



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: June 24, 2019
Time: 1:00 pm
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

			Pages
1.	CALL TO ORDER	1:00 PM - 1:00 PM	
2.	APPROVAL OF AGENDA		
3.	TOWN HALL AND QUESTIONS		
4.	COMMUNITY INFORMATION MEETING		
	none		
5.	PUBLIC HEARING		
	none		
6.	MINUTES	1:15 PM - 1:30 PM	
6.1	Local Trust Committee Minutes Dated May 27, 2019 (for Adoption)		4 - 12
6.2	Section 26 Resolutions-without-meeting Report		
	none		
6.3	Advisory Planning Commission Minutes Dated June 10, 2019 (for Receipt)		13 - 15
7.	BUSINESS ARISING FROM THE MINUTES		
7.1	Follow-up Action List Dated June 2019		16 - 18
8.	DELEGATIONS	1:30 PM - 1:50 PM	
8.1	Mayne Island Housing Society		
8.2	Mayne Island Parks and Trails		
9.	CORRESPONDENCE		
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>			

10.	APPLICATIONS AND REFERRALS	1:50 PM - 2:10 PM	
10.1	MA-DVP-2019.2 (Larock) - Staff Report (attached)		19 - 29
10.2	Saturna Island Local Trust Committee Bylaw 127 Referral (attached)		30 - 32
	For Response		
11.	LOCAL TRUST COMMITTEE PROJECTS	2:10 PM - 2:30 PM	
11.1	Housing Policy Review Project - Staff Report (attached)		33 - 37
12.	REPORTS	2:30 PM - 2:50 PM	
12.1	Work Program Reports (attached)		
12.1.1	<u>Top Priorities Report Dated June 2019</u>		38 - 38
12.1.2	<u>Projects List Report Dated June 2019</u>		39 - 39
12.2	Applications Report Dated June 2019 (attached)		40 - 42
12.3	Trustee and Local Expense Report		
	none		
12.4	Adopted Policies and Standing Resolutions (attached)		43 - 44
12.5	Local Trust Committee Webpage		
12.6	Trustee Report		
12.7	Chair's Report		
12.8	Islands Trust Conservancy Report		
	none		
13.	NEW BUSINESS		
	none		
14.	UPCOMING MEETINGS		
14.1	Next Regular Meeting Scheduled for July 29, 2019 at the Agricultural Hall, Mayne Island		
15.	TOWN HALL	2:50 PM - 3:00 PM	

16. CLOSED MEETING (Distributed Under Separate Cover)

3:00 PM - 3:15 PM

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a,d) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated May 27, 2019*
- *Appointment of APC Secretary*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

3:15 PM - 3:15 PM



Mayne Island Local Trust Committee

Minutes of Regular Meeting

Date: May 27, 2019
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

Members Present: Dan Rogers, Chair
David Maude, Local Trustee
Jeanine Dodds, Local Trustee

Staff Present: Gary Richardson, Island Planner
Brad Smith, Island Planner
Patricia Todd, Recorder

Public: There were approximately fourteen (14) members of the public.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Item New Business 13.5 Proposed Road Closure was added and Item 13.5 moved to 13.6.

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Peter Askin (MI Parks Commission) questioned information from April minutes regarding Cotton Park and the definition of a park. The Commission is currently revising Parks Plan.

Trustee Dodds responded that the LTC appreciated the importance of learning of the Commission plans and that LTC was deferring further discussion until receipt of Parks Commission Parks Plan.

4. COMMUNITY INFORMATION MEETING

none

5. PUBLIC HEARING

none

6. MINUTES

6.1 Local Trust Committee Minutes Dated March 25, 2019

By general consent the Local Trust Committee meeting minutes of March 25, 2019 were adopted.

6.2 Public Hearing Record Dated March 25, 2019

Received for information

6.3 Section 26 Resolutions-without-meeting Report

none

6.4 Advisory Planning Commission Minutes

none

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated May 2019

Planner Richardson reported that items have been completed or are on today's agenda.

8. DELEGATIONS

none

9. CORRESPONDENCE

LTC in receipt of one item regarding an application.

Trustee Maude recused himself and left the meeting room at 1:20 for the following two items due to conflict of interest.

10. APPLICATIONS AND REFERRALS

10.1 MA-DVP-2019.2 (LaRock)

Planner Richardson summarized the application for an over height accessory building – Bylaw states 16.5 ft. and variance request is for 28.6 ft. This height is within residential height restrictions. Plans are for a full bathroom on each floor and there has been one response received opposed to application.

The Planner reviewed the staff report and recommendation for approval.

Trustee Dodds questioned the square footage which would be 1750 sq. ft. and the proposed bathrooms within an accessory building.

Chair Rogers stated that drawing of structure appears larger than residence and noted that there is a park next to proposed siting. It also appears that structure is larger than many neighbouring buildings.

Trustee Dodds queried notification to water district and restated concerns regarding washrooms.

Planner stated water district not notified at this time.

Discussion led to suggestion that application be referred to APC.

Delegate of Applicant raised point that a washroom in a workshop is common place and under bylaw is allowed in an accessory building.

Trustee Dodds acknowledged that issue is part of a larger conversation for LTC, when reviewing accessory building bylaws, however emphasized importance of notifying water district and having APC review size of building and inclusion of two full washrooms.

MA-2019-031

It was Moved and Seconded

That the Mayne Island Local Trust Committee refer MA-DVP-2019.2(LaRock) to the Advisory Planning Commission for recommendation(s) regarding number of washrooms, significant size of structure and impact of proposed height.

CARRIED

Chair Rogers explained that the DVP is discretionary and that the LTC is not prepared to approve variance at this time.

10.2 MA-DVP-2019.3 (Hill & Pearson)

Planner Richardson spoke to the application to allow increased building height for an accessory building. Request is for 25 ft. while permitted is 16 ft. One response has been received – no concerns.

The Planner reviewed the staff report and staff recommendation to approve variance.

Chair Rogers questioned sideline encroachment.

The applicant reported that neighbour's drive encroaches however to date it has not been an issue and that due to lot slope building would not appear overly tall from upper road.

MA-2019-032

It was Moved and Seconded

That the Mayne Island Local Trust Committee approve the issuance of Development Variance Permit MA-DVP-2019.3 (Hill/Pearson).

CARRIED

Chair Rogers detailed that each variance is unique and any future applications for a variance would be considered on individual circumstances.

10.3 MA-RZ-2018.1 (Cotton Park)

Trustee Dodds advised that the Parks Commission is currently reviewing the long term parks development plan.

MA-2019-033

It was Moved and Seconded

That the Mayne Island Local Trust Committee defer M-RZ-2018.1 until September Local Trust Committee meeting.

CARRIED

Trustee Maude returned to the meeting room at 1:46 pm.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Housing Project

In preparation of drafting Project Charter Planner Richardson requested direction from Trustees.

Trustee Dodds spoke to the need to rethink housing: i.e.: size needed, build out, ecological impact, foot print, affordability – what should housing look like?

Discussion addressed options for different types of housing, incentives for creative solutions and increase in housing with less impact on land. There is a recognized need to include community.

Trustee Maude stated that housing issues are a significant concern for island residents, both availability and affordability. It was also noted that consideration should be given to rain water catchment and desalination (which is not included in bylaws)

Brian Crumblehulme recognized the Trustees for addressing this issue however he noted that a small house, with low energy impact, could be very expensive.

Deb Foote noted that her site is 1.7 acre and there is a small area that could be utilized for a housing unit.

Trustee Dodds informed her that a lot in excess of 1.5 acre could have a cottage.

Brad Hanning commended IT for project as rentals help support purchases.

Debra Goldman (Housing Society) also spoke in favour of increasing availability.

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report Dated May 2019

Received for information

12.1.2 Projects List Report Dated May 2019

Received for information

12.2 Applications Report Dated May 2019

Received for information.

12.3 Trustee and Local Expense Report Dated March 2019

Received for information.

12.4 Adopted Policies and Standing Resolutions

Received for information.

12.5 Local Trust Committee Webpage

To be updated upon conclusion of meeting.

12.6 Trustee Report

Trustee Dodds acknowledged the passing of former Trustee Colin Shew and outlined his contributions to the island. There is to be a Celebration of Life on June 8th. at the Ag Hall.

Trustee Maude noted that Colin had encouraged him to run for Islands Trust and he will be missed by islanders. The Food Bank has received a grant for equipment and has purchased fridges, freezers and will share kitchen with Firefighters.

12.7 Chair's Report

Chair Rogers summarized the June agenda for Trust Council to be held on Galiano. Items include Outreach on Trust Policies, Reconciliation Action Plan, Trust Council (future) and Action Steps – Climate Emergencies. Focus will be on discussions rather than reports.

12.8 Islands Trust Conservancy Report Dated March 2019

Received for information and it was noted that Mayne Island has not been included in Report.

13. NEW BUSINESS

13.1 Annual Report

MA-2019-034

It was Moved and Seconded

That the Mayne Island Local Trust Committee endorse the following text for inclusion in the 2018-2019 Annual Report for approval by the Islands Trust Council and submission to the Minister of Municipal Affairs and Housing:

“The Mayne Island Local Trust Committee (MA LTC) held six regular business meetings in the 2018/2019 fiscal year.

Work for this period focused on advancing the Local Trust Committee priorities on a Commercial Land Use review and completing the Riparian Area Regulations project. The Local Trust Committee has also initiated a project on groundwater sustainability.

The Mayne Island Local Trust Committee also considered one rezoning application and five development variance permits. “

CARRIED

13.2 Salt Water Intrusion Vulnerability Mapping

Planner Richardson posted the map and indicated the areas most susceptible to salt water intrusion.

The Ministry is adamant there be no increase in intensity of use in yellow/orange areas so this will need to be considered in future applications.

Trustee Dodds noted that the majority of development area are within the “at risk” zones.

Chair Rogers added that this has been discussed with Executive. There is a question of accuracy of map however the Province is using it when considering development. Water is key for all islands and this is on the Council agenda for June.

Trustee Maude stated that interpretation by the \ministry is very inflexible.

MA-2018-035

It was Moved and Seconded

That the Mayne Island | Local Trust Committee direct staff to place Salt Water Vulnerability Mapping on Trust Council agenda for discussion.

CARRIED

13.3 Groundwater Sustainability Project

Chair Rogers reported on the work of a Water Specialist on ground water sustainability. Mayne Island could be included in the review if item is on Priority List.

MA-2019-036

It was Moved and Seconded

That Mayne Island Local Trust Committee direct staff to move Zoning for Contractors Yards from Top Priority List to Projects and put Ground Water Sustainability Project on Top Priority List.

The Chair reviewed Project Charter for Ground Water Sustainability.

Planner Richardson will bring a Mayne Island specific Charter to June meeting.

Doug Hill (Trustee MIID) raised concerns as to wells and the significant delay in registration program.

13.4 Capital Regional District re: Draft Mgmt. Plans for Mt. Parke and St. John Regional Parks

Generally the LTC had no concerns regarding the draft management plans.

Trustee Dodds voiced concern that issue of fallow deer has not been addressed and that the fallow deer committee will be responding to CRD. Drafting a management plan, without input from First Nations was questioned.

13.5 Proposed Road Closure

Planner Richardson detailed an application to close a dedicated road access adjacent to the Community Centre. There was limited detail given in application.

Trustee Dodds suggested item be forwarded to the Paths and Trailways Society as there is a license of occupation on the parcel.

Question raised as to whether Community Centre, Parks and Recreation Commission were notified.

Deborah Goldman stated that application started from the Housing Society and that she was surprised notices not sent to other agencies.

Chair Rogers spoke to requesting an extension for response; what is the plan – housing presentation, consideration of Paths and Trailways.

MA-2019-037

It was Moved and Seconded

That the Mayne Island Local Trust Committee direct staff to request more information regarding project and to request Ministry notify community stakeholders and to extend response time to June 30, 2019.

CARRIED

13.6 Public Engagement on Mayne Island for Visions 2099: The future of the islands in the Salish Sea

Chair Rogers addressed this public engagement item which is included in the revised Trust Policy Statement. This document has not been revised in over 20 years and is a major project. There is a request as to whether this would work on Mayne Island.

Trustee Maude commented that it appeared to be a complex and expensive consultation process that could be simplified. He further added that incentives for

participants in project sounded like a marketing exercise and a Town Hall meeting would likely suffice.

Trustee Dodds agreed with Trustee Maude's comments. While there are changes to be made document does not address consultation with First Nations. She emphasized the importance of doing this prior to further consultation.

Chair Rogers explained that 18 months ago the plan was to go to First Nations at beginning of project however, this step was delayed a number of times. Currently intent is to consult with all the stakeholders at the same time and this will be happening in 13 communities.

Chair Rogers will forward information/comments/suggestions to Trust Council.

Motion cited on page 52 of agenda package was deferred

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for June 24, 2019, at the Agricultural Hall, Mayne Island

15. TOWN HALL

Paula Buchholz speaking to item 13.4 questioned the CRD management plan prior to application to rezone St. John Point for a park.

Planner Richardson that while area is not zoned yet for a park this does not preclude CRD drafting a management plan.

It was further stated that questions and/or concerns could be directed to CRD via web site.

16. CLOSED MEETING

16.1 Motion to Close Meeting

MA-2019-038

It was Moved and Seconded

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1) (a,d) for the purpose of considering:

- *Adoption of In-Camera Meeting Minutes Dated March 25, 2019*
- *Appointment of APC Members*

AND that the recorder and staff attend the meeting.

CARRIED

16.2 Recall to Order

Meeting recalled 3:02 p.m.

16.3 Rise and Report

Chair Rogers reported that the in-camera minutes from March 25, 2019 are adopted and that Vania Williams has been appointed to the APC.

17. ADJOURNMENT

By general consent the meeting was adjourned 3:05 p.m.

Dan Rogers, Chair

Certified Correct:

Pat Todd, Recorder

DRAFT



MAYNE ISLAND ADVISORY PLANNING COMMISSION MEETING MINUTES

Date: June 10, 2019

Location: Mayne Island Library

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

Regrets Aaron Reith and Vania Williams

Staff Present: Pat Todd, Recorder

Members of the Public and Media Present: none

1. CALL TO ORDER

Chair Cropper called the meeting to order at 7:05 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 July 16, 2018

By general consent the Advisory Planning Commission minutes of July 16, 2018 were adopted as presented.

4. BUSINESS ARISING FROM THE MINUTES

none

5. Referrals

5.1 MA-DVP-2019.2(LaRock) – Development Variance Application to allow increased height for accessory building at 181 Cherry Tree Land, Mayne Island.

The LTC is requesting the APC make recommendations on the following:

- Should the variance for the proposed height of the accessory building be permitted;
- Is the size of the accessory building appropriate; and
- The proposed building has two washrooms, one on each floor, which are permitted in the Land Use Bylaw (LUB). The LTC would like the APC to consider recommending whether or not an amendment should be made to the LUB to allow only one washroom or possibly no washrooms in an accessory building. The amendment if advanced and approved by the LTC would not have a bearing on this application but would on future accessory buildings.

Correspondence has been received from the Lighthouse Point Waterworks District regarding allowed water connections: only allow for 1 connection. A member of water district will attend July LTC.

There has been one reply from a neighbour against the proposed height variance: out of character for neighbourhood, questioning usage and excessive height, workshop larger than existent building.

Discussion regarding proposed height – allowed 5 meters/requesting 9 meters

- Impact on neighbourhood, visible from park
- Question rational for going higher
- There is sufficient lot area to build “out” rather than “up”

Regarding proposed variance:

MA-APC-2019-001

It was Moved and Seconded

that the Mayne Island Advisory Planning Commission recommend to the Mayne Island Local Trust Committee variance permit not be permitted as proposed structure height would be obtrusive to surrounding residences and not within character of neighbourhood.

CARRIED

Regarding size of accessory building:

After discussion the APC declined to comment regarding size of structure as LUB does not specify size limitations for an accessory building.

Usage of structure would be required to conform to existent bylaws.

Regarding washrooms:

Discussion:

Appropriate to have a washroom in an accessory building

Connection issue is responsibility of water district.

Water consumption would be monitored by water district.

MA-APC-2019-002

It was Moved and Seconded

that the Mayne Island Advisory Planning Commission recommend to the Mayne Island Local Trust Committee no restrictions regarding washrooms in accessory buildings be considered at this time.

CARRIED

5. Trustees Report

none

6. New Business

none

8. Election of Officers

Chair – Stephen Cropper by acclamation

Vice-Chair – Ian Birtwell by acclamation

By general consent the meeting adjourned at 8:00

Stephen Cropper, Chair

Certified Correct:

Pat Todd, Recorder

Follow Up Action Report

Mayne Island

25-Mar-2019

Activity	Responsibility	Dates	Status
1 Mayne LTC Ben Bylaw 173 - update showing adoption - Done Consolidate to BEN Bylaw 156	Jas Chonk Robert Barlow Sharon Lloyd-deRosario		Completed

27-May-2019

Activity	Responsibility	Dates	Status
1 MA-DVP-2019.2 (LaRock) - To be forwarded to the APC for recommendation. APC Meeting on June 10. Place back on June 24, 2019 LTC agenda with APC recommendation for LTCs consideration.	Gary Richardson Maple Hung	Target: 10-Jun-2019	Completed
2 MA-DVP-2019.3 (Hill/Pearson) - permit issued as drafted.	Sharon Lloyd-deRosario	Target: 31-May-2019	Completed
3 MA-RZ-2018.1 (Cotton Park) - LTC directed to place on hold until hearing back from MIPRC in September. Application, staff report and draft bylaw to be placed on September 30, 2019 LTC agenda for further consideration.	Gary Richardson Sharon Lloyd-deRosario	Target: 01-Sep-2019	Completed
4 2018/19 Annual Report - approved as drafted.	Robert Kojima		Completed
5 Saltwater Intrusion Vulnerability Mapping - LTC requested staff to request that issue be placed on Trust Council agenda for discussion.	Gary Richardson	Target: 29-May-2019	Completed

Follow Up Action Report

Mayne Island

27-May-2019

Activity	Responsibility	Dates	Status
6 Groundwater Sustainability Project - LTC requested to be included in the project and made it one of its top three work program priorities. A project charter to be prepared for consideration.	Gary Richardson William Shulba	Target: 11-Jun-2019	In Progress
7 Public Engagement for Mayne Island for Visions 2099 - LTC requested a simpler format - Similar to town hall meeting. One meeting in a LTC meeting format.	Andrew Templeton Gillian Nicol		Completed
8 Appointment to APC - Vania Williams appointed to APC.	Maple Hung	Target: 07-Jun-2019	Completed
9 Housing Project - Project Charter to be prepared for June 24, 2019 LTC Meeting for LTCs consideration.	Brad Smith	Target: 14-Jun-2019	Completed
10 Work Program - Remove Contractors yards from top priority list and place on projects list. - Place Groundwater Sustainability project on top priority list.	Gary Richardson		Completed
11 CRD Draft Management Plans for Mt. Parke and St. John Regional Park respond that LTC does not have any concerns.	Gary Richardson	Target: 07-Jun-2019	Completed
12 Place the following two delegations on the June agenda: 1) Mayne Island Housing Society 2) Mayne Island Parks and Trails	Sharon Lloyd-deRosario	Target: 17-Jun-2019	Completed

Follow Up Action Report

Mayne Island

27-May-2019

Activity	Responsibility	Dates	Status
13 Road Closure referral from MoTI - request extension to respond. Ensure that referral is sent to Mayne Island Parks and Recreation Commission.	Gary Richardson	Target: 07-Jun-2019	Completed



File No.: MA-DVP-2019.2 (LaRock)

DATE OF MEETING: May 27, 2019
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Southern Team
COPY: Robert Kojima
SUBJECT: Development: Variance Permit
Applicant: Louis LaRock
Location: 181 Cherry Tree Lane

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve the issuance of Development Variance Permit MA-DVP-2019.2 (La Rock).

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) for the height of an accessory building to be used as a workshop, crafting space and storage.

The above recommendation is supported for the following reasons:

- Given the size of the lot, the applicant would not be able to increase the size of the building footprint.
- The height of the proposed building does not affect the views of neighbours.
- The height variance being requested does not exceed the maximum height of residential buildings in the Settlement Residential (SR) zone (9m/29.5ft).
- The proposed new building is set back on the property.

BACKGROUND

The property in question is within the Settlement Residential Zone (SR). The proposal is to vary the building height regulations in the Mayne Island Land Use Bylaw 146, 2008 (LUB) by varying:

Article 5.1(10) which states that the maximum height for any accessory building or structure is 5 metres (16.5 ft).

The application is proposing the construction of a workshop/crafting/storage space with a height of up to 9 metres (28.6 ft).

The property currently has a principal dwelling, a small cabin and a wood shed. The applicant indicates, based on local knowledge, that the cabin and the deck on the house (which is located in the setback) are pre-existing non-conforming.

The owners intend to use the new building to store the bulk of their belongings while their main house is being rebuilt. After that it will be used as a workshop, crafting space and storage.

Staff visited the site on April 17, 2019 (see Figure 3 for photos).

Siting of the proposed building conforms to the regulations in the Mayne Island Land Use Bylaw 146, 2008 (LUB) (see Figure 4 for Site Plan and Appendix 1 for Site Context).

A copy of the notice and draft permit (MA-DVP-2019.2) are Attachments 2 and 3.

Figure 1 – Subject Property

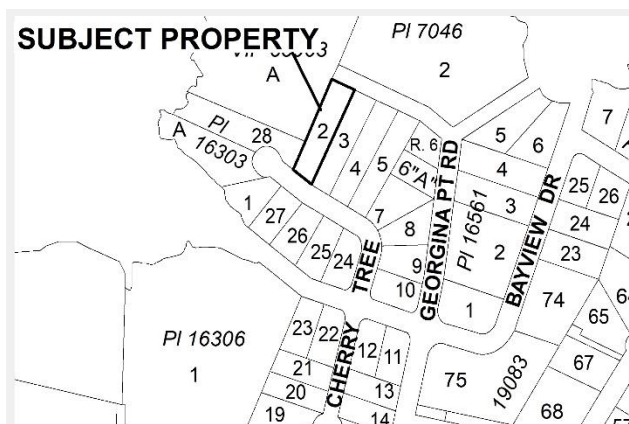


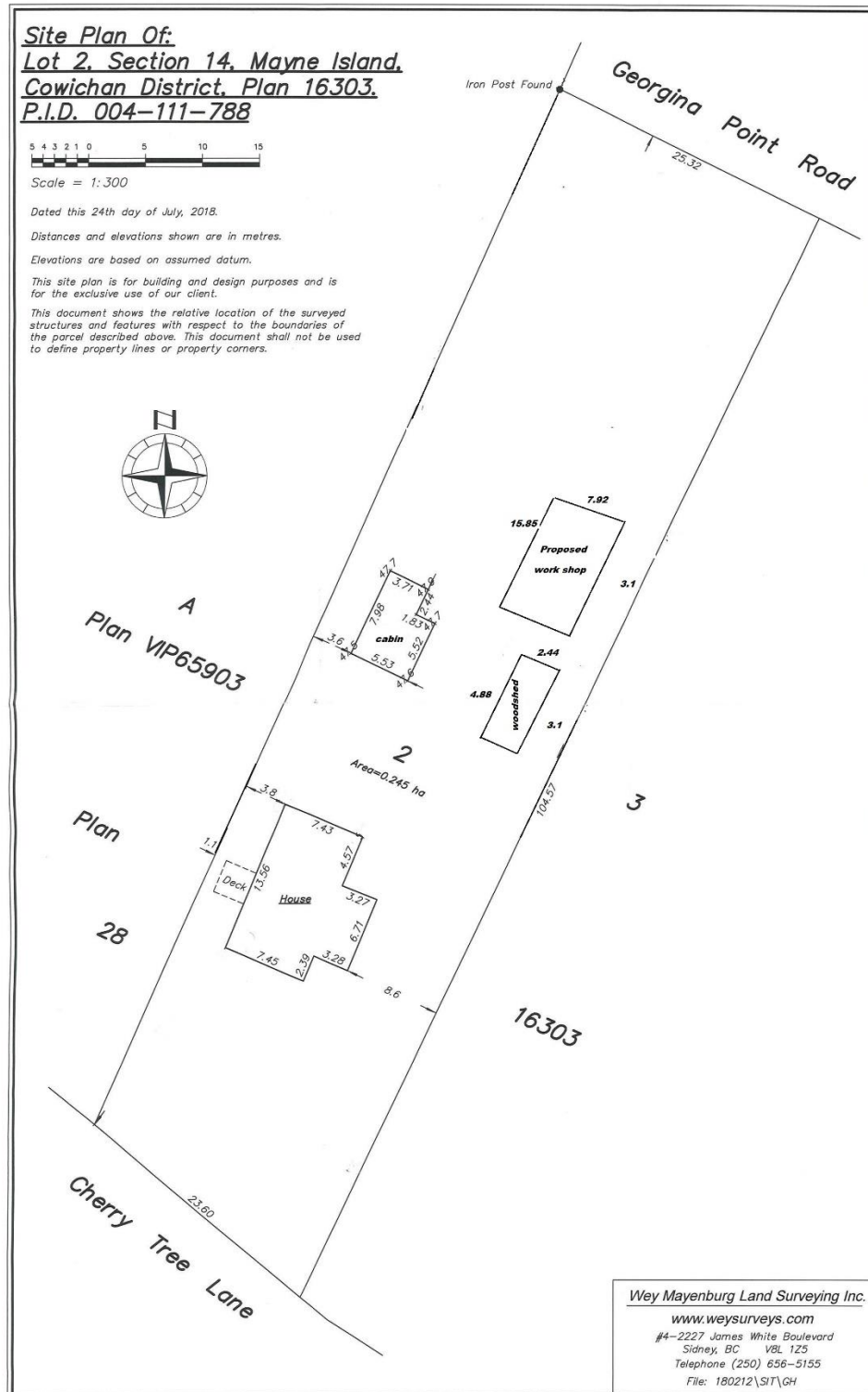
Figure 2 – Orthophoto



Figure 3 – Photos



Figure 4 – Site Map



ANALYSIS

POLICY/REGULATORY

Islands Trust Policy Statement:

There are no relevant policies for this application.

Official Community Plan:

The property is designated as **SR – Settlement Residential** in the Mayne Island Official Community Plan No. 144, 2007 (OCP). There are no Development Permit Areas designated in the OCP for the subject property.

Land Use Bylaw:

The property is in the **Settlement Residential (SR) Zone** in the LUB. The existing residential use complies with use and density provisions for the zone on the property.

Issues and Opportunities

Rationale for the Variance

The applicant's rationale for the variance:

- The applicants will be rebuilding their main house and will use the new building for storage during the building period.
- Given the size of the lot, the footprint of the building cannot be expanded very much more without exceeding the allowable lot coverage of 20%.
- The height of the proposed building will not affect the views of neighbours.

Impact on Neighbouring Properties

This proposed building will not impact the views for neighbouring residences.

The proposed building is sited in a manner to limit impact to neighbours.

The Overall Intent of the Regulation being varied:

The overall purpose of the height regulation is:

- Limiting the impact on the environment.
- Protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
- Maintaining rural character in the neighbourhood.
- Establishing certainty with respect to residential development by maintaining consistent regulations.

Potential Impacts of Granting the Variance

Granting a variance can potentially create an expectation in the community regarding future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation each application should be evaluated on its own merits.

Consultation

DVP Notices were circulated to surrounding property owners and residents. The notification period will end at 4:30 p.m. on May 24, 2019.

At the time of writing, staff had not received any written submissions. Any submissions received prior to the LTC Meeting will be forwarded to the LTC and reported at the meeting.

Rationale for Recommendation

The recommendation on Page 1 is supported as:

- The height variance being requested does not exceed the maximum height residential buildings in the Settlement Residential (SR) zone (9m/29.5ft).
- Given the location of the proposed building it will likely be unobtrusive.
- Given the size of the property a larger building or additional accessory buildings would not be possible.
- The applicant confirms that the building will not be used for residential purposes. .
- The variance would not be contrary to the intent of the bylaw regulation.

This variance is one of three variances on height of accessory buildings submitted to the LTC this year. The LTC may want to consider changes to the Land Use Bylaw to address this issue.

ALTERNATIVES

- **Request further information**

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC are advised to describe the specific information needed and the rationale for this request.

Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee request that the applicant submit to the Islands Trust...

- **Deny the application**

The LTC may deny the application.

Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee deny application MA-DVP-2019.2 (LaRock).

Submitted By:	Narissa Chadwick, Island Planner	May 6, 2019
Concurrence:	Robert Kojima, Regional Planning Manager	May 16, 2019

ATTACHMENTS

1. Site Context
2. Notice
3. Draft Permit

ATTACHMENT #1 – SITE CONTEXT

LOCATION

Legal Description	LOT 2, SECTION 14, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 16303
PID	004-111-788
Civic Address	181 Cherry Tree Lane, Mayne Island

LAND USE

Current Land Use	Settlement Residential
Surrounding Land Use	Settlement Residential

HISTORICAL ACTIVITY

File No. (None)	
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POLICY/REGULATORY

Official Community Plan Designations	The property is designated as SR – Settlement Residential in the Mayne Island Official Community Plan No. 144, 2007 (OCP). There are no Development Permit Areas designated in the OCP for the subject property.
Land Use Bylaw	The property is in the Settlement Residential (SR) Zone in the Mayne Island Land Use Bylaw No. 146, 2008. The existing residential use complies with use and density provisions for the zone on the property.
Other Regulations	The applicant has indicated, based on local knowledge, that the cabin on the property is pre-existing non-conforming as is the deck on the side of the house that is within the setback.
Covenants	N/A
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Fund	This application has no considerations for the Islands Trust Fund.
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	N/A
Sensitive Ecosystems	There are no identified sensitive ecosystems on this property
Hazard Areas	There are no identified hazardous areas on this property.
Archaeological Sites	There are no archeological sites listed on the Remote Access to Archeological Data (RAAD) within the property or within 100 metres.

	However, there does appear to be archeological potential on a small portion of the lot. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i>. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.]
Climate Change Adaptation and Mitigation	Given the distance from the sea of the lot location, the impacts from anticipated or possible climate change induced hazards are not immediate.



Islands Trust

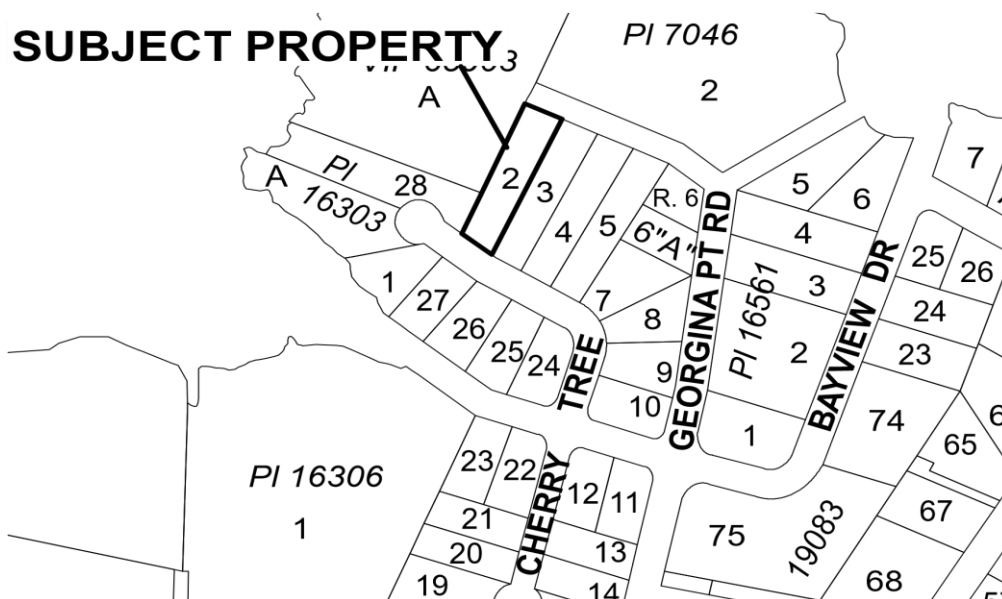
**NOTICE
MA-DVP-2019.2
MAYNE ISLAND LOCAL TRUST COMMITTEE**

NOTICE is hereby given that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit pursuant to Section 499 of the *Local Government Act*. The proposed permit would vary the Mayne Island Land Use Bylaw No.146, 2008, by varying:

1. Article 5.1(10) which states that the maximum height for any accessory building or structure is 5 metres (16.5 feet) to permit a proposed accessory building (workshop/storage) to be up to 9 metres (29.5 feet) high.

The property is located at **181 Cherry Tree Lane** and is legally described as Lot 2, Section 14, Mayne Island, Cowichan District, Plan 16303 (PID: 004-111-788).

The general location of the subject property is shown in the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C., V8R 1H8, between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, excluding Statutory Holidays, commencing **May 13, 2019** and up to and including **May 24, 2019**.

For the convenience of the public only, and not to satisfy Section 499 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Mayne Island, B.C., commencing **May 13, 2019**.

Enquiries or comments should be directed to Narissa Chadwick, Island Planner at (250) 405-5189, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: information@islandstrust.bc.ca, before **4:30 p.m., May 24, 2019**, The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at 1:00 p.m., **May 27, 2019**, at the Mayne Island Agricultural Hall, 430 Fernhill Road, Mayne Island, BC.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Sharon Lloyd-deRosario, Deputy Secretary



PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT VARIANCE PERMIT

MA-DVP-2019.2

To: Louis La Rock

1. This Development Variance Permit applies to the land described below:
LOT 2, SECTION 14, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 16303 (PID: 004-111-788)
2. Mayne Island Land Use Bylaw 146, 2008 is varied as follows:
 - a) Article 5.1 (10) is being varied to permit a proposed accessory building (workshop/storage) to be up to 9 metres (29.5 feet) high.
 - b) The development shall be consistent with Schedule "A" and "B" which are attached to and form a part of this permit.
3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No.146, 288" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS ## DAY OF MONTH, 2019.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ## DAY OF MONTH, YEAR, THIS PERMIT AUTOMATICALLY LAPSES.

MAYNE ISLAND LOCAL TRUST COMMITTEE

MA-DVP-2019.2

SCHEDULE "A"

Site Plan Of:

Lot 2, Section 14, Mayne Island,

Cowichan District, Plan 16303.

P.I.D. 004-111-788



Scale = 1:300

Dated this 24th day of July, 2018.

Distances and elevations shown are in metres.

Elevations are based on assumed datum.

This site plan is for building and design purposes and is for the exclusive use of our client.

This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.



A
Plan VIP65903

Plan
28

Cherry Tree Lane

Iron Post Found

Georgina Point Road

cabin

Proposed
work shop

woodshed

Area=0.245 ha

Deck

House

Wey Mayenburg Land Surveying Inc.

www.weysurveys.com

#4-2227 James White Boulevard

Sidney, BC V8L 1Z5

Telephone (250) 656-5155

File: 180212\31T\GH

MAYNE ISLAND LOCAL TRUST COMMITTEE
MA-DVP-2019.2
SCHEDULE "B"





Islands Trust

BYLAW REFERRAL FORM

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

Island: Saturna Island Local Trust Area Bylaw No.: 127 Date: June 10, 2019

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:

Initiated by Saturna Island Local Trust Committee

PURPOSE OF BYLAW:

To implement Commercial Vacation Rental (CVR) guidelines for issuance of Temporary Use Permits (TUP) in the Saturna Island Local Trust Area. Bylaw (127) to amends the Saturna Island Official Community Plan No. 70, 2000 (OCP). Specifically bylaw 127: creates guidelines for the issuance of TUPs for CVRs; and 2) amends the TUP section of the OCP to comply with current legislation.

Professional reports and staff reports are available on the Saturna Island webpage:

<http://www.islandstrust.bc.ca/islands/local-trust-areas/saturna/projects-initiatives/short-term-vacation-rental-stvr/>

GENERAL LOCATION:

Saturna Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

NA

ALR STATUS:

OFFICIAL COMMUNITY PLAN DESIGNATION:

Various

OTHER INFORMATION:

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

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

Name: Gary Richardson

(Signature)

Title: Island Planner

Contact Info

Tel: 250-405-5157
Email: grichardson@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Provincial Agencies

Agricultural Land Commission
Ministry of Transportation and Infrastructure
FLNRORD – Pat Lapsevic

Non-Agency Referrals

Lyll Harbour Boot Cove Water District

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Southern Gulf Islands Harbours
Commission (Integrated Water Services)
Island Health

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee
Mayne Island Local Trust Committee
South Pender Island Local Trust Committee

First Nations

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Saturna Island Local Trust Area
(Island)

(Signature)

(Date)

127
(Bylaw Number)

(Name and Title)

(Agency)



File No.: 6500-20
Affordable Housing
Regulations and Policy
Review

DATE OF MEETING: June 24, 2019

TO: Mayne Island Local Trust Committee

FROM: Brad Smith, Island Planner
Southern Team

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

SUBJECT: Mayne Island Housing Regulations and Policy Review Project

RECOMMENDATION

- 1. That the Mayne Island Local Trust Committee:**
 - a) Endorse the attached Mayne Island Housing Regulations and Policy Review Project Charter and associated scope of work, timelines and budget**
 - b) Direct staff to begin working on Mayne Island Housing Regulations and Policy Review Project deliverables**

REPORT SUMMARY

The purpose of this report is to introduce the Mayne Island Housing Regulations and Policy Review project charter for Local Trust Committee (LTC) for endorsement and to recommend an associated scope of work, timelines and budget.

At the May 27th, 2019 LTC meeting, the LTC agreed to conduct a review of current housing regulations, policies and related incentives on Mayne Island. Housing affordability continues to be a significant challenge that has social and economic impacts for the community. While the Mayne Island Official Community Plan (OCP) and Land Use Bylaw are progressive in attempting to address housing affordability (with respect to secondary suites for example), there may be additional measures that could be taken to increase affordability on Mayne Island.

The objectives of the proposed project include:

- To assess the impact and effectiveness of existing housing related regulations and policies on affordability on Mayne Island;
- To gauge community interest and perspectives for considering greater flexibility and incentives within housing regulations/policies; and,
- To explore alternatives and provide options for regulatory and/or policy changes that potentially provide more flexibility and incentives for increasing housing affordability.

BACKGROUND

Housing is one of Mayne Island LTC's Top Priorities. Significant effort has been invested by the LTC over the years on this issue. In 2010, the LTC appointed the Mayne Island Housing Options Task Force to review and make recommendations about current and future housing needs for Mayne Island. The 2011 [Mayne Island Housing Options Task Force Report](#) led to the legalization of secondary suites in 2014. The Task Force report contains several other recommendations including the need to explore options for affordable housing related incentives, changes to zoning, and ensuring the increase of diversity of housing options is an ongoing LTC priority.

The Capital Regional District (CRD) has recently completed an assessment of housing needs in the Southern Gulf Islands. The February 2018 [Southern Gulf Islands Housing Needs Assessment](#) report concluded that *"all evidence clearly points to serious shortages in secure, appropriate and affordable housing for low to moderate income earners"*. Community members described the housing situation as bordering on crisis, and as having serious impacts on themselves and their families, community well-being and economic sustainability.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

The Trust Policy Statement does not specifically include policies related to housing, but it does acknowledge the need for sustainable and healthy communities to have access to affordable housing. Policy 5.2.3 identifies the need to address the social impacts of development, which could be reasonably linked to the negative social impacts a lack of affordable housing may cause.

Official Community Plan/Land Use Bylaw:

The Mayne Island OCP includes a community objective specific to supporting effective housing policies for affordability, long term rental opportunities and special needs (section 1.2.5). The OCP also contains objectives pertaining to economic diversity, a vital local economy, and smart growth principles. Land Use Bylaw 146 is progressive in attempting to address housing affordability with respect to legalizing secondary suites and apartments but offers limited incentives for other affordable housing options such as density clustering or siting of tiny homes.

Issues and Opportunities

Issues arising from the project include the potential for housing affordability objectives to conflict with other OCP objectives with respect to preserving the local environment and other community objectives. Consideration of all impacts of proposed changes, including ecological, cultural and socio-economic implications may help to alleviate this risk. There is also the potential for community members, property-owners and other affected stakeholders not in favour of any additional changes to have concerns with re-visiting regulations and policies currently in place. Robust public and stakeholder consultation that clarifies the potential impacts of regulatory and policy changes may help to alleviate these concerns.

Opportunities arising from the project include the potential to implement a new or refined framework of housing regulations and policies that provide greater flexibility and incentives for the development and retention of affordable housing on Mayne Island. An additional opportunity may be to allow or incentivize

flexible housing in a manner that minimizes development footprints and related environmental and visual impacts. Examples of changes that may be considered include:

- Specific regulations with respect to the construction and siting of small homes
- Lot coverage and density bonus schemes to encourage the creation of rental units
- Zoning changes to reduce restrictions on secondary dwellings/cottages (could include house size limits)

Consultation

Consultation will be required with the public along with stakeholders that may be impacted by proposed changes to housing related housing regulations and policies.

Public/stakeholder outreach to disseminate results of initial research findings and to gauge community opinion on potential changes to housing regulations and policies are proposed to include at least one public house/community information meeting. Outreach may also include:

- Information mail-outs
- Web-based project updates
- Web-based public survey(s)
- Stakeholder specific meetings if requested

If bylaw amendments proceed in next fiscal (i.e. 2020-21) the public and stakeholders will also be engaged during the bylaw amendment process, including holding a public hearing.

Statutory Requirements

In the first stage of the project (i.e. conducting research, documenting results and undertaking community consultation) there are no statutory requirements to consider.

If at a later stage the LTC resolves to undertake bylaw amendments, statutory notification requirements of the *Local Government Act* will need to be considered including appropriate agency and First Nation referrals, public hearing requirements and bylaw adoption procedures.

Rationale for Recommendation

It is recommended that the Mayne Island Local Trust Committee endorse the attached project charter and that project work commence by staff.

The project charter is meant to be consistent with the direction provided by the LTC at the May 27th, 2019 LTC meeting where it was agreed a review of housing regulations and policies would be a priority LTC project.

The 2011 Housing Options Task Force report contains several recommendations including the need to explore options for affordable housing related incentives, changes to zoning, and ensuring the increase of diversity of housing options is an ongoing LTC priority.

The CRD Housing Needs Assessment identified that affordable housing is near a crisis situation which has significant impacts on both the local economy and the social fabric of the community. Implementing more flexible and incentivized regulations and policies with respect to affordable housing could help to address these issues and provide greater stability to the community.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are potential delays to commencing and completing the project. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee request that the staff provide further information regarding...

2. Request revisions to the draft project charter

The LTC may request revisions to the draft project charter prior to making a decision. Staff advise that the implications of this alternative are potential delays to commencing and completing the project. If selecting this alternative, the LTC should describe the specific revisions needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee request that the staff make the following revisions to the draft Mayne Island Housing Regulations and Policy Review project charter... (list revisions)

3. Reconsider conducting a review of affordable housing regulations and policies

The LTC may choose to focus on different aspects of affordable housing or other unrelated priorities. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee not pursue a review of affordable housing regulations and policies as a priority project.

4. Receive for information

The LTC may receive the report for information

NEXT STEPS

Next steps include:

- LTC project charter endorsement (June 24th, 2019 LTC meeting)
- Begin conducting research on existing housing regulations/policies including build-out analysis and jurisdictional scan (e.g. review policies in other jurisdictions)
- Develop draft framework/table of contents for discussion paper
- Present findings to LTC via a staff report and discussion paper prior to commencement of public and stakeholder consultation (November 5, 2019)

Submitted By:	Brad Smith Island Planner	June 14, 2019
Concurrence:	Robert Kojima Regional Planning Manager	June 14, 2019

ATTACHMENTS

Project Charter

Purpose *The purpose of this project is to conduct a review of current housing regulations, policies and related incentives on Mayne Island and provide potential options for changes that could provide more flexibility and incentives for increasing flexibility for affordable housing.*

Background *Housing is one of Mayne Island LTC's Top Priorities. Significant effort has been invested by the LTC over the years on this issue. The 2011 Mayne Island Housing Options Task Force Report lead to the legalization of secondary suites in 2014. The Task Force report contains several other recommendations including the need to explore options for affordable housing related incentives, changes to zoning, and ensuring the increase of diversity of housing options is an ongoing LTC priority. The Capital Regional District (CRD) has recently completed an assessment of housing needs in the Southern Gulf Islands. The February 2018 Southern Gulf Islands Housing Needs Assessment report concluded that "all evidence clearly points to serious shortages in secure, appropriate and affordable housing for low to moderate income earners". Community members described the housing situation as bordering on crisis, and as having serious impacts on themselves and their families, community well-being and economic sustainability.*

Objectives

- To assess the impact and effectiveness of existing housing regulations/policies
- To gauge community interest and perspectives for greater flexibility and incentives in housing regulations/policies
- To explore alternatives for regulatory/policy changes that provide more flexibility and incentives for increasing flexible and affordable housing (e.g. siting of tiny homes)

In Scope

- Research and analysis of existing affordable housing regulations/policies
- Build-out analysis and jurisdictional scan
- Public outreach including a community survey and at least one public meeting
- Consultation with agencies and affected stakeholders
- Bylaw amendment process (depends on recommendations)

Out of Scope

- Unrelated OCP or LUB amendments
- Other housing/zoning related regulations or policies

Workplan Overview

Deliverable/Milestone	Date
Complete review/documentation of existing regulations/policies, build-out analysis, jurisdictional scan etc.	September 2019
Develop discussion paper summarizing findings of review	Fall 2019
Complete public/stakeholder outreach (including public meetings)	January - March 2020
Finalize recommendations and confirm scope of proposed bylaw amendments with LTC	2020-21 fiscal
Bylaw amendment process substantially complete (if changes are sought by LTC)	2020-21 fiscal

Project Team

Brad Smith, Island Planner	Project Manager
Morgan Henderson, Student Planner	Project Researcher
Maple Hung	Admin Support
Jackie O'Neil, GIS Technician	GIS Support

RPM Approval:

Robert Kojima

Date: June 14, 2019

LTC Endorsement:

Resolution #:

Date: June 24, 2019

Budget

Budget Source: LTC Projects Budget (Fiscal 2019-20)

Fiscal	Item	Cost
	Open Houses/CIM	\$500
	Advertising, communications and display materials	\$2000
	Contingency (legal, additional public/stakeholder meetings etc)	\$500
	Total	\$3000 37

Top Priorities Report

Mayne Island

1. Commercial Land Use Review

Public Hearing being held March 25, 2019 for bylaws 174 and 175.
Bylaws to be approved by Executive of the Islands Trust May 22, 2019 then (174) will be forwarded to the Minister of Municipal Affairs and Housing for approval.

Gary Richardson

Rec'd: 27-Apr-2015
Target: 31-Oct-2018

2. Housing Regulations and Policy Review (tiny home initiative)

Project Charter to be prepared for June 24, 2019 LTC Mtg.

Brad Smith

Rec'd: 26-Nov-2018

3. Groundwater Sustainability Project

Initial staff report and project charter to be prepared.

Gary Richardson
William Shulba

Rec'd: 27-May-2019

Projects Report

Mayne Island

1. <i>Climate Change Adaptation</i>	Responsible	Date Received
Consider regulatory changes and implementation of new DPA authority		02-Mar-2009
2. <i>Waste Management</i>	Responsible	Date Received
		31-Oct-2017
3. <i>Fallow Deer</i>	Responsible	Date Received
		26-Mar-2018
4. <i>Review permitted accessory building height</i>	Responsible	Date Received
		30-Jul-2018
5. <i>Cannabis Production - Regulating structures</i>	Responsible	Date Received
		24-Sep-2018
6. <i>Review of Contractors Yards</i>	Responsible	Date Received
		27-May-2019



Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2019.2	LaRock, Louis	20-Mar-2019	allow an accessory building height of up to 9 meters

Planner: Gary Richardson

Planning Status

Status Date: 14-Jun-2019

Application referred to APC. APC met on June 10, 2019. LTC will consider APC recommendation at its June 24, 2019 LTC meeting.

Status Date: 16-May-2019

Staff report and draft permit prepared for LTC consideration at May 27, 2019

Status Date: 21-Mar-2019

PTA created file, fees received, LTC notified, to be given to Planner

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2018.1	Capital Regional District (MIPRC)	01-Nov-2018	Rezone from Rural to Park

Planner: Gary Richardson

Planning Status

Status Date: 16-May-2019

MI Parks Commission asked that the application be put on hold until September 2019.

Status Date: 15-Mar-2019

Staff report and amended bylaws on March 25, 2019 agenda for consideration.

Status Date: 20-Jan-2019

Staff report and draft bylaws on January 28, 2019 LTC agenda for consideration.

Subdivision

File Number	Applicant Name	Date Received	Purpose
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Applications

MA-SUB-2018.1 Brent Mayenburg 09-Apr-2018 Proposed 3 lot conventional subdivision
(Maude)

Planner: Gary Richardson

Planning Status

Status Date: 16-May-2019

PLA received from MoTI April 25, 2019.

Status Date: 19-Jun-2018

Referral response sent to MOTI, applicant, owner and LTC cc'd

Status Date: 07-Jun-2018

Ian contact applicant to discuss potential issues (arch. site, covenant against further sub., proof of water, frontage, etc). Waiting on reply

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2018.3	Wey Mayenburg Land Surveying Inc (Peace)	16-Oct-2018	proposed subdivision to create 2 parcels for residential use
Planner: Gary Richardson			
Planning Status			

Status Date: 14-Jun-2019

PLA received June 11, 2019

Status Date: 26-Mar-2019

Review response sent to MoTI and applicant.

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2019.1	Mayenburg, Brent	22-Jan-2019	parcel line adjustment subdivision (boundary adjustment)
Planner: Gary Richardson			
Planning Status			

Status Date: 14-Jun-2019

PLA received June 11, 2019.

Status Date: 16-May-2019

Review response sent to MoTI May 16, 2019



Applications

Status Date: 14-Feb-2019

PTA created file, fees received, MoTi application received, Planner to pick up application

Mayne Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: September 24, 2018

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 Limer
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;

No	Meeting Date	Resolution No.	Issue	Policy and Description
				vii) the owner of the property uses more than one property on Mayne Island as a USTVR. 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.
6.	September 24, 2018		Cannabis Retail Referrals	- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - Name of the applicant and a description of the proposal in general terms - The location of the proposed establishment and the subject site - The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - How public comments may be submitted to the local trust committee