Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: Monday, November 30, 2026
Start Time: 01:00 PM
Location: Electronic Meeting
With a physical location to view the livestream of the meeting at:
Islands Trust Victoria Office
#200 - 1627 Fort Street Victoria, BC V8R 1H8

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1. CALL TO ORDER

(Please note the order of agenda items may be modified during the meeting.)

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. NEW BUSINESS: ORIENTATION PRESENTATION

5. REPORTS

5.1 Trustee Reports

5.2 Chair's Report

5.3 Electoral Area Director's Report

5.4 Islands Trust Conservancy Report

5.5 Indigenous Relations Report

5.6 Other Reports

6. PUBLIC PARTICIPATION PERIOD

7. MINUTES

7.1 Adopted Local Trust Committee Meeting Minutes of August 31 2026 (for information) Page 4

7.2 Section 26 - Resolutions-Without-Meeting Report (for information) Page 10

7.3 Advisory Planning Commission Minutes - None

8. FOLLOW-UP ACTION LIST Page 11

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. DELEGATIONS - None

12. CORRESPONDENCE - None

(Correspondence received concerning current applications or projects is posted to the Local Trust Committee webpage.)

13. APPLICATIONS AND REFERRALS

13.1 MA-PL-DVP-2026-0318 (Wills) - Staff Report Page 14

13.2 MA-PL-TUP-2026-0384 (Haq) - Staff Report Page 29

14. LOCAL TRUST COMMITTEE PROJECTS - None

15. ADMINISTRATIVE REPORTS

15.1 Local Trust Committee Orientation - Memorandum Page 52

15.2 Applications Report Page 58

15.3 Adopted Policies and Standing Resolutions Report Page 60

15.4 Trustee and Local Expense Report Page 64

16. WORK PROGRAM

16.1 Active Projects List Page 65

16.2 Future Projects List Page 66

17. CLOSED SESSION

Motion for consideration:
That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a):
(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.
AND that the recorder and staff attend the meeting.

17.1 Report from Closed Session (if desired)

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for February 22, 2027 at 1:00 p.m. to be held at Mayne Island Agricultural Hall

19. ADJOURNMENT

ADOPTED

Item 7.1

Mayne Island Local Trust Committee

Minutes of Regular Meeting

Date: August 31, 2026
Location: Electronic Meeting

Members Present: Tobi Elliott, Chair
David Maude, Local Trustee
Jeanine Dodds, Local Trustee

Staff Present: Bruce Belcher, Planner 2
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were fifteen (15) members of the public present.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 1:00.p.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Elliott acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. PUBLIC PARTICIPATION PERIOD

Three members of the public spoke to the Temporary Use Permit application which considers allowing storage of floats in Horton Bay and the following comments were noted:

- There are concerns about the length of time it has taken for the application to come back to the Local Trust Committee
- The report contains inaccuracies about the number of comments received in opposition to the application
- If a float were to come loose and cause damage, or if a vessel collided with the stored floats, which party holds liability?
- Transport Canada requirement for indicators, or lights, would cause light pollution through flashing lights seen from neighbouring properties and from inside homes
- Bylaws were reviewed when the speaker's property was purchased and within months of taking possession there was a floating island of marine floats moored in the bay
- The location of the float storage appears to be directly adjacent to the Anson Road dock without adequate navigation allowances
- The Anson Road dock has caused a year-round increase of marine traffic into the bay and the bay is not suited to winter storage of floats

5. COMMUNITY INFORMATION MEETING - None

6. PUBLIC HEARING - None

7. MINUTES

7.1 Local Trust Committee Minutes Dated July 20, 2026 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of July 20, 2026 were adopted.

7.2 Section 26 Resolutions-without-meeting Report - None

7.3 Advisory Planning Commission Minutes - None

8. BUSINESS ARISING FROM THE MINUTES

8.1 Follow-up Action List Dated Aug 2026

Received for information.

9. DELEGATIONS - None

10. CORRESPONDENCE

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

11. APPLICATIONS AND REFERRALS

11.1 MA-PL-TUP-2025-0060 (Island Marine Construction) - Staff Report

Planner Belcher summarized the staff report and noted the application is being returned to the Local Trust Committee for consideration of allowing winter storage of up to nine marine dock floats within a designated are in Horton Bay.

The applicant, representing ten Mayne Island property owners, was in attendance, and spoke to the application. They noted the floats have been stored in Horton Bay in the winter season for thirty years as the summer mooring locations are unprotected from winter storms, the floats will be moored 60 metres away from Anton Road dock, and while Transport Canada has requested a light be placed on the floats there is opportunity to shield the light so it is not directed toward residences.

Discussion ensued and the following comments were noted:

- Horton Bay is the most protected area suited to winter moorage
- Lighting has not been included in the terms of the Temporary Use Permit as it I s a potential Transport Canada requirement and that agency would establish guidelines for said lighting
- Liability for damage caused by a float breaking loose would be the responsibility of the vessel owner or the party responsible for the integrity of the moored vessels, and of a vessel operator if their vessel collided with the legally moored floats

- Jurisdiction over the body of water is complicated and overlapping; however, the Mayne Island Local Trust Committee is responsible for zoning in the area
- There needs to be a larger conversation about what is and what is not allowed in Horton Bay and there may be need to refer the matter to the Advisory Planning Commission
- A Temporary Use Permit could be put in place for the upcoming winter season while the matter is referred to the Advisory Planning Commission and this would allow time for the Transport Canada community engagement process to move forward
- Safe and secure storage has been proven through historical use

MA-2026-056
It was MOVED and SECONDED,
that Mayne Island Local Trust Committee approve issuance of PL-TUP-2025-0060 for a period from October 15, 2026 to April 15, 2028.

CARRIED

MA-2026-057
It was MOVED and SECONDED,
that application PL-TUP-2025-0060 be referred to the Mayne Island Advisory Planning Commission for comment including comment on zoning of mooring buoys for Mayne Island.

CARRIED

By general consent advertising for appointments to the Advisory Planning Commission was added to the agenda as new business item 14.2.

11.2 MA-PL-DVP-2026-0324 (Gates) - Staff Report

The Planner summarized the staff report and noted the Development Variance Permit application retroactively seeks to relax the 8-metre front lot line setback on the subject property to permit the siting of an existing deck entry built to access an existing dwelling.

The applicant was in attendance.

Discussion ensued and the following comments were recorded:
- The variance is specific to a measurement and it might be advisable to increase the measurement to ensure there is not an issue should a future survey show the measurements are inaccurate
- If the variance is less restrictive, a new notification period would be required
- The structure is already built and the measurements are likely accurate

MA-2026-058
It was MOVED and SECONDED,
that Mayne Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0324.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Mayne Island Housing Project - Proposed Bylaws 196 and 197 - Consideration of Adoption - Staff Report

Proposed Bylaw Nos. 196 and 197 are being returned to the Local Trust Committee for consideration of adoption following approval by the Executive Committee and the Ministerial approval.

The Local Trust Committee had no question or comments.

MA-2026-059
It was MOVED and SECONDED,
that Mayne Island Local Trust Committee Bylaw No. 196 cited as "Mayne Island Official Community Plan No. 144, 2007, Amendment No. 1, 2025" be adopted.

CARRIED

MA-2026-060
It was MOVED and SECONDED,
that Mayne Island Local Trust Committee Bylaw No. 197 cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025" be adopted.

CARRIED

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated Aug 2026

Received for information.

13.1.2 Future Project List Report Dated Aug 2026

Received for information.

13.2 Applications Report Dated Aug 2026

Received for information.

13.3 Trustee and Local Expense Report Dated June 2026

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 Local Trust Committee Webpage - None

13.6 Chair's Report

Chair Elliott reported upcoming attendance at the September Trust Council meeting and provided highlights from the agenda

13.7 Trustee Report

Trustee Dodds acknowledged the popularity of the 100th Mayne fall fair with over 1200 adults going through the gate and spoke to the legacy display plaques placed which recognize the historical contributions of Japanese residents.

Trustee Maude stated the fall fair was well attended and highlighted the Japanese memorial plaques unveiled at the museum. He spoke to the overabundance of deer on Mayne Island and noted he had presented at Trust Council on the subject over 20 years ago.

13.8 Electoral Area Director's Report - None

13.9 Islands Trust Conservancy Report - None

14. NEW BUSINESS – None

14.1 Proposed Draft 2027/28 LTC Operating Budgets - Staff Report

The Planner summarized the staff report and Trustees had no budget amendments to present for consideration.

MA-2026-061
It was MOVED and SECONDED
that Mayne Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.

CARRIED

14.2 Advisory Planning Commission Appointments - Discussion

A Trustee noted there is need to fill Advisory Planning Commission vacancies and requested said vacancies be advertised.

MA-2026-062
It was MOVED and SECONDED
that Mayne Island Local Trust Committee request staff advertise expressions of interest for the Mayne Island Advisory Planning Commission.

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for November 30, 2026, Electronic Meeting

16. CLOSED MEETING – None

17. ADJOURNMENT

By general consent the meeting was adjourned at 3:12 p.m.

_____

Tobi Elliott, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

Islands Trust

Print Date: Nov 19, 2026

RWM Resolution Report

Mayne Island LTC

24-Sep-2026

Mayne Island LTC

Meeting Date	Resolution	Action
24-Sep-2026	MA-RWM-2026-002 **To adopt August 31, 2026 Minutes** **Item Description:** To adopt August 31, 2026 minutes That the Mayne Island Local Trust Committee regular minutes of August 31, 2026 be adopted as presented. Mayne Island LTC	**Carried**

Print Date: Nov 19, 2026

Follow Up Action Report

Mayne Island LTC

Mayne Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 31-Aug-2026 **Target:** 21-Sep-2026	**2026-08-31 – FUAL #21385** 14.2 LTC adopted motion to request staff to advertise for the vacant APC positions. Staff to review APC selection process and initiate advertisement to fill the vacant positions.	Jas Chonk Bruce Belcher Emily Bryant	Task Progress **0%** **In Progress**
Meeting: 31-Aug-2026 **Target:** 21-Sep-2026	**2026-08-31 – FUAL #21384** 14.1 Proposed Draft 2027/28 LTC Operating Budgets. Approved as proposed. Staff to communicate approval to the Director, Financial and Employee services.	Bruce Belcher	Task Progress **0%** **In Progress**
Meeting: 31-Aug-2026 **Target:** 21-Sep-2026	**2026-08-31 – FUAL #21383** 13.1.2 Future Project List, staff to update list. Remove 'needs clarification'.	Bruce Belcher	Task Progress **0%** **In Progress**
Meeting: 31-Aug-2026 **Target:** 21-Sep-2026	**2026-08-31 – FUAL #21382** 13.1.1 Staff to update Active Projects report, remove housing project.	Bruce Belcher	Task Progress **0%** **In Progress**

Mayne Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 31-Aug-2026 **Target:** 21-Sep-2026	**2026-08-31 – FUAL #21381** 12.1 Mayne Island Housing Project Bylaws 196 and 197 adopted as proposed. Staff to complete bylaw consolidation.	Jas Chonk	Task Progress **100%** **Completed**
Meeting: 31-Aug-2026 **Target:** 21-Sep-2026	**2026-08-31 – FUAL #21380** 11.2 PL-DVP-2026-0324 Permit approved as proposed. Staff to issue permit.	Jas Chonk Bruce Belcher	Task Progress **100%** **Completed**
Meeting: 31-Aug-2026 **Target:** 26-Oct-2026	**2026-08-31 – FUAL #21379** 11.1 LTC adopted a motion to refer PL-TUP-2025-0060 to the APC for comment and for specific comments on the issue of the zoning of mooring buoys on Mayne Island. Staff to organize the referral and schedule a review by the APC.	Bruce Belcher Emily Bryant	Task Progress **0%** **In Progress**
Meeting: 31-Aug-2026 **Target:** 21-Sep-2026	**2026-08-31 – FUAL #21378** 11.1 PL-TUP-2025-0060 Permit approved, for a period of Oct 15, 2026 - April 15, 2028. Staff to issue permit.	Jas Chonk Bruce Belcher	Task Progress **100%** **Completed**
Meeting: 31-Aug-2026 **Target:** 21-Sep-2026	**2026-08-31 – FUAL #21377** 7.1 Local Trust Committee Minutes Dated July 20, 2026 Adopted as presented.	Emily Bryant	Task Progress **100%** **Completed**

Mayne Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 20-Jul-2026 **Target:** 03-Aug-2026	**2026-07-20 – FUAL #21295** 15.1 Local Trust Committee Compliance and Enforcement Policy amended by changing subsection 4.5 to "Enforcement on violations related to storage of vehicles, derelict vehicles, or vehicle parts is authorized without a written complaint". - Approved as amended, staff to make the approved amendments and complete adoption of the policy.	Warren Dingman	Task Progress **0%** **In Progress**

STAFF REPORT

File No.: PL-DVP-2026-0318

DATE OF MEETING: November 30, 2026

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: PL-DVP-2026-0318
Applicant: Brian Wills
Location: 438 Marine Drive, Mayne Island

RECOMMENDATION

1. **That the Mayne Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0318.**

REPORT SUMMARY

The purpose of this report is to consider a new Development Variance Permit (DVP) to relax the rear lot line setback and interior side lot line to permit the siting of an existing deck, retaining wall, and steps.

RATIONALE FOR VARIANCE

The applicant's rationale for the setback variance is to bring the existing structures into compliance with the Mayne Island Land Use Bylaw No. 146, 2008 (LUB).

BACKGROUND

The applicant submitted the DVP application after the CRD building inspector posted a stop work order on the property for the construction of the structure within the setback. Islands Trust staff identified that the existing structure was sited within the setback area and would require a variance to complete the building permit process. The proposed variance to the LUB is as follows:

a) Subsection 5.1 (8)(a) which states that the minimum setback for any building or structure is 8 metres (26 feet) from any front or rear lot line is varied to permit the siting of a deck and retaining wall structure within 3.7 metres of the rear lot line and the siting of steps within 0.0 metres of the rear lot line.

b) Subsection 5.1 (8)(b) which states that the minimum setback for any building or structure is 3 metres (10 feet) from any interior side lot line is varied to permit the siting of steps within 0.0 metres of the interior side lot line.

The subject property is located at 438 Marine Drive, which is located on the south side of Mayne Island. The property fronts onto Marine Drive and backs onto Navy Channel Road. The property is zoned Settlement Residential (SR) and is 0.22 hectares, roughly 2,200 m^2, in total area. The property has an existing single-family dwelling constructed in 1996 according to BC assessment information. A preliminary building permit review was completed by Islands Trust staff in 2020 for the accessory building which the deck and retaining wall are attached to. At the time, the plans were compliant with the LUB regulations. The property currently adheres to the maximum 20% lot coverage regulation.

The siting and setback regulations in the LUB allow steps to project 1 metre into the rear lot line setback, and 0.5 metres into the interior side yard setback. Decks and balconies may project up to 1 metre into a setback area. The existing structures project further than the allowable exemption and therefore require a variance to conform with the LUB.

Retaining walls may project into a required lot line setback area provided that the maximum exposed height of the wall is 1 metre.

A copy of the notice and draft permit are included as Attachments 3 and 4. Staff conducted a site visit on August 17, 2026 and photos of the site are included in Attachment 2.

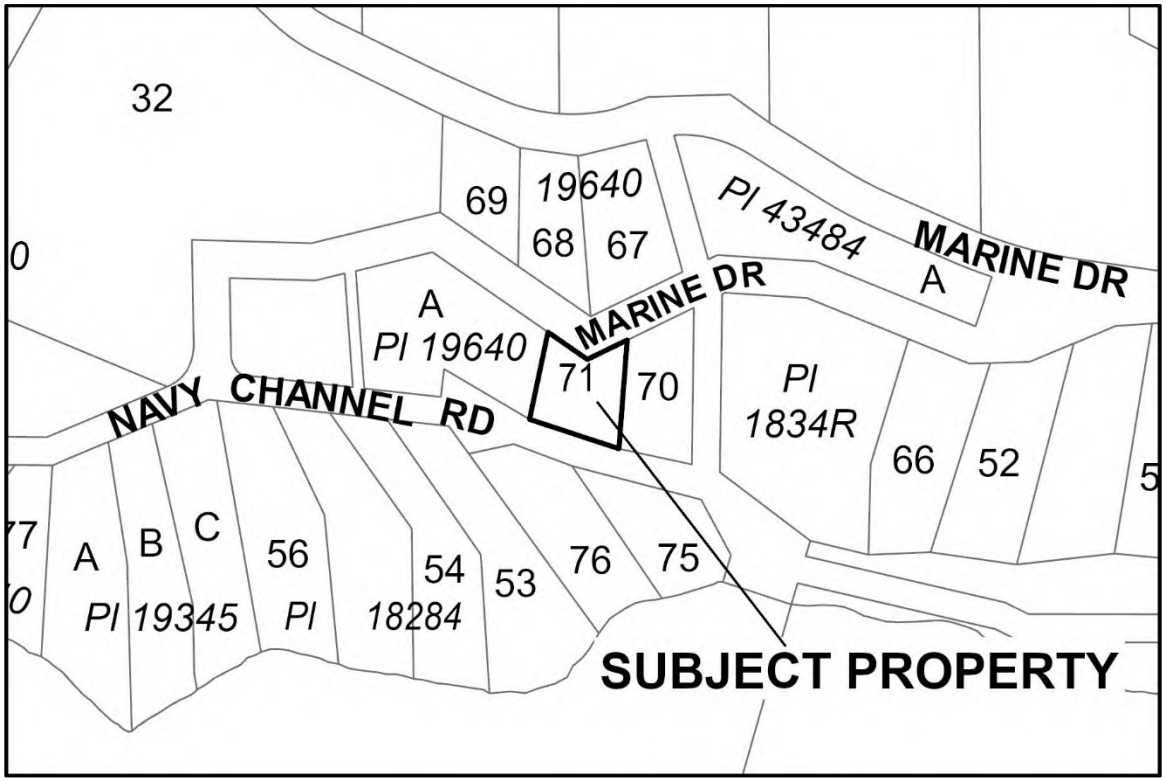


Figure 1: Subject Property Location

ANALYSIS

Intent of Regulations being varied

The overall purpose of the rear lot line setback is to minimize development related impacts to adjacent properties and public roadways, including the following:

- Limiting the visual impact of development to adjacent properties;
- Establishing consistent development patterns within a local area;
- Maintaining rural character;
- Establishing certainty with respect to development by maintaining consistent development regulations;
- Protecting views, scenic areas, and distinctive features contributing to the overall visual quality and scenic value of the Trust Area;
- Limiting hazards associated with development near public roadways.

Potential impacts of granting to variance

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

If the variance is approved there would be minimal impacts on the views of neighbouring properties due to the location being of low elevation in relation to the rest of the property. The proposed variance is not considered a hazard to the public roadway given the siting and elevation as well as the low traffic associated with Navy Channel Road. A variance permit would bring the structure into compliance with the Islands Trust regulations and would allow for the applicant to pursue a building permit with the Capital Regional District. If the DVP is not approved, the applicant may submit an application to the Board of Variance.

Regardless of the variance, the accessory building is required to meet the LUB regulations, which limit the building to be used for accessory uses and not for human habitation.

Circulation

The draft permit was circulated to surrounding property owners and residents on November 9, 2026. The notification period will end on November 20, 2026.

At the time of writing there have been no letters received related to the subject variance proposal. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

First Nations

The subject property has no known archaeological sites and has not been identified as having archaeological potential. The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

Rationale for Recommendation

Staff is recommending that the resolution on page 1 be supported based on the following reasons:

- The rationale to bring the existing structure into compliance with the LUB through the variance process is reasonable;
- The variance would not result in new impacts or hazards to adjacent properties or the public roadway;
- There have been no responses to the public notification for the draft permit from neighbouring properties.

ALTERNATIVES

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

1. **Request further information**

   The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

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

2. **Deny the application**

   The LTC may deny the application. If the application is denied the applicant may submit a Board of Variance application. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee refuse application PL-DVP-2026-0318.

Submitted By:	Bruce Belcher, Planner 2	November 17, 2026
Concurrence:	Mary Storzer, Regional Planning Manager (South and Major Projects Team)	November 20, 2026

ATTACHMENTS

1. Site Context
2. Maps, Plans, Drawings, Photographs
3. Notice
4. Draft Development Variance Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 71, SECTION 4, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 19640
PID	003-623-491
Civic Address	438 Marine Drive, Mayne Island

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential

HISTORICAL ACTIVITY

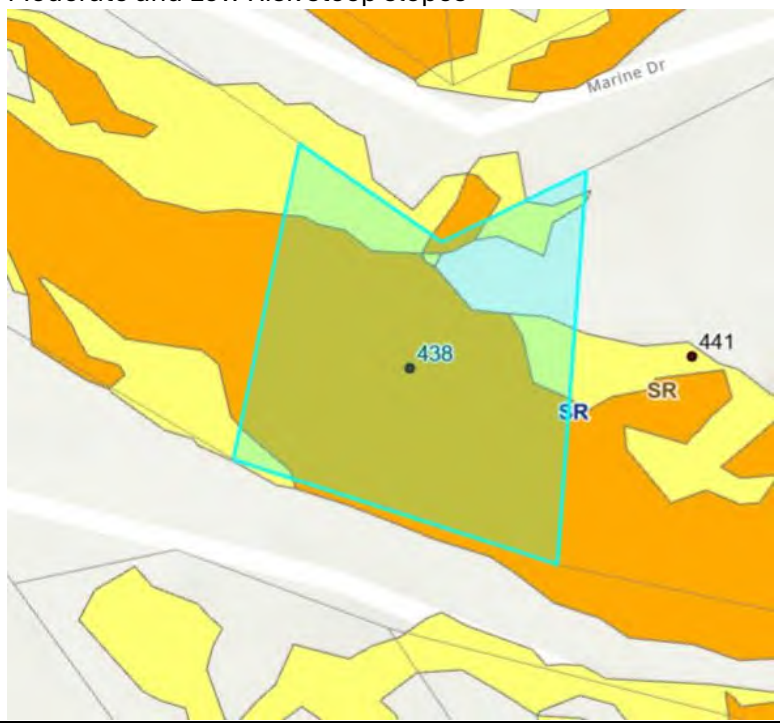
File No.	**Purpose**
MA-BP-2020.15	Building permit application for a new accessory building

POLICY/REGULATORY

Official Community Plan Designations	Settlement Residential No DPAs on subject property
Land Use Bylaw	Settlement Residential
Other Regulations	N/A
Covenants	N/A
Bylaw Enforcement	N/A

SITE INFLUENCES

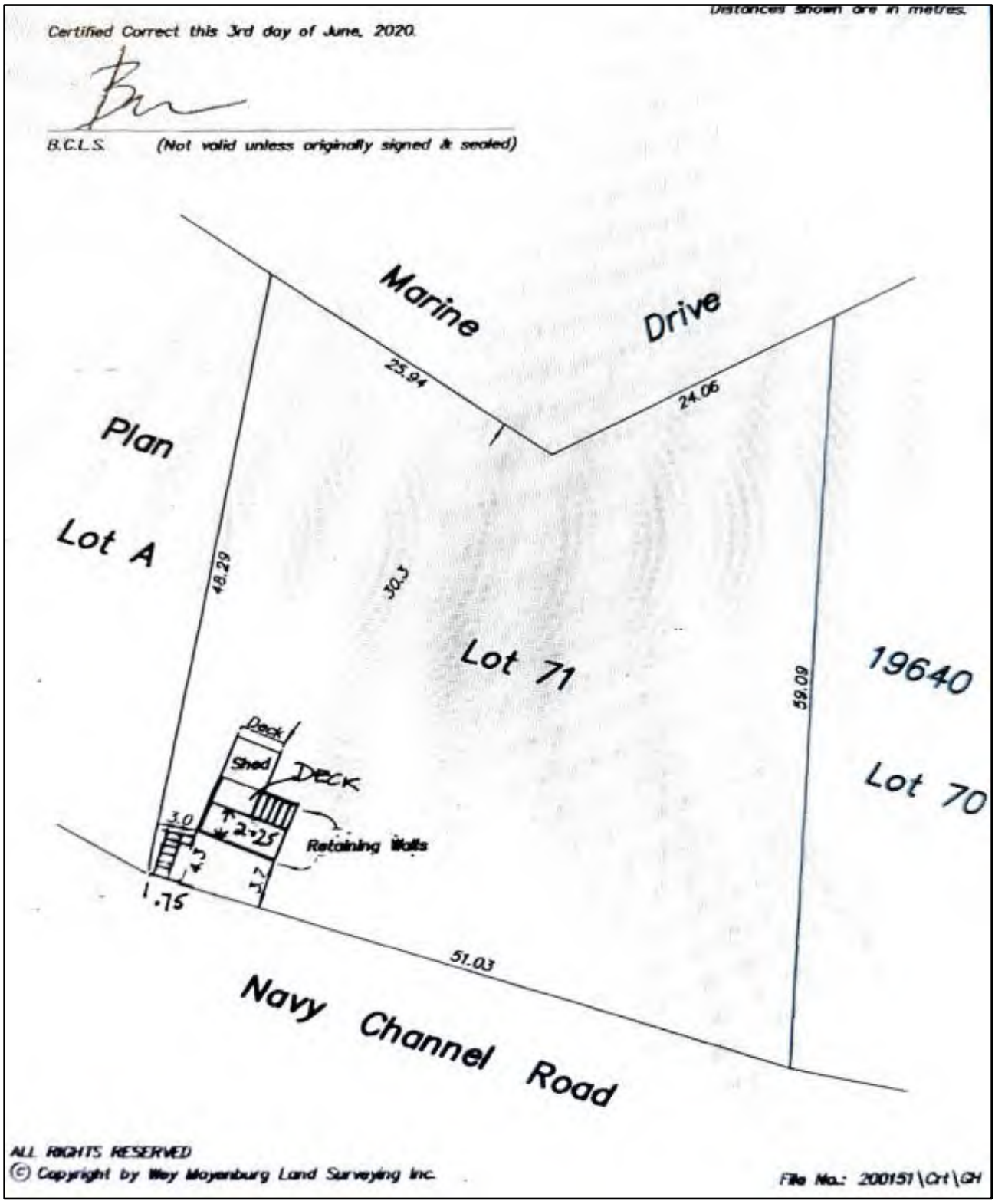
Regional Conservation Strategy	N/A
Species at Risk	N/A
Sensitive Ecosystems	Mature Forest

	
Hazard Areas	Moderate and Low Risk steep slopes 
Archaeological Sites	Review Remote Access to Archaeological Data (RAAD) information and indicate no archaeological sites within the property or within 100 metres. 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 *Heritage Conservation Act*. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage*

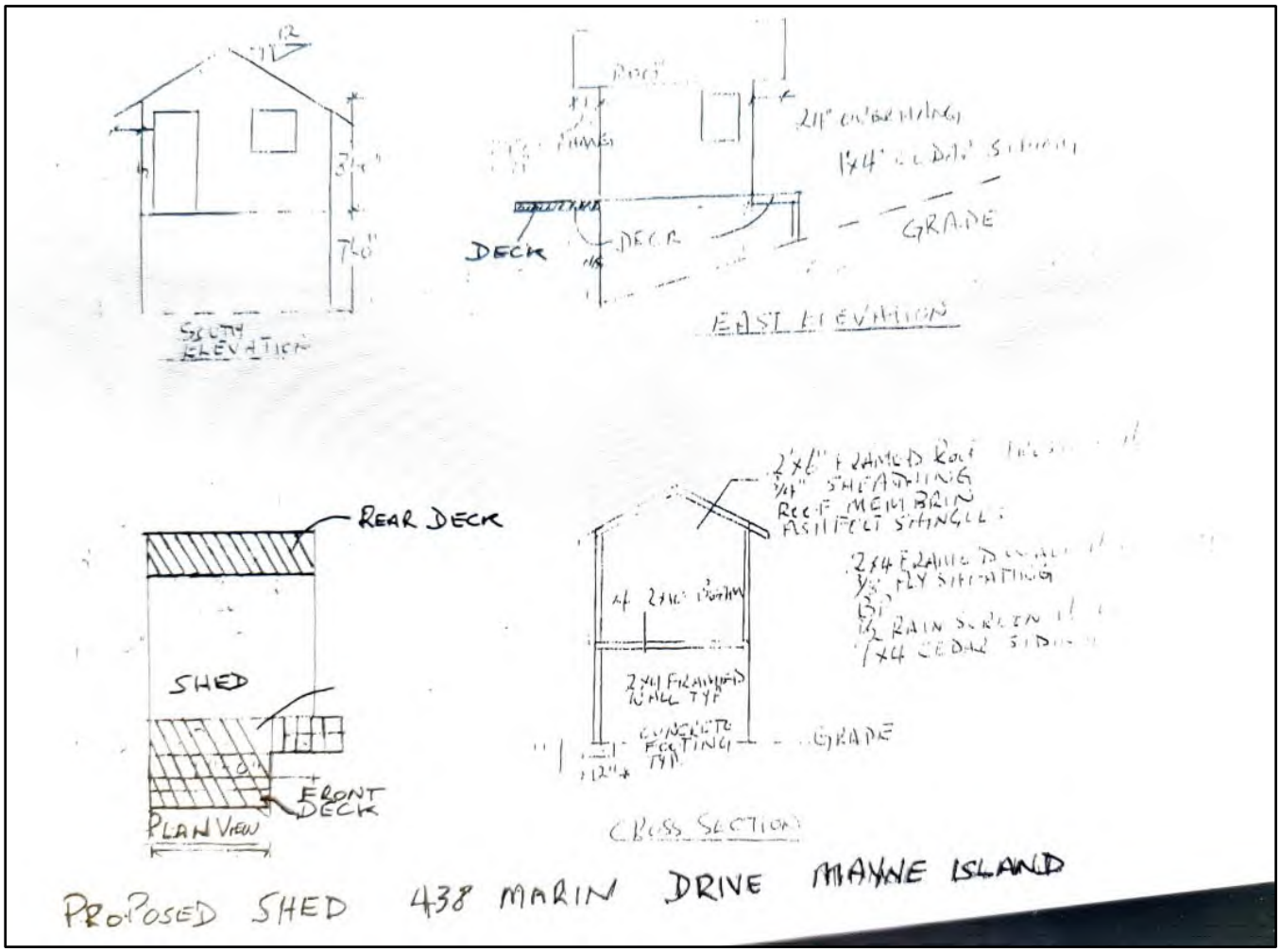
	Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No anticipated climate change related impacts from approval of the proposed variance.

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

2.1 SITE PLAN



2.2 ELEVATION PLANS



2.3 Site Photographs (August 17, 2026)



Deck Structure, Looking West





STAIRS IN SETBACK, LOOKING NORTH FROM ROAD ALONG WEST PROPERTY LINE





WEST PROPERTY LINE, LOOKING NORTH

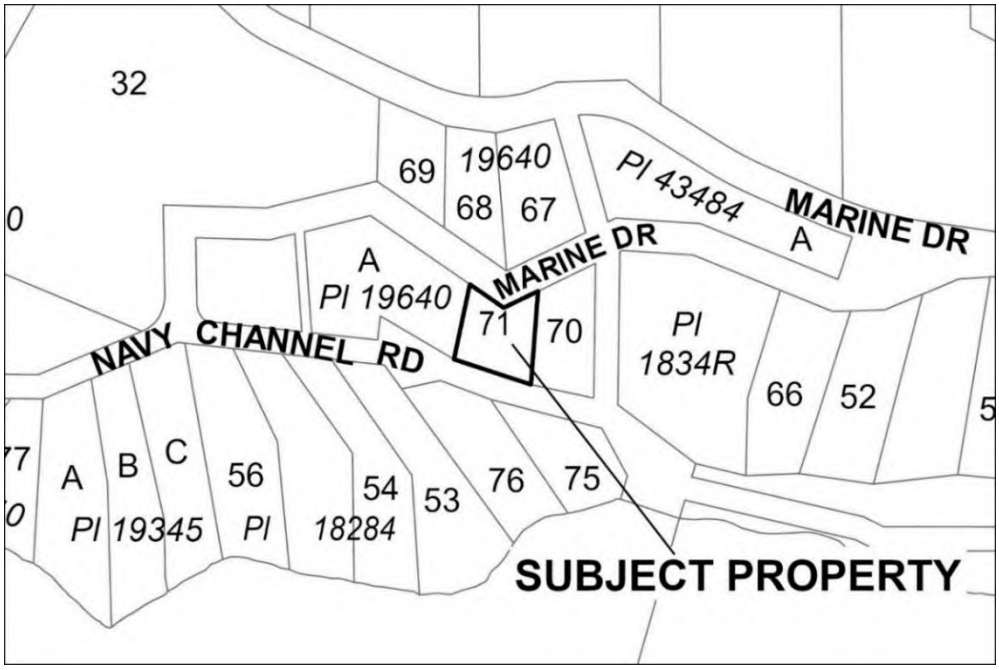
NOTICE
PLDVP20260318
MAYNE ISLAND LOCAL TRUST COMMITTEE

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

- Relaxation of the rear lot line setback from the 8-metre minimum requirement to 3.7 metres to permit the siting of an existing deck and retaining wall attached to an accessory building;
- Relaxation of the rear lot line setback from the 8-metre minimum requirement to 0.0 metres, and relaxation of the interior side lot line setback from the 3-metre minimum requirement to 0.0 metres, to permit the existing steps.

The property is located at **438 Marine Drive** and is legally described as LOT 71, SECTION 4, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 19640
(PID: 003-623-491)

The general location of the subject property is shown on 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. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **November 9, 2026** and continuing up to and including **November 20, 2026**.

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.

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 604-660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **November 20, 2026**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular electronic business meeting starting at **1:00 p.m., November 30, 2026**.

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

Jas Chonk, Deputy Secretary

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20260318

To: Brian Wills

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

   LOT 71, SECTION 4, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 19640
   (PID: 003-623-491)

2. Mayne Island Land Use Bylaw No. 146, 2008 is varied as follows:

   a) Subsection 5.1 (8)(a) which states that *the minimum setback for any building or structure is 8 metres (26 feet) from any front or rear lot line* is varied to permit the siting of a deck and retaining wall structure within 3.7 metres of the rear lot line and the siting of steps within 0.0 metres of the rear lot line.
   b) Subsection 5.1 (8)(b) which states that *the minimum setback for any building or structure is 3 metres (10 feet) from any interior side lot line* is varied to permit the siting of steps within 0.0 metres of the interior side lot line.

   The development shall be consistent with Schedule 'A' which is attached to and forms 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.

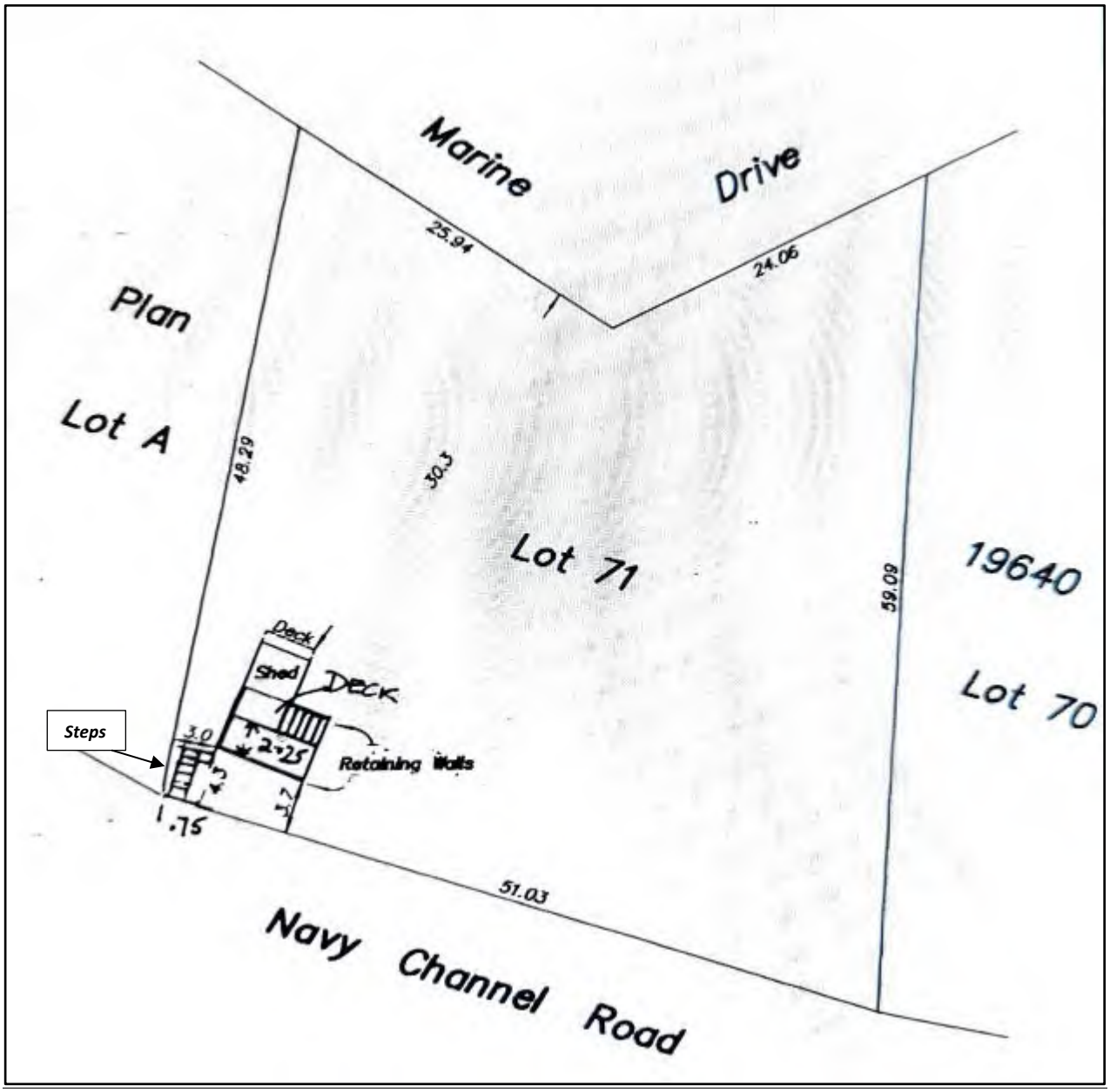
AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF [MONTH], [YEAR].

_____
Deputy Secretary, Islands Trust

_____
Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ##th DAY OF [MONTH], [YEAR (2 YEARS FROM DATE OF ISSUANCE)] THIS PERMIT AUTOMATICALLY LAPSES.

SCHEDULE 'A'


Marine Drive
25.94
24.06
Plan
Lot A
48.29
30.3
Lot 71
19640
59.09
Lot 70
Deck
Shed
DECK
Steps
3.0
2.25
Retaining Walls
1.75
51.03
Navy Channel Road

Islands Trust

STAFF REPORT

File No.: PL-TUP-2026-0384

DATE OF MEETING: November 30, 2026

TO: Local Trust Committees

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: New Temporary Use Permit PL-TUP-2026-0384
Applicant: Christopher and Farheen Haq
Location: 752 Seaview Road, Mayne Island

RECOMMENDATION

1. **That the Mayne Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2026-0384 for a period of three (3) years.**

REPORT SUMMARY

The purpose of this report is to consider a Temporary Use Permit (TUP) for a Short Term Vacation Rental (STVR) within an existing dwelling.

BACKGROUND

A TUP for the STVR use was previously issued for the subject property, initially in 2021 for a period of two (2) years, which was subsequently renewed for a period of three (3) years by the Mayne Island Local Trust Committee (LTC), and set to expire on December 6, 2026. The new application was submitted to allow the STVR use to continue under the same conditions of the previous permit.

Staff have confirmed with the applicants that there have been no changes to the proposed use, and the draft permit remains the same as the initial permit. The applicant's letter is included as Attachment 2.

The proposed TUP has been drafted using the current Official Community Plan (OCP) guidelines. The proposed TUP would allow the STVR use to operate for thirty (30) days during the summer months of May to September, and thirty (30) days for the winter months of October to April. The use is also limited to a total of six (6) guests, while parking for a minimum of two (2) cars is required.

A copy of the notice and draft permit are included as Attachment 5 and 6.

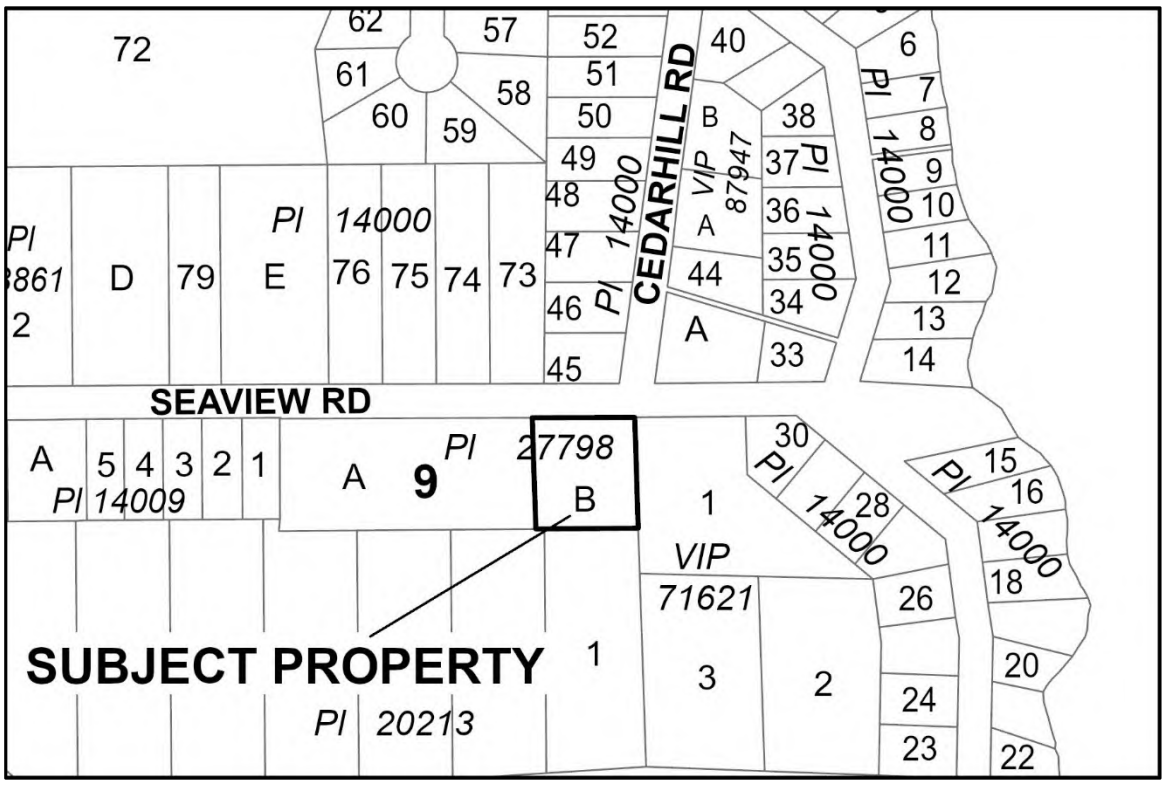


Figure 1: Subject Property Location

ANALYSIS

Official Community Plan:

The proposed permit location is not located within a development permit area.

The TUP application is consistent with Section 2.9 of the OCP which outlines the guidelines for TUP applications. Staff's review of the TUP guidelines is included as Attachment 4.

Land Use Bylaw:

The property is zoned Settlement Residential (SR) in the Mayne Island Land Use Bylaw No. 146, 2008 (LUB). The SR zone permits residential, cottage, and accessory uses. The STVR use is defined as such in the LUB:

"Short term vacation rental" means the use of a cottage as a temporary commercial accommodation for a period of less than one month at a time by persons, other than the owner or permanent occupier. For this purpose, a cottage used as a short term vacation rental shall be considered as a home occupation subject to the regulations established in section 3.6.

The Home Occupation Regulations in section 3.6 of the LUB permit a short term vacation rental of a cottage. The applicants intend to operate the short term vacation rental out of the existing principal and only dwelling on the property. The applicants will not reside on the property while the short term vacation rental is in use. The proposed use does not comply with the Home Occupation Regulations and therefore requires a TUP to operate legally.

Temporary Use Permit

Sections 492 to 497 of the *Local Government Act* authorizes local governments to temporarily permit a use that would otherwise not be permitted by the land use bylaw through issuance of a TUP. Further, TUPs can include specific conditions to which the use must abide. A TUP may be issued for up to three years and renewed only once, for up to an additional three years. After the renewal TUP expires, the applicant may re-apply for a new TUP.

When the LTC is reviewing a draft TUP for decision, the LTC by resolution can only add additional conditions to a draft permit; a LTC cannot remove conditions from a draft permit without re-advertising. At the time of TUP renewal, no changes to the renewal permit conditions are allowed except for the expiration date.

Circulation

The draft permit was circulated to surrounding property owners and residents on November 9, 2026. The notification period will end on November 20, 2026. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

At the time of writing, staff have received two letters of support from neighbouring property owners on Seaview Rd. The letters are included as Attachment 3 under correspondence.

First Nations

Staff have identified archaeological potential on the subject property. The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants.

Rationale for Recommendation

The recommendation on page 1 is supported by staff based on the following:

- The proposed STVR use and three (3) year time period request is reasonable;
- There have been no complaints about the STVR since the TUP was originally issued;
- The permit provides conditions consistent with the OCP guidelines to ensure that the use does not have an unreasonable impact on the local area, and, in the event it does, there is the ability to enforce compliance with the TUP.

ALTERNATIVES

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

1. **Request further information**

   The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

   That the Local Trust Committee request that the applicant for PL-TUP-2026-0384 submit to the Islands Trust _____.

2. **Add conditions**

   The LTC may wish to further amend the TUP by adding conditions to the permit. If selecting this alternative, the LTC should specify the additional conditions. Recommended wording for the resolution is as follows:

That the Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0384 by adding _____.

3. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Local Trust Committee refuse application PL-TUP-2026-0384.

Submitted By:	Bruce Belcher, Planner 2	November 17, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	November 20, 2026

ATTACHMENTS

1. Site Context
2. Applicant's Letter
3. Correspondence
4. TUP Guidelines (Checklist)
5. Notice
6. Draft TUP

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT B, SECTION 9, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 27798
PID	000-625-281
Civic Address	752 Seaview Road

LAND USE

Current Land Use	Settlement Residential
Surrounding Land Use	Settlement Residential

HISTORICAL ACTIVITY

File No.	**Purpose**
MA-TUP-2021.3	Temporary Use Permit application
MA-TUP-2023.3	Temporary Use Permit Renewal

POLICY/REGULATORY

Official Community Plan Designations	The property is designated **Settlement Residential (SR)** in the Mayne Island Official Community Plan No. 144, 2007 (OCP) There are no designated **Development Permit Areas (DPAs)** on the subject property and no development activity is proposed.
Land Use Bylaw	The property is zoned as **Settlement Residential (SR)** in the Mayne Island Land Use Bylaw No. 146, 2008 (LUB).
Other Regulations	
Covenants	FB408103 (CRD - Use and maintenance of rainwater treatment system – BP)
Bylaw Enforcement	MA-BE-2021.3 - STVR use

SITE INFLUENCES

Islands Trust Conservancy	This application has no considerations for the Islands Trust Conservancy.
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	None
Sensitive Ecosystems	None
Hazard Areas	None
Archaeological Sites	Remote Access to Archaeological Data (RAAD) information indicates areas of archaeological potential on the property. The applicant has been advised and sent the Islands Trust Chance Find Protocol and provincial guidance. Additionally, 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 *Heritage Conservation Act*. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* 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	There is no development associated with this application therefore GHG emission changes resulting from approval limited to increased automobile travel from renters. Property is high bank with possible climate change induced hazards associated with climate change.

Project Narrative

Temporary Use Permit (TUP) Application • Short-Term Vacation Rental (STVR)

- **Civic Address:** 752 Seaview Road, Mayne Island, BC
- **Legal Description:** Lot B, Section 9, Mayne Island, Cowichan District, Plan 27798
- **PID:** 000-625-281
- **Property Owner / Applicant:** Christopher & Farheen Haq
- **Parcel Size:** 0.4 Hectares (1.0 Acre)
- **OCP / Zoning:** Settlement Residential (SR)

1. Executive Summary & Overview of Proposal

This Project Narrative is submitted in support of a Temporary Use Permit (TUP) application to permit a limited, low-impact Short-Term Vacation Rental (STVR) within the existing single-family residential dwelling located at 752 Seaview Road, Mayne Island. The objective of this application is to renew authorization for secondary, small-scale vacation rentals on a part-time basis to assist with ongoing property maintenance, water infrastructure upkeep, and operational costs, while keeping the property primarily dedicated to family and personal residential use.

The proposal strictly aligns with the guidelines established by the Mayne Island Local Trust Committee (LTC), the Advisory Planning Commission (APC), and local service providers. No new construction, building expansions, or site alterations are proposed as part of this application.

2. Property Description & Existing Uses, Buildings, and Structures

The subject property is a 0.4-hectare (1.0-acre) parcel situated within the Settlement Residential (SR) designation under the Mayne Island Official Community Plan No. 144, 2007, and Land Use Bylaw No. 146, 2008.

Existing development and site features include:

- **Single-Family Dwelling:** An existing single-storey dwelling unit approximately 93 m² (1,000 sq. ft.) in footprint, containing two (2) bedrooms, living areas, kitchen, and bathroom facilities.
- **Accessory Structures:** A small storage shed used for tool storage, firewood, and secured garbage/recycling holding prior to removal.
- **Access & Parking:** A single vehicle driveway accessed via Seaview Road providing dedicated off-street parking for two (2) vehicles, ensuring guest parking is fully contained on-site with zero street parking impact.

- **Natural Buffering & Siting:** The dwelling is sited in an interior open clearing surrounded by dense mature trees around the entire perimeter, providing effective visual and acoustic screening from adjacent residential parcels.

3. Proposed Temporary Use: Short-Term Vacation Rental (STVR)

The proposed temporary use is to operate a part-time, seasonal Short-Term Vacation Rental entirely within the existing two-bedroom dwelling. The operating framework will adhere strictly to the parameter constraints established in prior approvals:

- **Guest Capacity:** Maximum occupancy limited to six (6) guests.
- **Bedrooms Utilized:** Maximum of two (2) bedrooms.
- **Summer Season Limit (May 1 – Sept 30):** Maximum permitted STVR rental days capped at thirty (30) days total per calendar year, fully respecting the APC recommendation for reduced peak-season intensity.
- **Off-Season Limit (Oct 1 – April 30):** Maximum permitted STVR rental days capped at thirty (30) days total.
- **Exclusions:** Camping, occupancy of recreational vehicles (RVs), outdoor fires, pets, and the rental or provision of motorized personal watercraft are strictly prohibited on the property.

4. Description of Home Occupation (If Applicable)

In accordance with Section 3.6 of the Mayne Island Land Use Bylaw No. 146, 2008, the STVR operation is categorized and conducted as a home occupation secondary to the principal residential purpose. The owner maintains full management oversight of the home. Screening processes ensure quiet, respectful guest clientele. There are no external employees, no on-site commercial customer visits outside booked guests, and no alteration to the external residential character or rural aesthetic of the home or surrounding land.

5. Site Servicing: Water Conservation & Septic Management

Water Security & CBBID Bylaw Compliance

The property is connected to the Campbell-Bennett Bay Water Improvement District (CBBID) domestic supply and supported by an auxiliary 13,640-litre (3,000-gallon) rainwater collection system used exclusively for garden irrigation.

To ensure responsible stewardship of island water resources, the following management practices are implemented:

- **Street Valve Shutdown Protocol:** In strict compliance with CBBID regulations and standard operating conditions, a designated on-island contact person or the owner confirms that the street water valve is closed immediately upon guest departure whenever the property is to remain vacant for more than 48 hours.

- **In-House Signage & CBBID Bylaw Postings:** CBBID Bylaw No. 127 is posted in the house and clear water conservation notices are posted at every water fixture in the house.
- **Monitoring & Reporting:** Detailed water meter and hydro readings will continue to be tracked and provided with any future renewal applications.
- **Septic Protection:** The dwelling is serviced by a residential septic system. Guest guidelines clearly prohibit non-septic waste disposal, with strict rules outlined in the guest handbook.

6. Neighbourhood Compatibility, Safety & Community Respect

The operation is designed to remain completely unobtrusive to the surrounding community:

- **Rental Screening:** As this is our family cabin, we heavily screen any incoming guests. We don't allow automatic bookings - we want to review each request where we check:
    - Age of group
    - Number of people (6 person maximum capacity)
    - We don't take groups of young people or anyone without multiple positive reviews - we're looking for families and older guests
    - One of our most frequent renters is a locum doctor who specifically rents our place because it's family friendly - has many toys and children's books.
- **On-Island Contacts & Emergency Management:** The property owner and a designated local 24/7 on-island contact person is available by phone at all times during rentals. Contact details and permit copies are provided directly to neighbours within a 100-metre radius.
- **Entrance Signage & Permit Information:** A small sign posted at the property entrance displays the TUP permit details, emergency contact numbers, and site address.
- **First Nations Reconciliation & Territorial Acknowledgement:** Every guest packet includes an explicit statement acknowledging First Nations territorial rights, cultural history on Mayne Island and the Salish Sea, and links to educational reconciliation resources.
- **Nuisance Mitigation:** Guests are bound by house rules forbidding smoking, outdoor fires, pets, amplified outdoor noise, and light trespass onto neighbouring properties.

7. Note on ownership

Title to the subject property is held by Leapfrog Solutions, Inc, a company wholly owned and controlled by the applicants, Christopher and Farheen Haq. Pursuant to a formal Beneficial Use Agreement between the corporation and the applicant, the applicant maintains full beneficial ownership, exclusive operational control, and absolute right of use over the property and premises. The applicant acts as the primary occupant and direct manager of all residential and short-term vacation rental activities on-site.

If at all possible when notices are sent out to the public about this application can we please use our names as the applicant instead of the corporation's name (or perhaps our names in addition

to the corporation name). Last time when we applied for a TUP there was some confusion from a neighbor as they didn't recognize our names. Via the beneficial use agreement the corporation really has nothing to do with the property, and it's completely controlled/managed/used by us personally.

8. Site Plan

As communicated with Islands Trust Planning staff (Bruce Belcher) there have been no changes to the property or buildings since our first application in 2021. As a result we would like to reuse the site plan from that initial application.

Respectfully submitted,

Christopher & Farheen Haq

Property Owner & Applicant

752 Seaview Road, Mayne Island, BC

September 24, 2026

Mayne Island Local Trust Committee Attn: Bruce Belcher, Islands Trust

Re: Temporary Use Permit application – Short Term Vacation Rental, 752 Seaview Rd

Dear Local Trust Committee,

I am writing in support of our neighbour Christopher Haq's application for a Temporary Use Permit to allow Short Term Vacation Rental at 752 Seaview Rd.

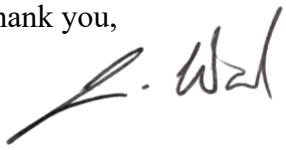
We have lived across the street from the Haqs' property for more than nine years and know the Haq family to be kind and respectful neighbours. They are great communicators and approached us directly about applying for this permit.

They have been occasionally renting their home on Seaview Rd under a Temporary Use Permit for the past five years. They are very discerning about who they rent to and respectful of our neighbourhood, and we have never had any issues with the Haqs or any of their guests. The property has a large water tank that they use for watering their garden and as backup water for their home if needed. Being water-wise is a big priority for their family and ours.

As a resident of Seaview Rd, I am happy to have the Haq family as our neighbours and support them supplementing their income with the occasional guest use of their home.

Please don't hesitate to get in touch if you have any questions.

Thank you,



Jessica Wood, 747 Seaview Rd. Mayne Island

Islands Trust

Many years ago, I sent a letter to Island Trust, lending my support to the Haq family to be granted a ‘temporary use permit’ for their property on Seaview Rd.

Since that time, there have been numerous visitors, none of whom have ever been noisy or behaving in an unruly manner. It’s fair to say that I rarely notice them at all.

Therefore, I will readily support the Haq family’s to get their ‘temporary use permit’ renewed.

Yours truly

Bruce Roberts

740 Seaview Rd

ATTACHMENT 4 –TEMPORARY USE PERMIT GUIDELINES

Guidelines	Comments
2.9.1.1 Permits can be issued for any period up to three years and could be considered for renewal once for any further period up to three years.	**Staff Comments**: Complies, Proposed permit is for the maximum of three years.
2.9.1.2 Permitted uses should be consistent with the policies of the designation and the provisions of 2.9.1.	**Staff Comments**: Complies, as a temporary use with no long-standing infrastructure required.
2.9.1.3 Permitted uses should not preclude or compromise future permitted uses on the affected lot.	**Staff Comments**: Complies
2.9.1.4 Uses should not be allowed if they conflict with any ongoing planning policies or programs.	**Staff Comments**: Complies
2.9.1.5 Sand and gravel removal and processing, and asphalt plants shall be subject to a permit if they exceed 50 truck loads in any given year.	**Staff Comments**: N/A
2.9.1.6 Permit conditions must make reference to measures dealing with the following points: a) general activity levels that will not create any disturbance apparent beyond the property's boundaries; b) adequate landscape buffering or distance separation to adjacent lots; c) provision of off-street parking spaces consistent with regulatory bylaws; d) reclamation measures that will restore the permit area to suitability for its designated primary use; and e) adequate supervision of the site.	**Staff Comments**: a) - Proposed permit outlines specific time period restrictions for operation -owner or other contact available on Mayne Island 24 hours/day -provide a copy of permit to all neighbors within 100 meters -landowner to post information to guests on noise bylaws, water conservation, fire safety, garbage and recycling disposal, septic care, control of pets, and reminder of use within residential neighbourhood - Maximum 6 guests - Maximum use of 2 bedrooms - Prohibit camping and outdoor fires b) Existing mature trees surround property to provide effective privacy screening c) Minimum 2 parking spaces d) N/A e) Conditions provide option for bylaw enforcement to enforce compliance with the permit.
2.9.1.7 In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighbourhood and may include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.	**Staff Comments**: Permit conditions compliant
2.9.1.8 Review of applications should include consideration of smart growth principles.	**Staff Comments**: N/A

STVR/TUP Guidelines	Comments
Time Period – Under the proposed Bylaw, "short term vacation rental" (STVR) means the use of a *cottage* as temporary short term accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier. A cottage used as a STVR shall be considered as a home occupation subject to the regulations established in Section 3.6 of the Mayne Island Land Use Bylaw No. 146, 2008.	Conforms by definition of the use in TUP.
Screening – The Local Trust Committee may require mitigating measures to provide a separation between STVRs and surrounding properties such as screening and fencing.	Existing mature trees surround property to provide effective privacy screening
Cumulative Effects - The Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for short term vacation rentals.	One other STVR TUP within 250 metres of the subject property.
Residential Appearance - The Local Trust Committee may consider issuance of a temporary use permit for a STVR provided the proposal would not alter the residential appearance of the residence.	No alterations proposed.
Neighbour Concerns - The Local Trust Committee may require mitigating measures to address neighbours' concerns, such as retention of existing screening and fencing, or installation of additional screening.	Letters of support received from two neighbouring properties.
Water Supply - The landowner should demonstrate an adequate supply of water for the duration of the proposed use as follows: <u>Potential Measures and Considerations to address Guideline (f):</u> ▪ Recent well report and lab results ▪ Cistern for rainwater collection ▪ Size of the property ▪ Size of dwelling ▪ Current Low-flow fixtures ▪ Number of bedrooms for use ▪ Number of guests	▪ Connected to Campbell-Bennet Bay Water Improvement District (CBBID). ▪ Other water conservation measures for guests proposed by the applicant. Additional conditions in proposed permit.
Septic Disposal Capacity - The landowner should demonstrate an adequate septic disposal capacity for the duration of the proposed use.	Dwelling serviced by a residential septic system.
Conditions - In addition to any other conditions the LTC may consider appropriate, the permit may:	
i. require that the owner or other **contact** be available on Mayne by telephone 24 hours/day, seven days per week and include the name and contact information in the conditions of the permit	Yes, in permit.

ii. require the owner or manager to provide neighbours within a 100 metre radius of the vacation rental with the owner or manager's phone number, and a **copy** of the temporary use permit	Yes, in permit.
iii. require the landowner to **post for guests information** on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care and control of pets (if pets are permitted), and remind guests that the property is located in a residential area	Yes, in permit.
iv. require that **pets** be kept under control at all times	Yes, in permit.
v. sufficient **off-street parking**	Yes – minimum two (2) vehicles in permit.
vi. **outdoor lighting** is not directed onto surrounding properties	Yes, in permit.
vii. **restrict advertising** to one unilluminated wooden sign, with a maximum area	Yes, in permit.
viii. establish a **maximum number of people** that can stay	Six (6) persons.
ix. establish a **maximum number of bedrooms**	Two (2).
x. establish the **specific months** in a year that the STVR use may be carried out	Yes, use is limited by days of use for specific months in a calendar year.
xi. **prohibit camping** or occupancy of RVs on the property	Yes, in permit.
xii. **prohibit outdoor fires**	Yes, in permit.
xiii. **specify advertising** that may be utilized	No – although, the LTC could amend permit to include.
xiv. **prohibit** the rental or provision of **motorized personal watercraft**	Yes, in permit.
xv. require the landowner/operator to **post contact information and permit information** at the entrance to the property	Yes, in permit.
xvi. include a provision stating that the **bylaw enforcement officer may enter** the property between certain hours without prior consultation if a complaint is received	Yes, in permit.

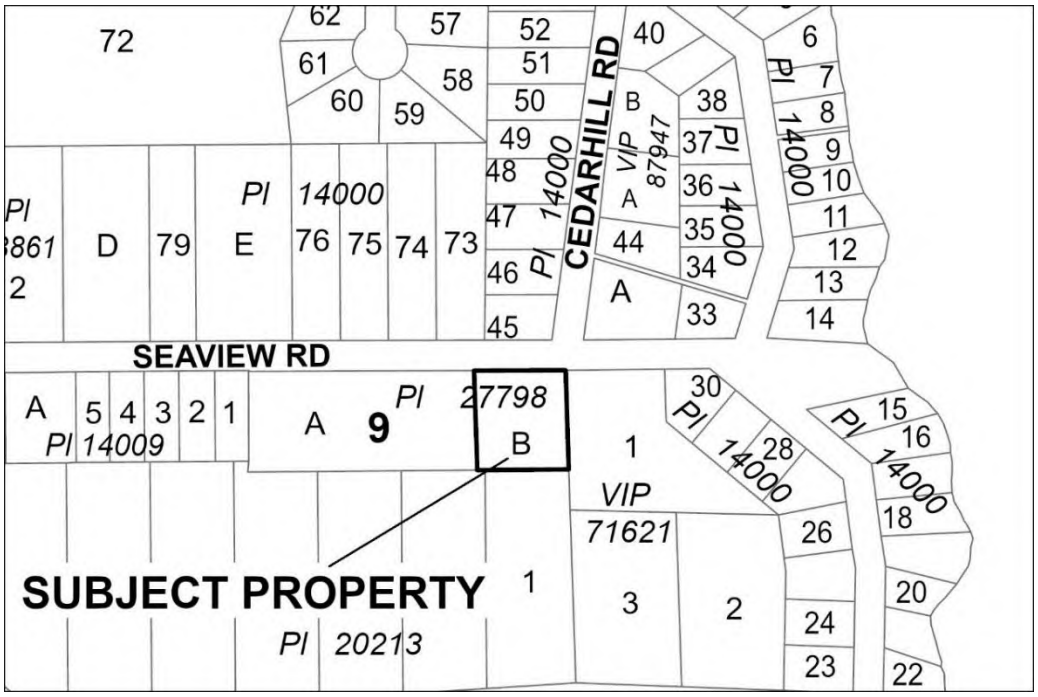
NOTICE
MAYNE ISLAND LOCAL TRUST COMMITTEE
PLTUP20260384

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit. The proposed permit would apply to Lot B, Section 9, Mayne Island, Cowichan District, Plan 27798 (PID: 000-625-281). This property is located at **752 Seaview Road**, **Mayne Island**.

The purpose of this temporary use permit application is to permit a **Short-Term Vacation Rental** use within the existing dwelling unit.

The establishment of the use would be subject to the conditions specified in the attached permit. The permit would be issued for three (3) years and the owner may apply to the Mayne Island Local Trust Committee to have it renewed once for up to an additional three (3) years.

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. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **November 9, 2026** and continuing up to and including **November 20, 2026**.

For the convenience of the public only, and not to satisfy Section 494 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Mayne Island.

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 604-660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 p.m., **November 20, 2026**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular electronic business meeting starting at **1:00 p.m., November 30, 2026**.

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

Jas Chonk, Deputy Secretary

Islands Trust

MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20260384

752 Seaview Road

To: Christopher & Farheen Haq

1. This Permit applies to the land described below:

   Lot B, Section 9, Mayne Island, Cowichan District, Plan 27798
   (PID: 000-625-281).

2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

   a) a Short Term Vacation Rental within the Dwelling Unit.

   The use shall be consistent with Schedules 'A' and 'B' which are attached to and form part of this permit.

3. and is subject to the following conditions:

   a) the maximum number of days the Short Term Vacation Rental use is permitted between **May 1 to September 30** in a calendar year is a total of **thirty (30) days**;
   b) the maximum number of days the Short Term Vacation Rental use is permitted between **October 1 to April 30** in a calendar year is a total of **thirty (30) days**;
   c) the property owner or either one of two contact persons be available on Mayne Island by telephone 24 hours/day, seven days per week. The name and contact number of property owner and the two island contact persons must be posted at the entrance to the house with the permit information and provided to guests upon arrival;
   d) the property owner or Short Term Vacation Rental operator must provide neighbours within a 100 metre radius of the vacation rental with the name and contact number of property owner and the two island contact persons must be provided, and a copy of the temporary use permit;
   e) the property owner or Short Term Vacation Rental operator must provide guests with emergency service contact information and to provide a means for contacting them;
   f) the property owner, Short Term Vacation Rental operator or contact person shall post a sign with contact and permit information at the entrance to the property;
   g) the property owner or Short Term Vacation Rental operator must post for guests information on noise bylaws, water conservation, fire safety, fire escape plan, storage and disposal of garbage and recycling, septic care, and control of pets. The guest information must also remind guests that the property is located in a residential area;
   h) the guest information provided to guests must include the statement attached to this permit as Schedule 'A' that acknowledges First Nations territorial rights

PROPOSED

and cultural history on Mayne Island and the surrounding waters and include links to resources on reconciliation;

i) pets should be kept under control at all times;
j) the owner must provide parking for a minimum of two (2) vehicles on the property;
k) outdoor lighting must not be directed onto surrounding properties;
l) a maximum of one unilluminated and wooden sign not exceeding a total sign area of 0.4 square metres advertising the Short Term Vacation Rental is permitted. The sign must be located on the lot occupied by the Short Term Vacation Rental use;
m) the maximum number of guests is limited to **six (6) persons**;
n) the maximum number of bedrooms is **two (2)**;
o) camping and occupancy of recreational vehicles are prohibited;
p) all outdoor fires are prohibited;
q) the rental or provision of motorized personal watercraft is prohibited;
r) the holder of this Permit, will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer or any other person designated by the Islands Trust to administer this Permit is authorized to enter, at any reasonable time, the property for the purpose of inspecting and determining whether the conditions, prohibitions and requirements of the Permit are being met;
s) the property owner, Short Term Vacation Rental operator, or contact person shall confirm the water street valve is closed after the departure of each rental guest when the property is to be vacant for more than 48 hours;
t) Campbell-Bennett Bay Improvement District Bylaw No. 76 attached to this permit as Schedule 'B', shall be clearly posted in the dwelling;
u) that an application for renewal include hydro and water meter readings for the term of the TUP; and,
v) that water conservation information be provided to guests and signs be posted at all water sources.

4. This permit is valid for three (3) years and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.

5. 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 approvals from the Capital Regional District, Island Health and B.C. Ministry of Transportation and Transit.

AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS XX DAY OF XX.

_____
Deputy Secretary, Islands Trust

_____
Date Issued

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20260384
SCHEDULE 'A'

FIRST NATIONS

Welcome to our home which is located in the treaty lands and waters of the W̱SÁNEĆ People. The BOḴEĆEN, S7ÁUTW̱, W̱JOŁEŁP, and W̱SIḴEM First Nations have called SḴTOḴEŁ (Mayne) Island home for over 14,000 years and their creation stories go back to time immemorial. The W̱SÁNEĆ People speak SENĆOŦEN and the word W̱SÁNEĆ can be translated to "rising up". SḴTOḴEŁ (Mayne) Island is a place where the W̱SÁNEĆ People lived and utilized the lands and waters; gathering camas plants, using cedar for clothing and homes, and creating fish weirs and clam gardens. SḴTOḴEŁ (Mayne) Island has many cultural places and was a gathering place for many Coast Salish Peoples throughout the Salish Sea.

The W̱SÁNEĆ People where forcibly removed from SḴTOḴEŁ (Mayne) Island beginning in the 1850s and moved to small reserves located on the Saanich Peninsula, only one tiny reserve of the W̱JOŁEŁP (Tsartlip) First Nation is located on SḴTOḴEŁ (Mayne) Island. In 1850 the Crown and W̱SÁNEĆ People signed a pre-Confederation treaty called the Douglas Treaty which was supposed to protect their lands and waters. Unfortunately, these treaty rights have been systematically undermined and the impacts of residential school to language, culture, and family ties continue to this day.

In this context, the W̱SÁNEĆ People are today revitalizing their language, reconnecting with the lands and waters of SḴTOḴEŁ (Mayne) Island and the Salish Sea, and practicing their culture. We all have a role in reconciliation and we ask you to please be respectful of the treaty lands and waters of the W̱SÁNEĆ People as you enjoy your visit to our home and SḴTOḴEŁ (Mayne) Island.

To learn more about the W̱SÁNEĆ People visit https://wsanec.com/history-territory/ and to learn about the SENĆOŦEN language visit https://www.firstvoices.com/sencoten/ and to learn about reconciliation visit the National Centre for Truth and Reconciliation https://nctr.ca/map.php.

HÍSWKE - thank you

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20260384
SCHEDULE 'B'

CAMPBELL-BENNETT IMPROVEMENT DISTRICT
BY-LAW NO.72

A By-law for regulating the distribution and use of water and prescribing penalties for non-compliance with the regulations.

The Trustees of Campbell-Bennett Bay Improvement District enact as follows:

1. In this By-law, unless the context otherwise requires:

   a. "Trustees" shall mean the Trustees of the District or their duly authorized representatives.

   b. "Water" shall mean water conveyed through the works operated or maintained by the District.

   c. "Works" shall mean anything capable of or useful for diverting, storing, measuring, or conveying, conserving, retarding, confining or using water.

Service Connections

2. Immediately after the completion of any works, and before such works or any part thereof has been covered or concealed, the Trustees shall be not that such works are ready for inspection. The works shall not be covered until they have been inspected, tested under pressure, and accepted in writing by the Trustees

Turn Off and Turn On

3. Consumers who wish to have their water service discontinued shall give the Trustees fourteen (14) days notice. The service shall be cut off at the end of the month succeeding the termination of the notice. Before the service is again renewed, the tenant or occupant shall pay to the District the prescribed turn-on charge for the renewal of the service.

4. The Trustees may order the water to be turned off to any premises where tolls have been owing to the District for ninety (90) days or longer

5. Trustee Right of Access

   a. The Trustees shall have right of access to all parts of a persons property or premises at all reasonable hours for the purpose of inspecting or testing any works, fittings or appliances related to the use of water use of water, or for the purpose of installing, removing, repairing, reading or inspecting meters.

b. No person shall obstruct or prevent the Trustees from carrying out any of the provisions of this by law

District's Works

6. No person except the Trustees shall open, shut, adjust, draw water from, or tamper with any of the Districts works.

7. No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-cock or other fixture connected with the District's works, and should any person so obstruct access to any said fixture by allowing accumulation of surface water around it or by placing thereon or near thereto any structure or material, the Trustees may remove such obstruction at the expense of the offending person.

8. When a landowner request that any of the District's works situated within an easement in favour of the District be moved or relocated, the entire cost of moving or relocating the said works shall be borne by the landowner unless other arrangements are agreed upon in writing by both parties.

9. No person to whose premises water is supplied shall make, or permit to be made, any additional connection to his service of either temporary or permanent nature, for the purpose of supplying water to another building, or house trailer on his, or any other property without permission of the Trustees.

10. No person shall interconnect any portion of works on private property which are supplied by the District with an external source of water, such as a well.

11. The property owner shall be responsible for the safekeeping, maintenance, repair and replacement of all service pipes and plumbing systems from the outlet of the District's curb stop or standard waterworks valve at his property line and shall protect them from frost or other damage, and shall promptly repair frozen, leaky or imperfect pipes or fixtures.

Water Use Regulations

12. Where, in the opinion of the Trustees, the quantity of water being used or the rate at which it is being used from time to time, through any service is in excess of that contracted for or otherwise considered adequate, the District may take such measures as are considered necessary to limit the supply to said service. These measures may include the installation of a meter, partially closing the controlling curb stop or standard waterworks valve, regulating the rate and time at which

water may be used, and establishing special charges for water used in excess of a stipulated quantity or rate. The cost of any measure deemed necessary by the Trustees under this section shall be paid by the owner or owners concerned.

a. The Trustees may limit the amount of water used by any service in the interests of efficient operation of the District's works and equitable use of water.

13. The Trustees may, at any time, substitute a metered service for an un-metered service to any premises. Each dwelling shall have a meter separate from any other dwelling, in a position approved by the Trustees. All meters shall be the property of the District.

14. No owner or occupant of any premises supplied with water by the District shall sell, dispose of, or give away water, or permit the same to be taken away or applied for the benefit of other persons or premises, except by permission of the Trustees.

15. No person shall use water for garden sprinkling, car washing, boat washing, filling swimming pools, garbage disposal, or for any other purpose whatsoever forbidden by the Trustees apart from the basic domestic requirements of the property served; and no booster pump or water-using appliance containing a booster pump shall be connected to any service supplied from the works to the District.

16. Where the owner or occupant of any premises supplied with water by the District leaves the island for forty-eight (48) hours or more, the water must be turned off at the property line. Should failure to shut off the water result in a loss of water in the system due to frozen, leaky or imperfect pipes or fixtures, the Trustees or any person acting for the Trustees may immediately turn off the water in order to prevent further loss of water.

Liability of District

17. The District does not guarantee a specific pressure or a continuous supply of water quality to meet the special requirements of individual users. The District reserves the right to interrupt water service at any time for the purpose of making repairs or alterations to the works. If service is to be interrupted for more than four consecutive hours, due notice shall be given to those water users affected.

Penalties

18. The Trustees may, on 24 hours written notice, turn off the supply of water to any person in default of the requirements of this bylaw. The person in default shall

not be entitled to receive any further water from the District until such person has remedied the default. It shall be unlawful for any person whose water has been turned off, pursuant to this section, to turn such water on again or take any water from the District's works until such time as the Trustees turn the water on again.

19. Every person who disobeys or fails to comply with any provision of this bylaw shall be guilty of an offence and liable on summary conviction to a fine not exceeding two thousand dollars ($2,000.00).

20. This bylaw hereby repeals Bylaw No. 17 registered on Apri1 29, 1971 and Bylaw 32 registered on August 27, 1976.

21. This Bylaw may be cited as the "Water Distribution Regulation Bylaw".

INTRODUCED and given first reading by the Trustees on the 26th day of October 1996.

RECONSIDERED and finally passed by the Trustees on the 26th day of October 1996.

[redacted]

Chairman of the Trustees

Secretary of the Trustees

I hereby certify under this seal of the Campbell-Bennett Bay Improvement District that this is a true copy of By-law No. 72 of the said District duly passed by the Trustees on the 26th day of October, 1996.

[redacted]

Secretary of the Trustees.

(Reproduced from copy sealed and registered on 17th February 1997 by the Deputy Inspector of Municipalities)

Islands Trust

MEMORANDUM

File No.: Mayne LTC Work Program

DATE OF MEETING:	November 30, 2026
TO:	Mayne Island Local Trust Committee
FROM:	Bruce Belcher, Planner 2 Southern Team
COPY:	Mary Storzer, Regional Planning Manager (South and Major Projects Team)
SUBJECT:	Mayne Island Local Trust Committee Orientation

PURPOSE

This report provides a summary of the two main types of business of Local Trust Committees (LTCs):

- Its "Work Program" - composed of "active projects" and "future projects" (as currently identified), either of which can be a minor or a major project (Note: while referred to as Work Program, for many LTCs, this may form the least of their work)
- Its "Current Development Applications" underway (Note: these often form the bulk of work done by an LTC over their term).

DISCUSSION

Work Program

There are two components to the Local Trust Committee's initiated Work Program: Active Projects and Future Projects. These active and future projects can be either Major projects or Minor projects and this distinction is important (and will be explained below).

Active Projects

These are the current active planning projects that have been requested by the LTC and have been resourced (or are being requested to be resourced for 2027-28 as part of the Trust Council budget process). At each meeting, you will see that these are tracked in a report included in each agenda package. There are no current active planning projects for the Mayne LTC following the completion of the Housing project from last term.

Future Projects

As land use or planning-related issues are identified, an LTC can add potential projects (via resolution) to the 'Future Projects' list. Likewise, the LTC can and should review the Future Projects List and remove any initiatives it considers out-of-date or that are no longer supported. Like Active Projects, these are tracked in a report included in each LTC meeting agenda package. The following table summarizes the items currently identified on the Future Projects List:

Date Added	Project	Summary	Minor/ Major	Comments
July 20, 2026	***Foreshore Education and Marine Zoning***	To provide education on foreshore uses, climate change adaptation, and review policy and zoning for foreshore and marine uses.	Minor	This item involved the consideration of the marine zoning on Mayne Island and whether a Shoreline DPA project should be considered. Staff can provide Shoreline DPA examples of recent policies that could be modified for Mayne Island.
July 20, 2026	***Groundwater and Cistern Implementation***	Cistern size and location to be defined in the Land Use Bylaw following housing project implementation.	Minor	The LTC may wish to retain this item as a future project to consider as a future topic during a minor technical amendment.
July 20, 2026	***Review of Lot Coverage and Accessory Structure Maximums***	Review the maximum lot coverage and maximum accessory building floor area and total number of buildings, expecially on large lots to determine if the size is suitable.	Minor	The LTC may wish to retain this item as a future project to consider as a future topic during a minor technical amendment.
July 20, 2026	***Heritage Protection***	Explore options for heritage protection of buildings on Mayne Island.	Minor	If the LTC wishes to pursue this item they may direct staff to provide options on heritage protection, including the option to create a heritage registry.
July 20, 2026	***Technical Amendments***	Revisions to the contractior yard and home occupation definition and regulations.	Minor	If the LTC wishes to pursue this item they may provide specific details on the amendments to the Land Use Bylaw.

Major and Minor Project Criteria

Understanding what constitute a minor project and a major project is important for an LTC, as approvals for these projects and resourcing for each is distinct.

Major projects are:

- Comprehensive OCP and LUB reviews (done concurrently) that produce:
  - Fully amended OCP and LUB bylaws that include:
    - Required legislative updates
    - Necessary technical amendments including for best practices in planning
    - Content updates based on community interests, needs and input
  - Best practice policy/process/strategies on one or more strategic area of focus, past examples of this type of work (that previously were done as a separate project) are the Housing Strategic Action Plan and the Freshwater Sustainability Strategy.

This work helps to meet the Islands Trusts' Best Management Practices for Delivery of Local Planning Services to Local Trust Committees (Policy 5.9.1) with the goal of having all OCPs across the federation updated by 2036 and

ongoing. These comprehensive OCP and LUB updates take approximately 3 years to complete and a budget of approximately $200,000. Resources for major projects are limited and funding must be approved (through business cases which must be applied for/submitted each year) by Trust Council.

Minor projects:

- Cost less than $5,000 (estimated average cost for one newspaper print notification, one public hearing, and one non-complex legal review of a draft bylaw) and are relatively limited in scope, taking under 18 months to complete,
    - e.g., hosting an event, drafting a discussion paper, or drafting minor amendments to a specific section in a land use bylaw or an Official Community Plan. Trust Council has also approved the Housing Options Toolkit (as part of the Housing Strategic Action Plan) which was developed such that LTCs could amend LUBs to address the housing crisis via a minor project - without having to wait for major project funding approval.
- Funds are drawn from a standing budget and approved for issuance by the Director of Planning Services.
- In approving the issuance of funding for this work, the Director evaluates staff availability (typically the 'assigned Island Planner to the LTC'), and whether the project meets the Minor Project Initiation Criteria (see attachment 1). As per Trust Council Policy 5.9.1, an LTC can have only one active minor project at any one time although Salt Spring Island Local Trust Committee can have up to three total active projects.

Current Development Applications

Staff process an average 530 applications and referrals a year Trust-wide. Complex applications are generally managed by the same (senior) planner (usually an Island Planner) who manages minor LTC projects, and overseen by the Regional Planning Manager of that geographic region. Regular applications are handled by a range of junior to senior planners. Last term, planning staff received and completed (note: completed shown only for 2025) Mayne Island LTC related referrals and applications:

Planning Applications Received per Year - MA-LTC

	2021	2022	2023	2024	2025	Total	AVG
Agricultural Land Reserve	0	0	1	0	0	1	0
Board of Variance	0	0	1	0	0	1	0
Building Permit	27	27	21	26	16	117	23
Crown Lease Referral	1	1	1	1	2	6	1
Development Permit	1	0	0	0	0	1	0
Development Variance Permit	9	4	7	8	3	31	6
Liquor and Cannabis Referral	0	0	1	0	0	1	0
Rezoning	0	0	2	0	1	3	1
Subdivision	0	0	3	0	1	4	1
Temporary Use Permit	2	2	3	2	2	11	2

Total	**40**	**34**	**40**	**37**	**25**	**176**	**35**

Summary reports with the current status of all applications are provided in each LTC meeting agenda package (and are generated through our internal CityView applications portal). In addition, as a regular course of business, staff reports on the specific development applications will be provided in agendas when an LTC decision or direction is required. These staff reports provide the details needed for decision making on the file, including links to any previous materials that are relevant for the decision (as some of the files have a long history). There are no active rezoning applications on Mayne Island or other major applications at this time.

Standing Policies and Resolutions

The LTC has, over the years, adopted a number of policies in the form of standing resolutions. These resolutions direct how staff act in certain instances, and can provide guidance to the LTC itself. A report of standing resolutions is included in each Agenda and the LTC should review these policies early in the term and considering rescinding outdated policies.

Other Items

There may be regional committees that may be available for you to join. Your LTC will be informed by staff of opportunities (if forthcoming), and these are the ones that are known currently for your LTC:

- Southern Gulf Island Forum (however, please note, the Financial Planning Committee has recommended that it not be funded in fiscal 2027-28 and Islands Trust is the only source of funding).

NEXT STEPS

The Local Trust Committee should review its 'Work Program' and prepare to ask for more information and/or provide direction for any changes to the Active and Future Projects at the next meeting.

Staff will present staff reports and/or memorandums to future local trust committee meetings as updates become available, milestones are achieved, or decisions are required.

Submitted By:	Bruce Belcher, Planner 2	November 19, 2026
Concurrence:	Mary Storzer, Regional Planning Manager (South and Major Projects Team)	November 20, 2026

ATTACHMENTS

1. Minor Project Initiation Criteria

Attachment 1: Minor Project Initiation Criteria

The Director should assess proposed new Minor Projects, and on-going Minor Projects that are extending into a new fiscal year, based on the following criteria:

4.1 The project should not be contrary to any Trust Council policy or resolution;

4.2 The project would be expected to result in minor amendments to an OCP, LUB, or administrative Bylaws, but usually contained to one bylaw;

4.3 There are adequate staff resources available to support the project;

4.4 The project should reasonably be expected to be substantially completed within one fiscal year (or 12 months) but up to 18 months;

4.5 Costs should not be expected to exceed the maximum amount identified in policy, i.e. less than $5,000;

4.6 Community engagement should not be proposed or anticipated to exceed that typical for a minor project (e.g. only one of the following: notification, Community Information Meeting, Public Hearing);

4.7 Work on an on-going Minor Project in the same local trust area has been completed, i.e. only one minor project should be underway in each local trust area at one time;

4.8 The project should address issues within the jurisdiction of the LTC and should not be intended to solely result in advocacy actions or policies (those are activities of Trust Area Services);

4.9 Amendments to administrative bylaws should be initiated or supported by Legislative and Information Services, be Trust-wide, and should not be considered for a local trust committee Minor Project unless drafting administrative bylaws implementing recent major OCP or LUB updates (e.g. DAI bylaw, Fees Bylaw);

4.10 Minor projects should not be relationship building initiatives, communications or educational initiatives, applications for a grant, or mapping products not related to bylaw amendments.

4.11 The project should not be substantively similar to a project already undertaken by the LTC in the current or previous term;

4.12 The project should not be a bylaw enforcement policy or initiative, these should be supported by Bylaw Compliance and Enforcement;

4.13 The project should not be an amendment for an individual property, these should be considered by application, including by sponsorship where appropriate;

4.14 The project should address one or more of the following, but only in so far as it is using existing data, methodologies and guidelines (if new ones are being created – this would belong within a major project):

4.14.1 A strategic plan priority (e.g. ecosystem protection, housing, reconciliation);

4.14.2 A broad land use issue that is not included, or not adequately addressed, in current bylaws (e.g. vacation rentals, a new provincial statutory requirement, implementation of Policy Statement directives);

4.14.3 Implementation of OCP policies through land use bylaw amendments, particularly for a recently completed Major Project;

4.14.4 A technical review or update that would address errors or omissions in the bylaw or changes to land tenure (e.g. new parkland);

4.14.5 A review of policies and regulations for a specific area (e.g. a village plan);

4.14.6 A review of policies and regulations for a specific land use (e.g. agriculture, home occupations);

4.14.7 A review of an out-of-date associated islands bylaw;

4.14.8 Implementation of model policies, toolkits, or regulations (e.g. new DPA, new subdivision regulations, TUP guidelines, DAI bylaw), (however, the models themselves would have been developed under the major project work).

4.15 The Director may consider not approving additional funding and resource allocation for on-going minor projects in the following circumstances:

4.15.1 Little substantive progress has been made and the project has substantively exceeded the timeline;

4.15.2 The scope of the project has expanded or altered substantially;

4.15.3 No significant or meaningful bylaw amendments are being considered;

4.16 Where the scope or timeline of an on-going Minor Project has exceeded that originally approved, the Director may recommend that a local trust committee submit a business case for a Major Project to complete the work.

Mayne Local Trust Committee
Open Applications
Report

Print Date: November 19, 2026

Item 15.2

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240072	Louise Girouard	6/6/2024	750 STEWARD DR, MAYNE ISLAN	Application for a variance for siting of a studio, retaining wall, stairs, and a concrete pad located in the foreshore.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260318	Brian Wills	7/29/2026	438 MARINE DR, MAYNE ISLAND,	Application for a variance for siting of a deck in a setback

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Local Trust Committee	Generate LTC Public Notice

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250480	Edward Kyle; Nicho	12/4/2025	330 VILLAGE BAY RD, MAYNE ISL	A referral of a subdivision application for 2 lots.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	In Abeyance	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
MA-SUB-2018.1	Brent Mayenburg	4/9/2018	484 CHERRY TREE BAY RD, MAYN	Referral of a subdivision for 3 lots

Planner	Status	Most Recent Completed Activity
Narissa Chadwick	Administrative Review	Record and File PLR

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260384	Christopher Haq	9/21/2026	752 SEAVIEW RD, MAYNE ISLAND	An application for a temporary use permit for a short-term vacation rental.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Local Trust Committee	Advertise

Print Date: November 18, 2026

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2026-017 (Standing)	**Carried**	**26-Jan-2026**
MayneLiner Advertising that Mayne Island Local Trust Committee request that in addition to the notification methods required in Public Notification Bylaw No. 199, staff be requested to publish public hearing notices in the MayneLiner.		
2021-011 (Standing)	**Carried**	**25-Jan-2021**
Advisory Planning Commission - Re-appointments and Expression of Interest Advertisement that the Mayne Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be re-appointed and also advertise for expressions of interest for new commissioners		

Islands Trust

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2020-022 (Standing)	**Carried**	**24-Feb-2020**

that the Mayne Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:
Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and
Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:
a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of
current projects and advocacy activities;
b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory;
c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history;
d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols;
e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.

Islands Trust

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2018-049 (Standing)	**Carried**	**24-Sep-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:

o Name of the applicant and a description of the proposal in general terms
o The location of the proposed establishment and the subject site
o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered.
o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application
o How public comments may be submitted to the local trust committee

2012-000 (Standing)	**Carried**	**01-Feb-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.

Islands Trust

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2011-044 (Standing)	**Carried**	**02-May-2011**

Options for adopting In Camera Minutes

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.

Islands Trust

LTC EXP SUMMARY REPORT F2027

Invoices posted to Month ending September 2026

Item 15.4

645 Mayne	Invoices posted to Month ending September 2026	Budget	Spent	Balance
LTC Local				
65050-645	LTC "Executive Expense on LTC's"	2,642.00	583.86	2,058.14
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,090.00	810.60	279.40
65210-645	LTC - Local Exp - APC Meeting Expenses	210.00	0.00	210.00
65220-645	LTC - Local Exp - Communications	1,120.00	395.00	725.00
TOTAL LTC Local Expense		5,062.00	1,789.46	3,272.54
Projects				
TOTAL Project Expenses		0.00	0.00	0.00

Print Date: Nov 19, 2026

Active Projects Work Program Report

Mayne Island LTC

30-Jan-2023

Mayne Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 30-Jan-2023 **Target:** 31-Aug-2026	FUAL-2023-012 **Major Project - Housing Options - Phase 2** Continuation of Housing Options Project - Direction to draft bylaws - Completed -Bylaw referrals - Completed - First Reading of Bylaws - Completed - Public Hearing - Completed - Adoption - Aug 31	Narissa Chadwick	**0%** **Completed**

Print Date: Nov 19, 2026

Future Projects Work Program Report

Mayne Island LTC

Mayne Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 26-Jan-2026 **Target:** -	FUAL-2026-161 **2. Groundwater and Cistern Implementation** Cistern size and location to be defined	Unassigned	**0%** **In Progress**
Meeting: 28-Jul-2025 **Target:** -	FUAL-2025-044 **5. Revise home occupation regs with respect to contractor yards (need clarification)** Future technical amendment revision of contractor yard and home occupation definition and regulations	Unassigned	**0%** **In Progress**
Meeting: 28-Apr-2025 **Target:** -	FUAL-2025-043 **4. Protection of Heritage Structures** Identify heritage structures for information, explore options for creating heritage registry	Unassigned	**0%** **In Progress**
Meeting: 24-Feb-2025 **Target:** -	FUAL-2025-042 **3. Review of Lot Coverage and Accessory Structures Maximums**	Unassigned	**0%** **In Progress**
Meeting: 24-Jun-2024 **Target:** -	FUAL-2024-011 **1. Foreshore Education and Marine zoning** To provide education on foreshore uses and climate change adaptation and review policy and zoning regulations for foreshore and marine uses. Consider Gambier LTC DPA for future circulation related to potential Shoreline DPA.	Narissa Chadwick	**0%** **In Progress**