

Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: February 26, 2014
Time: 1:00 pm
Location: Mayne Island Agricultural Hall
 430 Fernhill Road
 Mayne Island, BC
 V0N 2J0

Pages

- | | | | |
|----|--|-------------------|---------|
| 1. | Call to Order | 1:00 PM - 1:30 PM | |
| 2. | Approval of Agenda | | |
| | 2.1 Additions/Deletions | | |
| | 2.2 Questions from the public on Agenda items | | |
| 3. | Community Information Meeting | | |
| | MA-TUP-2013.1 (Mayne Island Resort) | | |
| 4. | Public Hearing | 1:30 PM - 2:00 PM | |
| | Mayne Island Local Trust Committee Proposed Bylaws No. 159 & 160 - Secondary Suites | | |
| 5. | Previous Meetings | 2:00 PM - 2:30 PM | |
| | 5.1 Local Trust Committee Minutes | | |
| | 5.1.1 Adopted Mayne Island Local Trust Committee Meeting Minutes of November 27, 2013 (attached) | | 5 - 13 |
| | For Information | | |
| | 5.2 Public Hearing Records and Information Meeting Notes | | |
| | none | | |
| | 5.3 Section 26 Resolutions-without-meeting | | 14 - 14 |
| | RWM Report dated February 2014 (attached) | | |
| | 5.4 Advisory Planning Commission and/or Mayne Island Commercial Land Use Task Force Minutes | | |

5.4.1	Adopted APC Meeting Minutes of July 8, 2013 and November 18, 2013 (attached) For Information	15 - 20
5.4.2	Draft APC Meeting Minutes of January 13, 2014 (attached) For Information	21 - 24
6.	Business Arising from the Minutes	
6.1	Follow-up Action List FUAL Report dated February 2014 (attached)	25 - 26
7.	Delegations	2:30 PM - 2:45 PM
7.1	M. Dunn, Executive Director, Mayne Island Conservancy Society Village Bay-Miners Bay Corridor Pathway Proposal	
8.	Correspondence <i>[correspondence received concerning applications and/or projects is considered with the application/project]</i>	
8.1	Email dated January 14, 2014 from P Caney re: Parks Canada Heritage Lighthouse News Release (attached)	27 - 27
	----- 15 MINUTE BREAK ----- 2:45 PM	
9.	Applications, Permits, Bylaws and Referrals	3:00 PM - 3:30 PM
9.1	MA-TUP-2013.1 (Mayne Island Resort) Staff Report (attached)	28 - 33
9.1.1	Email dated January 1, 2014 from J Borsos re: TUP Mayne Inn (attached)	34 - 34
9.1.2	Email dated January 14, 2014 from G & Y Sewell re: Mayne Inn Dock (attached)	35 - 35
9.1.3	Email dated January 23, 2014 from K Ramlo re: TUP Mayne Island Resort(attached)	36 - 36
9.2	MA-RZ-2012.1 (Oceanwood) Staff Report (attached)	37 - 53
9.2.1	Letter dated January 13, 2014 from J. Taylor re: Oceanwood RZ Application (attached)	54 - 57
9.3	MA-TUP-2012.3 (Nordquist) Staff Report (attached)	58 - 61
9.4	Referral of Salt Spring Island Local Trust Committee Bylaw No. 472, 474 & 475 (attached) For Comment	62 - 67

9.5	Referral of Galiano Island Local Trust Committee Bylaws No. 244 & 245 (attached)	68 - 71
-----	--	---------

For Comment

10.	Local Trust Committee Projects	3:30 PM - 4:15 PM
-----	---------------------------------------	-------------------

10.1	RAR Follow-up	
	For Discussion	
10.2	Official Community Plan and Land Use Bylaw Amendments - Project Charter	72 - 76
10.3	Mayne Island Local Trust Committee Proposed Bylaws No. 159 & 160 (Secondary Suites)	
10.3.1	Proposed Bylaw No. 159 - memo (attached)	77 - 87
10.3.2	Proposed Bylaw No. 160 - memo (attached)	88 - 98

11.	Reports	
-----	----------------	--

11.1	Work Program Reports	99 - 100
	Work Program Report dated February 2014 (attached)	
11.2	Applications Report	101 - 102
	Application Report dated February 2014 (attached)	
11.3	Expense/Budget Reports	103 - 103
	LTC Expense Report dated January 2014 (attached)	
11.4	Bylaw Enforcement	
	none	
11.5	Adopted Policies and Standing Resolutions (attached)	104 - 107
	For Information	
11.6	Mayne Island LTC Web Page	
	The Mayne Island Local Trust Committee Web page can be found at this link:	
	www.islandstrust.bc.ca/islands/local-trust-areas/mayne	
11.7	Chair's Report	
11.8	Trustee Report	

12. Other Business

12.1 Upcoming Meetings

The next meeting of the Mayne Island Local Trust Committee will be held March 26, 2014, at 1:00 pm, at the Mayne Island Agricultural Hall.

13. Town Hall Meeting

14. Adjournment

4:15 PM - 4:15 PM

ADOPTED

**MINUTES OF THE MAYNE ISLAND
LOCAL TRUST COMMITTEE MEETING
HELD ON WEDNESDAY, NOVEMBER 27, 2013, AT 1:00 P.M.
AT THE MAYNE ISLAND COMMUNITY CENTRE**

<u>PRESENT:</u>	Peter Luckham	Chair
	Jeanine Dodds	Local Trustee
	Brian Crumblehulme	Local Trustee
	Gary Richardson	Island Planner
	Pat Todd	Recording Secretary

There were approximately fourteen (14) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 1:00 pm, recognizing the Mayne Island Local Trust Committee meeting was being held in the Coast Salish Territories and introduced himself, the Local Trustees, and Islands Trust Staff.

2. APPROVAL OF AGENDA

2.1 Additions/Deletions

8.1 Correspondence: Addition - MI Conservancy Island Pathways

5.4.1 Addition – APC Minutes July 8, 2013

5.4.2 Addition – APC Minutes November 18, 2013

2.2 Questions from Public on Agenda Items

None

The agenda by consensus, as amended, was adopted.

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes

5.1.1 Mayne Island Local Trust Committee Business Meeting Minutes of October 30, 2013.

Page 6 – second last paragraph: second sentence: to read - “there are no fish in water courses...”

The Mayne Island Local Trust Committee Business Meeting Minutes of October 30, 2013, by consensus, as amended, were adopted.

5.2 Public Hearing Records and Community Information Meeting Notes for Consideration

None

5.3 Section 26 Resolutions-without-meeting

5.3.1 RWM Report dated November 20, 2013

Received for information

5.4 Advisory Planning Commission Minutes and/or Mayne Island Commercial Land Use Task Force Minutes

5.4.1 Advisory Planning Commission Minutes of July 8, 2013

Received for information

5.4.2 Advisory Planning Commission Minutes of November 18, 2013

Received for information

Planner Richardson reviewed the recommendation from the APC regarding Proposed Bylaws No.159 and No.160. A Public Hearing will be scheduled for the February LTC meeting.

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

Planner Richardson spoke to the deer management project and the importance of following process.

Chair Luckham stated he had spoken with Linda Adams regarding this proposal and that it is critical to clarify the direction(s) of the plan.

Trustee Dodds reminded the LTC that the problem was not created by Mayne Island; there has been a lack of support on behalf of the Ministry of Agriculture and Ministry of Wildlife; the fallow deer are a critical environmental issue.

Planner Richardson will draft Terms of Reference and forward to the Trustees, the Mayne Island Conservancy, and the Ad Hoc Deer Committee for review and comment.

Planner Richardson stated the letter regarding the Riparian Area Regulations situation is almost ready for signature.

7. DELEGATIONS

7.1 Mayne Island Residents and Ratepayers Association – Small Craft Harbour Facilities

Ian Dow spoke to the letter sent to Islands Trust requesting support of more local control of expenditures, repairs, and management of island docks. On Mayne Island, marine access is limited to Miners Bay and Horton Bay which results in increased wear, utilization, and need of repairs. The dollars back to Mayne Island docks is not proportional to the revenue and tax levy.

Trustee Dodds stated these concerns date back to 2009. Harbours Commission is through the Capital Regional District (CRD) which results in limited communication and community involvement in decisions. The question was raised to invite Southern Gulf Islands Regional Director, David Howe, CRD, to a community information meeting to address this situation.

Chair Luckham supported this and suggested an invitation to Director Howe attend the LTC in March or April to facilitate a discussion of this issue.

Resolution MA-LTC-55-13

It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to request Regional Director David Howe to attend a Mayne Island Local Trust Committee Business Meeting in March 2014 to discuss the operations of the Southern Gulf Islands Harbours Commission.

CARRIED

8. CORRESPONDENCE

8.1 Correspondence from Mayne Island Conservancy re: Island Pathways Initiative

Michael Dunn of the Mayne Island Conservancy informed the LTC that an assessment has been completed and a report will be available soon reviewing road safety for bikers and pedestrians. The Conservancy is requesting funding for the printing costs of the report.

Trustee Crumblehulme spoke in support of the Conservancy efforts.

Chair Luckham asked how the report fits with planning objectives.

Michael Dunn stated the report would facilitate discussions with the Ministry of Transportation regarding walkways and pathways required.

Resolution MA-LTC-56-13

It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to review the request of the Mayne Island Pathways Initiative to clarify and advise how the report can be utilized to support the Mayne Island official Community Plan Policies.

CARRIED

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1 Salt Spring Island Local Trust Committee Bylaw No. 471

Chair Luckham raised concerns as to the limited details in proposed Bylaw which makes it difficult to determine impact for Mayne Island.

Planner Richardson will ensure that staff forward complete packages in future to the Trustees.

Resolution MA-LTC-57-13

It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to advise Salt Spring Island Local Trust Committee that Mayne Island Local Trust Committee interests are not affected by Bylaw No. 471 cited as Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2013.

CARRIED

9.2 MA-RZ-2012.1 (Oceanwood) Report

Planner Richardson reviewed the significant information regarding housing on Mayne Island and the status of senior's housing. There was a very good response level. The initial request was for 37 units; however, the report indicates much lower demand i.e.: less than 10 units over the next few years.

There is the option for the LTC Trustees to consider 10 units of Seniors Housing.

Trustee Dodds and Trustee Crumblehulme voiced appreciation for the comprehensive and informative report.

Chair Luckham thanked the applicant as the report gives a lot of information.

The applicant stated agreement for the most part with the report. It was restated that other areas on the island have the density required but there is no sign of development. The project has to be investment worthy. At this point, there is still interest in proceeding with the application to rezone and the applicant restated the importance for the island seniors, employment, and amenities.

Chair Luckham called for questions to the applicant.

Trustee Crumblehulme stated that it is important to balance community needs/concerns and the viability of a business. It was stated that a small size and a mixture of levels of care might be more successful.

Chair Luckham gave a reminder that the LTC is to consider use of land/density only.

Trustee Dodds spoke to the report by the Housing Committee and that while island seniors need housing options, filling 37 units would be a challenge. She further stated a preference for a mix of housing so as not to isolate seniors, and that she would like to see a more rural building design.

Chair Luckham spoke to the applicant as to amending the application, taking into consideration the needs assessment and the LTC comments.

Staff recommendation is to reduce the number of units.

The applicant would consider how this recommendation can be accommodated.

Resolution MA-LTC-58-13

It was Moved and Seconded that Mayne Island Local Trust Committee request the applicant of MA-RZ-2012.1 to revise the proposal by reducing the number of units being proposed.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Fallow Deer Eradication

This item was discussed earlier and Planner Richardson is clear on directions. It will be referenced as "Fallow Deer Eradication Plan".

10.2 Secondary Suites – Memo w/ Proposed Bylaws No.159 and No. 160

Planner Richardson will be referring these proposed bylaws to appropriate agencies and a Public Hearing will be scheduled in February.

11. REPORTS

11.1 Work Program Reports

11.1.1 Work Program Report dated November 2013

Projects are ongoing and within timelines.

11.2 Applications Report

11.2.1 Applications Report dated November 2013

Planner Richardson stated there are currently two applications in process – Oceanwood rezoning (as discussed earlier) and a Temporary Use Permit from the Mayne Inn regarding the dock, which is scheduled for a Community Information meeting at the February LTC business meeting.

11.3 Expense/Budget Reports

11.3.1 LTC Expense Report October 2013

Received for information

11.4 Bylaw Enforcement

Trustee Dodds stated that the abandoned vehicle situation on Wood Dale Drive has improved. A trailer has been moved and remaining vehicles are less visible. The concern regarding a short-term vacation rental appears to be under control.

11.5 Adopted Policies and Standing Resolutions

Received for information

11.6 Mayne Island LTC Web Page

The Mayne Island home page can be found at:

www.islandstrust.bc.ca/islands/local-trust-areas/mayne.

Planner Richardson will post the Seniors Housing Needs Report and update the site tomorrow (Thursday)

11.7 Chair's Report

Chair Luckham informed the LTC that he has been busy with the Finance and Executive Committee. Budget increase has been held at .9%. Trust Council is in Victoria next week and an invitation was extended to all to attend. Chair Luckham is also involved with Ballenas-Winchelsea, Executive Islands (in the Nanaimo area) developing a Land Use Bylaw to protect these islands.

11.8 Trustee Report

Trustee Dodds reported being busy with the Finance Committee and efforts to hold budget increases within reasonable amounts. The Deer Committee is waiting to hear from Shawn Pendergast, Ministry of Forest Lands and Natural Resources.

Trustee Crumblehulme updated information on the Experience the Gulf Islands Project – pulling together information to raise profile, a workshop mid-December and a brochure to be ready for spring.

There was discussion concerning shellfish harvesting. There are issues with zoning, authority, production, harvesting, and companies not following processes, particularly around Denman Island.

Trustee Crumblehulme announced that Islands Trust had recently recognized four staff members in acknowledgment of years of public service. These staff members received public service awards from the Lieutenant Governor in recognition of 25 years and 35 years in public service. Planner Richardson was a recipient for 25 years of service to Islands Trust.

12. **OTHER BUSINESS**

12.1 Upcoming Meetings

12.1.1 Regular Business Meeting

The next Mayne Island Local Trust Committee meeting will be held February 26, 2014 at 1:00 pm at the Mayne Island Agricultural Hall.

12.2 Special Meeting

Concerns were raised as to time lapse from now to end of February. There are items that could be addressed.

After discussion it was determined that, there are no items of great urgency at this time and that if necessary could use Resolution-without-meeting or call a meeting in January.

13. **TOWN HALL MEETING**

Chair Luckham invited comments from the public.

Andrew Guy: spoke to the importance of a community balance; the need for a commercial tax base; employment opportunities; support of the Oceanwood development, and its importance to the island community.

Carl Bunnin: spoke to the reliability of the needs survey for Oceanwood.

Ian Dow: Thanked the Trustees for support of the Transit Initiative and it is anticipated that BC Transit will be forwarding a proposal for public transit with the possibility of four jobs. Appreciation was expressed for the LTC support of Experience the Gulf Islands and the support and input on the deer problem, and for the opportunity to speak to the docks issue.

14. **MOTION TO CLOSE MEETING**

Resolution MA-LTC-59-13

It was Moved and Seconded by the Mayne Island Local Trust Committee THAT, pursuant to Section 90(d), (f) and (g) of the Community Charter, the Mayne Island Local Trust Committee resolves to close the meeting to the public for the purpose of adopting the February 27, 2013 In Camera Minutes and further that staff and Recording Secretary remain present.

CARRIED

15. **RECALL TO ORDER**

By consensus, the meeting was re-opened to the public.

Chair Luckham reported that the in camera minutes of February 27, 2013 had been adopted.

16. **ADJOURNMENT**

Chair Luckham declared the regular business meeting adjourned at 3:15 p.m.

RECORDER

CHAIR

RWM From: November 27, 2013 To: February 18, 2014

Mayne Island

Resolution #	Action	Resolution Description	Resolution Date
2014-01	In Favour	THAT Mayne Island Local Trust Committee Business Meeting Minutes of November 27, 2013, be Adopted.	Jan 13, 2014
2013-06	In Favour	THAT Mayne Island Local Trust Committee amended rezoning application MA-RZ-2012.1(Oceanwood), received December 17, 2013, be forwarded to the APC for review and comment.	Dec 19, 2013
2013-05	In Favour	THAT the Mayne Island Local Trust Committee request Trustee Crumblehulme write on behalf of the local trust committee to Translink BC on behalf of the local trust committee objecting to route 620 Tsawwassen/Bridgeport schedule changes and send the letter to: Richard Walton, Chair Translink Board; Honourable Todd Stone, Minister of Transportation and Infrastructure; George Heyman, Opposition Critic for Translink; and Gary Holman MLA Saanich and the Islands.	Dec 11, 2013

ADOPTED

**MINUTES OF THE MAYNE ISLAND
ADVISORY PLANNING COMMISSION
HELD ON MONDAY JULY 8, 2013 AT 7:00 P.M.
AT THE CHURCH HOUSE**



Present: Rich Tamboline (Chair), Bill Bender, David Maude, Ian Birtwell,
Paul Dumond, Jerry Wise, Dennis Emmett and Trustee Crumblenhuime
Pat Todd (recorder)

Regrets: Stephen Cropper, Sally Manson and Trustee Dodds

1. CALL TO ORDER: 7:02 p.m.

2. APPROVAL OF THE AGENDA

Additions: New Business: Bylaw Enforcement Bylaw

The agenda, as amended, was adopted by consensus.

COPIED TO

☒ **PLANNER**

☒ **LTC**

☒ **DEPUTY SECRETARY**

3. APPROVAL OF MINUTES OF A.P.C.: Meeting of April 8, 2013

**IT WAS MOVED AND SECONDED THAT THE
ADVISORY PLANNING COMMISSION MINUTES
OF APRIL 8, 2013 BE ADOPTED.**

CARRIED

4. BUSINESS ARISING FROM MINUTES - none

5. REFERRALS

**5.1 Draft Bylaw 159: to amend MI OCP in order to establish policy
that would permit secondary suites within the Mayne Island
Local trust Area**

It was noted that Bylaw 160 Clause 1 cites 60 sq. meters – then cites
90 sq. meters: 60 should read 90.

Review of Staff Report

- Water Districts have expressed greatest concern and have the opportunity to opt out of the Bylaw
- Water catchment is a significant inclusion in the Bylaw however may stop development of secondary suites
- There has been a shift in acceptance of catchment water for use as grey water
- Discussion as to amalgamation of Water Improvement Districts to one water management operation: would allow for standardization, better maintenance, management
- No specifications as to minimum size

- Need to clarify 40% of building area: stated clearly in Staff Report but unclear in actual Bylaw
- Catchment water requirement is financially onerous: 3,000 liters excessive
- If catchment water mandatory then need to mandate hook-up
- Water catchment could be under Water Systems mandate
- General support of the Bylaw with considerations and recommendations

5.2 Draft Bylaw 160: to amend the MI LUB to allow secondary suites, having a floor area of 60 square meters or less to be permitted in the Settlement Residential, Rural, Upland and Agricultural Zones.

- Draft allows cottage and secondary suite
- Discussion as to density, zoning, cottage, addition of a secondary suite
- Cottage + secondary suite doubles density
- Suggestion of only 1 rental unit per lot
- Not responsibility of water districts to control density: this is an Islands Trust mandate

It was decided that Bylaw considerations and /or recommendations would be submitted as an appendix to the Minutes.

6. TRUSTEES REPORT

Trustee Crumblehulme reported that there is considerable feedback being received regarding Oceanwood application to rezone. In regards to the Bylaw Enforcement Bylaw – questions have been forwarded – the Bylaw Officer is off on extended sick leave – and to date there has been no response to questions/concerns. Trustee Crumblehulme stated that in regards to the abandoned vehicles there has still been no action; no ticketing by RCMP or removal.

7. NEW BUSINESS:

7.1 Bylaw Enforcement Bylaw

As noted above the Bylaw Officer is still unavailable to provide clarification as to Bylaw implementation/implications.

8. NEXT MEETING: August 12, 2013

ADJOURNMENT: 8:45 pm.

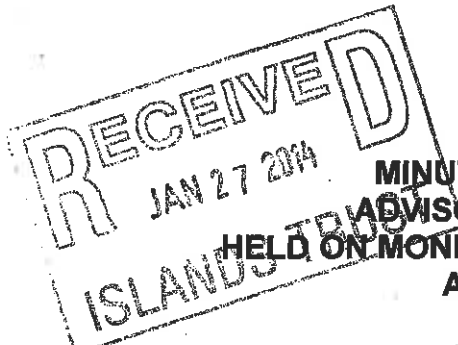
CHAIR

DATE

**Mayne Island Advisory Planning Commission
Recommendations to Bylaws regarding permitting of
Secondary Suites**

The Mayne Island Advisory Planning Commission has reviewed Bylaws 159 and 160 and recommends the following considerations to the Mayne Island Local Trust Committee:

1. The Bylaws provide for secondary suites of a maximum 90 square meters. The Local Trust Committee may wish to consider a minimum size also since these suites will be for permanent occupancy.
2. There is a suggestion that an Improvement District can refuse an application for a secondary suite because of insufficient water in their system. This should not be the criteria for refusing a permit. The procedure should be to refer any application for a secondary suite to an Improvement District for comment and the decision for acceptance or refusal of the application must rest with the Islands Trust and the Building Inspection Department.
3. The APC considers the provision of 3000 gallons of catchment storage to be very high. The aesthetics of 3000 gallon storage tanks in some of the small lot subdivisions would be undesirable. Because the Improvement Districts have widely varying opinions on the acceptance of secondary suites this item could be part of the referral process of a building permit application.
4. The Mayne Island Advisory Planning Commission strongly recommends that only one rental unity per property should be allowed. If a property has a guest cottage (whether conforming or non-conforming) then a secondary suite should not be allowed in the residence.



ADOPTED

COPIED TO

☒ **PLANNER**

☒ **LTC**

☒ **LEGISLATIVE CLERK**

**MINUTES OF THE MAYNE ISLAND
ADVISORY PLANNING COMMISSION
HELD ON MONDAY NOVEMBER 18, 2013 AT 7:00 P.M.
AT THE CHURCH HOUSE**

Present: Rich Tamboline (Chair), Bill Bender, Ian Birtwell, Stephen Cropper, Jerry Wise, Dennis Emmett and Trustee Dodds. Pat Todd (recorder)

1. CALL TO ORDER: 7:05 p.m.

2. APPROVAL OF THE AGENDA

The agenda was adopted by consensus.

3. APPROVAL OF MINUTES OF A.P.C.: Meeting of July 8, 2013

**IT WAS MOVED AND SECONDED THAT THE
ADVISORY PLANNING COMMISSION MINUTES
OF JULY 8, 2013 BE ADOPTED.**

CARRIED

4. BUSINESS ARISING FROM MINUTES: Proposed Bylaw referral as per item 5.

5. REFERRALS

5.1 Proposed Bylaw 159: to amend MI OCP in order to establish policy that would permit secondary suites within the Mayne Island Local trust Area

The proposed bylaw was discussed noting the following:

- Excludes all water districts
- Special rezoned areas excluded
- Over 4 hectares would allow a house, cottage and secondary suite
- Water catchment requirements not seen as onerous

5.2 Draft Bylaw 160: to amend the MI LUB to allow secondary suites, having a floor area of 60 square meters or less to be permitted in the Settlement Residential, Rural, Upland and Agricultural Zones.

The proposed bylaw was reviewed.

It was Moved and Seconded that the Mayne Island Advisory Planning Commission recommend to the Mayne Island Local Trust Committee that the proposed Bylaws 159 and 160 proceed to Public Hearing.

CARRIED

6. TRUSTEES REPORT

Trustee Dodds stated that the Oceanwood needs survey has just been completed and the staff report will be on the November agenda for the LTC. There is an application for a TUP coming forward from the Mayne Inn requesting moorage for three boats at the existent dock. This will likely be on the February agenda and may be referred to the Commission. The LTC has approved the development of a Fallow Deer Eradication Plan. The Bylaw Officer is back in the office and Trustee Dodds asked if the Commission had received any information as to questions forwarded on the Bylaw Enforcement Bylaw.

Chair Tamboline replied there was no information to date.

7. NEW BUSINESS: none

8. NEXT MEETING: To be announced

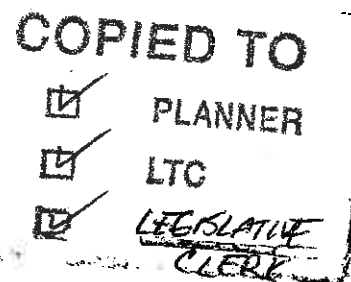
ADJOURNMENT: 8:10 pm.

CHAIR

DATE



DRAFT



**MINUTES OF THE MAYNE ISLAND
ADVISORY PLANNING COMMISSION
HELD ON MONDAY JANUARY 13, 2014 AT 7:00 P.M.
AT THE CHURCH HOUSE**

Present: Rich Tamboline (Chair), Stephen Cropper, Jerry Wise, Dennis Emmett, Sally Manson, Dave Maude and Trustee Dodds. Pat Todd (recorder)

Regrets: Ian Birtwell, Bill Bender and Paul Dumond

There were four (4) members of the public present.

1. CALL TO ORDER: 7:00 p.m.

2. APPROVAL OF THE AGENDA

Addition: 2.1 Introduction of public attendees

The revised agenda was adopted by consensus.

2.1 Introduction of public members

The Chair asked the public attendees to introduce themselves: Dave Burroughs, Andrew Guy, Judy Taylor and Murray Rosengren {applicant MA-RZ-2012.1 (Oceanwood)}

3. APPROVAL OF MINUTES OF A.P.C.: Meeting of November 18, 2013

**IT WAS MOVED AND SECONDED THAT THE
ADVISORY PLANNING COMMISSION MINUTES
OF NOVEMBER 18, 2013 BE ADOPTED.**

CARRIED

4. BUSINESS ARISING FROM MINUTES: None

5. REFERRALS

5.1 Amendment to Application MA-RZ-2012.1 (Oceanwood)

Chair Tamboline stated that the Planner's report has been received and a letter from the applicant outlining the revisions. The primary shift is from Seniors Housing to the development of vacation rental units with some

Seniors Housing, staff housing and a reduction of rooms in the existent facility.

Murray Rosengren (applicant) reviewed the history of the application and the processes undertaken to date. In November the LTC had requested a reduction in density, the consideration of mixed housing and that the project incorporate environmentally friendly features. There was a needs assessment completed and results indicated low demand for Seniors Housing. Decreasing density would impact on the economic viability. The current amended application allows for 8 Seniors units, 20 cottages and staff housing.

Judy Taylor submitted a written response to the proposal and spoke in favour of the original proposal and is not pleased to see the reduction in Seniors Housing units. She requested the APC rethink the original rezoning application.

The Chair stated that the APC had been in favour of the original application and that the current amended proposal is resultant of the LTC November meeting and suggestions from the Trustees.

Questions were raised as to structure of the vacation rental units; siting of buildings and screening.

The applicant stated that plans are still in development – waiting for approvals.

Andrew Guy spoke to the value to the community, need for jobs, opportunities for young families and the importance of maintaining community resources.

Dave Burroughs pointed out that the proposal cannot address all needs immediately and that problems can be resolved when they are identified.

Further discussion clarified that the amended application is basically an expansion of the original Resort with a small Seniors Housing component.

IT WAS MOVED AND SECONDED THAT THE MAYNE ISLAND ADVISORY PLANNING COMMISSION ACCEPTS THE AMENDED PROPOSAL MA-RZ-2012.2 (OCEANWOOD) AND FURTHER RECOMMENDS TO THE MAYNE ISLAND LOCAL TRUST COMMITTEE THE FOLLOWING: THAT THE TOTAL NUMBER OF VACATION RENTAL UNITS TO NOT EXCEED 28 PLUS STAFF HOUSING AND THAT THE FINAL DEVELOPMENT INCLUDE A MINIMUM OF 8 UNITS ACCESSIBLE TO SENIORS.

CARRIED

6. TRUSTEES REPORT

Trustee Dodds stated that a TUP for the Mayne Resort dock will be on the LTC agenda for February. Currently dock may only be used by 1 owner and the TUP is a request to allow 3 spaces for strata owners. There will be a Public Hearing the end of February regarding the bylaws for Secondary Suites.

7. NEW BUSINESS: none

8. NEXT MEETING: Second Monday of March if there is a referral

ADJOURNMENT: 8:30 pm.

CHAIR

DATE



Follow Up Action Report w/ Target Date

Mayne Island

Oct-30-2013

No.	Activity	Responsibility	Target Date	Status
1	Deer Management: that the miltc authorize an RFP for options on fallow deer eradication program for mayne island, not to exceed \$2000, to be expended from the LTC special projects budget.	Gary Richardson	Nov-28-2013	Done

Nov-27-2013

No.	Activity	Responsibility	Target Date	Status
2	Minutes of October 30, 2013 adopted as amended. Posted to web.	Lori Foster		Done
3	Deer Eradication - staff forward the draft invitation to quote and terms of reference to the LTC for review and comment prior to posting it.	Gary Richardson		Done
4	Regional Director Howe be invited to March 26 MILTC Mtg to discuss maintenance of CRD docks on Mayne Island.	Gary Richardson		Done
5	Mayne Island Pathways Initiative Report - staff to report back to the LTC regarding the purchasing of a report prepared by MIP. An RWM may be used for this as the next LTC Mtg. is in Feb/14.	Gary Richardson		Done
6	Advise Salt Spring office that the MILTCs interests are unaffected by proposed bylaw 471. Also ensure that for all future referrals of bylaws from other LTCs that the MILTC receive the complete referral package by email.	Sharon Lloyd-deRosario		Done
7	MA-TUP-2013.1 (Mayne Inn Dock) - place notice in the Mayneliner for the Feb 26/14 LTC meeting. Mail initial notice to surrounding property owners closer to the mtg. date.	Lori Foster Gary Richardson		Done

8	MA-RZ-2012.1 (Oceanwood) - staff to meet with applicant to discuss amendment of application.	Gary Richardson	Done
10	Web page - update as result of actions taken at Nov 27/13 LTC Mtg.	Lori Foster Gary Richardson	Done
10	In camera minutes of February 27, 2013 adopted as drafted.	Lori Foster	Done
11	Bylaws 159 and 160 - Secondary Suites Send proposed bylaws to agencies for comment. Arrange public hearing for Feb 26/2014	Sharon Lloyd-deRosario	Done

From: "Pat Carney" [REDACTED]
Sent: Tuesday, January 14, 2014 2:04 PM
To: "David Maude" [REDACTED]; "Knox, Jack (Times-Colonist)" [REDACTED];
[REDACTED]
Subject: Parks Canada - News Releases and Backgrounders

> http://www.pc.gc.ca/apps/cp-nr/release_e.asp?id=2077&andor1=nr

>

> Hi All: Here is the official media release announcing the two new heritage
> lighthouses designated in BC, Active Pass on Mayne Island--on the BC Ferry
> routes--and Estevan Point, on Brooks Peninsula which is already a
> National Historic Site. There are about 40 BC lighthouse swchich have been
> nominated for heritage protection and this brings the number which have
> been designated to four. Here is my comment:

>

> I am thrilled that Active Pass lighthouse has been designated a a heritage
> protected lighthouse, so that it cannot be altered, removed or transferred
> without public consultation and must be maintained to conservation
> standards. This lighthouse is seen by thousands of BC Ferry passengers
> annually and serves as a reminder of Canada's marine heritage tradition
> and is one of three BC lighthouses to achieve this status. The others are
> East Point lighthouse on Saturna Island and Fisgard near Victoria.
> BC communities have nominated 40 federal lighthouses in BC for the
> coveted heritage status. About 350 have been nominated across Canada> The
> Heritage Lighthouse Protection Act is administered by Parks Canada. Under a
> sunset clause in the legislation, the heritage designations must be
> completed by May 2015.

>

STAFF REPORT

Date: February 18, 2012

File No.: MA-TUP-2013.1

To: Mayne Island Local Trust Committee

From: Gary Richardson, Island Planner

CC: Robert Kojima, Regional Planning Manager

Re: MA-TUP-2013.1 (494 Arbutus Drive)

Owner: Mayne Island Resort Ltd.

Applicant: same

Location: 494 Arbutus Road, Mayne Island

Legal: Portion of District Lot 560 fronting Strata Plan VIS6703, Section 9, Cowichan District, Mayne Island.

Preliminary report prepared for Community Information Meeting February 26, 2014.

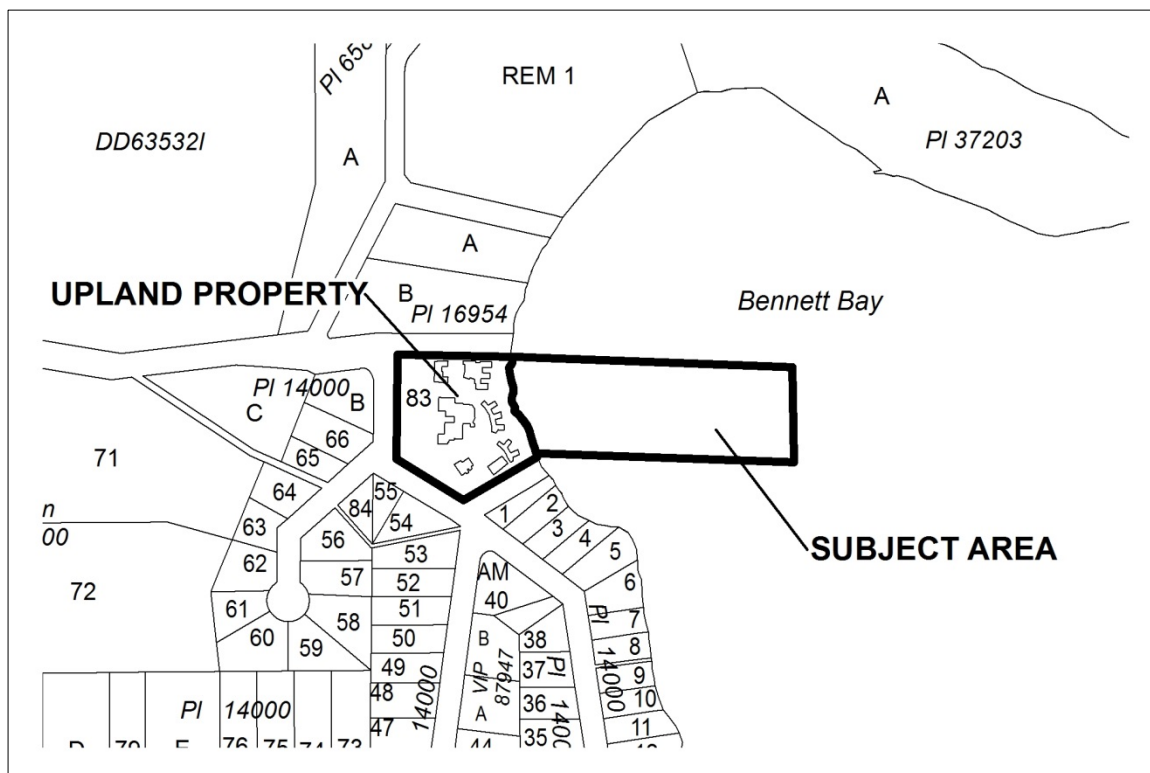
THE PROPOSAL:

The property owner is requesting that a Temporary Use Permit be issued to permit the owners of upland of Strata Plan VIS6703 to dock their boats at the float located in the lease area fronting Strata Plan VIS6703.

SITE CONTEXT:

Site water lease area is zoned W2 (Water moorage) and is located on in Bennett Bay on the east side of Mayne Island. The Bay is quite shallow which requires docks to be sited quite far from shore to get enough water depth to moor a boat. There is an existing dock which can be seen on the orthophoto contained in this report.

The following is a map showing the location of the subject area.



The following map is an orthophoto of the subject dock.



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Official Community Plan

Some OCP policies and objectives that the LTC may want to consider:

4.2.1 Coastal Waters and Foreshore

Objectives

- 1) to protect coastal areas from pollution,
- 2) to ensure that any use of coastal waters and foreshore does not result in permanent damage to the natural systems, and
- 3) to limit the impact of foreshore uses on adjacent uses and on the visual appearance of the shoreline.

Policies

- 4.2.1.1 Marshes, bluffs and beaches along the coast shall be protected from the impacts of development by ensuring foreshore zoning protects against disruption of the natural systems and pollution.
- 4.2.1.3 Ensure that there are adequate setbacks from the natural boundary of the sea for all development.
- 4.2.1.4 All use of coastal waters and foreshore areas shall be regulated by zoning to ensure adequate separation between potentially conflicting uses.
- 4.2.1.4 Public recreational use of the foreshore shall be given priority over other foreshore uses.
- 4.2.1.6 Private floats, docks or wharves shall be permitted by zoning only for owners of land adjacent to the shoreline of the water area subject to the zone.
- 4.2.1.7 Any zoning for commercial use of the foreshore and coastal areas shall:
 - a) include public access to the foreshore, and
 - b) protect coastal areas by balancing waterfront development (or redevelopment) with natural areas.

Applicable Temporary Use Permit Guidelines

OCP Section	OCP Guidelines	Staff Comments
2.9.1.1	<i>Permits can be issued for any period up to two years and could be considered for renewal once for any further period up to two years.</i>	The Local Government Act now allows a permit to be issued for up to three years and considered once for up

		to a further three years. The applicant has requested 3 years.
2.9.1.2	<i>Permitted uses should be consistent with the policies of the designation and the provisions of 2.9.1.</i>	If this application proceeds a draft permit be consistent with these guidelines will be prepared.
2.9.1.3	<i>Permitted uses should not preclude or compromise future permitted uses on the affected lot.</i>	The proposal is consistent with this guideline.
2.9.1.4	<i>Uses should not be allowed if they conflict with any ongoing planning policies or programs.</i>	There are no apparent conflicts.
2.9.1.5	<i>Sand and gravel removal and processing, and asphalt plants shall be subject to a permit if they exceed 50 truck loads in any given year.</i>	Not applicable
2.9.1.6	<i>Permit conditions must make reference to measures dealing with the following points: a) general activity levels that will not create any disturbance apparent beyond the property's boundaries; b) adequate landscape buffering or distance separation to adjacent lots; c) provision of off-street parking spaces consistent with regulatory bylaws; d) reclamation measures that will restore the permit area to suitability for its designated primary use; and e) adequate supervision of the site.</i>	If this application proceeds a draft permit be consistent with this guideline will be prepared.
2.9.1.7	<i>In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighbourhood and may include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.</i>	Staff can address this in a draft permit. A security deposit can be required if deemed necessary.
2.9.1.8	<i>Review of applications should include consideration of smart growth principles.</i>	Not applicable

Land Use Bylaw

The property is zoned Water Moorage (W2)

The permitted uses in the W2 zone are as follows:

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) Marine navigational aides;
- (b) Docks, accessory to the residential use of an upland lot or lots abutting the natural boundary of the sea.

For certainty, no building may be constructed or erected on any dock and no commercial or industrial use may be conducted on any structure in the W2 zone.

Siting and Size

- (2) The maximum height of any structure is 5 metres (16.4 feet), as measured from the ordinary high water mark.

Sensitive Ecosystems and Hazard Areas:

Islands Trust Sorline mapping indicates two types of shorelines fringing strata plan VIS6703 a pebble/sand beach and a low rock boulder beach. Mapping show eel grass in the area of the existing dock.

Archaeological Sites:

Based on information from the Provincial Remote Access to Archaeological Data (RAAD), there are archaeological sites near the property. Notwithstanding the foregoing, and by copy of this report, the owners are advised that the unearthing of any archaeological resource should be reported to the Archaeology Branch.

COMMUNITY INFORMATION MEETING(S):

A community information meeting is being held February 26, 2014.

RESULTS OF CIRCULATION:

Prior to the community information meeting a CIM notice was distributed to surrounding properties/owners, posted on bulletin boards, advertised in the Mayneliner and on the Islands Trust web site.

As of the date of the writing of this report some correspondence has been received as a result of the notice and is included with this report. The correspondence is attached for the LTC's consideration. Staff will distribute further correspondence to the LTC as received and bring copies to the February 26, 2014 LTC meeting for the LTCs consideration.

STAFF COMMENTS:

If the LTC proceeds with this application staff will prepare a comprehensive report and a draft TUP for the LTC consideration.

Options:

- 1) Proceed no further with application.
- 2) Direct staff to prepare comprehensive staff report and draft permit for the March 26, 2014 LTC meeting for the LTCs consideration.

Prepared and Submitted by:

Gary Richardson

February 18, 2014

Date

From: S BORSOS [mailto:theborsos@shaw.ca]

Sent: January-01-14 6:56 PM

To: Gary Richardson

Subject: TUP Mayne Inn

To the Island Trust,

In reference to the TUP application for strata owners (VIS6703) temporary use of dock/float located in lease area. I respectfully but vehemently disagree with any plans to allow use of the subject area for use as a docking facility or any regular marine transit related to the Mayne Inn. Whether a move toward legitimizing the use of the established illegal dock or operating a remote floating moor or dock, I strongly oppose the use of the leased area in this manner.

It apparently needs to be articulated that the area lies adjacent to a National Marine Park and in process appears to be a continuation of the owner's efforts to legitimize use of the illegally constructed existing dock that to this day is considered illegal in a Supreme court ruling and should be removed. It is my hope that within the scope of the Trust's ability this application will be denied.

Jeremy Borsos



From: Yvonne Sewell [<mailto:yandgsewell@shaw.ca>]
Sent: January-14-14 2:13 PM
To: Jeanine Dodds; Brian Crumblehulme; Gary Richardson
Cc: yandgsewell@shaw.ca
Subject: Re Mayne Inn Dock Temporary use permit

January 14, 2014

To: Mayne Island Local Trust Committee
Re: Notice of Community Information meeting Feb.26/14 to consider "Temporary Use Permit" (T.U.P.) for Strata lot owners to dock their boats at the float located/fronting Mayne Island Resort – 494 Arbutus Drive.

My name is Gordon Sewell with property @ 510 Arbutus and I am opposed to this Review of dock/boat privileges for the following reasons:

1. Historically in 1974 the Islands Trust was formed to Protect the fragile Eco Systems of this region including Bennett Bay. The dock was illegally built in 1979 & Islands Trust took legal action to B.C. Supreme Court. In 1981, although the dock was allowed to remain it was ruled that this dock could be used for "Private use only" as per the zoning and not for any commercial use. To my knowledge the same zoning Bylaw & Court rulings are still in effect.
2. The current dock & float are in very poor condition & in fairly shallow water. This probably means a rebuilding or enlarging of the dock to accommodate any of the proposed changes.
3. Incoming tidal flow from the dock area washes onto the Public beach and the National Park shore. Additional boats means more pollution.
4. Subsequent "Mayne Inn" owners in the 1980's and 1990's unsuccessfully challenged these zoning and legal restrictions in various attempts to get commercial boat traffic access for the Inn.

I believe you should not issue a "Temporary Use Permit" as it will only further complicate the problem.

Unfortunately I will be unable to attend this meeting on February 26, 2014 as I will be away until February 28, 2014.

I may be reached at yandgsewell@shaw.ca by email or Gordon Sewell - #41 – 5811 – 122nd Street, Surrey B.C. V3X 3N5 Phone 604-501-9449

Signed Gordon & Yvonne Sewell 510 Arbutus Drive

From: Karen and Bryce Ramlo [<mailto:ramlo@shaw.ca>]
Sent: January-23-14 8:12 PM
To: Jeanine Dodds
Cc: Gary Richardson
Subject: Temporary Use Permit for Dock at Mayne Island Resort

Please consider this email as our family's registered voted against this TUP being granted. This is an attempt to do an end run around the last request being denied and specified as the owners use only (being the original single owner of the Mayne Inn property).

Our family was one of the group that asked that this dock be taken down and Bennett Bay returned to its original condition. We watched this dock being built during the night time with pile driving taking place against a cease and desist order for the building of the dock. As it was not stopped and removed the owner of the Mayne Inn, at that time, used it to have boats raft together on the weekend. The result was that on the Sunday the beach was unusable to the community due to the human waste and garbage thrown into the water. Not to mention the fuel and oil that floated on top of the water and was left on the sand at low tide. Our children were young when this happened and they still remember the feeling of loss when they could not use the beach for days as we waited for the beach to clear. They felt so strongly about it that they individually wrote letters to the Trust to stop the dock from being used. Due to the configuration of Bennett Bay the water does not completely clear anything brought in on the tide or left by boaters in the Bay. It takes a very long time for the one end of the Bay to clear itself of debris. The final decision on the dock was for single person use only.

This dock was built before the Government of Canada purchased the point and established the current park. The use of the dock will not be compliant with their objective of preserving the Bay and the land abutting it. This is a family beach used by everyone of us as our children go from toddler to adults. Please make sure it is preserved for future generations of Mayne Islanders and not put at risk by this continuing to be a nuisance.

Sincerely,
Karen Ramlo
[REDACTED]
Mayne Island, B.C.
[REDACTED]

File No.: MA-RZ-2012.1

To: Mayne Island Local Trust Committee

From: Gary Richardson, Island Planner

CC: Robert Kojima, Regional Planning Manager

**Re: Proposed Rezoning of Lot 22, Sec. 5 and 6, Plan 29750, Mayne Island
Oceanwood Country Inn – 630 Dinner Bay Road**

Owner: 0747825 B.C. Ltd.

Applicant: Murray Rosengren

Location: 630 Dinner Bay Road

Preliminary Report

BACKGROUND:

An application to rezone this property for 37 seniors dwelling units and 4 employee dwelling units was received in December 2012.

The LTC considered the initial proposal and directed staff to have a needs assessment carried out regarding the need for seniors units on Mayne Island. An assessment of the demand for seniors supported living units was carried out by Carol Munro who prepared a report dated November 11, 2013 which suggested a very low demand for the type of units being proposed.

At its November 27, 2014 LTC meeting the LTC passed the following resolution:

Resolution MA-LTC-58-13

It was Moved and Seconded that Mayne Island Local Trust Committee request the applicant of MA-RZ-2012.1 to revise the proposal by reducing the number of units being proposed.

On December 18, 2013 the applicant provided an amended application with a reduced number of units. The amended application is no longer exclusively for seniors units it provides for more of a mix of accommodation types.

THE PROPOSAL:

The existing lot contains a waterfront country guest house which consists of 12 tourist accommodation units, a restaurant, an accessory building/garage and an accessory dwelling unit. The applicant is proposing to keep the existing guest house but reduce the number of tourist accommodation units to 8. The remaining 4 units would be turned into staff accommodation units.

The existing accessory dwelling which is limited in size (140 m²) is proposed to remain.

Also being proposed are 20 vacation accommodation units each having a floor area between 56 m² and 74 m² (600-800 sq.ft.). The 20 vacation accommodation units are proposed to be built as duplexes in 10 separate ground level buildings.

Also being proposed is 8 residential units having a floor area between 56 m² and 74 m² (600-800 sq.ft.). The 8 residential units are proposed to be built as duplexes in 4 separate ground level buildings. These units are to be used for full time residential rentals or for sale as seniors homes.

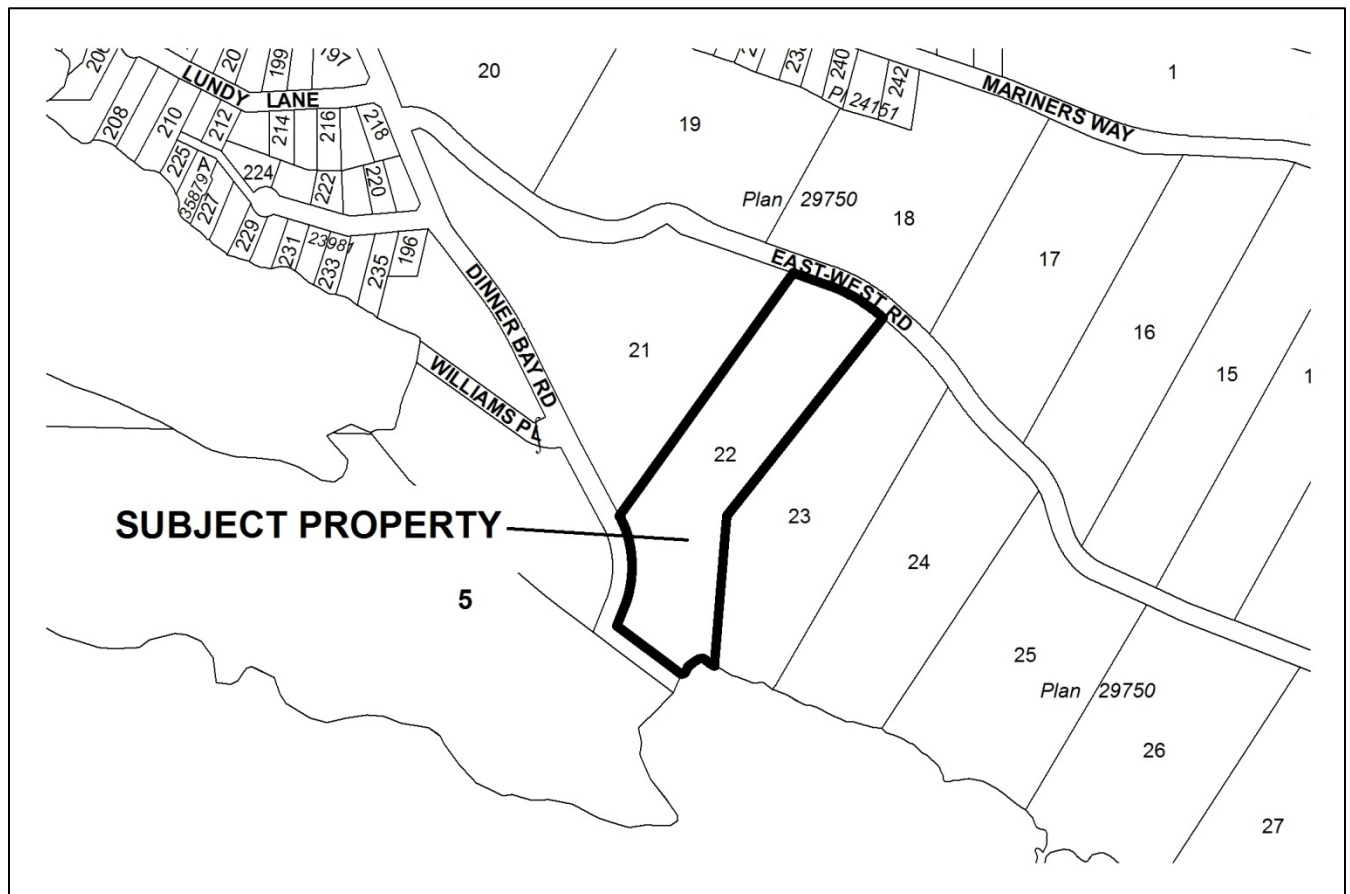
Also being proposed are 3 staff family housing units in one ground level triplex structure. No floor area has been given for this proposed structure.

A spa/pool facility remains in this proposal.

The total number of new units being proposed are 31 (20 vacation accommodation units, 8 residential units and 3 staff housing units).

SITE CONTEXT:

The property is a 4 hectare waterfront property with an existing tourist accommodation unit, restaurant, parking structure and caretaker dwelling sited on it. The lot is forested and is surrounded by similar sized lots. The surrounding lots are predominantly used for residential purposes. There is a Japanese garden located on an adjacent Lot across Dinner Bay Road.



Map showing location of subject property



Orthophoto showing subject lot



Ortho photo showing subject area

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

4.4 Freshwater Resources

Commitment of Trust Council

- 4.4.1 It is Trust Council's policy that islands in the Trust Area should be self-sufficient in regard to their supply of freshwater.

Directive Policies

- 4.4.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:
- neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater,
 - water quality is maintained, and
 - existing, anticipated and seasonal demands for water are considered and allowed for.
- 4.4.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses¹⁸.

5.2 Growth and Development

Commitments of Trust Council

- 5.2.1 Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.

Directive Policies

- 5.2.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
- 5.2.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
- 5.2.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
- 5.2.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.

5.8 Health and Well-being

Directive Policies

- 5.8.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

Official Community Plan

1.2 BROAD COMMUNITY OBJECTIVES

- 5) To support a diverse and vital community structure through effective housing policies for affordability, long term rental opportunities and special needs while maintaining flexibility for a range of dwelling types.

2.10 AMENITY ZONING GUIDELINES

2.10.1 In the case where a property owner offers to provide a voluntary community amenity as a condition of subdivision or rezoning, consideration may be given to increasing the permitted density on a parcel in any designation other than Public Service, Park or Resource Conservation.

2.10.2 The following community amenities represent a list of potential community amenities which may be acceptable for consideration under this section:

- i) the provision of land for preservation of unique natural environments and sensitive areas,
- ii) the provision of land to preserve forests, watersheds and wetlands,
- iii) the provision of land for community park or public open space,
- iv) the provision of land for sewage treatment facilities or community water systems,
- v) the provision of community wells for domestic water supply,
- vi) the provision of firefighting storage reservoirs,
- vii) the provision of easements or rights of way for utilities or trails,
- viii) the provision of community buildings,
- ix) the provision of land for community buildings or structures,
- x) the provision of community space in a commercial building,
- xi) the provision of affordable and special needs housing, and
- xii) the provision of any other amenity which is similar in nature to the foregoing and/or is consistent with the objectives and policies of the OCP.

2.10.3 In evaluating a proposal to increase density consideration shall be given to the appropriateness of the proposed amenity that would be donated and the implications for the parcel and adjoining parcels of permitting the increased density.

The LTC should consider the following criteria in assessing such applications:

- a) where the proposal involves the donation of land, the number of additional dwellings or lots permitted should not exceed:
 - i) the equivalent of the area being donated divided by the average lot area, or where the zone has no average lot area, the minimum lot area. Any fractional amount which is equal to or greater than half the minimum or average lot area should be considered as a full density unit; or
 - ii) one dwelling or lot where the area being donated is less than one half of the average lot area, or where the zone has no average lot area, less than one half the minimum lot area.
- b) additional density should take the form of residential lots or dwellings;
- c) development should:
 - i) be sited away from sensitive ecosystems,
 - ii) minimize visual impacts,
 - iii) mitigate potential natural hazards,
 - iv) implement sustainable development practices; and
 - v) not adversely impact adjacent properties.
- d) where appropriate, such an application may be considered in conjunction with an application to transfer density under the provisions of Section 2.11.
- e) as it is intended that applications should be for relatively modest increases in density, the Local Trust Committee should not consider applications in which more than 10 additional dwelling units are proposed in exchange for a community amenity.

2.10.4 The LTC should require rainwater storage systems through the registration of a legal agreement when considering applications that could result in an increased density.

2.10.5 Where, as a condition of providing a community amenity, a parcel is to be granted greater density than would otherwise be the case in the zone in which it is located, the zoning shall be amended on the property to reflect the new maximum density permitted on the parcel.

Development Permit Area

The subject Lot is currently in a Visitor Accommodation Development Permit area.

Land Use Bylaw

5.12 Country Guest House Commercial (C5) Zone

The purpose of the Country Guest House Commercial Zone is to provide regulations for inns in rural locations.

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) Guest House;
- (b) Agriculture;
- (c) Accessory dwelling unit;
- (d) Accessory restaurant;
- (e) Accessory uses, buildings and structures.

Density

- (2) The maximum lot coverage is 10%.
- (3) One guest house per lot.
- (4) One accessory dwelling unit per lot.
- (5) One accessory restaurant, located within a guest house, per lot.
- (6) The maximum number of accessory buildings is four per lot, other than an accessory dwelling unit, utility sheds, or woodsheds.

Conditions of Use

- (1) Outdoor storage areas and tourist accommodation uses, including restaurants and parking areas, must be screened from residential uses on adjoining lots by a landscape screen not less than 1.5 metres in height and complying with the provisions of Section 3.8.

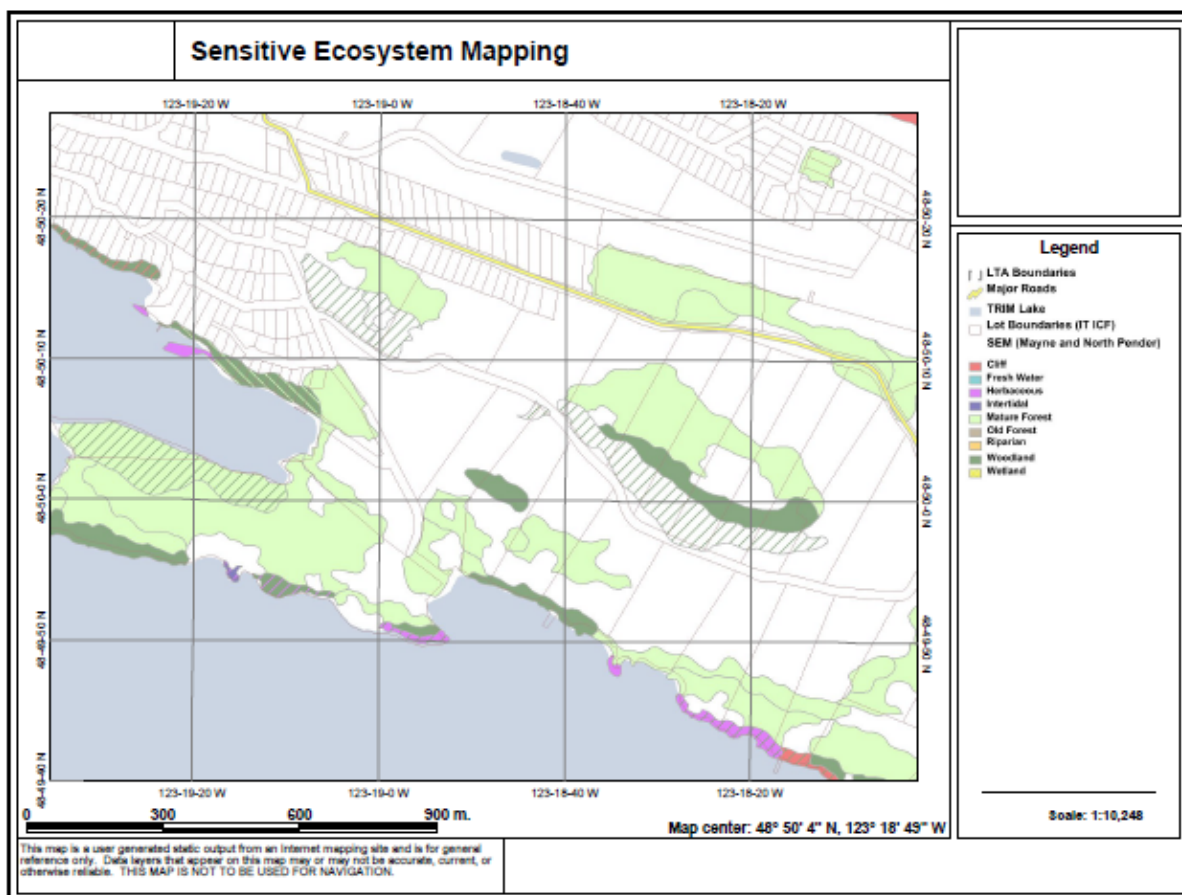
Site Specific Regulations

- (2) The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter reference the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
C5(a)	Lot 22, Sections 5 And 6, Mayne Island, Cowichan District, Plan 29750 630 Dinner Bay Road	(1) In addition to the uses permitted in 5.12(1), Riding Stables, are also permitted in this location. (2) The maximum number of tourist accommodation units is 12 and the maximum floor area of a guest house use is 836 m² (9000 ft²). (3) The maximum floor area of an accessory restaurant use is 56 m² (603 ft²). (4) The maximum floor area of an accessory dwelling unit is 140 m² (1507 ft²).

Sensitive Ecosystems :

The subject property contains some mature forest and woodland ecosystems.



Archaeological Sites:

Based on information from the Provincial Remote Access to Archaeological Data (RAAD), there are no archaeological sites on the property; however, there is a site within 100 metres of the subject lot. Notwithstanding the foregoing, and by copy of this report, the owners are advised that the unearthing of any archaeological resource should be reported to the Archaeology Branch.

Existing and Proposed Density

	Permitted in present LUB	Proposed in application	Comments
1.	One guest house not to exceed 836 m ² .	Remain as is.	Existing guesthouse to be maintained as is.
2.	No more than 12 tourist accommodation	8 tourist	4 of the 12 tourist

	units contained within the guest house.	accommodation units and 4 staff housing units.	accommodation units are to be turned into staff accommodation units.
3.	One accessory dwelling unit not to exceed 140 m ² .	To remain as is.	May be replaced in the future.
4.	One restaurant contained within the guest house. Restaurant not to exceed 56 m ²	Remain as is.	Restaurant to remain open to visitors.
5.		20 vacation accommodation units not to exceed 74 m ² each. Built in duplex structures.	New construction.
6.		8 residential units not to exceed 80 m ² each. Built in duplex structures.	New construction.
7.		3 staff housing units in a triplex structure.	New construction.
8.		Spa and pool structure	New construction.

Covenants:

There are no covenants on title.

Bylaw Enforcement:

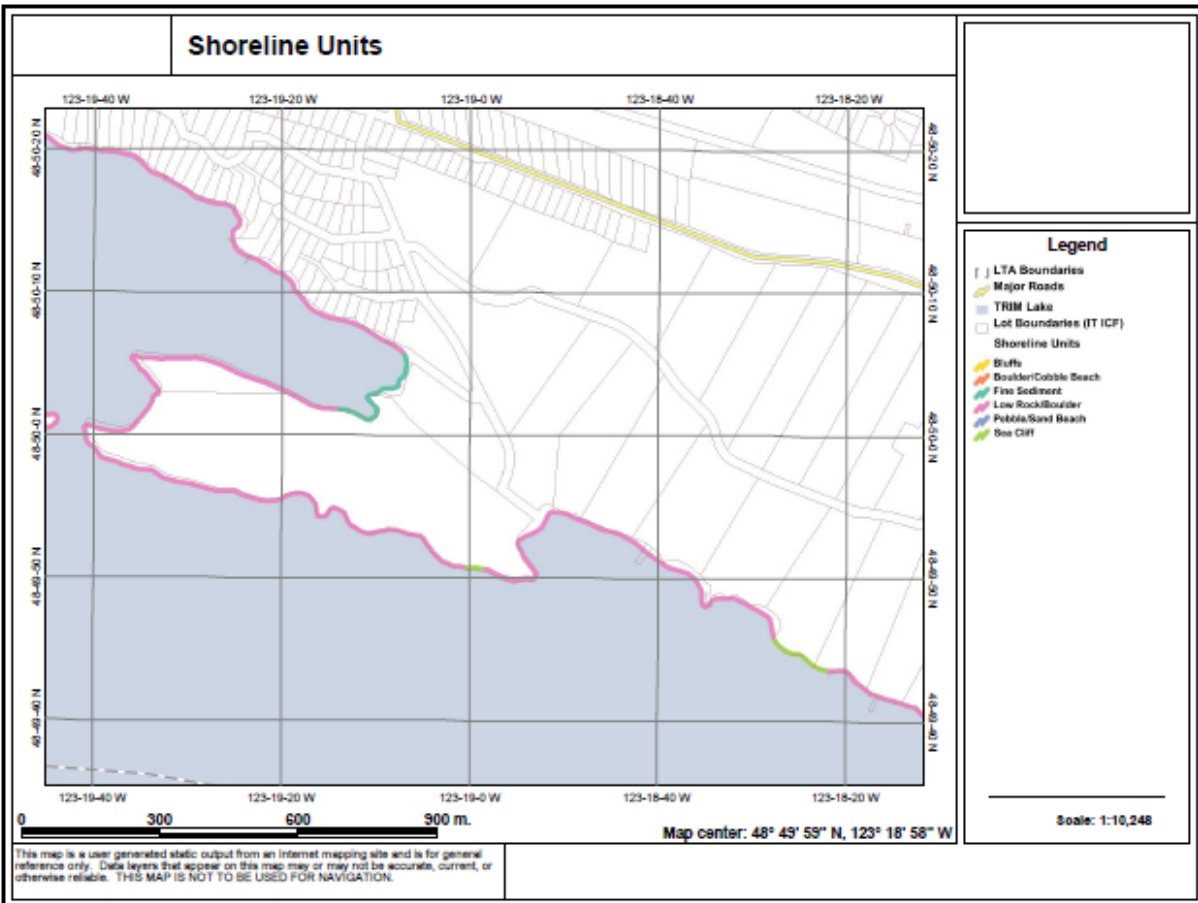
None

Climate Change Mitigation and Adaptation

The location of the proposed housing is far from the commercial amenities on Mayne Island and is not consistent with compact and connected land use as supported in the OCP.

Shoreline Type

The subject property contains a low rock boulder shoreline.



COMMUNITY INFORMATION MEETING(S):

If this proposal proceeds it is recommended that a Community Information Meeting be held in order for the LTC and applicant to gauge community comment.

RESULTS OF CIRCULATION:

Notice will be distributed as appropriate if proposal proceeds.

APC Comments

The APC met on January 13, 2014 to review the amended proposal and the draft minutes contain the following:

It was moved and seconded that the Mayne Island Advisory Planning Commission Accepts the amended proposal MA-RZ-2012.2 (Oceanwood) and further recommends to the Mayne LTC the following: That the total number of vacation rental units not exceed 28 plus staff housing and that the final development include a minimum of 8 units accessible to seniors.

STAFF COMMENTS:

1. Existing Tourist Accommodation Potential on Mayne Island

There are existing tourist accommodation units on Mayne Island such as the Blue Vista Resort and the Mayne Island Resort. There are also properties that are zoned for tourist accommodation units which have not yet been constructed.

This would add to the mix of tourist accommodation units on the Island giving the travelling public more options and the island more overnight tourist capacity.

It's unclear if the capacity is required at this time.

2. Residential Units

The small residential units being proposed for long term rent or sale will also add to the mix of housing. The number of residential units being proposed is 8 and as these are units that are likely to be occupied year round as opposed to the vacation accommodation units which will likely be occupied seasonally there may be a benefit to increasing the number of residential units and reducing the number of tourist accommodation units to help ensure year-round occupancy.

The benefits of small ground level residential units grouped on a property such as this include the following: provide small residence for elderly to stay on island; no outdoor maintenance; pool and spa access; restaurant access; can socialize with other owners; tend to be occupied more than vacation accommodation units; tend to be more affordable than renting or owning a full size residence and it provides a type of housing that is not currently available on Mayne Island.

3. Seniors Residential Units

If some of the residential units are to be maintained as seniors units the LTC should require a housing agreement to ensure long term seniors occupancy.

The 8 residential units being proposed in this application is consistent with the number of seniors units that the needs assessment suggested may be required to satisfy the demand on Mayne Island for the foreseeable future.

4. Staff Housing

Staff housing is a valuable type of housing for Mayne Island as there is very little dedicated staff housing available. The proposal is for a total of 7 staff housing units. The construction of the residential units should be tied to the construction of the staff housing to ensure staff housing is constructed early in the development of the site.

5. Potable Water Supply

The trust policy statement suggests that density should not be increased in areas that have a problem with quantity or quality of potable water. The Mayne OCP states that development should not be permitted in areas where groundwater issues have been identified. The OCP also states that the LTC should require rainwater storage systems through the registration of a legal agreement when considering applications that could result in an increased density.

There is no known groundwater problems in this area; however, with the density being proposed in this application it seems prudent to require rainwater catchment and storage for all new residential units. If the application proceeds it should be forwarded to the village bay water sytem for comment.

6. Proximity to Commercial Centre.

The location of the subject property is approximately 4 kms from the main commercial centre. If the residents do not drive the other options available include: the car stop system or the Mayne Island bus as walking to services is not an option for most.

This does not encourage a land use pattern that results in a more compact, complete and connected community, with new residential development occurring in areas accessible to existing transportation and services as is supported in the OCP.

7. Housing Agreements

Section 905 of the Local Government Act sets up the framework for Housing Agreements to be required by local governments for affordable and special needs housing.

Housing agreements allow a local government to deal with the occupancy of residential units with conditions of use that are beyond the powers of zoning. Section 905 specifically authorizes terms and conditions regarding the occupancy of housing units identified in the agreement, including but not limited to the form of tenure of the units; their availability to classes of persons identified in the agreement; the administration of the units.

It is recommended that if the LTC proceeds with this application that a housing agreement be prepared that restricts the use of some of the residential units to seniors only (65 years or older).

8. Amenity Zoning and Density

The amenity zoning guidelines in the OCP state that applications should be for a relatively modest increase in density and that the LTC should not consider

applications in which more than 10 additional units are proposed in exchange for a community amenity. The OCP lists special needs housing as an amenity.

The 31 units proposed in this application exceed modest density and type of housing supported in the OCP for amenity rezonings of 10 units.

9. Development Permit Area

If this proposal proceeds it is recommended that the portion of the property subject to the new development be placed in an intensive residential DP area so that guidelines can be put in place to ensure the form and character of the construction is consistent with and enhances the rural character and avoids impact on adjacent properties.

10. Official Community Plan

The application is presently for an amendment to the Mayne LUB, however if this proposal proceeds it will likely require amendments to the OCP. Additional fees will be required if this proposal proceeds.

Staff does see merit in this proposal as it adds a mix of housing in some areas that are lacking on Mayne Island, specifically seniors housing and small ground level residential units. There are existing tourist accommodation units on Mayne Island and it's not clear if more are required at this time. If the LTC determines this proposal has merit and decides to proceed with it staff recommends that a community information meeting be held to gauge community comment.

Options

- 1) Proceed no further;
- 2) Direct staff to prepare draft bylaws to implement the proposal as is;
- 3) Direct staff to prepare draft bylaws to implement the proposal as is amended;
- 4) Direct staff to arrange a Community Information Meeting.

RECOMMENDATIONS:

THAT the Mayne Island Local Trust Committee direct staff to schedule a community information meeting for application MA-RZ-2012.1 (Oceanwood).

Prepared and Submitted by:

Gary Richardson

February 17, 2014

Gary Richardson, Island Planner

Date

Concurred in by:



Robert Kojima, RPM

February 18, 2014

Date



OCEANWOOD REZONE

Re: File No.: MA-RZ-2012.1

To: Gary Richardson, Island Planner

Please accept this letter as an amendment to the Oceanwood Inn re-zone application **MA-RZ-2012.1** (Oceanwood).

As a result of suggestions and input from the Trustees at the LTC meeting of Nov. 27 /13 we have decided to amend our re-zone application.

Reducing density as requested by the Trustees is not an option for our proposed supported living senior's residence concept. However there were some other interesting points made during the meeting.

Trustee Dodds suggested an alternative proposal of mixed housing and further stated that she would like to see a more rural building design.

Trustee Crumblehume made suggestions with respect to green options and that it is important to balance community needs/concerns and the viability of a business.

It is with consideration to these suggestions that we (the applicant and Oceanwood owner) would like to alter the application and request permission to build the following on the Oceanwood property:

The Spa/Pool facility would remain in the application as is.

Continued use of the existing hotel would remain in the application but with rentable rooms reduced to 8 and the remaining 4 zoned for staff accommodations.

We request permission for 20 vacation accommodation accessible ground level cottage units as one bedroom + den between 600 and 800 sq. ft. and built as duplexes for a total of ten structures.

8 accessible ground level units to be used for full time residential rentals or for sale as seniors homes. These will be accessible one bedroom + den between 600 and 800 sq. ft. built as duplexes for a total of four structures.

3 staff family housing units to be built in one ground level threeplex structure.

This revised application is a reduction of 7 units from the original application and provides more staff housing. The units will be ground level, more rural building design and will be screened by existing foliage from neighbouring properties.

Please contact me if you have any questions.

Regards

Murray Rosengren applicant

The Green aspects would be as follows:

All new construction would be well screened from neighbouring properties by existing mature foliage.

Harvest rain water for secondary plumbing system toilet flushing.

Some units can be partially earth sheltered

VIHA approved sewage treatment plant

Low flush toilets and energy saving appliances

Reclaimed wood plank flooring in the cottages

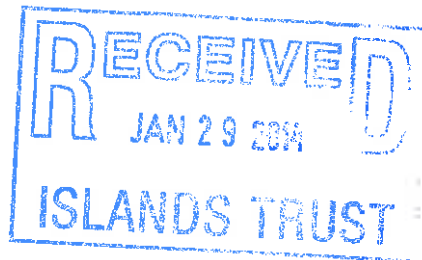
Drought resistant landscaping

Low impact exterior lighting

Recycling bins in each unit

On site composting and food gardens

Design reclaimed and natural materials in the construction of all units.



25, Spinnakers
Mayne Is

To Members of the Trust Board

13. January 2014

It is my understanding that an application for a series residence on the island has been turned down by yourselves

As a fairly long time resident of this island who has been involved in trying to get various types of housing on the island - I am shocked and appalled by this decision

As a now elderly resident I know without a doubt what was being proposed was the best possible solution for island residents.

Perhaps one of the most shocking parts of ^{all} this was your observation that the nos involved ie. 37 was too high. Well as a person with years of professional involvement with seniors I beg to differ. The larger picture is that as one gets older life changes rapidly and so do our options. To leave the island one leaves behind friends and associates + a way of life. Family should not be on a 24 x 7 dependable list if we want to keep our independence. Family dependence or moving to a place we do not know is not an option - living in a facility with other island residents is a far superior option. There are also Mayne Islanders who would bring parents here too.

As a Board member of our Health Centre we interact with other islands and their representatives when our

excited to hear of the possibility; the most obvious thing being that these residents could keep in touch - inter island ferries make this just an afternoon out - lunch at the residence or down town - shopping - the visiting could go both ways; again maintaining independence

As for the 37 residence - surely that is not a great concern. If this mango Island resident has done his due diligence and is prepared to put his money on the line we should be over the moon. Peter in my 34 years on the island has there been a proposal that benefits residents without having to fund raise.

One should also consider the fact that residents selling their homes brings new residents to manage; more homes more jobs, more commercial possibilities.

Before you put finality to this proposal, please reconsider.

yours sincerely

July Taylor

25 Spinnaker
Mayne Is

To Members of the Trust Board

13. January 2018

It is my understanding that an application for a series Residence on the island has been turned down by yourselves.

As a fairly long time resident of this island who has been involved in trying to get various types of housing on the island - I am shocked and appalled by this decision.

As a now elderly resident I know without a doubt what was being proposed was the best possible solution for island residents.

Perhaps one of the most shocking parts of ^{all} this was your observation that the nos involved ie. 37 was too high. Well as a person with years of professional involvement with seniors I beg to differ. The larger picture is that as one gets older life changes rapidly and so do our options. To leave the island one leaves behind friends and associates + a way of life. Family should not be on a 24 x 7 dependance list if we want to keep our independence. Family dependance or moving to a place we do not know is not an option - living in a facility with other island residents is a far superior option. There are also Mayne Islanders who would bring parents here too.

As a Board Member of a Health Centre we interact with other islands and their representatives when using

excited to hear of the possibility; the most obvious thing being that these residents could keep in touch - inter island ferries make this just an afternoon out - lunch at the residence or down town - shopping - the visiting could go both ways; again maintaining independence.

As for the 37 residence - surely that is not a great concern. If this mango Island resident has done his due diligence and is prepared to put his money on the line we should be over the moon - ~~Never~~ in my 34 years on the island has there been a proposal that benefits residents without having to find a cause.

One should also consider the fact that residents selling their homes brings more residents to mango; more homes more jobs, more commercial possibilities.

Before you put finality to this proposal, please reconsider.

Yours sincerely

Julij Taylor.



Memorandum

Date February 18, 2014

File Number MA-TUP-2012.3
(Nordquist)

To Mayne Island Local Trust Committee
From Gary Richardson, Island Planner

Re Renewal application for MA-TUP-2012.3 (Nordquist)

Mr. Nordquist is requesting a renewal of his Temporary Use permit that was issued for a short term vacation rental (STVR) at 517 Arbutus Drive. The previous permit permitted the residence to be used as an STVR from April 1, 2013 to October 31, 2013.

The permit can be renewed for up to 3 years. The applicant is requesting a 3 year renewal.

Islands Trust Staff did not receive any comments or complaints regarding the use of the residence as an STVR during the permit period.

The permit is attached for the LTCs reference.

Options:

1. Issue the permitted renewal for a 3 year period.
2. Issue the renewal for less than 3 years.
3. Not issue the renewal.



**MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
MA-TUP-2012.3 (Nordquist Holdings Ltd.)**

To: Nordquist Holdings Ltd.

1. This Permit applies to the land described below:

Lot 37, Section 9, Mayne Island, Cowichan District, Plan 14000, shown on Schedule "A", which is attached to and forms part of this Permit.

2. This Permit is issued for the purpose of permitting the owner to operate a commercial short term vacation rental on their property and is subject to the following conditions:

- a) a contact person on Mayne Island associated with the property be available by telephone 24 hours/day, seven days per week;
- b) the property owner 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 landowner must post for guests information on noise bylaws, water conservation, fire safety, fire escape plan, storage of garbage, septic field location, and control of pets. In any case pets must be under control at all times. The guest information must also remind guests that they are in a residential area, not a commercial area;
- d) the owner must not remove any existing vegetative screening;
- e) the owner must provide accommodation for a minimum of two (2) vehicles on the property;
- f) outdoor lighting must not be directed onto surrounding properties;
- g) one sign no larger than 46 cm by 46 cm saying "Mayne Chalet" is permitted;
- h) the maximum number of guests is limited to two (2) persons per bedroom;
- i) the number of bedrooms is limited to a maximum of two (2);
- j) recreational vehicles and camping are prohibited;
- k) the residence can only be used for short term vacation rental between April 1 and October 31 of each year the permit is valid;
- l) all outdoor fires are 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.
3. This Permit expires on October 31, 2013.
4. This is not a Building Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS 19th DAY OF September, 2012.

Deputy Secretary, Islands Trust

September 20, 2012

Date Issued



Islands Trust

BYLAW REFERRAL FORM

1-500 Lower Ganges Road
Salt Spring Island, BC BC V8K 2N8
Ph: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area **Bylaw No.:** 472 **Date:** January 7, 2013

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. For your information a Public Hearing to consider the Bylaw will be held in the near future.

APPLICANTS NAME / ADDRESS:

Ian MacAlpine

PURPOSE OF BYLAW:

To amend Land Use Bylaw No. 355 to rezone a portion of the waters fronting Lot 5, Sections 33 And 37, South Salt Spring Island, Cowichan District, Plan 1812 from Shoreline 6 – S6 to Shoreline 6(b) – S6(b) to permit a floating breakwater and dock with an oversize float associated with upland residential use.

GENERAL LOCATION:

1351 Mountain Road, South Salt Spring Island

LEGAL DESCRIPTION:

Lot 5, Sections 33 And 37, South Salt Spring Island, Cowichan District, Plan 1812

SIZE OF PROPERTY AFFECTED:

27.176 ha

ALR STATUS:

No

OFFICIAL COMMUNITY PLAN DESIGNATION:

Marine Other

OTHER INFORMATION:

See attached staff report and biologist assessment report.

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: Leah Hartley

Title: Regional Planning Manager

This referral has been sent to the following agencies:

Agencies

Fisheries and Oceans Canada
Coast Guard
Ministry of Environment
Ministry of Forests, Lands and Natural Resource Operations

First Nations

Hul'qumi'num Treaty Group
Malahat First Nation
Tseycum First Nation
Pauquachin First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Stzuminus First Nation
Lyackson First Nation
Lake Cowichan First Nation
Penelakut Tribe
Halalt First Nation
Cowichan Tribes

Regional Agencies

CRD Building Inspection
CRD Parks and Recreation Commission
SSI Fire-Rescue

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee

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

Salt Spring Island Local Trust Area

(Island)

472

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



Islands Trust

1-500 Lower Ganges Road
Salt Spring Island, BC BC V8K 2N8
Ph: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

BYLAW REFERRAL FORM

Island: Salt Spring Island Local Trust Area **Bylaw:** 474 **Date:** January 9, 2014

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. For your information a Public Hearing to consider the Bylaw will be held in early Spring.

APPLICANTS NAME / ADDRESS:

Dave McKerrell for Island Marine Construction Services Ltd.

PURPOSE OF BYLAW:

To amend Official Community Plan Bylaw No. 434 – Maps 1 and 16 - by changing the designation of the subject area from Marine Other (MO) to Shoreline Development (SD), and to add the subject area to Development Permit Area 1.

GENERAL LOCATION:

2850 Fulford-Ganges Road, Salt Spring Island.

LEGAL DESCRIPTION:

Lot 1, Section 15, Ranges 1 and 2, South Salt Spring Island, Cowichan District, Plan 12248.

SIZE OF PROPERTY AFFECTED:

0.897 hectares

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Shoreline Development (SD) and Marine Other (MO)

OTHER INFORMATION:

Please see accompanying Staff Report, together with the registered plan and plan of existing water lots.

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: Justine Starke

Title: Island Planner

This referral has been sent to the following agencies:

Federal Agencies

Transport Canada

Regional Agencies

Vancouver Island Health Authority

Provincial Agencies

Ministry of Forests, Lands & Natural Resource Operations (Crown Lands Branch)

Local Trust Committees

Mayne Island
Galiano Island
North Pender Island
Thetis Island

Non-Agency Referrals

Fulford Water System (CRD)
SSI Harbour Authority
SSI PARC (CRD)
SSI Transportation Commission (CRD)

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

Salt Spring Island Local Trust Area

(Island)

(Signature)

(Date)

474

(Bylaw Number)

(Title)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

1-500 Lower Ganges Road
Salt Spring Island, BC BC V8K 2N8
Ph: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Local Trust Area **Bylaw:** 475 **Date:** January 9, 2014

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. For your information a Public Hearing to consider the Bylaw will be held in early Spring.

APPLICANTS NAME / ADDRESS:

Dave McKerrell for Island Marine Construction Services Ltd.

PURPOSE OF BYLAW:

To amend Land Use Bylaw No. 355 by adding a new Zone Variation Shoreline 2(a) – S2(a) – and by rezoning the water area to the south of District Lot 426, adjacent to the subject property, from Shoreline 3 and Shoreline 6 to Shoreline S2(a) to permit temporary wharfage for transient boats.

GENERAL LOCATION:

2850 Fulford-Ganges Road, Salt Spring Island.

LEGAL DESCRIPTION:

Lot 1, Section 15, Ranges 1 and 2, South Salt Spring Island, Cowichan District, Plan 12248.

SIZE OF PROPERTY AFFECTED:

0.897 hectares

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Shoreline Development (SD) and Marine Other (MO)

OTHER INFORMATION:

Please see accompanying Staff Report, together with the registered plan and plan of existing water lots.

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: Justine Starke

Title: Island Planner

This referral has been sent to the following agencies:

Federal Agencies

Transport Canada

Regional Agencies

Vancouver Island Health Authority

Provincial Agencies

Ministry of Forests, Lands & Natural Resource Operations (Crown Lands Branch)

Local Trust Committees

Mayne Island
Galiano Island
North Pender Island
Thetis Island

Non-Agency Referrals

Fulford Water System (CRD)
SSI Harbour Authority
SSI PARC (CRD)
SSI Transportation Commission (CRD)

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

Salt Spring Island Local Trust Area

(Island)

475

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

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

Island: Galiano Island Trust Area **Bylaw Nos.:** 244 (OCP) and 245 (LUB) **Date:** December 17, 2013

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 45 days. A longer than normal response time is indicated to provide for absences over the holidays. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Landworks Consultants Inc. c/o Kelly Gesner #305-2940 Harriet Road, Victoria, BC V9A 1T3

PURPOSE OF BYLAW:

Bylaw 244 - Official Community Plan mapping amendment to re-designate a portion of District Lot 79 to Nature Protection (NP), Rural Residential (RR), and Forestry (F) as well as re-designate the abutting Marine (M) designated lands adjacent to the NP designated land as Marine Protection (MP).

Bylaw 245 - Land Use Bylaw mapping amendment to rezone District Lot 79, a Forest 1 (F1) zoned property, to Nature Protection (NP) and Rural Residential c) (RR(c)), and Forest 3 (F3) as well as rezone the abutting Marine (M) designated area as Marine Protection (MP). Section 5.4 of the Land Use Bylaw would be amended to create a new zone variant RR(c).

GENERAL LOCATION:

North Galiano Island

LEGAL DESCRIPTION:

District Lot 79, Galiano Island, Cowichan District

SIZE OF PROPERTY AFFECTED:

55.8 ha (138 acres)

ALR STATUS:

n/a

OFFICIAL COMMUNITY PLAN DESIGNATION:

F- Forestry & M- Marine

OTHER INFORMATION:

As a condition of the rezoning, the applicant will be transferring the land designated and zoned as NP to BC Parks, thus increasing the connection between Provincial Park holdings in the area. The Galiano Island Official Community Plan states that a Marine Protection zone shall be designated for marine areas fronting Nature Protection areas.

The RR(c) zoned land will have the potential for a 5 Lot subdivision, with the funds from the sale of Lot 5 transferred to the Galiano Island Housing Society for Community Housing purposes. The Galiano Island Official Community Plan states that a Marine Protection zone shall be designated for marine areas fronting Nature Protection areas.

Attached is the most recent copy of a staff report dated November 18, 2013 (Proposed Bylaws also attached).

Please note that additional background information on this application can be found on the Islands Trust website under <http://www.islandstrust.bc.ca/islands/local-trust-areas/galiano/current-applications.aspx> see rezoning application GL-RZ-2013.1 (Landworks).

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: Kris Nichols

Email: knichols@islandstrust.bc.ca
Title: Island Planner

PLEASE TURN OVER →

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

BC Parks
Ministry of Transportation and Infrastructure
Vancouver Island Health Authority

Non-Agency Referrals

Galiano Island Advisory Planning Commission
Galiano Island Parks and Recreation Commission
Islands Trust Fund

Regional Agencies

Capital Regional District – Building Inspection

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
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout 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 Trust Area

(Island)

244

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)

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 Trust Area

(Island)

245

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



Memorandum

Date: February 13, 2014 File Number: MA650020-2013

To: Mayne Island Local Trust Committee

From: Kim Farris, Planner 1

CC: Robert Kojima, Regional Planning Manager
Gary Richardson, Island Planner

Re Official Community Plan & Land Use Bylaw Amendments

The Mayne Island Local Trust Committee (LTC) has identified a technical review of the Official Community Plan (OCP) and Land Use Bylaw (LUB) as a top priority on the work program. The purpose of this memo is to provide the LTC with a draft project charter that establishes the objective, scope, and timeline of the project. The technical amendments are intended to provide clarity and/or correct minor errors in the Mayne Island OCP and LUB.

Project Charter:

A draft project charter has been prepared and is attached. It summarizes the key elements of the project outlined in this report in a single document and would serve to guide the LTC and the project manager. If circumstances change or issues arise in the course of the project, the LTC may be asked to revisit sections of the charter. The project charter would be included on all relevant agendas.

Timeline:

Deliverable / Milestone	Target Completion Date
Staff report with draft project charter / LTC endorsement of charter	February 2014
Staff report, with draft amendments, options and recommendations / LTC direction to prepare draft amending bylaw	March 2014
LTC direction to refer bylaws and schedule community information meeting	April 2014
Community information meeting	April/May 2014
Staff report summarizing community, agency, APC and FN responses, and providing options for amending draft OCP/LUB bylaws / LTC direction to make any revisions to bylaw, option to consider First Reading	May 2014
LTC consideration of First Reading of OCP/LUB amendment bylaws	June 2014
Public hearing, further readings of bylaws, referral to EC and Minister	July 2014
EC and Ministerial approval	September 2014
Final adoption	October 2014

Next Steps:

Staff will bring forward a staff report at the next LTC regular meeting that will provide a summary of issues and options, and to seek direction on proceeding. The staff report will also include a list of identified sections in the OCP and LUB which will note the reason for inclusion and possible amendments. The proposed list of amendments will address those issues that staff considers to be relatively straight forward (technical amendments) and it is intended to provide clarity in the use and interpretation of the bylaws.

Staff recognize there may be a number of additional topics or amendments that will be identified through this review. Major amendments which are not a simple technical amendment should remain outstanding and may require a more comprehensive review in the future. Additional minor and technical amendments may be included without affecting the project scope.

Staff recommends that the LTC direct staff to prepare a list of the technical amendments to the OCP and LUB for the next LTC regular meeting on March 26, 2014 and to endorse the project charter attached to this memo.

RECOMMENDATIONS:

1. **THAT** the Mayne Island Local Trust Committee direct staff to prepare a list of technical amendments to the Mayne Island LTC Official Community Plan and Land Use Bylaw.
2. **THAT** the Mayne Island Local Trust Committee endorse the project charter attached to the memo dated February 13, 2014.

Attachment: Project Charter v.1

Project Charter

Project Name: Mayne Island Local Trust Committee – OCP & LUB Update

Creation Date: February 11, 2014

Last Updated:

Version: 1

Purpose

The purpose of the project is to provide technical amendments to the Mayne Island Official Community Plan (OCP) and the Mayne Island Land Use Bylaw (LUB).

Background

A technical review of the Mayne Island OCP and LUB has been on the Projects and Top Priorities list of the LTC's work program for several months (since July 2013). The project was recommended by the APC to address identified errors or points of confusion in both bylaws based upon public feedback and emerging topics. The project aims to amend the OCP and LUB for technical corrections, such as erroneous cross-references, typographical errors, or outdated regulatory references. Staff will provide an overview of the recommended amendments presented within an amending OCP and LUB bylaw for consideration by the LTC. Communication will be in a form of a Community Information Meeting and a Public Hearing.

Project Objectives

- To provide draft technical amendments to the Mayne Island Official Community Plan
- To provide draft technical amendments to the Mayne Island Land Use Bylaw

Project Scope

In Scope	Out of Scope
▪ Review of technical amendments to the OCP and LUB ▪ Prepare draft bylaws to amend OCP and LUB ▪ Draft bylaw referrals to agencies ▪ Communications on webpage ▪ Community information meeting ▪ Public hearing	▪ Additional or extra-ordinary community consultation ▪ Non-technical amendments to the OCP and LUB ▪ In-depth policy review ▪ Amendments to unrelated bylaws

Project Deliverables

- On-going website postings
- Options and recommendations on technical review for the OCP and LUB
- Draft amending bylaws for the OCP and LUB
- Legislative process to amend OCP and LUB

Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
<i>All property/business owners, residents, and visitors</i>	<i>Individuals, businesses, community groups and associations</i>	• To have the opportunity to provide comment on OCP and LUB technical amendments.
<i>Other regulatory bodies</i>	<i>CRD building inspection, MoT, Islands Trust Bylaw enforcement, Adjacent LTCs</i>	• To be consulted on potential impact of bylaw amendments on jurisdiction or responsibilities

First Nations: As with all LTC projects, First Nations with asserted aboriginal rights in the subject area will be contacted early to inform them of the project and ask them to identify any aboriginal rights that may be impacted by the proposed change.

Project Team Resources

Name	Role	Responsibility
<i>Mayne Island Local Trust Committee</i>	<i>Project Sponsor</i>	Provides support and direction through maintaining the project as a work program priority and giving direction and approvals as needed
<i>Robert Kojima Regional Planning Manager</i>	<i>Project Champion</i>	Provides adequate project resources; gives staff support, direction and oversight; and ensures project aligns with overall goals, objectives and timelines
<i>Gary Richardson, Island Planner</i>	<i>Project Manager</i>	Day-to-day management of the project, and undertake or direct all project work
<i>Kim Farris Planner 1</i>	<i>Planner</i>	Project support – research, report writing, and bylaw drafting
<i>Barb Dashwood</i>	<i>GIS/Mapping Support</i>	Provides mapping as required
<i>Lori Foster/Sharon Lloyd-deRosario</i>	<i>Admin support</i>	Provides general administrative support, including advertising, booking meetings, preparing notices, preparing agendas, updating website, distributing bylaw referrals, assembling public hearing materials, reviewing meeting notes, consolidating bylaws, etc.

Project Budget

Item	Details	Fiscal Yr 2013/14	Fiscal Yr 2014/15
Meetings	One community information meeting and advertising		\$800
Public Hearing	Public hearing		\$1300
Contingency	(may be used for additional hours for 0.6 FTE Planner 1 in FY 2013/14)	\$1000	\$900
Totals		\$1000	\$3000

Project Timeline

Deliverable / Milestone	Target Completion Date
Staff report with draft project charter / LTC endorsement of charter	February 2014
Staff report, with draft amendments, options and recommendations / LTC direction to prepare draft amending bylaw	March 2014
LTC direction to refer bylaws and schedule community information meeting	April 2014
Community information meeting	April/May 2014
Staff report summarizing community, agency, APC and FN responses, and providing options for amending draft OCP/LUB bylaws / LTC direction to make any revisions to bylaw, option to consider First Reading	May 2014
LTC consideration of First Reading of OCP/LUB amendment bylaws	June 2014
Public hearing, further readings of bylaws, referral to EC and Minister	July 2014
EC and Ministerial approval	September 2014
Final adoption	October 2014

Endorsements

	Name	Endorsement Date
Project Sponsor	Mayne Island Local Trust Committee	
Project Champion	Robert Kojima	
Project Manager	Gary Richardson	

Date February 14, 2014 File Number MA650020-2012

To Mayne Island Local Trust Committee
For the meeting of February 26, 2014

From Gary Richardson
Island Planner

Re **Proposed Bylaw No.159 (OCP) – Post Public Hearing Procedures**

The Local Trust Committee is considering a bylaw to amend the Mayne Island Official Community Plan. A public hearing is scheduled for February 26, 2014. 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 Mayne Island Local Trust Committee proposed Bylaw No. 159, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2013” be read a Second time.
2. THAT Mayne Island Local Trust Committee proposed Bylaw No. 159, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2013” be read a Third time.
3. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 159 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
4. THAT the Mayne Island Local Trust Committee proposed Bylaw 159 be forwarded to the Minister of Community, Sport and Cultural Development for approval.

pc Robert Kojima, Regional Planning Manager

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW No. 159

A BYLAW TO AMEND 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, 2013.”

2. SCHEDULES

- a. Schedule A (Policy Document) of Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this amending 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 13 day of November 2013
PUBLIC HEARING HELD this day of
READ A SECOND TIME this day of
READ A THIRD TIME this day of
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL
DEVELOPMENT this

ADOPTED this

DEPUTY SECRETARY

CHAIR

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO.159

SCHEDULE 1

1. Schedule A (Policy Document) of Mayne Island Official Community Plan No. 144, 2007 is amended by:

- a) Inserting the following as a new policy 2.1.1.10:

“2.1.1.10 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. A rainwater catchment and storage system shall be required prior to the construction of a secondary suite.”

- b) Inserting the following as new policy 2.1.4.12:

“2.1.4.12 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. A rainwater catchment and storage system shall be required prior to the construction of a secondary suite.”

- c) Inserting the following as new policy 2.1.5.10:

“2.1.5.10 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. A rainwater catchment and storage system shall be required prior to the construction of a secondary suite.”

- d) Inserting the following as new policy 2.2.1.10:

“2.2.1.10 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. A rainwater catchment and storage system shall be required prior to the construction of a secondary suite.”



Islands Trust

POLICY STATEMENT CHECK LIST (DIRECTIVES ONLY)

File No: MA-6500-20-secondary suite review
Bylaws 159 (OCP) and 160 (LUB)

PURPOSE- The following table provides planning staff with an efficient and effective means to evaluate bylaws to ensure that they are consistent with the policies within the Policy Statement.

POLICY STATEMENT - The Policy Statement (Consolidated April 2003) is comprised of several parts. Parts I and II, outline the purpose as well as the Islands Trust object and guiding principles. Parts II, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities. There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council - statements about Trust Council's position or philosophy on various matters,
- Directive Policies - policies that direct Local Trust Committees and island municipalities to address certain matters, and
- Recommendations – recommendations to other government agencies, non-government organizations, property owners, residents and visitors.

POLICY CHECK LIST (DIRECTIVES ONLY) - The Policy Statement Checklist (Directives Only) is based on the Directive Policies from the Policy Statement. The Directive Policies require the Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and the island municipalities to address certain a matters in their official community plan in a way that implements the policy of Trust Council. Staff use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality applications and proposals for their consistency with the Island Trust Policy Statement. The table identifies whether or not the referral addresses and is consistent with the policies within the Policy Statement as follows:

- ✓ identifies that the bylaw is CONSISTENT with the policy from the Policy Statement.
- N/A means the policy is not applicable to the bylaw.

✕ identifies that the bylaw is INCONSTSTENT (contrary or at variance) with the policy from the Policy Statement.

Directive Policies: Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the following:

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	POLICY	POLICY
	3.1	Ecosystems
N/A	3.1.3	the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	the protection of unfragmented forest ecosystems ¹⁵ within their local planning areas from potentially adverse impacts of growth, development and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	the protection of sensitive coastal areas.
N/A	3.4.5	the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	POLICY	POLICY
	4.1	Agricultural Land

¹⁵ Unfragmented Forest Ecosystem - areas of forested land that are large enough to contain and sustain the forests' characteristic species.

N/A	4.1.4	the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	the preservation, protection and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	POLICY	POLICY
N/A	4.1.7	the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
N/A	4.1.8	land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
✓	4.4.3	measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands

N/A	4.5.8	The needs and locations for marine dependent land uses.
N/A	4.5.9	the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
N/A	4.6.3	Soils and Other Resources - the protection of productive soils.

Directive Policies: Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the following:

PART V: Policies for Sustainable Communities

CONSISTENT	POLICY	POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.

	5.3	Transportation and Utilities
N/A	5.3.4	the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	the impacts of road location, design, construction and systems.
N/A	5.3.6	the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	the identification of acceptable locations for the disposal of solid waste.
	5.5	Recreation
N/A	5.5.3	the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.

Directive Policies: **Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the following**

CONSISTENT	POLICY	POLICY
N/A	5.5.5	the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	the planning for bicycle, pedestrian and equestrian trail systems.

	5.6	Cultural and Natural Heritage
N/A	5.6.2	the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

Date February 14, 2014 File Number MA650020-2012

To Mayne Island Local Trust Committee
For the meeting of February 26, 2014

From Gary Richardson
Island Planner

Re **Proposed Bylaw No.160 (LUB) – Post Public Hearing Procedures**

The Mayne Island Local Trust Committee is considering a bylaw to and the Mayne Island Land Use Bylaw. A public hearing is scheduled for February 26, 2014. 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 Mayne Island Local Trust Committee proposed Bylaw No. 160, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No.2, 2013" be read a Second time.
2. THAT Mayne Island Local Trust Committee proposed Bylaw No. 160, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No.2, 2013" be read a Third time.
3. THAT the Mayne Island Local Trust Committee proposed Bylaw No. 160 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

pc Robert Kojima, Regional Planning Manager

BYLAW NO. 160

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

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

- A. Schedule A of Bylaw No.146, cited as “Mayne Island Land Use Bylaw No 146, 2008” is amended as follows:
 1. By adding a new definition in alphabetical order to Section: “1.1 Definitions” as follows:

“secondary suite” means an accessory, self-contained dwelling unit, located within a building that otherwise contains a dwelling unit, and having a lesser floor area than the principal dwelling unit.”
 2. By adding to the definition of “Dwelling Unit” in Section “1.1 Definitions” as follows: adding the following “a secondary suite,” immediately after the words “or portion of a building in the case of”.
 3. By adding a new section immediately following section 3.12 as follows:

“3.13 Secondary Suites

- (1) Secondary suites are permitted on lots that are within the shaded area on Schedule “D” to this Bylaw.
 - (2) There is a maximum of one secondary suite per lot.
 - (3) On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed.
 - (4) The secondary suite must be contained within the walls of the building that contains the principal dwelling unit.
 - (5) Home occupations cannot be carried out in a secondary suite.
 - (6) The entrance to a secondary suite from the exterior of the building must be separate from the entrance to the principal dwelling unit.
 - (7) A building permit shall not be issued for a secondary suite until the building that is to contain the secondary suite is equipped with a water catchment and storage system for the storage of rainwater. Minimum cistern capacity required for a building containing a secondary suite is 13640 litres (3000 gallons).
 - (8) The floor area of the secondary suite shall not exceed 60m² (646 ft²) nor shall it exceed 40 per cent of the floor area of the principal dwelling unit.
 - (9) A secondary suite must not be subdivided from the principal dwelling unit under the *Land Title Act* or the *Strata Property Act*.”
 4. By adding a new subsection immediately following subsection 5.1(5) as follows:

“5.1(6) One secondary suite is permitted per lot subject to section 3.13.”

and renumbering the following subsections accordingly.
 5. By adding a new subsection immediately following subsection 5.5(5) as follows:

“5.5(6) One secondary suite is permitted per lot subject to section 3.13.”

and renumbering the following subsections accordingly.
 6. By adding a new subsection immediately following subsection 5.6(5) as follows:

“5.6(6) One secondary suite is permitted per lot subject to section 3.13.”

and renumbering the following subsections accordingly.

7. By adding a new subsection immediately following subsection 5.7(5) as follows:

“5.7(6) One secondary suite is permitted per lot subject to section 3.13.”

and renumbering the following subsections accordingly.

8. By adding a parking requirement for secondary suites to: “7.4 Off Street Parking Spaces” as follows:

<i>Use of Building or Lot</i>	<i>Minimum Number of Parking Spaces Required</i>
<i>Secondary suite</i>	<i>1 per suite</i>

9. A new schedule “Schedule D” is to be inserted immediately following schedule C. The new schedule D is attached to this bylaw as Plan No. 1.
- B. This bylaw may be cited for all purposes as the “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No.2, 2013”.

READ A FIRST TIME THIS	13	DAY OF	November	20	13
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	

DEPUTY SECRETARY

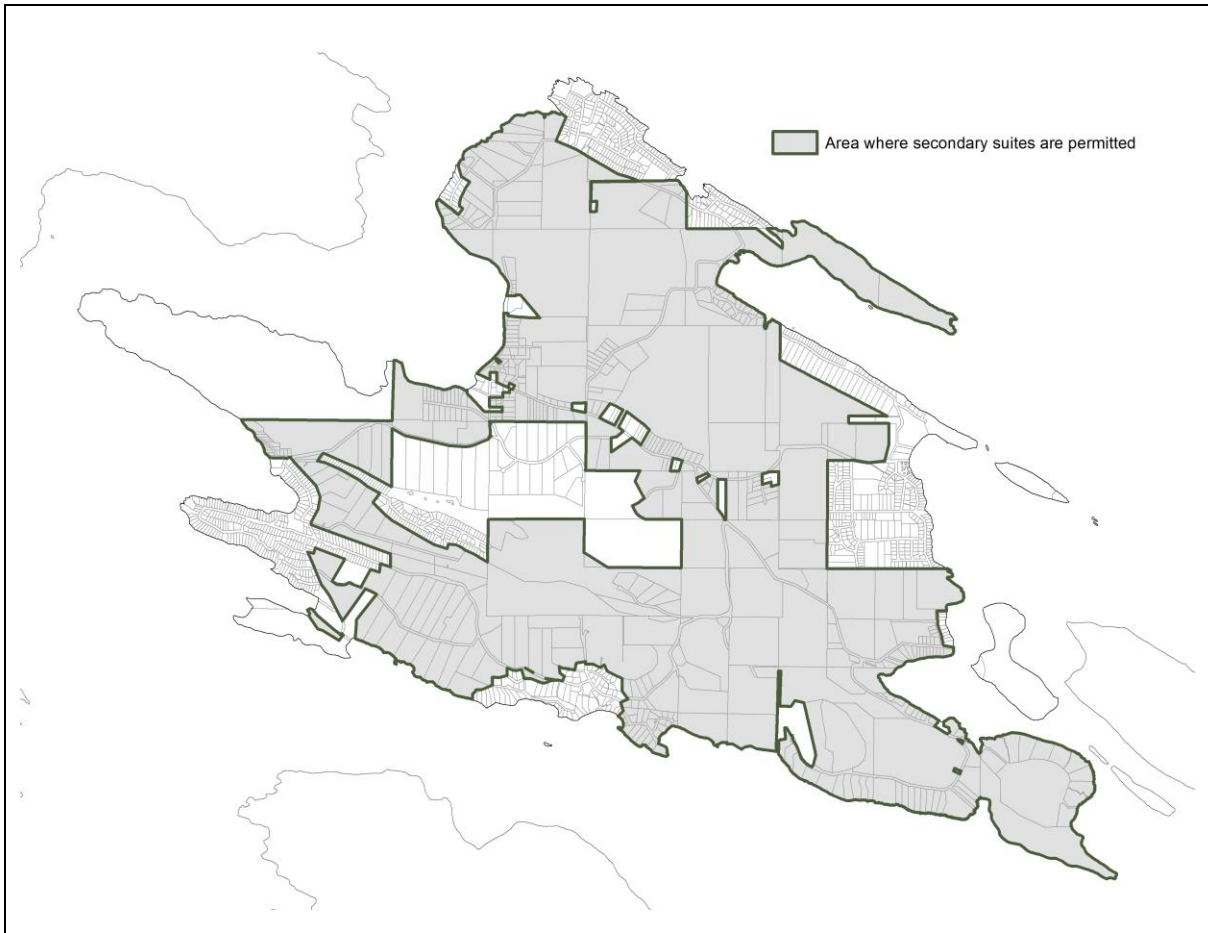
CHAIRPERSON

Mayne Island Local Trust Committee

Bylaw NO. 160

Plan No. 1

SCHEDULE D (Secondary Suite Map)





Islands Trust

POLICY STATEMENT CHECK LIST (DIRECTIVES ONLY)

File No: MA-6500-20-secondary suite review
Bylaws 159 (OCP) and 160 (LUB)

PURPOSE- The following table provides planning staff with an efficient and effective means to evaluate bylaws to ensure that they are consistent with the policies within the Policy Statement.

POLICY STATEMENT - The Policy Statement (Consolidated April 2003) is comprised of several parts. Parts I and II, outline the purpose as well as the Islands Trust object and guiding principles. Parts II, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities. There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council - statements about Trust Council's position or philosophy on various matters,
- Directive Policies - policies that direct Local Trust Committees and island municipalities to address certain matters, and
- Recommendations – recommendations to other government agencies, non-government organizations, property owners, residents and visitors.

POLICY CHECK LIST (DIRECTIVES ONLY) - The Policy Statement Checklist (Directives Only) is based on the Directive Policies from the Policy Statement. The Directive Policies require the Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and the island municipalities to address certain a matters in their official community plan in a way that implements the policy of Trust Council. Staff use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality applications and proposals for their consistency with the Island Trust Policy Statement. The table identifies whether or not the referral addresses and is consistent with the policies within the Policy Statement as follows:

- ✓ identifies that the bylaw is CONSISTENT with the policy from the Policy Statement.
- N/A means the policy is not applicable to the bylaw.

✕ identifies that the bylaw is INCONSTSTENT (contrary or at variance) with the policy from the Policy Statement.

Directive Policies: Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the following:

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	POLICY	POLICY
	3.1	Ecosystems
N/A	3.1.3	the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	the protection of unfragmented forest ecosystems ¹⁵ within their local planning areas from potentially adverse impacts of growth, development and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	the protection of sensitive coastal areas.
N/A	3.4.5	the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	POLICY	POLICY
	4.1	Agricultural Land

¹⁵ Unfragmented Forest Ecosystem - areas of forested land that are large enough to contain and sustain the forests' characteristic species.

N/A	4.1.4	the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	the preservation, protection and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	POLICY	POLICY
N/A	4.1.7	the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
N/A	4.1.8	land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
✓	4.4.3	measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands

N/A	4.5.8	The needs and locations for marine dependent land uses.
N/A	4.5.9	the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
N/A	4.6.3	Soils and Other Resources - the protection of productive soils.

Directive Policies: Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the following:

PART V: Policies for Sustainable Communities

CONSISTENT	POLICY	POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.

	5.3	Transportation and Utilities
N/A	5.3.4	the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	the impacts of road location, design, construction and systems.
N/A	5.3.6	the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	the identification of acceptable locations for the disposal of solid waste.
	5.5	Recreation
N/A	5.5.3	the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.

Directive Policies: **Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the following**

CONSISTENT	POLICY	POLICY
N/A	5.5.5	the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	the planning for bicycle, pedestrian and equestrian trail systems.

	5.6	Cultural and Natural Heritage
N/A	5.6.2	the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:



Top Priorities

Mayne Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Housing Options - Secondary suites	Prepare for public hearing for proposed bylaws 159 and 160 February on 26, 2014	Jul-31-2013	Gary Richardson	Feb-26-2014	On Going
2	OCP and LUB amendments	Review OCP and LUB as per APC report dated February 2013. Review appropriateness of allowing public service uses in all zones as they may not be compatible with surrounding residential use. Review setbacks for agricultural buildings from water courses, consistent with Ministry guidelines. Review accessory building regulations and lot coverage in RR zone Project Charter to be prepared for February 26, 2014 LTC meeting.	Jul-31-2013	Gary Richardson	Mar-26-2014	On Going
3	Fallow deer eradication plan	1. rfp for fallow deer eradication plan options	Oct-30-2013	Gary Richardson	Mar-31-2014	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	Commercial Land Use Review	review task force reports and provide options/recomendations to the LTC	Oct-24-2012	On Going
3	First Nations Communication - deer		Jun-27-2012	On Going
4	Density provisions on large remainder lots		Jul-27-2012	On Going
5	Road issues		Jun-27-2012	On Going
6	Review TUP policies		Sep-19-2012	On Going
7	STVR Review		Sep-19-2012	On Going
8	Geo-exchange review		Nov-28-2012	On Going



Applications w/ Status - Mayne Island Status: Open

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2012.1	0747825 BC LTD / Bruce Rosengren c/o Murray Rosengren Planner: Gary Richardson	Dec-18-2012	630 DINNER BAY RD To rezone from Commercial zone (C5a) to Senior Citizen Housing Comprehensive Development Three zone (CD3) with site specific permissions.

Planning Status

Status Date: Nov-20-2013

Staff report and needs study on November 27, 2013 LTC agenda for the LTCs consideration.

Status Date: Oct-23-2013

Need study being carried out report from consultant to be prepared Nov 15, 2013.

Status Date: Oct-23-2013

Staff to review needs study and prepare report for LTC to consider at its Nov, 27, 13 LTC meeting

Subdivision

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2014.1	Richard & Debra Milne, Wayne & Janice Peace Planner: Gary Richardson	Jan-22-2014	000-200-212 380 GEORGINA POINT RD MA 023-910-330 370 GEORGINA POINT RD MA 023-910-348 GEORGINA POINT RD MA

Planning Status

Status Date: Feb-17-2014

application fees received and processed gave file to planner

Status Date: Jan-24-2014

subdivision application and request for fees sent out to applicant. App PKG sent to LTC

Status Date: Jan-22-2014

referral received from MoTi

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
MA-TUP-2012.3	Erick Nordquist Planner: Gary Richardson	May-14-2012	517 ARBUTUS DR Short Term Vacation Rental

Planning Status

Status Date: Feb-17-2014

renewal on Feb 26/14 agenda for LTC consideration

Status Date: Jan-29-2014

renewal received

Status Date: Jan-29-2014

cheque 165.00 receipt issued 2650

File Number	Applicant Name	Date Received	Purpose
MA-TUP-2013.1	Mayne Island Resort Strata Planner: Gary Richardson	Jul-09-2013	Address 494 ARBUTUS DR PID 027-713-253 Changing the use to allow strata owners docking priviledges.

Planning Status

Status Date: Nov-20-2013

CIM to be held during February 26, 2014 LTC mtg.

Status Date: Oct-23-2013

Staff report to be prepared for February 26, 2014 LTC meeting.

Status Date: Sep-30-2013

Receipt of fees letter mailed out. Created label for file, gave to planner

Islands Trust
LTC EXP SUMMARY REPORT F2014
Invoices posted to Month ending January 2014

645 Mayne	Invoices posted to Month ending January 2014	Budget	Spent	Balance
65000-645	LTC "Trustee Expenses"	1,100.00	419.21	680.79
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	2,500.00	1,658.00	842.00
65210-645	LTC - Local Exp - APC Meeting Expenses	1,000.00	225.05	774.95
65220-645	LTC - Local Exp - Communications	500.00	1,364.90	-864.90
65230-645	LTC - Local Exp - Special Projects	2,000.00	0.00	2,000.00
65240-645	LTC - Local Exp - Miscellaneous	250.00	0.00	250.00
TOTAL LTC Local Expense		<u>6,250.00</u>	<u>3,247.95</u>	<u>3,002.05</u>
Projects				
73001-645-2005	Mayne OCP/LUB	4,000.00	1,113.30	2,886.70
73001-645-4013	Mayne housing options	3,000.00	0.00	3,000.00
TOTAL Project Expenses		<u>7,000.00</u>	<u>1,113.30</u>	<u>5,886.70</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.