. The report includes an assessment of whether management objectives are being achieved and public safety issues are being addressed. The monitoring is also valuable for identifying other management issues that need attention.

Thetis Island

The TFB has directed staff to proceed with acquisition of a property on Thetis Island which will become a nature reserve. This is being made possible through a generous donation, an Ecological Gift and a grant from Environment Canada's Habitat Stewardship Program for Species at Risk– a great example of the kind of partnerships required to achieve land conservation on the Islands in the Salish Sea. Full details of the acquisition will be provided once the acquisition is complete.

Meanwhile, the Islands Trust Fund is continuing to support the final year of the Fairyslipper Forest campaign through social media outreach, planning and grant applications. The campaign deadline is June 2017.

Salt Spring Island

The TFB has accepted two conservation proposals to hold covenants on properties on Salt Spring Island with special natural values. Both covenants will be co-held with the Salt Spring Island Conservancy.

The Board has considered possible roles in protecting Owl Island. TFB land protection projects are usually initiated by a proposal from, or on behalf of, a landowner. The TFB is not in a position to be actively involved at this time but will continue to monitor the situation.

Property management activities

A draft revised management plan for the Cyril Cunningham Nature Reserve has been provided to partners for comment.

Hornby Island

A small celebration was held with partners to mark registration of the TFB's second conservation covenant on Hornby Island protecting Garry Oak meadow and mature forest. As often happens, unexpected challenges arose but the TFB is grateful for the landowner's vision and determination to see this protection completed.

Bowen Island

Property management activities

The feasibility of building a viewing platform at Fairy Fen Nature Reserve is being explored. The management plan for Singing Woods Nature Reserve is scheduled for revision.

Denman Island

Property management activities

Discussions are taking place with BC Parks and Denman Conservancy Association about trail relocation at the Morrison March Nature Reserve.

The TFB is negotiating a covenant for the Settlement Lands with the Denman Conservancy Association and has been working with them on the ecological baseline for the properties.

Gabriola Island

Property management activities

Vandalism and trail maintenance are on-going issues at the Elder Cedar Nature Reserve. Staff are seeking design and cost estimates for creating a boardwalk around the large western red cedar tree. A draft management plan for the Burren's Acres Nature Reserve has been circulated to partners.

Lasqueti Island

Property management activities

There is continuing monitoring of the restoration work at the Mount Trematon Nature Reserve following damage caused by trespass activities last year (no repeat problems this year). The management plan for the Kwell Nature Reserve will be revised next year.

North Pender Island

Property management activities

Three beautiful and informative interpretive panels have been installed in a kiosk at the Medicine Beach Nature Sanctuary, with thanks to our partner the Pender Island Conservancy Association for coordinating, and thanks to Tsartlip elder and language teacher John Elliott and forage fish expert Ramona de Graff for sharing their knowledge and time.

Please feel free to contact members of the Trust Fund Board or Islands Trust Fund staff for more details.

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Fund itfmail@islandstrust.bc.ca



DATE OF MEETING: November 7, 2016
TO: Mayne Island Local Trust Committee
COPY: Robert Kojima, Regional Planning Manager
FROM: Regina Robinson, Planning Team Assistant
SUBJECT: Proposed Mayne Island LTC 2017 Meeting Schedule

The proposed Southern Gulf Islands 2017 Meeting Schedule is attached for consideration. The intent is to adopt the Mayne Island Local Trust Committee regular business meeting schedule for the upcoming year.

The LTC meets monthly on the last Monday of the month at the Agricultural Hall. The following dates have been proposed: January 30, February 27, March 27, April 24, May 23*, June 26, July 24, September 18*, October 30, and November 27.

The following exceptions are noted to the preferred timing:

- Tuesday, May 23 instead of May 29 due to TPC meeting conflict
- Monday, September 18 instead of September 25 due to UBCM conflict

If the LTC is in agreement with this proposed schedule they may adopt the following resolution:

“THAT the Mayne Island Local Trust Committee proposed 2017 regular business meeting schedule be adopted as presented.”

If the LTC requests revisions to the schedule, then the LTC may adopt the amended schedule at the next meeting or by RWM.

ATTACHMENTS

1. Southern Gulf Islands Draft 2017 Meeting Schedule

Southern Planning Team

DRAFT 2017 LTC Regular Meeting Schedule

CHAIR	LB	GG	GG	GG	PL	
Date	Galiano (GL)	Mayne (MA)	North Pender (NP)	Saturna (SA)	South Pender (SP)	Conflict
January		30	26			
February	6	27	23	17*	14	
March	6	27				
April	3	24	6* and 27	20	11	
May	1	23*	25			
June	5	26	28*	15	13	
July	10*	24	27			
August						
September	11*	18*	21*		19*	
October	2	30	26	19		
November	6	27	23*	17*	14	
December	4					
Frequency:	Monthly (10/year)	Monthly (10/year)	Monthly (10/year)	Bi-monthly (5/year)	Bi-monthly (5/year)	
Designated day:	1st Monday	Last Monday	Last Thursday	3rd Thursday	2nd Tuesday	
Start Time:	12:30 pm	1:00 pm	9:45 am	12:30 pm	10:00 am	
Location:	South Hall	Ag Hall	Community Hall	Alternates	Fire Hall	
Total Mtgs	10	10	10	5	5	

Rationale for 2017 Draft Schedule

- Feb 17 instead of Feb 16 for SA LTC – LPC conflict
- May 23 (Tuesday after long weekend) instead of May 29 for MA LTC – TPC Conflict
- July 10 instead of July 3 for GL LTC – Canada Day weekend
- Sept 11 instead of Sept 4 for GL LTC – Labour Day weekend
- Sept 21 instead of 28 for NP LTC – UBCM conflict
- Sept 18 instead of Sept 25 for MA LTC – UBCM conflict
- Sept 19 instead of Sept 12 for SP LTC – Trust Council conflict
- Nov 23 instead of Nov 30 for NP LTC – SSI LTC conflict
- Nov 17 (Fri) instead of Nov 16 for SA LTC - LPC conflict

* [use asterisk to note where a meeting has been rescheduled because of a conflict].

Key Dates

Stat Holidays	Jan 1; Feb 13; Apr 14, 17; May 22; July 1; Aug 7; Sept 4; Oct 9; Nov 11; Dec 25, 26
LGLA	Feb 1-3
SD (46,61, 63, 68,71,79) Spring Break	Mar 13-24; Mar 20-24; Mar 17-31
Trust Council	March 14-16
AVICC	April 7-9
LGMA Conference	May 16-18
PIBC	May 30 - June 2
Trust Council	June 20-22
Trust Council	Sept 12-14

UBCM	Sept 25-29
Trust Council	Dec. 5-7
TPC Dates	Feb 20, May 29, Aug 21, Nov 6
LPC Dates	Feb 16, May 24, Aug 17, Nov 16
FPC Dates	Jan 17, Feb 28, May 31, Aug 23, Oct 18, Nov 18
EC Dates	Jan 18, Feb 8 Mar 1, April 5+26, May 17, June 7, July 12, Aug 2+30, Oct 4 and 25, Nov 8
SSI LTC Dates	Jan 12, Feb 9, Mar 2+23, Apr 13, May 4, Jun 1+27, Jul 6+21, Aug 3+10, Sep 7, Oct 5, Nov 2+30,

Trustee Conflicts

Busheikin	EC, LPC, FPC
Luckham	EC, FPC, TPC, LPC
Crumblehulme	TPC
Brent	FPC, LPC
Masselink	FPC, TPC
Grams	EC, TPC
Harris	FPC
Middleton	LPC
Pottle	LPC
Scholefield	LPC
McConchie	TPC

Regular Meeting Scheduling Criteria:

1. Start with *designated day*. Proposals to alter *designated day* should:
 - a. Consider trustee, planner and minute-taker scheduling conflicts
 - b. Avoid Wednesdays (conflicts with staff and EC meeting days)
 - c. Avoid overlapping meetings or agenda deadlines
2. Start times are based on ferry schedules
3. Locations can be altered for specific meetings in the LTC meeting notice based on space availability or preferences to use alternating locations
4. Adjust by a week for statutory holidays (whichever way would result in longest time between meetings)
5. No meetings should be scheduled in first two to three weeks of January (Christmas office closure and cancellations due to weather and power outages)
6. No meetings should be scheduled in August (staff and trustee vacations) (adjust SP and SA meetings to minimize length of time between meetings)
7. No meetings should be scheduled after second week of December (weather, power outages, and Christmas office closure)
8. Adjust meetings to avoid UBCM (3rd week of September – check to confirm), AVICC and LGLA training
9. Adjust meetings to avoid conflicts with Trust Council, EC meetings, Council committee meetings, TFB meetings, and Ballenas-Winchelsea LTC meetings (EC as LTC)
10. Review other team LTC meetings and consider rescheduling where there would be a Chair conflict (or arrange for alternate Chair if available)
11. Consider adjusting for Chair preferences (e.g. to schedule or avoid back-to-back meetings)
12. Where LTCs or Planners require additional meetings these should be scheduled as special meetings (i.e. for projects based on an adopted project charter, public hearings and community information meetings, or due to application load or timing).