



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: September 4, 2013
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 - 1:10 PM | |
| 2. | Approval of Agenda | | |
| 2.1 | Additions/Deletions | | |
| 2.2 | Quesitons from the public on Agenda items | | |
| 3. | Community Information Meeting | | |
| | none | | |
| 4. | Public Hearing | | |
| | none | | |
| 5. | Previous Meetings | 1:10 PM - 1:20 PM | |
| 5.1 | Local Trust Committee Minutes | | |
| 5.1.1 | Draft Minutes of July 31, 2013 Local Trust Committee Meeting (attached) | | 4 - 10 |
| 5.2 | Public Hearing Records and Information Meeting Notes | | |
| | none | | |
| 5.3 | Section 26 Resolutions-without-meeting | | |
| | none | | |
| 5.4 | Advisory Planning Commission and/or Mayne Island Commercial Land Use Task Force Minutes | | |
| 5.4.1 | Mayne APC Draft Minutes of July 8, 2013 (attached) | | 11 - 14 |
| 6. | Business Arising from the Minutes | 1:20 PM - 1:25 PM | |
| 6.1 | Follow-up Action List (attached) | | 15 - 15 |

7. **Delegations**
none
8. **Correspondence**
none
9. **Applications, Permits, Bylaws and Referrals** 1:25 PM - 1:30 PM
 - 9.1 MA-RZ-2012.1 (Rosengren) - verbal update
10. **Local Trust Committee Projects** 1:30 PM - 2:00 PM
 - 10.1 Secondary Suites - Staff Report (attached) 16 - 34
11. **Reports** 2:00 PM - 2:20 PM
 - 11.1 Work Program Reports (attached) 35 - 36
 - 11.2 Applications Report (attached) 37 - 37
 - 11.3 Expense/Budget Reports
 - 11.3.1 LTC Expense/Budget Report (attached) 38 - 38
 - 11.3.1.1 2014-15 Budget Requests (attached) 39 - 42
 - 11.4 Bylaw Enforcement
none
 - 11.5 Adopted Policies and Standing Resolutions
 - 11.5.1 Adopted Policies and Standing Resolutions Table (attached) 43 - 46
 - 11.6 Mayne Island LTC Web Page
View the Mayne Island Home Web Page at:

www.islandstrust.bc.ca/islands/local-trust-areas/mayne
 - 11.7 Chair's Report 2:20 PM - 2:40 PM
 - 11.8 Trustee Report
12. **Other Business**
 - 12.1 Upcoming Meetings

The next Local Trust Committee meeting will be held on October 30, 2013, at the Mayne Island Agricultural Hall at 1:00 pm.
13. **Town Hall Meeting** 2:40 PM - 3:00 PM

14. Adjournment

3:00 PM - 3:00 PM

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

DRAFT

**MINUTES OF THE MAYNE ISLAND
LOCAL TRUST COMMITTEE MEETING
HELD ON WEDNESDAY JULY 31, 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	Regional Planner
	Pat Todd	Recording Secretary

There were approximately twelve (12) members of the public in attendance.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 1:12 pm, recognizing the 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

None

2.2 Questions from Public on Agenda Items

Chair Luckham confirmed that meeting break would be at 2:30 pm.

The agenda was adopted as amended by consensus.

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
June 26, 2013

Pg. 3 Section 10 Projects 10.1: delete "Draft Bylaw can go to second reading".

Pg. 3 Section 10.1 Trustee Dodds spoke...change "amendment" to Bylaw

The Mayne Island Local Trust Committee Business Meeting Minutes of June 26, 2013 were adopted as amended by consensus.

5.2 Public Hearing Records and Information Meeting Notes

5.2.1 Mayne Island Local Trust Committee Public Hearing Record of June 26, 2013

Received for information

5.2.2 Mayne Island Local Trust Committee Community Information Notes of June 26, 2013

Received for information.

5.3 Section 26 Resolutions-without-meeting

None

5.4 Advisory Planning Commission Minutes

Minutes were received late and will go forward to September meeting.

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 Follow-up Action Report

Planner Richardson stated that Item #3 Bylaw 158 has been completed. There has been a mail out to 500 individuals/groups regarding the Community Information Meeting in September on the Shoreline Report.

Trustee Dodds has completed Item #4 and the domain name has been renewed for 1 year.

7. **DELEGATIONS**

None

8. **CORRESPONDENCE**

None

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1 Mayne Island Bylaw No. 158 for Consideration to Adopt

Bylaw 158 was approved by the Executive Committee on July 16, 2013.

Staff are supportive of amendment as it saves time and water.

Resolution MA-LTC-32-13

It was Moved and Seconded that the Mayne Island Local Trust Committee proposed Bylaw No. 158, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2013” be adopted.

CARRIED

9.2 MA-RZ-2012.1 (Rosengren)

Staff have received two proposals for the Needs Survey which were given to Trustees this morning. Staff will draft a summary with recommendations for the Trustees. Trustees will forward recommendations to Staff. The proposal will be approved either through Referendum-without-meeting or as an item on agenda for September meeting.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Secondary Suites

Planner Richardson has received two responses from referral agencies: VIHA and MIWSS. VIHA confirmed that the landlord is responsible for potable water and that a secondary suite may necessitate an increase in septic system. Staff would like feedback from the water districts as to exclusion from the bylaw. There will be a reminder to water districts to respond. Staff will bring a draft Bylaw to the September meeting.

11. REPORTS

11.1 Work Program Reports – June 2013

Planner Richardson noted that Priority #2 is completed. It was suggested that Project #2 Agricultural Building riparian setbacks be moved to Priority #1.

Resolution MA-LTC-33-13

It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to amend the Priority List to have Item #2 deleted (completed), Item #3 to become #1 and Items #2, 10, 11 to be consolidated as Item #3.

CARRIED

Staff will develop timelines for projects..

11.2 Applications Report

There have been no issues to date on the TUP for STVR.

The rezoning application for the Oceanwood property is moving forward with the needs assessment being developed.

11.3 Expense/Budget Reports

Presented for information

11.4 Bylaw Enforcement

None

11.5 Adopted Policies and Standing Resolutions

Presented for information

11.6 Mayne Island LTC Web Page

Staff posts a summary to the web page after each LTC.
Trustees should submit information for the Trustees Corner.

11.7 Chair's Report

Chair Luckham informed the LTC that the next Trust Council is in September on Lasqueti Island.

11.8 Trustee Report

Trustee Crumblehulme updated information as to meeting regarding deer population. Proposed options for dealing with the over population will be going out to the public.

The Economic Development Commission meeting had representatives from CRD, BC Transit and the Islands. Discussion included land and water transit. BC Transit to survey Islands in late August and CRD and BC Transit looking at having a questionnaire go out to the islands. Identified was the volume of seniors on the islands and the needs for service and employment options.

Trustee Crumblehulme reported that Broadband connections are progressing.

South Pender has received monies from the CRD to co-ordinate a study for the Southern Gulf Islands as a Food and Agricultural Project.

12. OTHER BUSINESS

12.1 Upcoming Meetings

Next Business Meeting – Wednesday September 4, 2013, at 1:00 pm, at the Mayne Island Agricultural Hall.

12.2 Mayne Island Local Trust Committee Pilot Project

The enforcement of illegal structures on the foreshore is a difficult subject. The process already exists for Bylaw Enforcement and currently Mayne Island has no outstanding complaints. Enforcement is very time consuming. A meeting is planned for September as to the Shoreline report. It is felt that the primary issue is a lack of awareness of what's allowed/not allowed on the foreshore.

Resolution MA-LTC-34-13

It was Moved and Seconded that Mayne Island Local Trust Committee, having discussed this item, will not proceed at this time.

CARRIED

12.3 Mayne Island LTC Liaison to the Capital Regional District EDC

Trustee Crumblehulme has acted as an “unofficial” representative to date.

Chair Luckham stated concerns as to Trustees participating on other committees and feels such participation should be discouraged, especially in light of recent judicial decisions on Salt Spring Island, unless participation is officially designated as a Local Trust Committee liaison. There are concerns as to conflict of interest and the legal liability for the individual, the LTC and Islands Trust.

Trustee Dodds stated that to attend meeting unofficially is not a problem however in this situation there is a possibility of an issue arising between the Islands Trust and the EDC.

Trustee Crumblehulme has spoken with Linda Adams a number of times and has been advised to continue on commission. Trustee Crumblehulme would like a resolution from LTC to endorse his participation on the commission.

Trustee Dodds spoke to concerns as to legal implications. Should there be a rezoning application by the EDC to the LTC this could create a conflict of interest.

Trustee Crumblehulme stated that should there be a perceived conflict of interest he would recuse himself from the resolution.

The Chair questioned the jurisdiction of IT in economic development. There is the potential for impact on land uses which is a responsibility of LTC. Should Trustee Crumblehulme have to recuse himself this could compromise the LTC. It is felt that more information would be helpful – are there other options? The Chair questioned if there is someone else in the community who could work with LTC on this Commission.

Ian Dow spoke to importance of economic development for the islands.

_____ Break at 2:30 pm _____ Reconvene at 3:15 pm. _____

During the Break Time Chair Luckham present the Mayne Island Conservancy Society with the Islands Trust Stewardship Award in recognition of the Shoreline Mapping Project.

Further discussion regarding liaison to the Capital Regional District EDC.

Resolution MA-LTC-35-13

It was Moved and Seconded that Mayne Island Local Trust Committee direct Staff to submit a letter, under the Chair's signature, requesting the Capital Regional District to make a formal request for a liaison to the Economic Development Commission from the Mayne Island Local Trust Committee with an outline of terms of reference, roles and responsibilities.

CARRIED

13. TOWN HALL MEETING

Chair Luckham invited comments from the public.

Ron McKinnon: spoke to the issue of the jetty on strata property at end of Horton Bay Road. Structure was built in the late 1800's and was always considered part of the property. During process of creating the strata the jetty was identified as a separate piece of property and a lease was established between the strata and Ministry of Lands and Forests. This 10 year lease expires in September and costs are rising from \$50.00 per year to \$500.00. Owners have maintained the jetty over the years however Ministry has stated if there is not a lease renewal structure must be torn down.

Chair Luckham suggested speaking with the Ministry as to a resolution of this situation.

Staff were directed to provide a report regarding the Kadonaga jetty. .

David Maude: stated that the agenda package and minutes were not on the Web Site as of Monday. Trustee Dodds has spoken with staff regarding this matter.

Ian Dow: Reviewed information from meeting requested by Provincial Ministry, Mayne Island Residents and Rate Payers Association and the Mayne Island Conservancy regarding the deer population. There are concerns with fallow and black tail deer. Studies have been completed and recommendation is to eradicate the fallow deer (not an indigenous species). Ministry proposes opening hunting through special permit on Mayne Island. Hunters would require written permission of property owners and would be regulated. Mayne Island is the only island currently prohibiting hunting. Information regarding this matter will be going out to the public.

Ann Johnston: The financing to operate depots is being cut drastically and new requirements are being imposed e.g. fencing depot, pollution insurance. CRD has recommended to Environmental Services Committee to accept proposed budget with a provision to continue to review depot financing. Issues must be resolved by April 2015.

Chair Luckham stated that Thetis Island recycling operated under a different model – had originally been funded through Rate Payers Association and now there is a per parcel tax levy to fund depot.

14. **ADJOURNMENT**

Chair Luckham declared the meeting adjourned at 3:50 p.m.

RECORDER

CHAIR

DRAFT

**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 Crumblehulme
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.

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 unit 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.



Islands Trust

Follow Up Action Report w/ Target Date

Mayne Island Jul-31-2013

No.	Activity	Responsibility	Target Date	Status
1	Staff to prepare a brief summary of meeting for posting on Mayne Webpage	Gary Richardson		Done
2	LTC Meeting Minutes of June 26, 2013 adopted as amended.	Sharon Lloyd-deRosario		Done
3	Bylaw 158 to be shown as adopted, and consolidated	Sharon Lloyd-deRosario		On Going
4	Staff to prepare letter to CRD for Chair's signature. The letter should request the CRD to outline the roles and responsibilities of the LTC liaison to the EDC (see minutes).	Gary Richardson		On Going
5	Work program to be amended by changing to the following: 1) Riparian Area Regulation Implementation; 2) Housing Options (secondary suites) and; 3) OCP and LUB amendments.	Gary Richardson		Done
6	Web page - put in latest news info regarding meeting (done). Amend current projects by putting in OCP and LUB review and moving review of potable water to completed projects. Remove public hearing notice for bylaw 158.	Gary Richardson		Done
7	Project list - move OCP and LUB amendment items that moved to priority list (see minutes).	Gary Richardson		Done
8	Prepare factual rpt on Emmett Jetty.	Gary Richardson	Oct-23-2013	On Going
9	Advise appropriate staff that the LTC does not want to participate in proactive enforcement of shoreline structures.	Gary Richardson		Done



STAFF REPORT

Meeting of September 4, 2013

File No.: MA650020-2012

To: Mayne Island Local Trust Committee

From: Gary Richardson, Island Planner

CC: Robert Kojima, Regional Planning Manager

Re: Consideration of Secondary Suites – Supplementary Report

BACKGROUND:

At the regular meeting of the Mayne Island Local Trust Committee (LTC) on May 29, 2013, the LTC passed the following resolutions:

Resolution MA-LTC-25-13

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to amend the draft bylaw to allow that the proposed size of a secondary suite be a maximum of 60 square meters

Resolution MA-LTC-26-13

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to forward the draft bylaw, as amended, to each water district, CRD Building Inspection, CRD water system staff, Vancouver Island Health Authority, Mayne Island Fire Department, Mayne Island Independent Water System Society and the Advisory Planning Commission for review and comment.

Staff has amended the draft OCP amendment and a draft LUB amendment based on the direction provided at the May 29 meeting. The amended draft bylaws contain the following conditions:

1. The suite cannot have a floor area larger than 60 sq. meters. This is consistent with the cottage size permitted in the LUB.
2. One secondary suite to be permitted on any residential lot within the Mayne Island Local Trust Area (except in the RR1 and RR2 zones).

3. No more than 40% of the building can be used for a secondary suite.
4. The building containing the suite will be required to have a water catchment and storage system capable of storing up to 13600 litres (3000 gal.) of water. The water will not be required to be potable; however, the property owner can use it for drinking water if it is treated appropriately and if the check valves required by the CRD are installed.
5. The secondary suite shall be contained within a building that otherwise contains a single family dwelling and have a separate access to the outside.
6. Off street parking shall be provided.

Following the direction given at the May 29 LTC meeting staff also referred the draft bylaws out to several agencies and water districts for comments. A report of referral agencies and responses, along with the comments of agencies that have responded to the referral as of August 22nd, are attached.

The following are some of the comments received to date:

- Parking must be provided on each lot constructing a suite.
- Concerns regarding cross connection between treated water from a public system and water from a private rainwater catchment system.
- Capacity concerns. No capacity for increased demand, particularly during the dry summer months.
- Addition of suites could also strain existing septic systems.
- Non-potable water would not alleviate demand put on potable water systems.
- Private systems may not allow suites to be provided with water from the system.
- Water storage of 13600 litres may not be adequate.

If any additional comments are received staff will provide them to the LTC at its Sept 4 meeting.

STAFF COMMENTS

The main concern raised in the referral comments and at the stakeholders meeting held earlier is that of having an insufficient water supply available for the increased density created by allowing suites. Some water systems suggested that they do not have capacity to add additional users and that to add additional capacity would be prohibitively expensive. This is a sentiment expressed by several of the water districts on Mayne Island

Not all suites will be constructed on a lot that is served by a water system so the concern about water system capacity from a water system will not be an issue for all lots.

Water consumption in new construction will also be reduced as the building code requires water saving fixtures in all new construction.

Cross contamination between the potable water provided by water districts and water from private water catchments systems has been brought up as a concern. The non-potable water contained in the cisterns can be used separately from the potable water being supplied by other means but should have the overall effect of reducing the demand on the potable portion. The concern about cross contamination further supports the position that the water catchment system be non-potable, that way the systems will be completely separate and cater to separate uses on the property they service.

If the water from the cistern is to be used as potable water the CRD will require the appropriate infrastructure to be put in place to prevent cross contamination.

Requiring water collection and storage for the increased density would support the Islands Trust Policy Statement policy which states: *"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"*.

One concern staff has regarding requiring water catchment and storage systems is that they are costly, often several thousand dollars, and the cost may prevent home owners from creating legal suites or prevent suites from being created at all. Not requiring a potable water connection reduces the cost of the water system significantly.

Off street parking is required at one space for each suite. Additional vehicles parked on the road often create neighborhood concerns and this should minimize that concern. This is consistent with the comments provided by the Ministry of transportation and infrastructure.

The present draft of the amendment to the LUB allows both a cottage and a suite on a lot where cottages are permitted. One of the referral comments suggested that either a cottage or suite be permitted, not both. This was brought up in an earlier staff report and the LTC determined at that time that both a cottage and suite should be permitted.

The present draft of the LUB amendment does not specifically restrict home occupations, including bed and breakfasts from being carried out in a suite.

Staff have prepared a map which clearly delineates the boundaries of each water district (copy attached). This map will be available at the September 4 LTC meeting so that the LTC can visualize the extent of each water district.

Staff is recommending that the draft bylaws be further amended to remove those water districts that have responded to the referral indicating that they do not want secondary suites permitted in the area they service.

If the LTC gives direction to remove water districts from the draft staff will further revise draft bylaws 159 and 160 and bring them to the October meeting for consideration of 1st reading.

If water districts that have not yet commented provide comment at a later date stating that they do not want to be subject to draft bylaws 159 and 160 there will opportunity to amend the bylaws prior to consideration of adoption.

RECOMMENDATIONS:

THAT the Mayne Local Trust Committee direct staff to revise draft bylaws 159 and 160 to exclude areas subject to water districts that have requested not to have secondary suites permitted within the area serviced by the water district.

Respectfully submitted by:

Gary Richardson

August 21, 2013

Gary Richardson
Concurred in by:

Date

Robert Kojima

August 22, 2013

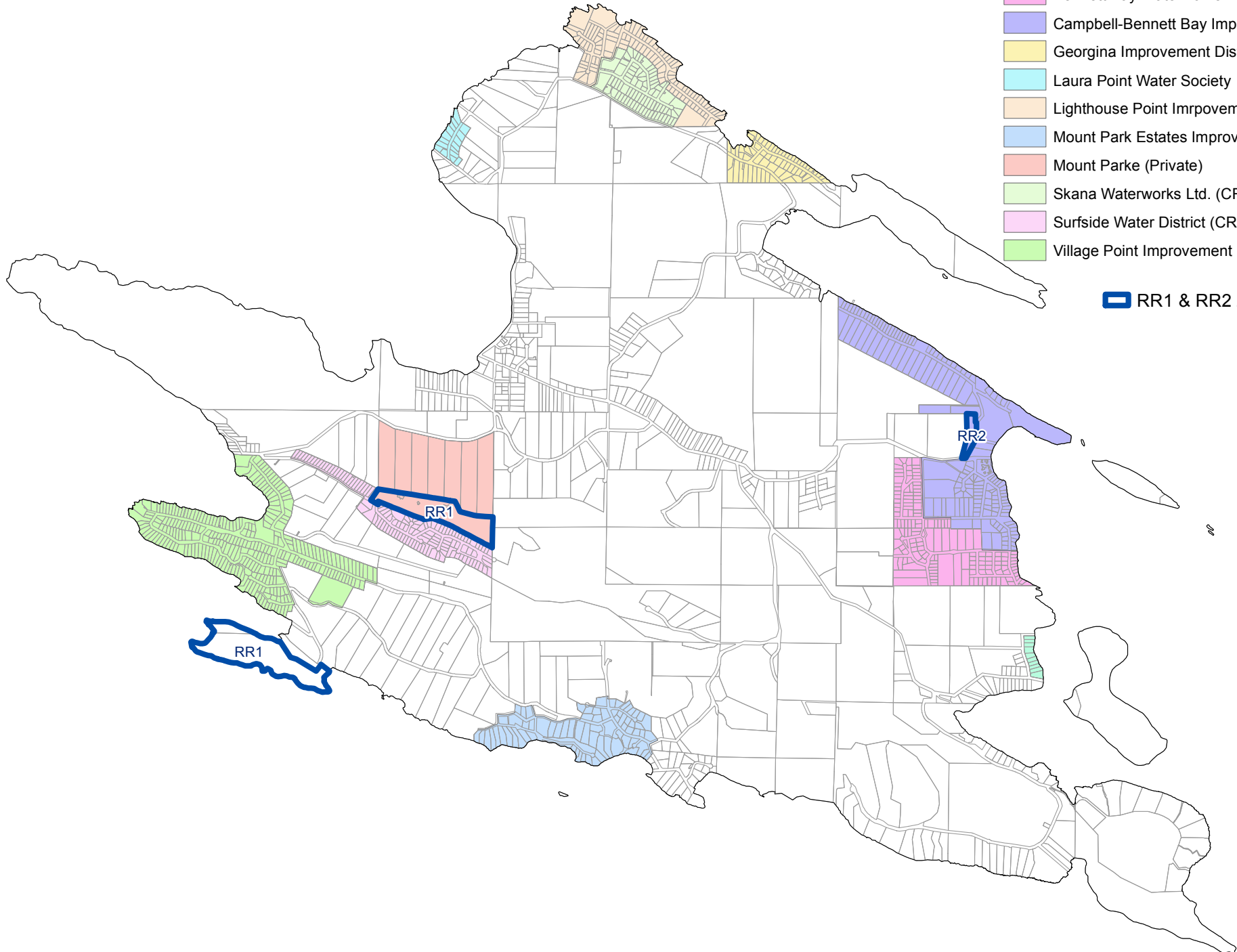
Regional Planning Manager

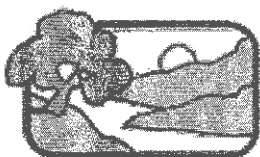
Date

Water Systems & Improvement Districts

- Bakerview Holdings Ltd. (Private)
- Bennett Bay Waterworks District
- Campbell-Bennett Bay Improvement District
- Georgina Improvement District
- Laura Point Water Society
- Lighthouse Point Improvement District
- Mount Park Estates Improvement District
- Mount Parke (Private)
- Skana Waterworks Ltd. (CRD)
- Surfside Water District (CRD)
- Village Point Improvement District

 RR1 & RR2 Zoning





Islands Trust

Bylaw: MA-160

Referrals

Agency	Sent	Received
Baker View Holdings Ltd 594 Bakerview Drive : Zloman, John Comments:	Jun-26-2013	
Mayne Island Integrated Water System Society 562 Bayview Drive : Warning, Bill Comments: Approval not recommended due to reasons outlined - see comments.	Jun-26-2013	Jul-05-2013
Skana Water Service Area Capital Regional District : Sanders, Jon Comments:	Jun-25-2013	
Mayne Island Improvement District 520 Felix Jack Road : Wise, Gerry Comments:	Jun-25-2013	
Capital Regional District Planning & Protective Services Building Inspection Division Headquarters : Gutierrez, Robert Comments:	Jun-25-2013	
Mayne Island Fire Department 520 Felix Jack Road : Derosie, Steve Comments: Interests unaffected by bylaw	Jun-25-2013	Jul-10-2013
Mayne Island Parks and Recreation Commission 610 Waugh Road : Duggan, Bill Comments:	Jun-25-2013	
Vancouver Island Health Authority Health Protection and Environmental Services : Dyck, Erwin Comments: Approval recommended subject to conditions outlined - see comments.	Jun-25-2013	Jul-08-2013
Capital Regional District - Environmental Services PO Box 1000, 625 Fisgard Street : Tanton, Tim Comments:	Jun-25-2013	
Ministry of Transportation and Infrastructure Saanich Area Office : Evanoff, Ryan Comments: No objections in principle; see comments/requirements for approval.	Jun-25-2013	Jun-26-2013
Campbell-Bennet Bay Waterworks District PO Box 11 : Baker, Barb Comments:	Jun-25-2013	
Surfside Park Estates Water Service Area Capital Regional District : Rochet, Herbie Comments:	Jun-25-2013	
Bennet Bay Waterworks District PO Box 26 : Walker, Judi	Jun-25-2013	

Comments:

Lighthouse Point Waterworks District Jun-25-2013
564 Bayview Road : Chubb, Marlie

Comments:

Mount Park Waterworks District Jun-25-2013 Jul-16-2013
640 Tinker Road : Maund, Bill

Comments: Approval recommended subject to conditions (see comments)

Village Point Waterworks & Sewage District Jun-25-2013 Jul-11-2013
PO Box 3 : Wallace, Al

Comments: Approval not recommended due to reasons outlined (see comments)

Laura Point water Society Jun-25-2013 Jul-11-2013
288 Laura Point Road : MacKay, Ev

Comments: Approval not recommended due to reason outline (see comments)

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

A SOURCE OF POTABLE, CAUGHT AND STORED RAINWATER OF SUFFICIENT QUANTITY, INDEPENDENT OF THE EXISTING STRUCTURE, BE A MANDATORY REQUIREMENT FOR THE APPROVAL OF A SECONDARY SUITE.

(DO NOT FILL OUT BEYOND THIS SECTION – REFERRAL AGENCY WILL COMPLETE SECTION)

Mayne Island

(Island)

M. Buchan

(Signature)

1st AUGUST. 2013

(Date)

No. 160 (LUB)

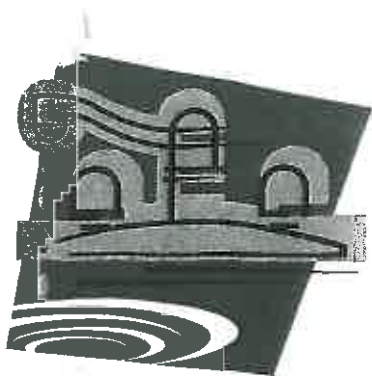
(Bylaw Number)

M. BUCHAN. CHAIRMAN

(Name and Title) Please Print

LIGHTHOUSE POINT WATER DISTRICT

(Agency)



MOUNT PARKE ESTATES IMPROVEMENT DISTRICT

640 Tinker Road Mayne Island B C V0N 2J2

Trustees	Bill Maund	Chair	250 539 5970
	Don Berkeley	Vice Chair	250 539 5839
	Liz Howard	Administrator	250 539 3658
	Art Calvert	Statistics	250 539 3023
	Gill Ewing	Metering	250 530 3121

RECEIVED

JUL 16 2013

ISLANDS TRUST
VICTORIA BC

13 April 2013

MPEID Position on Secondary Suites

MPEID in principle are generally in favour of legalizing Secondary Suites with the following conditions

1. Suites comply with all CRD Building and M I Local Trust Committee requirements.
2. Suites be limited to one suite or cottage per lot within MPEID.
3. MPEID be advised of all approved applications in its District.

Chair of Trustees

WR Maund

Sharon Lloyd-deRosario

From: Bill Maund <bemaund@gmail.com>
Sent: July-16-13 5:59 PM
To: Sharon Lloyd-deRosario
Subject: Re: Mayne Island Local Trust Committee Bylaws 159 & 160 - For Referral
Attachments: Secondary Suites.doc

Sharon

I am having troubles opening this form. What am I missing?

MPEID are on record in favour of secondary suites and left signed copies of the attached with Gary and the Chair at a meeting in April. We have not changed our minds since. Do you need more?

Regards

Bill Maund

Chair of trustees MPEID

On 25-Jun-13 6:08 PM, Sharon Lloyd-deRosario wrote:

Hello Mayne Island Water Districts, MoTI, CRD, Mayne Island APC, Mayne Island Fire Department, VIHA, and MIWSS:

Mayne Island Planner, Gary Richardson, requests your organization's referral response on the attached Mayne Island Local Trust Committee Bylaws 159 (LUB) & 160 (OCP). The bylaws, referral forms and Staff Report are attached for your convenience. If you have any questions or concerns please don't hesitate to contact me. I look forward to receiving your referral responses and/or comments.

Thank you

Sharon Lloyd-deRosario

Planning Clerk / Deputy Secretary

Islands Trust

Tele: 250-405-5167

Email: sloydaderosario@islandstrust.bc.ca

Web: www.islandstrust.bc.ca

"Preserving Island Communities Culture and Environment"



Please consider the environment before printing this email

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

The Laura Point Water System would not likely have the capacity to cope with the increased demand of secondary sinks. Rainwater collection systems that are not potable are of no help. Water use on Laura Point Water System is restricted from 30 June to 30 September each year to household use only, eg: no garden use, car washing or power washing. So non-potable water is of no use. As a private system we would not agree to supply a house with secondary sinks.

(DO NOT FILL OUT BEYOND THIS SECTION - REFERRAL AGENCY WILL COMPLETE SECTION)

Mayne Island

(Island)

(Signature)

(Date)

159 (see att email)
No. 466 (LUB)

(Bylaw Number)

Andrew E. McKay
Chairman
(Name and Title) Please Print

Laura Pt Water System Society
(Agency)

LAURA POINT WATER WORKS SOCIETY
263 Laura Point Road
Mayne Island. BC
V0N2J1

4 July 2013

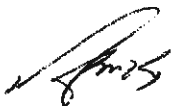
Mayne Island Local Trust Committee
Islands Trust
200 1627 Fort Street
Victoria. BC
V8R1H8

RE: Draft Bylaws 159 and 160. Mayne Island 650020-2012

As we explained at the 24th April 2013 meeting, the Laura Point Water System has a very good and adequate water supply for the present residences. It is adequate only because we restrict water use to household use only from 30 June to 30 September each year, e.g. no garden watering, no car washing, or power washing etc.. Non-potable rain water collection will not help the potable water supply problem.

The system well is located on private property and any expansion would mean an unreasonable investment for the 16 property owners, especially if it was to the advantage of only one or two residents.

As we are a private system we would likely decide not to supply water for secondary suites. Therefore if the Bylaws are adopted we request that a provision be approved for Water Systems to opt out.



Andrew E. McKay
Chairman. Laura Point Waterworks Society.

BYLAW REFERRAL FORM RESPONSE SUMMARY

RECEIVED
JUL 11 2013
ISLANDS TRUST
VICTORIA BC

- ☐ 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

(DO NOT FILL OUT BEYOND THIS SECTION – REFERRAL AGENCY WILL COMPLETE SECTION)

Mayne Island
(Island)

Mike Footz
(Signature)

JULY 9, 2013
(Date)

No. 159 (OCP)
(Bylaw Number)

MIKE FOOTZ TRUSTEE
(Name and Title) Please Print

VPI D
(Agency)



Village Point Improvement District

P.O. BOX 3 - MAYNE ISLAND, BC V0N 2J0

PHONE 250-539-2202 Email: vpid@live.ca

RECEIVED

JUL 11 2013

ISLANDS TRUST
VICTORIA BC

July 11, 2013

Ms. Sharon Lloyd-deRosario

Planning Secretary

Islands Trust

Via email: sloydaderosario@islandstrust.bc.ca

Re: Mayne Island Local Trust Committee bylaws No. 159 and 160

The Village Point Improvement District (VPID) Board of Trustees is unanimous in their rejection of the proposed bylaw for Secondary Suites. This has been discussed at several board meetings and the Trustees have always been unanimous in their rejection of this idea. The VPID is different from any other improvement district on Mayne Island in that we are responsible for the management of a small sewer system as well as a water system. In the summer, the limited amount of water that we can supply to the district members is stretched to the maximum and only works because our district members are very committed to water conservation. Increasing this to accommodate secondary suites is unrealistic. This new bylaw would be a double disaster to the VPID. Firstly we can only supply a limited amount of treated water to our residences before we strain the system too much resulting in salt water intrusion. Also, we are now having one of our major wells intruded upon by the proposed seniors residence at Ocean Wood, which would appear to use the same aquifer as we do. Secondly, with our district having a small sewer system, any additions to this would create a situation where additional suites would strain the sewer and water system completely beyond its capacity. These two issues are not solvable without costing the VPID millions of dollars and creating a situation whereby some of our residents would have to sell and move off island. We find these proposed bylaws to be totally unrealistic for our district.

Sincerely,

VPID Board of Trustees

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

Mayne Island Fire Department will be required to confirm or assign a new address suffix to the primary parcel and both addresses must be prominently posted at the street, each residences' address to be posted on the main entrance door.
Fire Chief Steven DeRousie (SDeRousie@mayneid.ca).

(DO NOT FILL OUT BEYOND THIS SECTION – REFERRAL AGENCY WILL COMPLETE SECTION)

Mayne Island

(Island)

see att.

(Signature)

July 10/13

(Date)

No. 159 (OCP)

(Bylaw Number)

Steve DeRousie - Fire Chief

(Name and Title) Please Print

Mayne Isl. Fire Rescue

(Agency)

MAYNE ISLAND INTEGRATED WATER SYSTEMS SOCIETY
miiwss.com

Reply to Secondary Suites Islands Trust staff report, May 20, 2013

Dear Trustees and staff,

MIIWSS would like to comment on the initial staff report, covering points where we disagree, and feel need to clarify the interpretation of the discussion with water systems. Our major concern being staff misinterpretation re systems proposed solutions.

Background summary :

.3: Due to the small turnout at this stake holders meeting, we need to clarify that some water systems are at maximum lot, infrastructure and/or well capacity, and are not able to easily access new well locations without very expensive infrastructure expansion, costs borne by property owners.

.4 & #3.pg. 2: These paragraphs are a misinterpretation of what was agreed could present a solution to secondary suite water supply. Solutions offered in the expanded discussion by water systems led to a different interpretation by MIIWSS and some water systems.

Water catchment that is not up to potable standards does nothing to cope with consumption created by increased density. The collected water, as we discussed and understood, was to be, and must be, piped into the suite for human consumption, covering all in suite usage. Therefore it must be potable. This will require filters and a UV, not expensive in the overall costs of an addition.

Collected water is useful externally, but of no value for the secondary suite issues where water systems will not/cannot supply. It was clearly stated by water systems that suites would be serviced via a totally separate supply line to allow for leak detection meterage and over consumption control. The tankage being the water supply source. This appeared to be generally agreed by systems trustees as a viable solution .

.5: The majority of legal water systems on the Island are fully metered and use meters for leak and over consumption control, meeting all VIHA standards. Those systems trying to stay under the VIHA radar (illegal water systems) are doing so at their own peril as far as insurance coverage for illness due to unsafe water delivery is concerned.

The Trust must take this into account should an applicant come forward from a system that is not in good standing with VIHA. In no manner should a 'sub' system be permitted to add to the density of its illegal delivery pattern. Also, if a system is under a 'watch' or boil water order at the time of application, no secondary suites should be considered until the offences have been cleared by VIHA, and a sufficient time has passed with proof that the offence is permanently solved.

.7: Financial resources for water systems are only limited by the willingness and capability of the property owners to tolerate tax and toll increases. An applicant would be asking the water system to supply his/her property for a secondary suite to the benefit of that one property owner and his/her personal goals.

All water systems on the Island are private in the sense that they are owned by the residents within their Letters Patent areas, strata boundaries etc. They make and enforce their own bylaws. Their boards are legally elected by owners to manage the system. The Trust cannot force their hand when it comes to purveying water to a secondary suite that will increase their well drawdown or raise the taxes and tolls for existing ratepayers. The ratepayers will have a say and a vote at their AGM. The Board must then follow their instructions. Improvement Districts are legislated by the Ministry and are legally bound to deliver potable water to their property owners, even if it has to

be trucked in. To increase density that has a possibility of this occurring is not acceptable.

.8: Our Island is approximately 70% off island owned and in general terms, we are dealing with a different train of thought when it comes to renting or building suites for personal reasons such as help with a mortgage. Since off islanders are more difficult to reach, they are more difficult to educate on the use of finite island resources. Often the attitude towards limited resources differs from that of island residents. MIIWSS has spent the past 8 years working on the education factor.

Under draft OCP and LUB amendment, pg. 2,

#3: a) To meet the needs of water systems, the quantity of stored water recommended by the building inspector is totally inadequate for a family of two. Residents experienced in living only with rainwater catchment are increasing their collection capabilities. It should not matter whether our goals match those of other islands—for bureaucratic convenience sake. Perhaps if we have loftier goals, other islands would follow.

To permit inadequate water supply requirements will only assure installation of illegal cross connections and will cause safety and distribution problems for the water systems in the future as renters/owners compensate during periods of drought.

b) To state that the water will not be required to be potable wastes the time and input of the water systems attending this meeting. An applicant is required to meet all the building codes, but yet the one item that is extremely urgent locally is dismissed. This is not acceptable.

Staff comments:

Stating that water will not be an issue if the applicant is on a private well is ignoring the fact that aquifers do not live within fences or Letters Patent boundaries.

If the applicant lives adjacent to a water system that places no conditions on secondary suites, they will be affected. If a private well owner draws from the same 'iffy' or 'seasonally trended' aquifer, this affects the neighbours water supply. Some water systems currently have seasonal wells that change in both quantity and quality as we get further into a drought season.

This is an island wide issue, regardless of location.

On page 3, the report noted that the LUB draft amendment does not restrict home occupations from being carried out in a suite. We are especially concerned about water consumptive home occupations such as hairdressers, private laundry services etc.

Bylaw changes are made on the property usage, solely and forever, NOT on the circumstances of the current applicant. When an applicant is explaining his need for a secondary suite—for grandma or other family situations, folks become caught up in the family issues. While this may be generous and commendable for the time being, if/when the house goes up for sale, it is sold as a house with a secondary suite with no usage restrictions.

We would like to see the hard long term facts stressed more firmly and more often.

MIIWSS will continues to monitor the process as it moves forward.

Bill Warning
President, MIIWSS

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

1) As per Section 7 in the Health Hazard Regulation it is the duty of a landlord to provide potable water to his/her tenants for domestic purposes.

2) Increases to living space may impact properties serviced by septic systems. ∴ septic must be adequately sized & designed and may require an assessment or upgrading by an authorized person (sewerage system regulation Part 3)

(DO NOT FILL OUT BEYOND THIS SECTION - REFERRAL AGENCY WILL COMPLETE SECTION)

Mayne Island

(Island)

[Signature]

(Signature)

July 5, 2013

(Date)

No. 159 (OCP)

(Bylaw Number)

Environmental Health Officer

(Name and Title) Please Print

Vancouver Island Health Authority

(Agency)

Sharon Lloyd-deRosario

From: Evanoff, Ryan TRAN:EX <Ryan.Evanoff@gov.bc.ca>
Sent: June-26-13 2:07 PM
To: Sharon Lloyd-deRosario; Gary Richardson
Subject: RE: Mayne Island Local Trust Committee Bylaws 159 & 160 - For Referral

Please accept this email as an official response to your bylaw referral outlined below, Ministry file 2013-03031.

The Ministry has no objections to the proposed bylaw amendments in principle, but we have the following comments/requirements for approval:

- The requirements for parking on the property must be included in the final bylaw. On street parking for permanent tenants of suites will not be permitted.
- A second driveway access to a property requires a permit from the Ministry prior to construction. Approval of a suite on a property does not grant approval for a separate (2nd) driveway for the tenants.

If you require any additional documentation for this referral please feel free to contact myself directly.

Thank you,

RYAN EVANOFF | DISTRICT DEVELOPMENT TECHNICIAN | BC MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE | VANCOUVER ISLAND DISTRICT | 240-4460 CHATTERTON WAY, VICTORIA, BC V8X 5J2 |
T: 250.952.4495 | **F:** 250.952.4508
WEBSITE FOR DEVELOPMENT APPROVALS:
www.th.gov.bc.ca/Development_Approvals/home.htm | MINISTRY WEBSITE: <http://tranbc.ca/>



Please consider the environment before printing this email.

From: Sharon Lloyd-deRosario [<mailto:slloydderosario@islandstrust.bc.ca>]
Sent: Tuesday, June 25, 2013 6:09 PM
To: Robert Gutierrez; sderousie@mayneid.ca; cwduggan@gmail.com; Erwin.dyck@viha.ca; Ian Birtwell (ianbirtwell@shaw.ca); ttanton@crd.bc.ca; Evanoff, Ryan TRAN:EX; cbbid@live.ca; rochet@shaw.ca; judilu@live.ca; mkchubb1@shaw.ca; bemaund@gmail.com; vpid@live.ca; maynemistral@shaw.ca; watersociety@shaw.ca; Gwise@mayneid.ca
Cc: Richardson, Gary ISLT:IN
Subject: Mayne Island Local Trust Committee Bylaws 159 & 160 - For Referral

Hello Mayne Island Water Districts, MoTI, CRD, Mayne Island APC, Mayne Island Fire Department, VIHA, and MIWSS:

Mayne Island Planner, Gary Richardson, requests your organization's referral response on the attached Mayne Island Local Trust Committee Bylaws 159 (LUB) & 160 (OCP). The bylaws, referral forms and Staff Report are attached for your convenience. If you have any questions or concerns please don't hesitate to contact me. I look forward to receiving your referral responses and/or comments.

Thank you

Sharon Lloyd-deRosario
Planning Clerk / Deputy Secretary
Islands Trust
Tele: 250-405-5167
Email: slloydderosario@islandstrust.bc.ca
Web: www.islandstrust.bc.ca



Islands Trust

Print Date: Aug-28-2013

Top Priorities

Mayne Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Implementation of Riparian Areas Regulation	complete mapping sept/oct 2013 review existing documentation and prepare report for LTC	Jul-31-2013	Gary Richardson	Jun-30-2014	On Going
2	Housing Options - Secondary suites	Draft Bylaws prepared Referral comments being collected Staff report and amended bylaw to be prepared for September 4, 2013 LTC Meeting	Jul-31-2013	Gary Richardson		On Going
3	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.	Jul-31-2013	Gary Richardson		On Going



Islands Trust

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



Islands Trust

Print Date: Aug-28-2013

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	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.
Planner: Gary Richardson			

Planning Status

Status Date: Jul-21-2013

Needs study proposal to be received by July 31, 2013

Status Date: Jun-18-2013

Needs study being designed with the assistance of contactor.

Status Date: May-29-2013

LTC requested needs study to be done.

Sharon Lloyd-deRosario

From: Nancy Rogers
Sent: August-26-13 1:46 PM
To: Brian Crumblehulme; Gary Richardson; Jeanine Dodds; Peter Luckham; Robert Kojima; Sharon Lloyd-deRosario; Lori Foster
Subject: Mayne LTC expenses - August 2013

Islands Trust					
LTC EXP SUMMARY REPORT F2014					
Invoices posted to August 31, 2013					
645 Mayne	Invoices posted to August 31, 2013	Budget	Spent	Balance	
65000 645	LTC "Trustee Expenses"	1,100.00	419.21	680.79	
65200 645	LTC Local Exp LTC Meeting Expenses	2,500.00	811.08	1,688.92	
65210 645	LTC Local Exp APC Meeting Expenses	1,000.00	185.85	814.15	
65220 645	LTC Local Exp Communications	500.00	439.90	60.10	
65230 645	LTC Local Exp Special Projects	2,000.00	-	2,000.00	
65240 645	LTC Local Exp Miscellaneous	250.00	-	250.00	
TOTAL LTC Local Expense		6,250.00	1,436.83	4,813.17	
73001 645 2005	Mayne OCP/LUB	4,000.00	1,113.30	2,886.70	
73001 645 4013	Mayne housing options	3,000.00	-	3,000.00	
TOTAL Project Expense		7,000.00	1,113.30	5,886.70	

Thanks!

Nancy Rogers
 Finance Officer

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

Preserving island communities, culture and environment

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Memorandum

Date August 16, 2013 File Number

To Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee

From Robert Kojima
Regional Planning Manager
Local Planning Services

Re 2014-15 Budget Submissions

Local trust committees have been requested to submit budget requests for the next fiscal year (2014-15).

Local Trust Committee Expense Budgets:

A budget for Local Expense Account has been developed based on the historical spending. Local trust committees may make changes to this allocation; however, consideration should be given to the historical spending and a rationale provided for making the change.

The Special Projects line item in the Local Trust Committee Expense Account is intended to support local planning initiatives at the discretion of the local trust committee (a local trust committee resolution is required to use these funds). Generally, these funds would be for small projects of up to \$2,000, or could be used to supplement project budgets. This budget item was introduced in the 2013-14 budget.

LTC Projects Budgets:

Local trust committees should make a funding request to support project work, including OCP and LUB work that cannot be undertaken with the money available in the Expense Account Special Projects line.

Special Consideration:

When considering new work items for the 2014/15 fiscal year, Regional Planning Managers and LTCs have been requested to consider the following:

- 2014 is an election year, so no major new projects should start; rather funding should focus on completing on-going projects.
- Any new projects begun in the beginning of the fiscal year should be completed by September in advance of the election.
- Some funding could be provided to allow the new LTC to begin preliminary work prior to the end of the fiscal; however, this should be minimal as after orientation, there would not be much time left.
- Projects planned for the current fiscal (2013/14) which are not completed should be considered as a new project for the 2014/15 fiscal year with resources allocated to support that work.

Budget Request Timeline:

August 2013 Regional Planning Managers develop budget estimates for consideration by LTCs

Aug to Sept Local trust committees review and approve budget requests at LTC meeting

Aug 21 2013 FPC reviews budget principles

Sept 27 2013 Budget requests submitted to Director of Local Planning Services

Oct 4 2013 Budget requests forwarded to Director of Administrative Services

Oct 30 2013 FPC reviews first draft of budget

Nov 13 2013 FPC approves the draft budget

Dec 4 2013 Trust Council reviews draft budget

LTC Budget Requests

I have included the attached table with all draft project submissions for information. LTCs should review the specific requests. The preliminary project requests have been drafted based on Top Priority work program items which are currently anticipated to commence, or to carry, into the next fiscal year. I have also included items from the Projects List which the planners anticipate commencing in the coming year. Each LTC should identify any other projects it is currently considering and include them to the budget request (and the work program if necessary) and identify any additional expenses associated with the identified projects.

Resolution Wording

1. THAT the ____ Island Local Trust Committee approve and forward the draft 2014-145 LTC Project Budget submission to Financial Planning Committee as presented; or
2. THAT the ____ Island Local Trust Committee revise the draft 2013-14 LTC Project Budget submission by including (deleting) _____ and forward to Financial Planning Committee as revised.

Attachments:

1. Summary table of LTC project budget requests
2. Project Budget Submission worksheet

pc Island Planners

Galiano:

1. LUB Phase II (completion) - \$3000 (Public hearings)
2. STVR review (completion) - \$2500 (communication, public hearing)
3. Groundwater DPA (completion) - \$2500 (communication, public hearing)

Mayne

1. RAR (completion) - \$2000 (communication, public hearing)
2. LUB update - \$5000 (communication, CIM and public hearing)

North Pender

1. Conservation subdivision review (completion) - \$2000 (public hearing)
2. Road and transportation amendments (OCP and LUB) - \$2500 (CIM and public hearing)
3. LUB updates - \$5000 (CIMs, communications, public hearings)

Saturna

1. LUB update (completion) - \$2000 (public hearing)
2. Density and Accommodation review (completion) - \$2500 (public hearing, communications)

South Pender

1. Marine Geothermal (completion) - \$2000 (public hearing)
2. Farm Plan (participation and matching funding) - \$5000
3. LUB updates (new) - \$4000 (communications, CIMs, public hearing)

MAYNE	Project	Budget	Strategic Plan	Prov. Requirement	Continuation of existing OCP/LUB	Newly Adopted Policy in OCP	Notes	Approved by LTC	Approved by FPC	Approved by TC
Project #1	RAR (completion)	\$ 2,000.00	x	x			public hearing, communications			
Project #2	LUB Update	\$ 5,000.00					communication, CIM, public hearing			
Project #3										
	TOTAL PROJECTS	\$ 7,000.00								

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.