



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: May 25, 2015
Time: 12:00 pm
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

Pages

1. CALL TO ORDER 12:00 PM - 12:30 PM
2. APPROVAL OF AGENDA
3. TOWN HALL AND QUESTIONS
4. COMMUNITY INFORMATION MEETING
none
5. PUBLIC HEARING
none
6. MINUTES
 - 6.1 Local Trust Committee Minutes
 - 6.1.1 Mayne Local Trust Committee Meeting Minutes Dated April 27, 2015 (for Adoption) 4 - 10
 - 6.1.2 Mayne Local Trust Committee Public Hearing Record Dated April 27, 2015 (for Receipt) 11 - 11
 - 6.2 Section 26 Resolutions-without-meeting Report
none
 - 6.3 Advisory Planning Commission Minutes
none
7. BUSINESS ARISING FROM THE MINUTES 12:30 PM - 1:00 PM
 - 7.1 Follow-up Action List Dated May 2015 12 - 14
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 | Galiano Island Local Trust Committee Bylaw No. 250 Referral | 15 - 17 |
| 10.2 | Galiano Island Local Trust Committee Bylaws No. 251 and 252 Referral | 18 - 20 |
| 10.3 | Galiano Island Local Trust Committee Bylaws No. 242 and 243 Referral | 21 - 23 |
| 10.4 | Galiano Island Local Trust Committee Bylaws No. 254 and 255 Referral | 24 - 26 |

11. LOCAL TRUST COMMITTEE PROJECTS

1:00 PM - 1:45 PM

- | | | |
|------|---|---------|
| 11.1 | OCP/LUB Review - Amended Project Charter | 27 - 29 |
| 11.2 | Commercial Land Use Review - Task Force Reports | 30 - 55 |

12. REPORTS

1:45 PM - 2:15 PM

- | | | |
|--------|--|---------|
| 12.1 | Work Program Reports (attached) | |
| 12.1.1 | <u>Top Priorities Report Dated May 2015</u> | 56 - 56 |
| 12.1.2 | <u>Projects List Report Dated May 2015</u> | 57 - 57 |
| 12.2 | Applications Report | |
| | none | |
| 12.3 | Trustee and Local Expense Report Dated March 2015 (attached) | 58 - 58 |
| 12.4 | Adopted Policies and Standing Resolutions (attached) | 59 - 62 |
| 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

2:15 PM - 3:00 PM

- | | | |
|------|---------------------------|--|
| 13.1 | Input Into Strategic Plan | |
|------|---------------------------|--|

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for June 29,
2015, at 1:00 pm, at the Mayne Island Agricultural
Hall

15. TOWN HALL

16. CLOSED MEETING (Distributed Under Separate Cover)

none

17. ADJOURNMENT

3:00 PM - 3:00 PM



DRAFT

Local Trust Committee
Minutes Subject to Approval By
the Local Trust Committee

Mayne Island Local Trust Committee Minutes of a Regular Meeting

Date: April 27, 2015
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

Members of the Public and Media Present: There were two (2) members of the public present

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

There were no comments or questions.

4. POLICY STATEMENT CHECKLIST

MA-2015-26

It was Moved and Seconded that the Mayne Island Local Trust Committee accepts the Policy Statement Directive Checklist has been satisfied for consistency for proposed Bylaws No. 161 and 162.

CARRIED

5. COMMUNITY INFORMATION MEETING

5.1. Bylaws No. 161 and 162 - Technical Amendments

Planner Richardson explained the purpose of the proposed bylaws.

There were two issues raised from the floor regarding proposed Bylaw No. 162.

After discussion it was proposed that under A 10(1) the word "otherwise" be added in the final sentence following the word "matter".

There was a question raised as to A 8. Part 2 which refers to notice from the Bylaw Officer prior to accessing a property.

Staff will clarify this with the Bylaw Enforcement Manager.

6. PUBLIC HEARING

See separate Public Hearing (PH) Record dated April 27, 2015.

6.1. Recess for Public Hearing

6.1.1. Bylaws No. 161 & 162

Chair Grams closed the regular LTC meeting at 1:15 pm. for the Public Hearing.

6.2. Recall to Order

Chair Grams recalled the regular LTC meeting to order at 1:23 pm.

7. MINUTES

7.1. Local Trust Committee Minutes Dated March 30, 2015

By general consent the Local Trust Committee meeting minutes of March 30, 2015 as presented were Adopted.

7.2. Section 26 Resolutions-without-meeting Report

None

7.3. Advisory Planning Commission Minutes

None

8. BUSINESS ARISING FROM THE MINUTES

8.1. Follow-up Action List Dated April 2015

Planner Richardson reported on the follow-up action list.

MA-2015-27

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to refer the Bylaw Enforcement Notification process bylaw to the Advisory Planning Commission.

CARRIED

9. DELEGATIONS

None

10. CORRESPONDENCE

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

10.1. Email from G. Wise re: Oil Spill

There was discussion regarding potential of oil spills in Plumper Sound and Trustee Dodds requested clarification as to response process should this occur.

MA-2015-28

It was Moved and Seconded that Mayne Island Local Trust Committee direct Chair Grams to send a letter to Steve Brown, Chair of Shipping for Vancouver Port Authority, requesting clarification of the process/protocol should there be an oil spill in Plumper Sound.

CARRIED

11. APPLICATIONS AND REFERRALS

None

12. LOCAL TRUST COMMITTEE PROJECTS

12.1. Bylaws No. 161 & 162

Planner Richardson reviewed the Bylaws.

12.2. Bylaw No. 161 for Consideration of Second and Third Readings

MA-2015-29

It was Moved and Seconded that the Mayne Island Local Trust Committee proposed Bylaw No.161, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2014” be given Second Reading

CARRIED

MA-2015-30

It was Moved and Seconded that the Mayne Island Local Trust Committee proposed Bylaw No. 161, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2014” be given Third Reading.

CARRIED

MA-2015-31

It was Moved and Seconded that the Mayne Island Local Trust Committee proposed Bylaw No. 161 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

CARRIED

MA-2015-32

It was Moved and Seconded that the Mayne Island Local Trust Committee proposed Bylaw No. 161 be forwarded to the Minister of Community, Sport, and Cultural Development for approval.

CARRIED

12.3. Bylaw No. 162 for Consideration of Third Reading

MA-2015-33

It was Moved and Seconded that the Mayne Island Local Trust Committee ask staff to amend Bylaw No. 162 as per A 10.2.9(1) so that the sentence reads "...relating to the same subject matter, otherwise the former act...".

CARRIED

MA-2015-34

It was Moved and Seconded that Mayne Island Local Trust Committee proposed Bylaw No. 162, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2014" be read a Third time.

CARRIED

MA-2015-35

It was Moved and Seconded that Mayne Island Local Trust Committee proposed Bylaw No. 162 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

CARRIED

The Chair and Trustees expressed appreciation for staff efforts in reviewing and amending these documents.

12.4. Density Controls on Remainder Lots

Planner Richardson explained that this project is to provide certainty to land owners and the general public with respect to how density is regulated on large remainder lots.

MA-2015-36

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to prepare a list of remainder lots within the Mayne Island Local Trust area and determine which lots require further density control.

CARRIED

MA-2015-37

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to proceed with option 3 (amend the zoning on the remainder lots by creating site specific zoning specifying the remaining residential density for each remainder lot) and prepare draft wording for the Local Trust Committee to consider.

CARRIED

There was discussion regarding the OCP and LUB Amendments – Project Charter v1 and Short Term Vacation Rentals (STVR)

MA-2015-38

It was Moved and Seconded that the Mayne Island Local Trust Committee request staff that in conjunction with Temporary Use Permit Guidelines regarding Short Term Vacation Rentals that there be a review of outright permitting short term vacation rental of legal cottages.

CARRIED

13. REPORTS

13.1. Work Program Reports

13.1.1. Top Priorities Report Dated April 2015

Planner Richardson informed the LTC that Item 2, Public Hearing for proposed Bylaws No. 161 and 162 is now completed.

MA-2015-39

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to move Commercial Land Use Review from Projects List to #1 Top Priorities List.

CARRIED

13.1.2. Projects List Report Dated April 2015

MA-2015-40

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to remove Item 5, Medical Marijuana production facility review, from its Projects List.

CARRIED

There was discussion regarding community input and direction for projects.

13.2. Applications Report Dated April 2015

None

13.3. Trustee and Local Expense Report Dated March 2015

Received for information

13.4. Adopted Policies and Standing Resolutions

Received for information

13.5. Local Trust Committee Webpage

The committee was advised that the website would be updated as appropriate after the meeting. The Mayne Island webpage can be found at:

www.islandstrust.bc.ca/mayne

13.6. Chair's Report

Chair Grams reported that the Executive Committee agreed with staff as to the need of facilitation for review of the Strategic Plan. The facilitator would then provide options to Council. After attending the Association of Vancouver Island Coastal Communities conference it was questioned as to the need of 4 representatives from IT. Salt Spring Island is continuing towards incorporation. If supported by the Ministry there would be a referendum in 2016 and an expected 5 year transition period. There was discussion as to the financial

impact for Islands Trust should Salt Spring Island become incorporated. Chair Grams will be participating with the free interisland foot passenger service, Le Tour de Isles June 15 – June 21.

13.7. Trustee Report

Trustee Dodds spoke to a meeting of the Southern Gulf Island Trustees. It was a positive day with plans for creating a vision statement for the islands.

Trustee Crumblehulme reported he is now the director for Mayne Island Emergency Services which is funded through the Capital Regional District.

13.8. Trust Fund Board Report - April 2015

Received for information

14. NEW BUSINESS

14.1. 2014-15 Annual Report - Mayne Island Local Trust Committee Section – RFD

MA-2015-41

It was Moved and Seconded that the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2014-2015 Annual Report for approval by Trust Council and submission to the Minister of Community, Sport and Cultural Development.

CARRIED

14.2. Board of Variance - Expiring Memberships

Received for information

14.3. Input to Strategic Plan – RFD

There was discussion as to what items from the document were important for Mayne Island.

The following topics were identified and the LTC will finalize a list at the next meeting:

- Fresh water quality and quantity;
- Coastal protection;
- Socioeconomic issues;
- Improve understanding of Islands Trust;
- Resilience/economic stability of Islands Trust.

14.4. Oil Spill Clean-up Protocol - Discussion re Process in Plumper Sound

This item was discussed earlier and it was decided that any information received would be distributed to other islands.

15. UPCOMING MEETINGS

15.1. Next Regular Meeting Scheduled for May 25, 2015, at 1:00 pm, at the Mayne Island Agricultural Hall

16. TOWN HALL

None

17. CLOSED MEETING

None

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:40 pm.

George Grams, Chair

Certified Correct

Pat Todd, Recorder



**Mayne Island
Local Trust Committee
Record of a Public Hearing
Proposed Bylaws No. 161 and No. 162**

**Public Hearing
Record Subject to Approval
By the Local Trust Committee**

Date: April 27, 2015
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

Members of the Public and Media Present: There were two (2) members of the public present

See separate business meeting minutes dated April 27, 2015

6. PUBLIC HEARING

6.1. Recess for Public Hearing

At 1:15 pm. Chair Grams opened the Public Hearing and read a statement detailing the process and procedures of the Public Hearing as per Section 892 of the Local Government Act.

6.1.1. Bylaws No. 161 & 162

Planner Richardson summarized proposed Bylaws No. 161 and 162. The changes are primarily technical, typos, and clarification of definitions. The significant alteration is the addition of Waste Transfer Station to land zoned Industrial. He noted that agencies and islands notified have indicated their interests are not affected. There has been one letter received which has been added to the Public Hearing record.

Discussion resulted in minor changes to the wording of the bylaws. See separate business meeting minutes item 12.3 dated April 27, 2015.

Chair Grams called three times for further comments.

6.2. Recall to Order

With no further comments, the Public Hearing was declared closed at 1:23 p.m.

George Grams, Chair

Certified Correct

Pat Todd, Recorder



Islands Trust

Print Date: May-14-2015

Follow Up Action Report w/ Target Date

Mayne Island Feb-23-2015

No.	Activity	Responsibility	Target Date	Status
1	Staff to prepare a questionnaire to be mailed to all property owners regarding the LTCs work program as per memo dated February 13, 2015. Draft to be prepared for LTCs consideration at May 25, 2015 LTC meeting. (At April 27 LTC meeting it was requested that this be combined with review of Commercial Land Use)	Gary Richardson		On Going

Mar-30-2015

No.	Activity	Responsibility	Target Date	Status
2	Arrange for BEO to present Ben Bylaw to APC on conference call. Planner will contact APC to determine 1st meeting of newly appointed APC. Benn Bylaw to be referred to APC.	Miles Drew Gary Richardson		On Going
3	The following people were appointed to the APC Ian Birtwell, Dennis Emmett, Sally Manson, Bill Bender, Stephen Cropper, Gerry Wise and Chris Roehrig.	Lori Foster Gary Richardson		Done

Apr-27-2015

No.	Activity	Responsibility	Target Date	Status
1	Minutes of March 30, 2015 adopted as presented.	Lori Foster		Done
2	Staff to prepare letter for Chairs signature to Stephen Brown regarding contacts and process that is in place in the event there is an oil spill in plumper sound.	Gary Richardson		On Going
3	Determine if agenda page number can be shown on LTCs agenda on Ipad.	Sharon Lloyd-deRosario Gary Richardson		Done

4	Proposed Bylaw 161: - update readings - Done - forward to Executive Committee - Done - forward to Minister of Community, Sport and Cultural Development Proposed Bylaw 162: - amend - update readings - Done - forward to the Executive Committee - Done	Sharon Lloyd-deRosario	On Going
5	Density Controls on Large Remainder Lots Staff to prepare a table showing lots that need zoning amendment to accurately reflect density. Also prepare wording for LUB for LTC to consider.	Gary Richardson	On Going
6	OCP/LUB project Amend project charter to add the review of allowing legal cottages to be used as STVRs. LTC requested high level of community consultation for this aspect of the project.	Gary Richardson	Done
7	Amend LTC top priorities by: - removing priority 2 (OCP and LUB amendments) - adding new priority 1 (Commercial Land Use Review) - existing priority 1 (OCP/LUB amendments) becomes priority - priority 3 remains the same	Gary Richardson	Done
8	Commercial Land Use Review: - open project file - find previous reports and large clear map - place on May LTC agenda for discussion	Lori Foster Gary Richardson	Done
9	Remove medical marijuana facility review from the project list.	Gary Richardson	Done
10	2014-2015 Mayne LTC Annual Report - approved as drafted	Gary Richardson	Done

11	Strategic Plan Five Items agreed on, will revisit at the May LTC meeting and submit: - fresh water quality and quantity - coastal protection - socio economic issues - improve understanding of the Islands Trust - Resilience/economic stability of Islands Trust Forward list to CAO after May LTC meeting.	Gary Richardson	On Going
12	Forward Benn Bylaw to Mayne APC for review and comment. And arrange for BEO to address APC via phone.	Miles Drew Gary Richardson	Done
13	Update Policy Statement Checklist for proposed bylaws 161 and 162 to show the LTC endorsed the checklist April 27, 2015.	Sharon Lloyd-deRosario	Done



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.: 250 Date: April 29, 2015

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:

Islands Trust Initiated

PURPOSE OF BYLAW:

The purpose of this Land Use Bylaw (LUB) amendment is to clarify Section 2.14 of the Galiano Island LUB pertaining to the setback to the sea to ensure the wording in this section is consistent with the principle that zoning must regulate uses and not users of land.

Staff report and draft bylaw are available on the Galiano island webpage:
<http://www.islandstrust.bc.ca/islands/local-trust-areas/galiano/projects-initiatives.aspx>

GENERAL LOCATION:

Galiano Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

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 Farris

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

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

Provincial Agencies

Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement
Galiano Island Parks and Recreation Commission

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Parks

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee
Mayne Island Local Trust Committee
Salt Spring Island Local Trust Committee

First Nations

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)

250

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

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www.islandstrust.bc.ca

Island: Galiano Island Local Trust Area Bylaw No.: 251 (LUB) and 252 (OCP) Date: April 29, 2015

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:

Galiano Conservancy Association, 2540 Sturdies Bay Road, RR#1, Galiano Island, BC V0N 1P0

PURPOSE OF BYLAW:

- Rezone the subject property in the Galiano Island Local Trust Land Use Bylaw No.127,1999 from the **Rural 2 (R2)** zone to **Nature Protection (NP)** zone; and,
- Redesignate the subject property in the Galiano Island Local Trust Official Community Plan No 108, 1995 from **Rural (R)** to **Nature Protection (NP)**.
- Staff reports are available on the Galiano Island webpage: <http://www.islandstrust.bc.ca/islands/local-trust-areas/galiano/current-applications.aspx>

GENERAL LOCATION:

Near the end of Ellis Road on the southern end of Galiano Island close to Salamanca Point, Galiano Island Local Trust Area

LEGAL DESCRIPTION:

Lot 1, Block 9, District Lot 5, Galiano Island, Cowichan District, Plan 1974
(PID: 006-620-965)

SIZE OF PROPERTY AFFECTED:

6.85 ha (16.92 acre)

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural (R)

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:

Phil Testemale

Title:
Contact Info

A/Planner 2
Tel: 250-405-5170
Email: ptestemale@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Ministry of Community, Sport, and Cultural Development
Ministry of Environment – BC Parks
Ministry of Forest, Lands & Natural Resource Operations
Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust Fund
Managed Forest Council

Regional Agencies

Capital Regional District – Electoral Area Director
Capital Regional District – Regional Parks and Community Services
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)

251 (LUB) and 252 (OCP)

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

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information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Galiano Island Local Trust Area Bylaw No.: 242, 243 Date: May 13, 2015

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: LTC - initiated

PURPOSE OF BYLAW:

The proposed bylaws would amend the Galiano Official Community Plan and Land Use Bylaw to permit a larger floor area and greater height for cottages. The intent is to provide expanded housing options and more flexibility in cottage layout and design. The amendments would increase the permitted maximum floor area for cottages from 60 m² to 70 m² and the height from 5 metres to 9 metres. The amendments would also clarify the use of the term 'cottage' for two different uses in the current bylaws.

Staff reports and background information are available on the Galiano island webpage: [Cottage Size Review](#)

GENERAL LOCATION:

Galiano Island Local Trust Area

LEGAL DESCRIPTION:

n/a

SIZE OF PROPERTY AFFECTED:

n/a

ALR STATUS:

n/a

OFFICIAL COMMUNITY PLAN DESIGNATION:

n/a

OTHER INFORMATION:

Additional information, including the bylaws, is available at: www.islandstrust.bc.ca/islands/local-trust-areas/galiano/projects-initiatives/cottage-size-review

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: Robert Kojima

Title: Regional Planning Manager
Contact Info: Tel: 250-405-5159
Email: rkojima@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

n/a

Provincial Agencies

Ministry of Community, Sport and Cultural Development

Ministry of Transportation & Infrastructure

Non-Agency Referrals

Galiano Island Advisory Planning Commission (under separate cover)

Islands Trust – Bylaw Enforcement

BC Assessment Authority

Spanish Hills Waterworks and Parks District

Wise Island Waterworks District

Montague Improvement District

Sticks Allison Water Service Area (CRD)

Galiano Estates Improvement District

Gossip Island Waterworks District

Philimore Point Improvement District

Regional Agencies

Capital Regional District – Electoral Area Director

Capital Regional District – Building Inspection

South Galiano Fire Department

North Galiano Fire Protection Society

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

Penelakut Tribe

Semiahmoo First Nation

Stz'uminus First Nation

Tsawwassen 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)

242 / 243

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



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.: 254, 255 Date: May 13, 2015

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: LTC - initiated

PURPOSE OF BYLAW:

The proposed bylaws would amend the Galiano Official Community Plan and Land Use Bylaw to permit and regulate secondary suites in residential zones. Secondary suites are ground-oriented, market rental housing intended to provide affordable rental housing options. They would be permitted within single-family dwellings and are usually in the basement or at ground level. The proposed regulations would limit suites to one per lot; permit either a cottage or a suite on lots under 4 hectares, not both; establish a maximum floor area of 60 m² and 40% of the dwelling; require the suite to be located in the dwelling and have a separate exterior entrance; require the building to be equipped with a cistern and rainwater catchment system; preclude subdivision by strata plan or other means; limit home occupations and prohibit vacation rentals in a suite; and require one additional parking space on the lot.

Staff reports and background information are available on the Galiano island webpage: [Secondary Suites](#)

GENERAL LOCATION:

Galiano Island Local Trust Area

LEGAL DESCRIPTION:

n/a

SIZE OF PROPERTY AFFECTED:

n/a

ALR STATUS:

Suites would be permitted in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

n/a

OTHER INFORMATION:

Additional information, including the bylaws, is available at: www.islandstrust.bc.ca/islands/local-trust-areas/galiano/projects-initiatives/secondary-suites

Please fill out the Response Summary at the end 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: Robert Kojima

Title: Regional Planning Manager
Contact Info: Tel: 250-405-5159
Email: rkojima@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

n/a

Provincial Agencies

Agricultural Land Commission
Ministry of Agriculture – Regional Agrologist
Ministry of Community, Sport and Cultural Development
Ministry of Forest, Lands & Natural Resource Operations
- Water Protection
Ministry of Transportation & Infrastructure

Non-Agency Referrals

Islands Trust – Bylaw Enforcement
Galiano Island Advisory Planning Commission (under separate cover)
BC Assessment Authority
BC Hydro and Power Authority
Telus
Spanish Hills Waterworks and Parks District
Wise Island Waterworks District
Montague Improvement District
Sticks Allison Water Service Area (CRD)
Galiano Estates Improvement District
Gossip Island Waterworks District
Philimore Point Improvement District

Regional Agencies

Capital Regional District – Electoral Area Director
Capital Regional District – Building Inspection
Capital Regional District – Integrated Water Services
South Galiano Fire Department
North Galiano Fire Protection Society

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
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsawwassen 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)

254 / 255

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

STAFF REPORT

Date: May 14, 2015

File No.: 6500-20- OCP/LUB
amendments

To: Mayne Island Local Trust Committee
For the meeting of May 25, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima RPM

Re: OCP and LUB Amendments 2015

Background

The LTC initiated a project to amend the OCP/LUB in February 23, 2015. The project when it was initiated contained two main components: One to amend the Temporary Use Permit section of the OCP to include a comprehensive list of guidelines to be addressed when a TUP for an STVR is applied for; and the second to amend the wording of the LUB that applies to how density is controlled on large remainder lots.

The LTC has received a report regarding density on large remainder lots and has instructed staff to proceed by identifying lots that will be subject to the bylaw amendment.

At the April 27 LTC meeting a third component was added to review amending the OCP and LUB to allow STVR use of cottages.

There is an amended project charter attached for the LTC's consideration.

Next Steps

Review the attached project charter at the May 25, 2015 LTC meeting and either amend the charter or adopt as drafted. The next steps after that are outlined in the charter.

Summary of Planning Recommendations

Staff is recommending the project charter be adopted as drafted as it provides a reasonable time frame for staff to prepare the necessary reports and draft bylaws and

provides for sufficient community consultation on the three main changes being brought forward for review.

RECOMMENDATION:

That the Mayne Island Local Trust Committee approve the attached project charter version 2, dated May 14, 2015 as drafted.

Prepared and Submitted by:

Gary Richardson

Name, Title

May 14, 2015

Date

Concurred in by:



Robert Kojima
Regional Planning Manager

May 14, 2015

Date

Attachments: Project Charter version 2

OCP and LUB Amendmemnts- Charter v2 May 14, 2015

Mayne Island Local Trust Committee

Purpose to: amend the TUP guidelines in the Mayne Island OCP regarding Short Term Vacation Rentals (STVRs); amend the OCP and LUB to allow STVR use of cottages; and to amend the Mayne Island Land Use Bylaw regarding density controls on large remainder lots.

Background The project was initiated at the LTCs February 23, 2015 business meeting and amended at the April 27 Mtg. Three projects from the LTCs project list were combined to create one work program priority. The project has three main components. One is to amend the Temporary Use Permit section of the OCP to include a comprehensive list of guidelines that will need to be addressed when a TUP for an STVR is applied for. The second is to amend the OCP and LUB to allow STVR use of cottages. The third is to amend the wording of the LUB that applies to how density is controlled on large remainder lots.

Objectives

- Amend LUB to provide for certainty with respect to how density is controlled on large lots.
- Amend the OCP to provide certainty for both the applicant and public as to guidelines that need to be addressed before the issuance of an STVR TUP.
- Amend the OCP/LUB to allow cottages to be used as STVRs

In Scope

- Staff report analyzing each of the three topics and providing options and recommendations
- Supplementary staff reports if required
- Draft Bylaws to implement amendments—fact sheet
- Community Information Mtgs
- Statutory requirements
- Implementation

Out of Scope

- Additional or extra ordinary community consultation
- Amendments to any other portions of the OCP or LUB
- Amendments to unrelated by-laws

Workplan Overview

Deliverable/Milestone	Date
1) Staff report regarding TUP guidelines for STVRs	June 29
2) Staff report regarding STVR use of cottages	July 27
3) Prepare staff reports and draft bylaws for LTC and Community consideration (three topics).	September 28
4) Community Information meeting	October 26 and or a Sat. in Oct
5) Staff report on comments raised at CIM	November 30, 2015
6) Public Hearing	January 2016

Project Team

Gary Richardson, Island Planner	Project Manager
Sharon Lloyd-deRosario	Admin support
Lori Foster and Lori Foster	Admin support
Barb Dashwood	GIS support

RPM Approval:

Robert Kojima

Date:

LTC Endorsement:

Resolution #:

Date:

Budget

Budget Source:

Fiscal	Item	Cost
2015/16	CIM	800.00
2015/16	Public Hearing	1000.00
2015/16	Contingency	200.00
	Total	2000.00 29

Date: May 14, 2015

File No.: 6500-20- Commercial
Land Use Review

To: Mayne Island Local Trust Committee
For the meeting of May 25, 2015

From: Gary Richardson, Island Planner

CC: Robert Kojima RPM

Re: Commercial Land Use Review 2015

Background

The LTC initiated a project to review Commercial Land Use at its April 27, 2015 LTC meeting.

Staff was instructed to place previous reports prepared by the commercial land use review task force on the May 25, 2015 business meeting agenda. The three commercial task force reports are attached to this report for reference.

Next Steps

Staff to prepare a staff report for the June 29, 2015 LTC meeting outlining options on how the LTC can proceed with this project, a recommended option, and a draft project charter.

Summary of Planning Recommendations

Staff is recommending that the LTC directed staff to prepare a staff report and draft project charter for the June 29, 2015 LTC meeting.

RECOMMENDATION:

That the Mayne Island Local Trust Committee directs staff to prepare a staff report and draft project charter regarding the commercial land use review project.

Prepared and Submitted by:

Gary Richardson

May 14, 2015

Name, Title

Date

Attachments: Three Commercial Land Use Task Force reports

Gary Richardson

From: Deb Foote ~~XXXXXXXXXX~~
Sent: April-16-12 6:41 PM
To: 'Rich Tamboline'; 'David Maude'; 'Geoff Sivers'; 'Brian Steele'; 'Barry Wilks'; 'Shanti McDougall'; 'Glenda Johnson'; 'Lois Yip'; 'Bill Maund'; 'Deb Foote'
Cc: Jeanine Dodds; 'Brian Crumblehume'; Peter Luckham; Gary Richardson
Subject: Mayne Island Commercial Land Use Review Task Force Report - an alternative view point
Attachments: Commercial Land Use Taskforce - Alternate report.docx

Trustees, Task Force Members and Planners

Please take note two members of the Mayne Island Commercial Land Use Review Task Force who are not prepared to sign their names to the report filed by the chair have taken it upon themselves to prepare and file an alternative report that clearly outlines their position.

Please accept the attached as an alternative perspective/ viewpoint

Sincerely
Deb Foote
Shanti McDougall
Members – Mayne Island Commercial Land Use Task Force

In May 2011 the Mayne Island Local Trust Committee passed a resolution reading:

“It was moved and Seconded that the Mayne Island Local Trust Committee request that staff prepare background information on commercial land uses and zoning and prepare a draft terms of reference for a task force.”

According to the “Mayne Island Commercial Land Use Review Task Force Terms of Reference” dated June 10, 2011, the purpose of the Commercial Land Use Review Task Force is to provide strategic advice to the Local Trust Committee on the need, requirement and preferred locations of commercial activity on Mayne Island. The task force objective is to identify land use requirements, impacts and issues related to commercial land use on Mayne Island.

There were a number of issues that became evident from the outset of the task force.
The terms of reference for example state:

Under the heading Membership

“The Commercial Land Use Review Task Force is made up of not more than nine electors appointed by the LTC. The final number of members appointed to the task force was 10.”

We do not recall there being any formal decision being made to increase the number from 9 to 10. Furthermore we noted the following:

There is a provision in the Terms of Reference where in the LTC by way of resolution can change appointments from time to time – to the best of our knowledge this mechanism was not employed to change the number of members

While some “expressions of interest” were accepted after the established deadline one community member who sent in a late response was ignored while several others were accepted for participation on the task force.

Under the heading “Roles” the Chair is responsible for a number of functions including:

“Ensure that there is provision for public input”

While at a February meeting the chair reported that he polled a number of local businesses informally. No methodology involved in this “research”, the parties interviewed were selected by the chair with no input from anyone else. In our opinion this does not meet the objective of providing a provision for public input.

Under the heading Meetings:

“The Chair shall make provisions for a public participation period within each meeting”

While meeting have been open to the public the Chair made no provisions within the meeting for public participation or input.

Finally, at the meeting held on February 28th 2012 (the 3rd to last scheduled meeting) the chair announced that because we were appointed as an additional Advisory Planning Commission our scope was legally limited, therefore the Commercial Land Use Task Force could not contact other government bodies without going through the Local Trust Committee. This is in direct contravention with what was outlined in Appendix A of the Commercial Land Use Review Task Force Terms of Reference which states:

"The Commercial Land Use Task Force been appointed to consider land use issues related to the location, type and amount of commercial land and development on Mayne Island. In order to support its recommendations to the LTC the Commercial Land Use Review Task Force may undertake a number of research tasks including: "

"3) Undertake comparative research options available from other local governments, communities or best practices"

The Chair was asked if he had understood this "limitation" from the time he accepted the role of chair, we were given the impression that he was very aware of this "limitation". It was interesting that there was no mention of the limits imposed on the CLUTF until that meeting on February 28th.

The way we have interpreted the Tasks list is that by way of approval the LTC has given the authority to the CLUTF members to undertake the research required in addressing the tasks as outlined including contacting other local governments and communities as required.

Our community completed a review of the Official Community Plan in 2007. A lot of time and energy was put into this process including a comprehensive review of the specific guidelines and policies for commercial development (section 2.4 of the OCP) in its various forms. We feel strongly that this document and the resulting updated Land Use Bylaw (amended in 2008) address the issues related to commercial land use more than adequately and that the process that we have undertaken over the last 6 or 8 months has been an exercise in futility.

We are not prepared to sign our names to the final report prepared by the chair, Rich Tamboline. It focuses the majority of future retail and services in Miners Bay and proposes that any new C1 be contained within the boundaries that are mapped out in the report. We disagree with this approach.

As committee members we have prepared another Commercial Land Use Review Task Force Report for your consideration.

Sincerely,

Deb Foote
Shanti McDougall

Appendix A of the document titled Commercial Land Use Review Task Force Terms of Reference charged the task force with a list of 6 tasks:

1) Review and inventory all existing commercially zoned land and facilities on Mayne Island.
Below you will find a list as compiled as of March 4, 2012:

C1 Settlement Commercial

Zoned and Occupied

413 Fernhill	The Trading Post
417 Fernhill	Gardenia
574 Fernhill	Fernhill Centre: Tree Frog, Happy Tides, Envisions Gallery, Wild Fennel, Arbutus Spa, ZeeSpot
472 Village Bay Road	Mayne Street Mall: Tru Value Foods, Sunny Mayne Bakery, Insurance, Gulfport Real Estate
478 Village Bay Road	Root Cellar: Miners Bay Books, Dragon Fly Gallery, Mayne Island Conservancy Society; Nomadic Routes

Zoned for a specific purpose and Occupied

454 Village Bay Road	Green House Restaurant (C1 (b) – restaurant, apartment residential, accessory dwelling for owner operator or employee, accessory uses)
Lot 36 Dalton Drive	Remax Real Estate (C1 (a) – professional business offices)

C3 Service Commercial

Zoned and Occupied

652 Fernhill	Home Hardware
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Zoned for a specific purpose and Occupied

594 Fernhill	Village Bay Repairs (C3 (a) – repair shop, machine shop, accessory retail sales, accessory dwelling unit)
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C4 Automotive Commercial

Zoned and Occupied

424 Fernhill	Active Pass Auto and Marine
--------------	-----------------------------

Other Commercial – Temporary Use Permit

Zoned as C3(a) but undertaking rezoning and operating under a 2 year TUP

568 Fernhill	Farm Gate Store
--------------	-----------------

I1 Industrial

Zoned and Occupied

Lot 3 Sections 8 & 11 Plan 8200 Fernhill Road	Highway Department Works Yard
400 Fernhill	Springwater Storage Shed

Zoned for a specific purpose and Occupied

513 Fernhill	Northwest PreCast - Fred Bennett Contracting (I1(a) Industrial, Warehousing and storage, accessory dwelling for owner operator or employee, accessory uses)
--------------	---

	buildings and structures, and ready mix concrete plant, and the sales of soil, gravel, dry cement and ready mix concrete
Lot A Section 12	Now operating a Garbage Transfer Station – unsure if this has been approved
Plan 43041	BC Hydro Works Yard (l1(b) maintenance repair and storage of vehicles, equipment and materials used for the provision, maintenance and repair of utilities and accessory uses, buildings and structures)
Campbell Bay Road	

Undeveloped Commercial and or Comprehensive Development Zones

C1 Settlement Commercial

415 Fernhill	next to trading post (used as rental accommodations)
Lot 6 Section 12	part of this lot currently occupied as seasonal dwelling
Plan 715 Village Bay Road	

C3 Service Commercial

506 Whalen Road	behind Home Hardware
-----------------	----------------------

CD2 Comprehensive Development Zone

Naylor Road	“Bennett Property” – Nan’s Hair Salon operating in one of the buildings
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2) Quantify to the extent possible commercial land requirements over the next 5 to 10 years.

We struggled with how to address this question given the state of the economy. In these times and in a community like Mayne Island we found that we could sum this up best in the following statement:

“It takes a true entrepreneur with a vision and some resources to establish a business during difficult times.”

Historically Mayne Island has experience sporadic growth over the last 40 years with periods where the population has contracted. It is true that Mayne Island merchants rely on seasonal residents and summer visitors for financial success. It is also true that the close proximity of Vancouver and Victoria markets draw a significant number of our consumer dollars away. It is unfortunate that many members of our community choose to do the majority of their purchasing off island. Clearly the benefits of shopping first in our own community need to be more clearly extolled.

We understand that the CRD is planning to engage the outer gulf islands in a process of looking at opportunities for Community Economic Development. We hope that the results will include some new ventures on Mayne Island. We need to look beyond retail and tourism to develop businesses that will bring economic stability while meeting addressing the ecological sensitivity of our unique island community.

It is difficult to gage what the future holds. Any future rezoning for commercial development should be dealt with on a case by case basis without prejudice.

3) Undertake comparative research of options available from other local governments, communities or best practices.

Given our limited resources along with chairs disposition with respect to this directive, we did not undertake the research suggested.

4) Identify the preferred locations of commercial uses and centres on Mayne Island.

The Mayne Island Local Trust Committee's Official Community Plan addresses locations and centres through policy "2.4.1.2: Retail businesses shall be clustered at Miners Bay with the exception of the Montrose/Fernhill area, the Building Centre at Whalen/Fernhill and the Auto repair yard at Horton/Fernhill. Furthermore policy 2.4.1.3 states that Service based businesses should be dispersed in the Mayne Island Trust Area. "

We fully support these policies along with the objectives:

3) "to provide employment opportunities within the community" and

6) "to support the clustering of commercial uses in areas that limit or reduce the need to travel to services."

We feel it is important to follow the direction as laid out in the OCP and that any application for rezoning should be considered on a case by case basis, without prejudice.

5) Identify impacts potentially associated with future commercial uses including but not limited to groundwater, traffic, neighbourhood impacts, rural character and climate change

Any future development on Mayne Island and especially in Miners Bay is going to need to address the lack of infrastructure to supply sufficient water as well as the necessity of dealing with sewage and a question of the carrying capacity of the land. We have identified the top 3 challenges associated with concentrating development in Miners Bay as water, sewage and traffic congestion. Traffic for cars, bicycles and pedestrians in Miners Bay as in many areas of Mayne Island is overstressed especially in peak season. There is already insufficient parking in Miners Bay, and parking is often maximized on weekends leaving pedestrians to walk on the road causing further slowdowns. Amenity zoning might be the best approach to addressing these specific issues in Miners Bay to ensure that the infrastructure is enhanced prior to further development in the area.

One of the main concerns we have with respect to concentrating future C1 development in Miners Bay is that we are at risk of losing charm that the current mix of residential and commercial adds to the community as it exists today.

6) Review and comment on other land uses that may be related to commercial uses but are not currently permitted in commercial zones.

Food Security is a primary concern in challenging financial times. Addressing this issue has been identified as a primary element of the Islands Trust's mandate, as well as Mayne Islands Official Community Plan. The more food we produce on Mayne Island the more secure our community will be going forward. Food Processing and small scale manufacturing would enhance the community on many levels. A cold storage facility would provide an element of the infrastructure required to meet the needs of food processors and farmers who do not have the resources to build their own. Other considerations might include a brewery or cidery, licensed daycare, bowling alley, public swimming pool.

In summary, the undersigned members of the Mayne Island Commercial Land Use Task Force feel that the Official Community Plan, a document that the community participated in crafting, adequately addresses issues related to commercial development.

Under Broad Community Objectives, as defined in the OCP include 1.2 6):

"To recognize the important role that varied livelihoods and a varied economy play in our Community's unique character through the encouragement of economic diversity and a vital local economy."

As outlined in the terms of reference dated June 10, 2011, for the Mayne Island Commercial Land Use Review Task Force the purpose for the CLURTF was to provide overall strategic advice to the Local Trust Committee on the need, requirements, and preferred locations of commercial activity on Mayne Island. The task force objective is to identify land use requirements, impacts and issues related to commercial activity on Mayne Island. In particular the task force is requested to address the following issues:

- a) Appropriate locations, density and regulation of future retail commercial uses
- b) Appropriate locations, density and regulation of future service commercial uses
- c) Appropriate locations and regulation of commercial waste transfer

We ascertain that the OCP adequately addresses points a) & b). Point c) is not within the purview of the Local Trust Committee and should be referred to the Mayne Island Improvement District.

Respectfully Submitted,

Deb Foote
Shanti McDougall

April 15, 2012

Mayne Island Local Trust Committee

COPIED TO

☒ PLANNE
☒ LTC
☒ KJ, RK

RECEIVED

APR 23 2012

ISLANDS TRUST
VICTORIA BC

Re: Mayne Island Commercial Land Use Review Task Force

The purpose of the Mayne Island Commercial Land Use Review Task Force (the Task Force), set out under #2 of the Terms of Reference (T.O.R.) could not be undertaken as presented. Under paragraph 2b) the term "service commercial" is not used in the Official Community Plan (OCP). It is used in the Land Use Bylaw (LUB) for one zone in the commercial section, however that zone does not reflect the apparent intent of the OCP in "dispersing" service based businesses in the Mayne Island Trust area. This contradiction becomes an overriding consideration when it is recognized that the Task Force was established as an Advisory Planning Commission (APC) subject to the provisions of the Mayne Island Advisory Planning Commission Bylaw. The Chair, of the Task Force, was charged with the responsibility to ensure that any options or recommendations were consistent with the objectives of the Official Community Plan. (OCP) {#2 T.O.R.} There was no specific referral and an APC has no authority to seek out information from the public. Furthermore item #3 under Tasks (Appendix A) is in direct conflict with the M.I.APC bylaw and item #15 of the T.O.R.

As Chair of the Task Force I made the decision to treat the Commercial and Industrial sections of the OCP and LUB as a referral and undertook the review using the input from the discussions with the Task Force.

It is unclear why staff presented the Terms of Reference in this way. Most members did not understand the restrictions of an APC and wanted to proceed as an Ad Hoc Committee. This created situations where the Chair became an umpire and the purpose of the Task Force was lost in disagreements over process and purpose. In spite of the errors and the sloppy presentation of the Terms of Reference, the review of the Commercial sections of the OCP and L.U.B. was useful in revealing many serious and misleading items in these bylaws.

At the last meeting of the Task Force, on March 20, 2012, a number of additions and revisions to the final draft report were discussed. The changes were incorporated in the final draft of the report which was circulated to members on April 11, 2012, with a request for responses prior to April 15, 2012.

On April 9, 2012 and April 16, 2012 two separate reports were circulated by three members of the former Task Force. Since the Task Force had no opportunity to review these submissions, no comments are included in the final report.

Respectfully submitted on behalf of the Mayne Island Commercial Land Use Review Task Force;

Rich Tamboline, Chair

MAYNE ISLAND
COMMERCIAL LAND USE REVIEW TASK FORCE
FINAL REPORT
APRIL 11, 2012

MEMBERS

MAYNE ISLAND COMMERCIAL LAND USE REVIEW TASK FORCE

Rich Tamboline (Chair)

Barry Wilks

Bill Maund

Glenda Johnson

Shanti McDougall

Brian Steele

Geoff Sivers

David Maude

Lois Yip

Deb Foote

March 31, 2012

**REVIEW OF COMMERCIAL LAND USES, COMMERCIAL ACTIVITY AND
SUPPLY OF FUTURE COMMERCIAL LAND**

The Task Force reviewed the inventory of existing commercial and industrial zoned properties.

All sites are in use with the exception of 506 Whalen Road which is currently being considered for some type of development by the owner.

In addition there is 535 sq. meters of "buildable" commercial space in the comprehensive Development 2 Zone on Naylor Road.

Of the 16 properties, 6 are zoned as site and use specific. There is no shortage of available land for commercial rezoning on Mayne Island.

The very small and limited market on Mayne Island has tended to limit investment in the Retail Commercial sector. It is expected that this will continue to be the case for the foreseeable future. Historically the influx of summer visitors and residents provided an increased level of activity which enabled businesses to accumulate a cushion to carry them over the "lean" months of October to April. With the major increases in ferry fares and the difficulties of getting to the islands at peak times visitors have tended to find other recreational destinations and the resulting loss of income has become an issue for many businesses on the island.

Overall there is land available for commercial use on Mayne Island, either by rezoning, in acceptable areas, or through development of areas such as the comprehensive Development Zone on Naylor Road.

The economic development required for any expansion of the commercial base was not part of the Terms of Reference for the Task Force.

COMMERCIAL CORE DELINEATION

The Task Force recommends the Official Community Plan (OCP) be amended to define the Miners Bay area as the Commercial Core for Mayne Island.

The clustering of commercial activity in the historical business centre of the island is desirable and reduces the amount of travel required by residents and visitors to obtain necessary services and supplies. By formalizing the boundaries for the core area it is expected to encourage business to locate in that area particularly if rezoning can be simplified and expedited.

Reference: OCP 2.4.1.2 Retail businesses shall be clustered at Miners Bay with the exception of Montrose/Fernhill area, the Building Centre and Auto Repair Yard.

The Task Force passed the following motion December 6, 2011:

It was Moved and Seconded that the Mayne Island Commercial Land Use Task Force recommends the identification of Miners Bay as the commercial core for Mayne Island with the designation of C1 Zoning and a subcommittee be established to identify the geographical boundaries of the commercial core.

The Subcommittee was formed and reported February 26, 2012. the recommendations and report of the Subcommittee are attached as Schedule 1. The report was received by motion of the Task Force on February 28, 2012.

WORDING AND TERMINOLOGY

Anomalies in the Commercial section of the O.C.P. :

1. Terminology in this section is confusing and misleading.
 - 2.4.1 Retail Commercial, Objectives – To supply services necessary...
 - 2.4.1.2 Policies – Retail businesses will be clustered...
 - 2.4.1.3 Policies – Service based businesses should be dispersed...

Terminology becomes further muddled under the Task Force Terms of Reference where the term "Service Commercial" is introduced. This term is not used in the O.C.P. It designates a C3 zone in the L.U.B. which was written for the Lumber Yard.

These variations are very confusing and could easily lead to misunderstandings.

Further confusion results from the use of the term "commercial centre". 2.4.1 Background refers to "...a secondary commercial centre at the junction of Fernhill and Montrose Road." 2.4.1.2 (dealing with the clustering of retail businesses:".../with the exception of the Montrose – Fernhill area." Then at 2.4.1.5 referring to Strip Development "...Strip development of businesses outside the commercial centres shall not be permitted."

- 2.4.1.6 Development Permits – the term "scale of use – should be defined.

2. Site Specific or Site Restricted - when used to identify a property that has a limited selection of permitted uses within the full list of permitted uses for a zone. Alternate terms: "Site Specific and Use Restricted" or "Site specific and Use Specific" or "Site and Use Specific".

All of these variations are very confusing and could easily lead to misunderstandings.

The language in Section 2.4 must be corrected.

QUESTIONABLE ITEMS IN THE LAND USE BYLAW COMMERCIAL ZONES

The two site specific C3 zoned lots on Fernhill were both primarily automotive repair and service facilities. It would have been more appropriate, and much clearer, to have classified them as C4 site specific and use specific for automotive and mechanical repairs. The shop which fronts on Horton Bay Road did an extensive amount of auto body repairs – identified as a permitted use in C4 but not in C3. The zoning on these parcels should be corrected to C4 site specific and use specific.

Strangely the C4 zone headed Automotive does not have a permitted use for automobile repair, mechanical repairs or even automobile servicing.

This oversight should be corrected.

TEMPORARY USE PERMITS

This option has provided an alternative to full scale rezoning. Concern was expressed about the problem of enforcement of terms specified in the permits. Because the permits allow the change of use for a property they should be treated as a bylaw and be subject to a proper public hearing and notification process.

HOME OCCUPATIONS

The sections in the OCP and LUB relating to this subject were reviewed and the consensus was that this type of activity is very valuable in the context of our small community. The enforcement of regulations was the only concern expressed in the discussion. (See more comments under Bylaw enforcement below)

LOT COVERAGE C COMMERCIAL PROPERTIES AND PERMITTED MAXIMUM LOT COVERAGE

One member of the Task Force spent a considerable amount of time and effort in analyzing this subject. This is a topic that obviously needs more study and discussion. Consideration should be given to the inclusion of additional factors, not just building footprint. For example: factors that have to be considered in this community would be areas for septic disposal fields (treatment plant or conventional); safe set off distances from water well location to reduce potential contamination; required parking area should be in the formula (should a paved parking area be part of lot coverage?), should lot coverage be adjusted in the case of site specific use for only one portion of a full C1 zone. In developing a formula for lot coverage, intensity of activity expected should be a consideration in determining how much of the commercial lot should be designated for peak parking demand.

Recommendation: Determine the existing floor area of structures in Commercial and Industrial zones and re-review potential build out.

A review of the criteria should be undertaken and procedures adopted to better represent the intent of the terms "Permitted Maximum Lot Coverage and Maximum Floor Area Allowable."

Summary report is attached as Schedule 2.

BYLAW ENFORCEMENT

During the discussions of the Task Force a subject which kept arising was the lack of enforcement of the regulations set out in the LUB and OCP. While the enforcement procedure is complaint driven and supposedly confidential it would appear to be otherwise. Complaints are not viewed as confidential. In a small community like ours no one wants to be identified as "ratting" on their neighbour. Unless there is assurance that the complaint is confidential most infractions will go unreported.

Another criticism aired during the discussions was: if Bylaw enforcement visits a property for a specific complaint other flagrant violations of the zoning bylaw will not be acted on. Obviously some attention must be given to this very important aspect of local government.

A third concern is the continuation of an unauthorized activity while an application is in process. (e.g. collection of garbage at the gas station for 2 years without an approved TUP) This type of application must be dealt with promptly and rulings provided.

COMMERCIAL WASTE TRANSFER

The Terms of Reference under Purpose Paragraph C – Appropriate locations and regulations of commercial waste transfer.

The Mayne Island Local Trust Committee has no jurisdiction over the regulation of commercial waste transfer.

The Task Force at the December 6, 2011 meeting passed the following motion:

IT WAS MOVED AND SECONDED THAT THE MAYNE ISLAND COMMERCIAL LAND USE TASK FORCE RECOMMEND THAT IF A SOLID WASTE TRANSFER STATION IS REQUIRED THAT IT BE SITUATED ON AN INDUSTRIAL ZONED SITE.

ADVOCACY

The Task Force recognizes that Islands Trust has no authority to provide community services such as roads, curbs, walkways, domestic water supply systems or sewage disposal, however land use, development and community sustainability are closely connected to these services. It is recommended that the Mayne Island Local Trust Committee devote as much effort as possible to advocating on behalf of the community for improvements to these amenities.

SUMMARY COMMENT

Overall the majority of the Task Force members are in agreement with the principles set out in the Mayne Island Official Community Plan and believe it conveys the community's aspirations for the future. However, the work of the Task Force has clearly indicated that a thorough review of the O.C.P. and L.U.B. should be undertaken to clarify terminology and provide clearer directives.

Respectfully submitted on behalf of the Mayne Island Commercial Land Use Review Task Force;

Rich Tamboline
Chair

**REPORT ON
BOUNDARIES FOR A COMMERCIAL CORE IN THE
MINERS BAY AREA OF MAYNE ISLAND**

RECOMMENDATIONS

1. It is recommended that the area highlighted on the attached map be designated as the Mayne Island Commercial Core.
2. The Retail Commercial uses shown on Appendix 1 should be contained in the core area.
3. It is recommended that future applications for commercial zoning in this commercial core be accepted, subject to the regulations set out in the Mayne Island Land Use Bylaws.
4. It is recommended that a reasonable mix of commercial, residential, tourist accommodation and community service (park) be retained in this core area.
5. It is recommended that the Mayne Island Local Trust Committee advocate for upgrading of sewage disposal systems, domestic water supply, parking and footpath easements and walkway construction.

Additional recommended advocacy policies are in the final report of the Commercial Land Use Task Force.

February 26, 2012

**REPORT ON COMMERCIAL CORE DELINIATION IN THE
MINERS BAY AREA OF MAYNE ISLAND
5 TO 10 YEARS PROJECTION**

The Mayne Island Official Community Plan under "Retail Commercial" states – 2.4.1.2 Retail Business shall be clustered at Miners Bay..." With the creation of the Comprehensive Development Two (CD2) Zone at Village Bay and Naylor Roads it is important to define the boundaries of "Miners Bay". The area has long been referred to as the "village" or "down town" but the preferred designation, in the context of the mandate for the Commercial Land Review Task Force, is the "commercial core" for Mayne Island.

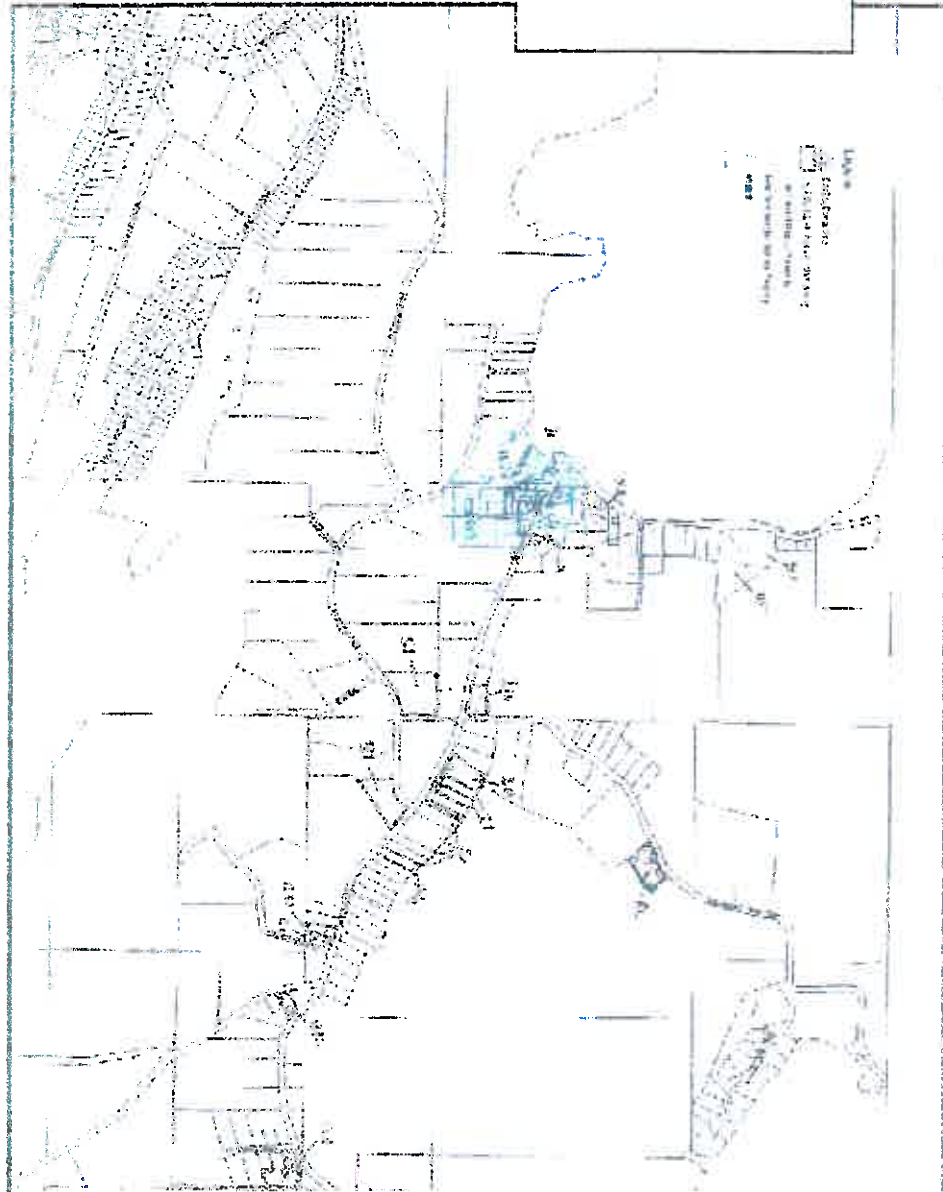
The intention of the subcommittee was to identify a core large enough to ensure a good mix of commercial and residential use,

Considering the fact that there has not been a commercial rezoning in 20 years within the core area it seems likely that the dominant land use will continue to be residential for some years to come.

The philosophy for clustering retail and some commercial services is to try and encourage development in a central location and reduce the amount of vehicle travel by residents requiring the retail goods and services offered by the community outlets.

Appendix 1 (attached) gives an outline of the retail services which should be located in the commercial core area.

February 26, 2012



ESTABLISHMENT OF A SUBCOMMITTEE
TO EXAMINE AND REPORT ON
BOUNDARIES FOR A COMMERCIAL CORE IN THE
MINERS BAY AREA OF MAYNE ISLAND

SUMMARY OF ACTIVITIES

This subcommittee was formed at a regular meeting of the Mayne Island Commercial Land Use Task Force on Dec. 6, 2011.

The members of the subcommittee were appointed at that time by the Chair of the Task Force.

We were tasked with defining and recommending a boundary around the Miners Bay village that would be suitable for the containment of our community's commercial business, with a residential mix which could be single family, low-rise apartments, seniors and various forms of affordable housing.

We met three times as a group and had discussions with the Task Force on two occasions.

We first met on Dec. 20, 2011. We all brought our maps and our own ideas of where we thought the boundaries should go. After much discussion, of things such as parking, water and densities, we decided to take all of the ideas home and do an overlay of them for a new look from a different perspective.

We met again on Dec. 31, 2011 and did a "drive-around" as it was too cold and windy to walk. We visited all boundaries and roads within that were drivable and discussed the geography as well as the current residential properties, future community needs and future land uses. It was decided to take the overlay of all ideas to the next Task Force meeting for suggestions and guidance

After reviewing our maps at the Jan. 3, 2012 Task Force meeting and much discussion we were asked to bring a final drawing to the next meeting.

At our meeting on Jan. 15, 2012 after discussion and concessions all the way around we arrived at a set of boundaries agreed to as suitable and crafted a final map. (highlighted blue)

* { On Jan. 17, 2012 we presented our final maps to the Task Force and after discussion were asked to complete a final report, to include how we arrived at our decisions, our recommendations and the final map showing the containment area. This report to be presented at the next Task Force meeting.

Submitted by: Miners Bay Commercial Core subcommittee

* THIS REPORT & MAP WAS PRESENTED TO THE TASK FORCE.
THERE WAS NO SECONDER FOR THE MOTION "TO
RECEIVE" SO THE REPORT DID NOT BECOME PART OF
THE RECORD. SEE PAGE 10 9

ADDENDUM

On Feb. 10, 2012 the Chair and Deputy Chair met to discuss the lack of a report on the map intended for inclusion as part of this Task Force Final Report (5 to 10 years as set out in the Task Force Mandate)

The subcommittee only reported on the map which they indicated was their projection for 30 to 50 years from the present.

This is outside the mandate given to the Task Force. In addition, there were some significant contradictions to the Official Community Plan as well as some inaccurate statements. These items were deleted or corrected in the attached report covering the 5 to 10 years projection.

Recommendations prepared by the Chair

February 15, 2012

**USES RECOMMENDED AS C1 IN THE MAYNE ISLAND COMMERCIAL
CORE (MINERS BAY)**

Real Estate Office
Insurance Office
Dentist Office
Local Government Office
Medical Office
Postal Outlet/Post Office
General Office Space
Pharmacy
Full Service Grocery Store
Personal Services, such as Hair Dressing Salon, Barber Shop

These core retail usages should be contained within the Miners Bay Commercial Core. The C1 zone additionally is considered to be appropriate for any other commercial use. Other commercial businesses that might be considered outside of Miners Bay would be subject to a "site specific and use specific" zoning.

SCHEDULE 2

Mayne Island Commercial Land Use Review Task Force

Existing Commercial and Industrial Inventory Evaluation Feb. 22, 2012

Accompanying the referral of the Mayne Island Commercial Land Review to the Task Force was the Staff Report MA/02-2 (Meeting of 19 September 2011). Compiled by planners, it included a spread sheet of the Inventory of Commercial and Industrial Zoned Properties on Mayne, their descriptions, addresses and the criteria that limit additions or expansions as they are presently zoned. One column of this spread sheet is titled "The Maximum Floor Area Allowable". This maximum is known and listed, but the present or existing floor area is not, thus an evaluation of any potential build-out by these criteria is not possible.

The Staff Report also includes "Permitted Maximum Lot Coverage" and "Approximate Current Lot Coverage", which can be considered as an indication of potential build-out of each property. Current Lot Coverage has been determined as the area of roofs to the drip line as measured from aerial photos. Using these two criteria, the potential build-out of structures on these commercial properties can be determined. The range of increase allowable under these criteria is between 1.7 and 11 times the existing "Lot Coverage". The average is 7 times. This number is somewhat skewed by the smaller site specific zoned properties. It should be noted that the Mayne Mall and the Fernhill Centre can become 1.7 times larger and the Trading Post and associated two buildings can become 2.2 times larger using these criteria. No property at present exceeds these criteria.

The assessment does not address the areas required for parking, as stated in the LUB, set backs from property lines, outside storage of materials, equipment, goods and work in progress. These should be allowed for and shown on drawings accompanying the Development Permit that is required for any significant alteration to these existing structures.

Recommendation

Determine the existing floor area of structures in these zones and re-review potential build-out.

Subject: FW: task force report

From: Steele Greenhouse Components [steele@axionet.com]

Sent: April 9, 2012 10:47 AM

To: Rich Tamboline

Cc: Shanti McDougall; Bill Maund; Lois Yip; Glenda Johnson; Barry Wilks; Deb Foote; Geoff Sivers; David Maude; Brian Crumblehulme; Jeanine Dodds

Subject: task force report

Dear Trustees et al,

This is my task force report.

To begin, I agree completely with our Chair's comment, "Mayne Island's small population with easy access to a larger market makes for a difficult environment in which to operate a retail business".

Our mandate was clear enough ".....to provide overall strategic advice to the Local Trust Committee on the need, requirements and preferred locations of commercial activity on Mayne Island"

We lost population in the past five years.

The requirements are clear - we need more people, more jobs and more money in the community.

What "easy access to a larger market" means is that we are well positioned to do business with over 2 million people - obviously we must look outside the retail trade.

So, currently, what are the major exports?

Recycled materials, trash and (cover your ears gentle readers) poo. Most trucks leave empty, many of them re-fridgerated.

Obviously there is opportunity in adding value to re-cycled materials and in processing human-waste on Island (though it may be a regulatory improbability); and, of course, utilizing the empty trucks would help a start-up and strengthen an existing enterprise.

The economic history of the Island is awesome, some notables include: a cannery; a brick-maker and a hot house trade that exported (in today's dollars) millions in tomatoes. Those who came before us managed viable businesses without good phone service or high-speed internet - or the ease of access to larger markets that we now enjoy.

It would be easy to start a list of businesses that have potential however that is like starting a sentence with "Do you know what you should do?" Nobody wants to hear it. I make two exceptions because they have the potential to stimulate much more activity.

A batch plant for concrete (using local aggregate) could make the price more competitive and that could unleash some pent-up demand.

Agricultural enterprises has expanded noticeably in the past 10 years - a cold storage facility for local producers would take things to another level and add to our own food security.

We have everything we need to succeed.

Thank you for reading my report,

Brian Steele,
Task Force Member



Top Priorities

Mayne Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Commercial Land Use Review	Prepare previous Commercial Land Use Review task force reports for LTC review at May 25, 2015 LTC meeting	Apr-27-2015	Gary Richardson	May-25-2015	On Going
2	OCP/LUB Amendment Density Provisions on Large Lots, TUP Policies, and Short Term Vacation Rental review.	Prepare amended project charter for May 25, 2015 LTC Meeting Prepare list of large remainder lots subject to zoning revision for June 29, 2015 LTC Meeting	Feb-23-2015	Gary Richardson	May-25-2015	On Going
3	Fallow Deer Eradication	Letter prepared for Director Howe requesting Fallow Deer Management Plan (done) Waiting for response from Director Howe	Jan-26-2015	Gary Richardson	Mar-30-2015	On Going



Projects

Mayne Island

No.	Description	Activity	Received/Initiated	Status
1	Climate Change Adaptation	Consider regulatory changes and implementation of new DPA authority	Mar-02-2009	On Going
2	Riparian Area Regulations	Project moved from Top Priorities pending ombudsperson report response and Ministry decision on SSI bylaw. Staff to prepare a report and recommendations on how to proceed once SSI bylaw decision made and Ministry response to ombudsperson complete	Jan-26-2015	On Going
3	Road issues		Jun-27-2012	On Going

Islands Trust
LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending March 2015

645 Mayne	Invoices posted to Month ending March 2015	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	700.00	75.00	625.00
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,500.00	1,671.64	-171.64
65210-645	LTC - Local Exp - APC Meeting Expenses	750.00	475.32	274.68
65220-645	LTC - Local Exp - Communications	300.00	655.00	-355.00
65230-645	LTC - Local Exp - Special Projects	750.00	420.00	330.00
TOTAL LTC Local Expense		<u>3,300.00</u>	<u>3,221.96</u>	<u>78.04</u>
Projects				
73001-645-2005	Mayne OCP/LUB	<u>3,000.00</u>	<u>287.08</u>	<u>2,712.92</u>
TOTAL Project Expenses		<u>3,000.00</u>	<u>287.08</u>	<u>2,712.92</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.