



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: June 27, 2016
Time: 1:00 pm
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

	Pages
1. CALL TO ORDER	1:00 PM - 2:00 PM
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	
4. COMMUNITY INFORMATION MEETING	
4.1 Mayne Island Local Trust Committee Bylaws 165, 166, 167, 168 & 169	
5. PUBLIC HEARING	2:00 PM - 3:00 PM
5.1 Mayne Island Local Trust Committee Bylaws 165, 166, 167, 168 & 169	
6. MINUTES	
6.1 Local Trust Committee Minutes Dated May 30, 2016 (for Adoption)	4 - 11
6.2 Section 26 Resolutions-without-meeting Report	
none	
6.3 Advisory Planning Commission Minutes	
none	
7. BUSINESS ARISING FROM THE MINUTES	3:00 PM - 3:30 PM
7.1 Follow-up Action List Dated June 2016	12 - 13
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

- | | | |
|------|---|---------|
| 10.1 | MA-TUP-2016.1 (Leathers) - Staff Memo | 14 - 22 |
| 10.2 | MA-TUP-2016.2 (Lane) - Staff Memo | 23 - 28 |
| 10.3 | Galiano Island Local Trust Committee Bylaw Nos. 259 & 260 Referral
(for Response) | 29 - 31 |
| 10.4 | MA-RZ-2015.1 (CRD) - Anson Road Communtiy Dock - Staff Memo
Bylaws 168 & 169 (for further Consideration) | 32 - 43 |

11. LOCAL TRUST COMMITTEE PROJECTS 3:30 PM - 4:00 PM

- | | | |
|------|---|---------|
| 11.1 | Cottage - Commercial Vacation Rental - Staff Memo
Bylaws 165 & 166 (for further consideration) | 44 - 50 |
| 11.2 | Temporary Use Permits (TUP) Guidelines for Short Term Vacation Rentals
(STVRs) - Staff Memo

Bylaw 167 (for further consideration) | 51 - 56 |

12. REPORTS 4:00 PM - 4:30 PM

- | | | |
|--------|--|---------|
| 12.1 | Work Program Reports (attached) | |
| 12.1.1 | <u>Top Priorities Report Dated June 2016</u> | 57 - 57 |
| 12.1.2 | <u>Projects List Report Dated June 2016</u> | 58 - 58 |
| 12.2 | Applications Report Dated June 2016 (attached) | 59 - 60 |
| 12.3 | Trustee and Local Expense Report Dated May 2016 | 61 - 61 |
| 12.4 | Adopted Policies and Standing Resolutions (attached) | 62 - 65 |
| 12.5 | Local Trust Committee Webpage | |
| 12.6 | Chair's Report | |
| 12.7 | Trustee Report | |
| 12.8 | Trust Fund Board Report | |
| | none | |

13. NEW BUSINESS

- | | | |
|------|---|---------|
| 13.1 | Invitation to Gulf Islands Groundwater Management Presentation by Diana Allen | 66 - 67 |
|------|---|---------|

14. UPCOMING MEETINGS

- | | | |
|------|--|--|
| 14.1 | Next Regular Meeting Scheduled for July 25, 2016, at 1:00 pm, at the Agricultural Hall, Mayne Island | |
|------|--|--|

15. TOWN HALL 4:30 PM - 4:45 PM

16. CLOSED MEETING

none

17. ADJOURNMENT

4:45 PM - 4:45 PM



DRAFT

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: May 30, 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

Public There were fifteen (15) members of the public in attendance.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Add: 8.1 Delegations - Campbell Bay Music Festival

3. TOWN HALL AND QUESTIONS

Mary Cooper questioned the process for approval of Short Term Vacation Rentals (STVR).

Staff reported that the draft bylaws have been referred to appropriate agencies/organizations and comments are being received. The Public Hearing will be held at the June LTC meeting. Draft bylaws were not sent to Advisory Planning Commission (APC) and no further discussion will be permitted after the Public Hearing.

Barbara Judd asked as to the process of the agenda and presentations.

Chair Grams referred to the staff report and stated there would be an opportunity for discussion and comments regarding the application.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated April 25, 2016 (for Adoption)

By general consent the Local Trust Committee meeting minutes of April 25, 2016 were adopted.

6.2 Section 26 Resolutions-without-meeting Report

none

6.3 Advisory Planning Commission Minutes Dated May 9, 2016 (for Receipt)

Received for information.

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated May 2016

No comments.

8. DELEGATIONS

8.1 Campbell Bay Music Festival

Adam Iredale reviewed the history of the festival. He is open to comments and questions.

Trustee Dodds questioned the use of a Temporary Use Permit (TUP) to control the site. There were concerns last year due to the volume of people in the village and washrooms being overused.

Adam reported working with the Farmers Market and agreed that the festival brings many extra people to the island. He has contacted the Parks Commission regarding the situation. The use of port-a-potties is expensive. He is also looking into port-a-potties at Church.

Trustee Dodds would like to see contingency plans for 2017 and feels there should be a TUP. Adam should work with Planner Richardson.

Ian Dow reported on the community bus and questioned the closure of toilets at Lighthouse Park.

Trustee Dodds stated these toilets are operated through Parks Canada.

Trustee Crumblehulme spoke in support of the festival and the use of a TUP for 2017.

Adam clarified that not all the extra traffic is from the festival as Tour des Isles is on the same weekend and that this year there are also two weddings.

Trustee Dodds spoke to the importance of groups getting together to resolve summer increase of people and need for more resources.

Heather Dow reported that the port-a-potties at the Church are owned by the community, available to all groups however must be pumped out after use. Pump out after Fall Fair was arranged for free after the company was assured of other island customers. Agricultural Hall washrooms are only for vendors however may be able to open to public if monitored.

9. CORRESPONDENCE

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

none

10. APPLICATIONS AND REFERRALS

10.1 Salt Spring Island Local Trust Committee Bylaw No. 488 Referral

For response

10.2 Salt Spring Island Local Trust Committee Bylaw No. 489 Referral

For response

10.3 Salt Spring Island Local Trust Committee Bylaw No. 490 Referral

For response

10.4 Salt Spring Island Local Trust Committee Bylaw No. 493 Referral

For response

MA-2016-030

It was Moved and Seconded

that the Mayne Island Local Trust Committee interests are not affected by Salt Spring Island Local Trust Committee Bylaws No. 488, No.489, No. 490 and No. 493.

CARRIED

Chair Grams updated that Salt Spring Island is altering zoning to replace Industrial zone; and looking at the effect of business on neighbourhood vs. type of industry.

10.5 MA-TUP-2016.2 (Lane) - Staff Report

Planner Richardson reviewed the application which is for use of a single family dwelling as a STVR. There is a lack of lot delineation and a question of trespass onto adjoining properties. It is a private location and staff recommends approval.

Trustee Dodds raised the concern of absentee owners and that one neighbour has submitted written concerns.

Barbara Judd (concerned neighbour) spoke to how the STVR has impacted her property. No notification was ever received as to the intention to operate a commercial business on the lot. There have been a number of issues reported over the past years including frequent trespassing and noise. There is concern regarding damage to the water system. A landscape barrier has been erected, however trespass continues.

Trustee Crumblehulme stated concern as to absentee owner and questioned if this is a Home Occupation or a Commercial Enterprise.

The applicant spoke to the STVR application and is very aware of neighbour's issues/concerns. There are rentals for approximately 100 nights per year and to date the other adjoining neighbours have not reported any problems. The owners are willing to erect signage to minimize trespass. There are two island contacts available, motion activated surveillance and owners are spending more time on island.

Trustee Dodds stated that house is intended to be a residence and STVR has an impact on commercial accommodations. The suggestion is to fence the property line and explore if concerns can be mitigated.

Trustee Crumblehulme suggested a 1 year TUP to allow monitoring and Trustee Dodds felt 6 months was more appropriate as winter STVRs put a strain on existing commercial rentals.

Planner Richardson spoke to the expense of requiring fencing for 6 months operation.

Barbara Judd informed the LTC that the rental is broadly advertised and problems are on-going. She is open to contact from applicant.

Applicant is to consult with the Planner regarding partial fencing and give contact information to neighbours and the LTC will consider the application at the June meeting.

10.6 MA-RZ-2015.1 (CRD) - Staff Report

Planner Richardson reviewed the application and amendments made from previous concerns of Trustees.

Carl Bunnin (Southern Gulf Islands Harbour Commission) informed LTC there was no intention of having buildings on dock other than a rain shelter.

MA-2016-031

It was Moved and Seconded

that the Mayne Island Local Trust Committee amend bylaw 169 cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2016" by adding in a new section to the new Community Wharf Upland zone regarding parking.

CARRIED

MA-2016-032

It was Moved and Seconded

that the Mayne Island Local Trust Committee amend bylaw 168 cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, amendment No. 1, 2016" be read a second time.

CARRIED

MA-2016-033

It was Moved and Seconded

that the Mayne Island Local Trust Committee bylaw 169 cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2016" be read a second time as amended.

CARRIED

10.7 MA-RZ-2015.2 (Rosengren) - Staff Report & Draft Bylaw No. 170

Staff reviewed the application and has drafted a bylaw to meet applicant's requests.

Trustee Crumblehulme and Trustee Dodds spoke in support of application.

MA-2016-034

It was Moved and Seconded

that the Mayne Island Local Trust Committee give First Reading to draft Bylaw No., 170, cited as Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2016.

CARRIED

MA-2016-035

It was Moved and Seconded

that the Mayne Island Local Trust Committee direct staff to schedule a community information meeting and public hearing for draft Bylaw 170.

CARRIED

MA-2016-036

It was Moved and Seconded

that the Mayne Island Local Trust Committee review the Islands Trust Policy Statement Directives Only Checklist and determine that Bylaw No. 170 is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

10.8 MA-TUP-2016.1 (Leathers) - Staff Report

Planner Richardson outlined the application and stated the APC had recommended support of the application.

Trustee Dodds spoke in support of the application being sent out as per the referral process.

MA-2016-037

It was Moved and Seconded

that the Mayne Island Local Trust Committee direct staff to proceed with the application and request staff to bring a draft permit to the June Local Trust Committee meeting for the Local Trust Committee's review.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Riparian Area Implementation - Staff Report

Discussed the importance of completing the process.

MA-2016-038

It was Moved and Seconded

that the Mayne Island Local Trust Committee approve the Project Charter for Riparian Area Regulations implementation outlined in the staff report dated May 24, 2016.

CARRIED

Ian Dow reviewed the work done by the community and expenses incurred to date. There is concern at having to get a fourth report.

Planner Richardson is well aware of the history of this issue however there is impetus to complete the project.

Chair Grams spoke to the Qualified Environmental Professional (QEP) utilized on Salt Spring Island.

11.2 Commercial Land Use Review - Staff Report

Planner Richardson outlined this project with the expectation that it will take approximately 1 year to complete.

MA-2016-039

It was Moved and Seconded

that the Mayne Island Local Trust Committee approve the attached project charter dated April 25, 2016 as drafted.

CARRIED

12. REPORTS

12.1 Work Program Reports (attached)

12.1.1 Top Priorities Report Dated May 2016

No changes

12.1.2 Projects List Report Dated May 2016

No changes

12.2 Applications Report Dated May 2016 (attached)

Completed today.

12.3 Trustee and Local Expense Report Dated March 2016

Received for information

12.4 Adopted Policies and Standing Resolutions (attached)

Received for information

12.5 Local Trust Committee Webpage

To be updated according to meeting proceedings.

12.6 Chair's Report

The hiring of the CAO has proven successful and is almost completed. Executive Trust Council will meet on North Pender in 2 weeks. The San Juan officials have cancelled attendance. Trust Federation is sponsoring a Visioning Exercise. The introduction will be on N. Pender and the main event will be in September on Mayne. SSI has concluded bylaws' regarding industrial zones and issue of the Board Walk is being resolved after 20 years. A working group has been established to review water management; zoning, densities, how to build capacity, harvest/distribute. Preliminary report regarding incorporation is expected in July. Major concern is roads and liability of road improvements. If Ministry agrees to a referendum then there will be community formal debates.

12.7 Trustee Report

Trustee Dodds reported having attended an APC meeting to discuss STVR.

Trustee Crumblehulme attended Trust Programmes in Nanaimo. It was reported that applications have increased across islands. A Marine Response Workshop will be held in Sidney. Addressing: response time to spills, lack of island presence (located in Duncan), Tsartlip Celebration Gathering (5 from Mayne Island).

12.8 Trust Fund Board Report Dated May 2016

Received for information. There is currently a vacancy on Board.

13. NEW BUSINESS

none

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for June 27, 2016, at 1:00 pm at the Mayne Island Agricultural Hall

15. TOWN HALL

Mary Cooper spoke to the water management systems on the island and some of the issues with water boards. Some improvement districts have rewritten standards and will not provide water to STVRs. It is important that septic needs be looked at for STVRs.

Discussion occurred regarding STVRs and impact on water systems. The future is looking complicated. Island communities are outgrowing existing systems.

16. CLOSED MEETING

none

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:46 pm.

George Grams, Chair

Certified Correct:
Pat Todd, Recorder

Follow Up Action Report

Mayne Island

30-May-2016

Activity	Responsibility	Target Date	Status
Minutes of April 25, 2016 adopted as drafted.	Regina Robinson		Done
Follow up with Campbell Bay Farm regarding TUP for future music festivals.	Gary Richardson		Done
Salt spring Island Bylaws 488, 489, 490 and 493 - respond that MILTCs interests are unaffected by bylaws.	Sharon Lloyd-deRosario		Done
MA-TUP-2016.2 (Lane) - in consultation with the applicants make amendments to the draft permit regarding time limit and delineation of property line. Bring permit back to June 27, 2016 LTC Mtg.	Gary Richardson		Done
MA-RZ-2015.1 (CRD) - Anson Road Community Dock - update readings of amended bylaws and prepare for public hearing on June 27, 2016	Gary Richardson Sharon Lloyd-deRosario		Done
MA-RZ-2015.2 (Rosengren) - Mayne Island Resort - refer bylaws to agencies. Schedule public hearing. Update bylaws with readings.	Gary Richardson Sharon Lloyd-deRosario		Done
MA-TUP-2016.1 (Leathers) - carryout statutory notification prior to June 27, 2016 LTC Mtg. - DONE Refer to CRD for Review and comment Re-refer to Skana water district advising of LTC Mtg. date deadline.	Gary Richardson Sharon Lloyd-deRosario Regina Robinson		Done
Riparian Area Regulations - project charter approved as drafted. Update project charter with approval date and post on website. Draft terms of reference Retain QEP	Gary Richardson Regina Robinson		On Going

Follow Up Action Report

Commercial Land Use Review - project charter approved as drafted. Update project charter with approval date and post on website.

Gary Richardson
Regina Robinson

Done



Memorandum

Date June 20, 2016 File Number MA-TUP-2016.1
(Leathers)

To Mayne Island Local Trust Committee

From Gary Richardson, Island Planner

Re MA-TUP-2016.1 (504 Bayview Drive)

At the April 25 meeting the LTC passed the following resolution:

MA-2016-023

It was Moved and Seconded

that the Mayne Island Local Trust Committee direct staff to refer MA-TUP-2016.1 (Leathers) to the Mayne Island Advisory Commission and the Skana Gate Water District.

The application and staff report was referred to Mayne Island Advisory Commission (APC) and the Skana Gate Water District. Comments have been received from the APC and the president of the Skana Gate water board.

A response apposing this application was received from Jon Sanders the president of Skana Gate water board (attached).

The APC recommendation from the meeting held May 9, 2016

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.

At the May 30 meeting the LTC passed the following resolution:

MA-2016-037

It was Moved and Seconded

that the Mayne Island Local Trust Committee direct staff to proceed with the application and request staff to bring a draft permit to the June Local Trust Committee meeting for the Local Trust Committee's review.

Staff Comments

A notice was mailed and hand delivered to surrounding property owners for comment from June 13 to June 24. The notice was also placed in the Driftwood newspaper, forwarded to CRD building inspection and Skana Water Service Area c/o CRD.

At the date of the writing of this no comments had been received from the CRD; however several comments have been received from surrounding property owners which are attached for the LTCs consideration.

Also attached is a copy of the proposed TUP.

Options:

- 1) Proceed no further with application. The file will be closed and the applicant will be required to convert the cottage into a permitted accessory building.
- 2) Proceed with the application and issue the permit as drafted.
- 3) Proceed with application and issue permit as amended.

Attachments:

Proposed TUP
Pike email
Bushnell email
Sanders email
Bovet email
Fryling email
Hagkull email



Islands Trust

**MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
MA-TUP-2016.1 (Leathers)**

504 Bayview Drive

PROPOSED

To: Mildred and Eric Leathers

1. This Permit applies to the land described below:

Lot 74, Sections 14 and 15, Mayne Island, Cowichan District, Plan 19083,
(PID: 003-694-399).

2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

a) a Bed and Breakfast Use within an existing Accessory Building.

3. and is subject to the following conditions:

- a) the property owner or other contact person be available on Mayne Island by telephone 24 hours/day, seven days per week. The name and contact number of property owner and on island contact person must be provided to guests upon arrival;
- b) the property owner or Bed and Breakfast operator must provide neighbours within a 100 metre radius of the Bed and Breakfast with the contact persons phone number, and a copy of the temporary use permit;
- c) the property owner or Bed and Breakfast operator must post for guests information on noise bylaws, water conservation, fire safety, fire escape plan, storage and disposal of garbage and recycling, septic care, and control of pets. The guest information must also remind guests that the property is located in a residential area;
- d) pets should be kept under control at all times;
- e) the owner must provide parking for a minimum of two (2) vehicles on the property;
- f) outdoor lighting must not be directed onto surrounding properties;
- g) a maximum of one unilluminated and wooden sign not exceeding a total sign area of 0.4 square metres advertising the Bed and Breakfast is permitted. The sign must be located on the lot occupied by the Bed and Breakfast use;
- h) camping and occupancy of recreational vehicles are prohibited;
- i) all outdoor fires are prohibited;
- j) the rental or provision of motorized personal watercraft is prohibited; and
- k) the holder of this Permit, will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation with the holder of the Permit, or commercial vacation renter for the purpose of investigating a complaint.

4. This permit is valid for three years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.

5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No. 146, 2008" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Island Health and Ministry of Transportation and Infrastructure.

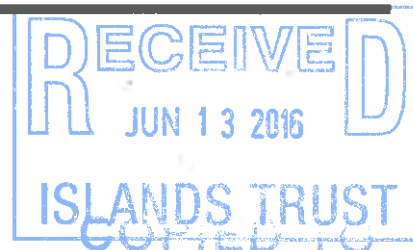
**AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS
Xth DAY OF MONTH, 201X.**

Deputy Secretary, Islands Trust

Date Issued

Regina Robinson

From: Regina Robinson
Sent: Tuesday, June 14, 2016 2:09 PM
To: Regina Robinson
Subject: FW: Temporary Use Permit MA-TUP-2016.1 (Leathers)



From: [REDACTED]
Sent: Monday, June 13, 2016 6:49 PM
To: Jeanine Dodds; Brian Crumblehulme
Subject: Temporary Use Permit MA-TUP-2016.1 (Leathers)

☒ **PLANNER**
☒ **LTC**
☒ *June agenda
Dep Sec.*

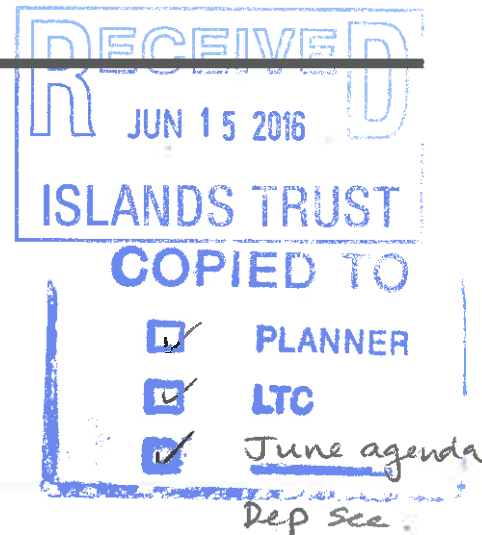
Pursuant to the delivery of the proposed TUP specified above, to my property on June 11, 2016, I am hereby registering my opposition to the approval of the application in question. As the subject accommodation is located in an ancillary structure, it firstly does not comply with the Bed & Breakfast regulations and secondly, because of it being a separate building, it would more likely result in indiscriminate water usage. You may not be aware that the subject property was originally granted special permission to receive water from the Skana system because it (being a larger parcel) did not comply with requirement of the Lighthouse system, being for the landowners to drill their own well. I believe that the reasoning was that the possibility of light agricultural (greenhouses, commercial gardens) use could place unreasonable demands on a small community water system. (Bed & Breakfast accommodations did not commonly exist here at that time.) I'm sure that CRD/Skana will confirm that the water situation was critical last year and that there is much to be done to assure adequate storage to allow for ongoing development of vacant properties within this water district. Conservation by all users is critical if we are to have adequate water for normal household use. My own garden is watered from a rainwater collection system, supplemented by bath & dish water which I bail and carry. There is nothing more important than our water supply and irresponsible usage should not be encouraged by issuing permits for usage that contravenes existing by-laws. I do hope that you will take my concerns into consideration before making any decision to approve the TUP application in question.

Yours truly,
Angela Pike

Regina Robinson

To: Regina Robinson
Subject: FW: proposed b&b in accessory building

From: "Mary Wally" [REDACTED]
Date: June 15, 2016 at 10:09:50 AM PDT
To: <jdodds@islandstrust.bc.ca>
Subject: FW: proposed b&b in accessory building



Subject: proposed b&b in accessory building

To Jeanine
Dodds

Hi Jeanine, Having just received this notice of a proposal for 504 Bayview drive to permit them to use an accessory building (ie garage) for the purpose of a bed & breakfast. If this should go through I can see that others who have detached garages, I have one, also want to use them as B&B s, but having said that, this not my primary concern, I am opposing this over the excess water usage. I am led to understand that the reason this was allowed to get to this stage was because there was no opposition from the CRD who manage our water system regarding water use. I have since learned from Gary Richardson, Island Planner that he had sent a letter to CRD but not had a reply. There was a water meeting in April which I attended, & at that meeting no mention of this proposal. Gary Richardson said he had sent the letter long before that meeting so I assume there was a miss communication somehow which meant we were not notified. We were informed at that meeting that our primary well was in trouble, & it could be we would have to drill another well or reline this one, we still wait for a report. We have 81 lots serviced by our system and I feel we are all at jeopardy by this proposal by 504 Bayview Drive, running a commercial accommodation in a residential area. I understand that you can only run a B&B out of your principle residence which they already have, anything else is illegal. If this is the case why did the Island trust allow this to even be proposed? I hope you can understand our concern on this proposal. Wally & Mary Bushnell

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2016.0.7640 / Virus Database: 4604/12421 - Release Date: 06/14/16

Regina Robinson

From: Regina Robinson
Sent: Tuesday, June 14, 2016 2:08 PM
To: Regina Robinson
Subject: FW: Millie Leathers application for zoning change



-----Original Message-----

From: Jeanine Dodds
Sent: Monday, June 13, 2016 6:15 PM
To: Jon Sanders
Cc: Mayne Island Local Trust Committee
Subject: Re: Millie Leathers application for zoning change



Thanks,
I am sending this to the local Trust committee for inclusion in our next meeting agenda, June 27.

Jeanine

From: Jon Sanders [REDACTED]
Sent: Monday, June 13, 2016 6:12 PM
To: Jeanine Dodds
Cc: Brian Crumblehulme
Subject: Millie Leathers application for zoning change

Hi Jeanine, Im the current President of the Skana Gate water board and have been since its beginning.
We as a residents water board are opposed to this application for a number of reasons.

we have already complained to [REDACTED] about this illegal operation and the land use issues associated with it.

Our water system is currently under stress due to storage problems and well problems. There is already a stage 3 water advisory . Any more stress to the system would put residents at risk.

The research that I have done indicates this is not a permitted legal suite with a kitchen. not to mention 2 trailers, the room in her house and the other business she runs out of there.

I have directed the CRD to also issue a letter . if need be we will instate a pay by the gallon charge. we will consider this to pay for the upgrades required. we are a small system only 45 users.

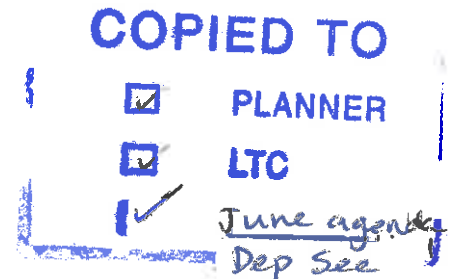
Jon Sanders President residents water board

Regina Robinson

From: Regina Robinson
Sent: Tuesday, June 14, 2016 2:09 PM
To: Regina Robinson
Subject: FW: Leathers application for Temporary Use Permit



From: Brian & Vicki Bovet [REDACTED]
Sent: Monday, June 13, 2016 7:07 PM
To: Jeanine Dodds
Cc: directorsgi@crd.bc.ca
Subject: Leathers application for Temporary Use Permit



With respect to the above noted application, a copy which we just received Saturday afternoon. Please be advised that we would like to go on record as opposing it.

Our opposition has to do mainly with water usage. Our system had some serious issues this past year. By allowing another residence on what is classified as a single family property could double the usage. We understand that a letter was sent to the CRD who runs our water system, at no time were any of our directors or users notified of this application by them and we understand the CRD did not respond to that notification on our behalf.

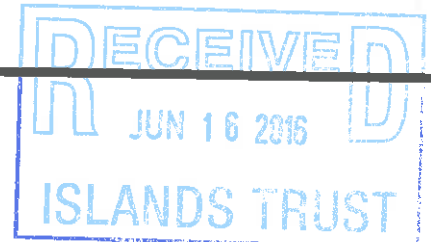
One other reason is than we do not feel that a commercial venture should be allowed in a residential zoned area. To allow it would set a dangerous precedent opening the doors for other ventures and in other areas.

Brian and Vicki Bovet
Sent fro

Regina Robinson

Subject:

FW: Fwd:



Begin forwarded message:

From: Graeme Fryling [REDACTED]

Date: June 16, 2016 at 7:51:01 AM PDT

Subject, Leathers application for rezoning.



I have just learned that Leathers have applied for a rezoning permit to allow for a bed and breakfast. I am very opposed to this. Our neighbourhood is zoned residential and should stay this way. We have a water system that seems to be very dainty. We have had issues in the past summer months where we are very close to running out. A big time B&B would certainly not help our situation. These people have run an illegal B&B for the last several years with no regard for water usage that we can see. They had rented out 2 RV trailers parked in their yard, with water hoses running to them. An out building (garage?) that is a suite, and rooms in the house.

Most of us in the neighbourhood have spent thousands of dollars installing rain water collection systems to preserve our fresh drinking water. I see no evidence of this on the proposed B&B site which is strewn with flowering baskets and nice trees and palms all requiring water. This total disregard for our water system is disgraceful and should not be allowed to proceed any further and to be stopped permanently from what they are doing at the present time.

Our small little corner of the island is zoned residential and should stay that way. To allow these people to greatly profit from our area and disrupt what we thought was forever would not be in the interest of our neighbour hood.

Graeme Fryling

Subject: Leathers Application for Temporary Use Permit



With respect to the above noted application delivered to our address Saturday June 11, 2016 we are registering our opposition to this application.

The Bed & Breakfast does not comply with regulations & because it is in a separate building indiscriminate water usage is more likely.

Our water system was critical last year & conservation by all users is very important if we are to have adequate water for our every day use forthcoming.

By approving this application we believe a precedent would be set for our island and all of it's water systems.

Ramon & Bonnie Hagkull

Mayne Island, BC



Date June 20 ,2016 File Number MA-TUP-2016.2 (Lane)

To Mayne Island Local Trust Committee Gary

From Richardson, Island Planner

Re MA-TUP-2016.2 (407 Campbell Bay Rd)

At the May 30, 2016 meeting the LTC gave the following direction to staff:

Applicant is to consult with the Planner regarding partial fencing and give contact information to neighbours and the LTC will consider the application at the June meeting.

Staff visited the site on June 9, 2016 and a fence had been constructed between the subject lot and Lot 4, Plan 3138 owned by Barbara and Peter Judd.



Staff Comments:

A notice was mailed and hand delivered to surrounding property owners for comment from May 13, 2016 to May 27, 2016. The notice was also placed in the Driftwood newspaper.

Two pieces of correspondence were received one from Barbara Judd and one from Peter Judd (attached).

Options:

- 1) Proceed no further with application. The file will be closed and the applicant will not be permitted to use the dwelling as a STVR.
- 2) Issue the permit as drafted. This will allow the dwelling to be used as an STVR for up to 3 years.
- 3) Issue the permit as amended. This will allow the dwelling to be used as an STVR for the stated period of time (not to exceed three years).

Attachments:

Proposed TUP
Correspondence from Barbara Judd
Correspondence from Peter Judd

PROPOSED



Islands Trust

**MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
MA-TUP-2016.2 (Lane)**

407 Campbell Bay Road

- To: Peter Lane, Donald Devana and Carolin Luchuck
1. This Permit applies to the land described below:

Lot 4, Section 11, Mayne Island, Cowichan District, Plan 19033,
(PID: 003-713-008).
 2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:
 - a) a Short Term Vacation Rental within the Dwelling Unit.
 3. and is subject to the following conditions:
 - a) the property owner or other contact person be available on Mayne Island by telephone 24 hours/day, seven days per week. The name and contact number of property owner and on island contact person must be provided to guests upon arrival;
 - b) the property owner or Short Term Vacation Rental operator must provide neighbours within a 100 metre radius of the vacation rental with the contact persons phone number, and a copy of the temporary use permit;
 - c) the property owner or Short Term Vacation Rental operator must post for guests information on noise bylaws, water conservation, fire safety, fire escape plan, storage and disposal of garbage and recycling, septic care, and control of pets. The guest information must also remind guests that the property is located in a residential area;
 - d) pets should be kept under control at all times;
 - e) the owner must provide parking for a minimum of two (2) vehicles on the property;
 - f) outdoor lighting must not be directed onto surrounding properties;
 - g) a maximum of one unilluminated and wooden sign not exceeding a total sign area of 0.4 square metres advertising the Short Term Vacation Rental is permitted . The sign must be located on the lot occupied by the Short Term Vacation Rental use;
 - h) the maximum number of guests is limited to 10 persons;
 - i) the maximum number of bedrooms is 4;
 - j) camping and occupancy of recreational vehicles are prohibited;
 - k) all outdoor fires are prohibited;
 - l) the rental or provision of motorized personal watercraft is prohibited; and
 - m) the holder of this Permit, will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer may enter the property between the hours of 9:00 am and 5:00 pm on any day without prior consultation with the holder of the Permit, or commercial vacation renter for the purpose of investigating a complaint.
 4. This permit is valid for three years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.

5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No. 146, 2008" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Island Health and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS Xth DAY OF MONTH, 201X.

Deputy Secretary, Islands Trust

Date Issued



COPIED TO
☒ PLANNER
☒ LTC
☒ Dep sec + app

Phil Testemale

From: [REDACTED]
Sent: Friday, May 27, 2016 3:12 PM
To: Phil Testemale
Cc: Gary Richardson
Subject: comment re Proposed MA-TUP-2016.2 for 407 Campbell Bay Rd, Mayne Island, BC

Comment re requested Temporary Use Permit at 407 Campbell Bay Rd, Mayne Island, BC V0N 2J1

My name is Barbara Judd. I am property owner [REDACTED]

As a neighbor I oppose granting this Temporary Use Permit.

The subject property dwelling is a 3 storey, 4 bedroom, 3 bathroom house, and has been used as a Short Term Vacation Rental (STVR) since it was built. It is often rented to large groups. Subject property owners take reservations on several well known web sites (VRBO, Air B&B, and are also listed on mayneisland.com). They live on Vancouver Island, do not meet the renters, are not present when the subject property is rented out, or oversee the premises when it is rented.

There have been numerous problems with renters of this subject property over the years. These problems have included among others: frequent, numerous and on-going trespass on our property which subjects us to increased liability; intermittent high noise including loud music and screaming; taking resources from our property for themselves (logs, wood); setting fires during burn bans; willful disregard and assault on neighbor's property (two separate groups were bowling with logs and batting balls at our water tank).

Another concern is high water usage with from these renters who are generally not aware of water concerns, especially in the summer.

Landscaping barriers at our property boundary have been repeatedly removed or cut down. A heavy traffic path coming from the subject property, onto and through our property, is noted every year. We are subject to increased liability risk from this trespass.

I have called the property owners of the subject property many times, notifying them of problems with their renters. Despite this notification to subject property owners, problems continue to occur with renters on an on-going basis.

Zoning is settlement residential and this property is being used commercially as a short term vacation rental on an on-going, year round basis. We, our property, and our quality of life are negatively impacted by subject property being used as a short term vacation rental.

Rcd. May 30, 2016

@Mayne LTC mtg

GM2.

30 May 2016

Islands Trust
Re. Lane, Short Term Rental

Lane et al built their house right at the western edge of their property, not on the mid line like all their neighbours. It was their right to do so and I was their Electrician.

Subsequently, they began renting the house out to visitors who misused the property by trespassing our land, walking in rocky, rough terrain causing us to worry about insurance claims. There were incidents of campfires during the dry months and party noise. On one occasion approximately 6 men in perhaps in their 30's, dressed in the style of policemen, walked directly across our fields. When questioned by Barbara, they would not turn back and proceeded to the village via our land.

This is not a major incident but it fixed the concept that the two police officers who own the house next to us considered themselves above the law. Certainly they were in deliberate contravention of the STR regulations and have persisted in same since.

Attempts at being a good neighbour and allowing some tree trimming resulted in trees ad limbs being left in place on the ground, On being questioned, the limbs were only moved to under another tree where I commonly tractor mow. The larger tree was never removed.

No, I do not support such 'neighbours' application to continue breaking our Island regulations, nor continuing to cause incursions on the privacy of their neighbours.

River Judd





Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Galiano Island Local Trust Area Bylaw No.: 259(OCP) & 260(LUB) Date: June 1, 2016

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

David Wolstenholme, 743 Georgeson Bay Road

PURPOSE OF BYLAW:

The purpose of the bylaws is to rezone and redesignate a portion of the subject property back to its original use (to a visitor accommodation use (an inn). The draft OCP amendment bylaw No. 259 would redesignate a portion of the property from the Health & Wellness Facility (HF) to Visitor Accommodation (VA) and the draft LUB amendment bylaw No. 260 would rezone a portion of the property from Health and Wellness (HW) to Visitor Accommodation (Inn) – C3.

Staff reports are available on the Galiano island webpage: www.islandstrust.bc.ca/galiano/current-applications

GENERAL LOCATION:

Galiano Island Local Trust Area

LEGAL DESCRIPTION:

Lot A, District Lot 3, Galiano Island, Cowichan District, Plan 48087 (PID 013-184-261)

SIZE OF PROPERTY AFFECTED:

1.65 ha

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Health & Wellness Facility (HF)

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

Please fill out the Response Summary on the back of this form. If your agency's interests are "*Unaffected*", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Kim Stockdill

Title: A/ Planner 2
Contact Info: Tel: 250-405-5194
Email: kstockdill@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Island Health Authority
Ministry of Community, Sport and Cultural Development
Ministry of Transportation & Infrastructure

Non-Agency Referrals

N/A

Regional Agencies

Capital Regional District – Electoral Area Director
Capital Regional District – Building Inspection
Galiano Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

Mayne Island Local Trust Committee
Salt Spring Island Local Trust Committee
Thetis Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
TE'Mexs Treaty Association
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Galiano Island Local Trust Area

(Island)

259 & 260

(Bylaw Numbers)

(Signature)

(Name and Title)

(Date)

(Agency)

Date June 20, 2016 File Number MA-RZ-2015.1 (CRD)

To Mayne Island Local Trust Committee
For the meeting of June 27, 2016

From Gary Richardson
Island Planner

Re **Proposed Bylaws No. 168 (OCP) and 169 (LUB) – Post Public Hearing Procedures**

The Local Trust Committee is considering a bylaw to and the Mayne Island OCP and LUB. A public hearing is scheduled for June 27, 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 Third Reading.
2. Forwarding of the bylaw to Executive Committee for approval.
3. Forwarding of the bylaw to the Minister's office for approval (OCP amendment bylaw only).
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 and Minister approve 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. 168, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2016" be read a Third time.
2. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 168, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2016" be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
3. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 168, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2016" be forwarded to the Minister of Community, Sport and Cultural Development for approval.
4. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 169, cited as "Mayne Island Land Use Bylaw, 146, 2008, Amendment No. 1, 2016" be read a Third time.
5. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 169, cited as "Mayne Island Land Use Bylaw, 146, 2008, Amendment No. 1, 2016" be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

Attached:

Proposed Bylaw 168 (OCP)

Proposed Bylaw 169 (LUB)

pc Robert Kojima, Regional Planning Manager

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 168

A BYLAW TO AMEND THE MAYNE ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 144, 2007

WHEREAS the Mayne Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Mayne Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Mayne Island Local Trust Committee the same power and authority of a Regional District under Part 14, except sections 570 and 507 to 508, of the *Local Government Act*;

AND WHEREAS the Mayne Island Local Trust Committee wishes to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007;

AND WHEREAS the Mayne Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Mayne Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2016".

2. SCHEDULES

Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME this 21st day of March , 2016.

READ A SECOND TIME this 30th day of May , 2016.

PUBLIC HEARING HELD 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.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL
DEVELOPMENT this day of
, 20.

ADOPTED this day of
, 20.

DEPUTY SECRETARY

CHAIR

Mayne ISLAND LOCAL TRUST COMMITTEE
BYLAW No. 168
SCHEDULE 1

A. Bylaw No. 144, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007” is amended as follows:

1. Section 2.8 Development Permit Areas is amended by adding two new Subsections, 2.8.5 and 2.8.6, which are to be inserted immediately following Subsection 2.8.4 as follows:

“2.8.5 Development Permits for the Protection of the Natural Environment

Designation

This development permit area applies to all areas designated as Marine Development Permit Area on Schedule C.

Authority

This development permit area is established, pursuant to Section 488(1)(a) of the *Local Government Act*, for the purpose of protecting the natural environment, its ecosystems and biological diversity.

Objectives

The objectives of the development permit area are:

1. To plan and regulate new development in a manner that preserves and protects the long-term physical integrity and ecological values of marine areas.
2. To manage development to minimize disruption of natural processes and to retain, wherever possible, natural vegetation and natural features.
3. To balance development opportunities with the ecological conservation of the marine environment.
4. To maintain the public's use and access to these important recreation areas in a way that does not compromise the ecological integrity of the shoreline or put users at undue risk.
5. To adapt to the anticipated effects of climate change.

General Applicability

A development permit is required for the construction of, addition to, or alteration of a building or structure, or the alteration of land, except where such activities are specifically exempt.

Work Not Requiring a Permit (Exemptions)

The following activities are exempt from any requirement for a development permit:

- a) Repair, maintenance, alteration or reconstruction of existing lawful buildings, structures or utilities, including those that are lawfully non-conforming, provided there is no alteration of undisturbed land or vegetation (a building permit may still be required).
- b) Removal of invasive plants on a small scale within the Development Permit Area.
- c) emergency actions required to prevent, control or reduce an immediate threat to human life, the natural environment or public or private property including:
 - Forest fire, flood and erosion protection works;
 - Protection, repair or replacement of public facilities;
 - Clearing of an obstruction from a culvert, dock wharf or stream.
- d) The installation of mooring buoys.

2.8.6 Guidelines

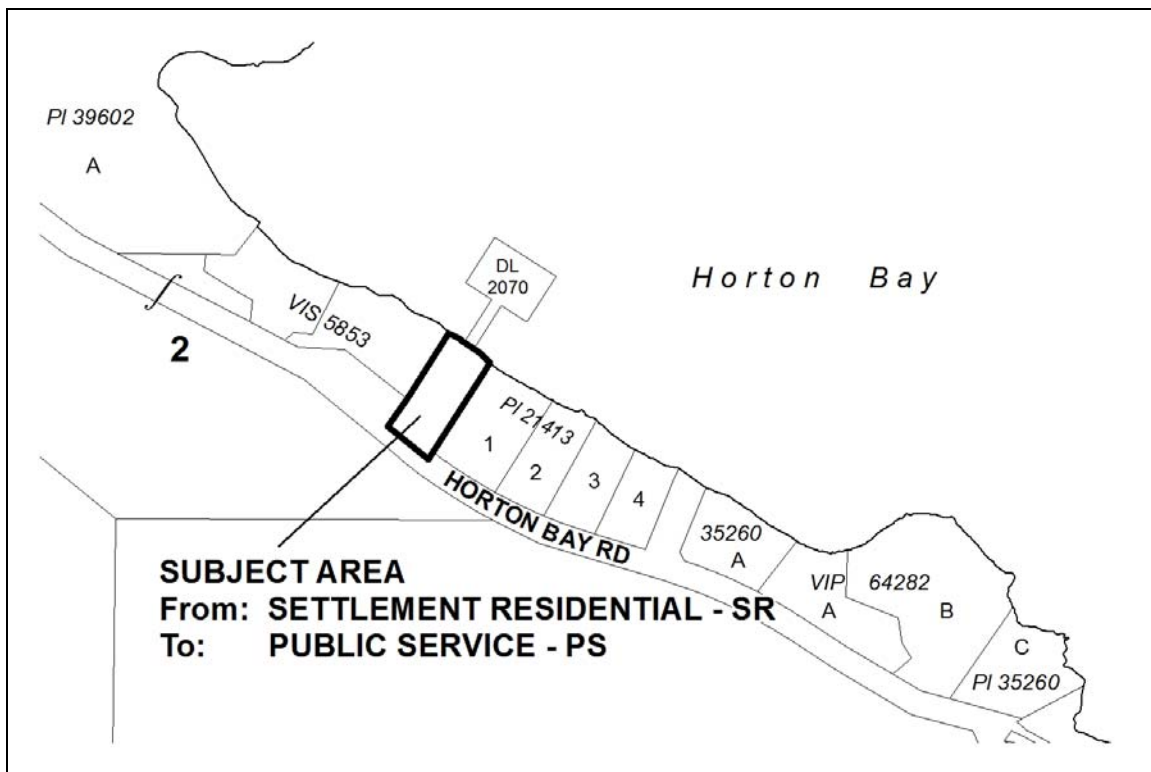
1. Docks and wharves should be designed to ensure that public access along the shore is maintained except where such access is determined to be infeasible because of incompatible uses, safety, security, or harm to ecological functions.
2. Docks and wharves should be sited to minimize impacts on sensitive ecosystems such as eelgrass beds, fish habitat and natural processes such as currents and littoral drift.
3. Docks should be constructed in a manner that permits the free flow of water beneath. Supports should be located on a hard substrate.
4. Docks should be constructed in a manner that minimizes shading of the seabed.
5. Floating docks should not rest on the sea bed at any time and a minimal, moveable ramp rather than a fixed wharf or pier should be utilized to connect the dock with the shore.
6. Piers and pilings and floating docks are preferred over solid-core piers.
7. Docks should not use unenclosed plastic foam or other non-biodegradable materials that have the potential to degrade over time. Docks should be constructed of stable materials that will not degrade water quality. The use of creosote-treated pilings is discouraged.

8. Boat launch ramps are the least desirable of all water access structures and should be located on stable, non-erosional banks where a minimum amount of substrate disturbance or stabilization is necessary. Ramps should be kept flush with the slope of the foreshore to minimize interruption of natural geo-hydraulic processes.
2. Amending Mayne Island Official Community Plan Map, Schedule “B” Land Use Designations by changing the designation of a portion of Mayne Island, Cowichan District from the “Settlement Residential (SR)” designation to the “Public Service (PS)” designation as shown on Plan No. 1, which is attached to and forms part of this bylaw.
3. Amending Mayne Island Official Community Plan Map, Schedule “C” Development Permit Areas by:
 - a. Designating the area described as District Lot 2070 as a Marine Development Permit Area, as shown on Plan No. 2, which is attached to and forms part of this bylaw; and
 - b. Adding to the legend that lists types of Development Permit areas a new “Marine (M)” development permit area.

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 168

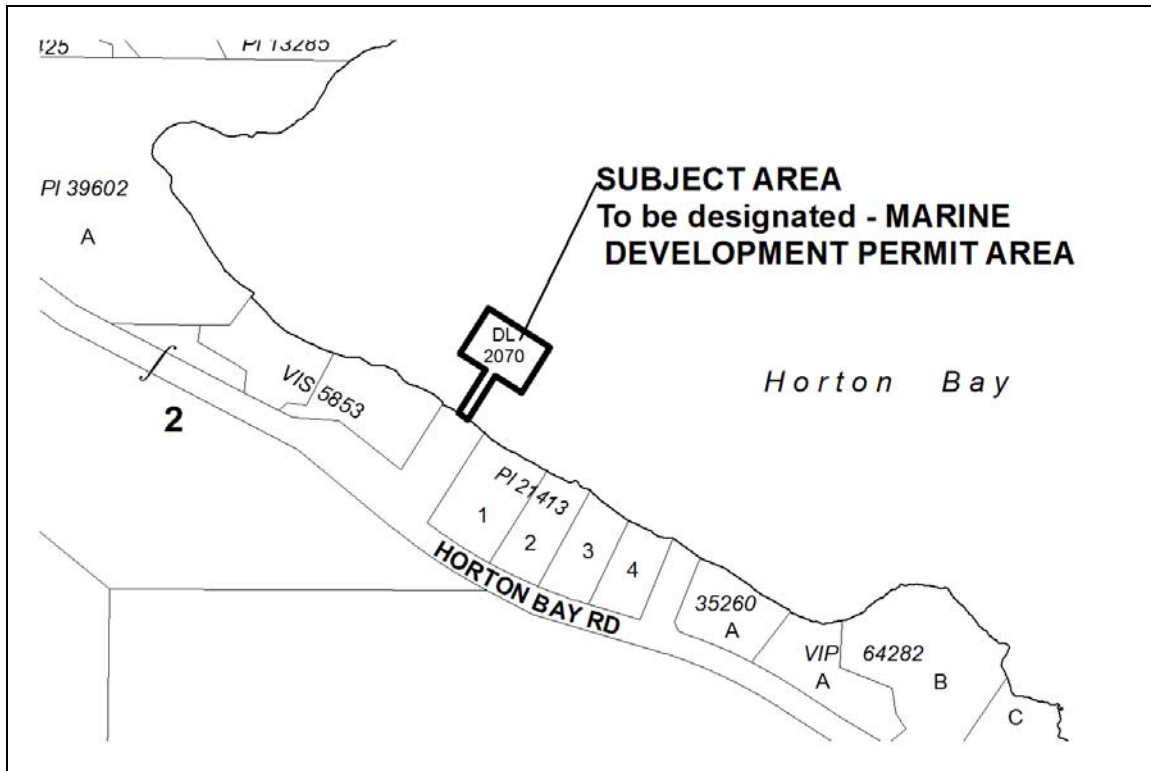
PLAN NO.1



MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 168

PLAN NO.2



PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 169

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW, 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, 146, 2008, Amendment No. 1, 2016”.

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

2.1 Schedule “A” – Land Use Bylaw text is amended by adding “Community Wharf Upland CWU” in Section 4.1 after “Comprehensive Development Two CD2”.

2.2 Schedule “A” – Land Use Bylaw text is amended by adding the following to Section 5.23 Community Wharf (W4) Zone, Subsection (5) Site Specific Regulations as follows:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
W4(b)	Water Lot DL 2070, Cowichan District	(1) Buildings are not permitted in this location.

2.3 Schedule “A” – Land Use Bylaw text is amended by adding the following immediately after Section 5.26:

“5.27 Community Wharf Upland (CWU) Zone

The purpose of the Community Wharf Upland Zone is to provide for and regulate upland uses required to support adjacent *Community Wharf*.

Permitted Uses

(1) The following uses are permitted, subject to the regulations set out in this Section and the general regulations, and all other uses are prohibited:

- (a) Parking for adjacent community wharf;
- (b) Washroom facilities;
- (c) Sewage pump out facilities;
- (d) Accessory uses, buildings and structures.

Density

- (2) The maximum lot coverage is 35%.

Siting and Size

- (3) The minimum setback for any building or structure is:
- (a) 8 metres (26 feet) from any front, rear, or exterior side lot line;
 - (b) 5 metres (16.4 feet) from any interior side lot line;
- (4) The maximum height for any structure is 5 metres (16.5 feet).

Subdivision Lot Area Requirements

- (5) The minimum lot area is 0.4 hectares (1 acre).

Parking

- (6) Despite the parking requirements specified in Section 7.4 a minimum of 15 parking spaces are required to be provided within 125 metres of an adjacent *community wharf* facility. The required parking spaces can be located on a public highway; however, they must be sited within the Community Wharf Upland zoning that is adjacent to the *community wharf*."
- 2.4 Schedule "B" – Zoning Map, is amended by changing the zoning classification of area described as DL 2070 from Water Moorage (W2) to Community Wharf (W4), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" to Bylaw No. 146 as are required to effect this change.
- 2.5 Schedule "B" – Zoning Map, is amended by changing the zoning classification of a portion of Mayne Island, Cowichan District, from Settlement Residential (SR) to Community Wharf Upland (CWU), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" to Bylaw No. 146 as are required to effect this change.

READ A FIRST TIME THIS	21 st	DAY OF	March	,2016
READ A SECOND TIME THIS	30 th	DAY OF	May	,2016
PUBLIC HEARING HELD 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

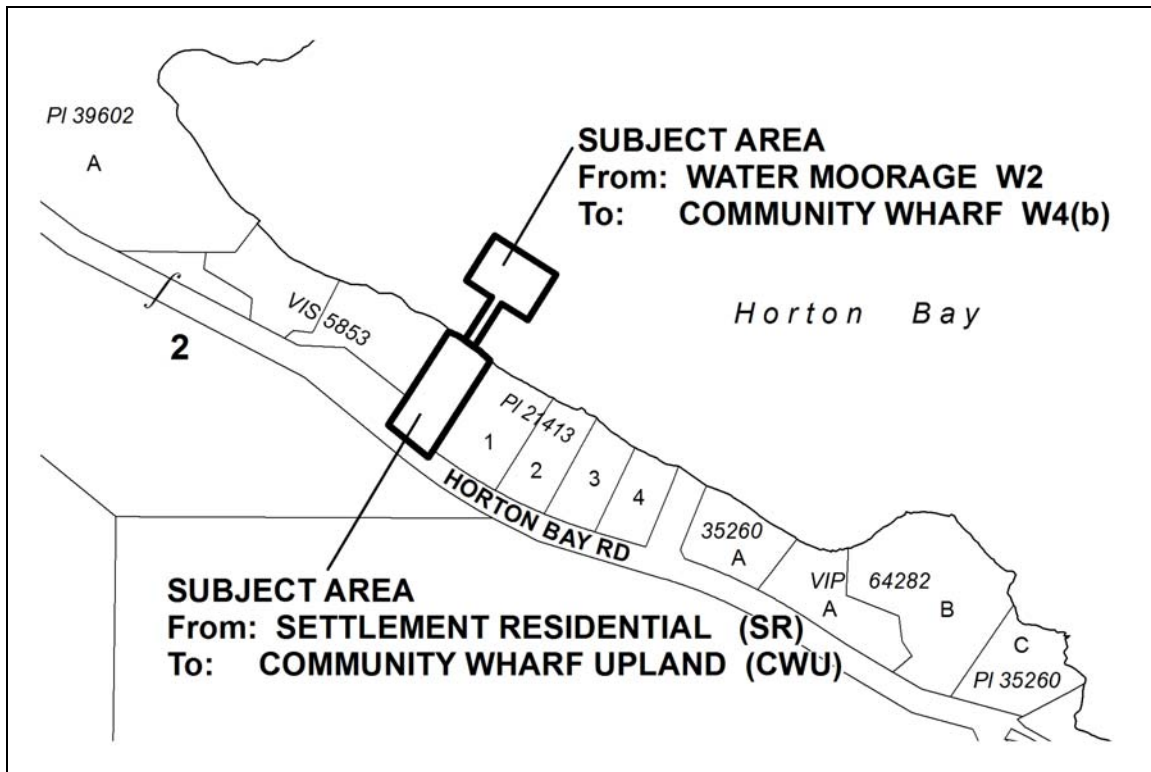
Secretary

MAYNE ISLAND LOCAL TRUST

COMMITTEE

BYLAW NO. 169

Plan No. 1



Date June 20, 2016 File Number

To Mayne Island Local Trust Committee
For the meeting of June 27, 2016

From Gary Richardson
Island Planner

Re **Proposed Bylaws No. 165 (OCP) and 166 (LUB) – Post Public Hearing Procedures**

The Local Trust Committee is considering a bylaw to allow cottages to be used as commercial vacation rentals. A public hearing is scheduled for June 27, 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. Forwarding of the bylaw to the Minister's office for approval (OCP amendment bylaws only).
5. 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 and Minister approve 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. 165, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2015" be read a Second time.
2. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 165, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2015" be read a Third time.
3. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 165, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2015" be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
4. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 165, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2015" be forwarded to the Minister of Community, Sport and Cultural Development for approval.
5. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 166, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2015" be read a Second time.
6. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 166, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2015" be read a Third time.
7. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 166, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2015" be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

Attachments:

Proposed Bylaw 165 (OCP)
Proposed Bylaw 166 (LUB)

pc Robert Kojima, Regional Planning Manager

**A BYLAW TO AMEND THE MAYNE ISLAND
OFFICIAL COMMUNITY PLAN BYLAW NO. 144, 2007**

WHEREAS the Mayne Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Mayne Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Mayne Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the Mayne Island Local Trust Committee wishes to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007;

AND WHEREAS the Mayne Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Mayne Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2015".

2. SCHEDULES

Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME this 22nd day of February , 2016.

READ A SECOND TIME this day of , 20.

PUBLIC HEARING HELD 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.

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL
DEVELOPMENT this day of , 20.

ADOPTED this day of , 20.

DEPUTY SECRETARY

CHAIR

Mayne ISLAND LOCAL TRUST COMMITTEE
BYLAW No. 165
SCHEDULE 1

- A. Bylaw No. 144, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007” is amended as follows:
1. Amending Subsection 2.3 (Home Occupation) by inserting the following immediately after policy 2.3.1.6:

“ 2.3.1.7 The rental of a cottage as a commercial vacation rental shall be permitted as a home occupation.”

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 166

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, 2015”.

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

2.1 Section 3.6 Home Occupation Regulations, is amended by adding a new Article immediately following Article (g) as follows:

“(h) short term commercial rental of a *cottage*,” and reordering the remaining articles alphabetically.

2.2 Section 3.6 Home Occupation Regulations, is amended by adding a new Subsection immediately following Subsection 11 as follows:

“12 No more than one *cottage* per lot may be used as a *short term vacation rental* at any one time.”

2.3 Section 1.1 Definitions is amended by adding the following definition in alphabetical order:

“Short term vacation rental” means the use of a *cottage* as a temporary commercial accommodation for a period of less than one month at a time by persons, other than the owner or permanent occupier. For this purpose, a cottage used as a *short term vacation rental* shall be considered as a home occupation subject to the regulations established in section 3.6.”

READ A FIRST TIME THIS 22ND DAY OF FEBRUARY 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

Date June 20, 2016

To Mayne Island Local Trust Committee
For the meeting of June 27, 2016

From Gary Richardson
Island Planner

Re **Proposed Bylaws 167 (OCP) – Post Public Hearing Procedures**

The Local Trust Committee is considering a bylaw to add TUP guidelines to the Mayne OCP regarding the issuance of TUPs for STVRs. A public hearing is scheduled for June 27, 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. Forwarding of the bylaw to the Minister's office for approval (OCP amendment bylaws only).
5. 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 and Minister approve 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. 167, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2015" be read a Second time.
2. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 167, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2015" be read a Third time.
3. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 167, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2015" be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
4. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 167, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2015" be forwarded to the Minister of Community, Sport and Cultural Development for approval.

Attachment:
Proposed Bylaw No. 167 (OCP)

pc Robert Kojima, Regional Planning Manager

**A BYLAW TO AMEND THE MAYNE ISLAND OFFICIAL
COMMUNITY PLAN BYLAW NO. 144, 2007**

WHEREAS the Mayne Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Mayne Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Mayne Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*;

AND WHEREAS the Mayne Island Local Trust Committee wishes to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007;

AND WHEREAS the Mayne Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Mayne Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2015”.

2. SCHEDULES

Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME this 22nd day of February , 2016.
READ A SECOND TIME this day of , 20.
PUBLIC HEARING HELD 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.
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL
DEVELOPMENT this day of , 20.
ADOPTED this day of , 20.

DEPUTY SECRETARY

CHAIR

Mayne ISLAND LOCAL TRUST COMMITTEE
BYLAW No. 167
SCHEDULE 1

A. Bylaw No. 144, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007” is amended as follows:

1. Amending Subsection 2.9 (Temporary Use Permits) by inserting the following immediately after policy 2.9.1.8:

“ 2.9.1.9 Additional Guidelines to be applied when considering the issuance of a Temporary Use Permit for a Commercial Vacation Rental:

- a) The LTC may require mitigating measures to provide a separation between Short Term Vacation Rentals (STVRs) and surrounding properties such as screening and fencing.
- b) The LTC should consider the cumulative effects on the neighbourhood and island of all the permits issued for STVRs.
- c) The LTC may consider issuance of a temporary use permit for a commercial vacation rental provided the proposal would not alter the residential appearance of the residence.
- d) A contact person on Mayne Island associated with the property should be available by telephone twenty-four (24) hours/day, seven (7) days per week.
- e) The property owner/applicant should provide neighbors within a 100 metre radius of the vacation rental with the contact person’s phone number, and a copy of the temporary use permit.
- f) The property owner/applicant should provide evidence that there is an adequate supply of potable water.
- g) The property owner/applicant should provide evidence that there is adequate septic capacity for the proposed occupancy.
- h) The property owner/applicant should post information for guests regarding noise bylaws, water conservation, fire safety, fire escape plan, storage of garbage, septic field location, and control of pets. The guest information should also remind guests that they are in a residential area, not a commercial area.
- i) As a condition of the permit pets should be under control at all times.
- j) The property owner/applicant should be required to provide sufficient off street parking.

- k) The property owner /applicant should be required to ensure outdoor lighting is not directed onto surrounding properties.
- l) A condition of the permit should restrict the maximum number and size of signs an STVR can have. That the signs be made of wood and not illuminated.
- m) As a condition of the permit the maximum number of guests may be limited;
- n) As a condition of the permit the number of bedrooms may be limited;
- o) As a condition of the permit the specific months in a year that STVR use can be carried out may be specified.
- p) As a condition of the permit recreational vehicles and camping should be prohibited.
- q) As a condition of the permit outdoor fires should be prohibited.
- r) As a condition of use advertising that can be utilized may be specified.
- s) A condition of the permit should prohibit the rental or provision of motorized personal watercraft for rental clients.
- t) A condition of the permit may require the property owner/applicant to post contact information and permit information at the entrance to the property.
- u) As a condition of the permit the Islands Trust bylaw enforcement officer should be permitted to enter the property between the hours of 9 am and 5 pm on any day without prior consultation with the holder of the permit or STVR renter for the purpose of investigating a complaint.



Islands Trust

Print Date: June 20, 2016

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.	27-Apr-2015	Gary Richardson	
2	STVR Review	Public Hearing arranged for May 27 for Proposed Bylaws 165, 166 and 167.	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.	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



Islands Trust

Print Date: June 20, 2016

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2015.1	CAPITAL REGIONAL DISTRICT Integrated Water Services Planner: Gary Richardson	21-Jul-2015	REZONING WATER LEASE No. 112548 District Lot 2070 /ANSON RD
Planning Status			
Status Date: 20-Jun-2016 Public hearing be held June 27, 2016			
Status Date: 24-May-2016 staff report and amended draft bylaw 169 prepared for May 30, 2016 LTC mtg.			
Status Date: 17-Apr-2016 Bylaws to agencies and First Nations for comment. Public hearing to be arranged. Target for PH is June			

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2015.2	Mayne Island Resort Ltd.	20-Nov-2015	494 ARBUTUS DR
Rezone SL 1 to allow some retail. SL 17 - 20 to allow mixed use.			
Planner: Gary Richardson			
Planning Status			
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.			
Status Date: 24-Nov-2015 opened file, processed fee, notified LTC and gave to planner.			

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
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Applications

MA-TUP-2016.1

Mildred and Eric C. 24-Feb-2016 TUP to continue use of studio as a B & B unit.
Leathers

Planner: Gary Richardson

Planning Status

Status Date: 20-Jun-2016

Staff Memo and proposed permit on June 27 LTC agenda for the LTCs consideration

Status Date: 24-May-2016

Staff report and APC comments prepared for LTC to consider at May 30 LTC mtg.

Status Date: 12-Mar-2016

Preliminary staff report to be prepared for April 25, 2016 LTC Mtg for LTCs consideration.

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

Planner: Phil Testemale

Planning Status

Status Date: 20-Jun-2016

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

Status Date: 31-May-2016

Application considered and tabled by LTC (delineation of property & line 6 month term only)

Status Date: 09-May-2016

Notification / mailout complete application on May 30 LTC Agenda

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

645 Mayne	Invoices posted to Month ending May 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	750.00	0.00	750.00
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,500.00	360.07	1,139.93
65210-645	LTC - Local Exp - APC Meeting Expenses	500.00	65.47	434.53
65220-645	LTC - Local Exp - Communications	1,000.00	210.00	790.00
65230-645	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>3,500.00</u>	<u>635.54</u>	<u>2,864.46</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
Jeanine Dodds, Mayne Island Trustee
Brian Cumblehulme, Mayne Island Trustee
George Grams, Mayne Island Trust Committee Chair
Islands Trust Suite 200 - 1627 Fort St.
Victoria, B.C. V8R 1H8 Canada

June 6, 2016

Re: Invited Speaker about Gulf Islands Groundwater Management
A presentation to the Salt Spring Island Watershed Protection Authority and Salt Spring
Island community as part of the Integrated Water Management Program and Watershed
Stewardship Workshop Series.

When: Friday August 19th, 2016 from 11:00am - 12:30pm.
Speaker: Diana Allen, Ph.D. Groundwater Resources Research Group, Simon
Fraser University, B.C.
Location: To Be Determined.

Topic “Estimating Groundwater Recharge to the Gulf Islands: Challenges and Progress”

The Salt Spring Island Watershed Protection Authority (SSIWPA) would like to invite the Mayne Island Local Trust Committee, and other members of the Mayne Island community (if applicable) to attend the presentation described above.

Please **RSVP by June 30, 2016 to Coordinator Shannon Cowan at**
ssiwpacoord@gmail.com (250-653-4867).

* Please indicate the number of participants who will attend, and venue preference (1,2,3 in priority order) from the options below:

- i) Community Gospel Chapel, Salt Spring Island (located at corner of Vesuvius Bay Road and North End Road)
- ii) Lions Hall, Salt Spring Island (located on Drake Road, near Ganges)
- iii) Mary Winspear Centre, Sidney B.C.

* Please indicate in your RSVP if the number of participants might be higher (and by how much) at the Sidney venue. The goal is to offer this event at no cost to participants, if the SSIWPA budget allows.

Sincerely, Shannon Cowan, SSIWPA Coordinator

Speaker Biography:

Diana Allen, Ph.D. and her “Groundwater Resources Research Group” in the department of Earth Sciences at Simon Fraser University have studied groundwater resources in the B.C. Gulf Islands for over ten years.

Dr. Allen is a member of the Pacific Institute for Climate Solutions (PICS), and has been a published scientist for 20 years, with a broad range of experience in both empirical approaches and modeling of direct recharge, as well as with mapping deep groundwater flow contributions to main and lower order streams in mountainous and coastal zones. She is also involved with climate change impact research on different types of aquifers and fractured bedrock groundwater systems, groundwater quality risk assessments and aquifer vulnerability mapping.

Dr. Allen’s student, Isabelle Larocque presented her thesis work to the Salt Spring community at large in January of 2015, titled “The hydrogeology of Salt Spring Island, British Columbia” (2014).

In early 2016, another student completed recharge studies on Gabriola Island, British Columbia. **Dr. Allen aims to integrate the new results about groundwater recharge in the Gulf Islands, with previous work, in her presentation on August 19th, 2016.**