



Mayne Island Local Trust Committee Regular Meeting Agenda

Date: March 28, 2022
Time: 1:00 pm
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

			Pages
1.	CALL TO ORDER	1:00 PM - 1:00 PM	
2.	APPROVAL OF AGENDA	1:00 PM - 1:05 PM	
3.	TOWN HALL AND QUESTIONS	1:05 PM - 1:20 PM	
4.	COMMUNITY INFORMATION MEETING	1:20 PM - 2:00 PM	
4.1.	Flexible Housing		
5.	PUBLIC HEARING		
	None		
6.	MINUTES	2:00 PM - 2:10 PM	
6.1.	Local Trust Committee Minutes Dated February 28, 2022 (for Adoption)		4 - 12
6.2.	Section 26 Resolutions-without-meeting Report - None		
6.3.	Advisory Planning Commission Minutes - None		
7.	BUSINESS ARISING FROM THE MINUTES		
7.1.	Follow-up Action List Dated March 2022		13 - 14
8.	DELEGATIONS	2:10 PM - 2:20 PM	
8.1.	Mayne Island Housing Society		15 - 18
9.	CORRESPONDENCE	2:20 PM - 2:30 PM	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
9.1.	BC Electoral Boundaries Commission - March 3, 2022 (attached)		19 - 19

9.2.	Brad Hoem re Schedule D Update	20 - 28
10.	APPLICATIONS AND REFERRALS	2:30 PM - 2:40 PM
10.1.	Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 526 (for response) (attached)	29 - 36
11.	LOCAL TRUST COMMITTEE PROJECTS	2:40 PM - 3:40 PM
11.1.	Flexible Housing - Staff Report (attached)	37 - 53
11.2.	OCP and LUB Minor Amendments Project - Staff Report (attached)	54 - 74
12.	REPORTS	3:40 PM - 3:50 PM
12.1.	Work Program Reports (attached)	
12.1.1.	<u>Top Priorities Report Dated March 2022</u>	75 - 76
12.1.2.	<u>Projects List Report Dated March 2022</u>	77 - 78
12.2.	Applications Report Dated March 2022 (attached)	79 - 80
12.3.	Trustee and Local Expense Report Dated January 2022 (attached)	81 - 81
12.4.	Adopted Policies and Standing Resolutions (attached)	82 - 85
12.5.	Local Trust Committee Webpage	
12.6.	Chair's Report	
12.7.	Trustee Report	
12.8.	Islands Trust Conservancy Report Date January 2022	86 - 88
13.	NEW BUSINESS	
14.	UPCOMING MEETINGS	
14.1.	Next Regular Meeting Scheduled for May 30, 2022 at the Agricultural Hall, Mayne Island	
15.	TOWN HALL	3:50 PM - 4:05 PM
16.	CLOSED MEETING (Distributed Under Separate Cover)	

16.1. Motion to Close Meeting

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

- *Adoption of In-Camera Meeting Minutes Dated February 28, 2022*
- *Appointment of Board of Variance Members*

AND that the recorder and staff attend the meeting.

16.2. Recall to Order

16.3. Rise and Report

17. ADJOURNMENT

4:05 PM - 4:05 PM



Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: February 28, 2022
Location: Electronic Meeting

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

Staff Present: Robert Kojima, Regional Planning Manager
Narissa Chadwick, Island Planner
Phil Testemale, Planner 2
William Shulba, Senior Freshwater Specialist
Pat Todd, Recorder

Public There were approximately twelve (12) members of the public present.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The agenda was adopted as presented.

3. TOWN HALL AND QUESTIONS - None

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

6.1 Local Trust Committee Minutes Dated November 22, 2021

By general consent the Local Trust Committee meeting minutes of November 22, 2021 were adopted.

6.2 Local Trust Committee Special Meeting Minutes Dated January 31, 2022

By general consent the Local Trust Committee meeting minutes of January 31, 2022 were adopted.

6.3 Section 26 Resolutions-without-meeting Report Dated Feb 2022

Received for information.

6.4 Advisory Planning Commission Minutes - October 13, 2021

Received for information.

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated Feb 2022

Planner Chadwick reported that there had been a meeting that morning with Regional Planning Manager (RPM) Kojima, Bylaw and Enforcement Manager Dingman and two Building Inspectors from Capital Regional District (CRD) concerning issues in the Wooddale area.

Discussion involved hazard area, water service to recreational vehicles, and some specific items that could be discussed in-camera.

RPM Kojima spoke to rezoning Red Zone, stop work orders and Notice on Title.

Question was asked if Trustees should be at next meeting. RPM Kojima responded that first step is for staff to exchange information. If specific questions/ideas were to come back from CRD these would be raised with LTC.

8. DELEGATIONS - None

9. CORRESPONDENCE

9.1 Mayne Island Internet Group re Better Internet Service on Mayne Island

MA-2022-07

It was Moved and Seconded,

that the Mayne Island Local Trust Committee send a letter, under the Chair's signature, supporting an application for infrastructure funding to provide in ground 'last mile' fibre optic cable from the Connected Coast landing site to the homes on Mayne Island and that letter be forwarded to the persons identified in email correspondence dated Thursday February 17, 2022.

CARRIED

Second correspondence to be addressed in-camera.

10. APPLICATIONS AND REFERRALS

10.1 MA-DVP-2021.8 (Quail)

Planner Testemale detailed application. There has not been any response from neighbours.

MA-2022-08

It was Moved and Seconded,

that the Mayne Island Local Trust Committee approve issuance of Development Variance Permit application MA-DVP-2021.8 (Quail).

CARRIED

10.2 MA-RZ-2020.1 (Mayne Island Housing Society)

Planner Chadwick reviewed the application and informed the Committee that a letter had been received to resume the consideration of MA-RZ-2020.1.

The Mayne Island Housing Society (MIHS) has requested that discussions resume at the March meeting.

MA-2022-09

It was Moved and Seconded,

that the Mayne Island Local Trust Committee take application MA-RZ-2020.1 (MIHS) out of abeyance.

CARRIED

MA-2022-010

It was Moved and Seconded,

that the Mayne Island Local Trust Committee request specific information related to waste water management, storm water management and drainage management both during construction and occupancy.

CARRIED

Discussion related to waste water management and possibility of addressing through a Covenant.

MA-2022-011

It was Moved and Seconded,

that the Mayne Island Local Trust Committee ask staff to explore options to best manage waste water and provide recommendations.

CARRIED

10.3 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 521

MA-2022-012

It was Moved and Seconded,

that the Mayne Island Local Trust Committee interests are not affected by Salt Spring Island Local Trust Committee Proposed Bylaw No. 521.

CARRIED

10.4 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 525

MA-2022-013

It was Moved and Seconded,

that the Mayne Island Local Trust Committee interests are not affected by Salt Spring Island Local Trust Committee Proposed Bylaw No. 525.

CARRIED

10.5 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 526

MA-2022-014

It was Moved and Seconded,

that the Mayne Island Local Trust Committee interests are not affected by Salt Spring Island Local Trust Committee Proposed Bylaw No. 526.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

Received for information

11.1 OCP and LUB Minor Amendments Project

Planner Chadwick reviewed the report highlighting the specific proposed modifications. Next step is to draft bylaws for further discussion.

Items discussed:

1. First Nations collaboration: recommended as a separate project to allow time to develop a relationship with the Tsartlip Band and then proceed with appropriate wording.
2. "indoor uses only": to review that what is proposed is supported by amendment.
3. Brewery: site specific; currently Temporary Use Permit (TUP) for patio.
4. 594 Fernhill Road: indoors only.
5. Thrift Store: rezone to allow operation. Modify road setbacks to be more generous for all Agricultural Society structures.

MA-2022-015

It was Moved and Seconded,

that the Mayne Island Local Trust Committee ask staff to look at setbacks for Agricultural Society existent historical structures.

CARRIED

6. Felix Jack Park: site specific rezoning allowing existent statue and picnic table but no further structures/development. Trustee Dodds detailed history of park and identified John Aitkin (grandson of Felix Jack) as the Park Steward. Viewed as a reconciliation project and remembrance of an island family. Seen as an Island park vs. a Parks Commission Park.

7. Density: correction of error – control of dwellings (density) on remainder lots.

MA-2022-016

It was Moved and Seconded,

that the Mayne Island Local Trust Committee ask staff to amend Land Use Bylaw to permit the current number of dwellings and cottages, including the new cottage that has demonstrated commitment to use on Lot 1, Section 11, Mayne Island Cowichan District, Plan 39587, 316, 327, 344 Campbell Bay Road , and 2 dwellings and 2 cottages for parcel South east ¼ of section 2, Mayne Island, Cowichan District, except those parts in plans 6166, 49353, 51014, VIP52279, VIP55242, VIP59475, VIP72321, VIP78014, VIP80525 and VIP83602, 797 Beechwood Drive.

CARRIED

8. Definition of Patio: different standards for different construction materials; discussion as to size, set backs, materials.

MA-2022-017

It was Moved and Seconded,

that the Mayne Island Local Trust Committee ask staff to draft patio definition removing “area not to exceed 10 metres square and that wooden patios are not permitted within the setback to the sea.”

CARRIED 2/1 (Trustee Maude)

9. Secondary Suites: modifying definition title; residential unit instead of dwelling unit

10. Election Signs: currently no regulations; inclusion to existent signage bylaws

MA-2022-018

It was Moved and Seconded,

that the Mayne Island Local Trust Committee ask staff to return with a proposed amendment to regulations related to election signs based on Local Trust Committee’s suggested wording.

CARRIED

MA-2022-019

It was Moved and Seconded,

that the Mayne Island Local Trust Committee request staff to prepare draft bylaw amendments in accordance with the staff report dated February 28th, 2022 directions from the Local Trust Committee and motions carried at February 28, 2022 meeting.

CARRIED

MA-2022-020

It was Moved and Seconded,

that the Mayne Island Local Trust Committee remove the First Nations acknowledgement from the OCP amendments and identify as a separate and very important project.

CARRIED

----- Break 3:17 to 3:30 -----

11.2 Flexible Housing

Planner Chadwick reviewed the process to date. Criteria to identify optimal area for pilot project e.g., not in water district, lot size, potential uptake (number of vacant lots), near to amenities. Criteria included risk of saltwater intrusion , groundwater vulnerability, and impact of increased sewage on groundwater.

Senior Freshwater Specialist Shulba offered information/graphs regarding groundwater regions,

MA-2022-021

It was Moved and Seconded,

that the Mayne Island Local Trust Committee request staff to expand the flexible housing pilot project to include the medium optimal area identified as Fernhill Area 2 and areas identified in the staff report to be most optimal.

CARRIED

MA-2022-022

It was Moved and Seconded,

that the Mayne Island Local Trust Committee request staff to organize a Community Information Meeting, within a regular Local Trust Committee meeting, to discuss the areas identified for the flexible housing pilot project.

CARRIED

11.3 Mayne Island Local Trust Committee Fees Bylaw No. 185

Regional Planning Manager Kojima spoke to the new fees bylaw which has been endorsed by Trust Council. Bylaw 185 would replace the current bylaw.

MA-2022-023

It was Moved and Seconded,

that the Mayne Island Local Trust Committee refer Bylaw 185 to the Mayne Island Advisory Planning Commission to consider reasonableness of proposed fees increase.

CARRIED

Chair Rogers informed the Committee that 2022-2023 budget has been drafted based on new fees.

12. REPORTS

12.1 Work Program Reports

12.1.1 Top Priorities Report Dated Feb 2022

Received for information

12.1.2 Projects List Report Dated Feb 2022

Planner Chadwick informed Committee that Mayne Island is in a position to benefit from work on North Pender and Galiano regarding ground water.

12.2 Applications Report Dated Feb 2022

Received for information

12.3 Trustee and Local Expense Report Dated Dec 2021

Received for information

12.4 Adopted Policies and Standing Resolutions

Received for information

12.5 Local Trust Committee Webpage

To be updated upon conclusion of meeting.

12.6 Chair's Report

Chair Rogers reported that:

- the Trust Governance Review Report was released 10 days ago and will be presented at Trust Council March meeting in Nanaimo (live and electronic);
- the Budget process is ongoing and on agenda for March; and

- the Trust Policy Statement Public Engagement is underway. There will be a presentation under way on Mayne and is available at Islands 2050.

12.7 Trustee Report

Trustee Dodds raised concerns regarding misinformation on Facebook about Islands Trust and apologized to staff for unpleasant comments. Trustee Dodds raised the need for more education about Islands Trust.

Trustee Maude spoke to ongoing ferry issues and the growth all islands are experiencing at this time.

12.8 Islands Trust Conservancy Report Date November 2021

Received for information

13. NEW BUSINESS

13.1 Shoreline Protection Model Bylaw Report

Received for information.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for March 28, 2022 at the Agricultural Hall, Mayne Island

15. TOWN HALL - None

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close Meeting

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

- *Adoption of In-Camera Meeting Minutes Dated September 27, 2021 and November 22, 2021*
- *Bylaw Enforcement*

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

Electronic recalled following the closed meeting.

16.3 Rise and Report

Chair Rogers to rise and report at March meeting.

17. ADJOURNMENT

By general consent the meeting was adjourned at 4:21 pm.

Dan Rogers, Chair

Certified Correct:

Pat Todd, Recorder



Follow Up Action Report

Mayne Island

27-Sep-2021

Activity	Responsibility	Dates	Status
1 10.4 Trust Council Policy Statement - 1. Respond after engagement process has been completed 2. Community half day workshop with IT staff available	Gillian Nicol Narrisa Chadwick	Target: 25-Feb-2022	In Progress

28-Feb-2022

Activity	Responsibility	Dates	Status
1 6.1 Minutes approved as drafted.	Robin Ellchuk	Target: 08-Mar-2022	Completed
2 9.1 Chair to draft letter of support for fiber optics infrastructure to be sent to those listed on page 29 of the related correspondence	Jas Chonk Robin Ellchuk	Target: 22-Mar-2022	Completed
3 10.1 MA-DVP-2021.8 (Quail) - DVP Approved	Jas Chonk Phil Testemale	Target: 08-Mar-2022	Completed
4 10.2 MA-RZ-2020.1 (MIHS) - Application to be taken out of abeyance to continue processing, identify options for wastewater, MIHS to provide study related to stormwater	Narrisa Chadwick Robin Ellchuk	Target: 04-Mar-2022	In Progress
5 10.3 Salt Spring Bylaw No. 521 - Interests unaffected	Jas Chonk	Target: 04-Mar-2022	Completed
6 10.4 Salt Spring Bylaw NO. 525 - interests unaffected	Jas Chonk	Target: 04-Mar-2022	Completed

Follow Up Action Report

Mayne Island

28-Feb-2022

Activity	Responsibility	Dates	Status
7 10.5 Salt Spring Bylaw No.526 - Interests unaffected	Jas Chonk	Target: 04-Mar-2022	Completed
8 11.1 OCP and LUB Minor Amendments : FN as separate project, double check proposed regulation with brewery, check 594 Fernhill road conformity with OCP, review setback in community service zone, draft site specific zoning for Felix Jack Park, Option 2 for Campbell bay property, changes to definition of patio, draft bylaw for signs as suggested by Trustee Maude	Narrisa Chadwick	Target: 25-Mar-2022	Completed
9 11.2 Flexible Housing - Include most optimal and Fernhill 2 in pilot area, organize CIM connected to March LTC meeting	Jas Chonk Narrisa Chadwick		Completed
10 11.3 Fees Bylaw - refer to APC for information and discussion	Jas Chonk Robert Kojima Robin Ellchuk	Target: 11-Mar-2022	Completed



Local Trust Committee
Islands Trust – Mayne Island Trust Area
Sent via email

March 16, 2022

RE: Affordability and Rental Structure: Mayne Island Housing Society (MA-RZ-2020.1)

Dear Trustees,

I am writing on behalf of the Mayne Island Housing Society (MIHS) regarding their project and associated rezoning application for 375 Village Bay Road. The purpose of this letter is to:

- Update the LTC on work that the project team has underway,
- Update the LTC on the affordable housing landscape in the context of Mayne Island; and
- Request a delegation to the March 28th LTC meeting to present the information in this letter in more detail

Project Update

The MIHS team has been working towards several key components of the project, including a Water Management Plan (WMP), a water data logger report, and an updated site plan. All of the work in progress has been implemented not only as due diligence and project planning, but also to address the public's and the LTC's concerns about the project. The MIHS team believes that the work being done now will strengthen the project and reduce impacts on neighbours. We look forward to bringing these updates forward in the future, with the goal of moving this much-needed community project forward.

Funding Context

When MIHS first envisioned this project, and at the time of their rezoning submission, it was expected that the project would receive BC Housing funding through the Community Housing Fund (CHF). This is a mixed-income housing model with a mix of deeply subsidized units, rent geared to income (RGI) units, and affordable market units. CHF funding entails a capital contribution and a mortgage through BC Housing.

However, the results of the last round of CHF funding indicates that the program is significantly over-prescribed. Our understanding is that hundreds of projects applied for funding and only a fraction of the projects that applied were ultimately funded on Vancouver Island. Funding through the remaining program dollars would only allocate another 1,500 units for the whole Vancouver Island region (which includes the Gulf Islands) and the demand has already far outpaced the supply of funding. The funding call has become incredibly competitive and BC Housing has tended to focus on larger projects that are delivering a large number of units.

As a result, MIHS is in the process of exploring other funding options for their affordable housing project. Canada Mortgage and Housing Corporation (CMHC) offers funding and financing through their Co-Investment program; and the Federation of Canadian Municipalities offers funding and financing for highly energy efficient affordable homes through their Green Municipal Fund. However, securing funding before a rezoning is complete is unlikely. Below are two funding scenarios to help the LTC understand what the affordability of the units might look like, depending on the funding MIHS can secure.

Scenario 1: BC Housing CHF

While CHF funding remains uncertain, it may be worth applying for funding if the funding call opens this year. The further advanced the project is in the development process, the better the chances at securing funding, as BC Housing tends to fund “shovel-ready” projects. If BC Housing funding was secured, the project could move forward with rental prices ranging from deep subsidy units (currently \$375/month for studios and 1-bedrooms), to RGI units (where residents pay no more than 30% of their income on rent) to units that are approximately 10% below market rental rates. Note that RGI and affordable market units are tied to incomes and the market rents, and are subject to change over time.

In the last funding call (released in 2020), this fund had a prescriptive rental structure where 50% of the units are Rent Geared to Income (RGI); 20% are deep subsidy units; and 30% of the units are affordable market units. It is expected that the next funding call will have a similar rental mix, but it is entirely possible that there will be a different prescriptive rental structure.

Scenario 2: CMHC Co-Investment

If the project is unsuccessful in securing BC Housing funding, it will still be eligible to apply for CMHC Co-Investment funding, as the land contribution from Dr. McHugh is considered an eligible partnership.

CMHC does not have a prescriptive rental structure, but has a minimum affordability requirement in order to be eligible:

- At least 30% of the units must be rented at 80% of the Median Market Rent (MMR) or less
- The average affordability of the project, across units, must be no more than 80% of the MMR

MMRs are determined by CMHC based on market conditions and are typically updated on a yearly basis. It is important to note that the MMR for a given area is often lower than what is actually found on the market and available to rent, as it is calculated on both occupied and vacant unit rents. This means that a unit renting at 80% of the MMR is substantially lower than what one could expect to find on the market.

While that is the minimum required level of affordability to apply, a project would be more likely to be approved for funding, and would receive a larger contribution, if the depth of affordability is increased. MIHS will be pursuing options for additional capital injections to lower the mortgage that would be required and to deepen the levels of affordability.

Scale of Housing Crisis

In ideal circumstances, MIHS would develop this project to offer the most affordable rental rates possible to residents of Mayne Island. However, the confluence of the housing crisis, the cost of construction, and the lack of government capital dollars are creating a situation where MIHS will have to balance between market and affordable units to ensure the project is viable. Housing is often conceptualized as a spectrum or continuum in terms of affordability. While this project may not be able to offer all units at deeply subsidized rates, all units will be considered affordable on the spectrum of housing. Figure 1 below illustrates one version of the housing continuum. The exact mix of affordability will be determined based on the funding that MIHS secures, but units will likely range from “Social and Subsidized Housing” to “Below Market Rental Housing”.



Figure 1: Continuum of Housing Affordability. (Source: Saanich Housing Strategy)

The housing crisis has reached unprecedented levels in the region and across BC, with both sale prices and rental rates at all-time highs. It has reached such heights that even market rental units would be a benefit to the Mayne Island community because of the lack of a stable rental stock. The Village Bay Road project has the opportunity to fill a gap and provide desperately needed rental housing, which would go beyond the benefit of rental housing by providing secured affordable units.

Implications for housing agreement

We understand that the LTC and Islands Trust want to ensure that this project is developed to be affordable rental housing and as a benefit to the community, and is seeking to reduce the risk of development that does not meet the community needs – such as condos, luxury rentals, or short-term rentals. A housing agreement is a standard way that local governments ensure that projects remain as affordable, as rentals, or as both for a specified period of time. However, the current draft of the Housing Agreement proposed by Islands Trust staff is overly restrictive and would result in significant risk to the project and the Society. Of particular concern is the language that specifies the rental mix prescribed by CHF. This puts the project at risk because:

- It limits funding and financing options for the project. CMHC, FCM, or private financiers are likely to see this restrictive language as too much of a risk, or it may not fit their funding requirements. Communication with BC Housing has indicated that

they also see risk in such a restrictive housing agreement and prefer more general terms.

- It does not allow MIHS to respond to the possible changes in the rental landscape, interest rates, and operating costs that may exist in the future.
 - Operating costs fluctuate and MIHS must be able to respond to the rental need on the Island at any given time. While the CHF unit breakdown may be appropriate now, in 10 years the need may change.
- If the project secures funding through BC Housing or another public entity, they will be required to enter into an operating agreement or other legally binding agreement, committing them to protect the affordability of the units for a prescribed period.

Conclusion

We hope that this letter helps to provide some clarity on the affordable housing landscape and how this project may move forward successfully to the benefit of MIHS, the Islands Trust, and to the community as a whole.

Thank you,

Eleni Gibson

Eleni Gibson
Project Planner
Wiser Projects
On behalf of the Mayne Island Housing Society

From: "INFO, BCEBC BCEBC:EX" <info@bcebc.ca>
Subject: Greetings from the BC Electoral Boundaries Commission
Date: March 3, 2022 at 11:45:56 AM PST
To: "sefast@bimbc.ca" <sefast@bimbc.ca>



March 3, 2022

Councillor Sue Ellen Fast
Island Municipality of Bowen Island

Greetings from the BC Electoral Boundaries Commission.

Please accept this letter as an invitation to your organization to express your views on the province's current electoral district boundaries.

The BC Electoral Boundaries Commission is an independent, non-partisan commission with a mandate to review the area, names and boundaries of provincial electoral districts. The Commission submits two reports to the Legislative Assembly with recommendations for the next two provincial general elections.

Your voice is an important part of this process. To help prepare its preliminary report, the Commission is now seeking public input on the province's current electoral district boundaries. We will be publishing a preliminary report with initial recommendations. After, we will seek public input on those recommendations.

You can share your organization's views in the following ways:

- through the [Commission website](#),
- at an in-person or virtual [public meeting](#), or
 - by [writing the Commission](#) directly.

Visit our website to learn more about the Commission, review maps and resources, and find the electoral districts in your community.

Please feel free to share this information with others and contact us with any questions.

Sincerely,

Justice Nitya Iyer
Commission Chair

BC Electoral Boundaries Commission

100- 1112 FORT STREET, VICTORIA B.C. V8V 3PK
BCEBC.CA | INFO@BCEBC.CA | 1-800-661-8683

From: Brad Hoem <[REDACTED]>
Sent: Monday, February 21, 2022 2:26 PM
To: Narissa Chadwick <nchadwick@islandstrust.bc.ca>; Dan Rogers <drogers@islandstrust.bc.ca>; Jeanine Dodds <jdodds@islandstrust.bc.ca>; David Maude <dmaude@islandstrust.bc.ca>
Cc: Tiffany Sloan <[REDACTED]>; Deanna Stobart <[REDACTED]>
Subject: RE: [REDACTED] Mayne Island
Importance: High

Hi Jeanine, Dan, and David,

We have proceeded with purchasing the property located at [REDACTED] Mayne Island. As such, we would really appreciate it if you could please consider approving "The Schedule D Update" as a designated project.

As mentioned, we would like the area in the CBBID to be shaded over. Sean Skiffington, a trustee at CBBID, confirmed that the CBBID has no issues with houses being built with secondary suites.

We look forward to the prospect of building our new home with a suite and becoming part of the Mayne community.

Sincerely,
Brad, Tiffany and Hanna

From: Narissa Chadwick <nchadwick@islandstrust.bc.ca>
Sent: January 26, 2022 1:35 PM
To: Brad Hoem <[REDACTED]>; Dan Rogers <drogers@islandstrust.bc.ca>; Jeanine Dodds <jdodds@islandstrust.bc.ca>; David Maude <dmaude@islandstrust.bc.ca>
Cc: Tiffany Sloan <[REDACTED]>
Subject: RE: [REDACTED] Mayne Island

Hi Brad,

While a change to schedule D seems like it could be simple, as Dan Rogers and I have indicated there is much process involved with making changes to bylaws. The process involves first having the proposed change become a designated project. This involves discussion and agreement by Trustees at a public meeting. It would then require being prioritized over a list of other current projects. This can take months and sometimes years. Once a prioritized project has begun there are many steps which would include consultation with the water service provider and the public.

Timelines and outcomes are never guaranteed. The Local Trust Committee will need to evaluate their decisions related to any bylaw change in light of all the information they are provided with throughout the process. There may be unanticipated circumstances that could slow a process down, stop it all together or lead to totally unanticipated outcomes.

You are welcome to call me if you need any further information. I am available this afternoon.

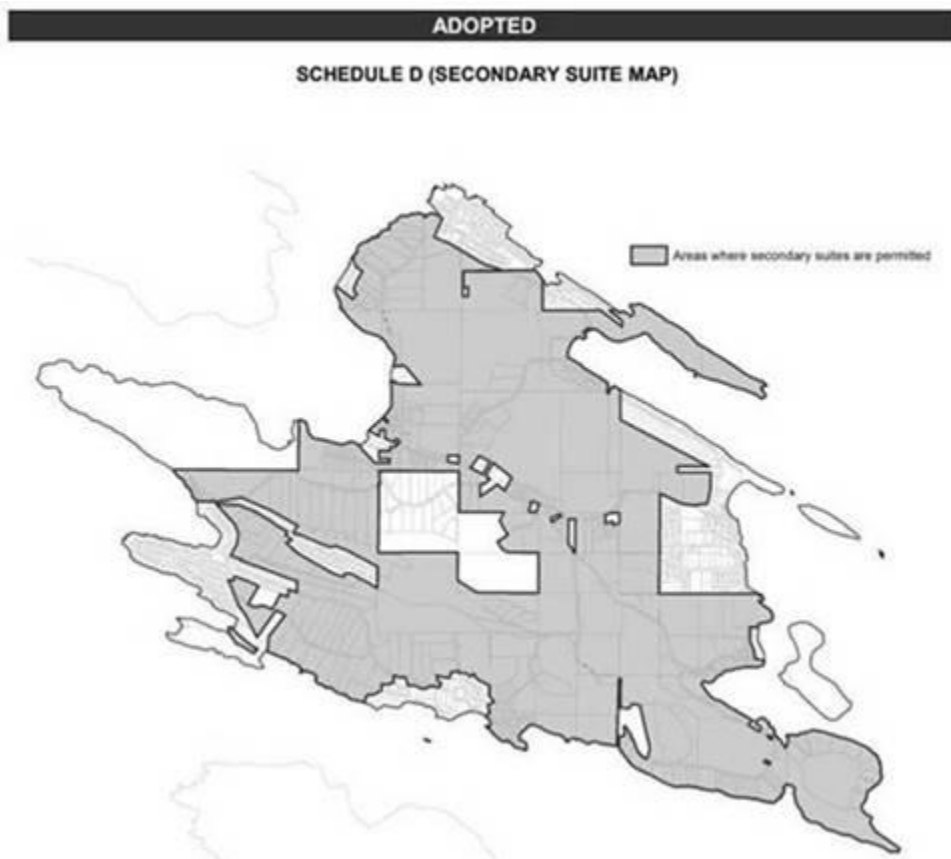
-Narissa

From: Brad Hoem <[REDACTED]>
Sent: Wednesday, January 26, 2022 11:09 AM
To: Dan Rogers <drogers@islandtrust.bc.ca>; Jeanine Dodds <jdodds@islandtrust.bc.ca>; David Maude <dmaude@islandtrust.bc.ca>
Cc: Narissa Chadwick <nchadwick@islandtrust.bc.ca>; Tiffany Sloan <[REDACTED]>
Subject: RE: [REDACTED] Mayne Island

OK, thanks Dan for taking the time to write back. Much appreciated.

Narissa, do you have time for a call today? I'd like to discuss the possibility of having Schedule D updated to shade over the houses in the CBBID. I've read the bylawys and I believe that's the only change that would be needed. As we discussed, we don't need this now, we would just like some comfort that the Island Trust might be willing to do this map update within the next couple years.

If the map update is unlikely to ever happen, we would appreciate knowing that by Friday, so we can back out of this purchase before it's too late. Thank you.



From: Dan Rogers <drogers@islandtrust.bc.ca>
Sent: January 25, 2022 2:44 PM
To: Brad Hoem <[REDACTED]>; Jeanine Dodds <jdodds@islandtrust.bc.ca>; David Maude <dmaude@islandtrust.bc.ca>
Cc: Narissa Chadwick <nchadwick@islandtrust.bc.ca>; Tiffany Sloan <[REDACTED]>
Subject: RE: [REDACTED] Mayne Island

Mr. Hoem. Thank you for your email last evening. As you have determined I am a Vice Chair of Islands Trust and the assigned Chair of the Mayne Island Local Trust Committee.

I was not part of the Local Trust committee when the current bylaws related to secondary suites were developed so cannot comment on their genesis.

The Local Trust Committee acts in a similar way to other local governments in that we respond to applications and create bylaws in an open and public fashion. Bylaws are legal regulations that provide the framework for development on the Island. We cannot waive bylaws on an ad hoc basis. Changes to those bylaws require concerted and thoughtful process by the LTC in , as I said, an open and transparent manner. We need to have proposed amendments , allow public input and consider that commentary and all interests before amending bylaws or creating or allowing “exceptions”. I don’t know a process to short circuit that. I can reiterate that what Narissa said is correct... this would take time if the Local Trust Committee was prepared to pursue this. And I can’t tell you (and neither can the other Trustees)what we are or are not prepared to do as a Local Trust Committee until we are in a public meeting of the LTC. The Trustees do not discuss matters except process or procedural ones outside of a public meeting.

I suggest you work with Narissa on any options and outcomes and make your decision.

Regards

Daniel J Rogers

Islands Trust Vice-Chair and Gambier Area Trustee

604-220-1500

Preserving and Protecting Over 450 Islands and the Surrounding Waters in the Salish Sea

I am humbly thankful that I live and work in the territory of the BOKEĆEN, Cowichan, Halalt, Homalco, K’ómok, Klahoose, Lake Cowichan, Lekwungen, Lyackson, MÁLEXEL, Penelakut, Qualicum, Scia’new, selilwitulh, SEMYOME, Shishálh, Snaw-naw-as, Snuneymuxw, Sḵwxwú7mesh, SṪÁUTW, Stz’uminus, SXIMELEL, T’Sou-ke, Tla’amin, Tsawwassen, We Wai Kai, Wei Wai Kum, WJOLELP, WSIKEM, and xʷməθkʷəy̓əm.

From: Brad Hoem [REDACTED]

Sent: Monday, January 24, 2022 8:49 PM

To: Dan Rogers; Jeanine Dodds; David Maude

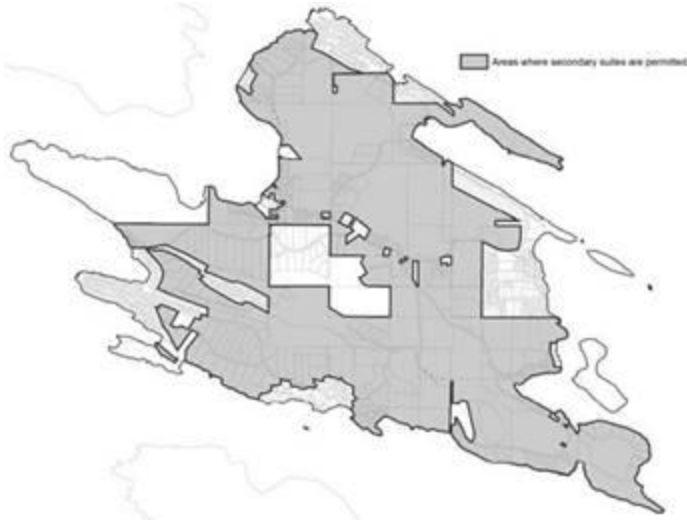
Cc: Narissa Chadwick; Tiffany Sloan

Subject: Re: [REDACTED] Mayne Island

Importance: High

Hi Jeanine, Dan, and David,

My wife Tiffany and I have an accepted offer to purchase a house on Mayne Island located at [REDACTED] [REDACTED] and we need to clear our subjects on Friday. Our plan is to rent out the small house (800 sq ft) for 1-2 years and then build a new home with a basement suite to help afford the mortgage payment. However, after reviewing the Island Trust bylaws this weekend, I just learned that secondary suites are not permitted in all water districts.



Despite extensive conversations about our building plans with Brad Smith (Island Planner), Deanna Stobbard (Realtor), Steve Pike (Builder), Per (Builder), Debbie Rhodenizer (Linwood Custom Homes), Paul Latter (Pacific Homes), no one informed us that we can't build a house with a secondary suite (basement suite). We have invested so much time and money into this, and it now looks like we need to back out of our purchase.

I called Narissa Chadwick today to try to understand this, where she explained that the water districts request this regulation to limit water usage. However, she mentioned that I could possibly get an exception from the Campbell-Bennett Bay Improvement District (CBBID). As such, I spoke with Sean Skiffington who is a trustee at CBBID. Sean confirmed that CBBID has no issues with houses being built with secondary suites. Their primary concern is that each household uses less than 15,000 litres per month and installs rain catchment systems for any water uses outside the home. As it would just be me, my wife and our 15 month old daughter, we would use less than 5,000 litres per month. If we rent out the suite to one or two people, we would use less than 10,000 litres per month. When it comes to water usage, what's the difference between a family of five vs a family of three that has a basement suite for two people?

As shown in the below, now that Narissa has confirmed that CBBID has no issues with secondary suites, she would like to talk to all the other water districts and explore regulatory change. While I appreciate that we may become the catalyst for regulatory change, we are concerned that course of action will condemn our pressing issue. At this point, we are just asking if an exception can be granted at [REDACTED]

Through various conversations, we are aware of several other homes in the CBBID that have basement suites, so we are hopeful that this can be approved here as well. As such, if we submit our building plans, what is the likelihood that a basement suite would be approved for [REDACTED]?

Tiffany, Hanna and I are trying to be optimistic here and we really look forward to the prospect of becoming part of the Mayne Island community.

Thanks,
Brad

[REDACTED]

From: Narissa Chadwick <nchadwick@islandstrust.bc.ca>

Sent: Monday, January 24, 2022 3:55 PM

To: 'Brad Hoem'

Subject: RE: [REDACTED] Mayne Island

Hi Brad,

I'm glad you reached out today. I appreciate our conversation and the discussion that it has opened up with the water district.

As I mentioned, the interest of the Trustee of the water district that you and I talked to in not disallowing secondary suites has opened up the opportunity for exploring options for regulatory change that could facilitate the ability for property owners in water districts to have secondary suites. As I identified to you, a regulatory change would be required before a building permit for a home with a secondary suite could be issued in the areas where they are currently not allowed. Facilitating this change will take time and there is no guarantee that the Mayne Island Trustees or the other Water District Trustees would be open to it.

-Narissa

From: Brad Hoem <[REDACTED]>

Sent: Monday, January 24, 2022 11:01 AM

To: Brad Smith <bsmith@islandstrust.bc.ca>

Cc: Narissa Chadwick <nchadwick@islandstrust.bc.ca>

Subject: Re: [REDACTED] Mayne Island

This is terrible news as the only we can afford this is if we can rent out a portion of the new home we planned to build. Can either of you please call me back ASAP? We need to clear our subjects on Friday, but we will have to back out of the deal if we can't find a way around this strange regulation.

Brad
[REDACTED]

From: Brad Smith <bsmith@islandstrust.bc.ca>

Sent: Monday, January 24, 2022 10:42:22 AM

To: 'Brad Hoem' <[REDACTED]>

Cc: Narissa Chadwick <nchadwick@islandstrust.bc.ca>

Subject: RE: [REDACTED] Mayne Island

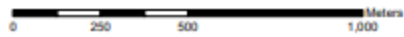
No that parcel falls within the area where secondary suites are not permitted.

I cc Narissa who is the primary planner for Mayne.

Good luck with your new property.

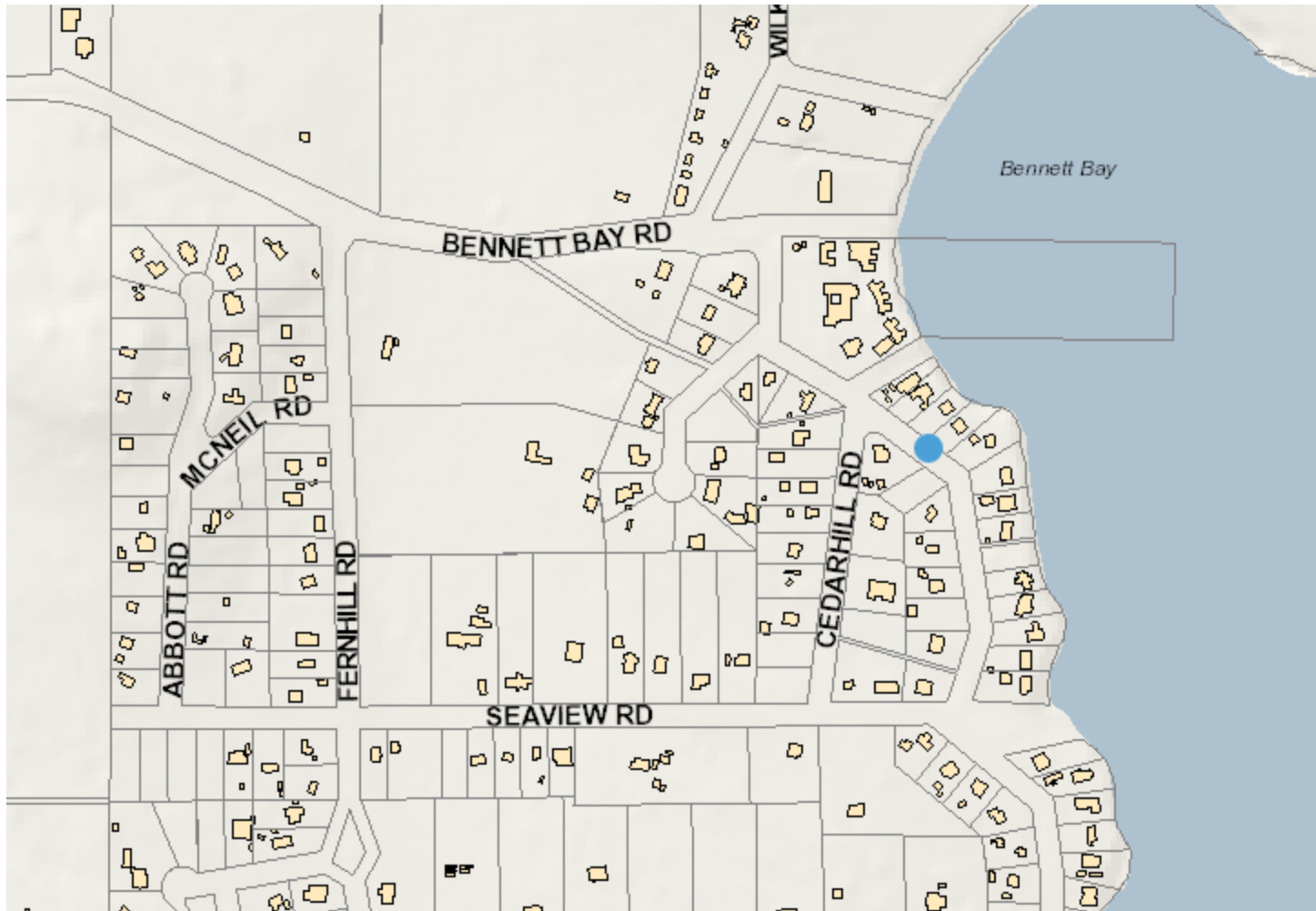
Cheers, Brad

Mayne Island Land Use Bylaw Schedule D - Secondary Suites Map



 Areas where secondary suites are permitted





Brad Smith, PAg

Island Planner, Southern Team

(778) 679-5185 | bsmith@islandstrust.bc.ca

[Islands Trust](#) Preserving and protecting over 450 islands and surrounding waters in the Salish Sea.

From: Brad Hoem [REDACTED] >

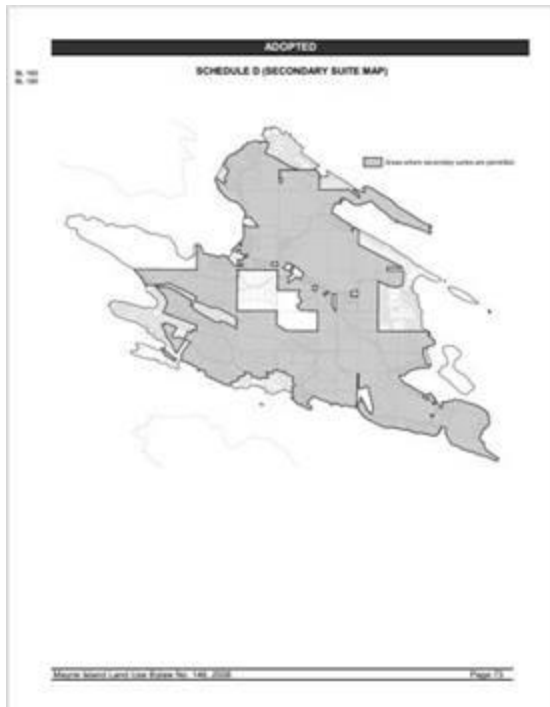
Sent: Saturday, January 22, 2022 8:13 PM

To: Brad Smith <bsmith@islandstrust.bc.ca>

Subject: [REDACTED] Mayne Island

Hi Brad,

We just purchased [REDACTED] on Mayne Island. If we build a new house, are we permitted to have a secondary suite?



From: Brad Hoem <[REDACTED]>

Sent: January 22, 2022 6:19 PM

To: Brad Hoem <[REDACTED]>; Tiffany Sloan <[REDACTED]>

Subject: Bylaws

Brad Smith, PAg

Island Planner, Southern Team

(778) 679-5185 | bsmith@islandstrust.bc.ca

From: Daniela Murphy
Sent: Thursday, March 3, 2022 2:41 PM
To: Karla Campbell; kazuhito.takeuchi@islandhealth.ca; Bylaw Enforcement; amanda.vanderkloof@bcas.ca; info@nsswaterworks.ca; saltspring@rcmp-grc.gc.ca; dlundy@saltspringfire.com; plan2farm@gmail.com; Jas Chonk; Becky McErlean; Mike Tippett; 'FrontCounter BC FLNR:EX'; Martin.Collins@gov.bc.ca; reed.bailey@gov.bc.ca; 'McIntyre, Cathie BCA:EX'; ron.burleson@gov.bc.ca; Rudi.Mayser@gov.bc.ca; Kate Emmings; Jennifer.Dyer@gov.bc.ca; Tara.Breysen@gov.bc.ca; Owen.Page@gov.bc.ca
Cc: Kristine Mayes; Geordie Gordon; Rob Pingle; Lambie, Shannon ALC:EX; doug.pepper@gov.bc.ca; willow.minaker@gov.bc.ca; Corlynn Strachan
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw No. 526 - Farm Housing Project
Attachments: SS-BL-526_1st Reading.pdf; SS-BL-526_Referral Form.pdf

Dear Referral Coordinator,

Please find attached to this email referral information concerning Proposed Land Use Bylaw Amendment No. 526 for the Salt Spring Island Local Trust Committee's (SS LTC) "Farm Housing" project. The Farm Housing project was established in response to amendments to the [Agricultural Land Reserve \(ALR\) Use Regulation](#) for residential flexibility and calls from the Salt Spring agricultural community for farmworker housing.

Proposed Bylaw No. 526 will amend [Salt Spring Island Land Use Bylaw No. 355](#) (LUB):

- to expand residential flexibility on agricultural zoned properties;
- to update campground regulations, processing & sale regulations, and information notes for agricultural zoned properties;
- to permit the use of subdivision potential for farmworker housing outside agricultural zoned properties for land classified as a farm under the Assessment Act (Section 3.17 of the LUB would be amended to reflect this change); and
- to limit the maximum floor area of dwelling units.

In general terms, Proposed Bylaw No. 526 is characterized as follows:

- Amends the definition of a "farmworker's dwelling unit"
- Amends the "one additional dwelling unit" under Accessory Uses to permit a secondary suite on all agriculture-zoned lots and permit a second accessory dwelling unit – either a pre-existing dwelling unit or a floor area restricted farmworker's dwelling unit for lots 1.2-ha in area or greater for land classified as a farm under the [Assessment Act](#) if the owner grants a covenant to the Salt Spring Island Local Trust Committee restricting the use of the farmworkers' dwelling unit.
- Limits commercial guest accommodation in a campground on Agriculture 1 zoned lands to land classified as a farm under the [Assessment Act](#).
- Removes seasonal cottages as a permitted accessory use.
- Removes processing and sale regulations under accessory uses.
- Amends the maximum combined number bedrooms/campsites on a lot to 10 in accordance with Section 33 and Section 34 of the [ALR Use Regulation](#).

- Amends Section 3.17 to permit additional farmworkers' dwellings corresponding to subdivision potential for lots not in an agricultural zone but classified as a farm under the [Assessment Act](#) if the owner grants a covenant to the Salt Spring Island Local Trust Committee restricting the use of the farmworkers' dwelling unit and prohibiting further subdivision of the lot.
- Limits the maximum floor area of all dwelling units on Salt Spring Island to 500m².

Staff reports regarding the project and Proposed Bylaw No. 526 can be found at:

<https://islandstrust.bc.ca/island-planning/salt-spring/projects/> >> Housing Action Program >> Farm Housing

We understand that there are numerous demands on your time, however, we genuinely welcome any comments you may have, whether they are site-specific or more strategic and high level.

A reply is respectfully requested by **Friday, April 22, 2022**.

Should you have any questions, do not hesitate to contact Planner Kristine Mayes or Planner Geordie Gordon at ssiinfo@islandstrust.bc.ca or 250-537-9144.

Referral responses should be addressed to ssiinfo@islandstrust.bc.ca or by mail to:

Islands Trust
1 – 500 Lower Ganges Road
SSI, BC V8K 2N8

Thank you for your time and attention to this referral.

Yours truly,

Daniela Murphy

Daniela Murphy

Legislative Clerk/Deputy Secretary

Islands Trust

1-500 Lower Ganges Road | Salt Spring Island BC V8K 2N8

T 250-538-5606 | ssiinfo@islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Lək'wəḡən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəḡən məsteyəxʷ, Scia'new, səliłwətaʔt, SEMYOME, shishálh, Skwəwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SÁÁUTW, Stz'uminus, ʔaʔəmen, toq qaymıxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁP, WSIKEM, Xeláltxw, Xwémalhkwxw/ʔop qaymıxʷ, and xʷməḡkʷəy̓əm.



Islands Trust

BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area Bylaw No.: 526 Date: March 3, 2022

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 45 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Salt Spring Island Local Trust Committee

PURPOSE OF BYLAW:

Proposed Bylaw No. 526 seeks to amend land use regulations for Agricultural zoned properties to expand residential flexibility in accordance with [Order in Council No. 438](#) amending *Agricultural Land Reserve Use Regulation, B.C. Reg. 30/2019* on December 31, 2021. This includes a secondary suite as a permitted accessory dwelling and a second accessory dwelling unit for lots classified as a farm under the *Assessment Act* not exceeding 56m² in floor area for lots between 1.2-ha and 2-ha, 90m² in floor area for lots greater than 2-ha, or 186m² in floor area for lots greater than 40-ha. Also included are updates specific to campground regulations, updates to information notes and updates to accessory uses. Additionally, Proposed Bylaw No. 526 amends Section 3.17 of [Salt Spring Island Land Use Bylaw No. 355](#) to permit the use of subdivision potential for farmworker housing outside agricultural zoned properties for land classified as a farm under the *Assessment Act* and adds Subsection 3.11.5 which restricts all dwelling units on Salt Spring Island to a maximum floor area of 500m².

GENERAL LOCATION:

Various

LEGAL DESCRIPTION:

Various

SIZE OF PROPERTY AFFECTED:

Agricultural zoned lots & land classified as a farm under the Assessment Act

ALR STATUS:

Yes & No

OFFICIAL COMMUNITY PLAN DESIGNATION:

Agriculture & Various

OTHER INFORMATION:

<https://islandstrust.bc.ca/island-planning/salt-spring/projects/> Housing Action Program – Farm Housing

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


(Signature)

Name: Kristine Mayes

Title: Planner 1

This referral has been sent to the following agencies:

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Penelakut Tribe
Stz'uminus First Nation
Malahat First Nation
Pauquachin First Nation
Semiahmoo First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
Ts'uubaa-Asatx (Lake Cowichan) First Nation

Regional Agencies

CRD – All Referrals & K. Campbell (SSI Senior Manager)
CRD – SSI Economic Development Commission
CRD – SSI Building Inspection
CRD – SSI Director
CRD – SSI Transportation Commission
CRD – Housing Secretariat
CRD – SSI Liquid Waste Disposal Local Service Commission
Vancouver Island Health Authority
Islands Trust Bylaw Enforcement and Compliance
Islands Trust – Islands Trust Conservancy
SSI Advisory Planning Commission
SSI Agricultural Advisory Planning Commission
Housing Action Program Task Force

Hul'qumi'num Treaty Group (for information only)
Te'Mexw Treaty Association (for information only)

Provincial Agencies

Agricultural Land Commission
Ministry of Agriculture
BC Assessment Authority
Ministry of Municipal Affairs
Ministry of Transportation & Infrastructure
Ministry of Forest Lands, Natural Resource Operations and Rural
Development (Water Authorizations)
Front Counter BC

Non-Agency Referrals

BC Ambulance Service
North Salt Spring Waterworks District
RCMP
SSI Fire-Rescue
SSI Agricultural Alliance

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

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

Salt Spring Island Trust Area

(Island)

(Signature)

(Date)

526

(Bylaw Number)

(Title)

(Agency)

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 526

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW NO. 355, 1999

The Salt Spring Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2021”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

2.1 By replacing the definition of “dwelling unit, farmworker’s” under Section 1.1 – Definitions – with the following:

“dwelling unit, farmworker’s” means a *dwelling unit* that is *accessory* to a *commercial farm business* on a *lot* and is used for the *residential* accommodation of farmworkers employed in that *farm business* or for immediate family.

2.2 By replacing the table under Subsection 9.1.1 – Permitted Uses of Land, Buildings and Structures – with the following:

	A1	A2
Principal Uses, Buildings and Structures		
<i>Agriculture, farm buildings and structures</i> Information Note: <i>By definition, “agriculture” includes the processing, storage, and sale of farm products produced on that agricultural land or by an association to which the owner of the agricultural land belongs. These uses must consistent with the <u>Agricultural Land Reserve Use Regulation</u>.</i>	♦	♦
<i>Single-family dwellings</i>	♦	♦
Accessory Uses		
<i>A secondary suite</i> subject to Section 3.16	♦	♦
Where a lot is classified as a farm under the <u>Assessment Act</u> , a second <i>accessory dwelling unit</i> is permitted provided that:		
a) it is a pre-existing <i>dwelling unit</i> constructed before February 22, 2019; or		
b) it is a <i>manufactured home</i> constructed between July 4, 2019 and December 31, 2021; or		
c) where the owner grants to the Salt Spring Island Local Trust Committee a covenant under the <u>Land Title Act</u> restricting use of the <i>dwelling unit</i> , it is a <i>farmworker’s dwelling unit</i> not exceeding:	♦	♦
i. 56 square metres in <i>floor area</i> on a lot between 1.2 hectares and 2 hectares or less in area; or		
ii. 90 square metres in <i>floor area</i> on a lot greater than 2 hectares in area; or		
iii. 186 square metres in <i>floor area</i> on a lot greater than 40 hectares in area.		

<i>Information Note:</i> For lots 40 hectares or less in area where the single-family dwelling exceeds 500 square metres in floor area, permission to construct an additional dwelling unit for farm use must be applied for and approved in writing by the Agricultural Land Commission.		
Home-based business use subject to Section 3.13	◆	◆
Commercial guest accommodation in a campground on agricultural land classified as a farm under the <u>Assessment Act</u> <i>Information Note:</i> This use requires an agri-tourism activity consistent with the <u>Agricultural Land Reserve Use Regulation</u> to be occurring on the lot.	◆	

- 2.3 By replacing the table under Subsection 9.1.2 – Siting and Density of Permitted Uses, Buildings and Structures – with the following:

	A1	A2
Lot Coverage		
Maximum combined <i>lot coverage</i> of all <i>buildings and structures, excluding greenhouses</i> (per cent)	35	35
Maximum combined <i>lot coverage</i> of all <i>buildings and structures, including greenhouses</i> (per cent)	75	75
Maximum <i>lot coverage</i> of all <i>campsites, buildings and structures</i> in a <i>campground</i> (per cent)	5	N/A
Number of Units and Site Areas		
Maximum combined number of bedrooms used in a <i>bed and breakfast home-based business</i> and <i>campsites</i> on any <i>lot</i> <i>Information Note:</i> The <u>Agricultural Land Reserve Use Regulation</u> only permits a <i>bed and breakfast home-based business</i> (tourist accommodation) to be operated within the <i>principal residence</i> .	10	N/A
Setbacks		
Despite Article 4.3.1(2), the following <i>lot line</i> setbacks apply in the <i>zone</i> indicated:		
Minimum <i>rear lot line</i> setback (metres) for <i>buildings, structures and uses</i> that are not listed in Subsections 4.3.4 through 4.3.9	4.5	4.5

- 2.4 “By replacing Section 3.17 – Dwellings on Large Farms – with the following:

- 3.17 Despite other provisions of this bylaw, where *agriculture* is a permitted *principal use* on a *lot* not in an *Agricultural zone*, additional *farmworkers’ dwelling units* corresponding with the *subdivision* potential of the *lot* are permitted provided that:
- (1) the lot is classified as a farm under the Assessment Act;
 - (2) the lot complies with Section 3.5;
 - (3) the number of additional *farmworker’s dwelling units* correspond with the *subdivision* potential of the *lot* in accordance with Subsection 5.8.1 and the zone-applicable Subdivision and Servicing Requirements of Part 9;
 - (4) each *farmworker’s dwelling unit* must be supplied with *potable* water in accordance with Section 5.5;
 - (5) the maximum *floor area* of a *farmworker’s dwelling unit* is 186 square meters;

- (6) the owner grants to the Salt Spring Island Local Trust Committee a covenant under the Land Title Act restricting *use* of the *farmworkers' dwelling units* and prohibiting further *subdivision* of the lot.

Information Note: Applications should be consistent with the guidelines in H.2.1.3 of the Salt Spring Island Official Community Plan.

2.5 By inserting in Section 3.11 – Dwelling Units – the following:

3.11.5 The maximum floor area for a *dwelling unit* is 500 square metres.

And by making consequential numbering alterations to effect this change.

READ A FIRST TIME THIS 15TH DAY OF FEBRUARY 2022

READ A SECOND TIME THIS _____ DAY OF _____ 20_____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20_____

READ A THIRD TIME THIS _____ DAY OF _____ 20_____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ 20_____

ADOPTED THIS _____ DAY OF _____ 20_____

Chair

Secretary

STAFF REPORT

File No.: 12-MA-6500-20-2019
Housing Bylaw & Policy
Review

DATE OF MEETING: March 28, 2022
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Flexible Housing Bylaws

RECOMMENDATION

1. That the Mayne Island Local Trust Committee Bylaw 189 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2022” be read for the first time.
2. That the Mayne Island Local Trust Committee Bylaw 184 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2021” be read for the first time.
3. That the Mayne Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw Nos. 184 and 189, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2021” and “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2022” are not contrary to or at variance with the Islands Trust Policy Statement.
4. That the Mayne Island Local Trust Committee request staff schedule a public hearing for Bylaws No. 184 and 189.

REPORT SUMMARY

The purpose of this report is to present to the Mayne LTC draft bylaws related to Flexible housing for first reading.

BACKGROUND

This project was initiated in May of 2019. The initial phase of the project focused on understanding the issues and engaging the community in discussions related to the idea of establishing an option of a maximum floor area to be distributed among a number of units. Permitting larger cottages and secondary suites was also discussed. Three community information meetings were held (January 18th, March 29th, May 28th 2021).

At the November 2021 LTC meeting the LTC requested staff draft an amendment to the Official Community Plan that would enable the Land Use Bylaw amendments proposed in Draft Bylaw No. 184. The draft OCP amendment bylaw is contained in Attachment 1. A document indicating how the changes related to the existing wording is contained in Attachment 2.

At the November meeting the LTC was presented with, and endorsed, Draft Bylaw No. 184 which supports the flexible housing concept (Attachment 3). At the time a very limited area to pilot the flexible housing approach was proposed based only on incomplete groundwater availability data and limiting the pilot areas to lots less than 5 acres.

The LTC's interest in expanding the pilot area, interest from community members in including lots in the pilot area, as well as the finalization of groundwater vulnerability data led staff to develop a larger set of criteria upon which to base decisions regarding the location of the pilot area. A more detailed look at options also contributed to the staff recommendation to include lots up to 10 acres in size that are part of subdivision that include smaller lots. Trustee support for including these larger lots has contributed revisions to the previously endorsed Bylaw No. 184 (see Attachment 1).

At the February 28th, 2022 LTC meeting:

It was Moved and Seconded, that the Mayne Island Local Trust Committee request staff to expand the flexible housing pilot project to include the medium optimal area identified as Fernhill Area 2 and areas identified in the staff report to be most optimal.

The proposed pilot area for flexible housing would be designed as Schedule E in the LUB (Plan 1 in draft Bylaw No. 184).

The Mayne Island Local Trust Committee also requested staff organize a Community Information Meeting (CIM) to discuss the areas identified for the flexible housing pilot project. The CIM, to be held as part of the March 28th Mayne LTC meeting, provides an opportunity for the community to discuss the proposed pilot areas, maximum square footage and other elements of the bylaw.

Additional background on the project can be found in staff reports located on the Mayne Island webpage under "Housing Review": <https://islandstrust.bc.ca/island-planning/mayne/projects/>

ANALYSIS

Islands Trust Policy Statement:

The proposed amendments are constant with the Islands Trust Policy Statement. Particular attention was given to congruence with 4.4.2:

"Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure:

- neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater,*
- water quality is maintained, and*
- existing, anticipated and seasonal demands for water are considered and allowed for."*

The Policy Statement Directives Checklist is included as Attachment 4 and will need to be endorsed by the LTC if the LTC gives first reading to the draft bylaws. The checklist will then be forwarded to the Executive Committee after third reading of the proposed bylaws.

Official Community Plan:

If proposed OCP Bylaw 189 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2022” is supported, the proposed amendments to the Land Use Bylaw will be consistent with the OCP.

Land Use Bylaw:

The proposed amendments are consistent with all other parts of the Land Use Bylaw.

Islands Trust Conservancy :

The proposed amendments do not impact Islands Trust Conservancy interests.

Consultation

As the project would involve an OCP amendment, the LTC is required by the *Local Government Act* to consider opportunities for consultation with persons, organizations and authorities it considers will be affected. The LTC should consider if it wishes to undertake additional consultation than identified above and direct staff accordingly. By resolution the LTC may also refer the draft bylaw to the Advisory Planning Commission.

Agencies

The draft bylaws will be referred to the following agencies:

Capital Regional District – Building Inspection	Saturna Island Local Trust Committee
Ministry of Municipal Affairs & Housing	North Pender Island Local Trust Committee
BC Assessment Authority	Islands Trust- Bylaw Enforcement
Galiano Island Local Trust Committee	

First Nations

The draft bylaws will be referred to the following First Nations:

Cowichan Tribes	Pauquachin First Nation	Tsartlip First Nation
Halalt First Nation	Penelakut Tribe	Tsawout First Nation
Lake Cowichan First Nation	Semiahmoo First Nation	Tsawwassen First Nation
Lyackson First Nation	Snuneymuxw First Nation	Tseycum First Nation
Malahat First Nation	Stz’uminus First Nation	WSANEC Leadership Council

Timeline

The process for LUB and OCP amendments are as follows:

- LTC gives direction to staff to draft bylaws;
- LTC gives first reading;
- Bylaw referrals sent, with comments to be received prior to Public Hearing;
- Community Information Meeting and Public Hearing held;
- LTC gives direction for second and third reading;
- Proposed bylaw referred to Executive Committee and the Minister of Municipal Affairs & Housing for approval; and

- LTC gives final reading and adopts bylaw.

Statutory Requirements

In accordance with regular statutory requirements, a public hearing is required for any bylaw amendment and it is normal practice to hold a Community Information Meeting (CIM) prior to that. In this case, because a number of CIMs have been already been held the LTC could choose not to have staff schedule an additional CIM prior to the public hearing.

Rationale for Recommendation

At the November 22, 2021 meeting, the LTC endorsed draft Bylaw 184 containing the relevant LUB amendments and requested that staff prepare OCP amendments to support the amendments being proposed in Bylaw 184. Staff have presented Bylaw 184 with edits and the newly drafted Bylaw 189 based on LTC direction.

ALTERNATIVES

1. Direction to amend draft bylaws

The LTC may ask staff to make further revisions to the draft bylaw. If there are significant revisions, staff will make the changes and bring the bylaw back for First Reading.

That the Mayne Island Local Trust Committee request staff to make the following changes....

2. Request further information

The LTC may request further information prior to making a decision. The implications of this alternative are additional staff time and potentially extending the time frame of the project. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee request that staff.....

3. Refer to the Advisory Planning Commission

The LTC may choose to refer draft bylaws to the APC for their review and comment. When referring to the APC the LTC is encouraged to identify specific areas they would like the APC to address.

That the Mayne Island Local Trust Committee request that staff refer Bylaw Nos. 184 and 189, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2021" and "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2022" to the Advisory Planning Commission for their review and comment with specific focus on....

NEXT STEPS

If the recommendations are supported by the LTC staff will:

- Refer the bylaws to relevant agencies and First Nations
- Schedule Public Hearing
- Provide the LTC with a staff report including all comments received
- Present bylaws to LTC for Second and Third reading

Submitted By:	Narissa Chadwick, RPP	March 21, 2022
Concurrence:	Robert Kojima, Regional Planning Manager	March 22, 2022

ATTACHMENTS

1. Draft Bylaw 189 (OCP)
2. OCP Proposed Amendments
3. Draft Bylaw 184 (LUB)
4. Policy Statement Directives Checklist

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 189

A BYLAW TO AMEND MAYNE ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 144, 2007

The Mayne Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2022”.

2. SCHEDULES

Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 189**

SCHEDULE 1

The Mayne Island Official Community Plan No. 144, 2007, is amended as follows:

1. Section 1.2 Broad Community Objectives is amended by adding to Objective 5) "and flexible" after "effective" and before "housing".
2. Section 2.1.1 Settlement Residential Objectives is amended by adding: "4) to support flexible options for housing while preserving and protecting rural character and freshwater sustainability."
3. Settlement Residential policy 2.1.1.2 is amended by deleting the first instance of "One" and replacing it with "In general, one" and by inserting "except where regulations permit additional dwelling units while limiting floor areas" after "or larger" and before ".".
4. Settlement Residential policy 2.1.1.3 is amended by deleting "On" and replacing it with "In general, on" and by inserting "except where regulations permit additional dwelling units while limiting floor areas" after "of lot area" and before ".".
5. Settlement Residential policy 2.1.1.10 is amended by deleting the first instance of "On" and replacing it with "Except where regulations permit additional dwelling units while limiting floor area, on".
6. Section 2.1.4 Rural Objectives is amended by adding "3) to support flexible approaches housing while preserving and protecting rural character and freshwater sustainability".
7. Rural policy 2.1.4.2 is amended by deleting the first instance of "One" and replacing it with "In general, one" and by inserting "except where regulations permit additional dwelling units while limiting floor area" after "of parcel area".
8. Rural policy 2.1.4.3 is amended by inserting "primary" after second instance of "permitted" and before "dwelling unit".
9. Rural policy 2.1.4.12 is amended by deleting the first instance of "On" and replacing it with "Except where regulations permit additional dwelling units while limiting floor area, on".

OCP Policy Suggested Amendments – Flexible Housing

1.2 Broad Community Objectives

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

2.1.1 Settlement Residential

The objectives of this section are:

- 1) to ensure compatibility of the residential use with adjoining land uses,
- 2) to protect the health and safety of the residential neighbourhoods,
- 3) to ensure that ecologically sensitive areas are not disturbed by future development, and
- 4) [to support flexible options to housing while preserving and protecting rural character and freshwater sustainability](#)

2.2.1 Settlement Residential

2.1.1.2 [In general, one](#) dwelling unit shall be permitted on a parcel, and one guest cottage limited by size shall be permitted on parcels 0.6 hectares (1.48 acres) or larger [except where regulations permit additional dwelling units while limiting floor area](#).

2.1.1.3 [In general, on](#) parcels greater than 0.6 hectares (1.48 acres) the residential density shall be one dwelling unit for each additional 0.6 hectares (1.48 acres) of lot area [except where regulations permit additional dwelling units while limiting floor area](#).

2.1.1.10 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. [Except where regulations permit additional dwelling units while limiting floor area, on](#) parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed . A rainwater catchment and storage system shall be required prior to the construction of a secondary suite

2.1.4 Rural

The objectives of this section are:

- 1) to maintain a rural residential density, and

2) to rationalize historical situations of cooperative ownership.

3) to support flexible approaches housing while preserving and protecting rural character and freshwater sustainability

2.1.4.2 In general, one dwelling unit shall be permitted per parcel provided that on parcels greater than 4 hectares (9.8 acres) residential density will be one dwelling unit for each additional 4 hectares (9.8 acres) of parcel area except where regulations permit additional dwelling units while limiting floor area.

2.1.4.3 One guest cottage, limited by size, is permitted on each parcel having an area of 1 hectare (2.47 acres) or more, in respect of each permitted primary dwelling unit, provided that provision be made to allow guest cottages on parcels of less than 1 hectare (2.47 acres) but not less than 0.6 hectare (1.48 acres) where at the time of adoption of Mayne Island Official Community Plan No.86, 1994, Amendment Bylaw No.2, 1996, they were permitted on such parcels.

2.1.4.12 One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. Except where regulations permit additional dwelling units while limiting floor area, on parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. A rainwater catchment and storage system shall be required prior to the construction of a secondary suite.

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 184

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW NO. 146, 2008

The Mayne Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Mayne Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2021”.

2. Mayne Island Local Trust Committee Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No. 146, 2008” is amended as follows:

2.1 By attaching Plan 1, attached to and forming part of this Bylaw, as Schedule “E” – Flexible Housing Map.

2.2 Section 1.1 – Definitions, is amended by deleting the definition of “Recreational vehicle” and replacing it with ““Recreational vehicle” means a tent trailer, travel trailer, motor home or other self-propelled vehicle containing sleeping, cooking and sanitary facilities, including a tiny home on wheels that meets the Canadian Standards Association Standard for Recreational Vehicles, but does not include a mobile home or, manufactured home”.

2.3 Section 1.1 – Definitions, is amended by adding ““Tiny home on wheels” means– a dwelling unit on a wheeled chassis designed to be used as a full-time residence”.

2.4 Subsection 3.13 (3) – Secondary Suites, is amended by inserting “in areas outside the shaded area in Schedule “E” following “constructed”.

2.5 Subsection 3.13 (8) – Secondary Suites, is amended by replacing “60” with “93”, replacing “646” with “1001” and replacing “40” with “50”.

2.6 Subsection 5.1 (2) –Settlement Residential (SR) Zone, is amended by inserting “unit” after the first instance of “dwelling” and before “per lot”

2.7 Section 5.1 – Settlement Residential (SR) Zone is amended by inserting a new subsection (3.1) following subsection (3):

“(3.1) Despite 5.1(2) and (3), on lots shown on Schedule E, the following density is permitted:

- (a) On lots having an area less than 0.6 ha (1.5 acres) hectares, one additional dwelling is permitted if the total combined square footage of all dwellings does not exceed 232 m² (2500 square feet).

- (b) On lots having an area of 0.6 ha (1.5 acres) or greater, and not exceeding 1.2 hectares (3 acres), two dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 325m² (3500 square feet).
 - (c) On lots having an area of 1.2 ha (3 acres) or greater, and not exceeding 4 hectares (10 acres), three dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 436 m² (4750 square feet).
 - (d) A building permit shall not be issued for any dwelling additional to one dwelling and a cottage on a lot within the shaded area on Schedule "E", unless the additional dwelling is equipped with a water catchment system and cisterns for the storage of freshwater with a minimum cistern capacity of 13640 litres (3000 gallons) for each additional dwelling.
 - (e) Despite subsection 3.9 (1), recreational vehicles and tiny homes on wheels are not permitted dwellings or cottages for the purposes of this subsection.
 - (f) Only one dwelling unit may be used for bed and breakfast home occupation per lot.
 - (g) No dwellings may be used for short term vacation rentals, and on lots 0.6 hectares (1.5 acres) or greater only one cottage may be used for short term vacation rental, consistent with Section 3.6."
- 2.8 Subsection 5.1 (7) – Settlement Residential (SR) Zone is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."
- 2.9 Subsection 5.2 (5) – Rural Residential One, is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."
- 2.10 Subection 5.4 (6) – Miners Bay Rural Comprehensive (MBRC) Zone, is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."
- 2.11 Section 5.5 – Rural (R) Zone is amended by inserting a new subsection (3.1) following subsection (3):
- "3.1) Despite 5.5 (2) and (3), on lots shown on Schedule E, the following density is permitted:
- (a) On lots having an area less than 0.6 ha (1.5 acres) hectares, one additional dwelling is permitted if the total combined square footage of all dwellings does not exceed 232 m² (2500 square feet).
 - (b) On lots having an area of 0.6 ha (1.5 acres) or greater, and not exceeding 1.2 hectares (3 acres), two dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 325m² (3500 square feet).

- (c) On lots having an area of 1.2 ha (3 acres) or greater, and not exceeding 4 hectares (10 acres), three dwellings and a cottage are permitted if the total combined square footage of all dwellings and cottages does not exceed 436 m² (4750 square feet).
- (d) A building permit shall not be issued for any dwelling additional to one dwelling and a cottage on a lot within the shaded area on Schedule "E", unless the additional dwelling is equipped with a freshwater catchment system and cisterns for the storage of rainwater with a minimum cistern capacity of 13640 litres (3000 gallons) for each additional dwelling.
- (e) Despite subsection 3.9 (1), recreational vehicles and tiny homes on wheels are not permitted dwellings or cottages for the purposes of this subsection.
- (f) Only one dwelling unit may be used for bed and breakfast home occupation per lot.
- (g) No dwellings may be used for short term vacation rentals, and on lots 0.6 hectares (1.5 acres) or greater only one cottage may be used for short term vacation rental, consistent with Section 3.6."

2.12 Section 5.5 (7) – Rural (R) Zone is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."

2.13 Section 5.6 (7) – Upland (UP) Zone is amended by deleting articles (a) and (b) and replacing them with "(a) 93 square metres (1001 square feet)."

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

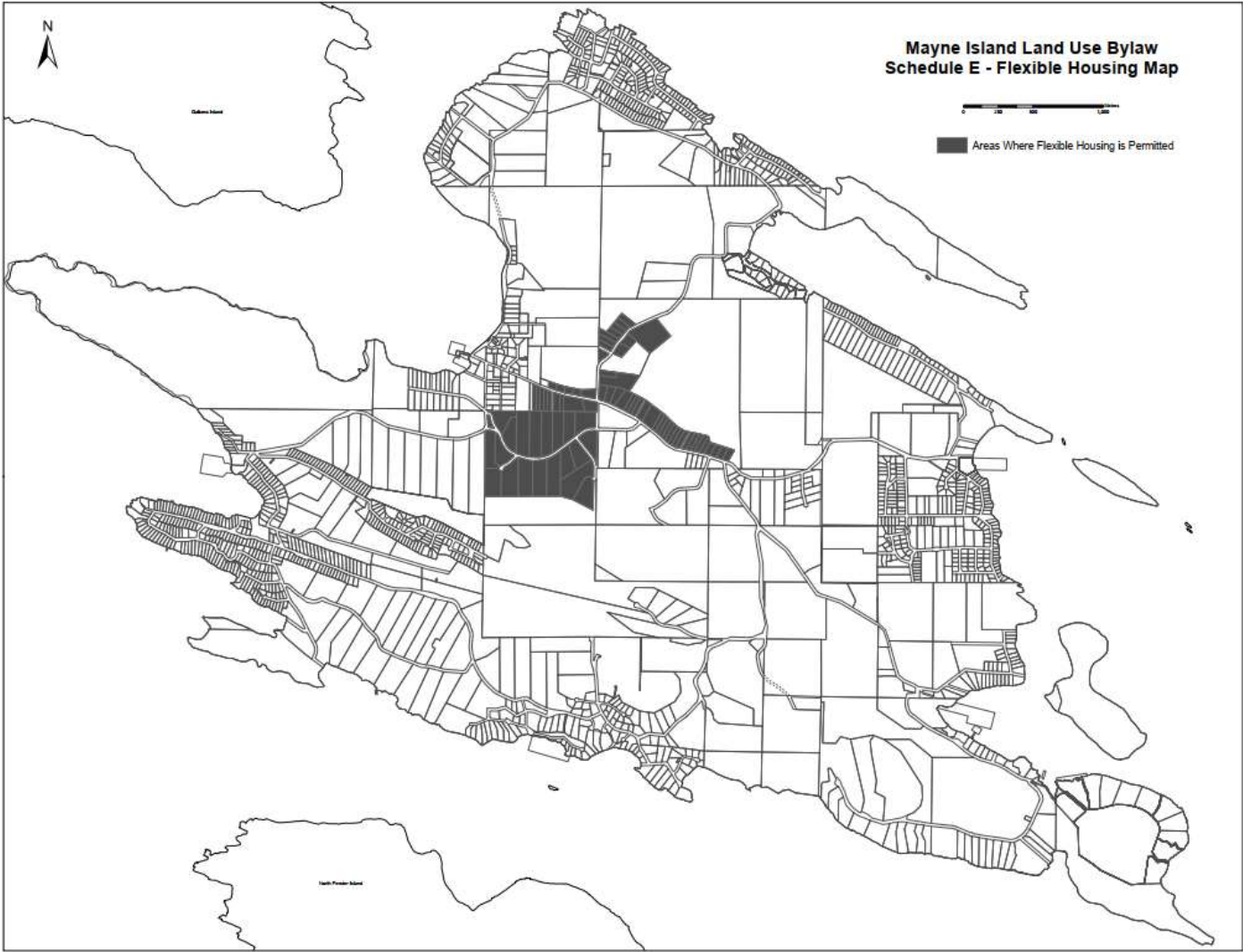
CHAIR

SECRETARY

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 184

Plan 1

Schedule E (Flexible Housing Areas Map)



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File Name: 2019 Housing Bylaw & Policy
Review (Flexible Housing)

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.2	Forests
	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.2	Forests

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

DATE OF MEETING: March 28, 2022
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Director
SUBJECT: OCP/LUB Minor Amendments

RECOMMENDATION

1. That the Mayne Island Local Trust Committee request staff draft a broad statement of First Nations acknowledgment and send it to relevant First Nations for review and input.
2. That the Mayne Island Local Trust Committee Bylaw No. 186 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2021” be read for the first time.
3. That the Mayne Island Local Trust Committee Bylaw No. 187 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 3, 2021” be read for the first time.
4. That the Mayne Island Local Trust Committee request staff schedule a public hearing for Bylaws No. 186 and 187.
5. That the Mayne Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw Nos. 186 and 187, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2021” and “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 3 2021” are not contrary to or at variance with the Islands Trust Policy Statement.

REPORT SUMMARY

The purpose of this report is to present draft bylaws, related to the OCP and LUB minor amendments project to the Local Trust Committee for First Reading. The report summarizes the the direction given by the LTC at their February 28th meeting.

BACKGROUND

The proposed amendments supported by the LTC at the February 28th, 2022 LTC regular meeting are contained in Draft Bylaw 186 (OCP- Attachment 1) and Draft Bylaw 187 (LUB -Attachment 2). Background on each amendment is provided below.

OCP Amendments

First Nations Acknowledgement (not contained in draft bylaws at this time) - At the February 28th meeting planning staff had identified to the LTC that the Senior Intergovernmental Policy Advisor had recommended that the process to meaningfully engage First Nations in the development of a First Nations acknowledgement for the OCP would take time as it requires relationship building. Given this, planning staff had recommended, and the LTC supported, removing the First Nations acknowledgement from the minor OCP review at this time.

“It was Moved and Seconded, that the Mayne Island Local Trust Committee remove the First Nations acknowledgement from the OCP amendments and identify it as a separate and very important project.”

The time needed to support meaningful engagement in the development of a First Nations acknowledgement would exceed the LTC’s current term. In the meantime, as an option, staff recommend that a brief statement of broad acknowledgement be drafted along some other amendments to address antiquated language and incorrect references to First Nations that currently exist in the OCP. If the LTC supports this direction, staff will draft a high level statement of First Nations acknowledgement and propose new language to address existing inaccurate references. These draft changes will be sent to relevant First Nations for input and review.

Following review by First Nations, if relevant First Nations are not opposed, the statement of acknowledgement and additional changes to the OCP related to First Nations will be presented to the LTC for First Reading. As part of this process First Nations will be invited to engage in the development of a more detailed statement of acknowledgment to be undertaken at a later date.

Removal of Parks Master Plan – As requested by the Mayne Island Parks and Recreation Commission

OCP Land Use Designation Map Amendment - To support new zoning of Thrift Store property

Land Use Bylaw Amendments

Brewery Zoning – Proposed amendment as recommended in February 28, 2022 staff report with an increase of 6 seats. Staff spoke with the property owners to confirm that the proposed zoning addresses their needs. They indicated that they are able to create two additional parking spots. This allows for six additional seats. This change is reflected in the draft bylaw.

594 Fernhill Road Zoning – Proposed amendment as recommended in the February 28, 2022 staff report. The LTC had that concerns the zoning of this property may not conform with the OCP. Staff confirm that while there is no conflict with OCP policies, the amendment to require the commercial uses to be conducted inside a building are included in the draft bylaw.

Thrift Store Zoning – Proposed amendment as recommended in the February 28, 2022 staff report. The LTC raised concerns about the setback in the S1 zone and asked staff to look at potential changes. Staff recommend that the setback in the S1 zone remain as is. The Agricultural Hall which is in the setback is legal non-conforming. The Thrift store now has a DVP allowing the stairs to be in the set back. Without surveys, other pre-existing setbacks cannot be accurately determined. If required in future, variances can be applied for. As these properties provide

community service and are owned by a community organization fee sponsorship is very likely. Given their current status, repair and maintenance to the Agricultural Hall and the Thrift Store stairs would not require a variance.

Felix Jack Park – The LTC gave direction to proceed with site specific zoning which would limit structures to the existing statue and picnic tables. The proposed site specific zoning regulation reflects this direction.

797 Beechwood Drive Zoning – Amended as proposed in February 22, 2022 staff report.

316, 327, 344 Campbell Bay Road Zoning – The proposed bylaw amendment reflects the direction of the LTC at the February 28, 2022 LTC meeting to zone the property to permit the number dwellings that currently exist, including the dwelling in process with a current building permit. The property owners have identified interest in discussion other options with the LTC.

It was Moved and Seconded, that the Mayne Island Local Trust Committee ask staff to amend Land Use Bylaw to permit the current number of dwellings and cottages, including the new cottage that has demonstrated commitment to use on Lot 1, Section 11, Mayne Island Cowichan District, Plan 39587, 316, 327, 344 Campbell Bay Road , and no further density 2 dwellings and 2 cottages for parcel South east ¼ of section 2, Mayne Island, Cowichan District, except those parts in plans 6166, 49353, 51014, VIP52279, VIP55242, VIP59475, VIP72321, VIP78014, VIP80525 and VIP83602, 797 Beechwood Drive.

Definition of Patio – Proposed amendment reflects LTC direction at the February 28th, 2022 meeting:

It was Moved and Seconded, that the Mayne Island Local Trust Committee ask staff to draft patio definition removing “area not to exceed 10 metres square and that wooden patios are not permitted within the setback to the sea.”

Secondary Suites – Proposed amendment as recommended in the February 28th, 2022 staff report.

Election signs – Proposed amendment reflects LTC direction. Staff identify that one problem that may be encountered with this change is that it will prohibit more than one election sign on a property where there may be different dwellings or individuals with different political views wanting to display signs of their preferred candidates.

It was Moved and Seconded, that the Mayne Island Local Trust Committee ask staff to return with a proposed amendment to regulations related to election signs based on Local Trust Committee’s suggested wording.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

The proposed amendments are consistent with the Islands Trust Policy Statement. The Policy Statement Directives Checklist is included as Attachment 3 and will need to be endorsed by the LTC if the LTC gives first reading to the draft bylaws. The checklist will then be forwarded to the Executive Committee after third reading of the proposed bylaws.

Official Community Plan:

All proposed amendments are and will consistent with the Official Community Plan is proposed OCP amendment is supported .

Land Use Bylaw:

The proposed amendments are consistent with all other parts of the Land Use Bylaw.

Islands Trust Conservancy:

The proposed amendments do not impact Islands Trust Conservancy interests.

Consultation

As the project would involve an OCP amendment, the LTC is required by the *Local Government Act* to consider opportunities for consultation with persons, organizations and authorities it considers will be affected. The LTC should consider if it wishes to undertake additional consultation than identified above and direct staff accordingly. By resolution the LTC may also refer the draft bylaw to the Advisory Planning Commission.

Agencies

The draft bylaws will be referred to the following agencies:

The Mayne Island Parks Commission
The Mayne Island Agricultural Hall Society
Galiano Island Local Trust Committee

Saturna Island Local Trust Committee
North Pender Island Local Trust Committee

First Nations

The draft amendments as presented will be sent to relevant First Nations for review. Should the LTC support the drafting of a broad statement of First Nations acknowledgement, planning staff will work with the Senior Intergovernmental Policy Advisor to ensure all relevant First Nations are provided an opportunity to review the statement of First Nations acknowledgement before it is presented to the LTC for First Reading. As part of this consultation these First Nations will be invited to participate in the development of a future First Nations acknowledgement that will could identify specific Nations and include additional Indigenous history and interests. Relevant First Nations include:

Cowichan Tribes
Halalt First Nation
Lake Cowichan First Nation
Lyackson First Nation
Malahat First Nation

Pauquachin First Nation
Penelakut Tribe
Semiahmoo First Nation
Snuneymuxw First Nation
Stz'uminus First Nation

Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
WSANEC Leadership Council

The process for LUB and OCP amendments are as follows:

- LTC gives direction to staff to draft bylaws;
- LTC gives first reading;
- Bylaw referrals sent, with comments to be received prior to Public Hearing;

- Community Information Meeting and Public Hearing held;
- LTC gives direction for second and third reading;
- Proposed bylaw referred to Executive Committee and the Minister of Municipal Affairs & Housing for approval; and
- LTC gives final reading and adopts bylaw.

Rationale for Recommendation

The LTC has had an opportunity to discuss the proposed amendments. Moving through first reading at this point will help accelerate the project.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. The implications of this alternative are additional staff time and extending the time frame of the project. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee request that staff.....

2. Make further revisions to amendments

The LTC may ask staff to make further revisions to the draft bylaw. If there are significant revisions, staff would make the changes and bring the bylaw back for First Reading.

That the Mayne Island Local Trust Committee request staff to make the following changes....

NEXT STEPS

If the recommendations are supported by the LTC staff will:

- Draft broad statement of First Nations acknowledgement and send to relevant First Nations for review.
- Refer the bylaw to the appropriate referral agencies.
- Schedule a public hearing following the close of the referral period.

Submitted By:	Narissa Chadwick, RPP	March 17, 2022
Concurrence:	Robert Kojima, Regional Planning Manager	March 17, 2022

ATTACHMENTS

1. Draft Bylaw 186 – Proposed OCP Amendments
2. Draft Bylaw 187 – Proposed LUB Amendments
3. Islands Trust Policy Statement Checklist

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 186

A BYLAW TO AMEND MAYNE ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 144, 2007

The Mayne Island Local Trust Committee in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2021”.

2. SCHEDULES

Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
APPROVED BY THE MINISTER MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 186**

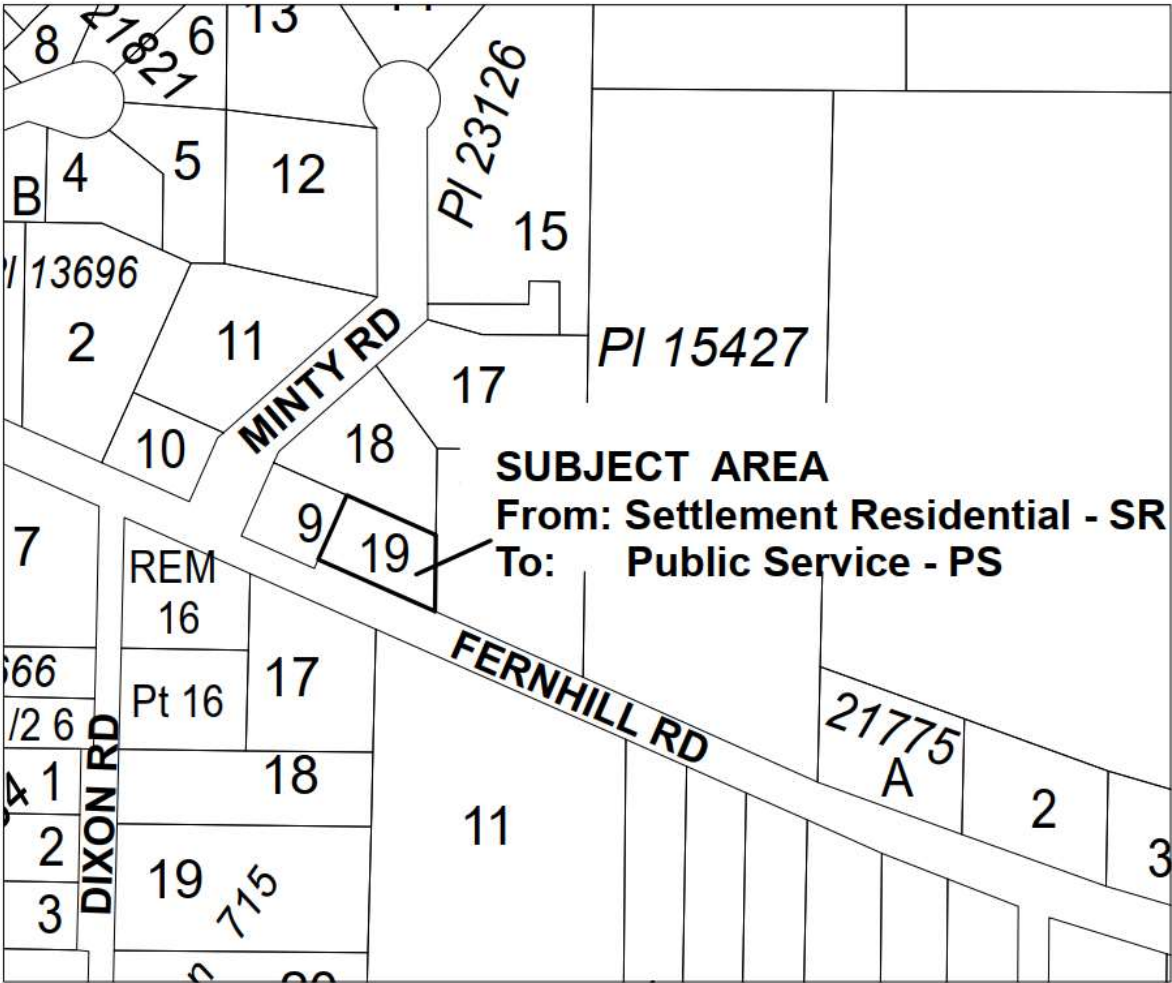
SCHEDULE 1

The Mayne Island Official Community Plan No. 144, 2007, is amended as follows:

1. Schedule "H" Mayne Island Parks and Recreation Commission Parks Master Plan is removed.
2. Schedule "B" Land Use Designations is amended by changing the designation of Lot 19, Section 12, Mayne Island, Cowichan District, Plan 23126, 437 Fernhill Rd from Settlement Residential (SR) to Public Service (PS), as shown on Plan No.1 attached an forming part of this bylaw.

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO.186

Plan No.1



PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 187

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW, 2008

The Mayne Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Mayne Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 3, 2021”.

2. Mayne Island Local Trust Committee Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No. 146, 2008,” is amended as follows:

2.1 Section 1.1. Definitions is amended by adding “ ”Patio” means a horizontal developed area constructed directly on the ground, which can be attached or detached from a building. A patio may not exceed a maximum height of 45 cm above natural grade and may not have walls, railings or a roof.”

2.2 Section 1.1 Definitions is amended by removing from the definition of “Secondary suite” the words “self-contained dwelling unit” and replacing them with “residential unit”.

2.3 Section 3.3 (2) Siting and Setback Regulation is amended by adding “a patio” after “a fence” and before “, utility line”.

2.4 Section 5.1 – Settlement Residential (SR) Zone is amended by adding the following as a new subsection (13) under the new heading “Site Specific Regulations” :

“The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter reference the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
SR (a)	Lot 1, Section 12, Mayne Island, Cowichan District, Plan 29702 490 Fernhill Road	(1) in addition to the uses permitted in 5.1 (1) above, an accessory brewery, tasting room and outdoor patio, and accessory food and beverage sales, are permitted in this location, subject to: (a) the maximum floor area of the combined brewing, storage, retail and interior brewery product sampling area is 150m ² (1615 ft ²)

		(b) the total number of seats for sampling area guests (inside + outside) shall not exceed 46 (c) the accessory brewery, tasting room and outdoor picnic area, and accessory food and beverage sales, must be screened from residential uses on adjoining lots by a landscape screen complying with section 3.8(1)(a).
--	--	--

2.5 Section 5.5(14) Rural (R) Zone is amended by adding the following as a new row to the table:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
R (f)	The south east 1/4 of section 2, Mayne Island, Cowichan District, Except those parts in plans 6166, 49353, 51014, VIP52279, VIP55242, VIP59475, VIP72321, VIP78014, VIP80525 AND VIP83602 797 Beechwood Drive	(1) Despite 5.5(2) and 5.5(3) the maximum density is two dwellings and two cottages.

2.6 Section 5.5(14) Rural (R) Zone is amended by adding the following as a new row to the table:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
R (g)	Lot 1, Section 11, Mayne Island, Cowichan District, Plan 39587 316, 327, 344 Campbell Bay Road	(1) Despite 5.5(2) and 5.5(3) the maximum density is 7 dwellings.

2.7 Section 5.10 (13) – Commercial 3 (C3) Zone Site Specific Regulations is amended by adding “(3) Repair shops, machine shops and retail sales uses must be located within buildings.” in column three.

2.8 Section 5.17(6) – Community and Regional Park (P) Zone Site Specific Regulations is amended by adding the following as a new row to the table:

Site-Specific Zone	Land Description	Site Specific Regulation
P (c)	Felix Jack Park	Despite 5.17 (1)(b) no buildings or structures are permitted except: - a welcoming statue - picnic tables

2.9 Section 6.2 Permitted Signs is amended by adding “except signs of candidates for public office, who are recognized as candidates by the public agency in which they seek office, provided they are removed within 48 hours of the date of election” after “Third party signs are prohibited” and before “.”

2.10 Section 6.3 is amended by removing “3) Signs of candidates for public office, who are recognized as candidates by the public agency in which they seek office, provided they are removed within 48 hours of the date of election.”

Map Amendments

2.11 Schedule “B” – Zoning Map is amended by changing the zoning classification of Lot 19, Section 12, Mayne Island, Cowichan District, Plan 23126, (437 Fernhill Rd) from Settlement Residential (SR) to Community Service (S1), as shown on Plan No.1 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.

2.12 Schedule “B” - Zoning Map is amended by changing the zoning classification of Lot 1, Section 12, Mayne Island, Cowichan District, Plan 29702, (490 Fernhill Road) from Settlement Residential SR to Settlement Residential SR(a) as shown on Plan No.2 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.

2.13 Schedule “B” - Zoning Map is amended by changing the zoning classification of the south east 1/4 of section 2, Mayne Island, Cowichan District, Except those parts in plans 6166, 49353, 51014, VIP52279, VIP55242, VIP59475, VIP72321, VIP78014, VIP80525 AND VIP83602 (797 Beechwood Drive) from Rural R to Rural R(f) as shown on Plan No.3 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.

2.14 Schedule “B” - Zoning Map is amended by changing the zoning classification of Lot 1, Section 11, Mayne Island, Cowichan District, Plan 39587, 316, 327(316, 327, 344 Campbell Bay Road) from Rural R to Rural R(g) as shown on Plan No.4 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.

2.15 Schedule “B” - Zoning Map is amended by changing the zoning classification of Felix Jack Park from Park (P) to Park P(c) as shown on Plan No.5 attached and forming part of this bylaw, and making such alternations to Schedule “B” to Bylaw 146 as required to effect this change.

3. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

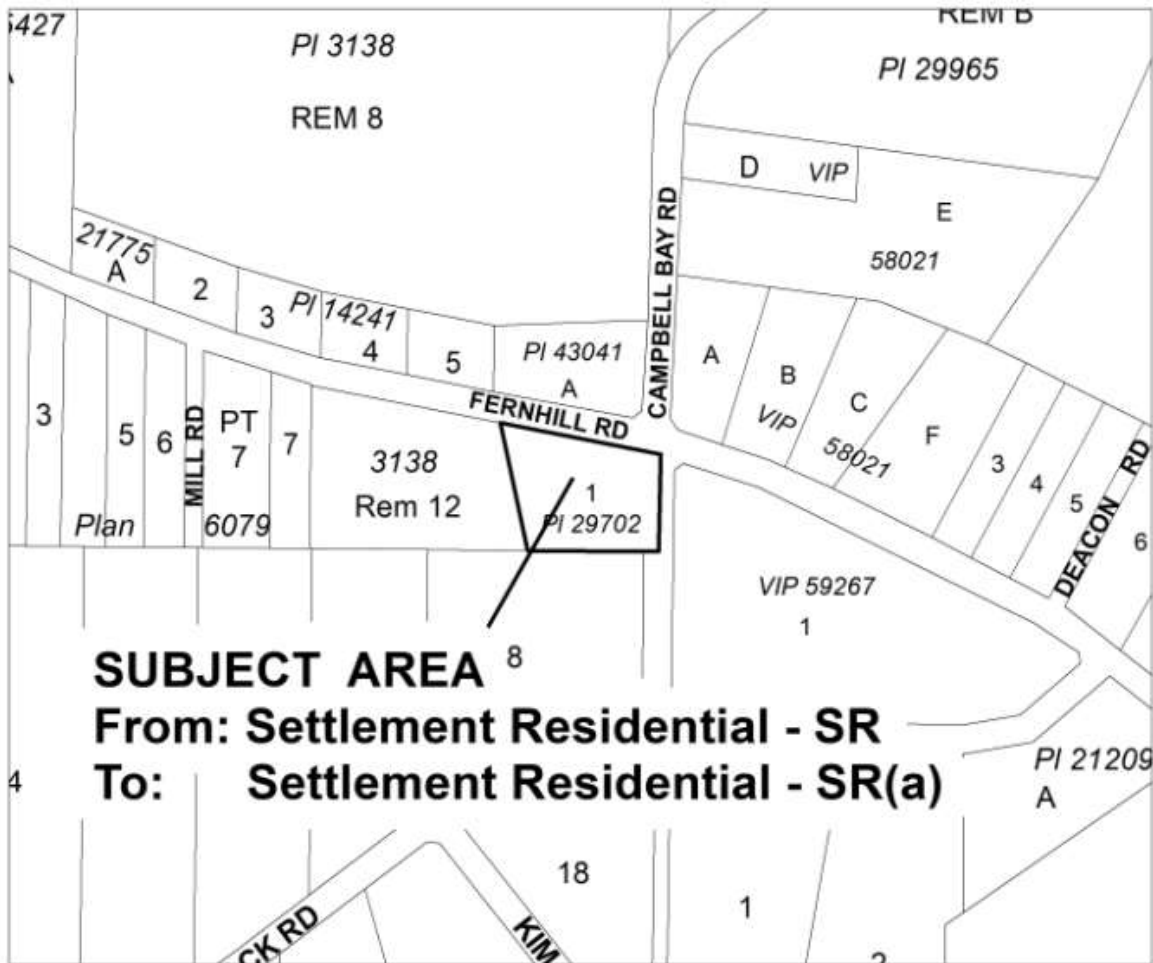
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

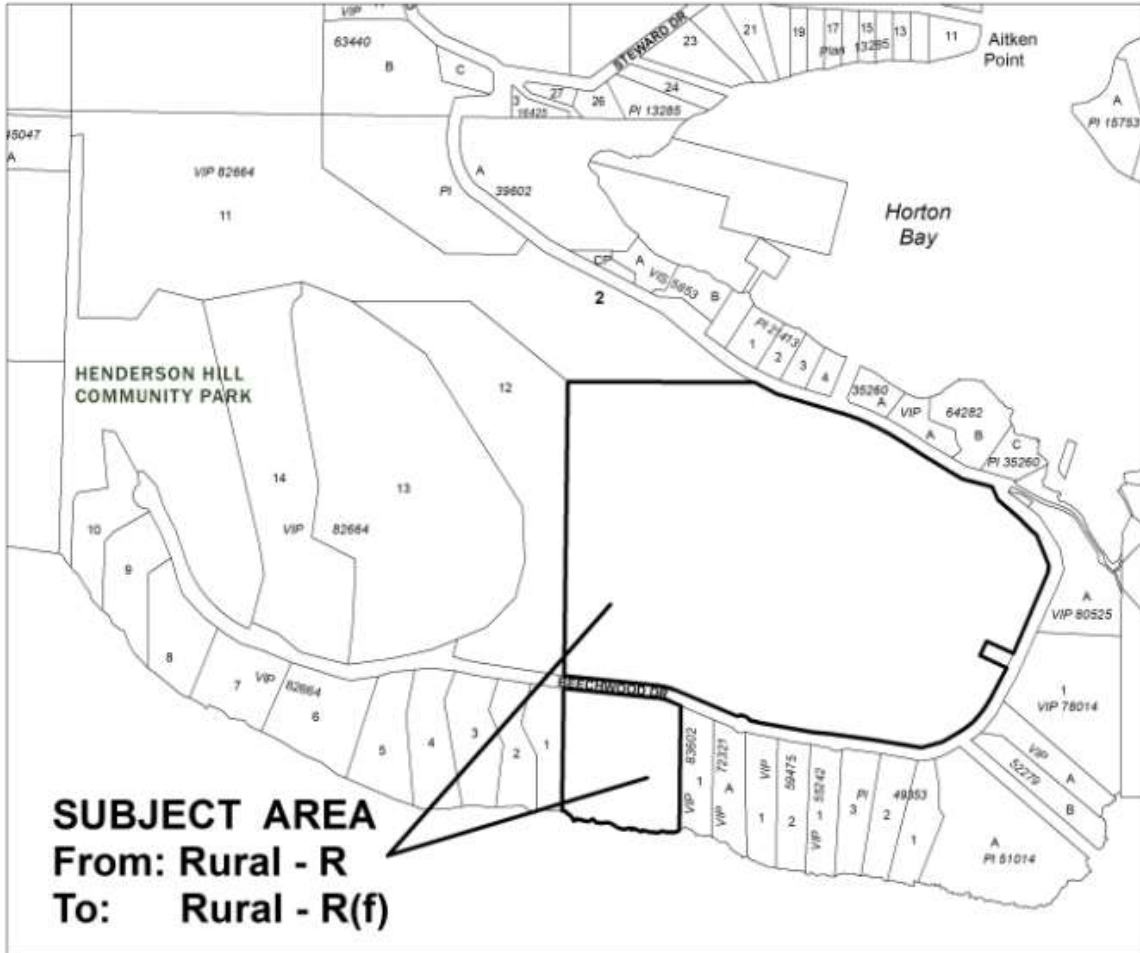
MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 187

Plan No. 2



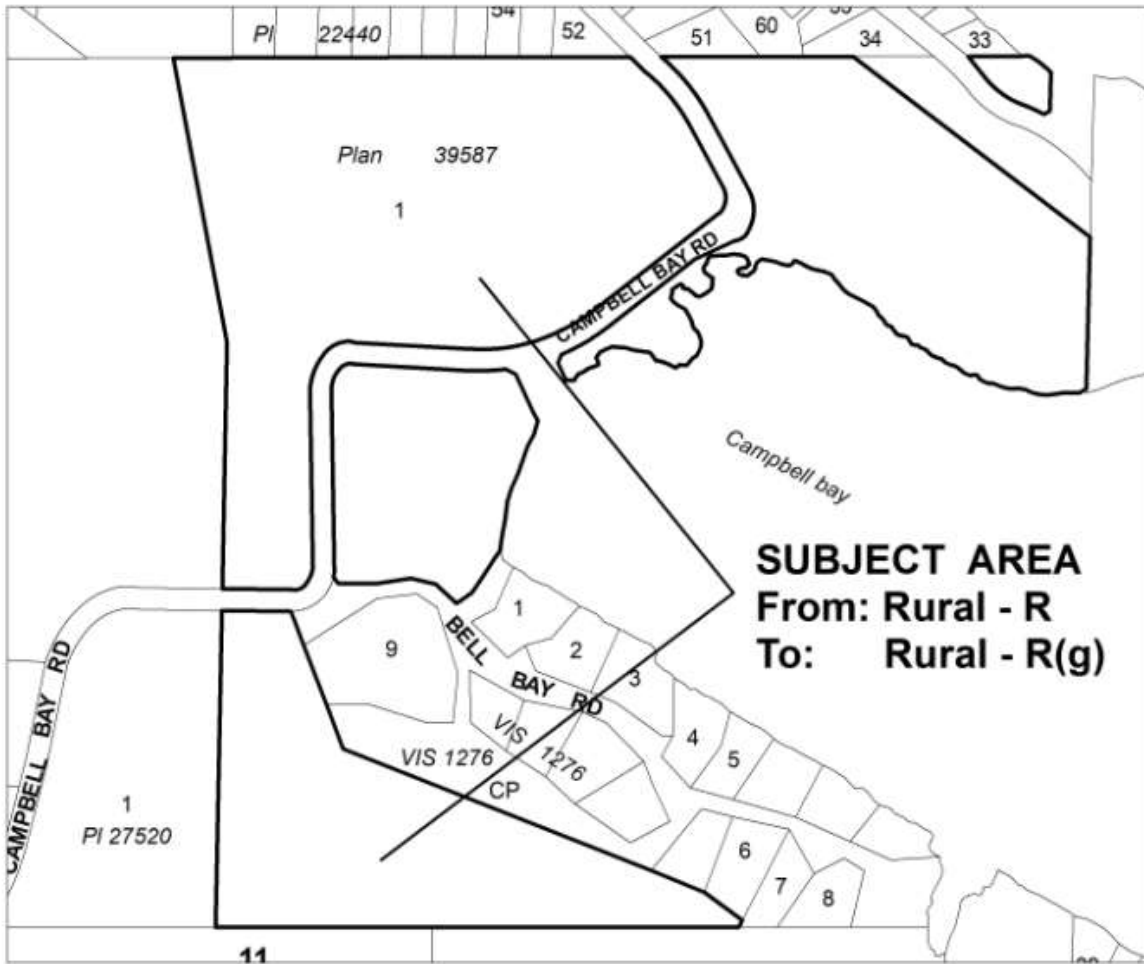
MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 187

Plan No. 3



MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 187

Plan No. 4



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File Name: 2021 OCP & LUB Minor
Amendments

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.2	Forests
	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.2	Forests

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

Top Priorities Report

Mayne Island

1. Flexible Housing Regulations and Policy Review

Responsible

Dates

Narrisa Chadwick

Rec'd: 26-Nov-2018

Initial staff report prepared for Oct 28, 2019 LTC meeting

Further staff report prepared for January 27, 2020 LTC Meeting

Report brought back to July 27, 2020 LTC meeting

Report prepared for September 28, 2020 LTC meeting

Report prepared for October 26, 2020 LTC meeting

Special meeting to be scheduled for January.

Special meeting held January 18, 2021.

Additional special meetings to be scheduled for March and April 2021.

Three special meetings have been completed.

Staff to provide report to June 21, 2021 meeting.

Addition proposed at Sept 27, 2021 meeting.

Draft bylaws presented at November 22, 2021 LTC meeting. Extension of pilot area discussed.

CIM held March 28, 2022

Bylaws Presented for First Reading March 28, 2022

2. OCP and LUB Minor Amendments

Responsible

Dates

Narrisa Chadwick

Rec'd: 29-Mar-2021

Target: 30-Sep-2022

To include: Felix Jack Park, removal of Parks Plan, rezoning for Agricultural Association new building purchase, addressing maximum density on lots that have covenants

Top Priorities Report

Mayne Island

restricting further subdivision, First Nations acknowledgement.
 Staff report including list of proposed amendments presented to May 10, 2021 LTC Meeting.
 Patios and Signs added to list of amendments. Project Charter developed.
 Mayne Island Brewery added to list of amendments.
 Bylaws presented for First Reading March 28, 2022.

3. Groundwater Sustainability Project

LTC to wait to see what comes out of Galiano and North Pender Projects.
 Senior Freshwater Specialist to present Groundwater work at Mayne Conservancy event in December 2021.

Responsible

Dates

Narrisa Chadwick
 William Shulba

Rec'd: 27-May-2019
 Target: 31-Mar-2021

Projects Report

Mayne Island

1. *Climate Change Adaptation*

Responsible

Date Received

Consider regulatory changes and implementation of new DPA authority

02-Mar-2009

2. *Waste Management*

Responsible

Date Received

31-Oct-2017

3. *Fallow Deer*

Responsible

Date Received

26-Mar-2018

4. *Cannabis Production - Regulating structures*

Responsible

Date Received

24-Sep-2018

5. *Review of Contractors Yards*

Responsible

Date Received

27-May-2019

6. *Paved surfaces and patios.*

Responsible

Date Received

28-Sep-2020

Projects Report

Mayne Island

7. *Groundwater Implementation*

Responsible

Date Received

Will wait until Galiano has gone through their process.

30-Nov-2020



Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2022.1	Percival, Adrian	31-Jan-2022	Application for variance to rear yard set-back

Planner: Phil Testemale

Planning Status

Status Date: 18-Feb-2022

May 30LTC agenda for consideration

Status Date: 17-Feb-2022

Sent Package to Mayne Island LTC, copied Phil, Jas and Robin.

Status Date: 17-Feb-2022

Robert K. assigned file to Phil.

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2020.1	Mayne Island Housing Society	17-Jun-2020	375 Village Bay Road - Mayne Island Housing Society applying for a rezoning to allow for subdivision into two residential parcels and one multi-family development

Planner: Narrisa Chadwick

Planning Status

Status Date: 07-Mar-2022

LTC resolution to re-activate application.

Status Date: 29-Nov-2021

LTC resolution putting application on hold, to be re-visited in February 2022

Status Date: 19-Oct-2021

Letter received from McHugh Family, holding power of attorney, requesting application be paused.



Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2018.1	Brent Mayenburg (Maude)	09-Apr-2018	Referral of a subdivision for 3 lots

Planner: Narrisa Chadwick

Planning Status

Status Date: 22-Apr-2020

Extension of the PLA has been requested

Status Date: 18-Sep-2019

Waiting for applicant to work through PLA conditions.

Status Date: 16-May-2019

PLA received from MoTI April 25, 2019.

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2020.1	Arbutus Bay Estates Ltd.	04-Jun-2020	797 Beechwood Drive - Subdivision referral application review for two lots.

Planner: Phil Testemale

Planning Status

Status Date: 18-Sep-2020

Letter (August 31, 2020) to LTC req. waiving of req. for survey for DP on September 28, 2020 agenda.

Status Date: 13-Aug-2020

PLRS was received from MoTI Officer, Owen Page. Completion of PR pending receipt of info from applicant.

Status Date: 11-Aug-2020

Applicant is waiting for PLA prior to applying for DVP (required survey)

Islands Trust
LTC EXP SUMMARY REPORT F2022
Invoices posted to Month ending January 2022

645 Mayne	Invoices posted to Month ending January 2022	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	320.00	2.98	317.02
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,301.00	1,194.15	106.85
65210-645	LTC - Local Exp - APC Meeting Expenses	370.00	691.24	-321.24
65220-645	LTC - Local Exp - Communications	250.00	1,041.00	-791.00
65230-645	LTC - Local Exp - Special Projects	294.00	0.00	294.00
TOTAL LTC Local Expense		<u>2,215.00</u>	<u>2,926.39</u>	<u>-711.39</u>
Projects				
73001-645-2005	Mayne OCP/LUB	2,000.00	0.00	2,000.00
73001-645-4100	Mayne Island Housing	2,500.00	153.75	2,346.25
TOTAL Project Expenses		<u>4,500.00</u>	<u>153.75</u>	<u>4,346.25</u>

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2021-011 (Standing) 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	Carried	25-Jan-2021
2020-022 (Standing) 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.	Carried	24-Feb-2020

Standing Resolutions Log

Mayne Island

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



Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2017-028 (Standing) That the Mayne Island Local Trust Committee adopts the following resolution in regards to Bylaw Enforcement of Unlawful Short Term Vacation Rentals (USTVR): a) Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Unlawful Short Term Vacation Rentals that have one or more of the following characteristics will be subject to proactive enforcement: i) they are advertised on the internet, newspapers or other media; ii) they are not managed by an owner of the USTVR property who lives on Mayne Island; iii) more than one dwelling on the lot is simultaneously made available for USTVR; iv) while the property is used as a USTVR, persons are permitted to stay in tents or trailers; v) there are issues related to health and safety on the property; vi) there is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the USTVR; vii) the owner of the property uses more than one property on Mayne Island as a USTVR. b) Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.	Carried	26-Jun-2017
2017-027 (Standing) That the Mayne Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: 1.1. There is a complaint from an immediate neighbor; or, 1.2. There is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. 2. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.	Carried	26-Jun-2017
2016-055 (Standing) that the Mayne Island Local Trust Committee direct staff to create a policy to advertise all statutory public notices in the Mayne Liner.	Carried	27-Jun-2016

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2012-000 (Standing)	Carried	01-Feb-2012
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.		
2011-044 (Standing)	Carried	02-May-2011
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 CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JANUARY 25, 2022 BOARD SPECIAL MEETING (OPEN PORTION)

*NOTE: For more detail on Conservancy meetings, including meeting minutes, please visit
<https://islandstrust.bc.ca/whats-happening/meetings-and-events/>*

1. ORGANIZATION UPDATES/TEAM

- Chair and Vice chair elections were held. Trustee Stamford was acclaimed as Chair of the ITCB. Trustee Fast was acclaimed as Vice-Chair of ITCB.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Manager presented the Board with a 2022-23 ITC Work Planning package and request for decision. The ITC has a small team that is working to meet existing commitments with respect to current conservation proposals and land management projects. Woven through all its work, the ITCB has committed to strengthening relationships with First Nations. The ITC is also working on a new Climate Change Project to prepare for effects of climate change on lands that are managed by the ITC, and a new Species at Risk Program aimed at species threatened by extinction in the islands. To enable creation of work programs that can successfully meet these commitments, the ITCB directed staff to focus on these new program areas in 2022. ITC will continue to act on high priority conservation opportunities, but will hold other less urgent work until the spring of 2023.
- The ITCB had three readings of Islands Trust Conservancy Bylaw No. 3, cited as “Islands Trust Conservancy Meeting Procedures Bylaw, 2019, Amendment Bylaw No. 1, 2022.” The bylaw will allow the ITC board members to attend meetings electronically.
- The ITCB approved the attendance for Trustees Fast, Fenton, Stamford and Smith to attend the Salish Sea Ecosystem Conference
- The ITCB approved attendance at e-Summit of the Pan Canadian Parks and Protected Areas Research Network for Trustees Stamford and Smith.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITBC noted for the public in the 'rise and report' of the in camera meeting, that it has approved signing of a conservation covenant on Lasqueti Island that is the subject of a Natural Area Protection Tax Exemption Proposal application.
- The Ecosystems Protection Specialist presented a conservation proposal to donate a 2.45 ha NAPTEP covenant on Salt Spring Island, to protect mature forests, wetlands, and connectivity to other protected areas. Decision was made to approve the proposal but defer this securement project until late 2022/early 2023 due to staff capacity constraints.
- The Public Acquisitions and Covenants reports were presented to and accepted by the ITCB.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Property Management Specialist presented the Moore Hill Management Plan. Board discussed the cultural significance and public opinion regarding closure of public access and relationship building with First Nations and approved the management plan.
- The ITC Covenant Management & Outreach Specialist provided a slide presentation to Board members, highlighting the top six projects completed in 2021. The ITCB commented this was a great learning experience and requested that these presentations be communicated more broadly to the public.
- The ITC Property Management Specialist presented a slide presentation to Board members highlighting the top restoration projects completed in 2021, noting partners, local conservancies and volunteers have been instrumental in doing this work.

5. COMMUNICATIONS AND OUTREACH

- The ITC Manager advised that an outreach letter had been sent to Gabriola landholders in January in collaboration with the Gabriola Land and Trails Trust. The Gabriola Island Local Trust Committee was notified.
- The ITCB received a letter from Sheila Harrington regarding a book she is developing about land trusts in the islands.
- The ITCB received a building permit referral for information for a greenhouse on a covenanted property on North Pender Island. As the greenhouse is well distanced from the covenant boundary, the ITC Manager advised that staff did not have concerns.

6. FUNDRAISING AND CONSERVANCY SUPPORT

- Trustee Smith provided a verbal update noting that Galiano Island recently completed the new Cable Bay conservation area, including 25 hectares, linking to other conservation areas, totalling 500 hectares of Coastal Douglas-fir forests, and wetlands. There will be a celebration in the spring. The ITCB provided an Opportunity Fund Grant to kick start the project in 2019.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- The Budget Report was presented and accepted by the ITCB.
- Trustee Fenton advised that the Thetis Island Local Trust Committee is trying to pull together a program to bring community engagement, stewardship and education. Thetis is working towards community composting.
- Trustee Adams advised she signed up for Land Trust Alliance of BC Indigenous Engagement session and will provide an update.

To find out more about Islands Trust Conservancy and our current goals, to donate to our Opportunity Fund, or to subscribe to email updates, visit our website: <https://islandstrust.bc.ca/conservancy/>

Shortcuts of interest:

- **Goals:** <https://islandstrust.bc.ca/conservancy/conservation-planning/>
- **Opportunity Fund:** (context) <https://islandstrust.bc.ca/conservancy/supporting-local-conservancies/opportunity-fund-grants/> ; (to donate online) <https://islandstrust.bc.ca/donate-to-conservancy/>
- **Request key updates via email:** <https://islandstrust.bc.ca/subscribe/> (NB: by scrolling down, you may also add your home address for a free hardcopy of the Heron newsletter, published three times per year)