



Mayne Island Local Trust Committee Regular Meeting Agenda

Date: October 28, 2019
Time: 1:00 pm
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

			Pages
1.	CALL TO ORDER	1:00 PM - 1:30 PM	
2.	APPROVAL OF AGENDA		
3.	DISCUSSION ITEM		
3.1	Waste Management - Discussion		
4.	TOWN HALL AND QUESTIONS	1:30 PM - 1:45 PM	
5.	COMMUNITY INFORMATION MEETING		
	none		
6.	PUBLIC HEARING		
	none		
7.	MINUTES		
7.1	Local Trust Committee Minutes Dated September 30, 2019 (for Adoption)		4 - 12
7.2	Section 26 Resolutions-without-meeting Report		
	none		
7.3	Advisory Planning Commission Minutes		
	none		
8.	BUSINESS ARISING FROM THE MINUTES	1:45 PM - 2:00 PM	
8.1	Follow-up Action List Dated October 2019		13 - 14
9.	DELEGATIONS		
	none		

10. CORRESPONDENCE

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

none

11. APPLICATIONS AND REFERRALS

11.1 MA-DVP-2019.4 (Peace) - Staff Report (attached) 15 - 27

12. LOCAL TRUST COMMITTEE PROJECTS 2:00 PM - 2:45 PM

12.1 Project Charter - Land Use Bylaw (LUB) Technical Amendments - Staff Report 28 - 31

12.2 Housing Regulations and Policy Review - Staff Memo & Discussion Paper (attached) 32 - 52

13. REPORTS 2:45 PM - 3:15 PM

13.1 Work Program Reports (attached)

13.1.1 Top Priorities Report Dated October 2019 53 - 53

13.1.2 Projects List Report Dated October 2019 54 - 54

13.2 Applications Report Dated October 2019 (attached) 55 - 57

13.3 Trustee and Local Expense Report Dated August 2019 (attached) 58 - 58

13.4 Adopted Policies and Standing Resolutions (attached) 59 - 60

13.5 Local Trust Committee Webpage

13.6 Chair's Report

13.7 Trustee Report

13.8 Islands Trust Conservancy Report

none

14. NEW BUSINESS 3:15 PM - 3:30 PM

14.1 Cell Tower Model - Staff Briefing (attached) 61 - 62

for further discussion

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for November 25, 2019, at the Agricultural Hall, Mayne Island

for consideration to adopt

16. TOWN HALL 3:30 PM - 4:00 PM

17. CLOSED MEETING (Distributed Under Separate Cover)

17.1 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) (d & f) for the purpose of considering:

- *Adoption of Minutes Dated September 30, 2019*
- *Bylaw Enforcement Issue*

AND that the recorder and staff attend the meeting.

18. ADJOURNMENT 4:00 PM - 4:00 PM



Mayne Island Local Trust Committee

Minutes of Regular Meeting

Date: September 30, 2019
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

Staff Present: Robert Kojima, Regional Planning Manager
Gary Richardson, Island Planner
Lauren Edwards, Recorder

Regrets: David Marlor, Director, Local Planning Services

Members of the Public: There were approximately 18 members of the public.

1. CALL TO ORDER

Chair Rogers called the meeting to order at 1:05 pm. He acknowledged that the meeting was being held in the traditional territory of the Coast Salish First Nations and that Islands Trust is committed to reconciliation with our neighbours and friends.

Trustee Dodds reported on her attendance at the annual Orange Shirt Day event on September 30th. She described the event and relayed the history of Phyllis Webstad (from Dog Creek Reserve) who inspired Orange Shirt Day. September 30th commemorates the removal and transportation of indigenous children from their homes to residential schools. Wearing the orange shirt signifies that every child matters as we focus on our hope for a better future and to help other survivors tell their stories.

Chair Rogers introduced himself and staff. He provided rules to observe during the meeting and explained the opportunities attendees will have to address the Committee.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 13.3 Meeting with Capital Regional District (CRD);
- 13.4 Meeting with Ministry of Transportation and Infrastructure (MoTI); and
- 13.5 Sign bylaws.

By general consent the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

None

4. COMMUNITY INFORMATION MEETING

None

5. PUBLIC HEARING

None

6. MINUTES

6.1 Local Trust Committee Minutes Dated June 24, 2019 (for Adoption)

It was requested that on Page 4, item 11.1, second paragraph be amended to say: "expressed concerns over the footprint".

By general consent the minutes were adopted as amended.

6.2 Section 26 Resolutions-without-meeting Report

None

6.3 Advisory Planning Commission Minutes Dated July 16, 2018 (for Receipt)

Received for information.

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated September 2019

Received for information.

8. DELEGATIONS

8.1 Southern Gulf Islands Economic Sustainability Commission (CESC)

Deborah Goldman, chair, and Justine Starke, Capital Regional District, attended as representatives of the CESC.

There was discussion on the following points:

- The CESC's objective is to increase productivity within the islands and is working with Network BC and the Ministry of Citizens' Services to begin community consultations in October;

- The CRD is convening a conversation to address island connectivity, connected communities and a digital roadmap;
- The outcomes are to meet community economic goals as well as improve healthcare and educational resources through improved connectivity;
- Phase 1 is holding community meetings and creating community vision as articulated through the Official Community Plan (OCP);
- A consultant will be hired next year to cost out how goals can be delivered to meet needs identified; and
CRD sees role in hosting conversation to be a future community with future technology and to converse as a region.

Chair Rogers reported on the following points:

- Islands Trust Executive Committee is urging Ministry of Citizens' Services to advance the project and include missed islands;
- Three representatives from Islands Trust met with ministers at Union of BC Municipalities Convention this past week;
- More funding is coming; and
- The delegation was thanked and asked to continue providing information on their efforts.

8.2 Mayne Island Parks Commission - Cotton Park

Trustee Maude recused himself at 1:31 p.m. due to conflict of interest with the upcoming item.

Peter Atkins, representing Mayne Island Parks and Recreation Commission (MIPRC), attended with other delegates to address the rezoning of Cotton Park.

Commissioner Deborah Bell requested that the Committee approve the bylaw amendment application as filed to rezone the community park as P Zone without any restrictions.

It was noted that the park declaration (read aloud) allows flexibility and accommodates change. The MIPRC recognized a need to consult with community and gather feedback. The covenant on the property states that the park may be used for community and social events so zoning the property as P Zone would honour and respect the wishes of the donor. There is a significant archaeological zone on the property. Dr. John Elliott, Tsartlip First Nation, is willing to meet to discuss Cotton Park.

Planner Richardson recommended that the First Nations outreach process should be addressed at the earliest stage.

Discussions ensued concerning overall square footage for structure(s) and the required amendments to achieve desired outcome for the MIPRC. It was advised that amendment will have to go through public hearing for public engagement and that the process is in early stages at this time.

Trustee Maude rejoined the meeting @ 1:47 p.m.

9. CORRESPONDENCE

None

10. APPLICATIONS AND REFERRALS

10.1 MA-DVP-2019.5 (Hagkull) - Staff Report

Planner Richardson reported on site details regarding the Development Variance Permit (DVP) for construction of a workshop. He gave an overview of the processes of this application.

MA-2019-049

It was Moved and Seconded,

that the Mayne Island Local Trust Committee approve issuance of Development Variance Permit MA-DVP-2019.5 (Hagkull).

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Mayne Bylaws 174 & 175 Commercial Zoning Amendment - Staff Report

It was pointed out that no further steps are required as extensive consultation is completed. In response to a land owner question on rezoning processes, it was suggested that the matter be discussed with the planner or the project page on the website be visited for information.

MA-2019-050

It was Moved and Seconded,

that Mayne Island Local Trust Committee Bylaw No. 174 cited as, "Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No.1, 2018" be adopted.

CARRIED

MA-2019-051

It was Moved and Seconded,

that Mayne Island Local Trust Committee Bylaw 175 cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No.1, 2018" be adopted.

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report Dated September 2019

It was confirmed that item #1 is completed and should come off. It was noted that there is opportunity for trustees to consider what they would like to put into the Top Priorities.

Discussion was held on housekeeping amendments to the land use bylaw and the need for contractor yards for vehicles and equipment.

MA-2019-052

It was Moved and Seconded,

that the Mayne Island Local Trust Committee request to move Item #6 of the Projects List (Review of the Land Use Bylaw definitions and Technical Amendments) to the top priorities list.

CARRIED

12.1.2 Projects List Report Dated September 2019

It was indicated that the Fallow Deer Plan is underway and considerations are to be made for future partnerships with First Nation hunters. Trustee Dodds will have a discussion with Dr. Elliott.

12.2 Applications Report Dated September 2019

Received for information.

12.3 Trustee and Local Expense Report Dated September 2019

Received for information.

12.4 Adopted Policies and Standing Resolutions

Trustee Maude requested adding a standing resolution that would give direction for bylaw enforcement site visits. It was suggested that this be discussed when the bylaw enforcement manager is present at the meeting.

12.5 Local Trust Committee Webpage

None

12.6 Chair's Report

Chair Rogers reported on the following points:

- It was a busy summer as the last meeting was June 24th;
- The process of adopting the Strategic Plan at Trust Council, which is a high level plan setting objectives for the term. This directs work of the staff and provides guidance. It is very focussed on climate change and First Nations reconciliation and subsets of that;
- The Plan will be brought back in December for final adoption;

- Next Monday's visit to Mayne Island will be part of the review of the Islands Trust Policy Statement;
- Although the policy statement was tweaked, it remains unrevised over the last 25 years;
- Community Engagement will mean trustees showing up on every island to engage islanders for input into what they think the islands' future should look like;
- The process of staff taking questions/input and the process rolling out through 2019 with a report done;
- Staff will be riding the ferries as well. Next Monday evening they will be here. There will be prizes and snacks;
- A working group (8 trustees and 8 staff) was created and will be working towards deepening the institutional understanding of what reconciliation means; The first meeting was three hours and was very emotional as it focused on archeological sites and bone repatriation;
- Those who have volunteered their involvement are commended; and
- Trust Council meets in Victoria in early December where the meeting locations will be set for next year. Hopefully Mayne Island will be a future meeting location.

12.7 Trustee Reports

Trustee Maude reported on the following:

- It has been a busy summer; and
- There were no fires and no extreme fire rating reported.

Trustee Dodds reported on the following:

- Water districts had no problems;
- Attended last Saturday's events on Mayne Island;
- There was a First Nations ceremony to unveil plaques;
- The ceremony included: songs, stories, speeches (Dr. John Elliott spoke) and a venison and salmon potluck;
- The First Nations attendees generously complemented the preparation of the food including the salmon and bannock;
- There is now a listening post with one message recorded at this time; and
- The Community Centre celebrated its 25th anniversary.

12.8 Islands Trust Conservancy Report Date May 2019

It was noted that the Conservancy adopted the reconciliation statement declaration and is working towards funding.

13. NEW BUSINESS

13.1 Cell Tower Model - Staff Briefing

It was reported that this item concerns the federal Ministry of Innovation, Science and Economic Development Canada (ISED) consultation process recommendation. The LTC discussed 5G cell tower height and consideration to create documented process or use

ISED default process. Chair Rogers recommended that the committee review material and discuss it in a month.

The item was deferred to the next meeting in October.

13.2 Climate Change Communication Proposal/Brochure Concept - Staff Briefing & Attachment

Discussion ensued on the following points:

- A rough brochure has been developed with no printing proposed. It will be made available online and perhaps posters will be created. It offers suggestions to reduce individual carbon footprint;
- A motion was requested to direct funding to create this communication;
- \$294 is available to be used for special projects. Saturna wants to participate in this effort and costs could be shared. A list of carbon reduction ideas was recounted; and
- Chair Rogers supported the motion which fits with the Strategic Plan. A climate change report is expected and many initiatives will soon be underway.

MA-2019-053

It was Moved and Seconded,

that the Mayne Island Local Trust Committee request staff to facilitate the polishing of proposed "Climate Change and You" document drafted by Jeanine Dodds.

CARRIED

13.3 Meeting with CRD

There was discussion on the following:

- Staff was requested to meet with the CRD regarding construction of smaller homes without permits;
- Tiny homes on wheels leaves jurisdictions in question;
- It was suggested that an information session be held at Mary Winspear Centre relating to building codes; and
- More specific questions may be answered.

13.4 Meeting with Ministry of Transportation & Infrastructure (MoTI)

Discussion ensued on the following:

- Concerns on road matters;The most expeditious way to address concerns may be to meet with MoTI manager to discuss specific topics; Representative(s) from Emcon (the new contractor for the road maintenance) could be invited to come to Staff could write the letter under the Chair's signature Trustees from other islands could attend to introduce and speak to issues but not a quorum of the Local Trust Committee.

MA-2019-054

It was Moved and Seconded,

that the Mayne Island Local Trust Committee direct staff to invite Emcon to come at their convenience to a Local Trust Committee meeting.

CARRIED

13.5 Sign bylaws

Chair Rogers advised that election signs probably cannot be regulated, which is why they may be exempted from the bylaws. There was discussion on the matter.

MA-2019-055

It was Moved and Seconded,

that the Mayne Island Local Trust Committee direct staff to seek a legal opinion related to Local Trust Committees ability to regulate election signs.

CARRIED

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for October 28, 2019, at the Agricultural Hall, Mayne Island

15. TOWN HALL

None

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close Meeting

MA-2019-056

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) (d, i & f) for the purpose of considering:

- Adoption of In-Camera Meeting Minutes Dated June 24, 2019
- Bylaw Enforcement Update
- Legal Opinion

AND that the recorder and staff attend the meeting.

CARRIED

The Local Trust Committee closed the meeting at 3:09 p.m.

16.2 Recall to Order

Chair Rogers recalled the meeting to order at 3:56 p.m.

16.3 Rise and Report

Chair Rogers reported that the in-camera minutes of June 24, 2019 were adopted.

17. ADJOURNMENT

Mayne Local Trust Committee
Regular Meeting Minutes
Sept 30, 2019

DRAFT

Page 8 of 9

By general consent the meeting was adjourned at 3:57 p.m.

Dan Rogers, Chair

Certified Correct:

Lauren Edwards, Recorder

Follow Up Action Report

Mayne Island

30-Sep-2019

Activity	Responsibility	Dates	Status
1 LTC Minutes of June 24, 2019 adopted as amended.	Maple Hung	Target: 15-Oct-2019	Completed
2 MA-RZ-2018.1 Cotton Park - staff directed to prepare a staff report recommending next steps to advance this application including a First Nations consultation process.	Gary Richardson	Target: 17-Oct-2019	In Progress
3 Determine authority to regulate size of federal election signs.	Gary Richardson	Target: 03-Oct-2019	Completed
4 MA-DVP-2019.5 (Hagkull) - Issued as drafted	Sharon Lloyd-deRosario	Target: 03-Oct-2019	Completed
5 Commercial Land Use Review Bylaw 174 and 175 to be: - updated showing adoption (done) - consolidated into base bylaws	Sharon Lloyd-deRosario	Target: 18-Oct-2019	In Progress
6 Work Program Priorities to be amended by: - removing Commercial Land Use Review - adding LUB technical amendments	Gary Richardson	Target: 01-Oct-2019	Completed

Follow Up Action Report

Mayne Island

30-Sep-2019

Activity	Responsibility	Dates	Status
7 Cell Tower Model - place on October 28, 2019 LTC agenda for further discussion.	Sharon Lloyd-deRosaric	Target: 21-Oct-2019	Completed
8 Climate Change Brochure - staff to work with Trustee Dodds to prepare online brochure.	Gary Richardson	Target: 31-Oct-2019	In Progress
9 Meeting/information sharing session with CRD - building regulations. Meeting being arranged at Mary Winspear Centre. Date and attendees to be confirmed.	Robert Kojima	Target: 21-Oct-2019	In Progress
10 Invite new highways maintenance contractor (Emcon Services Inc.) to an LTC meeting. Staff to prepare letter for chair.	Gary Richardson	Target: 10-Oct-2019	Completed
11 In camera minutes of June 24, 2019 adopted as drafted.	Maple Hung	Target: 04-Oct-2019	Completed

DATE OF MEETING: October 28, 2019
TO: Mayne Island Local Trust Committee
FROM: Gary Richardson, Island Planner
Southern Team
COPY:
SUBJECT: Development Variance Permit
Applicant: Wayne Peace
Location: 445 Garrick Road, Mayne Island

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve issuance of Development Variance Permit MA-DVP-2019.4 (Peace).

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) for the reduction of width of road frontage on Garrick Road. The reduced road frontage is the result of a proposed boundary adjustment subdivision. The Land Use Bylaw (LUB) requires a minimum of 20 metres of road frontage and this variance application is to allow 15 metres of road frontage.

The above recommendation is supported as: the reduction in road frontage on Garrick Road is minimal and still allows for adequate level road frontage to be constructed for driveway to access to 445 Garrick Road; notification to date has generated no concerns/objections; the Ministry of Transportation and Infrastructure has issued a Preliminary Layout Approval for the proposed boundary adjustment subdivision that reduces the road frontage width and no requirements regarding the reduced road frontage were listed; and, the variances do not impact the intent of the bylaw regulation.

If the variance is not granted the frontage could be amended to comply with the LUB.

BACKGROUND

The proposal is to vary the minimum lot frontage regulation in the Mayne Island Land Use Bylaw 146, 2008 (LUB). Specifically: Subsection 8.5(1) is varied to permit: a lot to have a frontage on Garrick Road of 15 metres (49 feet).

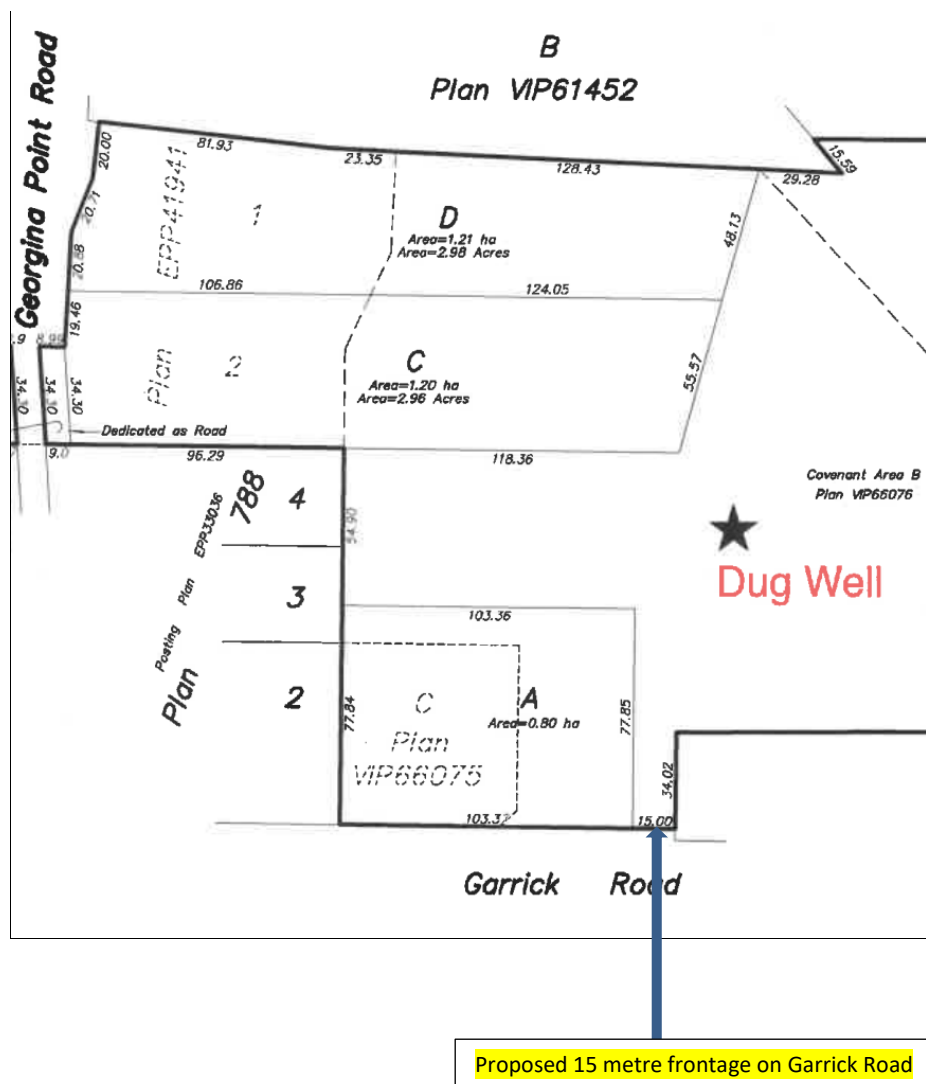
The reduction in road frontage is being requested to allow for a boundary adjustment subdivision to increase the size of an existing adjacent lot. Plan of proposed subdivision attached as attachment 2.

A copy of the notice and draft permit (MA-DVP-2019.4) are attachments 3 and 4. The property is currently vacant. Staff visited the site on September 19, 2019 (Photos – attachment 2)

Figure 1 – Subject Property



Figure 3 – Survey showing reduced road frontage



Policy/Regulatory

Islands Trust Policy Statement:

There are no relevant policies for this application.

Official Community Plan:

The property has portions designated as **SR – Settlement Residential**, **R – Rural**, and **UP – Upland**, 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 has portions zoned **Settlement Residential (SR)**, the **Rural (R)** and the **Upland (UP)** in the Mayne Island LUB.

Islands Trust Fund:

This application has no considerations for the Islands Trust Fund and has no considerations for the Regional Conservation Plan.

Issues and Opportunities***Rationale for the Variance***

The applicant's rationale for the variance:

- The variance is due to a small frontage on Garrick Road.
- The variance will not affect adjacent properties.

Impact on Neighbouring Properties

The narrowed access on Garrick Road should have no impact on the surrounding properties. No issues have been brought forward to date as a result of notification from surrounding property owners.

The Overall Intent of the Regulation being Varied

The overall purpose of a road frontage regulation is to provide safe access that can readily be constructed, to a lot and to any future lots that may be created by subdivision of the parcel.

Potential Impacts of Granting the Variance

Granting a variance can potentially create an expectation in the community with regard to 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 October 21, 2019.

At the time of writing, staff have received no 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 variance request is modest.
- The reduction in road frontage from 20 metres to 15 metres still allows adequate area to construct an access.
- The topography of the area of the 15 metres access will allow for the construction of an access to the lot.
- The Ministry of Transportation and Infrastructure have issued a preliminary layout approval for the proposed subdivision that shows the reduced frontage on Garrick Road and no concerns regarding the reduced frontage were listed as a requirement of the subdivision proceeding.

- Notification to date has not generated any responses.
- The variance does not impact the intent of the bylaw regulation.

ALTERNATIVES

- **Request further information**

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should be 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-2019.4 (Peace).

Submitted By:	Gary Richardson, Island Planner	October 21, 2019
Concurrence:	Robert Kojima, Regional Planning Manager	October 21, 2019

ATTACHMENTS

1. Site Context
2. Maps, Plans and Photographs.
3. Notice
4. Draft Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	Lot 1, Section 12, Mayne Island, Cowichan District, Plan EPP72441
PID	030-330-629
Civic Address	445 Garrick Road, Mayne Island

LAND USE

Current Land Use	Vacant land
Surrounding Land Use	North – Church Property and large Rural and Upland zoned Lot. South - One large Settlement Residential and Upland zoned lot and several smaller Settlement Residential zoned lots. West – Several small Settlement Residential zoned lots. East – Large lots containing Upland zoning.

HISTORICAL ACTIVITY

File No.	MA-SUB-1994.4, MA-SUB-2018.2, MA-SUB-2018.3 and MA-SUB-2019.1 This application is a result of variance required by MA-SUB-2019.1
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POLICY/REGULATORY

Official Community Plan Designations	The property is in the SR – Settlement Residential, Rural (R), and Upland (UP) designations 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), Rural (R), and Upland (UP) zones in the Mayne Island Land Use Bylaw No. 146, 2008.
Other Regulations	N/A
Covenants	Covenant EL119055 – Mayne LTC – density control covenant Covenant EL119056 – CRD – steep slope hazard area
Bylaw Enforcement	no historical files

SITE INFLUENCES

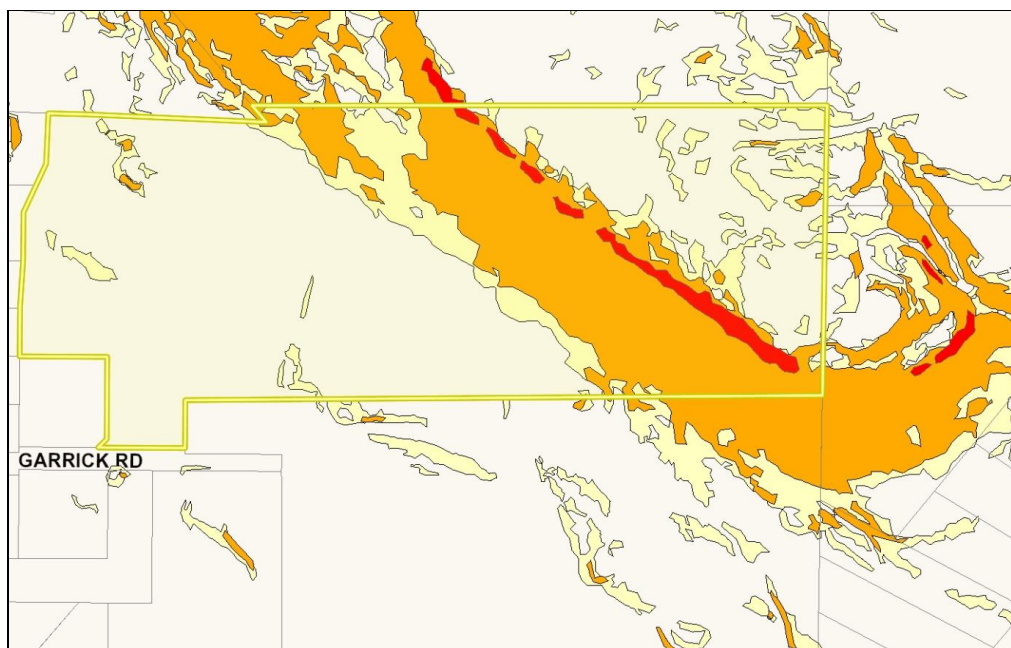
Islands Trust Conservancy	This application has no considerations for the Islands Trust Fund
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	N/A
Sensitive Ecosystems	See map Attachment 2
Hazard Areas	Areas of Low, Moderate and High Risk on property - See map Attachment 2
Archaeological Sites	There are no archaeological sites listed in the Remote Access to Archaeological Data (RAAD) within the property or within 100 metres;

	however, the area is shown as having archaeological potential. 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	The elevation and distance from the sea indicates that the impacts from anticipated or possible climate change induced hazards are not immediate.
Shoreline Classification	N/A

2.1 ZONING

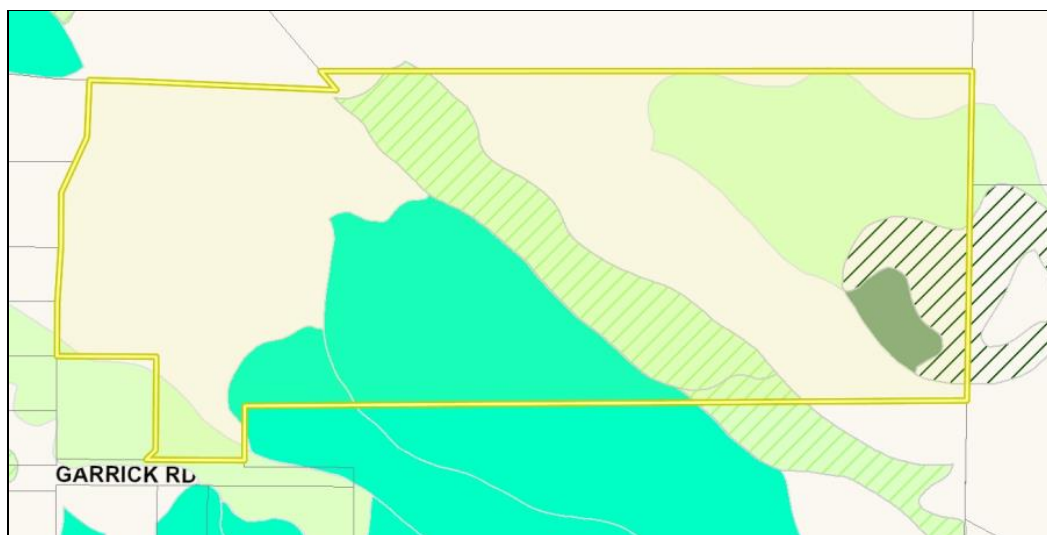


2.3 MAP OF SLOPE HAZARD



- High Risk
- Moderate Risk
- Low Risk

2.4 ECOSYSTEM MAP



- Herbaceous
- Sand
- Freshwater
- Wetland
- Riparian
- Older Forest
- Cliff
- Mature Forest
- Woodland
- Seasonally Flooded

2.5 PHOTOGRAPHS

EXISTING ACCESS



GARRICK ROAD (LOOKING EAST – ACCESS TO 445 ON THE LEFT)





Islands Trust

**NOTICE
MAYNE ISLAND LOCAL TRUST COMMITTEE
MA-DVP-2019.4**

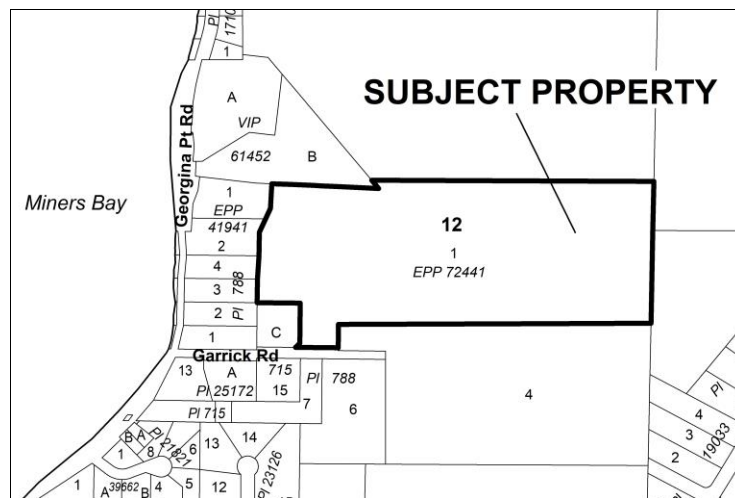
NOTICE is hereby given that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit pursuant to Section 499 of the *Local Government Act*. The proposed permit would vary the Mayne Island Land Use Bylaw No.146, 2008, by varying:

1. Subsection 8.5(1) which states that the frontage of any lot in a proposed subdivision must not be less than 20 metres (66 feet). Subsection 8.5(1) is varied to permit a lot to have a frontage on Garrick Road of 15 metres (49 feet).

The property is located at 445 Garrick Road, Mayne Island and is legally described as Lot 1, Section 12, Mayne Island, Cowichan District, Plan EPP72441.

PID: 030-330-629

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 **October 7, 2019** and up to and including **October 21, 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 **October 7, 2019**.

Enquiries or comments should be directed to Gary Richardson, Island Planner at (250) 405-5157, 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., October 21, 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., October 28, 2019**, at the Mayne Island Agricultural Hall, 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



Islands Trust

**MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
MA-DVP-2019.4**

To: Dr. Janice Peace

1. This Development Variance Permit applies to the land described below:

Lot 1, Section 12, Mayne Island, Cowichan District, Plan EPP72441
(PID: 030-330-629)
2. Mayne Island Land Use Bylaw 146, 2008 is varied as follows:
 - a) Subsection 8.5(1) is varied to permit a lot to have a frontage on Garrick Road of 15 metres (49 feet).
 - b) The development shall be consistent with Schedule "A" which is 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, 2008" 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 , 2019.

Corporate Secretary, Islands Trust

Date of Issuance

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

SCHEDULE 'A'

P.I.D. 029-574-994

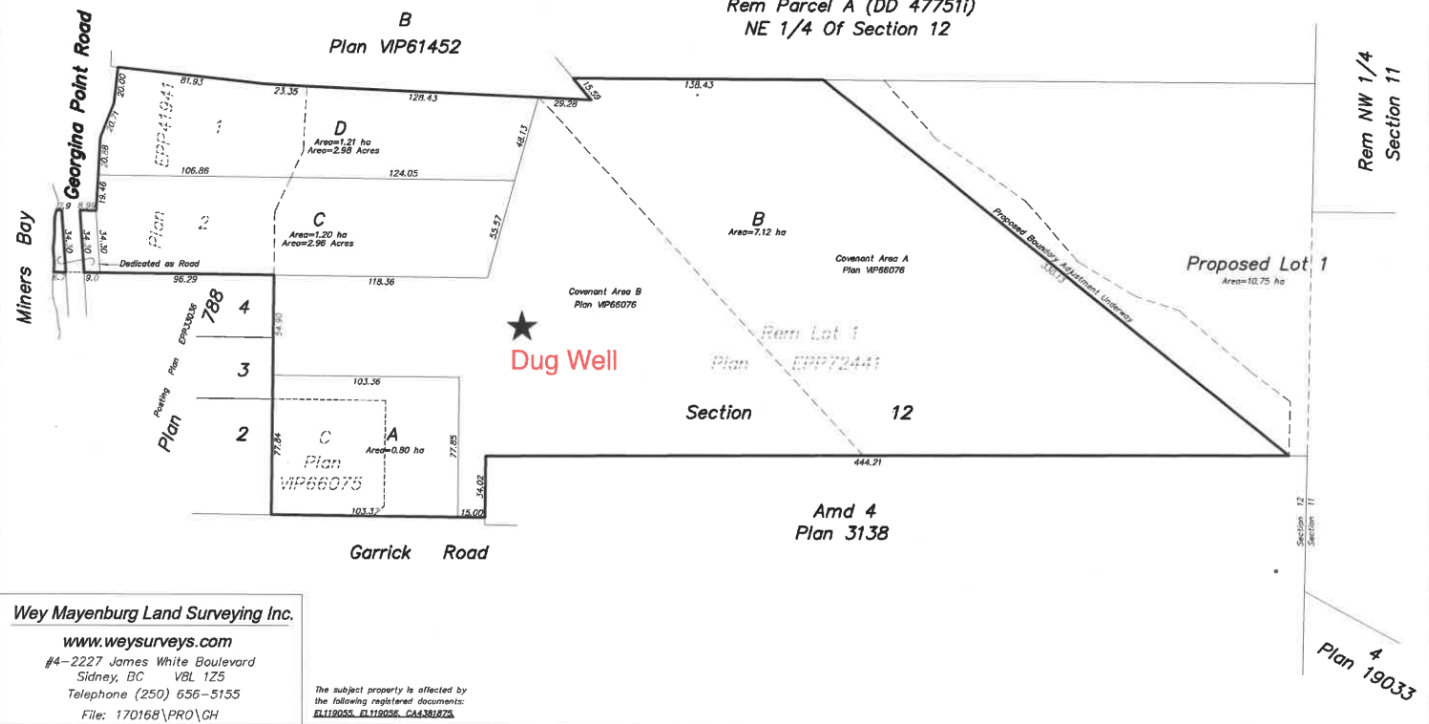
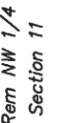


Dated this 4th day of December, 2018.

Distances shown are in metres.

*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.



27

File No.: 6500-20- LUB Technical
Review

DATE OF MEETING: October 28, 2019
TO: Mayne Island Local Trust Committee
FROM: Gary Richardson, Island Planner
Southern Team
SUBJECT: LUB – Technical Review

RECOMMENDATION

1. That Mayne Island Local Trust Committee endorse the LUB Technical Review Project Charter dated October 2019.

REPORT SUMMARY

The purpose of this report is to present the Mayne LTC with a project charter that will advance a current Top Priority project to undertake a targeted technical review of the Mayne Island Land Use Bylaw.

BACKGROUND

This issue was identified as a Work Program Priority September 2019.

The Mayne LUB has not been reviewed in several years. The review would include: a review of definitions, corrections of any errors or omissions, and updating of references.

The amended LUB will assist the LTC, planning staff and the public in understanding the LUB regulations that apply to Mayne Island Local Trust area.

At the September 30, 2019 LTC meeting the question of amending the LUB to address “contractors yards” was raised. Contractors’ yards have not been addressed in this project charter as it would be out of scope for a routine, targeted LUB review.

Contractors yards could be included in the scope of this project; however the timeline would need to be amended. If the review of contractors yards is to be included in this project, the charter would need to be amended by changing some of the steps and the deliverable dates. The charter would require more time for the preparation of the initial staff report and the process would require a higher level of community consultation, and may require an OICP amendment. Alternatively the review of contractors yards could be a separate future project (it is currently on the LTC’s project list of future potential projects).

ALTERNATIVES

1. Request amendments

LTC can request project charter to be amended prior to proceeding.

Suggested wording:

That Mayne Island Local Trust Committee amend the project charter by ...

NEXT STEPS

- 1) Staff to prepare a report for January, 2020 LTC Meeting.

Submitted By:	Gary Richardson, Island Planner	October 21, 2019
Concurrence:	Robert Kojima, Regional Planning Manager	October 21, 2019

ATTACHMENTS

1. Project Charter

Land Use Bylaw Review - Charter October 21, 2019

Mayne Island Local Trust Committee

Purpose *The project is intended to provide a targeted technical review of Mayne Island Land Use By-law No. 146, 2008.*

Background *The project was initiated by the Mayne Island Local Trust Committee (LTC) at its September 30, 2019 LTC meeting. The review will include review of definitions, correction of any errors and omissions, and updating out-of-date references. The amended LUB will provide more certainty and assist the LTC, planning staff and the public in understanding how LUB regulations apply to the Mayne Island Planning area*

Objectives

- To provide a targeted technical review of the LUB
- Correct identified errors
- Review definitions
- To consider amendments to the

In Scope

- Staff Review of the LUB
- Community consultation
- LUB amendment(s)

Out of Scope

- Substantive amendments to regulations in the LUB
- Activities unrelated to the LUB
- Official Community Plan (OCP) Amendment(s)

Workplan Overview

Deliverable/Milestone	Date
Project charter endorsed	October 2019
Staff review of LUB	November—December 2019
Staff report with recommended amendments for LTC review and direction	January 2020
Draft LUB amendment prepared showing LTC endorsed amendments	February 2020
Community Information Meeting	March 2020
LTC review of community comments and consideration of further changes	April 2020
Consideration of First reading	May 2020
Referral	May—June 2020
Public Hearing, Second and Third Readings, referral to EC	July 2020
Consideration of adoption	October 2020

Project Team

Gary Richardson	Project Manager
Narissa Chadwick	Project Planner
Jackie O'Neil	GIS Support
Sharon Lloyd-deRosario, Maple Hung	Admin Support

RPM Approval:

Robert Kojima
Date: October 21, 2019

LTC Endorsement:

Resolution #:
Date:

Budget

Budget Source:

Fiscal	Item	Cost
2019-20	Legal	\$2000
2019-20	Community Information Meeting	\$500
2020-2021	Legislative Process	\$2000
2020-2021	Communications, Contin-gency	\$500
	Total	\$5000 30

MEMORANDUM

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

DATE OF MEETING: October 21, 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

PURPOSE

The purpose of this memo is to update the Mayne Island Local Trust Committee (LTC) on progress to date with the Mayne Island Housing Regulations and Policy Review Project, to introduce the discussion paper resulting from the first phase of the project, and to outline potential next steps for LTC consideration.

BACKGROUND

At the June 24th, 2019 Mayne Island LTC meeting staff presented the amended project charter for LTC endorsement. The Mayne Island LTC passed the following resolution:

MA-2019-042

It was Moved and Seconded,

that the Mayne Local Trust Committee:

- a) Endorse the attached Mayne Island Housing Regulations and Policy Review Project Charter, as amended, and associated scope of work, timelines and Budget and,
- b) Direct staff to begin working on Mayne Island Housing Regulations and Policy Review Project deliverables.

PROJECT UPDATE

Since the endorsement of the project charter in June 2019, staff have been busy undertaking a review of current housing regulations and policies on Mayne Island. The goal of this review is to analyse what opportunities may exist for regulatory and/or policy changes that could potentially provide more flexibility and incentives for increasing housing accessibility and affordability on Mayne Island. There is also a focus on ways to minimize the ecological impact of new housing development through innovative approaches such as the encouragement of smaller footprint homes.

As a means for providing baseline information to the LTC and the broader community with respect to housing related regulations and policies on Mayne Island, the attached discussion paper includes:

- A summary of relevant census data including population, housing and income demographics;
- A description of current Mayne Island housing regulations and policies;
- A build-out analysis for Mayne Island that includes maps depicting the distribution of vacant lots on Mayne Island along with dwelling unit potential across all residential land use zones (Note: maps and data still work in progress - to be finalized and shared with LTC by October 28th meeting); and,
- A brief outline of potential options for regulatory and/or policy changes that could help to increase housing supply and enable the development of smaller footprint homes.

NEXT STEPS

Proposed next steps include:

- LTC review report and provide feedback to staff with aim to finalize report before proceeding to next phase (final endorsement could occur either at October 28th or November 25th meeting depending on scope of revisions and edits required by LTC)
- Explore preferred options further and conduct literature review (November-December 2019)
- Public and stakeholder consultation (January-February 2020)
- Summarize results of consultation and confirm scope of potential bylaw amendments (March 2020)
- Potential for public hearing in 2020/21 fiscal year if the LTC decides to proceed with bylaw amendments

Submitted By:	Brad Smith Island Planner	October 21, 2019
Concurrence:	Robert Kojima Regional Planning Manager	October 21, 2019

ATTACHMENTS

Reorder/add/delete/modify attachments as needed:

1. Attachment 1. Mayne Island Housing Regulations and Policy Review Discussion Paper

Mayne Island Housing Regulations and Policy Review

DRAFT DISCUSSION PAPER

October 21, 2019



Islands Trust

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1 INTRODUCTION

The Mayne Island Local Trust Committee (LTC) is engaged in a review of housing regulations and policies in the Mayne Island Local Trust Area. The goal of this review is to analyse what opportunities may exist for regulatory and/or policy changes that could potentially provide more flexibility and incentives for increasing housing accessibility and affordability on Mayne Island. The LTC is also interested in exploring ways to minimize the ecological impact of new housing development through innovative approaches such as the encouragement of smaller footprint homes.

The LTC has endorsed a project charter which establishes a process and timeline for this project. As a first step and as a mechanism for providing background and context, this discussion paper includes:

- A summary of relevant census data including population, housing and income demographics;
- A description of the current Mayne Island housing regulations and policies with respect to residential zoning;
- A build-out analysis for Mayne Island that includes maps depicting the distribution of vacant lots on Mayne Island along with dwelling unit potential across all residential land use zones; and,
- A brief outline of potential options for regulatory and/or policy changes that could help to increase housing supply and enable the development of smaller footprint homes.

Prior to making any decisions with respect to regulatory and/or policy changes the LTC is expected to undertake further consultation and receive professional advice in the form of one or more staff reports. The next step in the process is to consult with the community on the results of findings to date.

2 BACKGROUND

The availability and affordability of housing is a significant challenge that has social and economic impacts on the Mayne Island community. The Capital Regional District (CRD) has recently completed an assessment of housing needs in the Southern Gulf Islands (SGI). 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”. Island residents described the housing situation as bordering on crisis, and as having serious impacts on themselves and their families, community well-being and economic sustainability.

The issues of housing availability and affordability on Mayne Island are not new. Significant effort has already been invested by the LTC on housing related topics. For example, the [2011 Mayne Island Housing Options Task Force Report](#) resulted in the legalization of secondary suites on Mayne Island. The Task Force report remains relevant as it 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. Additionally, in 2016, Trust Council finalized a report on [Community Housing in the Trust Area](#) that includes recommendations to improve Islands Trust’s ability to meet community housing needs across the Trust Area, including Mayne Island.

The current LTC is aware that the diversity of options for affordable housing on Mayne Island is limited, and thus are investing efforts to explore if encouraging smaller footprint homes through regulatory and other means is desirable to the community. Smaller footprint homes provide the basic amenities of a larger home but with a much smaller floor area and typically a reduced ecological footprint. In the

context of Mayne Island and this report, smaller footprint homes include secondary suites, cottages, and recreation vehicles (RVs) which are legalized within the current Mayne Island Official Community Plan No. 144, 2007 (OCP) and Land Use Bylaw No. 146, 2008, along with the growing trend of ‘tiny homes’, which are a newly emerging housing alternative that are not considered in current bylaws.

3 MAYNE ISLAND POPULATION, HOUSING AND INCOME DEMOGRAPHICS

Census data for 2016 reported a population of 949 residents in the Mayne Island Local Trust Area (Figure 1), which represents an 11.4% decline versus 2011 (1,071 residents). This reduction in population is in contrast to the overall provincial population increase of 5.6% during this same period.

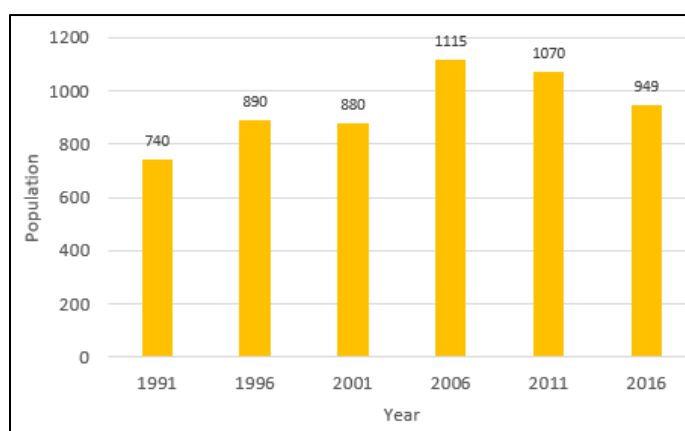


Figure 1. Population of Mayne Island Trust Area, 1991-2016

A large majority of Mayne Island residents in 2016 fell within the 50-64 (30.6%) and 65-84 (45.8%) age classes (Figure 2). Adults aged 20-34 and above 85 were the least represented on Mayne Island in 2016.

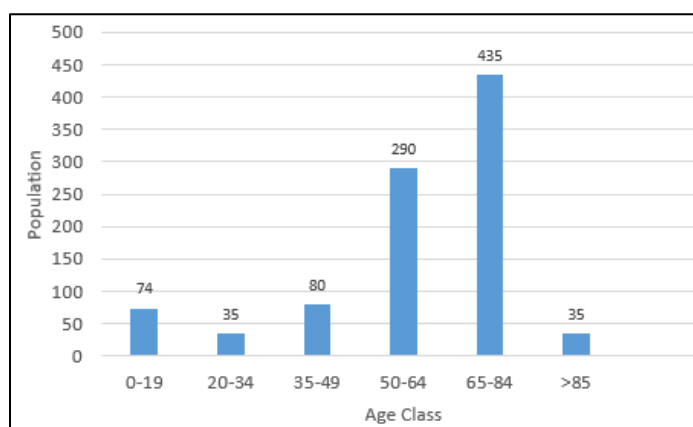


Figure 2. Population by Age Class, Mayne Island Trust Area, 2016

Census data for 2016 reported a total of 1,211 private dwellings on Mayne Island (Figure 3). Of those, it was estimated that 517 housed permanent residents. Of the 517 that housed permanent residents, 505 were classified as ‘single-detached houses’ and the remainder were classified as ‘movable dwellings’. There were no apartments, duplexes, semi-detached houses or other attached dwellings on Mayne Island reported as being occupied by permanent residents in 2016.

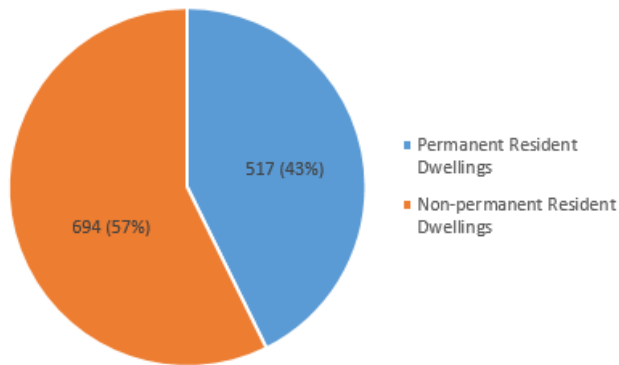


Figure 3. Permanent and Non-permanent Resident Dwellings on Mayne Island, 2016

The average permanent private household size on Mayne Island in 2016 was 1.8 residents/household. One and two resident households represented the vast majority of all households by size (Figure 4). A total of 55 households were reported with children in a census family (i.e. the household includes either a couple with children or a lone parent and his or her children).

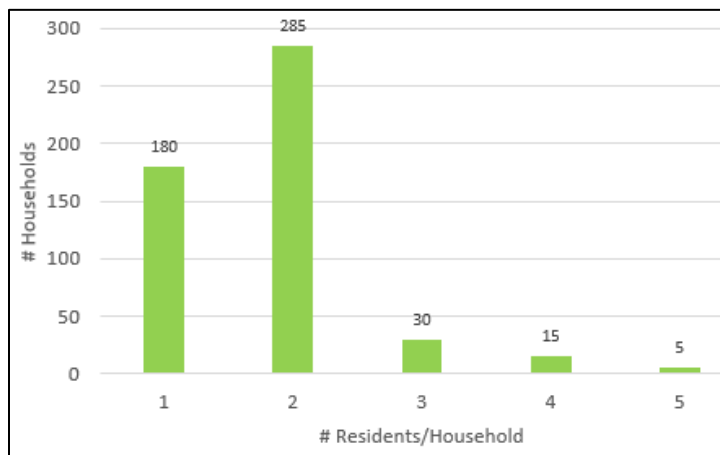


Figure 4. Number of Residents/Household, Mayne Island, 2016

Within the permanent households described above it is estimated that 91.9% are owner occupied and the remaining 8.1% are occupied by renters (Figure 5). The 8.1% of households occupied by renters is much lower than the provincial average of 31.9% of all households occupied by renters.

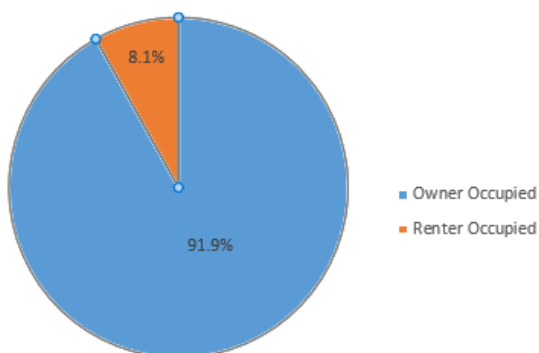


Figure 5. Percentage of Households Occupied by Owner vs. Renter, Mayne Island, 2016

The median after tax income of households on Mayne Island in 2015 was \$49,984 which is much lower than the overall provincial median after tax income of \$61,240 and the Canadian median after tax income of \$61,348 (Figure 6).

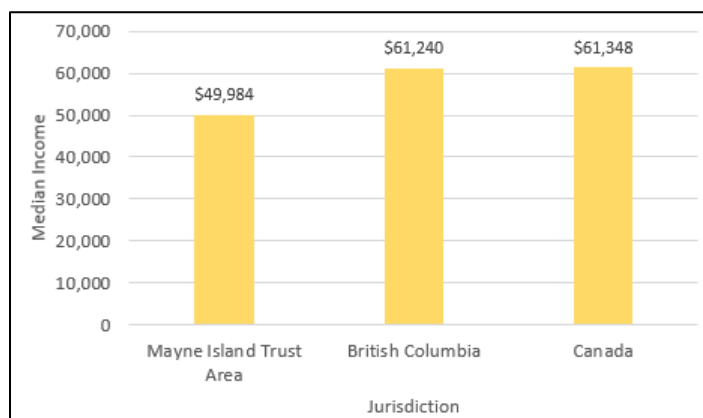


Figure 6. Median Household Income, Mayne Island, 2016

It is estimated that in 2016, 83.5% of Mayne Island owner and tenant households with household total income greater than zero spent less than 30% of income on shelter costs.

The median monthly shelter cost for owner-occupied dwellings was \$805/month and the average monthly shelter cost was \$769/month. The median monthly shelter cost for rented dwellings was \$452/month and the average monthly shelter cost was \$698/month.

4 MAYNE ISLAND HOUSING REGULATIONS AND POLICIES

4.1 Official Community Plan Objectives and Policies

The Mayne Island OCP includes a broad community objective related specifically to housing:

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

Other broad community objectives that are relevant include:

Objective 1) To preserve and protect the natural environment of the Mayne Island Trust Area, the quantity and quality of its surface and groundwater, and the diversity of its flora and fauna.

Objective 5) To support actions and initiatives that result in sustainable development through the implementation of smart growth principles.

The OCP establishes four land use designations that are primarily for residential use (Table 1). The designations are based on historical development patterns, physical features or constraints, initiatives of senior government and specific objectives defined by the community. Each designation has specific objectives and policies that are intended to help guide land use decision-making.

The Agriculture designation is also included in Table 1 as the principal uses are both agricultural and residential. However, in addition to satisfying local bylaw regulations, any subdivision or non-farm use other than one dwelling, proposed in the agriculture designation is subject to the regulations of the *Agricultural Land Commission Act*.

Note: Commercial (C1-C5), Industrial (I1) and Comprehensive Development Two (CD 2) zones also include allowances for dwelling units accessory to the use of the property. The CD1 zone allows for seniors housing. The C1 zone also allows apartment residential use as a principal use, subject to regulations that basically allow second storey apartments above ground floor commercial that is not accessory to the commercial use. As these zoning designations are not the focus of this report, limited detail is provided with respect to the dwelling allowances within these zones types.

Table 1. Mayne Island OCP Residential Designations, Objectives and Policy Statements Relevant to Housing.

Designation	Relevant OCP Objectives	Relevant OCP Policies
Settlement Residential	1) to ensure compatibility of the residential use with adjoining land uses 2) to protect the health and safety of the residential neighbourhoods 3) to ensure that ecologically sensitive areas are not disturbed by future development	2.1.1.2 One dwelling unit shall be permitted on a parcel, and one guest cottage limited by size shall be permitted on parcels 0.6 hectares (1.48 acres) or larger. 2.1.1.3 On parcels greater than 0.6 hectares (1.48 acres) the residential density shall be one dwelling unit for each additional 0.6 hectares (1.48 acres) of lot area. 2.1.1.5 Location, number and size of buildings and structures shall be regulated to protect the quiet enjoyment of property and to implement smart growth principles. 2.1.1.6 Affordable housing is encouraged through joined or multiple housing units which may be considered by site specific rezoning of a parcel subject to compliance with Amenity Zoning Guidelines. 2.1.1.10 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. Rainwater catchment/storage system required prior to construction of a secondary suite.
Rural Residential	1) to maintain a rural residential density 2) to rationalize historical situations of cooperative ownership.	2.1.3.2 The number of dwelling units permitted in each location shall not exceed the density permitted by long-standing zoning. BL 147. 2.1.3.3 On parcels greater than 2.8 hectares (7 acres) residential density shall be one dwelling unit per parcel and one additional dwelling unit for each additional 2.8 hectares (7 acres) and one guest cottage for each dwelling unit permitted.
Rural	1) to provide for low density rural settlement options which are sensitive to the Island's carrying capacity and rural environment 2) to ensure compatibility of the rural use with adjoining land uses	2.1.4.2 One dwelling unit shall be permitted per parcel provided that on parcels greater than 4 hectares (9.8 acres) residential density will be one dwelling unit for each additional 4 hectares (9.8 acres) of parcel area. 2.1.4.3 One guest cottage, limited by size, is permitted on each parcel having an area of 1 hectare (2.47 acres) or more, in respect of each permitted dwelling unit, provided that provision be made to allow guest cottages on parcels of less than 1 hectare (2.47 acres) but not less than 0.6 hectare (1.48 acres) where at the time of adoption of Mayne Island Official Community Plan No.86, 1994, Amendment Bylaw No.2, 1996, they were permitted on such parcels. 2.1.4.4 Affordable housing is encouraged through joined or multiple housing units which may be considered by site specific rezoning of a parcel subject to compliance with Amenity Zoning Guidelines. 2.1.4.12 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. Rainwater catchment/storage system required prior to construction of a secondary suite.
Upland	1) to preserve scenic and aesthetic value of high rocky bluffs	2.1.5.2 One dwelling unit shall be permitted per parcel provided that on parcels greater than 10 hectares (24.47 acres) residential density will be one dwelling unit for each additional 10 hectares (24.47 acres) of parcel area.

Designation	Relevant OCP Objectives	Relevant OCP Policies
	2) to retain large parcels of land in balance with developed settlement residential areas 3) to ensure that development in this designation does not affect ecologically sensitive areas including water recharge areas.	2.1.5.3 One guest cottage, limited by size, is permitted on each parcel having an area of 1 hectare (2.47 acres) or more, in respect of each permitted dwelling unit. 2.1.5.7 Joined or multiple housing units shall be permitted by site specific rezoning only. 2.1.5.10 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. Rainwater catchment/storage system required prior to construction of a secondary suite
Agriculture	1) to recognize and protect the ability to farm except as it may be limited in residential areas outside of the ALR,	2.2.1.1 The principal uses shall be agricultural and residential. 2.2.1.10 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. Rainwater catchment/storage system required prior to construction of a secondary suite

4.2 Zone Siting Regulations

The LUB establishes specific zones in order to regulate residential land use. These zones are based on the policies and designations established in the OCP. Each zone classification has specific regulations with respect to dwelling unit density, lot coverage, cottages and secondary suites.

Table 2. Mayne Island Residential Land Use Bylaw Zone Types and Regulations

Zone	Zone Purpose	Max Lot Cover (%)	Dwelling Unit Density	Cottage Regulation	Secondary Suites ¹
Settlement Residential (SR)	To provide regulations for the development of residential neighbourhoods	20	- One dwelling unit per lot - One additional dwelling unit for every 0.6 ha of lot area greater than 0.6 ha	- One cottage on lots greater than 0.6 ha - Max floor area 60 m² on lots less than 1 ha, 90 m² on lots greater than 1 ha	Yes
Rural Residential 1 (RR1)	To provide regulations for areas of limited application used for acknowledging historical situations of multiple land owners where individuals bought land cooperatively as a company expecting that each share holder could build a dwelling and guest cottage	10	- One dwelling unit per lot - One additional dwelling unit for every 2.8 hectares (7 acres) of lot area greater than 2.8 hectares (7 acres)	One cottage permitted in respect of each permitted dwelling unit on lots of 2.8 ha or greater	No
Rural Residential 2 (RR2)	To provide regulations permitting a limited number of dwellings for one location, acknowledging an historical situation where individuals cooperatively bought land zoned for commercial tourist accommodation uses	20	- A maximum of 15 dwelling units allowed in entire zone - Max floor area of any dwelling unit is 116 m², except one dwelling unit may have floor area not > 223 m²	None	No
Miners Bay Rural Comprehensive (MBRC)	To provide regulations for a 20 lot subdivision that provided the following community benefits: one community centre site, one park, two wells, and a road bypass for the Miners Bay area	10	One dwelling unit per lot	- One cottage permitted per lot - Max floor area 60 m² on lots less than 1 ha, 90 m² on lots greater than 1 ha	No
Rural (R)	To provide regulation for areas in which residential and agricultural uses on larger parcel sizes predominate	10	- One dwelling unit per lot - One additional dwelling unit for every 4 ha of lot area greater than 4 ha	- One cottage permitted in respect of each dwelling unit on lots at least 1 ha - Max floor area 60 m² on lots less than 1 ha, 90 m² on lots greater than 1 ha	Yes
Upland (UP)	To provide regulations for upland slopes which have special features, including forested slopes, habitat areas, ground water recharge areas, steep terrain conditions and aesthetic and recreational attributes	10	One dwelling unit per lot and one additional dwelling unit for every 10 hectares (25 acres) of lot area greater than 10 hectares (25 acres).	One cottage is permitted in respect of each permitted dwelling unit on lots having an area of at least 1 hectare (2.4 acres).	Yes
Agricultural (A)	To identify and protect land suitable for agricultural uses, to retain farmland as part of the rural landscape, to encourage food production and horticulture, and to support local farm-gate sales	20	One dwelling unit per lot and one additional dwelling unit for every 8 hectares (20 acres) of lot area greater than 8 hectares (20 acres).	- One cottage permitted in respect of each permitted dwelling unit - Max floor area 60 m² on lots less than 1 ha, 90 m² on lots greater than 1 ha	Yes

1) Allowance for secondary suites is dependent on meeting the criteria described in section 3.1.4 of this report.

4.3 Maximum Floor Area Provisions

There are currently no maximum floor area requirements for principal dwellings in any zone described in Table 2 except within the Rural Residential 2 (RR 2) zone which does include maximum floor area requirements (based on historical reasons of shared land ownership).

Maximum floor area is technically limited in all zones based on maximum lot coverage but on Mayne Island, where a majority of the land parcels are relatively large, it is very infrequent for maximum lot coverage to be exceeded based on the overall footprint of dwellings and accessory structures.

Cottages are limited in size to 60 m² on lots less than 1 hectare and 90 m² on lots greater than 1 hectare in all zones that permit a cottage.

The floor area of any secondary suite can not exceed 60 m² (646 ft²) nor can it exceed 40% of the floor area of the principal dwelling unit.

4.4 Amenity Zoning/Density Transfer Provisions

The OCP includes amenity zoning guidelines for cases where a property owner offers to provide a voluntary community amenity as a condition of subdivision or rezoning. In these instances consideration may be given to increasing the permitted density on a parcel in any of the designations described in section 4.2.

The *‘provision of affordable and special needs housing’* is specifically listed in the OCP (s. 2.10.2.xi) as a potential community amenity which may be acceptable for consideration.

4.5 Secondary Suite Regulations

The Mayne Island LUB allows secondary suites in certain areas and under the following conditions:

- There is a maximum of one secondary suite per lot;
- On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed;
- The secondary suite must be contained within the walls of the building that contains the principal dwelling unit; and,
- The entrance to a secondary suite from the exterior of the building must be separate from the entrance to the principal dwelling unit.

Secondary suites are permitted only on lots that are within the shaded area of schedule D of the LUB, as shown in Figure 6. Secondary suites are not currently permitted in areas that are connected to a community water system. A secondary suite can not be subdivided from the principal dwelling unit under the *Land Title Act* or the *Strata Property Act*.

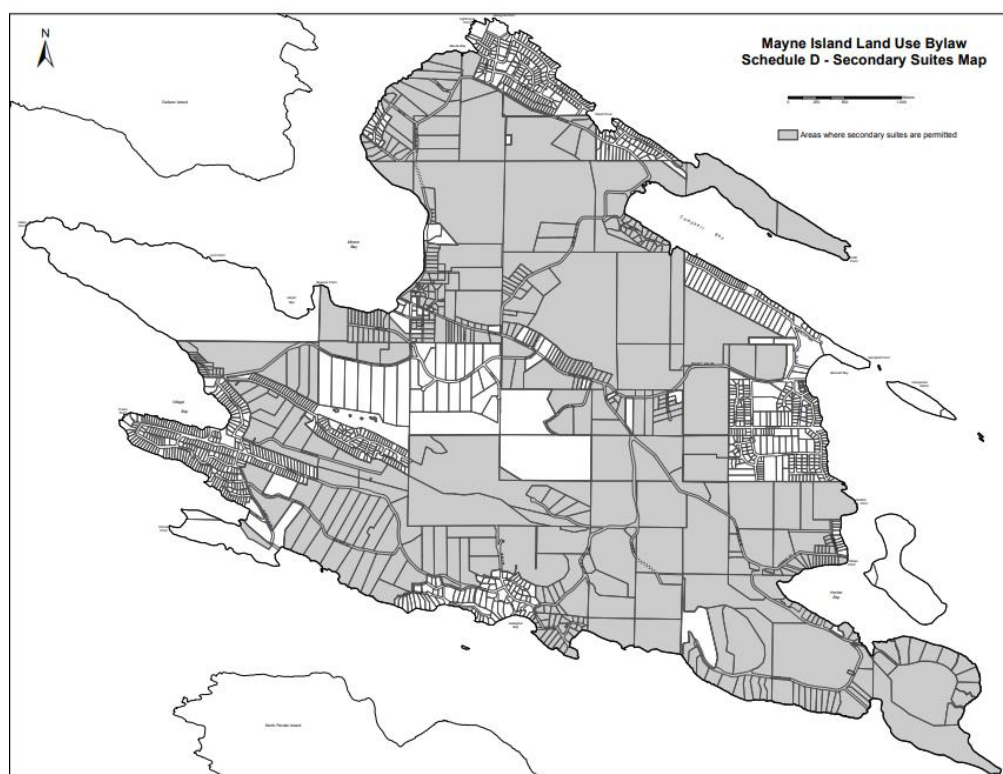


Figure 7. Mayne Island Land Use Bylaw Secondary Suites Map

The LUB also includes the requirement that a building permit shall not be issued for a secondary suite until the building that is to contain the secondary suite is equipped with a rainwater catchment and storage system with a minimum cistern capacity of 13640 litres (3000 gallons)

4.6 Subdivision Lot Area Requirements

The LUB includes zone specific subdivision lot area requirements that regulate minimum and/or average lot area sizes (Table 3).

Table 3. Mayne Island Subdivision Lot Area Requirements for Residential Zones

Zone	Minimum Lot Area (ha)	Minimum Average Lot Area	Other Requirements
Settlement Residential	0.4	0.6	
Rural Residential 1	2.8	None	
Rural Residential 2	None	0.1	No subdivision may result in creation of more than 15 lots
Miners Bay Rural Comprehensive	1.2	2.3	
Rural	1.0	4.0	
Upland	1.0	10.0	
Agricultural	20.0	None	

Section 8.2 of the LUB includes exemptions from average and minimum lot area requirements such as:

- lots being created for a public park or conservation area,

- Lot boundary adjustments where no new lots are created;
- the consolidation of 2 or more lots into a single lot;
- subdivision solely for the purpose of dedicating land to the Crown.

Section 8.2 does not include an exemption provision related to the provision of affordable housing.

5 MAYNE ISLAND BUILD OUT ANALYSIS

NOTE: Maps and supporting data for this section are still being finalized – will be provided ASAP for review and will be made available at October 28th LTC meeting

Mayne Island has a total of XX individual parcels of land located within residential land use zones. Of those parcels, XX are currently vacant (i.e. parcels with no associated dwelling unit). As such, vacant parcels represent XX% of all residentially-zoned parcels on Mayne Island.

Based on the dwelling unit density provisions within the LUB for each residential zone type, in conjunction with lot size, the maximum number of dwelling units on residentially-zoned parcels on Mayne Island is XX. This includes XX primary dwelling units and XX cottage dwelling units. In 2016, it was reported that Mayne Island had a total of 1,211 private dwellings. This represents XX% of the total dwelling unit potential across all residential zones.

Table 4 provides a summary of the total number of parcels, number of vacant parcels, and dwelling unit potential across all parcels within residential zones.

Table 4. Total Parcels, Vacant Parcels, and Residential Zoning Dwelling Unit Potential, Mayne Island

Zone Type	Parcel Data			Dwelling Unit Potential		
	Total # Parcels	# Vacant Parcels	% Vacant Parcels	# Primary Dwellings	# Cottages	Combined
Settlement Residential						
Rural Residential 1						
Rural Residential 2						
Miners Bay Rural Comprehensive						
Rural						
Upland						
Agricultural						
GRAND TOTALS						

The maps in figures 8 and 9 depict the distribution of vacant lots and dwelling potential across residential zone types, respectfully.

Figure 8. Distribution of Vacant Parcels on Mayne Island.

INSERT MAP

Figure 9. Mayne Island Dwelling Unit Potential/Zone Type

INSERT MAP

6 OPTIONS

A range of options may be contemplated for increasing the availability of affordable housing on Mayne Island that also consider minimizing building floor area and overall ecological impact.

It is important to note that implementation of any of the suggested options would lead to an increase in the maximum base density potential as defined within the OCP. The benefits of this increase in base density potential would need to be carefully measured against the possible impacts on community cohesion, resources (including water supply) and the natural environment.

Options within the Current Zoning and Lot Size Framework

The following options could be implemented under the current regulatory framework and would not require the establishment of new zones or subdivision.

1) Expand secondary suite provisions across all designations allowing residential use

Current regulations do not allow secondary suites on all parcels zoned for residential use. Allowing secondary suites across all resident parcels could increase availability of housing with minimum expansion of building size or footprint. Secondary suites are not currently permitted in areas that are connected to a community water system. Potential impacts on community water systems would need to be carefully considered if secondary suite allowances were to be amended.

2) Allow secondary suites on smaller parcels that have a cottage

Current regulations do not allow both a secondary suite and a cottage to be constructed on parcels less than 4 hectares. Allowing both a secondary suite and a cottage on parcels smaller than 4 hectares could increase availability of housing with a relatively small increase in overall lot coverage. Potential impacts on community water systems would need to be carefully considered if secondary suite regulations were to be amended.

3) Permit larger cottages/secondary suites

Current regulations limit the floor area of secondary suite to 60 m² and cottages to between 60-90 m². Increasing the allowable size of these secondary dwelling units to enable a higher density (e.g. increase floor size to allow two bedrooms instead of one) could increase the availability of housing with a relatively small increase in overall lot coverage.

The BC Building Code defines a secondary suite as an additional dwelling unit having a total floor space of not more than 90 m² and having a floor space less than 40% of the habitable floor space of the building. While not yet implemented, the Province is proposing to discontinue the prescribed floor space amounts and percentage distribution. If this was the case, the LTC could consider amending secondary suite provisions within the bylaws to allow for a greater floor area than is currently permitted.

4) Permit tiny homes in conjunction with secondary suites/cottages

Current regulations allow for cottages or secondary suites on many parcels within residential zones but there is no consideration for the allowance of 'tiny homes'. Revising the OCP to allow for the siting of one or more tiny homes in conjunction with a secondary suite and/or cottage could provide increased availability of affordable housing options with a relatively small increase in overall lot coverage.

To realize this option, a unique definition for a 'tiny home' would need to be developed that distinguishes it from a cottage. A smaller maximum floor area could be key factor to differentiate the two structure types. Other requirements, such as the need to meet building code standards and to be connected to proper sewage disposal and potable water supply infrastructure should also be considered if this option is explored further by the LTC.

5) Establish density bonus incentives tied to maximum floor size

Current regulations include no provisions for limiting maximum floor area of a primary dwelling unit in most residential zones except for the maximum lot coverage provisions which are seldom approached or exceeded.

The LTC could consider establishing a maximum floor area for primary dwellings in some or all residential zones. This could be implemented on its own, or in conjunction with density bonus provisions that allow for additional dwelling units if a maximum floor area is adhered to. Density bonus options may include:

- a) No maximum floor area for one dwelling, with regulations that would permit one or more additional dwelling units if a total, aggregate maximum floor area is not exceeded. For example, a property-owner could build a single dwelling unit on a vacant lot with no maximum floor area requirements (other than lot coverage), or be permitted one or more additional dwelling units if the overall maximum floor area does not exceed a specific area.
- b) Establish a maximum floor area policy on all dwelling units with flexibility built-in for how the floor area is distributed across dwelling units. For example, if the maximum floor area in a particular zone is 375 m², the property-owner could construct one dwelling unit at this maximum floor size, or two or more dwelling units of a smaller size as long as the overall maximum floor size is not exceeded (e.g. 2 dwellings at 150 m² each, and one at 75 m²). Under this scenario it would be prudent to include in regulation a maximum number of dwelling units allowed/lot.

Options requiring Rezoning/Subdivision Approval

1) Establish OCP policies specific to smaller home communities

Current OCP policies do not consider the siting of 'small home' communities within any of the residential zoning designations. A new OCP policy could be considered that encourages the establishment of small home communities. A property-owner could then apply for rezoning that is consistent with the objective of this OCP policy to a zone that provides for a number of small homes to be sited on one or more vacant parcels. Specific parameters with respect to siting and land use could be established through a residential strata scheme or some other type of land use/housing agreement, including maximum floor area, tenure, communal property etc.

2) Density bonus to reduce minimum lot size through rezoning

Current regulations establish minimum and average lot sizes for the subdivision of parcels which are based on policies within the OCP. Changes to OCP policies could be implemented to allow for smaller lot sizes across some or all zone designations. This may increase affordability of individual lots for potential buyers. Specific conditions could be established for the newly created small lots through the rezoning process including the type, size, tenure and use of the allowable dwelling unit(s).

It is important to note that any options to increase housing access/affordability through subdivision would require provincial involvement of an approving officer appointed under the *Land Title Act*.

Top Priorities Report

Mayne Island

1. Land Use Bylaw Technical Amendments

Responsible

Dates

Prepare project charter for October 28, 2019 LTC meeting.

Gary Richardson

Rec'd: 23-Sep-2019

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

Responsible

Dates

Initial staff report prepared for Oct 28, 2019 LTC meeting

Brad Smith

Rec'd: 26-Nov-2018

3. Groundwater Sustainability Project

Responsible

Dates

Initial staff report and project charter to be prepared.

Gary Richardson

Rec'd: 27-May-2019

William Shulba

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>Cannabis Production - Regulating structures</i>	Responsible	Date Received
		24-Sep-2018
5. <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-2019.4	Peace, Wayne	02-Jul-2019	370 and 380 Georgina Point Rd - variance for subdivision regulations for frontage on Garrick Rd

Planner: Gary Richardson

Planning Status

Status Date: 18-Oct-2019

Staff report prepared for Oct 28, 2019 LTC agenda for LTCs consideration.

Status Date: 18-Sep-2019

Applicant requested application be put on October 28, 2019 LTC agenda for consideration.

Status Date: 04-Jul-2019

PTA created file

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: 18-Oct-2019

Staff to design initiate First Nations review of proposal.

Status Date: 18-Sep-2019

MI Parks commission giving presentation at September 30, 2019 LTC meeting regarding application to rezone Cotton Park.

Status Date: 16-May-2019

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

Subdivision



Applications

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2018.1	Brent Mayenburg (Maude) Planner: Gary Richardson	09-Apr-2018	Proposed 3 lot conventional subdivision
Planning Status			
Status Date: 18-Sep-2019 Waiting for applicant to work through PLA conditions.			
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			
File Number	Applicant Name	Date Received	Purpose
MA-SUB-2018.3	Wey Mayenburg Land Surveying Inc (Peace) Planner: Gary Richardson	16-Oct-2018	Subdivision to create 2 parcels use
Planning Status			
Status Date: 18-Sep-2019 Applicant working through PLA conditions.			
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 Planner: Gary Richardson	22-Jan-2019	Boundary adjustment subdivision
Planning Status			
Status Date: 18-Sep-2019 Applicant working through PLA conditions.			

Applications

Status Date: 14-Jun-2019

PLA received June 11, 2019.

Status Date: 16-May-2019

Review response sent to MoTI May 16, 2019

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2019.2	Robinson, Karen	04-Sep-2019	Subdivision Application for a boundary adjustment.

Planner: Gary Richardson

Planning Status

Status Date: 18-Sep-2019

Requested applicant complete Islands Trust Application form.

Status Date: 10-Sep-2019

PTA created file, waiting on fees.

Islands Trust
LTC EXP SUMMARY REPORT F2020
Invoices posted to Month ending August 2019

645 Mayne	Invoices posted to Month ending August 2019	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	665.00	0.00	665.00
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,446.00	891.80	554.20
65210-645	LTC - Local Exp - APC Meeting Expenses	411.00	52.10	358.90
65220-645	LTC - Local Exp - Communications	250.00	420.00	-170.00
65230-645	LTC - Local Exp - Special Projects	294.00	0.00	294.00
TOTAL LTC Local Expense		<u>2,401.00</u>	<u>1,363.90</u>	<u>1,037.10</u>
Projects				
73001-645-4100	Mayne Island Housing	4,000.00	0.00	4,000.00
TOTAL Project Expenses		<u>4,000.00</u>	<u>0.00</u>	<u>4,000.00</u>

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

To:	Local Trust Committees	For the Meeting of:	Various
From:	David Marlor, Director, Local Planning Services	Date Prepared:	June 17, 2019
SUBJECT:	Model Radio Antenna Strategy		

PURPOSE: To provide the model radio antenna strategy to local trust committees for consideration of adoption.

BACKGROUND:

The federal Ministry of Innovation, Science and Economic Development Canada (ISED)(formerly Industry Canada),has jurisdiction over telecommunications uses such as radio broadcast towers and cellular telephone towers, which are licensed under the federal *Telecommunications Act*. ISED looks for the land use authority to issue a letter of concurrence or non-concurrence with the proposal put forward by telecommunications proponents and the consultation process they conduct. ISED recommends land use authorities establish a documented public consultation process to guide cell/radio tower proponents.

Within the Islands Trust, the consultation process on these types of applications was previously guided by the Letter of Understanding (LOU, signed October 30, 1996) that existed between ISED and the Islands Trust Council, on behalf of Local Trust Committees, for proposed towers of over 25m in height. Since ISED updated its Radio communication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) in 2014 to include a Default Public Consultation Process, the Trust Council/ISED LOU was rescinded by ISED under the terms of the agreement.

When a land use authority does not have an established or documented public consultation process, proponents of radio towers must use the ISED default process outlined in the Radio communication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03).

In March 2016, Trust Council passed the following resolution:

THAT the Islands Trust Council request the Local Planning Committee to make recommendations on policy that includes public consultation procedures and development guidelines for the siting and design of antenna systems, which may then be adapted and implemented by local trust committees.

The report, “Model Program for Antenna Systems,” dated May 3, 2018, (Attachment 1) was prepared by a consultant (James Van Hemert) under contract with Islands Trust. The report provides a model consultation program, land use siting criteria, and model official community plan policies. The report also presents a literature review and summary of background materials that were reviewed as part of the report’s creation.

The report was received by Trust Council the June 2018 Trust Council meeting and was requested to be forwarded to local trust committees. This is being forwarded to you now to allow the new local trust committees elected in November 2018 to consider adoption of the public process contained in the

“Model Program for Antenna Systems”, as well as the policy and regulatory recommendations contained in this document.

ATTACHMENT(S):

1. Model Program for Antenna Systems,” dated May 3, 2018

Link to IT Web Document: <http://www.islandstrust.bc.ca/media/346706/final-model-strategy-for-antenna-systems.pdf>

FOLLOW-UP:

A brochure is being developed to explain the process and will be posted on the Islands Trust website as soon as it is complete.

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date:



Updated: October 17, 2019

MAYNE ISLAND LOCAL TRUST COMMITTEE

DRAFT NOTICE OF 2020 BUSINESS MEETINGS

THE LTC HAS _____ THE FOLLOWING DATES FOR ITS 2020 MEETING SCHEDULE. MEETINGS ARE SUBJECT TO CHANGE. PLEASE VISIT THE MAYNE LTC WEBSITE FOR UP-TO-DATE SCHEDULE INFORMATION. THE LTC WILL MEET ON THE LAST MONDAY OF EACH MONTH @1:00 P.M. UNLESS OTHERWISE NOTED*

January 27, 2020
February 24, 2020
March 30, 2020
May 25, 2020
June 29, 2020
July 27, 2020
September 28, 2020
October 26, 2020
November 30, 2020

**Tentative Location: MAYNE ISLAND AGRICULTURAL HALL unless noted otherwise
430 Fernhill Road**

These are regular business meetings of the Local Trust Committee, where they will consider items such as bylaws, applications, and correspondence.

ALL MEETINGS ARE OPEN TO THE PUBLIC

**Website: www.islandstrust.bc.ca/mayne
Email: information@islandstrust.bc.ca
Phone: 250-405-5151**