



MAYNE ISLAND LOCAL TRUST COMMITTEE

BUSINESS MEETING AGENDA TO COMMENCE AT 1:00 P.M., WEDNESDAY, NOVEMBER 28, 2012 AT THE MAYNE ISLAND AGRICUTUAL HALL 430 FERNHILL ROAD, MAYNE ISLAND, B.C.

***Approximate** time is provided for the convenience of the public only and is subject to change without notice. There will be a 15 minute break prior to item 10 of this agenda, as indicated

	Page #	*Time Approx
1. CALL TO ORDER		
2. APPROVAL OF AGENDA		1:00 pm
2.1 Additions/Deletions		
2.2 Questions from public on Agenda Items		
3. COMMUNITY INFORMATION MEETING - none		
4. PUBLIC HEARING - none		
5. PREVIOUS MEETINGS		
5.1 Local Trust Committee Minutes for Adoption		1:15 pm
5.1.1 Mayne Island Local Trust Committee Business Meeting Minutes of October 24, 2012 (attached)	1	
5.2 Public Hearing Records and Community Information Meeting Notes - none		
5.3 Section 26 Resolutions-without-meeting (attached)	7	
5.4 Advisory Planning Commission (APC) Minutes	8	
5.4.1 Mayne Island APC Minutes of October 15, 2012 (attached)		
6. BUSINESS ARISING FROM THE MINUTES		
6.1 Follow-up Action Report (attached)	11	
7. DELEGATIONS – none		
8. CORRESPONDENCE - none <i>[correspondence received concerning applications and/or projects is considered with the application]</i>		

9.	APPLICATIONS, PERMITS, BYLAWS AND REFERRALS	1:45 pm
9.1	MA-DP-2012.1 (McDougall) (attached)	13
9.2	Proposed Galiano Local Trust Committee Bylaw No. 237 (LUB Amendment) Referral (attached)	29
9.3	Proposed Saturna Local Trust Committee Bylaw No. 110 (LUB Amendment) Referral (attached)	32
----- BREAK (15 minutes) -----		
10.	LOCAL TRUST COMMITTEE PROJECTS - none	
11.	REPORTS	2:30 pm
11.1	Work Program Reports	
11.1.1	Mayne Island Local Trust Committee Work Program - Report dated November, 2012 (attached)	34
11.2	Applications Report	
11.2.1	Mayne Island Applications Report dated November, 2012 (attached)	36
11.3	Expense/Budget Reports – for information	
11.3.1	Trustee and Local Expenses (attached)	37
11.4	Bylaw Enforcement - none	
11.5	Adopted Policies and Standing Resolutions – for information (attached)	38
11.6	Mayne Island LTC Web Page (attached)	42
11.7	Chair's Report	
11.8	Trustee Report	
12.	OTHER BUSINESS	3:00 pm
12.1	Upcoming Meetings	
12.1.1	Next Business Meeting – Wednesday, February 27, 2013 at 1:00 pm., at the Mayne Island Agricultural Hall	
12.2	Advisory Planning Commission Memberships Expire (attached)	44
13.	TOWN HALL MEETING	
14.	ADJOURNMENT	4:00 pm

**MINUTES OF THE MAYNE ISLAND
LOCAL TRUST COMMITTEE MEETING
HELD ON WEDNESDAY OCTOBER 24, 2012 AT 1:00 P.M.
AT THE MAYNE ISLAND AGRICULTURAL HALL, MAYNE ISLAND, BC.**

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

There were approximately five (5) members of the public in attendance.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

2.1 Additions/Deletions:

- 8.1 correspondence from Mayne Island Improvement District
- 12.3 Meeting Schedule Local Trust Committee 2013
- 12.4 Tread Lightly – moved to Item 2.3
- 12.5 Grant Request – moved to Item 2.4

2.2 Questions from Public on Agenda Items - none

The agenda was approved by consensus.

2.3 Tread Lightly

This is a publication from the Mayne Island Conservancy and is a reference guide for the Island. It is distributed in the Welcome Box for new residents and is also available in the Library. There are a number of community organizations involved in the booklet. The Conservancy is requesting financial assistance towards the printing cost. Trustee Dodds raised the need for inclusion of a section to outline the concerns and issues regarding the Foreshore.

Resolution MA-LTC-48-12.

It was Moved and Seconded that the Mayne Island Local Trust Committee purchase a page in the Mayne Island Conservancy Tread Lightly booklet for \$100.00.

CARRIED

2.4 Grant Request

Mayne Island Community Centre – represented by Gail Noonan: The Community Centre is looking to complete a grant application for funding of Seniors Programs available through the Union of British Columbia Municipalities. The request is for a portable dance floor and quotes to date range from \$6,300 to \$14,000. The Centre would then sponsor dance and movement classes in an effort to bring seniors together. This application is being co-ordinated through the Local Trust Grant Coordinator.

Resolution MA-LTC-49-12.

It was Moved and Seconded that the Mayne Island Local Trust Committee will support the application of the Mayne Island Community Centre for an Age Friendly Community Project Grant from the Union of British Columbia Municipalities.

CARRIED

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes for Adoption

5.1.1 Mayne Island Local Trust Committee Business Meeting Minutes of September 19, 2012

Chair Luckham asked the Trustees for any amendments. There were none.

The Mayne Island Local Trust Committee Meeting Minutes of September 19, 2012 were adopted by consensus.

5.2 Public Hearing Records and Community Information Meeting Notes

None

5.3 Section 26 Resolutions-without-meeting

None

5.4 Advisory Planning Commission Minutes

None

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

All items have been completed except for the mail out regarding Secondary Suites. Planner Richardson has the mailing lists and is drafting a letter which he will forward to the Trustees for input prior to mailing out by the end of October.

7. DELEGATIONS

None

8. CORRESPONDENCE

8.1 Mayne Island Improvement District is in the process of purchasing a property for the expansion of the Fire Hall. This will require a boundary adjustment and zoning change. The Mayne Island Improvement District is requesting a waiver of fees involved with rezoning. A Development Variance Permit could waive requirement to prove water.

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

9.1 MA-DVP-2012.2 (Beeson)

This application has been deferred. Planner Richardson has informed the applicant that he has until November 4, 2012.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Riparian Areas Regulations

A map was available to demonstrate how regulations will impact on the Island. The vast majority of areas are in Agricultural Zone and therefore there is no impact. The definition of "a stream" is questioned. To be excluded from Riparian Regulations must prove no fish present which the Landowners Coalition feels has been done.

These regulations are open to interpretation. The Coalition has demonstrated "no fish" however there is a conflict with legal interpretations of reports.

The current set back in the OCP is 7 meters. The Coalition feels that 30 m. is too intrusive. The LTC has discretion with set back distances

There are no water ways that flow year round.

Resolution MA-LTC-50-12

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to draft a Development Permit of 5 meters setback using a simple assessment on all three riparian water courses on Mayne Island.

CARRIED

Resolution MA-LTC-51-12

It was Moved and Seconded that the Mayne Island Local Trust Committee direct staff to proceed with implementing a Development Permit area on all three creeks and follow recommended time line contained in staff report dated October 18, 2012.

CARRIED

*Note – There was a Break at 2:30 pm. and the meeting reconvened at 2:48 pm.

11. REPORTS

11.1 Work Program Reports

11.1.1 Mayne Island Local Trust Committee Work Program – Report dated October 2012: received for information

11.1.2 Islands Trust Council Strategic Plan 2011 – 2014: for information

11.2 Applications Report

11.2.1 Mayne Island Applications report dated October, 2012

Planner Richardson advised that the Beeson application has been deferred to the November LTC meeting.

11.3 Expense/Budget Reports

11.3.1 Trustee and Local Expenses - Received for information

There has been a request from Alea Design and Print for payment by the LTC for the monthly article in the Mayne Liner

Resolution MA-LTC-51-12

It was Moved and Seconded that the Mayne Island Local Trust Committee authorizes expenditure of \$70.00 per month for publication of Trustee Notes in Mayne Liner..

CARRIED

11.4 Bylaw Enforcement

None

11.5 Adopted Policies and Standing Resolutions

Received for information.

11.6 Mayne Island LTC Web Page

Staff was asked to add the most recent information on Riparian Area Regulations and to include the map. The Islands Trust site is expected to go live soon. The Islands Trust Board web site is now live.

11.7 Chair's Report

Chair Luckham reported attending Trust Council on Bowen Island and the finalization of the Strategic Plan. He also attended the Union of British Columbia Municipalities where discussions included the National Marine Conservation Area, oil spills and derelict vessels. There was a presentation by David Howe (CRD) on the Economic Development Commission.

11.8 Trustee Report

Trustee Dodds and Trustee Crumblehulme will be in Sidney the end of the week for a session regarding the National Marine Conservation Area.

Trustee Crumblehulme added that wireless access is ongoing and that the Economic Development Commission will be hosting the first public meeting tonight on Mayne Island.

12. OTHER BUSINESS

12.1 Upcoming Meetings

12.1.1 Next Business Meeting – Wednesday November 28, 2012 at 1:00 pm. at the Mayne Island Agricultural Centre

12.2 Road Advisory Committee

The Trustees had requested a letter to go to the Ministry of Transportation regarding road conditions/safety. It was suggested that having a representative from this Ministry attend a Local Trust Committee meeting would be beneficial – could answer questions and detail procedures/processes within Ministry of Transportation.

Staff were asked to identify and contact a person within the Ministry of Transportation to attend a Local Trust Committee meeting.

The Mayne Island Residents and Rate Payers Association is currently working on road issues and has identified a number of areas of concern.

The Trustees feel it is important to set-up a working relationship with the Ministry and to establish a 5 year plan.

12.3 Schedule for Local Trust Committee Meetings 2013

Resolution MA-LTC-52-12

It was Moved and Seconded that the Mayne Island Local Trust Committee adopt the meeting schedule of 2013 as proposed.

CARRIED

13. TOWN HALL MEETING

None

14. ADJOURNMENT

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

RECORDER

CHAIR



Islands Trust

RWM From: October 16, 2012 To: November 15, 2012

Mayne Island

Resolution #	Action	Resolution Description	Resolution Date
2012-02	In Favour	THAT that the Mayne Island Local Trust Committee send a letter to the Mayne Island Conservancy fully supporting the Community-Based Conservation Action Project.	Oct 30, 2012

COPIED TO

- ☒ PLANNER
☒ LTC
☒ **KJ**

DRAFT

**MINUTES OF THE MAYNE ISLAND
 ADVISORY PLANNING COMMISSION
 HELD ON MONDAY OCTOBER 15, 2012 AT 7:00 P.M.
 AT THE COMMUNITY CENTRE**

RECEIVED**OCT 29 2012**ISLANDS TRUST
VICTORIA BC

Present: Rich Tamboline (Chair), Bill Maund, Steve Cropper, Dennis Emmett, Dave Maude, Bill Bender, Jerry Wise and Trustee Crumblehulme. Pat Todd (recorder)

Regrets: Ian Birtwell and Trustee Dodds

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

2. **APPROVAL OF THE AGENDA**

IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED.

CARRIED

3. **APPROVAL OF MINUTES OF A.P.C.:** Meeting of September 10, 2012

IT WAS MOVED AND SECONDED THAT THE MINUTES OF SEPTEMBER 10, 2012 BE ADOPTED.

CARRIED

4. **BUSINESS ARISING FROM MINUTES:** September 10, 2012

4.1 Bylaw Enforcement Notification Bylaw: Consideration deferred

4.2 New members orientation: The Chair is trying to arrange for an orientation on one of the Planner's scheduled days on the island i.e.: Nov. 6th. or Dec. 10th. For those members present November 6 seems most convenient.

Chair Tamboline will contact Planner Richardson and request he bring copies of the APC orientation package. Plan is for a 1 ½ to 2 hour session later in the afternoon.

5. REFERRALS

5.1 Review of the Mayne Island Land Use Bylaw (LUB) for definitions and completeness.

The LTC has referred to the APC to review Bylaw 146, 2008 for definitions and completeness as it relates to the Bylaw Enforcement Notification.

Discussion as to how best to proceed with this task.

Definitions and terminology to be more clearly specified will lessen problems with interpretations.

Suggested to form a subcommittee(s) to review document, section by section.

Three subcommittees of three people each were assigned sections to review and will report back to the APC. Areas in need of clarification and/or definition will then be incorporated into Appendix A (see attached)

Section 5.1 to 5.7 to be reviewed by Subcommittee 2.

Section 5.8 to 5.15 to be reviewed by Subcommittee 3

Section 5.16 to 5.26 to be reviewed by Subcommittee 1

Points requiring clarification and/or further definition for Section 3 General Regulations are identified in the attached Appendix A.

6. TRUSTEES REPORT:

Trustee Crumblehulme thanked the APC members for undertaking the LUB review.

7. NEW BUSINESS: none

8. NEXT MEETING: November 19, 2012

ADJOURNMENT: 8:55 pm.

CHAIR

DATE

APPENDIX A

Review of Section 3: General Regulations

- 3.2(1) AG should read A Zone
- 3.2(1) remove cattle, sheep, etc. and use Livestock (to be defined) or more than one horse.
- 3.2(2) hazardous and toxic waste – requires a definition
- 3.2(7) ground water – requires a definition
- 3.3.4(b) utility shed – definition includes pumping and processing of sewage – capital on Utility and preamble confusing
- 3.6.1 Home craft – not defined: question of difference between Home Craft and producing a product. Delete 7 or delete Home Craft
- and f) require clarification



Islands Trust

Follow Up Action Report w / Target Date

Mayne Island
Jul-25-2012

No.	Activity	Responsibility	Target Date	Status
1	10.1 - secondary suites - prepare mail-out for October	Gary Richardson	Jul-31-2012	Done

Oct-24-2012

No.	Activity	Responsibility	Target Date	Status
2	Minutes of September 19, 2012 approved as drafted.	Sharon Lloyd-deRosario		Done
3	The MILTC will spend \$100.00 to purchase a page for islands trust information on the next printing of "Tread Lightly".	Gary Richardson Nancy Rogers		On Going
4	Work program priorities to be amended by moving Commercial Land Use Review to the projects list and moving Proof of Potable water for Boundry Adjustments to the priority list.	Gary Richardson		Done

5	Staff to proceed with RAR timeline as proposed in staff report.	Gary Richardson		Done
6	Advise grant administrator that the MILTC supports the initiative for a grant to build a dance floor at the community centre.	Gary Richardson		Done
7	2013 LTC meeting schedule adopted.	Sharon Lloyd-deRosario		Done
8	Staff to contact MoTI staff member to attend an LTC meeting to discuss road issues.	Gary Richardson		On Going

Nov-06-2012

No.	Activity	Responsibility	Target Date	Status
9	Advise APC chair after each meeting if there will be a referral or not.	Gary Richardson		On Going



STAFF REPORT

Date: November 15, 2012 **File No.:** MA-DP-2012.1

To: Mayne Island Local Trust Committee
For November 28, 2012 LTC Meeting

From: Gary Richardson, Island Planner

CC:

Re: **Application for a Development Permit – Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070**

Owner: Don and Shanti McDougall

Applicant: Same as above

Location: Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070,
PID: 001 864 653

THE PROPOSAL:

The owners are applying for a development permit for the form and character of commercial development. The application would add a 57 square metre extension for expanded retail space and a 48 square metre extension for storage cooler and freezer space. The application also includes a proposed green roof over one of the additions. The current building, including building form and character, landscaping, parking, signage, and lighting, was approved in a previous development permit (MA-DP-2010.1, copy attached). This proposed development permit would supplement the conditions in the earlier DP.

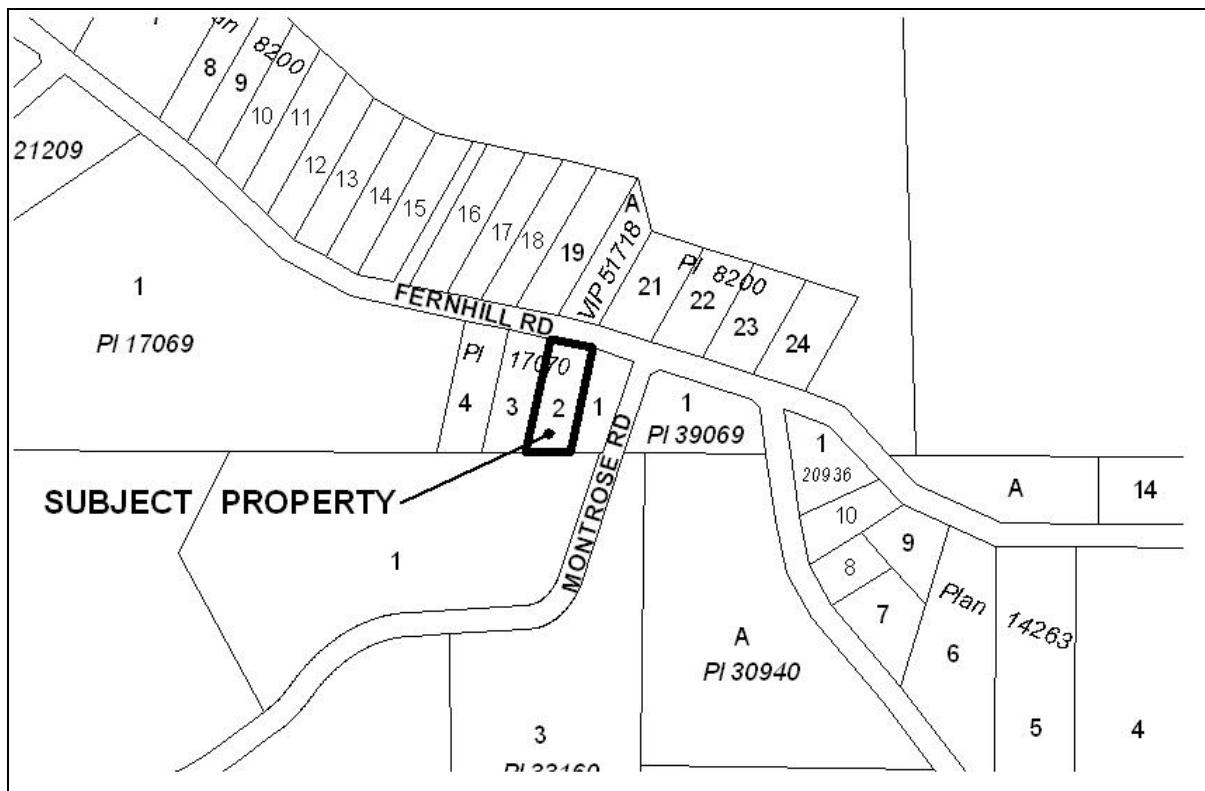
On Mayne Island, commercially zoned properties have been designated for the establishment of objectives for the form and character of commercial development. The Official Community Plan contains a map showing the properties that are subject to the development permit area, the justification, conditions under which a permit is not required and guidelines that need to be met to obtain a permit.

Because the guidelines are written to address many situations, some of the guidelines will not apply to every application. This report indicates where the guidelines do not apply due to the conditions addressed in the existing permit or where the guidelines are not relevant.

A development permit cannot be used to prohibit a use that is permitted in the Land Use Bylaw; therefore, provided that the applicant has reasonably met the requirements of the relevant guidelines, the Local Trust Committee has no choice but to issue the Permit. The Local Trust Committee may request changes to the development permit conditions or even require additional conditions, provided all of those conditions are directly addressing one or more of the guidelines. The Local Trust Committee cannot impose conditions in the development permit that are not addressed in the guidelines.

SITE CONTEXT:

A variety of zones exist adjacent to the subject property. The Fernhill Centre is zoned Settlement Commercial (C1) and is located to the East of the property; a large Rural (R) property is located to the south and properties zoned Settlement Residential (SR) exist to the West and North, across Fernhill Rd. The lot directly to the West of the subject property is undeveloped. In addition, the Mayne Island School, Health Centre and Fire hall are located approximately 800 metres west of the property, along Fernhill Rd, towards Miners Bay.



CURRENT PLANNING STATUS OF SUBJECT LANDS:

The subject property is designated as a “Development Permit Area to Define the Form and Character of Commercial, Visitor Accommodation and Industrial Development”.

Page No. 14

As stated above, a DP was already issued for this property and the proposed DP would supplement that permit. A checklist of the development permit area guidelines as they apply to this application is attached as Attachment 1.

Land Use Bylaw

The property is regulated by the site-specific zoning Service Commercial C1(c). The following uses are permitted in the C1(c) zone:

- Retail sales; accessory dwelling unit; and accessory uses, buildings and structures.
- The total combined floor area used for retail sales use cannot exceed 279 square metres.

Sensitive Ecosystems and Hazard Areas:

The Mayne Island Sensitive Ecosystems Mapping project does not identify any sensitive ecosystems on this property, nor were any hazard areas identified on this property.

Archaeological Sites:

Based on information from the provincial Remote Access to Archaeological Data (RAAD), there are no archaeological sites on this property.

Notwithstanding the foregoing, and by copy of this report, the owners are advised that the unearthing of any archaeological resource should be reported to the Archaeological Branch.

Covenants:

There are no covenants registered on the title of the subject property.

STAFF COMMENTS:

Land Use Bylaw

Consistency with Land Use Bylaw

The development permit application contains no request for variances. The building extension is consistent with the siting, size (floor area) and height requirements in the land use bylaw.

Screening Requirements in Commercial Zones

The land use bylaw requires a 1.5 metres screen between the commercial use and adjacent residential lots. This screen must be provided in the form of existing vegetation that provides a complete and permanent visual screen between the uses being separated, or a row of drought-tolerant evergreen plants that will attain the required height, planted and maintained continuously so as to provide a complete and permanent visual screen between the uses being separated or a solid wood fence or brick or stone wall.

The existing development permit condition includes specific wording for the type of screen to be provided adjacent to the loading area in the form a condition for additional plantings on the west side of the lot.

Parking Requirements

The Land Use Bylaw requires one parking stall per 30 square metres for retail use buildings. For the total floor area of the proposed building (112m² existing, plus 105 m² new, for a total of 217m²) the number of parking stalls required would be 7.2 (which under the Land Use Bylaw regulations is rounded to 8). The applicants are proposing 11 stalls, plus one loading space. A bicycle rack was also a condition of the previous permit.

DPA Guidelines:

Attachment 1 reviews the application against the development permit area guidelines, along with staff comments on whether or not the application is in compliance or whether or not the guidelines apply to the application.

Generally, in terms of form and character, the proposed additions would have a minor visual impact, would complement the existing building, and match the materials. The proposed living roof would add interest to the building.

The landscaping installed as conditions of the previous permit would be retained, and additional plantings would be required to screen the loading area. This condition would make the more general LUB screening requirements a specific condition of the permit.

Three additional angle parking stalls would be provided adjacent to the building. This would bring the total angle parking to nine spaces, exceeding the LUB requirement for parking. Two further spaces are shown as parallel parking on the driveway. One loading space is also designated on the site plan.

Based on the application's consistency with the relevant DPA guidelines and objectives, approval of the DP is recommended.

RECOMMENDATIONS:

THAT MA-DP-2012.1 (McDougal) BE APPROVED.

Prepared and Submitted by:

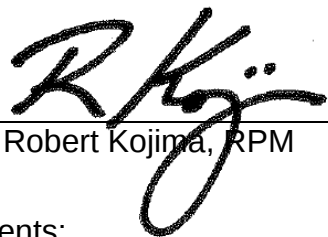
Gary Richardson

November 15, 2012

Gary Richardson, Island Planner

Date

Concurred in by:



Robert Kojima, RPM

November 20, 2012

Date

Attachments:

1. DPA Guidelines table
2. Proposed development permit MA-DP-2012.1
3. Issued development permit MA-DP-2010.1

Attachment 1 - Development Permit Area Guidelines

	Guidelines	Comments
	Retail Commercial Buildings	
1.	Buildings and other structures should utilize existing topography and vegetation to be sited in a manner that is relatively unobtrusive and blends into the surrounding landscape.	Additions would be unobtrusive and not highly visible.
2.	Buildings should be designed and sited with the main entrance oriented to the front lot line or to the main point of entry from the road.	Existing building entrance is at the side, no new entrances are planned.
3.	Building form and character should be similar to the scale, mass and character of adjacent non-commercial properties.	Building is small, no larger than a typical single family dwelling. New additions would not greatly increase the mass or scale of the building.
4.	Building mass should be appropriately proportioned in comparison to building height by limiting building frontage length in relation to building height.	Proposed extensions would be relatively minor, would not create an excessively sized building and are setback from the front of the building.
5.	Building mass should be softened by the use of small-scale elements such as windows, panels, entrances and other detail features in order to avoid monotony in design.	New windows and doors would be consistent with and blend in with the existing building.
6.	Buildings should not be designed with blank walls presenting an aspect to the highway or to highly visible areas; features such as garage doors and windowless facades should be minimized.	The proposed west addition would contain windows. Both would be consistent with and blend in well with the existing building, there would be no blank walls facing the public road.
7.	Buildings giving the impression of strip development should not be considered.	The existing building and proposed additions would not give an impression of strip development.
8.	Natural materials should be incorporated into the design of buildings with construction materials and styles relating to the vernacular style of coastal architecture.	Material used in the proposed additions would match the materials used for the existing building. A living roof is proposed for one of the additions
9.	Architectural variety should be provided through the use of pitched roofs, dormers and similar features.	There is a limited ability to introduce architectural variety due to the fact that the main part of the building is already constructed. The additions would be consistent with the existing building. The living roof would provide a feature of interest.
10.	New buildings should be sited in a manner that results in minimal disturbance to existing vegetation.	No new buildings proposed
11.	In order to reduce noise elements such as roof top mechanical equipment, shipping and loading areas, exterior storage areas, transformers, and meters should be screened from public view as effectively as possible through the use of any combination of landscaping, solid fencing and building design.	No new equipment shown, a condition of the existing permit is that any equipment be screened.
12.	Social gathering should be encouraged by creating spaces such as porches, patios and gardens that are visible and accessible.	There is a sheltered entrance area that could provide a gathering space. The landscaped area in front of the building also lends itself to social gathering.

	Guidelines	Comments
	Landscaping	
1.	A landscape plan prepared by a professional such as a landscape architect should: i. provide supporting documentary evidence pertaining to landscape specifications, irrigation requirements, planting lists (highlighting indigenous species), cost estimates, and the total value of the work; ii. identify existing vegetation by type and identify areas which are to be cleared; iii. provide for the landscape treatment of the frontage of the site which abuts onto existing or future public roads; iv. provide for vegetative buffers along lot lines; v. identify how landscape treatment will avoid the use of herbicides, pesticides and fungicides.	Previous permit includes extensive landscaping conditions. The proposed permit would add one additional condition specifying the requirement for screening of the loading area (supplementing the LUB screening requirements)
2.	Existing site topography and landscape features, and indigenous vegetation should be retained wherever possible. Significant existing indigenous vegetation within all setback areas should be preserved (i.e. wetlands and mature wooded areas). Significant existing indigenous vegetation within the buildable area of the site should be preserved wherever possible through careful and innovative site design.	Included in MA-DP-2010.1
3.	An adequate landscaped strip should be provided along all roads. The width and extent of this buffer strip should be established based on the overall useable site area of the parcel, the extent of existing vegetation, the provision for adequate access and visual clearances, and any zoning requirements for landscape screening.	Included in MA-DP-2010.1
4.	Landscaped strips or appropriate buffering should be provided adjacent to the boundary of the Agricultural Land Reserve, along abutting residential properties and adjacent to watercourses.	Specific requirement included in proposed permit to screen loading area.
5.	Any storage areas on the property facing public roadways should have adequate landscape screening or the provision of other screening consistent with the overall character of the site and with the other guidelines in this section.	n/a
6.	Proposed new plantings should consist of indigenous vegetation or other non-invasive vegetation suitable for local environmental conditions; buffer planting using massing of indigenous trees and shrubs is encouraged.	Included in MA-DP-2010.1
7.	Appropriate planting should be used to soften building massing, to break up parking areas and to provide screening along lot lines. It is not intended that plantings form a full-height visual screen around the whole site and screen all buildings from view; planting should reduce and soften the apparent scale and mass of buildings, provide screens, and create breaks in a building façade or at building corners.	Included in MA-DP-2010.1

	Guidelines	Comments
8.	New drainage swales and detention basins should be planted with materials that will assist in the treatment of stormwater runoff and that are also complementary to the surrounding natural vegetation.	Included in MA-DP-2010.1
9.	All landscaping and screening should be completed within 12 months of an occupancy permit being issued and should meet or exceed the British Columbia Society of Landscape Architects and British Columbia Nursery Trades Association standards.	Included in MA-DP-2010.1
10.	The application should include a security, in the form of an irrevocable letter of credit for 125% of the value of the quoted landscaping cost.	n/a
	Parking	
1.	Large impervious and surfaced parking areas should be avoided. Parking should be provided through smaller parking areas evenly dispersed throughout the development and separated with planted landscaped areas. Porous or permeable surfaces should be used where practical and impervious surfaces should be minimized and swales and open ditches should be installed rather than curb and gutter systems.	Three additional stalls would be added to the angle parking along the east side of the lot. The parking area would continue to be porous (gravel), existing trees would be retained to provide some screening. Two additional (optional) parallel spaces would be available in front of the building.
2.	Visitor parking spaces should be clearly identified and provided within the development. Tree planting is encouraged in and around parking areas.	Parking is visible and accessible, existing trees to be retained
3.	Parking should be located at the sides or rear of buildings wherever feasible.	Additional three angle parking spaces would be at the south end of the parking area, beside the building
4.	Development should provide for and clearly identify pedestrian circulation areas, preferably with different paving and/or landscaping treatment.	n/a
5.	All significant paved parking areas should be included within the context of any stormwater water plan and incorporate oil/water separators.	n/a
6.	The shared use of a common access between businesses is encouraged. The number of accesses should be limited to the number required for traffic safety.	n/a
7.	All new development should include provision for bicycle parking or storage.	Included in MA-DP-2010.1



MAYNE ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT MA-DP-2012.1 (x-ref MA-DP-2010.1)

To: Don and Shanti McDougall

1. This Development Permit applies to the land described below:
Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070
2. This Development Permit authorizes the construction of additions to an existing building with the following conditions:

General

- (a) Construction of the additions to the building are to be in accordance with the site plan shown on Sheet Number SK-1, "Siteplan", dated Nov 7, 2012 and prepared by Irving Pitcher Architects, attached to and forming part of this Permit as Schedule "A"; and with the plan shown on Sheet Number SK-2, "Floorplan", dated November 7, 2012 and prepared by Irving Pitcher Architects, attached to and forming part of this Permit as Schedule "B"; and with the elevation shown on Sheet Number SK-3, "North Elevation", dated November 7, 2012 and prepared by Irving Pitcher Architects, attached to and forming part of this Permit as Schedule "C".
- (b) The roof structure over the addition on the east side is to be a living roof.
- (c) Materials used in the finish of the addition must be consistent with the character of the materials used in the existing building and authorized by MA-DP-2010.1.

Mechanical

- (d) All mechanical equipment, transformers and meters are to be screened from view.

Landscaping and Screening

- (e) Vegetative landscaping is to be maintained as shown on Schedule "A" and consistent with the landscaping conditions of permit MA-DP-2010.1. New plantings are to be planted and maintained on the west side of the lot in the area labelled "proposed privacy hedge." These new plantings are to be drought-tolerant trees or shrubs that will attain a height sufficient to provide screening of the loading area from the adjacent lot.

Parking Layout

- (f) Parking and manoeuvring aisles and driveways are to be substantially in accordance with Schedule "A". Surfacing of parking areas, manoeuvring aisles and driveways is to be permeable.
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, 2008, Development Permit MA-DP-2010.1, and to obtain other approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST
COMMITTEE THIS day of 2012.

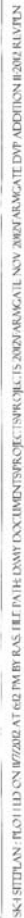
Deputy Secretary, Islands Trust

Date Issued

IF THE DEVELOPMENT HEREIN IS NOT COMMENCED BY THE DAY OF , 2014
THIS PERMIT AUTOMATICALLY LAPSES.

PROPOSED

IRVING PITCHER ARCHITECTS	568 HERNIMILL ROAD, MONTICELLO, NC 27042 DON & SHAWN MCDUGGALL DVP APPLICATION FARM GATE FOOD STORE	SITEPLAN	SCALE: AS NOTED SK-1 SHEET NUMBER: CIRC: RJ DRAWN: RAS ISSUE DATE: 10/2012
------------------------------	--	----------	---



[illegible]



Islands Trust

MAYNE ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT MA-DP-2010.1

To: Don and Shanti McDougall

1. This Development Permit applies to the land described below:
Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070
2. This Development Permit authorizes the construction of a roof over the entrance of an existing building with the following conditions:

General

- (a) Construction of the addition to the building are to be in accordance with the site plan shown on Sheet Number A-1, "Siteplans", dated Dec 13, 2010 and prepared by Irving Pitcher Architects, attached to and forming part of this Permit as Schedule "A", and with the elevations shown on Sheet Number A-2, "Floorplans and Elevations", dated December 13, 2010 and prepared by Irving Pitcher Architects, attached to and forming part of this Permit as Schedule "B".
- (b) The roof structure over the entrance is not to exceed 6 metres wide by 3.5 metres deep.
- (c) Materials used in the finish of the addition must be consistent with the character of the materials used in the existing building.

Mechanical

- (d) All mechanical equipment, transformers and meters are to be screened from view.

Landscaping and Screening

- (e) Vegetative landscaping is to be planted in the area shown on Schedule "A" as "Landscaping Area 1" to complement existing vegetation and to provide a visual buffer between the road and the building. Landscaping in this area is to be a mix of indigenous drought-tolerant trees and shrubs.
- (f) Vegetative landscaping is to be planted in the area shown on Schedule "A" as "Landscaping Area 2" to complement existing vegetation and to soften the visual impact of the building. Landscaping in this area is to be a mix of indigenous drought-tolerant trees and shrubs.
- (g) Screening of the property from the adjacent residential uses on adjoining lots (on the west and south boundaries) is to be consistent with Section 5.10(12) of the Mayne Island Land Use Bylaw No. 146, 2008.

Parking Layout

- (h) Parking and manoeuvring aisles and driveways are to be substantially in accordance with Schedule "A". Surfacing of parking areas, manoeuvring aisles and driveways is to be permeable.

- (i) One bicycle rack, capable of holding a minimum of four bicycles, must be provided.

Signs

- (j) Signs must be posted indicating the location of the parking area.
- (k) One free-standing sign is permitted located substantially in accordance with Schedule "A".
- (l) One sign attached to the side of the building is permitted
- (m) Total combined area of the two signs must not exceed 4.0 square metres consistent with Section 6.5 of the Mayne Island Land Use Bylaw No. 146, 2008.
- (n) No sign may be backlit, or equipped with flashing, oscillating or moving lights or beacons.

Lighting

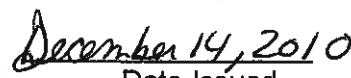
- (o) Lighting must be low intensity and aimed at walkways, driveways and signs using low mounted fixtures. Lighting must not shine directly on adjacent properties or roadway.

Confirmation

- (p) Before issuance of an Occupancy Permit by the Building Inspector, the applicant must provide written confirmation from a qualified landscape architect or professional with similar qualifications that the screening and landscaping has been completed in accordance with 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, 2008 and to obtain other approvals necessary for completion of the proposed development.

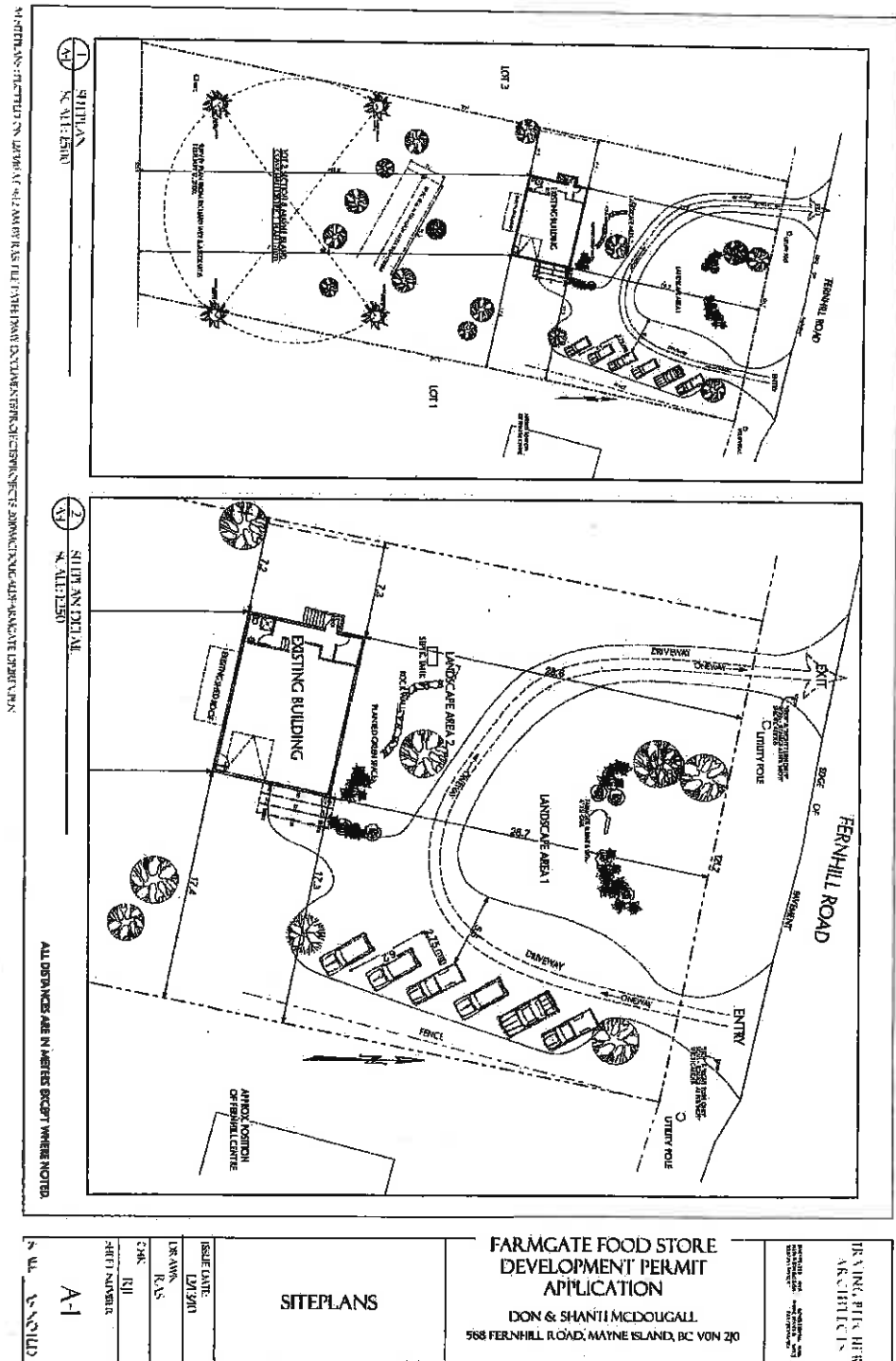
AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS 14th day of December 2010.


Deputy Secretary, Islands Trust


Date Issued

IF THE DEVELOPMENT HEREIN IS NOT COMMENCED BY THE 14th DAY OF December, 2010 THIS PERMIT AUTOMATICALLY LAPSES.

**MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT MA-DP-2010.1
Schedule "A"**

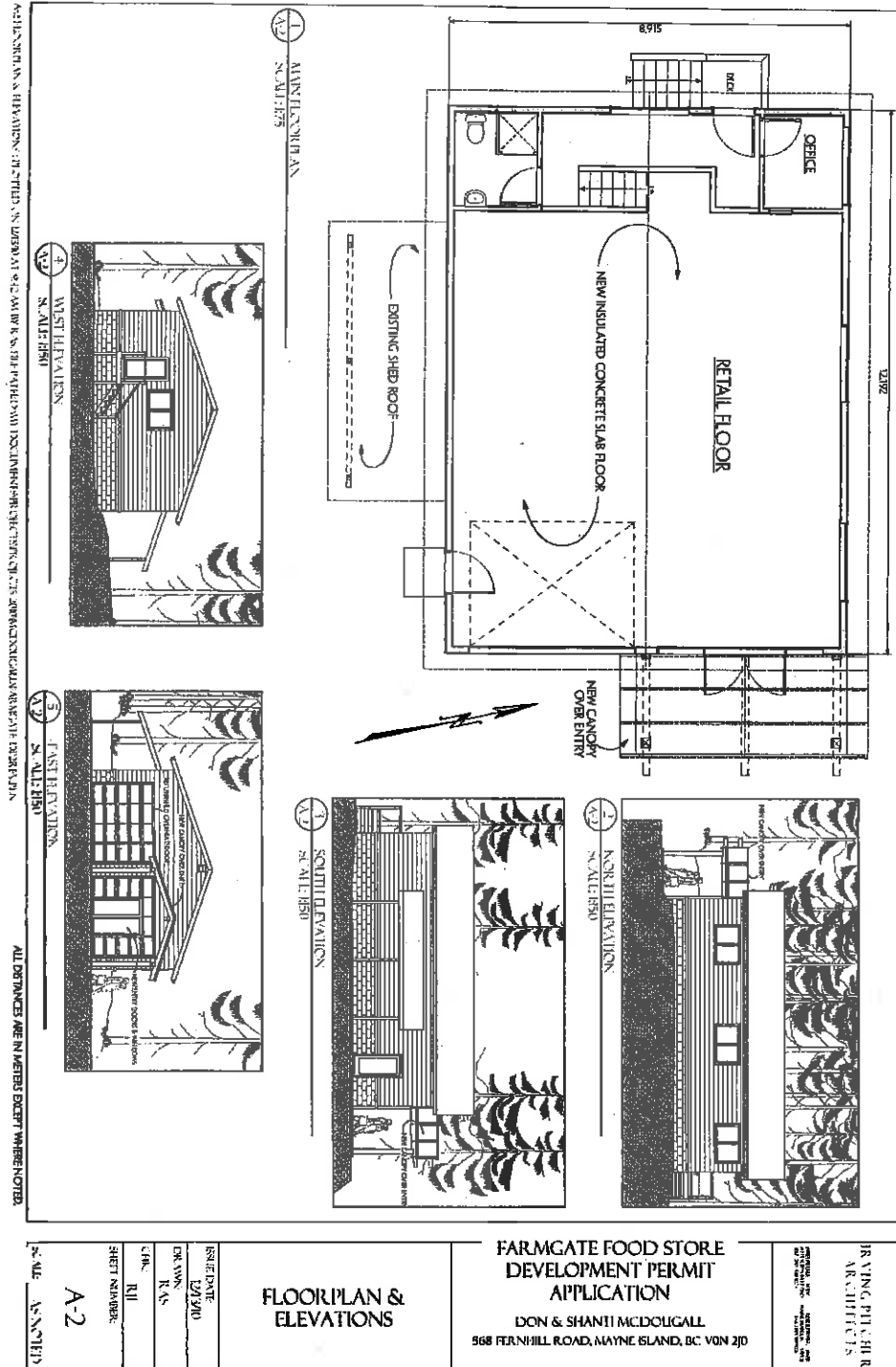


I hereby certify this to be Schedule "A" which is attached to and forms part of Development Permit No. MA-DP-2010.1.

[Signature]
Signature of Islands Trust Official

December 16, 2010
Date of Issuance

**MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT MA-DP-2010.1
Schedule "B"**



I hereby certify this to be Schedule "B" which is attached to and forms part of Development Permit No. MA-DP-2010.1.

[Signature]
Signature of Islands Trust Official

December 16, 2010
Date of Issuance



Islands Trust

BYLAW REFERRAL FORM

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

Island: Galiano Island Trust Area **Bylaw No.:** 237 **Date:** October 31, 2012

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:

Local Trust Committee Initiated

PURPOSE OF BYLAW:

.Proposed Bylaw No. 237 includes a number of amendments to the Land Use Bylaw (LUB) as a result of the adopted changes to the Official Community Plan (OCP) and the subsequent requirement to update the LUB to be consistent with the OCP and to provide greater clarity. Amendments include such items as additional definitions, providing clarity regarding accessory building height, removal of ambiguous wording, and additional uses in some zones such as agri-tourist accommodation in Agriculture Zone.

GENERAL LOCATION:

Galiano Island

LEGAL DESCRIPTION:

n/a

SIZE OF PROPERTY AFFECTED:

n/a

ALR STATUS:

n/a

OFFICIAL COMMUNITY PLAN DESIGNATION:

n/a

OTHER INFORMATION:

Please note that additional background information on this application can be found on the Islands Trust website under <http://www.islandstrust.bc.ca/ltr/gl/default.cfm>

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

(Signature)

Name: Kris Nichols

Email: knichols@islandstrust.bc.ca

Title: Island Planner

This referral has been sent to the following agencies:

Federal Agencies

N/A

Regional Agencies

N/A

Provincial Agencies

Agricultural Land Commission
Ministry of Agriculture

Adjacent Local Trust Committees and Municipalities

Mayne Island Local Trust Committee
Salt Spring Island Local Trust Committee
Thetis Island Local Trust Committee

PLEASE TURN OVER →

Non-Agency Referrals

Galiano Island Parks and Recreation Commission
Islands Trust Fund
Islands Trust Bylaw Enforcement

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Galiano Island Trust Area

(Island)

237

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



Islands Trust

BYLAW REFERRAL FORM

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

Island: Saturna **Bylaw No.:** 110 (LUB) **Date:** November 16, 2012

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw is anticipated to be held February 14, 2013.

APPLICANTS NAME / ADDRESS:

Saturna Island Local Trust Committee

PURPOSE OF BYLAW:

To amend the Saturna Island Land Use Bylaw to permit 'ocean loop geo-exchange systems' in the water zones and to include a definition.

GENERAL LOCATION:

Saturna Island

LEGAL DESCRIPTION:

N/a

SIZE OF PROPERTY AFFECTED:

n/a

ALR STATUS:

NA

OFFICIAL COMMUNITY PLAN DESIGNATION:

n/a

OTHER INFORMATION:

See staff report attached.

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: Gary Richardson

Title: Island Planner
Phone: 250-405-5157

This referral has been sent to the following agencies:

Federal Agencies

Department of Fisheries and Oceans

Provincial Agencies

Ministry of Forests, Lands and Natural Resource Operations -
Crown Lands & Resource: Wallace, Bonita
Ministry of Environment : Barr, Brenda

Non-Agency Referrals

Regional Agencies

CRD Building Inspection

Adjacent Local Trust Committees and Municipalities

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

First Nations

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Malahat First Nation
Penelakut Tribe
Semiahmoo First Nation
Stz'uminus First Nation
Tsartlip
Tsawout
Tsawwassen First Nation
Tseycum First Nation

PLEASE TURN OVER →

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 Trust Area

(Island)

110 (LUB)

(Bylaw Number)

(Signature)

(Title)

(Date)

(Agency)



Islands Trust

Print Date: Nov-20-2012

Top Priorities

Mayne Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Housing Options	Consider OCP/LUB amendments to permit secondary suites Prepare mailout - October 2012	Jul-04-2011	Gary Richardson	Oct-31-2012	On Going
2	Review proof of potable water provisions in LUB regarding boundary adjustment subdivisions.	Provide options/recommendations to the LTC regarding possible amendedments	Oct-24-2012	Gary Richardson	Jan-01-2013	On Going
3	OCP Follow-up: 1. Implementation of Riparian Areas Regulation	follow timeline agreed to at Oct 24/12 LTC meeting.	Jun-09-2010	Gary Richardson	Apr-15-2013	On Going



Islands Trust

Projects

Mayne Island

No.	Description	Activity	Received/Initiated	Status
1	Climate Change Adaptation	Consider regulatory changes and implementation of new DPA authority	Mar-02-2009	On Going
2	Agricultural Building riparian setbacks	Review LUB to consider potential amendments to setbacks for agricultural buildings from watercourses, consistent with Ministry guidelines	Oct-03-2011	On Going
3	Review LUB requirements for proof of water for boundary adjustment subdivisions			On Going
3	Commercial Land Use Review	review task force reports and provide options/recomendations to the LTC	Oct-24-2012	On Going
4	First Nations Communication - deer		Jun-27-2012	On Going
5	Density provisions on large remainder lots		Jul-27-2012	On Going
6	Road issues		Jun-27-2012	On Going
7	Review TUP policies		Sep-19-2012	On Going
8	STVR Review		Sep-19-2012	On Going



Islands Trust

Applications w / Status - Mayne Island Status: Open

Print Date: Nov-20-2012

11.2.1

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
MA-DP-2012.1	Farm Gate Store c/o Don and Shanti McDougall Planner: Gary Richardson	Nov-09-2012	Addition to retail food store

Planning Status

Status Date: Nov-15-2012

Staff to prepare draft permit and report for November 28, 2012 LTC mtg.

Status Date: Nov-09-2012

copied Local Trustees and Planner

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2012.2	Paul Beeson Planner: Gary Richardson	Jun-19-2012	238 CALLAGHAN CRES To vary the allowable setbacks so that house and deck are not encroaching the lotlines.

Planning Status

Status Date: Nov-15-2012

Applicant has asked to have until Jan 2013 to review his options and to perpare.

Status Date: Oct-16-2012

Notice sent out and permit prepared for consideration at Oct 24, 2012 LTC Mtg.

Status Date: Sep-20-2012

Application was submitted in June as a BOV and has now been changed to a DVP and requires a refund relative to the new application fee difference.

Kathy Jones

From: Nicole Ranger
Sent: October-25-12 11:15 AM
To: Brian Crumblehulme; Gary Richardson; Jeanine Dodds; Peter Luckham; Robert Kojima; Kathy Jones; Sharon Lloyd-deRosario
Subject: Mayne LTC Expenses - Oct 31/12

Islands Trust

LTC EXP SUMMARY REPORT F2012

Invoices posted to October 31, 2012

645 Mayne		Invoices posted to October 31, 2012	Budget	Spent	Balance
	65000 645	LTC "Trustee Expenses"	1,100.00	179.66	920.34
	65200 645	LTC Local Exp LTC Meeting Expenses	5,800.00	956.29	4,843.71
	65210 645	LTC Local Exp APC Meeting Expenses	-	184.65	(184.65)
	65220 645	LTC Local Exp Communications	-	245.00	(245.00)
	65230 645	LTC Local Exp Special Projects	-	2,000.00	(2,000.00)
	65240 645	LTC Local Exp Miscellaneous	-	-	-
	TOTAL LTC Local Expense		5,800.00	3,385.94	2,414.06
	73001 645 2005	Mayne OCP/LUB	5,000.00	-	5,000.00
	73001 645 3005	Mayne RAR	4,000.00	-	4,000.00
	TOTAL Project Expense		9,000.00	0.00	9,000.00

Nicole Ranger

Finance Clerk
 Islands Trust
 200-1627 Fort Street
 Victoria, BC V8R 1H8
 Phone: (250) 405-5152
 Fax: (250) 405-5155

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Please consider the environment before printing this email

Mayne Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: July 25, 2012

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	October 1, 2007	MA-LTC-70-07	Guidelines for Use When Considering Funding for Reports	The MILTC has adopted a policy establishing the set of guidelines the LTC should employ when purchasing a report for LTC and public use.
2.	February 7, 2011	MA-LTC-13-11 This resolution repeals MA-LTC-90-09	STVRS Bylaw Enforcement	1. Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities STVRs that have one or more of the following characteristics will be subject to enforcement: 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; 3. More than one dwelling on the lot is simultaneously made available for STVR; 4. While the property is rented persons are permitted to stay in tents or trailers; 5. There are issues related to health and safety; 6. There is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the STVR; 7. The owner of the property uses more than one property on Mayne Island as a STVR. 2. No enforcement actions under section 1.1 will be taken against any STVR operation that takes place in a lawful cottage or dwelling while the operator lives in a lawful dwelling or cottage on the same property. 3. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time. This means that persons who have two lawful dwelling places on one lot and who live in one dwelling while the other is used as an STVR will be exempt from enforcement if they advertise. Staff recommends that the other factors continue to apply because STVR operations that have third party management, have more than one location on Mayne Island, or use more than one dwelling or cottage or permit camping are essentially operating as a resort or motel. The safety and nuisance triggers for enforcement protect the renters, the operators, and the neighbourhoods. It also reduces the Islands Trusts' liability.

No	Meeting Date	Resolution No.	Issue	Policy and Description
3.	May 2, 2011	MA-LTC-44-11	Options for adopting In Camera Minutes	It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to only include in-camera minutes on agendas where there are other reasons to close the meeting to the public .
4.	February 1, 2012		Special Occasion Liquor License referrals	That where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property where Mayne Island Land Use Bylaw 146, 2008 permits public assembly uses, such as halls, recreation facilities or restaurants, and where it can be determined that the organization or applicant have had no issues related to parking or past complaints for the preceding three years, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.
5.	July 25, 2012	MA-LTC-34-12 x-ref #2 above	STVR Bylaw enforcement policy	That Mayne Island Local Trust Committee resolves to extend the current Short Term Vacation Rental bylaw enforcement policy, as written in Staff Report dated June 26, 2012 until the project to review use of second dwellings for Short Term Vacation Rentals is complete.

GUIDELINES FOR MAYNE ISLAND LTC TO USE WHEN CONSIDERING FUNDING FOR REPORTS

**Adopted by Resolution MA-LTC-70-07 at the regular meeting of
October 1, 2007.**

ISSUE: What guidelines should an LTC employ when purchasing a report for LTC and public use?

BACKGROUND:

Islands Trust financial policy provides that an LTC cannot sponsor an event, even a community non-profit venture. LTC's can, however, purchase goods and services which are of benefit to the LTC and, by extension, the community it serves. Therefore, LTC's have supported worthwhile conferences, workshops and the like by purchasing a report on conference issues, proceedings, findings and recommendations.

In order that LTC's receive value for their purchases, the Mayne Island LTC has raised the issue outlined above. It has asked that guidelines be considered for use in evaluating future opportunities to purchase reports on a wide variety of subjects related to LTC mandates.

CONSIDERATIONS:

There are a number of factors or considerations an LTC might need to entertain. These considerations are cited below in an order which range from "fundamental" to "consequential".

1. Does the LTC have the budgetary capacity to consider the opportunity to purchase a conference report or proceeding?
2. Is the subject matter germane to the work and/or mandate of the LTC?
3. If the answers to 1 and 2 above are in the affirmative, the LTC may wish to consider requirements for the report they agree to purchase.

GUIDELINES

If the LTC decides to purchase a conference report or proceedings, it may require that reporting guidelines below be met as a condition of purchase.

These guidelines are:

1. The full proceedings of the conference or workshop are preferred.
2. If full proceedings are not produced or available the report to the LTC should include:
 - (a) The agenda of the conference or workshop
 - (b) A list of presenters and the topics they represented
 - (c) A summary of each topic discussed
 - (d) A copy of all papers presented at the conference
 - (e) A list of all recommendations made by the conference (if not cited in the papers or summary of each topic)
 - (f) A summary of any follow-up actions identified by the conference
 - (g) A copy of any contact list or referral resources generated by the conference,.
3. If only a narrative report is produced, the narrative should include or address the information sought in (a) to (g) above.

It is hoped that the guidelines above will ensure that the LTC will receive all relevant information generated by the conference or workshop.



Islands Trust

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Population (2011):

Approximately 1,071

Size:

2,334 hectares (5,767 acres)

Location:

19.7 kilometres east of the Swartz Bay ferry terminal on Vancouver Island.

[Land Use Planning](#)

[Related Planning Services](#)

[Related Resources](#)

[Trust Area Mapping](#)

[Related Links](#)

Mayne Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Mayne Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section. No latest news at this time

November 2012

- [Mayne Island Secondary Suites Information Notice - November 2012](#)

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Planner Office Hours on Mayne Island

- [Planner Office Hours on Mayne Island - 2012](#)

Mayne Island Local Trust Committee Projects

Local trust committee community planning projects are initiated and managed through their Work Programs. The Work Program Top Priorities are projects that have been prioritized by the LTC and for which resources are available or anticipated to be available shortly. Projects can be significant and long term, such as an Official Community Plan Review, or may be relatively minor, such as an amendment to a regulation in a Land Use Bylaw.

- [Work Program Top Priorities](#)

General

- [Mayne Island Integrated Water System Society Report - May 1, 2010](#)
- [Short Term Vacation Rentals - Information Notice](#)
- [Mayne 2030 A Panel Discussion and Community Dialogue - Sponsored by Resilient Mayne Initiative](#)
- [Amended Mayne Island Bylaw Enforcement Policy for Short Term Vacation Rentals](#)
- ["A Guide to Environmentally Friendly Building and Renovating in the Southern Gulf Islands" booklet](#)
- [A "Choosing a Building Site on your Lot" fact sheet](#)
- [A "Making Changes to your Lot Line" fact sheet](#)
- [An "Applying for a Variance" fact sheet](#)
- [Update on Bylaw Enforcement on Short Term Vacation Rentals](#)

Secondary Suite Review

Report

- [Mayne Island Housing Options Task Force Report - May 31, 2011](#)
- [Staff Report - September 19, 2011](#)
- [Staff Report - July 12, 2012](#)
- [Mayne Island Secondary Suites Information Notice - November 2012](#)

Commercial Land Use Review

- [Task Force Terms of Reference](#)
- [Mayne Island Commercial Inventory Staff Report - September 19, 2011](#)
- [Mayne Island Commercial Land Use Task Force Report- April 9, 2012](#)
- [Mayne Island Commercial Land Use Task Force Report - April 15, 2012](#)

Committee Links

- [Committee Home](#)
- [Trustee Membership](#)
- [Contact Trustees](#)
- [Contact Planning Staff](#)
- [Planning Bylaws](#)
- [Administrative Bylaws](#)
- [Meetings Schedule](#)
- [Meeting Agendas](#)
- [Meeting Minutes](#)
- [Resolutions-Without-Meeting](#)
- [Associated Islands](#)
- [Land Use Application Forms](#)

- [Mayne Island Commercial Land Use Task Force Report - April 16, 2012](#)

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Sensitive Ecosystem Mapping

Maps and Fact Sheets

- Sensitive Ecosystem: [Map](#) | [Project Background](#) | [Methods](#)
- How to Read a Sensitive Ecosystems Map
- Cliff Ecosystems: [Map](#) | [Fact Sheet](#)
- Freshwater Ecosystems: [Map](#) | [Fact Sheet](#)
- Herbaceous Ecosystems: [Map](#) | [Fact Sheet](#)
- Riparian Ecosystems: [Map](#) | [Fact Sheet](#)
- Woodland Ecosystems: [Map](#) | [Fact Sheet](#)
- Wetland Ecosystems: [Map](#) | [Fact Sheet](#)
- Intertidal Ecosystems: [Map](#) | [Fact Sheet](#)
- Sensitive Ecosystem Development Permit Areas
- Development Permit Areas Workshop Presentation

Other Important Ecosystems

- [Mature Forest Ecosystem Fact Sheet](#)
- [Young Forest Ecosystem Fact Sheet](#)

Background Information

- [Sensitive Ecosystem Mapping Webpage](#)
- [Sensitive Ecosystem Mapping Standard](#)
- [Terrestrial Ecosystem Mapping of the Southern Gulf Islands - Final Report](#)

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Riparian Areas Regulation

- [Ministry of Forest, Lands & Natural Resource Operations - Resource Stewardship Division - June 3, 2011](#)
- [Swell Environmental Consulting Report \(February 16, 2010\) \(Complete Report 12 MB\)](#)
- For convenience this report has been divided into the following parts:
 - [Part 1](#)
 - [Part 2](#)
 - [Part 3](#)
 - [Part 4](#)
- [D.R.Clough Report - January 2012](#)
- [D.R. Clough Report - July 2010](#)
- [Staff Report - March 20, 2009](#)
- [Staff Report - May 15, 2009](#)
- [Staff Report - September 17, 2009](#)
- [Provincial Riparian Areas Regulation](#)
- [Map of Ministry of Environment Designated Watersheds](#)
- [2007 - Stream Survey Report](#)
- [Islands Trust Legal Opinion - Riparian Areas Regulation](#)

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Memorandum

200 - 1627 Fort Street Victoria BC V8R 1H8

Telephone (250) 405-5151 FAX: (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867

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

Date November 6, 2012 File Number MA 3050-20 (APC)

To Saturna Island Local Trust Committee

From Kathy Jones
Planning Clerk
Local Planning

Re Mayne Island Advisory Planning Commission Terms

This memo is to inform you that Bill Bender, Dennis Emmett, Sally Manson and William Maund's appointments expire on January 30, 2013. These appointments were for a two year term.

Your options for appointing APC members are:

1. Re-appointing members

A letter be drafted and sent out to the present members asking if they would like to serve another term.

2. Advertise for new APC Members

In the past, when we do advertise for APC members, we send a letter thanking the current members and invite them to re-apply, if they are interested in serving another term.

Excerpt from APC Bylaw:

- (c) The Local Trust Committee shall by resolution appoint members to serve up to a three year term commencing January 30th.

Please note that the remaining members' appointments expire January 30, 2015.

I look forward to your direction on this matter.

pc