



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: June 11, 2018
Time: 1:00 pm
Location: Mayne Island Church House
360 Georgina Point Road, Mayne Island, BC

		Pages
1.	CALL TO ORDER	1:00 PM - 1:20 PM
2.	APPROVAL OF AGENDA	
3.	TOWN HALL AND QUESTIONS	
4.	COMMUNITY INFORMATION MEETING	
	none	
5.	PUBLIC HEARING	
	none	
6.	MINUTES	
6.1	Local Trust Committee Minutes Dated March 5, 2018 (for Adoption)	4 - 9
6.2	Local Trust Committee Minutes Dated March 26, 2018 (for Adoption)	10 - 19
6.2.1	<u>Public Hearing Record Bylaw No. 171 Dated March 26, 2018 (for Receipt)</u>	20 - 21
6.2.2	<u>Public Hearing Record Bylaw No. 172 Dated March 26, 2018 (for Receipt)</u>	22 - 23
6.3	Advisory Planning Commission Minutes Dated March 12, 2018 (for Receipt)	24 - 26
6.4	Section 26 Resolutions-without-meeting Report Dated June 2018	27 - 27
7.	BUSINESS ARISING FROM THE MINUTES	1:20 PM - 1:30 PM
7.1	Follow-up Action List Dated May 2018	28 - 29
8.	DELEGATIONS	
	none	

9.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
	none	
10.	APPLICATIONS AND REFERRALS	
10.1	Salt Spring Island Local Trust Committee Bylaws No. 498 & 499 Referral (attached) for response	30 - 31
11.	LOCAL TRUST COMMITTEE PROJECTS	1:30 PM - 2:00 PM
11.1	Commercial Land Use Review - Staff Report (attached) For black line versions pertaining to the OCP & LUB amendments for this item, follow the link: http://www.islandstrust.bc.ca/islands/local-trust-areas/mayne/projects-initiatives/commercial-land-use-review/	32 - 40
12.	REPORTS	2:00 PM - 2:30 PM
12.1	Work Program Reports (attached)	
12.1.1	<u>Top Priorities Report Dated May 2018</u>	41 - 41
12.1.2	<u>Projects List Report Dated May 2018</u>	42 - 42
12.2	Applications Report Dated May 2018(attached)	43 - 44
12.3	Trustee and Local Expense Report Dated March 2018 (attached)	45 - 45
12.4	Adopted Policies and Standing Resolutions (attached)	46 - 47
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Report	
12.8	Trust Fund Board Report Dated April 2018	48 - 49
13.	NEW BUSINESS	2:30 PM - 2:45 PM
13.1	Annual Report for LTC Endorsement - Staff Report (attached)	50 - 52

- 13.2 Request for Executive Committee to Release Legal Opinion re; Fallow Deer - Discussion
- 13.3 Memo from EC re: Approval Process for Community Water Systems on Salt Spring Island - Memo & Attachment (attached) 53 - 82
for information
- 13.4 Email D. Cressman re: Dump at End of Wooddale - Discussion (attached) 83 - 83
14. UPCOMING MEETINGS 2:45 PM - 3:00 PM
- 14.1 Next Regular Meeting Scheduled for June 25, 2018, at the Agricultural Hall, Mayne Island
15. TOWN HALL
16. CLOSED MEETING (Distributed Under Separate Cover) 3:00 PM - 3:30 PM
- 16.1 Motion to Close Meeting
- That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1) (a, d &f) for the purpose of considering:*
- *Adoption of In-Camera Meeting Minutes Dated February 26, 2018*
 - *Appointment of APC Members*
 - *Bylaw Enforcement Issue*
- AND that the recorder and staff attend the meeting.*
- 16.2 Recall to Order
- 16.3 Rise and Report
17. ADJOURNMENT 3:30 PM - 3:30 PM



DRAFT

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

Mayne Island Local Trust Committee Minutes of Special Meeting

Date: March 5, 2018
Location: Mary Winspear Centre
2243 Beacon Ave
Sidney, BC V8L 1W9

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

Staff Present: Gary Richardson, Island Planner
Jason Youmans, Island Planner
Lori Foster, Planning Team Assistant / Recorder

Staff Present: There were 3 members of the public present.

1. CALL TO ORDER

Chair Grams called the meeting to order at 1:01 pm. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. BUSINESS ITEMS

3.1 Commercial Land Use Review - Staff Report

Discussion of the recommendations contained within the staff report ensued and the following comments were made to the bulleted items:

1. That the Mayne Island Local Trust Committee direct staff to draft amendments to Official Community Plan Bylaw No. 144 that will have the following effects:
 - a) Add a "Schedule I" to the Mayne Island Official Community Plan that shows a Miners Bay Commercial Core consistent with Appendix 1 of the staff report dated January 22, 2018.
 - Separate the commercial development, take the triangular section out, screening can be insisted upon;
 - Do not extend into the residential area on Minty Drive;
 - Comprehensive zoning as presented, proposed catchment area;

- Proposed boundaries were discussed, past the Ruggles into Derek's property, follow the depth of the Ruggles property line;
 - Fernhill commercial aspect, run line parallel to Fernhill to give a buffer;
 - Commercial designation on the roadside, Planner Richardson to draw up the maps to show;
 - Should not create split zones;
 - Possibly changing commercial setbacks, risk of getting into too much control;
 - Buffer along Maple Drive, move line to just beyond the creek, north of the creek that is fairly parallel to Maple Drive;
 - Zone boundary already comes on the downtown side of the creek;
 - This would add another schedule to the official community plan.
- b) Amend the OCP Land Use Designations of a number of properties within the Miners Bay Commercial Core as shown in Appendix 2 of the staff report dated January 22, 2018 from "Settlement Residential" to "Commercial".
- Still allow residential use but have tax implications;
 - Target mail owners in the area;
 - Put the dotted area into a development permit (DP) area unless they are already residential, would have to change if commercial, then a DP would be needed.
- c) Amend the OCP to place the whole area shown as the Miners Bay Commercial Core in Appendix 1 in the Development Permit Area for the "Form and Character of Commercial, Visitor Accommodation and Industrial Development" by adding the properties shown in Appendix 2 to the DPA. Also that the amendment exclude residences from this DPA.
- No discussion.
- d) Amend OCP Section 2.4 policies as shown in Appendix 3 of the staff report dated January 22, 2018.
- Current interpretation of OCP is too open and this puts more structure into place;
 - Cited uses that should be in Miners Bay;
 - Discussion on increasing density (in the Miners Bay area) and mixed use;
 - Check mixed uses, and use redline to show changes;
 - High traffic low-intensity uses is the purpose of this policy, should be in Miners Bay;
 - 2.4.1.3 should remain as it is and if it captures the commercial zone, does it preclude an adjacent property;
 - Follow up on site specific location zoning, make it non-conforming, i.e., Village Bay Repairs, tried to address this for non-Miners Bay properties;
 - Suggestions for less parking area, or a higher level of parking;
 - Keep section rural;

- 2.4.1.5 – to inform the LTC of decision making, low and high impact within, noise and buffering;
 - Expand on noise reduction, buffers and parking;
 - Discussion re: small in scale, reverting properties, rezoning.
- e) Include a policy in Section 2.4 of the OCP to the effect that all properties zoned for commercial use within the Miners Bay Commercial Core should permit one residential dwelling per lot as a principal use.
- Allows owners to go back and forth.
- f) Include a policy in Section 2.4 of the OCP that would support a maximum lot size for commercial zones in order to retain the (small) lot character of Miners Bay.
- Create one clear policy.
- g) Amend the first paragraph under Section 2.4 to replace “retail commercial” with “general commercial” and change the title of subsection 2.4.1 from “Retail Commercial” to “General Commercial”.
- No remarks.
- h) Include a recommended floor area for future commercial uses authorized under the neighbourhood commercial policies of current OCP policy 2.4.1.4.
- No remarks.
- i) Amend current policy 2.4.1.5 to state that strip development will be restricted through the rezoning process and through application of development permit area guidelines.
- Discussion about rezoning and what is a strip development, could have a statement in the DPA guidelines.
- j) Delete current policy 2.4.1.3 which states that “Service-based businesses should be dispersed in the Mayne Island Trust Area.”
- Remove as this is defined already.
- k) Add an OCP policy that would allow the LTC to consider modest increases to the scale of home occupations, provided the following are adequately addressed: neighbourhood impacts, parking, water and sewer.
- Define “modest increase”;

- Breweries, home occupation, temporary use permits and limits that zoning brings were discussed; discussed screening etc.; maybe the limits are high enough;
 - Remove K.
- l) Add a policy to Section 3.3.2 of the OCP to state that solid waste transfer stations should be located on industrially zoned property.
- Leave for now, do not add until the time this is addressed as a project;
 - When is a home occupation an industry;
 - Planner Richardson to do a blackline version.
2. That the Mayne Island Local Trust Committee direct staff to draft amendments to Land Use Bylaw No. 146 that do the following:
- a) Permit single-family dwellings as a principal use in the Commercial 1 zone within the Miners Bay Commercial Core.
- Keep.
- b) Rezone the Commercial 1 (a), (b) and (c) zones to allow the full range of uses permitted in Commercial 1 zones.
- Yes.
- c) Remove reference to Floor Area Ratio (FAR) in the commercial zones.
- Yes, remove; current commercial lot coverage is 35.
- d) Reduce the permitted lot coverage to 25% in the Commercial 1 zone and its variants.
- Yes.
- e) Remove “including financial services and travel agencies” from “office use” in Commercial 1 zone.
- Yes, remove.
- f) Establish a maximum lot size in the Commercial 1 zone to limit the consolidation of lots.
- Yes, establish.

- g) Amend “personal service” definition to remove exclusion of laundromats and dry cleaning.
 - Yes amend.
 - h) Amend the titles of the C1, C2, C3 and C4 zones so they are simply “Commercial 1”, “Commercial 2”, “Commercial 3” and “Commercial 4”.
 - Yes, amend – remove industrial zone on Springwater.
 - i) Amend permitted uses across the commercial zones to differentiate between repair shops and vehicle/boat repair.
 - Yes, amend.
3. That the Mayne Island Local Trust Committee direct staff to draft amendments to the Home Occupation section of Land Use Bylaw No. 146 to:
- a) Authorize small tasting areas for home occupations producing food and drink items, including, but not limited to, wineries, cideries, distilleries, and meaderies.
 - Yes, include.
 - b) Include a maximum area limit for tasting areas.
 - Yes, include.
4. That the Mayne Island Local Trust Committee refer this staff report and any resolutions arising from it to the Mayne Island Advisory Planning Commission for review.
- Planner Richardson to create blackline version before going to the APC.

MA-2018-016

It was Moved and Seconded;

That the Mayne Island Local Trust Committee direct staff to create a blackline version of the Official Community Plan and the Land Use Bylaw with agreed-to changes as presented in this meeting.

CARRIED

4. ADJOURNMENT

By general consent the meeting was adjourned at 2:26 p.m.

George Grams, Chair

Certified Correct:

Lori Foster, Recorder



DRAFT

Mayne Island Local Trust Committee

Minutes of Regular Meeting

Date: March 26, 2018
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

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

Members of the Public Present: There were approximately seventy-two (72) members of the public in attendance.

1. CALL TO ORDER

Chair Grams called the meeting to order at 1:00 p.m. Chair Grams acknowledged that the meeting was being held in territory of the Coast Salish First Nations and outlined the procedures for the scheduled Public Hearings.

2. APPROVAL OF AGENDA

Add: 6.3 APC Minutes
13.2 Cotton Park

By general consent, the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

There were a number of comments/questions regarding the TUP application for the Music Festival:

- Capacity is greater than population of the island – double past attendance;
- Sanitation, drinking water, parking, camping, fires on the beach;
- Same weekend as Tour des Iles;
- Security;
- Four days excessive;
- Good for island – some “bugs” to work out;
- Medical facilities;
- Supportive of efforts to address issues;

- Asset to community;
- Work in collaboration with organizations;
- Not against festival, against 3 days and what happens after event – 700 people enough.

Planner Richardson stated that he suggested 4 days to alleviate ferry congestion, in order to stagger volume of people leaving the island.

4. COMMUNITY INFORMATION MEETING

4.1 Mayne Island Local Trust Committee Bylaw No. 171 re: Riparian Area Regulations

Planner Richardson reviewed the steps taken to date. Locations have been mapped for Stream Protection Enhancement Areas (SPEA). RAR would be added to OCP. RAR applies primarily when building addressing setbacks from streams. On ARL sites, regulations are less restrictive and provincial regulations supersede local regulations. Efforts have been taken to minimize the impact on land owners and still uphold the RAR regulations.

Ian Dow pointed out that the ditch near his cabin was not a natural waterway and is now non-existent.

When questioned regarding status of ditches, Planner Richardson said at times ditches form part of the watershed.

There is limited application to ALR land and fields can be drained for the purpose of farming.

There was a review of the four biologists' reports and findings; procedures to date and all information and reports are available to public.

The map is as accurate as possible, as some land owners declined access to property.

4.2 Mayne Island Local Trust Committee Bylaw No. 172 re: MA-RZ-2017.1

Planner Richardson reviewed the application for rezoning of 492 Dalton Drive. To date, usages have been restricted and application is to expand development possibilities. There is a correction to page 13: building to be no more than 5000 sq. ft. with 20% lot coverage.

Planner Richardson reviewed the Development Permit process. This would form guidelines for development and ensure structures fit with "island character".

Question raised as to height – approximately 29 feet.

Questioned raised if a pub permitted – yes and would have to meet Liquor Board license regulations.

Concern was raised as to night light – DVP could address this to mitigate impact on neighbours.

Noise issues are covered under CRD Bylaw.

DVP would guide access and parking in consultation with Ministry of Transportation.

5. PUBLIC HEARINGS

5.1 Recess for Public Hearings

The regular business meeting was recessed at 1:36 p.m.

5.1.1 Mayne Island Local Trust Committee Bylaw No. 171

See separate public hearing record dated March 26, 2018.

5.1.2 Mayne Island Local Trust Committee Bylaw No. 172

See separate public hearing record dated March 26, 2018.

5.2 Recall to Order

The regular business meeting reconvened at 2:57 p.m.

6. MINUTES

6.1 Local Trust Committee Minutes Dated February 26, 2018 (for Adoption)

By general consent the Local Trust Committee meeting minutes of February 26, 2018 were adopted.

6.2 Section 26 Resolutions-without-meeting Report

None

6.3 Advisory Planning Commission Minutes

6.3.1 Draft APC Minutes dated March 12, 2018

Received for information.

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated March 2018

Received for information.

8. DELEGATIONS

None

9. CORRESPONDENCE

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

9.1 CRD Regional Parks - March 15, 2018 Letter re: Gulf Island Regional Trails Plan

Trustee Crumblehulme spoke to the letter from CRD stating that the Village Bay Road Pathway has been approved with a high priority. There was no mention of costs; however, estimate is over \$1 million.

10. APPLICATIONS AND REFERRALS

10.1 MA-RZ-2017.1 (Reef Bay Holdings) - Staff Memo - Bylaw 172

MA-2018-018

It was Moved and Seconded;

That the Mayne Island Local Trust Committee Draft Bylaw No. 172 cited as "Mayne Island Land Use Bylaw 146, 2008, Amendment No. 1, 2017" be read for a Second time.

CARRIED

MA-2018-019

It was Moved and Seconded;

That the Mayne Island Local Trust Committee Draft Bylaw No. 172 cited as "Mayne Island Land Use Bylaw 146, 2008, Amendment No. 1, 2017" be read for a Third time.

CARRIED

MA-2018-020

It was Moved and Seconded;

That the Mayne Island Local Trust Committee Draft Bylaw No. 172 cited as "Mayne Island Land Use Bylaw 146, 2008, Amendment No. 1, 2017" be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

10.2 MA-TUP-2017.1 (Iredale) - Staff Report

Planner Richardson reviewed the modified application. There have been a number of emails received in support of the Festival, and some concerns have also been raised.

The Applicant (Executive Director of Music Festival) addressed the following issues:

- 1,500 people is the maximum – includes volunteers, performers and potential growth
- 4 days includes set-up and take-down time
- 400 campers are allowed
- Awareness of fire concerns, Fire Department is aware of event, and a number of them attend festival: unable to control what people do on beach; however, participants are made aware of fire restrictions
- Participants bring in own water
- There is a PCP on site with 3 assistants
- There are approximately 200 volunteers, 150 performers 1,000 tickets for sale

Trustee Crumblehulme assured the attendees that the LTC is not trying to shut down the Festival. It is felt that 1,000 participants is adequate. Sanitation is an Islands Health issue.

Trustee Dodds spoke in favour of the 4 days to transition exit from island.

MA-2018-021

It was Moved and Seconded;

That the Mayne Island Local Trust Committee directs staff to amend MA-TUP-2017.2 (Kera Resources c/o Iredale-Grey) changing the permitted attendees in 3(d) of the draft permit from 1,500 people to 1,000 persons.

CARRIED

MA-2018-022

It was Moved and Seconded;

That the Mayne Island Local Trust Committee directs staff to issue MA-2017.2 (Kera Resources c/o Iredale-Grey) as amended for three years.

CARRIED

Trustee Dodds asked that BC Ferries be added to referral agencies.

10.3 MA-LCB-2018.1 (Shields) - Staff Report

Planner Richardson explained the application which is to expand Liquor Licence capacity for deck. There were no public comments.

The applicant presented 179 signatures in support of the application. He explained that the deck load has been assessed and 40 is an acceptable number. Change in licence basically legalizes past practice.

MA-2018-023

It was Moved and Seconded;

That the Mayne Island Local Trust Committee directs staff to send a response to the Liquor Control and Licensing Branch Referral regarding the Springwater Lodge Limited. Application that states:

- a. If the application is approved, the potential impacts on nearby residents due to noise would be minimal;
- b. If the application is approved, the impacts on the community would be negligible;
- c. The applicant has solicited public input to gather the views of residents and 179 residents signed a petition;
- d. The views of residents were generally in support of the application;
- e. A notice of the application was delivered to surrounding properties within 100 metres of the subject property, advertised in the newspaper, posted on local bulletin boards, and posted on the Mayne Island webpage, and residents were invited to provide written submissions or attend a Community Information Meeting;
- f. A Community Information Meeting was held on March 26, 2018 to gather input from residents about the application;
- g. The Local Trust Committee agrees with the views of residents that the application should be supported;
- h. The Local Trust Committee recommends the application be approved;
- i. The Local Trust Committee recommendations are based on generally supportive community input.

CARRIED

MA-2018-024

It was Moved and Seconded;

That the Mayne Island Local Trust Committee directs staff to include a record of the Community Information Meeting with the response to the Liquor Control and Licensing Branch regarding the Springwater Lodge Limited application.

CARRIED

10.4 MA-DVP-2018.1 (Lazar) - Staff Report

The Planner outlined the application for a height variance. The draft minutes for the APC from March 12, 2018 recommend approving the variance.

MA-2018-025

It was Moved and Seconded;

That the Mayne Island Local Trust Committee approve issuance of Development Variance Permit MA-DVP-2018.2 (Lazar).

CARRIED

Discussion subsequent to Motion spoke to the size of the lot, neighbour supportive of application and reports that applicant was not interested in adjustments to construction to minimize height variance.

10.5 Galiano Island Local Trust Committee Bylaws No. 265 & 266 Referral

MA-2018-026

It was Moved and Seconded;

That the Mayne Island Local Trust Committee interests are unaffected by Galiano Island Local Trust Committee Bylaws No. 265 and 266.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Riparian Area Regulations - Staff Memo - Bylaw No. 171

Appreciation was expressed to staff for efforts regarding RAR process which has been ongoing since 2011.

MA-2018-027

It was Moved and Seconded;

That the Mayne Island \Local Trust Committee Proposed Bylaw No. 171 cited as "Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2017" be read a Second time.

CARRIED

MA-2018-028

It was Moved and Seconded;

That the Mayne Island \local Trust Committee Proposed Bylaw No. 171 cited as "Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2017" be read a Third time.

CARRIED

MA-2018-029

It was Moved and Seconded;

That the Mayne Island \local Trust Committee Proposed Bylaw No. 171 cited as "Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2017" be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

MA-2018-030

It was Moved and Seconded;

That the Mayne Island \local Trust Committee Proposed Bylaw No. 171 cited as "Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2017" be forwarded to the Minister of Municipal Affairs and Housing.

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report Dated March 2018

It was noted that target date for Commercial Land Use Review should be prior to election.

12.1.1.1 Contracts Work Yards for Inclusion to Top Priorities List – Discussion

MA-2018-031

It was Moved and Seconded;

That the Mayne Island Local Trust Committee directs staff to replace Fallow Deer Eradication with Contracts Work Yards review as a Top Priority.

CARRIED

12.1.2 Projects List Report Dated March 2018

By General Consent, it was agreed that Road Issues be removed from the Projects List.

12.2 Applications Report Dated March 2018

Received for information.

12.3 Trustee and Local Expense Report Dated January 2018

Received for information.

12.4 Adopted Policies and Standing Resolutions

Received for information.

12.5 Local Trust Committee Webpage

Staff will update at close of meeting.

12.6 Chair's Report

Chair Grams stated that the budget had been approved. Appreciation was expressed to Trustee Crumblehulme for a presentation at a recent meeting in Cowichan Bay regarding water issues.

12.7 Trustee Report

Trustee Dodds spoke to the recent Special Trust Committee meeting regarding Commercial Land Use Review. There was a meeting with the Mayne Island Improvement District (MIID) to examine Solid Waste issues/garbage pick-up and removal. Trust Council, held on Salt Spring Island, was very informative.

Trustee Crumblehulme attended the meeting with MIID as well as Trust Council on Salt Spring Island. At an Emergency Program Risk Analysis was the identification of four scenarios, primary concerns for Mayne Island being earthquake and wild fire. There is a new technique, used in the interior recently, where structures and surrounding areas are wet down. When fire reaches area it turns to steam. Trust Programs Committee continues to explore how to improve service delivery.

12.8 Trust Fund Board Report

None

13. NEW BUSINESS

13.1 Briefing - Land-Use Planning Implications of Fisheries and Oceans Canada

Received for information – no impact for Mayne Island.

13.2 Cotton Park

Trustee Crumblehulme spoke to correspondence from CRD regarding Cotton Park. Site was bequeathed to Community as a Quiet Park. The property requires rezoning and CRD would appreciate not incurring rezoning fees.

Staff were requested to work with June Klassen, CRD, to clarify the status of the property and details of the donation.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for April 30, 2018, at the Agricultural Hall, Mayne Island

15. TOWN HALL

David Maude informed the LTC that the Bylaw waiver on Waste Storage expires March 31, 2018 and to date there has been no solution.

Staff were requested to notify the Bylaw Enforcement Manager that this issue is now on the Top Priority List and there should be no enforcement until resolved.

Paula Buchholz questioned enforcing IT Bylaw contravention when it is CRD's operation of a Community Wharf without parking.

Enforcement is through compliance, bylaw enforcement notification (BEN) and issue.

16. CLOSED MEETING

None

17. ADJOURNMENT

By general consent the meeting was adjourned at 3:45 p.m.

George Grams, Chair

Certified Correct:

Pat Todd, Recorder

**Mayne Island Local Trust Committee
Record of a Public Hearing
Proposed Bylaw No. 171**

Date: March 26, 2018
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

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

Others Present: There were approximately twenty-five (25) members of the public present.

See separate business meeting minutes dated March 26, 2018.

5. PUBLIC HEARING

5.1. Recess for Public Hearing

At 2:36 p.m., Chair Grams opened the Public Hearing and read a statement detailing the process and procedures of the Public Hearing as per the *Local Government Act*.

5.1.1. Bylaw No. 171

Planner Richardson summarized proposed Bylaw No. 171 and the procedures taken to date. The proposed Bylaw, which addresses Riparian Area Regulations (RAR), would amend the OCP and provide guidelines for development along RAR designated streams.

Chair Grams called for the first time for delegations to speak to the proposed Bylaw.

Matt Rennie spoke to a bylaw file on his property regarding a building within the setback. He further stated the map is inaccurate in the valley area and that restrictions on the stream impact on his farming operation.

Ian Dow said that there continues to be efforts with the Ministry of Transportation to correct the water course/concerns on Montrose Road.

Chair Grams called a second and third time for further comments.

There being no further comments from the Public, the Public Hearing was declared closed by Chair Grams at 2:48 p.m.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD.

Certified Correct:

Pat Todd, Recorder

**Mayne Island Local Trust Committee
Record of a Public Hearing
Proposed Bylaw No. 172**

Date: March 26, 2018
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

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

Others Present: There were approximately twenty-five (25) members of the public present.

See separate business meeting minutes dated March 26, 2018.

5. PUBLIC HEARING

5.1. Recess for Public Hearing

At 2:36 p.m., Chair Grams opened the Public Hearing and read a statement detailing the process and procedures of the Public Hearing as per Section 892 of the *Local Government Act*.

5.1.2. Bylaw No. 172

Planner Richardson summarized proposed Bylaw No. 172. The proposed Bylaw would allow for increased types of usage for the property. He noted a correction to page 13: Building to be less than 5,000 sq. ft. with maximum lot coverage of 20%.

Chair Grams called for the first time for public comment.

Harry Slade, neighbour at 490 Letour Road, spoke to concerns including noise, lighting, traffic and possibility of an establishment licensed to serve alcohol to public prior to boarding ferry. There is concern that some of the allowed usages would impact on his enjoyment of his property, and therefore he is against the rezoning application.

Jim Marlon-Lambert, neighbour on Letour Road, expressed that the property has long been underdeveloped and that there are no facilities near the ferry terminal. He is supportive of application.

Chair Grams called for a second time for submissions.

John Morgan, neighbour, stated concerns as to increase of traffic and roadway structures.

Chair Grams called for a third and final time for submissions.

Andrew Gerbrandt expressed that concerns regarding a pub/restaurant may be premature and outlined the difficulties/issues for current dining establishments.

There being no further comments from the Public, the Public Hearing was declared closed by Chair Grams at 2:48 p.m.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD.

Certified Correct:

Pat Todd, Recorder



DRAFT



**Mayne Island
Advisory Planning Commission
Record of Meeting**

Date: March 12, 2018
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC
7:00 p.m.



Members Present: Ian Birtwell, Vice Chair
Dennis Emmett
Bill Bender
Chris Roehrig

Members Absent: Stephen Cropper

Staff Present: Pat Todd, Recorder

Trustees Present: Trustee Dodds

Members of the Public: none

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

By general consent the agenda was adopted as presented.

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

3.1 Meeting of May 8, 2017

By general consent the Advisory Planning Commission minutes of May 8, 2017 were adopted as presented.

4. BUSINESS ARISING FROM THE MINUTES

none

Mayne Island
Advisory Planning Commission
March 12, 2018

DRAFT

Page 1 of 3

5. REFERRALS

5.1 MA-DVP-2017.1 (Lazar)

The application is to allow an over-height accessory building to be constructed at 686 Wilks Road.

Discussion points:

- Building could be wider rather than taller.
- Bylaws do not address size of a garage – only addresses lot coverage.
- There has been correspondence from one neighbour – no objection.

MA-2018-001

It was Moved and Seconded

That the Mayne Island Advisory Planning Commission recommend to the Mayne Island Local Trust Committee that variance be granted as there have been no objections from neighbours.

CARRIED

6. TRUSTEES REPORT

Trustee Dodds advised the APC of the recent meeting in Sidney to examine the Commercial Land Use Review paper. A number of minor changes have been proposed. Guidelines for the commercial area have been identified. There will be a review/expansion of allowable Home Occupations. Existent Commercial zones will be “re-named” and site specific zoning will be amalgamated with existent zones. The report will be referred to the APC in the near future.

7. NEW BUSINESS

none

7. NEXT MEETING

To be announced.

8. ADJOURNMENT

By general consent the meeting adjourned at 7:40 p.m.

Ian Birtwell, Vice-Chair

Certified Correct:

Pat Todd, Recorder



Islands Trust

Mayne Island

Print Date: June 4, 2018

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2018-03	In Favour	THAT the Mayne Island Local Trust Committee April 30, 2018, regular scheduled business meeting be cancelled.	23-Apr-2018
2018-04	In Favour	THAT Mayne Island Local Trust Committee Adopt Bylaw No. 172, cited as "Mayne Island Land Use Bylaw 146, 2008, Amendment No. 1, 2017".	30-Apr-2018
2018-05	In Favour	THAT Mayne Island Local Trust Committee reschedule May 28, 2018, Local Trust Committee meeting to June 11, 2018; AND Cancel the regularly scheduled June 25, 2018, Mayne Island Local Trust Committee meeting.	28-May-2018

Follow Up Action Report

Mayne Island

26-Feb-2018

Activity	Responsibility	Target Date	Status
Staff to write a letter to Shaun Pendergast, Senior Wildlife Biologist, FNLROD, to determine the status of the changes to hunting season regulations and to inquire as to who makes the decision, when the decision will be made and whether the LTC will be notified.	Gary Richardson		On Going

26-Mar-2018

Activity	Responsibility	Target Date	Status
LTC Minutes of February 26, 2018 adopted as drafted.	Lori Foster		Done
MA-RZ-2017.1 (Reef Bay Holdings) Proposed Bylaw 172 Update showing public hearing and readings (SLD) - Done Forward to Executive Committee for approval (SLD and GR)	Gary Richardson Sharon Lloyd-deRosario		Done
MA-TUP-2017.1 (Iredale) TUP issued as amended.	Sharon Lloyd-deRosario		Done
MA-LCB-2018.1 (Springwater) - staff to send response to LCB	Sharon Lloyd-deRosario Phil Testemale		Done
MA-DVP-2018.1 (Lazar) - variance issued as drafted.			Done
Galiano LTC Bylaws 265 and 266 advise that interests unaffected.	Sharon Lloyd-deRosario		Done

Follow Up Action Report

Riparian Area Regulations - Proposed Bylaw 171

- update readings - Done

- forward to Executive of the Islands Trust for approval -Done

- Forward to the Minister of Municipal Affairs and Housing -Done

Gary Richardson

Sharon Lloyd-deRosario

Done

Work program top priorities - remove fallow deer - add contractors yards

Done



BYLAW REFERRAL FORM

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

Island: Salt Spring Island Local Trust Area Bylaw No.: 498 and 499 Date: March 12, 2018

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

APPLICANTS NAME / ADDRESS:

Gregory and Marianne Campbell / 347 Bridgman Road, Salt Spring Island V8K 1W7

PURPOSE OF BYLAW:

- **Bylaw 498:** To amend Salt Spring Island Official Community Plan Bylaw No. 434 to remove the subject property (3 legal lots) from Development Permit Area 2 – Non-Village Commercial and Industrial.
- **Bylaw No. 499:** To amend Salt Spring Island Land Use Bylaw No. 355 to rezone the subject property (3 legal lots) from Commercial Accommodation 2 (cottage resort zone) to a new Rural zone permitting a principal residence on each property as well as a total of 2 seasonal cottages.

GENERAL LOCATION:

347 Bridgman Road, Salt Spring Island, BC

LEGAL DESCRIPTION:

- **Lot B**, Section 54, South Salt Spring Island, Cowichan District, Plan 18629 (PID: 003-769-861)
- **Parcel F** (DD39041I) of Section 54, South Salt Spring Island, Cowichan District, Except That Part Lying to the West of the Easterly Boundary of Plan 18629 (PID: 009-743-952)
- **Lot 1**, Section 54, South Salt Spring Island, Cowichan District, Plan 11121, Except Part in Plan 18629 (PID: 005-126-185)

SIZE OF PROPERTY AFFECTED:

2.4 hectares/5.9 acres

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhoods (RL)

OTHER INFORMATION:

To review staff reports, please see our webpage under application **SS-RZ-2017.1**
<http://www.islandstrust.bc.ca/islands/local-trust-areas/salt-spring/current-applications/current-application-documents/>

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: Seth Wright

Title: Planner 2

This referral has been sent to the following agencies:

Federal Agencies

Fisheries & Oceans, Canada - Pacific Region (Rockfish Conservation)

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Penelakut Tribe
Stz'uminus First Nation
Malahat First Nation
Pauquachin First Nation
Tsartlip First Nation
Tsawout First Nation
Tseycum First Nation
Semiahmoo First Nation
Tsawwassen First Nation
Hul'qumi'num Treaty Group (for information only)
Te'Mexw Treaty Association (for information only)

Regional Agencies

CRD – All Referrals & K. Campbell (SSI Senior Manager)
CRD – SSI Building Inspection

Non-Agency Referrals

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
Cowichan Valley Regional District

Provincial Agencies

BC Assessment Authority
Ministry of Municipal Affairs and Housing
Ministry of Transportation & Infrastructure
Ministry of Forest Lands, Natural Resource Operations and Rural Development
– Front Counter BC

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 Trust Area
(Island)

(Signature)

(Date)

498 and 499
(Bylaw Number)

(Title)

(Agency)

DATE OF MEETING: June 11, 2018
TO: Mayne Island Local Trust Committee
FROM: Gary Richardson, Island Planner
Southern Team
SUBJECT: Commercial Land Use Review

RECOMMENDATIONS

1. That the Mayne Island Local Trust Committee direct staff to draft amendments to the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP) to implement the amendments highlighted in the attached OCP document.
2. That the Mayne Island Local Trust Committee direct staff to draft amendments to the Mayne Land Use Bylaw No. 146, 2008 to implement the amendments highlighted in the attached LUB document.
3. That the Mayne Island Local Trust Committee refer this staff report to the Mayne Island Advisory Planning Commission to review three specific aspects of these proposed amendments: 1) The boundary of the Miners Bay Commercial Core; 2) Allowing residential use in the Miners Bay Commercial Core in addition to all other uses; 3) allowing the C1(a), C1(b) and C1(c) zones all of the used permitted in the C1 zone.

REPORT SUMMARY

The purpose of this report is to provide the Mayne Island Local Trust Committee (LTC) with blackline versions of the Mayne Island Official Community Plan (OCP) and Mayne Island Land Use Bylaw (LUB) showing proposed amendments to commercial policies and regulations contained in the OCP and LUB.

BACKGROUND

These amendments define a commercial core for Miners Bay, give property owners in the Miners Bay core the ability to use their property for commercial use, residential use, or both, and gives some direction to what types of commercial activity may be carried on outside of the Miners Bay commercial core.

There are several earlier staff reports relating to this project they can be found on the Mayne Island web page.

This report is a result of direction given by the LTC at a March 5, 2018. The following resolution was passed at that meeting:

MA-2018-016

that the Mayne Island Local Trust Committee direct staff to create a blackline version of the Official Community Plan and the Land Use Bylaw with agreed to changes as presented in this meeting.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Staff believe that changes proposed are consistent with the Islands Trust Policy Statement. Staff will provide a complete review of consistency with the Islands Trust Policy Statement Directives Only Checklist prior to public hearing of any bylaw amendments.

Staff will turn its attention to Policy Statement consistency as any bylaws are advanced.

Official Community Plan (OCP):

Staff is proposing several amendments to the Official Community Plan. These proposals are considered generally consistent with the overall spirit and intent of the Mayne Island Official Community Plan.

A number of Land Use Bylaw amendments are also proposed. Where necessary, staff is proposing supportive Official Community Plan amendments to ensure the land use bylaw is consistent with the OCP.

The OCP amendments that were supported by the LTC March 5, 2018 are as follows:

- 1) Miners Bay Commercial Core – a map defining the boundaries of the Miners Bay Commercial Core has been prepared and is proposed to be attached to the OCP as Schedule I. The map defining the commercial core is attached to this report (attachment 1).
- 2) Properties designated “Settlement Residential” within the Miners Bay Commercial Core are to be designated “Commercial”. The map showing this amendment is attached to this report (attachment 2).
- 3) Amend the OCP to place the whole area shown as the Miners Bay Commercial Core in the Development Permit Area for the “Form and Character of Commercial, Visitor Accommodation and Industrial Development.” The text amendment will exclude residences within the Miners Bay Commercial Core from this DPA.
- 4) Include a policy in Section 2.4 of the OCP to the effect that all properties zoned for commercial use within the Miners Bay Commercial Core should permit one residential dwelling per lot as a principal use.
- 5) Include a policy in Section 2.4 of the OCP that would support a maximum lot size for commercial zones in order to retain the small lot character of Miners Bay. Staff is recommending a maximum lot size at 0.25 ha.
- 6) Replace “retail commercial” with “general commercial” wherever it appears.

- 7) Amend current policy 2.4.1.5 to state that strip development will be restricted through the rezoning process and through application of development permit area guidelines.
- 8) Delete current policy 2.4.1.3 which states that “Service based businesses should be dispersed in the Mayne Island Trust Area.”
- 9) Add a policy to Section 3.3.2 of the OCP to state that solid waste transfer stations should be located on industrially zoned property.
- 10) Delete 2.4.1.2 – Retail businesses shall be clustered at Miners Bay with the exception of: the Montrose/Fernhill area, the Building Centre at Whalen/Fernhill, and the auto repair yard at Horton/Fernhill.

Add:

2.4.1.2 - Retail, restaurant, office, personal service, medical and dental clinic, and other similar uses should be clustered in the Miners Bay Commercial Core.

Also, added “licensed premises” and supportive statement regarding higher density.

2.4.1.3 - Existing commercial zones outside of Miners Bay Commercial Core at Montrose/Fernhill, Whalen/Fernhill, Horton/Fernhill, and Dalton/Village Bay should remain.

2.4.1.4 – Where rezoning applications are received for existing commercially designated properties outside of the Miners Bay Commercial Core, the following types of uses are considered appropriate for the specified areas:

- Fernhill/Montrose: Uses similar to those permitted in the Miners Bay Commercial Core.
- Fernhill/Whalen: Building supply sales, and other similar types of uses.
- Fernhill/Horton: Vehicle and/or boat repair, machining, assembly, fabrication, and other similar types of uses provided they are carried out indoors.
- Dalton/Village Bay: Uses similar to those permitted by zoning in the Miners Bay Commercial Core. Buildings and structures should be limited in floor area.

2.4.1.5 - Rezoning applications to change or add uses in existing commercial zones outside of the Miners Bay Commercial Core should demonstrate:

- that there is adequate parking to service the proposed use.
- that the proposed use will not have adverse impacts on neighbouring properties.
- that there is adequate water and septic capacity to support the proposed use.

2.4.1.6 – Applications proposing to rezone non-commercial land to commercial land should only be considered if the application demonstrates:

- that there is no other suitable, appropriately-zoned land.

- that there is community need for the proposed use.
- that there is adequate parking to service the proposed use.
- that the proposed use will not have adverse impacts on neighbouring properties.
- that there is adequate water and septic capacity to support the proposed use.
- that proposed use, buildings and structures be small in scale.

The LUB amendments are as follows:

1. Residential use is permitted as an outright use on the C1 zoned lots in the Miners Bay Commercial Core. This is in addition to apartment residential and accessory dwelling units that are already permitted.
2. Allow the Commercial 1 (a) (former real-estate office on Dalton Drive), (b) (Groove) and (c) (Farmgate) the full range of permitted uses in the C1 zone. The C1(a) property on Dalton drive has recently been rezoned with a limited lot coverage (20%) and the uses of clubs and halls and freight depots removed. These variations from the C1 zone can be maintained; however it is recommended that they be consistent.
3. Removed the Floor Area Ratio (FAR) from the C1, C2, C3 and C4 zones.
4. Reduce the permitted lot coverage to 25% in the Commercial 1 zone and its variants.
5. Remove “including financial services and travel agencies” from “office use” in Commercial 1 zone.
6. Establish a maximum lot size in the Commercial 1 zone to limit the consolidation of lots.
7. Amend “personal service” definition to remove exclusion of laundromats and dry cleaning.
8. Amend the titles of the C1, C2, C3 and C4 zones wherever they appear so they are simply “Commercial 1,” “Commercial 2,” “Commercial 3” and “Commercial 4”.
9. Authorize small tasting areas for home occupations producing food and drink items, including, but not limited to, wineries, cideries, distilleries, and meaderies. This has been limited to 15 m².

Issues and Opportunities

Recommended Amendments

The amendments being recommended for the Miners Bay commercial core give flexibility as to which properties can be used commercially and which ones will remain as residential. Changing the zoning in Miners Bay to allow either commercial use or residential use will allow a property owner to choose which use best suits the property at any given time without having to apply for a rezoning each time they want to change the use.

The amendments support and in some cases add uses to the existing commercial properties outside of Miners Bay and could allow commercial rezoning of residential properties in very limited circumstances.

Consultation

The LTC has requested that the amendments shown in the blackline versions of the OCP and LUB be referred to the Mayne Island Advisory Planning Commission for Comment. Staff is recommended the APC review 3 aspects of the proposed changes: 1) The boundary of the Miners Bay Commercial Core; Allowing residential use in the Miners Bay Commercial Core in addition to all other uses; allowing the C1(a), C1(b) and C1(c) zones all of the used permitted in the C1 zone.

Statutory Requirements

Statutory notification of any proposed OCP or LUB amendments will be made in accordance with Section 466 of the *Local Government Act* and Mayne Island Development Procedures Bylaw No. 83. This will involve newspaper advertising and neighbourhood notification and will be undertaken once the LTC directs staff to schedule a public hearing. Correspondence related to this project may be sent to the Mayne Island Planner.

As this project would involve OCP amendments, the LTC is required by the *Local Government Act* to consider opportunities for consultation with persons, organizations and authorities it considers will be affected. As noted in the Consultation section above, staff will provide a consultation and communications plan as the bylaw amendments advance.

Agencies

Any OCP and LUB amendments will be forwarded to relevant agencies for review and comment following first reading.

First Nations

As this project will involve OCP amendments, referral to First Nations with a stated territorial interest in the Mayne Island Local Trust Area will be referred the proposed bylaw amendments for review and comment, as well as any further consultation deemed necessary as the project evolves.

Rationale for Recommendation

These amendments are being recommended to: provide certainty and clarity regarding commercial land use on Mayne Island, clarify language, allow flexibility in the Miners Bay core to allow either commercial or residential use without rezoning, give certainty and clarity to the policies and zoning that applies to existing commercial properties outside of Miners Bay, and to give future LTCs and property owners policies to consider when a commercial zoning of a residential lot is applied for outside of Miners Bay.

ALTERNATIVES

1. Amend the proposed amendments.

The LTC determines that not all the proposed amendments are suitable and need deleting or amending.

NEXT STEPS

1. Forward to the APC for review and comment.
2. Prepare draft bylaws.

Submitted By:	Gary Richardson, Island Planner	June 1, 2018
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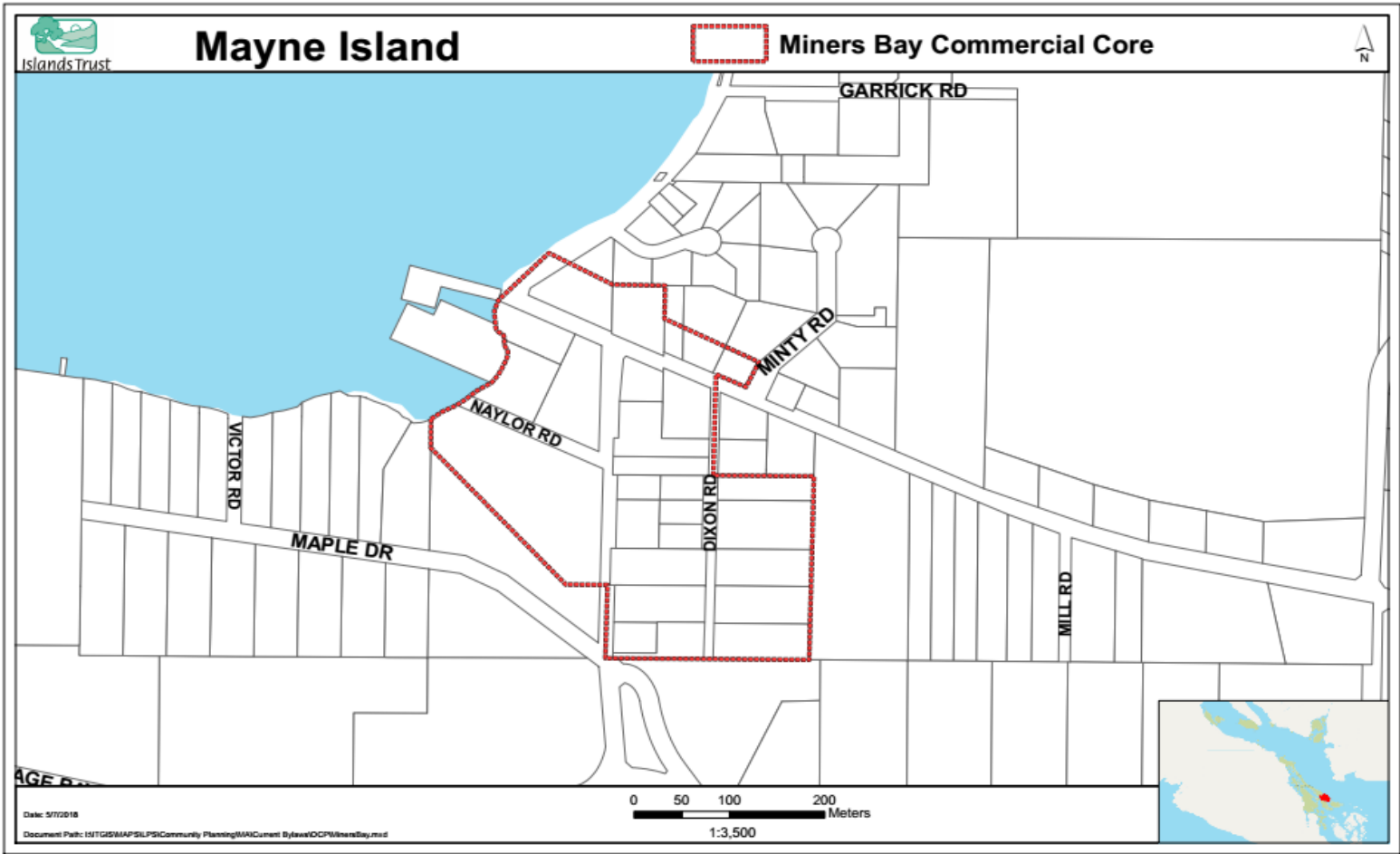
Concurrence:	Robert Kojima, RPM	June 1, 2018
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ATTACHMENTS

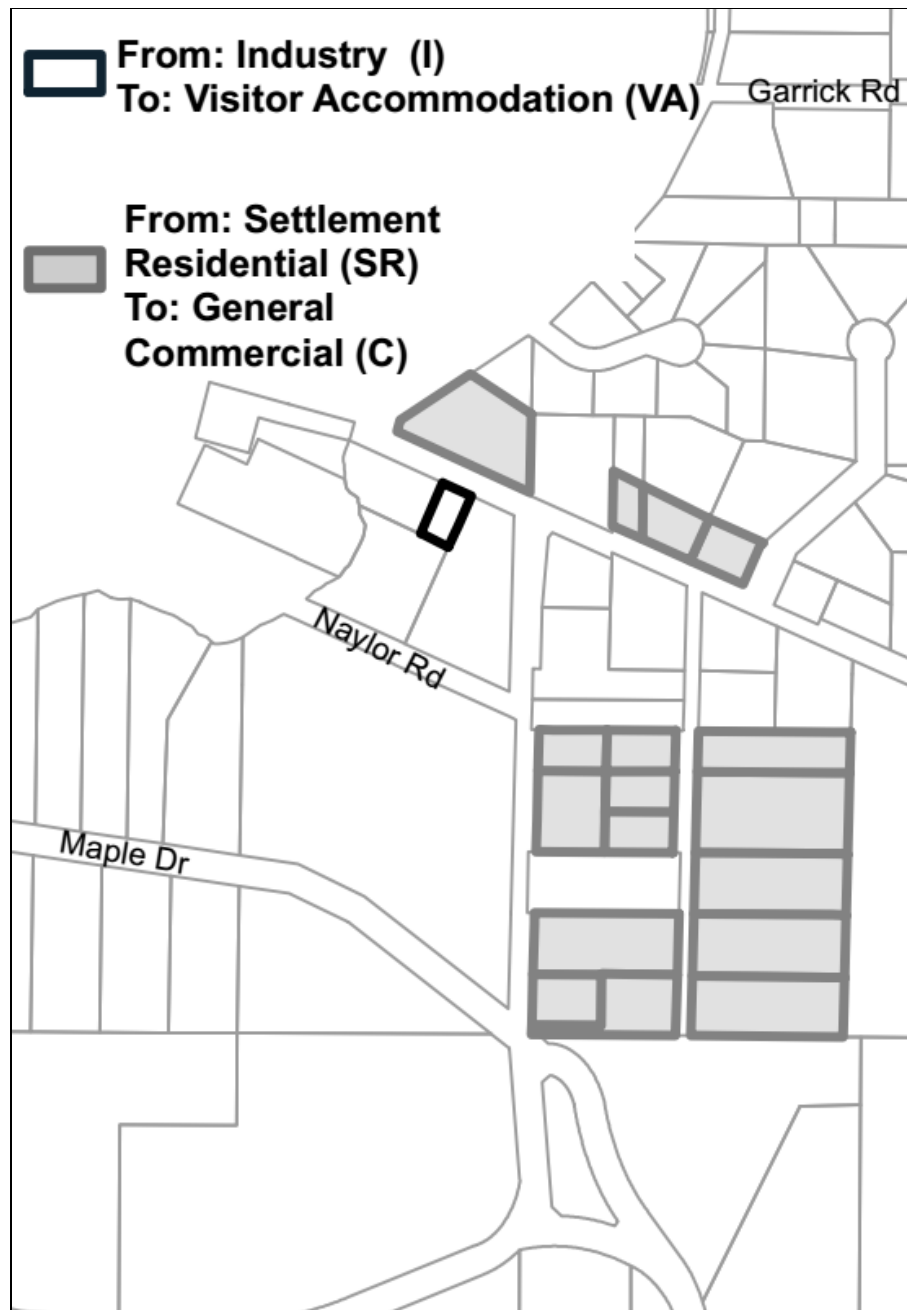
1. Miners Bay Commercial Core
2. Commercial Land Use Designations Amendments - Miners Bay Commercial Core
Industrial Land Use Designation Amendment – Springwater Property
3. Development Permit Area Amendments – Miners Bay Commercial Core

Note: Blackline copies of the OCP and LUB showing amendments are available under separate cover.

Attachment 1 – Miners Bay Commercial Core – (OCP Schedule I)

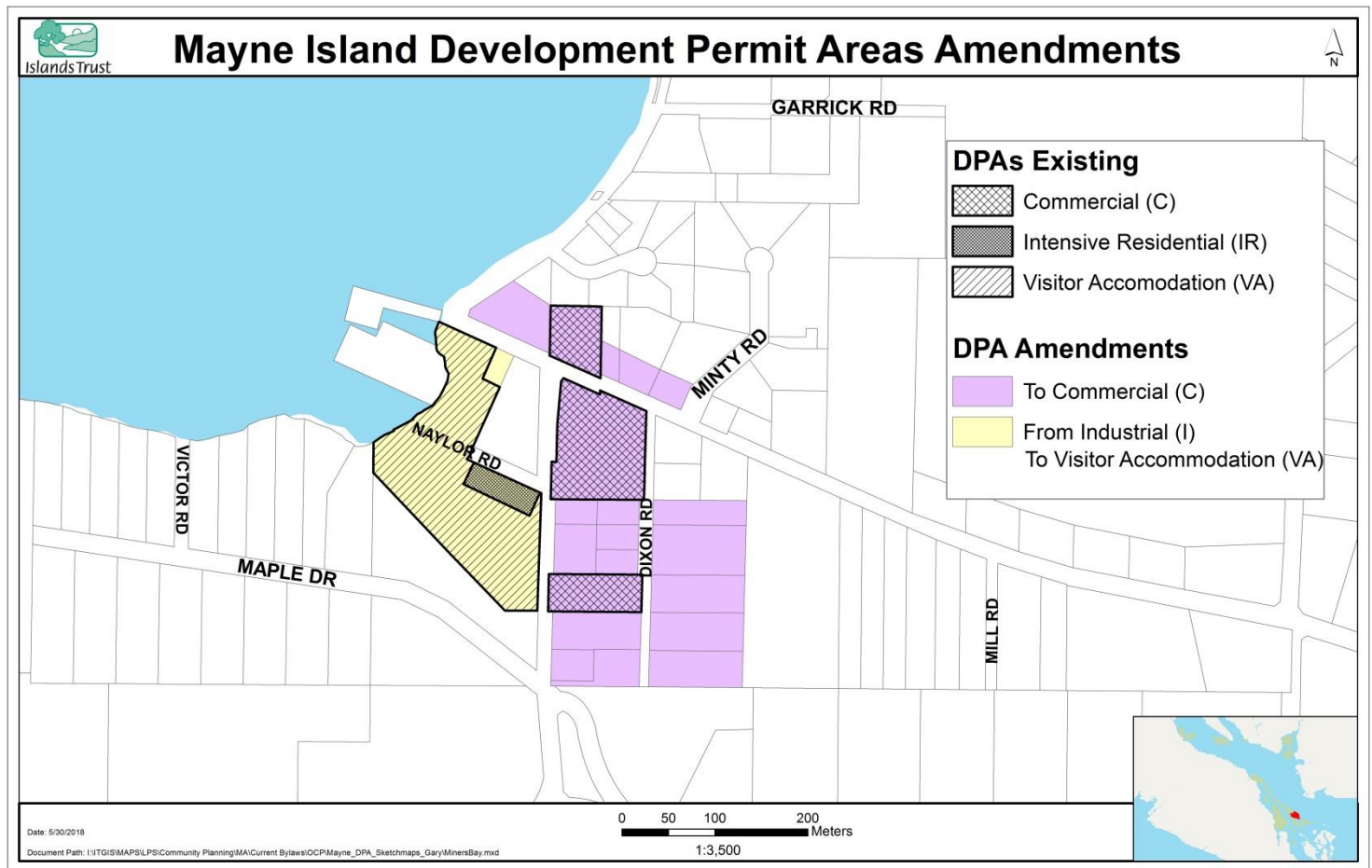


- Attachment 2 –** 1) Shows properties in Miners Bay Commercial Core going from the Settlement Residential designation to the Commercial designation
- 2) Shows portion of Springwater property going from the Industrial designation to the Visitor Accommodation designation



Attachment 3 – 1) Shows additional properties going into the Commercial DPA within the Miners Bay Commercial Core.

2) Shows a portion of the Springwater property going from the Industrial DPA to the Visitor Accommodation DPA





Top Priorities

Mayne Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Commercial Land Use Review	Staff to prepare report with recommendations for the LTC to consider. Working Session (LTC Special Mtg.) arranged for March 5, 2018 at Mary Windspear Center Staff to prepare report for June 11, LTC Mg.	27-Apr-2015	Gary Richardson Jason Youmans	31-Oct-2018
2	Review of Zoning for Contractors Yards		26-Mar-2018		
3	Riparian Area Regulation Implementation	Draft Bylaw at Ministers office awaiting approval	25-Apr-2016	Gary Richardson	31-Mar-2018

Projects

Mayne Island

Description	Activity	R/Initiated
Climate Change Adaptation	Consider regulatory changes and implementation of new DPA authority	02-Mar-2009
Waste Management		31-Oct-2017
Fallow Deer		26-Mar-2018
Road issues		27-Jun-2012
Density on large lot remainders	to review covenants on remainder lots and review zoning to density of dwellings and cottages	30-Sep-2015



Islands Trust

Print Date: June 4, 2018

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2018.2	WD MCCANCE AND SON BUILDING SERVICE Planner: Gary Richardson	22-May-2018	491 Arbutus Drive (Sandra and Maurice Benoit) - build new garage and driveway
Planning Status			
Status Date: 25-May-2018 Per RPM, assigned to Planner Gary. Filed email printout from Planner to applicant to inform that staff report for this application will be prepared for LTC meeting July 2018.			
Status Date: 23-May-2018 Created hard file folder, gave to RPM to review and assign to Planner.			
Status Date: 22-May-2018 Received application via post; created electronic file folder. Issued receipt for cheque, pink copy to Finance and original scanned with cheque for e-files; emailed scanned receipt and cheque to Applicant, mailed original. Emailed application package e-file to LTC.			

Subdivision

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2018.1	Brent Mayenburg (Maude) Planner: Ian Cox	09-Apr-2018	Proposed 3 lot conventional subdivision
Planning Status			
Status Date: 18-May-2018 A response to MoTI is being prepared.			
Status Date: 17-Apr-2018 fees received, notified LTC, gave file to planner.			



Print Date: June 4, 2018

Applications

Status Date: 13-Apr-2018

opened file, sent fee request & application to agent for owner

Islands Trust
LTC EXP SUMMARY REPORT F2018
Invoices posted to Month ending March 2018

645 Mayne	Invoices posted to Month ending March 2018	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	750.00	155.64	594.36
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,500.00	1,487.10	12.90
65210-645	LTC - Local Exp - APC Meeting Expenses	500.00	145.33	354.67
65220-645	LTC - Local Exp - Communications	1,000.00	840.00	160.00
65230-645	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>3,500.00</u>	<u>2,472.43</u>	<u>1,027.57</u>
Projects				
73001-645-2005	Mayne OCP/LUB	5,000.00	188.00	4,812.00
73001-645-3005	Mayne RAR	5,000.00	1,095.50	3,904.50
73001-645-4059	Mayne Commercial Land Use Review	4,500.00	96.00	4,404.00
TOTAL Project Expenses		<u>14,500.00</u>	<u>1,379.50</u>	<u>13,120.50</u>

Mayne Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: July 13, 2017

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	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.
2.	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.
3.	June 27, 2016	MA-LTC-2016-055	Statutory Public Notice Advertising	That the Mayne Island Local Trust Committee advertise all statutory public notices in the Mayne Liner
4.	June 26, 2017	MA-2017-027	Unlawful Dwelling Enforcement Policy	That the Mayne Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: 1.1. There is a complaint from an immediate neighbor; or, 1.2. There is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. 2. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.
5.	June 26, 2017	MA-2017-028	Unlawful STVR Enforcement policy	That the Mayne Island Local Trust Committee adopts the following resolution in regards to Bylaw Enforcement of Unlawful Short Term Vacation Rentals (USTVR): a) Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Unlawful Short Term Vacation Rentals that have one or more of the following characteristics will be subject to proactive enforcement: i) they are advertised on the internet, newspapers or other media; ii) they are not managed by an owner of the USTVR property who lives on Mayne Island; iii) more than one dwelling on the lot is simultaneously made available for USTVR; iv) while the property is used as a USTVR, persons are permitted to stay in tents or trailers; v) there are issues related to health and safety on the property; vi) 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 USTVR; vii) the owner of the property uses more than one property on Mayne Island as a USTVR.

No	Meeting Date	Resolution No.	Issue	Policy and Description
				b) 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.



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality April 2018



‘Salish View’ Acquisition Project, Lasqueti Island

Following the successful conclusion of the Fairyslipper Forest acquisition partnership on Thetis Island, our next joint campaign is underway on Lasqueti Island. The Trust Fund Board and Lasqueti Island Nature Conservancy have signed an agreement to frame the campaign to purchase and protect “Salish View”, an 11.6 hectare property contiguous to Squitty Bay Provincial Park. Look out for the upcoming official launch of this campaign and visit the Lasqueti Island Nature Conservancy website (<http://www.lasqueti.ca/LINC>) to learn how you can support this small community’s ambitious project.

Opportunity Fund Grant for Saturna Wetland Conservation Project

The Trust Fund Board is contributing a grant from the Opportunity Fund to support a phase one environmental assessment for a property containing wetland ecosystems on Saturna Island. This is the first step towards the possible securement of this land, which supports valuable biodiversity. The project is being spearheaded by neighbourhood residents.

Dragonfly Commons Conservation Proposal, Salt Spring Island

There are times when the Trust Fund Board makes the difficult decision to decline a conservation proposal. The Trust Fund Board decisions must balance the protection of biodiversity values in accordance with the Regional Conservation Plan, with potential risks and long-term costs, such as property management challenges. TFB considered a proposal to covenant approximately half of a property to be developed as a high density affordable housing project. The small size, landscape context and complexity of eventual ownership were factors that led to a TFB decision to decline this proposal

Fairyslipper Forest Nature Reserve, Thetis Island

Negotiations are beginning with Thetis Island Nature Conservancy and Cowichan Community Land Trust to establish a conservation covenant on Fairyslipper Forest.

Medicine Beach Nature Sanctuary, North Pender Island

Public consultation for the Medicine Beach nature reserve is now complete and the management plan for this nature reserve is being finalized.

Morrison Marsh Nature Reserve, Denman Island

Public consultation for the Medicine Beach nature reserve is now complete and the management plan for this nature reserve is also being finalized.

First Nations – Regional Conservation Plan

A goal of our new Regional Conservation Plan (RCP) is to strengthen relationships with First Nations to identify and collaborate on shared conservation goals. Letters are being sent to all First Nations with traditional territory in the Trust Area to provide information about the RCP and offer available mapping for sharing. The Islands Trust Fund would like to connect with First Nations that might have an interest in the RCP. If local trust committees or Bowen Island Municipality are developing relationships with First Nations, it would be helpful to explore how ITF can use this opportunity to connect.

Regional Conservation Plan and Local Trust Committees and BIM

The RCP contains a lot of valuable information for local trust committees and Bowen Island Municipality, but it is a large, comprehensive document. Islands Trust Fund will be extracting information and maps pertinent to each local trust area and BIM that can be included on local website pages. The Trust Fund Board encourages LTCs and BIMs to identify how Official Community Plans can be updated to reflect new information contained in the RCP and associated data and mapping. ITF will also be producing a summary brochure on the RCP.

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

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

DATE OF MEETING: May 28, 2018
TO: Mayne Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Management
Southern Team
COPY: David Marlor, DLPS
SUBJECT: **2017-2018 annual report – approval of Mayne Island Local Trust Committee section**

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2017-2018 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.

PURPOSE: Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2018 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.i](#). The Executive Committee approved the format and outline of the 2017-2018 Annual Report at its meeting on April 9, 2018.

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 19-21 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee on June 6 and consideration of Trust Council in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Community Sport and Cultural Development and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about activities with First Nations may be included within committee reports.

OTHER: N/A

RELEVANT POLICY(S): Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*

ATTACHMENT(S): Local Trust Committee input to Annual Report (draft)

ALTERNATIVES

1. That the Mayne Island Local Trust Committee approves the attached text (as amended) for inclusion in the 2017-2018 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.

Submitted By:	Robert Kojima, Regional Planning Manager	May 9, 2018
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ATTACHMENTS

1. Mayne Island Local Trust Committee input to Annual Report (draft)

Mayne Island Local Trust Committee

The Mayne Island Local Trust Committee (MALTC) held eight regular business meetings in the 2017–2018 fiscal year, as well as five Community Information Meetings, and one special meeting and two public hearings.

Work for this period focused on advancing the Local Trust Committee priorities to address compliance with the Riparian Areas Regulation and undertaking a commercial land use review.

The MALTC received and considered applications for 4 development variance permits, two Temporary Use Permits, and one rezoning application.



File No.:

DATE OF MEETING: Select date.
TO: Local Trust Committees and Bowen Island Municipality
FROM: David Marlor, Director of Local Planning Services
SUBJECT: Approval Process for Water Supply Systems on Salt Spring Island

PURPOSE

At its regular business meeting on February 7, 2018, the Executive Committee received the report “Approval Process for Water Supply Systems on Salt Spring” from the Salt Spring Island Local Trust Committee. The Executive Committee passed the following resolution:

that staff forward the report on approval processes for water supply systems on Salt Spring Island to local trust committees and Bowen Island Municipality.

ATTACHMENTS

1. Attachment 1: Approval Process for Community Water Systems on Salt Spring Island

BRIEFING

To: Executive Committee **For the Meeting of:** February 7, 2018

From: Susan Palmer, MCIP, RPP **Date Prepared:** January 11, 2018
SLP Consulting
Salt Spring Island Team

SUBJECT: Issue Paper: Approval Processes for Water Supply Systems on Salt Spring Island, January 11, 2018, amended

PURPOSE:

Salt Spring Island Local Trust Committee (SSI LTC) referred the attached report (*Approval Processes for Water Supply Systems on Salt Spring Island*) at its meeting on January 18, 2018 to the Executive Committee for information. The key purpose of the report was to inform the SSI LTC of the agencies involved in approving water supply systems and to propose options for implementing Official Community Plan policy regarding water supply and the following Islands Trust Policy Statement policy that:

neither the density or intensity of land use is increased in areas known to have a problem with the quality or quantity of the supply of freshwater.

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee forward the “Approval Process for Water Supply Systems on Salt Spring Island” report to Executive Committee for information.

ATTACHMENT(S):

1. Report: Approval Process for Water Supply Systems on Salt Spring Island

Prepared By: Susan Palmer

Reviewed By/Date: David Marlor, Director of Local Planning Services/Jan 31, 2018

V3 Water Paper.docx

SLP Consulting

1/18/2018 – including amendment submitted at the Salt Spring Island Local Trust Committee Meeting

EXECUTIVE SUMMARY

In response to an application to rezone land to allow for a multi-family residential project, the Salt Spring Island Local Trust Committee (LTC) directed staff at its meeting on October 5, 2017 to:

Report back regarding the findings of an investigation of the approval process for water supply and water quantity requirements for multi-unit residential developments.

Key findings of the investigation are:

- Islands Trust Policy Statement Policy 4.4.2 stipulates the importance of ensuring an adequate supply of water prior to increasing the density or intensity of land use ('neither the density or 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')
- the Salt Spring Island Official Community Plan (OCP) reinforces the importance of ensuring an adequate supply of water to support proposed increases in density; the OCP supports the use of alternative water sources such as groundwater, rainwater and greywater
- Islands Trust does not have a role in approving water supply systems
- the approval process(es) for water supply systems involves several provincial and local government agencies (Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD), Vancouver Island Health Authority (VIHA) and Capital Regional District Building Inspections (CRD))
- different sources of water may be used to meet demand for different types of water use (e.g., rainwater may be used for irrigation)
- indoor water use (potable water) may be met through groundwater or surface water sources approved by VIH
- demand for indoor water use is calculated on a per capita basis and the approving agencies (VIHA and CRD) have guidelines and/or regulations that stipulate the occupancy rates used to calculate water demand. Both agencies have the ability to exercise discretion in the application of the guidelines and/or regulations to address situations where the occupancy rates may not be typical
- generally, approval of a water supply system would occur after zoning is in place due to the level of detail needed and the high cost of preparing the application (e.g., engineered design of the water supply system)
- housing for special needs populations may have different occupancy rates than those set out in provincial guidelines and may require VIHA to exercise discretion in determining an appropriate occupancy rate from which to assess the proposed water supply system.

Six options for implementing Islands Trust and Salt Spring Island Official Community Plan policy regarding land use and water supply were evaluated. Five options are consistent with Islands Trust

mandate (land use planning) and the tools available to implement policy and enforce bylaws. All five options require that the water supply system be capable of supporting the proposed number of dwelling units prior to adoption of the rezoning bylaw. An option to cap occupancy rates through a legal mechanism such as an affordable housing agreement or a restrictive covenant is not recommended because Islands Trust does not have a legislative tool to enforce occupancy. That is, occupancy cannot be enforced through the land use bylaw.

APPROVAL PROCESSES FOR COMMUNITY WATER SYSTEMS ON SALT SPRING ISLAND

Due to the moratorium placed by North Salt Spring Water District (NSSWD) on adding new connections to their water system, the Salt Spring Island Local Trust Committee (LTC) has received numerous rezoning applications for multi-unit housing projects that rely on alternative water sources to service the proposed developments. All of the proposed projects include affordable housing either for the entire project or as an amenity bonus. The LTC has identified provision of affordable housing as a priority issue and therefore has indicated its desire to give serious consideration to these proposals.

Providing water to multi-unit housing developments using alternative water sources (groundwater, rainwater and water conservation) is treading into new territory for the LTC and raises numerous questions about how such applications should be assessed. In addition to Trust and OCP policies, there are numerous provincial guidelines and regulations that regulate water source and the design, construction, operation and maintenance of a water supply system.

On October 5, 2017, the LTC directed staff to:

Report back regarding the findings of an investigation of the approval process for water supply and water quantity requirements for multi-unit residential developments.

The purpose of this report is to:

- clarify the approval process for an independent water supply system and the approval agencies involved
- review Official Community Plan (OCP) policy regarding the use of groundwater, rainwater and water conservation (e.g. greywater) as it relates to the determination of density
- identify the criteria used by approval agencies to determine demand for water for multi-unit residential developments
- propose options for implementing OCP water supply policy
- assess proposed options
- make recommendations for a consistent approach to assessing rezoning applications based on new water supply systems and the use of alternative water sources
- test the proposed approach using the Croftonbrook rezoning application (SS-RZ-2017.4) as an example.

1. APPROVING AGENCIES AND SEQUENCE OF WATER SUPPLY SYSTEM APPROVALS

Development proposals that require rezoning based on a community water supply system using groundwater must receive approval from four different agencies before they can proceed to the construction phase. First, approval of a groundwater license from the Ministry of Forest, Lands Natural Resource Operations and Rural Development (MFLNRORD) is required to support the rezoning application. Rezoning is the next phase of the approval process and decisions on rezonings are made by the LTC. The third phase involves Vancouver Island Health Authority (VIHA) which is responsible for issuing construction and operating permits for water supply systems. The final phase of a project requires issuance of a building permit from CRD Building. Table 1 elaborates on the mandate for each

agency and provides an overview of the criteria and conditions considered before a license or permit is approved. Figure 1 illustrates the approval sequence for rezoning based on a rural residential community water supply system and the approving agencies involved.

A. Well Water License (MFLNRORD)

Application to the Water Authorization Section of the MFLNRORD for a well water license is a first step for approval of a water supply system. This determines the amount of groundwater that may be withdrawn without impacting long-term sustainability of the water supply for the proposed development as well as supply to neighbouring wells and water sources that support fish habitat. The SSI OCP also requires that agricultural activities not be impacted.

Water quality is also determined at this stage and any measures required to ensure the water supply meets Canadian drinking water guidelines are identified.

B. Zoning (LTC)

The rezoning phase is a preliminary design phase that sets the basic parameters for the development – primarily land use, density and/or intensity of use, built form, access and traffic circulation among other things. The rezoning application is assessed in terms of how well it addresses Trust Policy Statement directives and OCP policy. Applicants must demonstrate that there is sufficient water to support the proposed development based on provincial regulations. As well, community input is invited and the LTC considers all of the relevant information at a public hearing before proceeding with third reading of a bylaw. A schematic plan is often provided at this stage to assess whether the site is suitable for the proposed land use.

C. Community Water Supply System (VIHA)

VIHA defines a water supply system as a system which services more than one dwelling unit.

Water supply systems must be designed and operated to ensure that there is sufficient water to service the proposed development and that the quality of water meets the Guidelines for Canadian Drinking Water Quality. The focus is on ensuring a safe drinking water supply.

There are two main considerations regarding water supply systems – water demand and water source.

i. Water Supply System Construction Permit

The Drinking Water Protection Regulation requires that a construction permit be obtained from a Public Health Engineer or Drinking Water Officer prior to construction of the water supply system (VIHA). The Guidelines for the Approval of Water Supply Systems recommend that application for a construction permit should be made at least 60 days before construction is anticipated to begin. Applicants are advised to refer to the

MFLNRORD Design Guidelines for Rural Residential Community Water Systems, 2012 (Design Guidelines) prior to designing the system and applying for a construction permit.

ii. **Water Supply System Operating Permit**

The Drinking Water Protection Regulation requires that an operating permit be obtained from a local Environmental Health Officer or the Drinking Water Officer before the water source(s) can be used. This permit would be issued after a water supply system has been constructed.

D. Building Permit (CRD Building)

Before the Building Inspector can issue a building permit they must ensure a sufficient supply of water to meet all water demand requirements of the specific project. This includes water for indoor use, irrigation and fire protection. If a community water supply system is proposed, issuance of a construction permit by VIHA must be confirmed. In the event that water for fire protection is being provided by a water district, confirmation from the relevant agency (i.e., North Salt Spring Water District – NSSWD) must also be received.

The BC Building Code makes provision for consideration of alternative solutions including:

- the use of greywater for toilet flushing
- the use of rainwater for irrigation
- alternative occupancy rates for determining indoor use water demand
- enhanced water conservation features.

Alternative solutions must be supported by evidence provided by a code consultant and/or a report from a professional engineer certifying that the alternative proposal is appropriate for the specific situation.

2. TRUST AND OCP POLICY

Broad land use policy is established in the entire Trust area in the Islands Trust Policy Statement. Policy (4.4.2) requires that Official Community Plans (OCP) and regulatory bylaws (e.g. zoning bylaws) ensure that:

‘neither the density or 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’.

This statement is reinforced by OCP objectives and policies aimed at protection of water resources (Policy A.4.2.2) and ensuring that proposed developments have an adequate supply of potable water and water for fire protection (Policy B.2.2.3.b). The SSI Official Community Plan (OCP) supports the use of rainwater and water conservation programs to supplement the use of groundwater to meet the demand for water for proposed projects (Policies C.3.2.2.1 and C.3.3.2.2). (See Attachment 1 for OCP

Policies) That is, the policy supports using greywater and rainwater catchment in order to achieve higher densities than would otherwise be possible.

3. CRITERIA USED BY APPROVING AGENCIES FOR ASSESSING WATER SUPPLY

Criteria used in determining water demand for a project varies dependent on the mandate of each agency and the stage of the proposal. Different agencies also have different roles in evaluating the appropriateness and capacity of the proposed supply. Following is an overview of agency mandate, evaluation criteria and conditions.

A. Water Demand

i. LTC

Land Use Bylaw 355 does not specifically address standards for water supply unless a subdivision is involved. In that context, it notes that a proposed water supply system is subject to provisions of VIHA regulations (LUB Sec 5.5.2) (See Attachment 2). Trust and SSI OCP policy require that the SSI LTC ensure an adequate supply of water at the rezoning stage. Options for establishing criteria for a rezoning application are provided in the following section (Section 4).

ii. VIHA (Water Supply System – Construction)

MFLNRORD's *Design Guidelines for Rural Residential Community Water Systems* (2012) identify four basic demand parameters for the design of a new water system:

- a. Average Day Demand (ADD) is used *"to verify source capacity in form of license limitations; to derive peak demands from metering data"*
- b. Maximum Day Demand (MDD) is a *"critical design parameter for sizing reservoirs, pumps and treatment works between source and balancing storage..."*
- c. Peak Hour Demand is used to size *"pipes, pumps and treatment works between balancing storage and customers"*
- d. Fire Flow Demand is a *"critical design parameter for determining maximum network flows, verifying minimum system pressures, sizing pipes/pumps/treatment works between fire storage and customers/fire hydrants."*

MDD is the *"single highest total 24 hour daily consumption occurring over a one year period"* and is comprised of the following components:

- a. Indoor demand – is calculated based on a **per capita demand of 230 Litre/day and occupancy rates based on the BC census (e.g., 2.5 persons per multi-family dwelling)**

Indoor water demand is further broken down as follows:

- Drinking
 - Sanitary
 - Toilets
 - Showers/bathwater
 - Dishwashing, household cleaning
 - Laundry
- b. Irrigation demand – is dependent on a number of factors such as climatic zone, evapotranspiration, size of area, soil type, type of crop, etc.
- c. Water loss allowance- is calculated based on physical design parameters such as length of mains, number of service connections, average operating pressure
- d. Fire flow demand - is based on the Fire Underwriters Survey.

The *Design Guidelines* state that when groundwater is the proposed source, the **Maximum Day Demand (MDD) must not exceed total developed groundwater capacity or the dependable yield of the well**. Total water demand for a project is determined in accordance with Table 2: Water Demand.

iii. CRD Building

BC Building Code bases all design parameters on two persons per bedroom. An applicant can propose alternative solutions (e.g., different occupancy rates per bedroom) under seal of a professional engineer (civil).

B. Water Source

If not connected to a public water utility, groundwater is typically the major source for supplying water to service a development. A well water license is issued by MFLNRORD which will specify how much water may be withdrawn on a daily basis. If the availability of groundwater is not sufficient to meet the needs of the development, supply may be supplemented by water from a water district for fire protection and/or the use of rainwater and/or greywater as allowed by provincial regulations. However, use of these latter two water sources is limited as follows:

- Rainwater – irrigation
- Greywater – toilet flushing.

Demand for water can also be reduced through other water conservation measures such as metering, low- flush toilets, composting toilets, low-flow plumbing fixtures, and water efficient appliances (washing machines and dishwashers).

Highlights of the approval process for the use of a water source are outlined in Table 3: Water Source.

4. OPTIONS FOR IMPLEMENTING OCP POLICY

Islands Trust mandate is land use planning and Trust policy is clear that proposals must have sufficient water to support proposed density and intensity of land use. Tools available to Islands Trust for managing density and intensity relate to the built form and include factors such as number of dwelling units, floor area, site coverage, building height, and building envelope. Proposals that require more water than is available through groundwater sources alone (e.g., rainwater, greywater, etc.), pose a dilemma at the zoning stage since approval of a water supply system is granted by other agencies after zoning is in place. It is generally not feasible to design a water supply system until zoning is secured due to the level of detail the design entails and the costs involved in engineering the design of the system.

VIHA and CRD Building play important roles in ensuring a sufficient supply of water for developments that propose to service the development through a community water supply system. At a minimum, an approved water construction permit will take into account indoor use based on the number of dwelling units and water loss allowance. A building permit cannot be issued unless there is a proven supply of water sufficient to meet all water demands generated by a specific project design (e.g. indoor use, water loss allowance, irrigation and fire protection). Both agencies use occupancy rates as the basis for determining water demand for indoor use for residential projects. Occupancy rate refers to the number of people per dwelling unit or bedroom.

If the well water license authorizes daily withdrawal that is less than that required in the Subdivision Regulations for dwelling units, submission of a preliminary water study by a civil engineer is needed in order to confirm that the Maximum Day Demand (MFLNRORD *Design Guidelines*) will not exceed the dependable yield of the well. The content recommended for the water report is outlined in Section 6 (Recommendations for Implementing Trust and OCP Policy).

5. ASSESSMENT OF OPTIONS

Assessment of rezoning applications that rely on alternative water sources requires the following information in addition to a hydrogeological report:

- Confirmation that a well water license has been issued from MFLNRORD
- submission of a preliminary water study prepared by a civil engineer that:
 - confirms there is sufficient groundwater available to support all water demand types for the proposal (i.e., Maximum Day Demand does not exceed the licensed daily withdrawal amounts), or
 - where MDD would exceed the sustainable yield as set out in the well water license, the preliminary water study shall:
 - identify all proposed water sources

- identify how each type of water demand will be serviced (i.e., which water source will service which water demand type)
- estimate the total number of residents the available groundwater will support based on the sustainable yield of the well (as approved in the well water license) and use of supplementary water sources (e.g., greywater, rainwater)
- estimate how many dwelling units the proposed water supply system would service based on occupancy rates set out in MFLNRORD's *Design Guidelines for Rural Residential Community Water Systems*.

Six options were developed to test how Trust and OCP policy regarding density and the adequacy of water supply could be satisfied under different conditions (Table 4: Assessing Alternative Options for Implementing Trust and OCP Water Policy). The options were developed during discussions with the applicant for the Croftonbrook proposal. Analysis of the options was prepared by SSI Islands Trust staff and planning consultant. Two key situations were tested:

- occupancy rates are based on those set out in provincial guidelines and regulations
- occupancy rates are lower than those set out in provincial guidelines and regulations.

Options One to Three rely on occupancy rates set out in provincial guidelines and regulations (MFLNRORD Design Guidelines and BC Building Code) as the basis for determining how many dwelling units (density) the supply of water can support. **These options are all consistent with the Trust mandate, the number of dwelling units there is sufficient water for would be known or confirmed prior to bylaw adoption.** All of these options can be enforced through the bylaw. Options Four to Six are based on occupancy rates that relate to a specific project design and/or target occupant type (e.g., those at risk of homelessness).

Options Four and Five are proposed in order to allow consideration of proposals that have unique household and water supply characteristics (e.g., small household size and use of alternative water sources). Option Four sets density based on built form parameters (e.g. dwelling unit size) intended to limit total occupancy. The number of dwelling units there is sufficient water for would be known at the public hearing stage.

Option Five proposes that third reading be given to the bylaw and that final bylaw adoption be withheld until confirmation has been received from VIHA that a water supply system construction permit has been issued that would support the proposed density. This option has the advantage of providing the applicant with the comfort that the rezoning will proceed provided the condition for proof of sufficient water supply has been met. It further ensures that density would not be increased unless the water supply system construction permit verifies a sufficient supply of water to service the proposed development. If a permit is issued for a lower density, the applicant would need to request that third reading be rescinded and re-read with the lower density consistent with the approved water supply system construction permit.

6. RECOMMENDATIONS FOR IMPLEMENTING OCP POLICY

Trust and OCP policy require the applicant to demonstrate there is sufficient water for the density (number of dwelling units) they are seeking approval for. In situations where there is insufficient groundwater to meet all water demand types in accordance with the Subdivision Regulations, then consideration of the use of rainwater for irrigation and greywater for toilet flushing would be consistent with OCP policy. As well, water for fire protection purposes may, subject to their approval, be supplied by NSSWD for proposals that are within the service area. Use of these other water sources reduces the demand for groundwater so that only drinking water and sanitary requirements (except potentially for toilet flushing) need be provided for.

It is *recommended* that rezoning proposals that rely on alternative water sources be assessed based on information that can be confirmed at the time of public hearing (Options 1-4). Alternatively, LTC could consider giving third reading of a bylaw and withhold final adoption pending confirmation from VIHA that there is a sufficient supply of water to support the proposed development. In all cases, information required prior to public hearing would include a preliminary water study submitted by a professional engineer (civil). The study should:

- identify all proposed water supply sources
- identify the amount of water available from each water supply source
 - if the proposal relies on NSSWD to supply water for fire protection purposes, written confirmation of the agreement is required from the District
- identify which water source will supply each type of water demand
- estimate how much water is required to service each type of water demand
- estimate how many residents the net water supply will support based on demand for indoor use (VIHA standards - 230 l/person/day)
- calculate how many dwelling units the proposed water supply system would support based on occupancy rates set out in MFNLRORD Design Guidelines.

Note: The MDD must not exceed total developed groundwater capacity as set out in the well water license.

It is noted that preparation of a preliminary water study by a professional engineer does not guarantee that the approving agencies would accept it without modification. However, SSI Islands Trust staff is comfortable that it is reasonable to rely on the conclusions of such a report at the public hearing stage based on reliance on professional standards. If the LTC wants to consider situations where there is insufficient water to meet MDD based on MFLNRORD occupancy rates, there are two recommended options for advancing a bylaw.

- i. The bylaw would be drafted with specific parameters defining the maximum number of dwelling units, maximum floor areas for specific unit types and the maximum number of dwelling units based on floor area (Option 4). The number and size of units should be calculated based on an occupancy rate of 2 persons per bedroom as per the BC Building Code. This approach is consistent with the Trust mandate for land use and would be enforceable through the bylaw. It poses a slight risk that overcrowding may occur that may lead to overuse of the groundwater. This approach limits the applicant's flexibility to vary the design of the project as they get into the more detailed design phases of the project.
- ii. Final adoption of the bylaw is withheld until a water supply system construction permit has been issued by VIHA (Option 5). This option has the advantage of providing assurance to the applicant that the rezoning will be finalized pending confirmation from VIHA that the water supply system is sufficient to meet the water demands of the proposal. It also gives LTC the tools to implement ITPS and OCP policy by withholding final bylaw adoption if confirmation of sufficient water supply for the proposed density is not confirmed through the VIHA approval process. In this event, LTC has the option to rescind third reading of the bylaw and, subject to the applicant's consent, to re-read it with a density consistent with that set out in the VIHA water supply construction permit.

7. CROFTONBROOK: HOW MUCH DENSITY CAN THE WATER SUPPLY SUPPORT

The Croftonbrook proposal for the provision of water is relatively complex – it relies on a combination of groundwater, greywater, and rainwater to meet water needs for indoor use, toilet flushing and irrigation respectively. NSSWD has confirmed that they will provide water for fire fighting and suppression – i.e., a sprinkler system as well as fire hydrants. With respect to supply, the MFLNRORD *Design Guidelines for Rural Residential Community Water Systems* stipulate that the “total developed groundwater capacity or dependable yield of well(s) must equal or exceed the Maximum Day Demand”.

A. Supply:

A preliminary water study prepared by Stantec is based on the following information and assumptions for water supply:

- A maximum of 19.2 cubic metres of water per day or 19,180 litres per day may be withdrawn per day in accordance with the well water license issued by MFLNRORD
- Greywater use for toilet flushing based on LEED Canada data
- Rainwater use for irrigation.

B. Demand:

The Stantec study calculates water demand based on assumptions provided by the applicant (78 residents in 54 dwelling units) and applies MFLNRORD Operations Design Guidelines design parameters to determine Maximum Day Demand (MDD). The calculation for MDD is based on:

- Estimate of water loss allowance based on project design assumptions (e.g., number of connections, pipe length, etc.)
- Groundwater use for all indoor uses except for toilet flushing (assuming 78 residents)
- Greywater use for toilet flushing
- Irrigation demand is met solely through rainwater catchment
- NSSWD provides water for sprinklers and fire hydrants (NSSWD has confirmed they will provide the necessary hook-ups).

Accordingly, the MDD for the project equals 18,240 litres per day. Based on these assumptions, the Stantec preliminary report indicates that there is sufficient water to support 78 residents assuming that greywater is used for toilet flushing.

C. Analysis

The occupancy rates assumed in the Stantec study were provided by the applicant based on the housing director's experience to date managing Salt Spring subsidized housing and the small size of the proposed dwelling units.

These rates are not consistent with those set out in the MFLNRORD's *Design Guidelines* (e.g., 2.5 persons per multi-family dwelling).

i. MFLNRORD's *Design Guidelines*

Using MFLNRORD's occupancy rates, 78 residents would result in the equivalent of 31 dwelling units. Conversely, 54 dwelling units would be assumed to support 135 people.

The Stantec study did not consider how many residents there is sufficient water for if greywater is not used. The following calculations indicate that 71 residents could be supported if greywater is not used for toilet flushing:

Total amount of groundwater available (approved groundwater license): 19,180 L/day
Estimate of water loss (Stantec study): 2,640 L/day

Amount of water available for indoor use: 16,540 L/day

VIHA per capita demand for indoor use: 230 L/day

There is enough water for (16,540/230): 71 residents

ii. CRD Building Code Requirements

The BC Building Code establishes an occupancy rate of 2 persons per bedroom for all design parameters. Based on this criterion, the unit mix in the Croftonbrook proposal would require water for 144 residents.

iii. Alternatives

VIHA and CRD Building both have discretion in applying design parameters related to occupancy rates. With respect to VIHA approvals for a water supply construction permit, it is feasible that the applicant may receive approval for more dwelling units than the usual occupancy rates would yield based on small unit sizes proposed (especially for units less than 400 sq.ft.) and submission of supporting information acceptable to the agency. In this event, the actual number of dwelling units VIHA deems the water system is suitable for would not be determined until after third reading has occurred— when the water construction permit is approved.

Similarly, the applicant can submit an alternative solutions report to CRD Building to support the proposal for a reduced occupancy rate based on the relatively small unit sizes. It would not be known at the public hearing stage whether or not the Building Inspector would approve a building permit based on alternative occupancy rates since a permit cannot be applied for until zoning is in place.

A proposal based on land use planning tools that LTC can employ for converting occupancy rates into dwelling unit density is set out in Attachment 1.

8. CONCLUSIONS

This paper provides an overview of the approval process for water supply systems and examines the various methods for addressing Trust and SSI OCP policy aimed at ensuring there is a sufficient supply of freshwater to support proposed land use density. The tools available to the Trust and LTC to ensure this policy is addressed appropriately are limited to land use and built form parameters and do not include the ability to control occupancy rates. VIHA and CRD Building both play important roles in ensuring that proposed projects have a sufficient supply of water to meet demand. Further, VIHA is also charged with ensuring that water supply systems comply with limits on the amount of groundwater that may be withdrawn on a daily basis.

Six options were assessed for addressing Trust and OCP water policy when a new water supply system is proposed types (Table 4: Assessment of Options for Implementing Trust and OCP Water Policy). Five options explore the situation when there is insufficient groundwater to meet all water demand types. The assessment indicates that there are five viable options (Options 1-5) under the Trust mandate – all rely on submission of a preliminary water study by a professional engineer (civil) that estimates how many residents that water supply will support and converts that number into dwelling units.

The fact that both VIHA and CRD Building must also ensure the sufficiency of water supply for a specific project, does not relieve the Trust and LTC from the obligation to address the Trust Policy Statement directive that:

‘neither the density or 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’.

As previously identified in this paper, these agencies have specific mandates to fulfill that are distinct from land use planning. They use design parameters suitable to their mandate, such as occupancy rates, for ensuring that water supply is sufficient. The Trust and LTC must rely on the tools available to them under the *Islands Trust* and *Local Government Acts* for implementing the mandate and policies of the Trust (land use, density, built form, etc.). This has implications for how rezoning proposals that rely on the approval of a water supply system by VIHA can be evaluated by the Trust and LTC. In summary, this means that either:

- the proposal demonstrates a sufficient supply of water for the proposed number of dwelling units based on provincial occupancy rates, or
- final adoption of the bylaw is withheld pending issuance of a water supply system construction permit from VIHA confirming sufficient water supply to service the proposed development.

Figure 1: Sequence of Water Supply Approvals and Approving Agencies

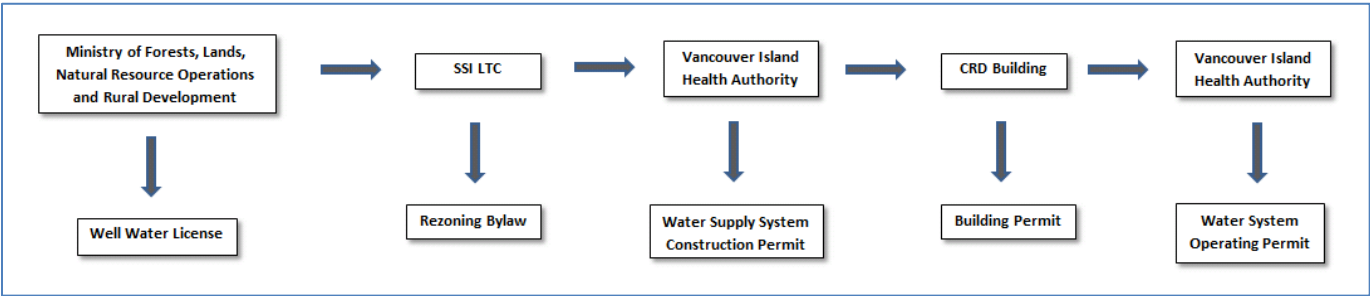


Table 1: Water Supply Systems Approval Process

License/Permit	Approving Agency	Mandate	Considerations and Conditions
Well Water License	MFNRORD – Water Authorization Branch	1. Protect quality and quantity of groundwater source 2. Approve groundwater use for drinking water, irrigation, firefighting, water loss allowance, agriculture, industry, etc.	1. Results of hydrogeological report and drill tests 2. Specifies how much water may be withdrawn on a daily basis 3. Specifies treatment to make water potable (if necessary)
Water Supply System Construction Permit	VIHA-Water Supply Systems Construction	1. Ensure safety of drinking water supply from source to tap	1. Water Quantity: Based on Maximum Day Demand (MDD) a. Indoor Use: Based on per capita demand for drinking water, showers, laundry, household cleaning, toilet flushing b. Average Day Demand (ADD): Used to derive peak demands and to verify source capacity for lake sources c. Water Loss Allowance: Based on specifics of system design and construction d. Irrigation: Based on specifics of land area, climatic zone, soil type, etc. e. Firefighting: Fire Underwriters Survey <i>Note: MDD cannot exceed dependable yield of well.</i> 2. Water Quality: Treatment based on Canadian guidelines for safe drinking water 3. Other: a. Must approve water source b. VIHA requires confirmation from a water district that it will agree to independent system w/l their service area before moving ahead with the application

License/Permit	Approving Agency	Mandate	Considerations and Conditions
Building Permit	CRD	Ensures building code requirements are met for drinking water quality and water quantity needs for indoor, irrigation, and firefighting purposes	1. Requires confirmation from VIHA re water system construction permit. 2. Requires confirmation from NSSWD that water will be provided for firefighting purposes. 3. Determines if greywater can be used for toilet flushing.
Water System Operating Permit	VIHA-Water System Operations	Ensures water supply system is operated according to provincial regulations for safe drinking water	1. Certifies operator – annual renewal required 2. Monitors system operation

Table 2: Water Demand

Water Demand Type	Approval Authority	Permit	Legislation, Regulations and Guidelines	Water Quantity
Indoor Use • Drinking • Sanitary ○ Showers/bathwater ○ Toilet Laundry, dishwashing, etc.	VIHA -Water Supply System	Construction permit for water supply system	Drinking Water Protection Act and Regulations	230L/person/day
	CRD – Building Permit	Building permit	BC Building Code	230 L/day based on 2 persons /bedroom
Water Loss Allowance	Water Supply System – VIHA	Construction permit for water supply system	Drinking Water Protection Act and Regulations	Variable*
Irrigation	Water Supply System – VIHA	Construction permit for water supply system	Drinking Water Protection Act and Regulations	Variable**
	CRD Building	Building permit	BC Building Code	
Fire Protection	CRD Building	Building permit	BC Building Code	NSSWD***
Total	MOTI		Subdivision Regulations	1600L/DU/day

*Factors that determine the water loss allowance relate to specifics of water system design and construction – length of pipes, etc.

**Factors that determine water demand for irrigation include area of land to be irrigated, climatic zone and evapotranspiration rates, crop or planting types, etc.

*** NSSWD has confirmed a commitment to provide water for fire protection purposes (sprinklers and fire hydrant for the Croftonbrook proposal).

Table 3: Potential Water Sources

Water Source	Approval Authority	Legislation, Regulations and Guidelines	Water Demand Type	License/Permit Required
Groundwater	MFLNRORD - Water Authorizations Section	Water Sustainability Act and Regulations	Potentially all	Well water license
Rainwater	Drinking Water Protection Act and Regulations	Drinking Water Protection Act and Regulations	Irrigation	Construction permit for water supply system
	CRD Building	BC Building Code		
Greywater	CRD Building Inspections	BC Building Code	Toilet flushing	Building permit
Water Conservation	Water Supply System – VIHA	Drinking Water Protection Act and Regulations	All	Construction permit for water supply system
	Water Supply Operating – VIHA	Drinking Water Protection Act and Regulations	All	Operating permit for water supply system
	CRD Building Inspections	BC Building Code		Building Permit
Water District	NSSWD	Letters patent	Fire Protection	N/A

Table 4: Assessment of Options for Implementing Trust and OCP Water Policy

All options are for proposals that require construction of a new water supply system in order to provide sufficient water to service a proposed development. In all cases, the proposal would require submission of a preliminary water study prepared by a civil engineer. The options were developed in consultation with the applicant for the Croftonbrook application. The analysis was conducted by SSI Islands Trust staff and planning consultant.

Option 1: There is sufficient groundwater to meet all water demand types – the exception may be that NSSWD has confirmed they will supply water for fire protection (sprinklers and hydrant).

Occupancy rates are as set out in MFLRORD *Design Guidelines for Rural Residential Community Water Systems*.

Option 2: Greywater use is needed in order to supplement groundwater use for indoor water demand. Rainwater is used for irrigation. NSSWD has confirmed they will supply water for fire protection (sprinklers and hydrant) Occupancy rates are as set out in MFLRORD *Design Guidelines*.

Option 3: The engineer's preliminary water study indicates there is not sufficient water (groundwater with or without greywater) available to support the proposed number of dwelling units. The applicant chooses to either drill for more water and/or reduce the density so that there is sufficient water to support the proposed number of dwelling units. If another well is drilled, the new proposal shall be supported by issuance of another well water license and a revised preliminary water study.

Options 5-6: Occupancy rates are lower than those set out in provincial guidelines and regulations. This scenario can be adapted to include the potential use of greywater, rainwater and water from NSSWD for fire protection.

Option	Timeliness	Enforceability	Flexibility	Feasibility
Option 1: Proposed bylaw establishes maximum number of DUs based on preliminary water study	The number or dwelling units there is sufficient water for would be known at PH stage as per professional engineer's report.	Islands Trust would enforce any land use violations. VIHA would enforce regulations regarding water supply.	N/A	Fits well with Trust mandate Clear and transparent with respect to density considered at third reading
Option 2: Proposed bylaw establishes maximum number of DUs based on water supplied with and without use of greywater as per preliminary water study	The number of dwelling units there is sufficient water for would be known at PH stage as per professional engineer's report. Two densities would be proposed based on whether greywater was used.	As above. The number of DUs built would be confirmed at the building permit stage depending on whether greywater was used or not.	Provides flexibility to applicant.	As above.
Option 3: Drill another well and/or reduce the density to align with the supply of water	Application for a wellwater license takes 6-8 months. This may affect project funding.	As above for Islands Trust and VIHA.	This provides another option for applicants to consider.	As above.
Occupancy Rates are Lower than set out in Provincial Guidelines and Regulations				
Option	Timeliness	Enforceability	Flexibility	Feasibility
Option 4: Convert occupancy rates to DUs* (as per Attachment 3)	The number of dwelling units the proposed development is for would be known at public hearing stage.	As above.	Limited – the applicant needs to be confident of the size and type of units they intend to build	As above
Option 4: Convert occupancy rates to DUs* (as per Attachment 3)	The number of dwelling units the proposed development is for would be known at public hearing stage.	As above.	Limited – the applicant needs to be confident of the size and type of units they intend to build	As above
Option 5: Withhold final adoption of bylaw pending VIHA confirmation there is	Confirmation that there is there is sufficient water for the proposed number of dwelling units would not be known at the PH	As above. The construction permit for the water system should clearly indicate the number of dwelling	Reduces risk for the applicant to undertake detailed design of water supply system.	A conditional approval of the bylaw is consistent with normal practice provided the condition is

Option	Timeliness	Enforceability	Flexibility	Feasibility
sufficient water** if VIHA approval is for a lesser density, third reading could be rescinded and re-read with a density consistent with VIHA permit.	stage.	units the approval is for.		identified at the public hearing stage.
Option 6: Occupancy caps written into housing agreement or restrictive covenant	The number of dwelling units there is sufficient water for would not be confirmed at the public hearing stage. Occupancy would be determined by public hearing stage based on the preliminary water study.	Islands Trust does not have a mandate to enforce occupancy. Enforcement would require court action. CRD Building would be required to enforce any Building Code violations.	Islands Trust enforcement options would be limited to court action.	This is not feasible for Islands Trust as it extends beyond the land use planning mandate.

*Converting occupancy rates to dwelling units: This option provides a method for converting the number of occupants into physical design parameters that can be written in a land use bylaw – i.e., maximum number of total units, maximum floor areas per unit type (e.g., studio, one bedroom, 2 bedroom), and the maximum number for each unit type (Attachment 3). The purpose of capping dwelling unit size is to place a zoning bylaw control on the number of occupants each dwelling unit can accommodate.

**After third reading of the bylaw, the applicant would submit an application for a water supply system construction permit based on occupancy rates that are lower than those set out in MFLNRORD's *Design Guidelines*. VIHA would exercise their discretion in determining if the water supply was adequate to meet the water demand for the proposed number of dwelling units.

Final adoption of the bylaw would be withheld until confirmation is received from VIHA that a water supply system construction permit has been issued and that the number of dwelling units serviced is consistent with the proposed bylaw. This process is based on the premise that the Trust and OCP water policy would be satisfied because final adoption of the bylaw would not occur until after the project has been approved for a water construction permit and building permit.

Attachment 1: SSI Official Community Plan Policies

A.4.2.2 To maintain and restore the community's natural capital as represented by such items as our agricultural and forest land base, our potable water supplies, and primary value of our natural and unspoiled rural character.

B.2.2.2.3.b All rezoning applications for affordable housing projects should include evidence of

- a. need for housing
- b. an adequate water supply for potability and fire protection
- c. means of sewage disposal
- d. energy and water efficient building design
- e. not degrading a sensitive ecosystem
- f. not being sited in an area subject to hazardous conditions.

C.3.2.2.1 When the Local Trust Committee receives rezoning applications for land use inside the boundaries of a community water system, it will refer the application to the operators of the affected system. They will ask if water could be supplied to the new development, considering the needs of their existing customers and the provision of water for firefighting, and any properties already zoned for further development. When it considers zoning changes within a community water system, the Local Trust Committee will also consider the amount and percentage of any remaining supply capacity that would be used by the proposed new use. The Committee will not make zoning changes within a community water supply system if the change would mean water could not be supplied (under the existing license) to existing customers. It should not normally make zoning changes if the change would mean water could not also be supplied to vacant or underdeveloped properties already zoned for further development. Should such zoning changes be proposed, the applicant could be encouraged to supplant other water supplies so that the application should be considered. Examples are rainwater catchment, groundwater use or a water conservation program.

The Local Trust Committee should make an exception to the above policy within the North Salt Spring Waterworks District to allow community facilities or affordable housing projects to proceed. However such changes should only be made if the Committee is satisfied that the District is likely to receive a sufficiently larger water license.

C.3.3.2.2 In addition to Policy C.3.2.2.1, the Local Trust Committee should not make zoning changes within the North Salt Spring Waterworks District that could mean that water will not be available (under the District's existing license) for the following projects (in order of priority):

- a. essential services such as hospitals and schools needed within the district to serve the island's projected population
- b. special needs and affordable housing needed in the community.

Attachment 2: SSI Land Use Bylaw Excerpt

Section 5.5.2 Each lot in a proposed subdivision must be supplied with sufficient water to supply all uses, buildings, and structures permitted on the lot by this Bylaw according to the standards set out in Table 1. Where more than one use is permitted on a lot, the amount of water to be supplied is the sum of the amounts required for each permitted use, calculated separately.

Information Note: If more than one dwelling unit is connected to the same source of water, the water system is subject to Vancouver Island Health Authority regulations of water supply systems, the Drinking water Protection Act, and may be subject to the Water Utility Act.

Attachment 3: Converting Occupancy Rates into Dwelling Units

Use of this method requires submission of a preliminary water study by a professional engineer (civil) that:

1. Identifies all proposed water supply sources
2. Identifies the amount of water available from each water supply source
3. Identifies which water source will supply each type of water demand (indoor use, water loss allowance, irrigation, fire protection)
4. Estimates how much water is required to service each type of water demand (Maximum Day Demand (MDD))
5. Estimates how many residents the net water supply will support based on demand for indoor use (VIHA standards - 230 l/person/day).

Note: The MDD must not exceed total developed groundwater capacity as set out in the well water license.

Determination of Maximum Density:

Prepare a proposal based on the maximum number of residents that the water supply system can service:

1. Establish maximum floor areas based on BC Building Code occupancy rates of two persons /bedroom (e.g., two bedroom units would be a maximum of XX m²)
2. Establish the distribution of unit sizes
3. Calculate total occupancy based on the number of units and unit size
4. Total occupancy is not to exceed the number of residents there is sufficient water for as estimated in the engineer's preliminary water study.

Croftonbrook Example

The following calculations are based on the Croftonbrook rezoning proposal in order to test a method for converting occupancy rates into dwelling unit density. The application proposes a maximum of dwelling 54 units and 78 residents. The Stantec preliminary water study provides an estimate of water loss allowance and how much greywater would be used for toilet flushing (Scenario 2).

Scenario 1: Without Greywater

Total amount of groundwater available (approved groundwater license):	19,180 L/day
Estimate of water loss:	<u>2,640 L/day</u>
Amount of water available for indoor use:	16,540 L/day

VIHA per capita demand for indoor use:	230 L/day
There is enough water for (16,540/225):	71 residents

Average occupancy rate for 54 dwelling units (71/54): residents/DU	1.31
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*Single occupant units: Maximum floor area - 400 sq ft.

*Double occupancy units: Maximum floor area – 600 sq.ft.

Distribution: 37 single occupant units – 37 residents

17 double occupant units – 34 residents

Total Occupants: 71

Total Dwelling Units: 54

*These unit sizes need to be confirmed as being appropriate for one and two person occupancies.

Scenario 2: With Greywater (Stantec Study)

Total amount of groundwater available (approved groundwater license):	19,180 L/day
Indoor use (based on 230 L/day for 78 residents):	17,940 L/day
Greywater:	-2,340 L/day
Water Loss Allowance:	<u>+2,640 L/day</u>
Maximum Day Demand:	18,240 L/day

Average occupancy rate for 54 dwelling units (78/54): residents/DU	1.44
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*Single occupant units: Maximum floor area - 400 sq. ft.

*Double occupancy units: Maximum floor area – 600 sq.ft.

Distribution: 36 single occupant units – 36 residents

21 double occupant units – 42 residents

Total Occupants: 78

Total Dwelling Units: 54

*As noted above.

Sources

1. Bahman Sheikh; White Paper on Graywater, 2010
2. <http://www.env.gov.bc.ca/wat/wq/reference/glossary>
3. <http://www.frontcounterbc.gov.bc.ca/pdf/WaterPurposeUses.pdf>
4. Ministry of Forests, Lands, Natural Resource Operations and Rural Development; Design Guidelines for Rural Residential Community Water System, 2012
5. National Collaborating Centre for Environmental Health; Small Drinking Water Systems: Who Does What in British Columbia?, 2014
6. Vancouver Island Health Authority; Guidelines for Approval of Water Supply Systems

Amy Corbin

To: Sharon Lloyd-deRosario
Subject: RE: CORRESPONDENCE FOR PROCESSING - FW: Dump at end of Wooddale

From: Jeanine Dodds
Sent: Wednesday, May 16, 2018 7:38 AM
To: Sharon Lloyd-deRosario
Cc: Brian Crumblehulme; Gary Richardson
Subject: Fw: Dump at end of Wooddale



From: dawne [REDACTED]
Sent: Friday, May 11, 2018 10:41 AM
To: Jeanine Dodds
Cc: Brian Crumblehulme
Subject: Dump at end of Wooddale



Dear Trustees

I am appalled that the site where the house burnt down at the end of Wooddale Drive has not been cleaned up for well over a year.

The CRD has been very slack in its responsibilities to ensure that this property is thoroughly cleaned up. It is in an area of water runoff from the mountain ..and hazardous materials may be mixing in with this water runoff.

Could you please address this problem with the CRD to ensure that they deal with it before the next rainy season.

Thank you

Dawne Cressman.