



## Mayne Island Local Trust Committee Regular Meeting Agenda

Date: March 27, 2023  
Time: 1:30 pm  
Location: Mayne Island Agricultural Hall  
430 Fernhill Road, Mayne Island, BC

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|                                                                                                         |                                                                                                      |                   | Pages   |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------|---------|
| 1.                                                                                                      | CALL TO ORDER                                                                                        | 1:30 PM - 1:30 PM |         |
| 2.                                                                                                      | APPROVAL OF AGENDA                                                                                   | 1:30 PM - 1:35 PM |         |
| 3.                                                                                                      | TOWN HALL AND QUESTIONS                                                                              | 1:35 PM - 1:50 PM |         |
| 4.                                                                                                      | COMMUNITY INFORMATION MEETING - None                                                                 |                   |         |
| 5.                                                                                                      | PUBLIC HEARING - None                                                                                |                   |         |
| 6.                                                                                                      | MINUTES                                                                                              | 1:50 PM - 2:00 PM |         |
| 6.1                                                                                                     | Local Trust Committee Minutes Dated January 30, 2023 (for Adoption)                                  |                   | 4 - 11  |
| 6.2                                                                                                     | Section 26 Resolutions-without-meeting Report Dated March 2023                                       |                   | 12 - 12 |
| 6.3                                                                                                     | Advisory Planning Commission Minutes - None                                                          |                   |         |
| 7.                                                                                                      | BUSINESS ARISING FROM THE MINUTES                                                                    |                   |         |
| 7.1                                                                                                     | Follow-up Action List Dated Mar 2023                                                                 |                   | 13 - 16 |
| 8.                                                                                                      | DELEGATIONS                                                                                          |                   |         |
| 9.                                                                                                      | CORRESPONDENCE                                                                                       |                   |         |
| <i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i> |                                                                                                      |                   |         |
| 10.                                                                                                     | APPLICATIONS AND REFERRALS                                                                           | 2:00 PM - 2:45 PM |         |
| 10.1                                                                                                    | Galiano Island Local Trust Committee Referral for Draft Bylaws 283 and 284 (for response) (attached) |                   | 17 - 19 |
| 10.2                                                                                                    | MA-DVP-2023.2 (Last) - Staff Report (attached)                                                       |                   | 20 - 31 |
| 10.3                                                                                                    | MA-DVP-2022.4 (Iredale) - Staff Report (attached)                                                    |                   | 32 - 43 |

|             |                                                                                                                                                                                    |                          |                |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------|
| <b>11.</b>  | <b>LOCAL TRUST COMMITTEE PROJECTS</b>                                                                                                                                              | <b>2:45 PM - 3:15 PM</b> |                |
| <b>11.1</b> | <b>Housing Options – Staff Report (attached)</b>                                                                                                                                   |                          | <b>44 - 51</b> |
| <b>12.</b>  | <b>REPORTS</b>                                                                                                                                                                     | <b>3:15 PM - 3:25 PM</b> |                |
| <b>12.1</b> | <b>Work Program Reports (attached)</b>                                                                                                                                             |                          |                |
| 12.1.1      | <u>Active Projects Report Dated Mar 2023</u>                                                                                                                                       |                          | 52 - 52        |
| 12.1.2      | <u>Future Project List Report Dated Mar 2023</u>                                                                                                                                   |                          | 53 - 53        |
| <b>12.2</b> | <b>Applications Report Dated Mar 2023 (attached)</b>                                                                                                                               |                          | 54 - 55        |
| <b>12.3</b> | <b>Trustee and Local Expense Report Dated Jan 2023 (attached)</b>                                                                                                                  |                          | 56 - 56        |
| <b>12.4</b> | <b>Adopted Policies and Standing Resolutions (attached)</b>                                                                                                                        |                          | 57 - 61        |
| <b>12.5</b> | <b>Local Trust Committee Webpage</b>                                                                                                                                               |                          |                |
| <b>12.6</b> | <b>Chair's Report</b>                                                                                                                                                              |                          |                |
| <b>12.7</b> | <b>Trustee Report</b>                                                                                                                                                              |                          |                |
| <b>12.8</b> | <b>Electoral Area Director's Report</b>                                                                                                                                            |                          |                |
| <b>12.9</b> | <b>Islands Trust Conservancy Report Date Feb 2023</b>                                                                                                                              |                          | 62 - 63        |
| <b>13.</b>  | <b>NEW BUSINESS</b>                                                                                                                                                                | <b>3:25 PM - 3:40 PM</b> |                |
| <b>13.1</b> | <b>Health Centre Concerns</b>                                                                                                                                                      |                          |                |
| <b>14.</b>  | <b>UPCOMING MEETINGS</b>                                                                                                                                                           |                          |                |
| <b>14.1</b> | <b>Next Regular Meeting Scheduled for May 29, 2023 at the Mayne Island Agricultural Hall, Mayne Island</b>                                                                         |                          |                |
| <b>15.</b>  | <b>TOWN HALL</b>                                                                                                                                                                   | <b>3:40 PM - 3:55 PM</b> |                |
| <b>16.</b>  | <b>CLOSED MEETING (Distributed Under Separate Cover)</b>                                                                                                                           |                          |                |
| <b>16.1</b> | <b>Motion to Close Meeting</b>                                                                                                                                                     |                          |                |
|             | That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3 s. 90(1) (a)(d)(f) for the purpose of considering:                           |                          |                |
|             | <ul style="list-style-type: none"> <li>• Adoption of In-Camera Meeting Minutes Dated January 30, 2023</li> <li>• Appointment of APC Member</li> <li>• Bylaw Enforcement</li> </ul> |                          |                |
|             | AND that the recorder and staff attend the meeting.                                                                                                                                |                          |                |

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

3:55 PM - 3:55 PM



Mayne Island Local Trust Committee  
Minutes of Regular Meeting

**Date:** January 30, 2023  
**Location:** Mayne Island Agricultural Hall  
430 Fernhill Road, Mayne Island, BC

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

**Staff Present:** Robert Kojima, Regional Planning Manager  
Narissa Chadwick, Island Planner  
Pat Todd, Recorder  
Charly Caproff, Planner 1

There were approximately fifteen (15) members of the public in attendance.

**1. CALL TO ORDER**

Chair Elliott called the meeting to order at 1:30 pm. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

**2. APPROVAL OF AGENDA**

Add: New Business 13.4 – Siting and Use Permits

**By general** consensus the agenda was adopted as amended.

**3. TOWN HALL AND QUESTIONS**

**Doug Hill:** spoke to the TUP application regarding the veterinary clinic and the value of this service to the community.

**Deb Foote:** addressed Climate Change Project which is important to address and take seriously; a number of projects regarding Climate Change could be undertaken to help the community.

**Rick Pawluk:** questioned a building permit being in place for variance application location. Despite a Stop Work Order construction is still underway. Staff explained that variance approval is required prior to the building permit being given. Building is cited as a studio and there are compliance issues. Work is ongoing with applicant to address.

**4. COMMUNITY INFORMATION MEETING - None**

**5. PUBLIC HEARING - None**

**6. MINUTES**

**6.1 Local Trust Committee Special Meeting Minutes Dated November 14, 2022.**

**By general consent** the Local Trust Committee meeting minutes of November 14, 2022 were adopted.

**6.2 Local Trust Committee Public Hearing Record Dated November 14, 2022**

Received for information.

**6.3 Section 26 Resolutions-without-meeting Report - None**

**6.4 Advisory Planning Commission Minutes - None**

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Follow-up Action List Dated Jan 2023**

Planner Chadwick reported work is still underway on Items 1 and 2. Expectation is for a site visit on Wood Dale in the Spring.

**8. DELEGATIONS - none**

**9. CORRESPONDENCE**

Letter from Rick Pawluk received.

**10. APPLICATIONS AND REFERRALS**

**10.1 MA-TUP-2022.2 (Lazin)**

Planner Chadwick reviewed the application for a mobile veterinarian clinic to be located on site. This would be a good area for the service and would be a valuable asset for the community.

**MA-2023-01**

**It was Moved and Seconded,**

that the Mayne Island Local Trust Committee approve the issuance of a Temporary Use Permit application MA-TUP-2022.1 (Lazin) for a period of three (3) years.

**CARRIED**

**10.2 MA-DVP-2022.2 (Girouard)**

Planner 1 Caproff reviewed the application. Currently there is a Stop Work Order on the building. Bylaw staff are working with the applicant to address infractions after receiving a complaint. There will be a further Development Variance Permit coming forward. Variance is minor and recommendation is to approve.

**MA-2023-02**

**It was Moved and Seconded,**

that the Mayne Island Local Trust Committee approve issuance of Development Variance Permit application MA-DVP-2022.2 (Girouard).

**CARRIED**

Discussion:

- This is a minor variance and the neighbour is unaffected and the neighbours are unable to see the structure where it is being built;
- Applicant approved to “button-up” structure to minimize weather damage;
- The building is built on existent foundation;
- Archaeological review noted a midden;
- Unaware of midden site at time of purchase;
- Steps underway to minimize foreshore damage and conserve midden site;
- Working with Conservancy on a Green Plan; and
- Trustees interested in viewing upon completion.

**10.3 MA-DVP-2023.1 (Mayne Island Agricultural Society)**

Staff identified that construction had been started outside of previously approved development variance area and that there will be a further development variance application coming forward.

**10.4 MA-RZ-2020.1 (MIHS) – Housing Agreement Approval**

Planner Chadwick spoke to the Covenant and Housing Agreement. Documents will be readied for signatures of LTC Chair and Mayne Island Housing Society (MIHS).

**MA-2023-03**

**It was Moved and Seconded,**

that the Mayne Island Local Trust Committee Bylaw No. 182 cited as “Mayne Island Housing Agreement Bylaw No. 182, 2022” be adopted.

**CARRIED**

**10.5 Saturna Island Local Trust Committee Referral for Proposed Bylaws 136 and 137**

**MA-2023-04**

**It was Moved and Seconded,**

that Mayne Island Local Trust Committee interests are unaffected by Saturna Island Local Trust Committee proposed Bylaws 136 and 137.

**CARRIED**

**10.6 North Pender Island Local Trust Committee Referral for Proposed Bylaw No. 232**

**MA-2023-05**

**It was Moved and Seconded,**

that the Mayne Island Local Trust Committee interests are unaffected by North Pender Island Local Trust Committee proposed Bylaw No. 232.

**CARRIED**

## 11. LOCAL TRUST COMMITTEE PROJECTS

### 11.1 Flexible Housing Outreach

Planner Chadwick reviewed actions to date.

#### Discussion

- Next step to bring the community awareness of the status of the project;
- Do this by posting the information to the Islands Trust web page; and also prepare a mailout to owners within identified project area;
- Add road names to the map for clarification;
- Add landmarks to better identify areas.

#### **MA-2023-06**

##### **It was Moved and Seconded,**

that the Mayne Island Local Trust Committee request staff to post the Flexible Housing information flyer to the Mayne Island webpage and mail it to property owners in the pilot area and make some extra copies to be laminated for posting and handouts.

**CARRIED**

## 12. REPORTS

### 12.1 Work Program Reports (attached)

#### 12.1.1 Local Trust Committee Work Program Review

RPM Kojima spoke to report which gives more detail to projects completed during the past term and projects on-going. Trustees should review the Future Projects List and remove any initiatives it considers out-of-date or any it no longer supports or add any new initiatives they may want to consider. There is a summary of applications from past term. LTC may want to consider a Special Meeting for strategic planning for current term.

#### 12.1.2 Active Projects Report Dated Jan 2023

#### Discussion

- Housing Options Project should continue;
- Climate Change Adaption: The LTC has engaged in projects that address climate change. These include: secondary suites regulation requiring water catchment cisterns, flexible housing considering water availability and requiring cisterns for water catchment. All projects will have a climate mitigation and adaptation lens.
- Update Land Use Bylaw (LUB);
- Having only one project criteria is frustrating;

- Foreshore and Contractors Yards review is important; part of LUB review in addition to Paved Surfaces and Patios;
- Share with community what has been done that indirectly addresses Climate Change Adaption;
- Transition process: Housing project scoping can be done as a minor project and include community engagement, develop plan and development of business case for Trust Council. In 2024/25 Housing can be undertaken as a major project is needed;
- LUB updates to be identified as a minor Project;
- Take the following off the project list: Cannabis, Waste Management and Fallow Deer;
- Climate Change and Foreshore Education are tied together;
- Groundwater Sustainability project ties in with Climate Change project;
- Question of Climate Change Adaption specifically: this ties in with a number of items;
- Assessment of shore level rise; and
- Three projects to keep on the projects list: Housing, LUB review, Foreshore.

#### 12.1.3 Future Projects List Report Dated Jan 2023 - See above discussion.

The LTC may want to schedule a community education opportunity, in the spring, for 1 hour prior to a regular LTC meeting with the Housing Project as the special focus. Planner Chadwick could present a memo as to number of meetings, structure of project and ensure Flexible Housing is noted on the web page. Water districts to be invited.

#### **12.2 Applications Report Dated Jan. 2023** – received for information

#### **12.3 Trustee and Local Expense Report Dated Nov 2022** – received for information

#### **12.4 Adopted Policies and Standing Resolutions** – received for information

#### **12.5 Local Trust Committee Webpage** – will be updated

#### **12.6 Chair's Report**

Chair Elliot reported that the Regional Planning Committee to meet Feb. 1, 2023. Exciting cross-islands strategies are being considered. Pulling together projects to identify how to adapt for other islands. Financial Planning is challenging. It is critical to work together.

#### **12.7 Trustee Report**

Trustee Dodds spoke to the recent official opening of the Child Care/Family Centre which was attended by the Minister of State for Child Care. The Minister was very impressed with centre and the centre is seen as a great benefit for the island.

There is to be a zoom meeting regarding fallow deer to identify strategic “asks” for MLA Adam Olsen to take back to government. This item is now with the CRD for a strategic plan. Meeting with North Pender and Galiano regarding the Flexible Housing Project. The Community Chat was well attended. CRD Director Brent attended and spoke to transportation referendum and trail and building permits.

Trustee Maude recognized the efforts of the Early Childhood Association in acquiring the day care for the island. This is a major achievement and the Minister spoke very highly of it. The Community Chat was successful and the emphasis is on how important it is to communicate and work together within the community to accomplish things.

#### **12.8 Electoral Area Director's Report**

CRD Director Brent attended the opening of the Child Care Centre.

#### **12.9 Islands Trust Conservancy Report Date Nov 2022**

Chair Elliot reported that Linda Adams had been elected as Chair and the Conservancy is working on a three year Strategic Plan. There was a significant donation by the Swift family of Link Island.

### **13. NEW BUSINESS**

#### **13.1 Letter from W̱SANEC Leadership Council Staff regarding Draft 2021 Islands Trust Policy Statement Amendments**

The letter raised a number of important points for inclusion in Policy Statement:

1. IT Conservancy to title areas/properties with traditional names;
2. Develop relationships/respectful to Nation who has entitlement to site(s);
3. Protocol agreements; and
4. Need to address all first Nations.

Chair Elliot expressed appreciation to the Council Staff.

#### **13.2 Fallow Deer** - Trustee Dodds reported MLA Adam Olsen is trying to bring the issue before the government. We need to work together in order to have a stronger voice.

#### **13.3 Advisory Planning Commission (APC) Appointments**

RPM Kojima informed the LTC that APC could have one more member to make it easier in getting a quorum for meetings.

#### **MA-2023-07**

#### **It was Moved and Seconded,**

that Mayne Island Local Trust Committee request staff to advertise for one additional member for the Advisory Planning Commission for a three year term.

**CARRIED**

### 13.4 CRD Siting and Use

Discussion:

- There is a different building process in place for Hornby and Denman that does not require building permits and it is less onerous;
- IT staff could work with CRD to determine viability of changing process for Mayne island;
- IT Act unique for siting and use: strictly for area where building permits are not in use;
- There are a number of areas with building inspection permits;
- Partial replacement;
- If CRD ceased to provide building inspection then it would be up to the LTCs regarding replacement with siting and use permits;
- This is a lengthy process and would have to be initiated by CRD; and
- Need to learn community interest.

**MA-2023-08**

**It was Moved and Seconded,**

that the Mayne Island Local Trust Committee request Trustee Maude to write to Saturna Island, South Pender Island, North Pender Island and Galiano Island Local Trust Committees to request their thoughts on Mayne Island Local Trust Committee asking Capital Regional District to identify interest in implementing Siting and Use Permits in the event Capital Regional District should discontinue use of Building Permits.

**CARRIED**

### 14. UPCOMING MEETINGS

**14.1 Next Regular Meeting Scheduled for February 27, 2023 at the Agricultural Hall, Mayne Island**

### 15. TOWN HALL

**Deb Foote:** questioned tiny homes being considered as cottages: definition of cottage based on square footage. Question of siting within a water district. Would like to see Flex Housing Project Island wide. Pilot is part of a larger project.

**Deborah Goldman:** housing discussion is important. Encourage Trustees to have discussions at another time that would allow more attendees. Noted attendance at Community Chat held on a Sunday afternoon.

Regular LTC meeting was adjourned at 3:09pm to go In-Camera.

**16. CLOSED MEETING**

**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)(f) for the purpose of considering:

- Adoption of In-Camera Meeting Minutes Dated Sept. 27, 2022
- Bylaw Enforcement

AND that the recorder and staff attend the meeting.

**16.2 Recall to Order** - Chair Elliot recalled the LTC meeting at 3:42 pm.

**16.3 Rise and Report** - Chair Elliot noted there was nothing to report

**17. ADJOURNMENT**

**By general consent** the meeting was adjourned at 4:00 pm.

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Tobi Elliott, Chair

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Certified Correct:  
Pat Todd, Recorder



## Resolutions Without Meetings Log

### Mayne Island

| Resolution Number                                                                                                                                                                                                                               | Action         | Date               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|
| <b>2023-002</b><br><br><b>Approve issuance of MA-DVP-2023.1</b><br><br>That the Mayne Island Local Trust Committee approve issuance of Development Variance Permit application MA-DVP-2023.1 (Mayne Island Agricultural Society and Fall Fair). | <b>Carried</b> | <b>28-Feb-2023</b> |
| <b>2023-001</b><br><br><b>To cancel Feb 27, 2023 LTC mtg</b><br><br>THAT the Mayne Island Local Trust Committee cancel the February 27, 2023 regular scheduled business meeting.                                                                | <b>Carried</b> | <b>13-Feb-2023</b> |

## Follow Up Action Report

### Mayne Island

#### 26-Sep-2022

| Activity                                                                                                             | Responsibility   | Dates               | Status      |
|----------------------------------------------------------------------------------------------------------------------|------------------|---------------------|-------------|
| 1 13.1 Water Storage Tanks - Planner to look into rules and regulations regarding the storage of water storage tanks | Narissa Chadwick | Target: 07-Oct-2022 | In Progress |
| 2 13.3 Wooddale - Planner to set up in person meeting with CRD Bylaw and IT Bylaw for Wooddale community.            | Narissa Chadwick | Target: 21-Oct-2022 | In Progress |

#### 24-Oct-2022

| Activity                                                                                                                                                          | Responsibility                | Dates               | Status    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------|-----------|
| 1 10.2 MA-RZ-2020.1 (MIHS) - Mayne LTC has reviewed IT Policy Statement Directives only checklist. Additional checks to be added to 3.1.3, 3.1.5, 3.2.2 and 4.1.5 | Jas Chonk<br>Narissa Chadwick | Target: 01-Nov-2022 | Completed |
| 2 11.2 - Bylaws 186 and 187 - Both bylaws adopted. Update LUB and OCP.                                                                                            | Jas Chonk<br>Narissa Chadwick | Target: 01-Nov-2022 | Completed |
| 3 14.1 Meetings - Cancel November 21st meeting                                                                                                                    | Robin Ellchuk                 | Target: 28-Oct-2022 | Completed |

#### 14-Nov-2022

| Activity | Responsibility | Dates | Status |
|----------|----------------|-------|--------|
|----------|----------------|-------|--------|



## Follow Up Action Report

## Mayne Island

## 14-Nov-2022

| Activity                                                                                                                                                                                                                                         | Responsibility                                          | Dates               | Status    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------|-----------|
| 1 5.1 MA-RZ-2020.1 (MIHS) - Bylaws 181, 182, 183 to be sent to Islands Trust Executive for review. Bylaw 181 be forwarded to the Minister of Municipal Affairs for approval (after EC approval). Section 219 covenant to be signed by LTC Chair. | Jas Chonk<br>Lori Foster<br>Narissa Chadwick            | Target: 09-Dec-2022 | Completed |
| 2 5.1 MA-RZ-2020.1 (MIHS) - Staff to write to MOTI regarding addressing drainage from Mt. park, across Village Bay Rd through properties to the north of Village Bay Rd and into Miners Bay.                                                     | Narissa Chadwick                                        | Target: 12-Dec-2022 | Completed |
| 3 5.2 Flexible Housing Project - Proposed Bylaws 184 and 189 approved. Consolidate LUB and OCP.<br>Staff to provide message for FB page and engage community in the spring.                                                                      | Jas Chonk<br>Narissa Chadwick                           | Target: 22-Nov-2022 | Completed |
| 4 5.3 Fees Bylaw - Adopted                                                                                                                                                                                                                       | Jas Chonk<br>Robert Kojima                              | Target: 14-Nov-2022 | Completed |
| 5 6. Draft 2023 Meeting Schedule - Adopted                                                                                                                                                                                                       | Robin Ellchuk                                           | Target: 18-Nov-2022 | Completed |
| 6 5.4 Resolution passed re: no enforcement on outhouses.                                                                                                                                                                                         | David Worthington<br>Narissa Chadwick<br>Warren Dingman | Target: 19-Nov-2022 | Completed |

## Follow Up Action Report

### Mayne Island

#### 14-Nov-2022

| Activity                                    | Responsibility | Dates               | Status    |
|---------------------------------------------|----------------|---------------------|-----------|
| 7 3.1 LPC October 24, 2022 minutes adopted. | Robin Ellchuk  | Target: 21-Nov-2022 | Completed |

#### 30-Jan-2023

| Activity                                                                                                                     | Responsibility                                  | Dates               | Status      |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------|-------------|
| 1 6.1 Special meeting minutes adopted.                                                                                       | Robin Ellchuk                                   | Target: 10-Feb-2023 | Completed   |
| 2 10.1 MA-TUP-2-22.2 adopted. Issue TUP.                                                                                     | Jas Chonk<br>Narissa Chadwick                   | Target: 10-Feb-2023 | Completed   |
| 3 10.2 MA-DVP-2022.2 (Girouard) - DVP approved. Issue DVP.                                                                   | Charly Caproff<br>Jas Chonk<br>Narissa Chadwick | Target: 10-Feb-2023 | Completed   |
| 4 10.4 MA-RZ-2020.1 (MIHS) - Housing Agreement Bylaw approved .<br>Chair and property owner to sign housing agreement.       | Jas Chonk<br>Narissa Chadwick                   | Target: 10-Feb-2023 | In Progress |
| 5 11.1 Flexible Housing Outreach. Post flyer on website, mailout to effected properties, print copies for posting on Island. | Narissa Chadwick                                | Target: 10-Feb-2023 | In Progress |
| 6 10.5 Saturna LTC Bylaws 136 anf 137 - Interests unaffected .                                                               | Jas Chonk                                       | Target: 10-Feb-2023 | Completed   |

## Follow Up Action Report

### Mayne Island

30-Jan-2023

| Activity                                                                                                                                                                                       | Responsibility                    | Dates               | Status    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------|-----------|
| 7 10.6 North Pender LTC Bylaw 232 - Interests unaffected.                                                                                                                                      | Jas Chonk                         | Target: 10-Feb-2023 | Completed |
| 8 12.1.1 Update LTC work program (sequence for 2023/24 = Housing community conservations and business case development, LUB update, Foreshore Education). Prepare memo for housing engagement. | Narissa Chadwick<br>Robert Kojima | Target: 10-Feb-2023 | Completed |
| 9 13.3 Advertise for additional APC position.                                                                                                                                                  | Jas Chonk<br>Robin Ellchuk        | Target: 17-Feb-2023 | Completed |
| 10 13.4 David Maude to write to to other LTCs to see if they are interested in exploring with the CRD alternatives to building permits (eg. siting and use permits)                            | Narissa Chadwick                  | Target: 24-Feb-2023 | Completed |



Islands Trust

# BYLAW REFERRAL FORM

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

Island: Galiano Island Local Trust Area Bylaw No.: 283 and 284 Date: February 7, 2023

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

## PURPOSE OF BYLAW:

### Bylaw 283 - Amendments to OCP including Groundwater Protection DPA

- Minor changes to OCP language.
- Updates to relevant policies and objectives to facilitate consistency with revised language, the new Groundwater Recharge Protection DPA, and other proposed changes to the OCP and the LUB.
- Replacement of Schedule D – Water Resources, with Schedule D – Groundwater Regions.
- Replacement of Schedule G – DPA Area 4: Elevated Groundwater Catchment, with DPA 4: Groundwater Recharge Protection.
- New DPA guidelines which would amend the DPA guidelines for Galiano's Elevated Groundwater Catchment DPA. Amendments include: reference to 2021 mapping of recharge areas, additional exemptions including clustering development and professional reliance, changes consistent with introduction of cistern requirements for new builds, and changing the name of the DPA.
- The draft Bylaw includes the Schedule map for the 5 hectare critical aquifer coverage option.

### Bylaw 284 - Amendments to the Land-Use Bylaw

- New definitions.
- Cistern Requirements for all new builds (18,000 litres). Increase in cistern size for secondary suites to 18,000 litres. Captured and stored water is not required to be potable or connected to the dwelling except in the Water Management Areas as per existing regulation 13.23.
- References to "rainwater" with respect to cisterns has been changed to "freshwater" to support the capture and retention of groundwater as well as rainwater.
- Updates to regulations related to proof of water for subdivision.

## GENERAL LOCATION:

Galiano Island Local Trust Area

## OTHER INFORMATION:

Additional information is available at: <https://islandstrust.bc.ca/island-planning/galiano/projects/>

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.

*Narissa Chadwick*

(Signature)

Name: Narissa Chadwick

Title: Island Planner

Contact Info Tel: 250-405-5189

Email: [nchadwick@islandstrust.bc.ca](mailto:nchadwick@islandstrust.bc.ca)

PLEASE TURN OVER 

**This referral has been sent to the following agencies:**

**Provincial Agencies**

Ministry of Municipal Affairs  
Ministry of Transportation and Infrastructure  
Ministry of Water Land and Natural Resources –  
Water Stewardship Branch

**Regional Government**

CRD- Building Inspection

**Non-Agency Referrals**

Islands Trust – Bylaw Enforcement

**Adjacent Local Trust Committees and Municipalities**

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

**First Nations**

Cowichan Tribes  
Halalt First Nation  
Ts'uubaa-asatx Nation  
Lyackson First Nation  
Malahat First Nation  
Musqueam Indian Band  
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

**BYLAW REFERRAL FORM  
RESPONSE SUMMARY**

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

Galiano Island Local Trust Area

(Island)

(Signature)

(Date)

283/284

(Bylaw Number)

(Name and Title)

(Agency)

DATE OF MEETING: March 27, 2023  
TO: Mayne Island Local Trust Committee  
FROM: Charly Caproff, Planner 1  
Southern Team  
COPY: Robert Kojima, Regional Planning Manager  
SUBJECT: Development Variance Permit Application  
Applicant: Suzan Last  
Location: 701 Seaview Rd

## RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve issuance of Development Variance Permit application MA-DVP-2023.2 (Last).

## REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) to:

- Vary the 8.0 metre setback from the rear lot line to permit an addition onto the existing dwelling, which is proposed to be 5.1 metres from the rear lot line.

The recommendation to approve the DVP request considers that the variance being sought is relatively minor: the rear lot backs onto forested land and the proposed addition will have little if any visual impact on neighbouring properties. To this date there have been no community concerns raised with the proposed variance application.

## RATIONALE FOR VARIANCE

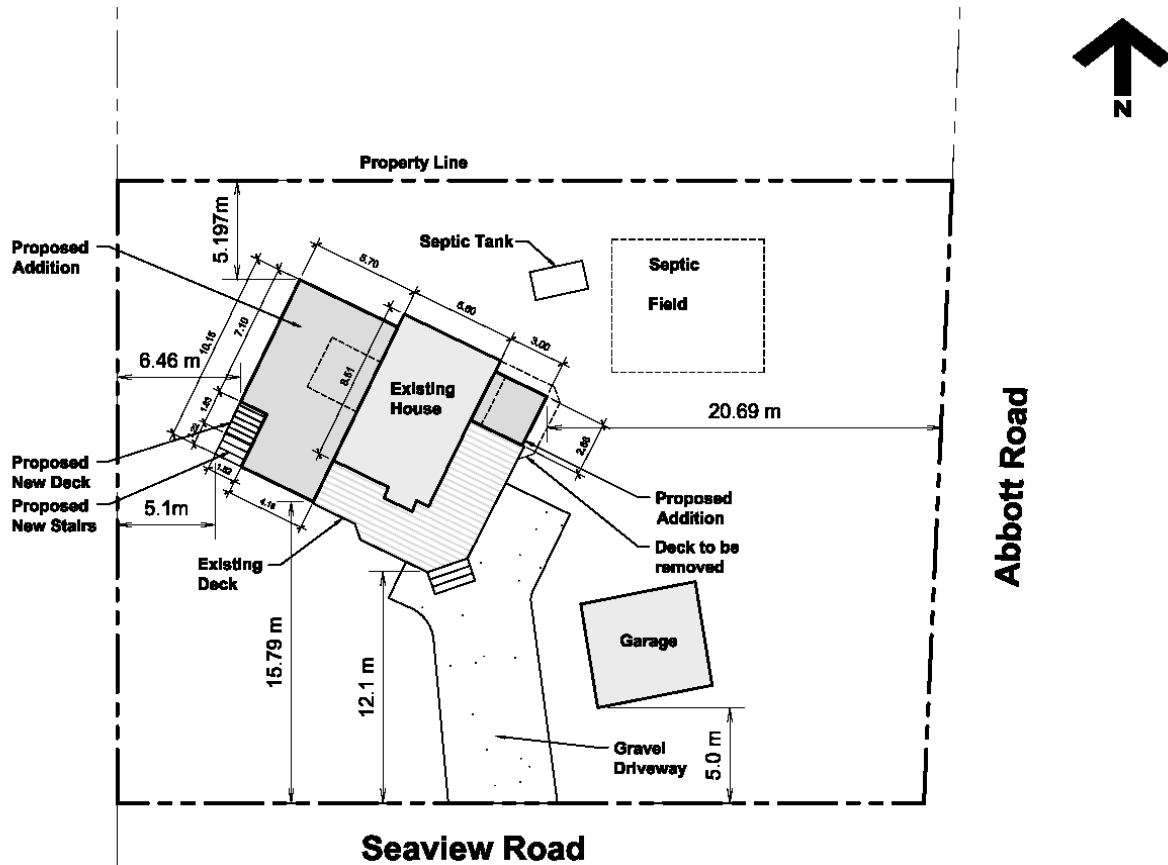
The applicant is seeking the variance in order to construct an addition onto the existing dwelling. The applicant intends to live on the property full-time when they retire and additional space is required for amenities and modifications for aging in place.

## BACKGROUND

A DVP is a land use permit that can relax siting, size or dimension regulations, but cannot vary use or density. A DVP is considered on a case by case basis and on its own merits. Typically variances are for things like minor encroachments into setbacks. The LTC has discretion to approve or refuse a DVP, however usually the LTC will consider factors like the applicant's rationale, that there is a unique circumstance specific to this property, the impacts that approving the variance may have on the environment or neighbours, any comments of neighbours, and the staff report.

The dwelling was constructed in the 1990's according to BC Assessment – Islands Trust does not have a record of a preliminary review being conducted prior to building permit issuance by CRD. According to the applicant, the initial architect anticipated that an addition would be required in the future and designed the house to be extended towards the rear property line. However at the time setbacks were not considered, which has led to the current owner seeking a variance for the proposed addition. No tree removal will be required for the addition.

A site plan was conducted by staff on March 2, 2023. The property is a corner lot on a quiet residential street backing onto forested land in Bennett Bay.



## ANALYSIS

### Policy/Regulatory

Section 498 of the *Local Government Act* enables the Local Trust Committee to issue (approve) a DVP in order to vary a siting regulation in the LUB. A DVP may not be used to vary density or land use. In this case, a variance to a siting regulation is being sought.

### Official Community Plan (OCP)

The property is designated Settlement Residential (SR) in the Mayne Island OCP. There are no specific OCP policies or principles in conflict with the variance request.

## **Land Use Bylaw (LUB)**

Subsection 5.1(8)(a) of the LUB states that the minimum setback for any building or structure is 8.0 metres (26 feet) from the rear lot line. In this case, the proposed addition encroaches 2.9 metres into the rear lot line.

### **Potential impacts of granting a variance**

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, each application should be evaluated on its own merits. In this case, the variance as proposed is relatively minor and it would be time and cost-prohibitive to build a new foundation and move the existing house prior to constructing the addition.

### **Circulation**

DVP Notices were circulated to surrounding property owners and residents on March 10, 2023. The notification period will end on March 21, 2023.

No submissions have been received to date (i.e. at the time of writing this report prior to the agenda deadline). Any submissions received after the agenda deadline but prior to the LTC meeting will be forwarded to Trustees and the applicant and will be reported at the meeting.

### **First Nations**

There are no known First Nations interests or potential impacts related to this specific application.

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

### **Rationale for Recommendation**

It is recommended that the proposed variance to bring the existing dwelling and stairs and landing into compliance be approved. The variance is minor in nature, impacts would be minimal and no concerns have been received from adjacent neighbours.

## **ALTERNATIVES**

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

### **1. Request further information**

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

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

### **2. Deny the application**

The LTC may deny the application. If the application is refused the owner may apply to the Board of Variance. Recommended wording for the resolution is as follows:

*That the Mayne Island Local Trust Committee refuse application MA-DVP-2023.2.*

|               |                                          |                |
|---------------|------------------------------------------|----------------|
| Submitted By: | Charly Caproff, Planner 1                | March 14, 2023 |
| Concurrence:  | Robert Kojima, Regional Planning Manager | March 15, 2023 |

#### **ATTACHMENTS**

1. Site Context
2. Photos and Plans
3. Notice
4. Draft Development Variance Permit

## ATTACHMENT 1 – SITE CONTEXT

### LOCATION

|                   |                                                                |
|-------------------|----------------------------------------------------------------|
| Legal Description | LOT 43, SECTION 9, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 14313 |
| PID               | 004-388-496                                                    |
| Civic Address     | 701 Seaview Rd Mayne Island                                    |

### LAND USE

|                      |                                                                 |
|----------------------|-----------------------------------------------------------------|
| Current Land Use     | Settlement Residential Zone (SR)                                |
| Surrounding Land Use | Neighbouring lots are Settlement Residential (SR) and Rural (R) |

### HISTORICAL ACTIVITY

| File No. | Purpose |
|----------|---------|
| --       | --      |

### POLICY/REGULATORY

|                                      |                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------|
| Official Community Plan Designations | Mayne Island OCP No. 144, 2007 – Settlement Residential (SR)                                     |
| Land Use Bylaw                       | Mayne Island LUB No. 146, 2008:<br><br>The subject property is zoned Settlement Residential (SR) |
| Other Regulations                    | N/A                                                                                              |
| Covenants                            | N/A                                                                                              |
| Bylaw Enforcement                    | No BE files on property                                                                          |

### SITE INFLUENCES

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Islands Trust Conservancy      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Regional Conservation Strategy | The proposal does not impact the objectives and priorities of the Islands Trust Conservancy regional conservation plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Species at Risk                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Sensitive Ecosystems           | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Hazard Areas                   | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Archaeological Sites           | Mapping indicates archaeological potential on subject property.<br><br>Regardless of the information from RAAD, check the relevant protocols and indicate any referral/process requirements. If there are no resources on RAAD, include this statement in the report: Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should |

|                                          |                                                                                                                                                                                                                                                    |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work. |
| Climate Change Adaptation and Mitigation | No additional impacts to GHG emissions anticipated as a result of this application.                                                                                                                                                                |
| Shoreline Classification                 | Not Applicable                                                                                                                                                                                                                                     |
| Shoreline Data in TAPIS                  | N/A                                                                                                                                                                                                                                                |

## ATTACHMENT 2 – PHOTOS AND PLANS

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### 2.1 PHOTOS

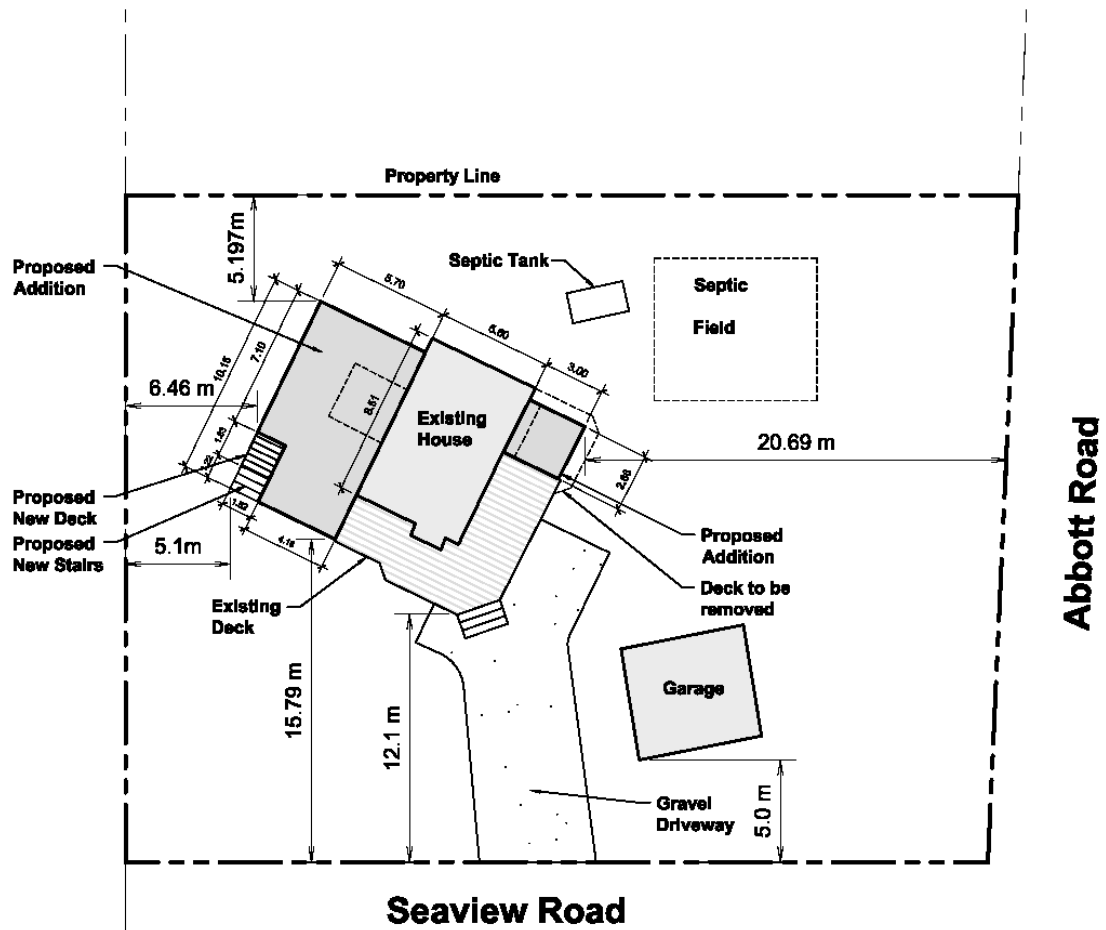


**LOCATION OF PROPOSED ADDITION**



**SHED TO BE REMOVED AS PART OF CONSTRUCTION OF PROPOSED ADDITION**

## 2.2 SITE PLAN





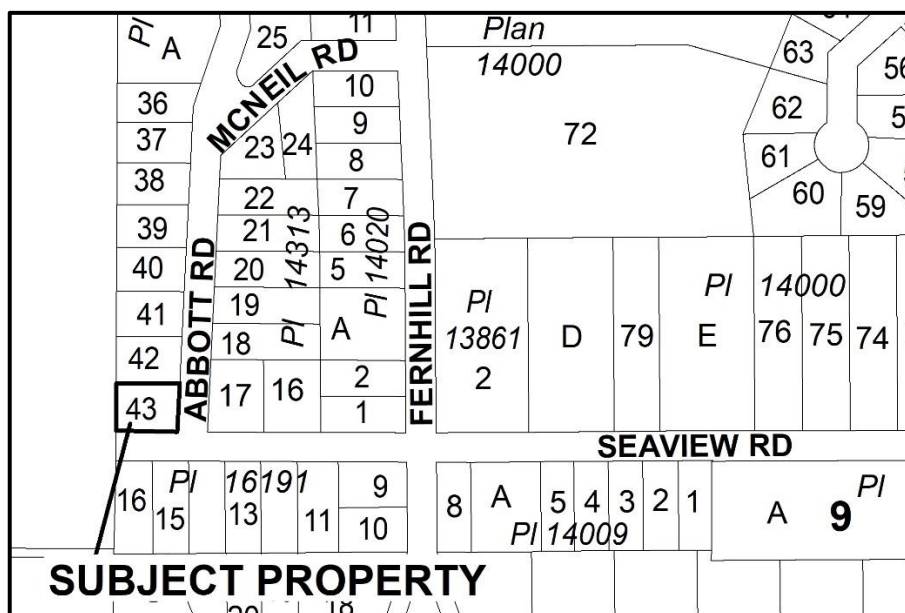
**NOTICE**  
**MA-DVP-2023.2**  
**MAYNE ISLAND LOCAL TRUST COMMITTEE**

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

- Reducing the 8.0 metre setback from the rear lot line for an addition to an existing single family dwelling to 5.1 metres;

The property is located at **701 SEAVIEW ROAD** and is legally described as LOT 43, SECTION 9, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 14313 (PID: 004-388-496).

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 – 1627 Fort Street, Victoria, BC V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **March 8, 2023** and continuing up to and including **March 20, 2023**.

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

Enquiries or comments should be directed to Charly Caproff, Planner at (250) 405-5172, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 604-660-2421 and elsewhere in BC 1-800-663-7867; or by email to: [southinfo@islandstrust.bc.ca](mailto:southinfo@islandstrust.bc.ca) before 4:30 pm, **March 20, 2023**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **1:30 p.m., March 27<sup>th</sup>, 2023** at the **Mayne Island Agricultural Hall**, 430 Fernhill Road, on Mayne Island.

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

Jas Chonk, Deputy Secretary



**Islands Trust**

**MAYNE ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT VARIANCE PERMIT  
MA-DVP-2023.2**

To: Suzan Last and Penella Mumm

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

LOT 43, SECTION 9, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 14313  
(PID: 004-388-496)

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

- a) Subsection 5.1(8)(a) which states that the minimum setback for any building or structure is 8 metres (26 feet) from any front or rear lot line is varied to permit an addition to an existing single family dwelling within 5.1 metres of the rear lot line.

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

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No. 146, 2008" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

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

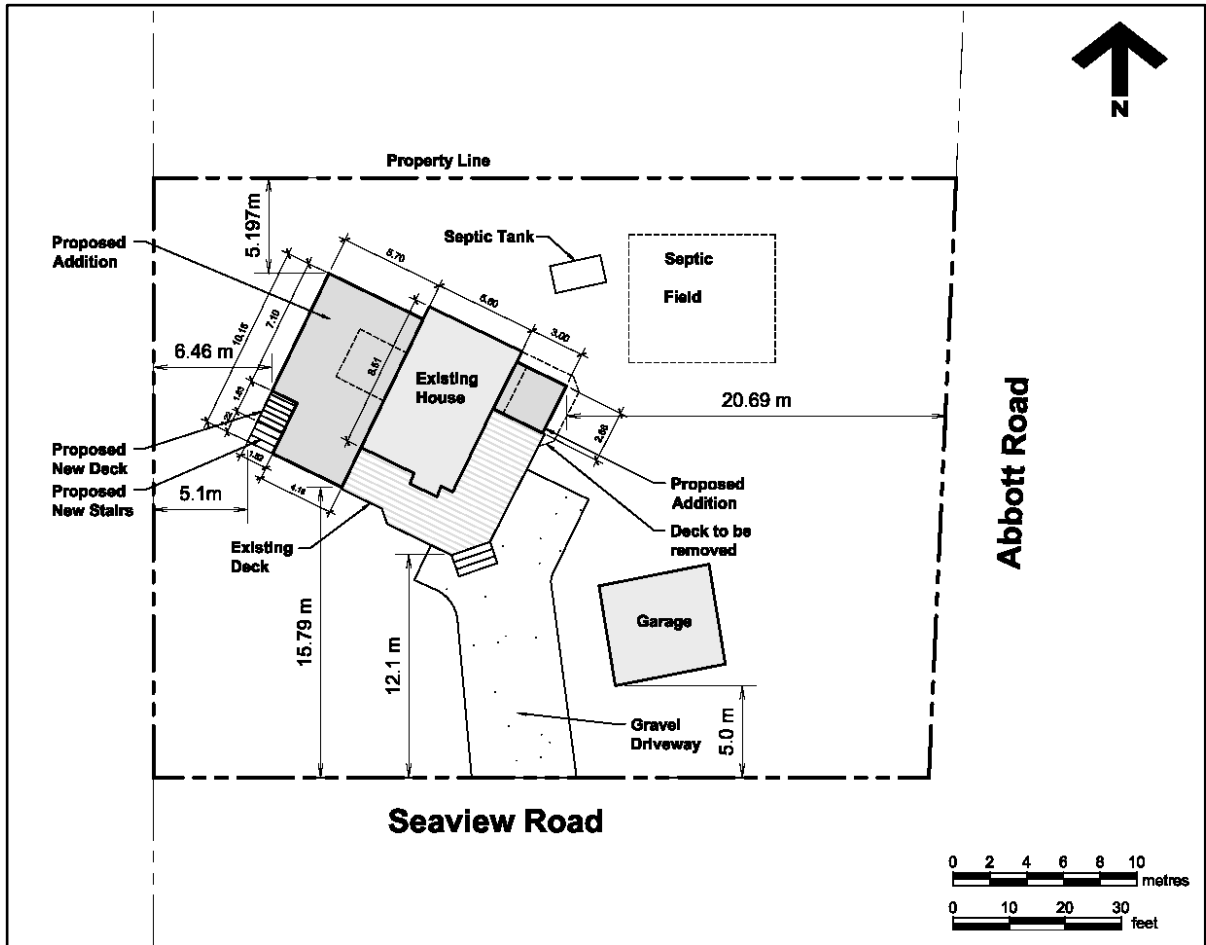
\_\_\_\_\_  
Deputy Secretary, Islands Trust

\_\_\_\_\_  
Date of Issuance

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

**MAYNE ISLAND LOCAL TRUST COMMITTEE**  
**MA-DVP-2023.2**

**SCHEDULE 'A'**



**MAYNE ISLAND LOCAL TRUST COMMITTEE**  
**MA-DVP-2023.2**

**SCHEDULE 'B'**



East Elevation 0.50 m + 7.62 m = 8.12 metres



North Elevation 0.30 m + 7.62 = 7.92metres



West Elevation 0.27 m + 7.62m = 7.89 metres



South Elevation 0.40 m + 7.62 m = 8.02 metres

PRC

DATE OF MEETING: March 27, 2023  
TO: Mayne Island Local Trust Committee  
FROM: Charly Caproff, Planner 1  
Southern Team  
COPY: Robert Kojima, Regional Planning Manager  
SUBJECT: Development Variance Permit Application  
Applicant: Richard Iredale  
Location: 166 Spinnaker Drive

## RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve issuance of Development Variance Permit application MA-DVP-2022.4 (Iredale).

## REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) to:

1. Vary the 3.0 metre setback from the interior side lot line to permit the existing stairs and landing which is located 0.0 metres from the interior side lot line.
2. Vary the 3.0 metre setback from the interior side lot line to permit the existing deck within 1.0 metres of the interior side lot line.

The recommendation to approve the DVP request considers that the variance being sought is relatively minor: there is minimal visual impact on the adjacent neighbour due to the rocky, steep terrain at the rear and south interior side lot line. The dwelling and stairs leading to the foreshore have been in place for many years and to this date there have been no community concerns raised with the proposed variance application.

## RATIONALE FOR VARIANCE

The applicant is seeking the variance to bring the existing dwelling, constructed in 1974, and structure (stairs and landing) into compliance with current land use regulations.

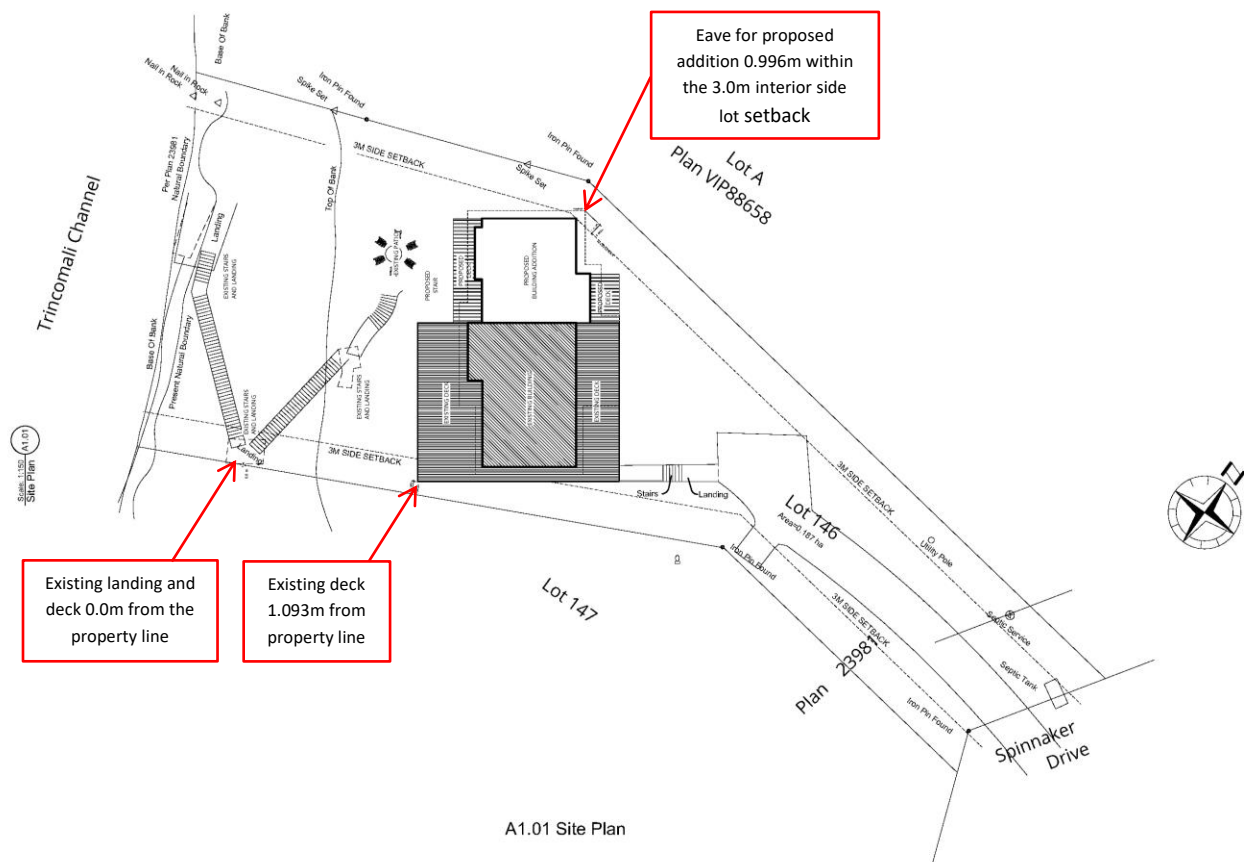
## BACKGROUND

A DVP is a land use permit that can relax siting, size or dimension regulations, but cannot vary use or density. A DVP is considered on a case by case basis and on its own merits. Typically variances are for things like minor encroachments into setbacks. The LTC has discretion to approve or refuse a DVP, however usually the LTC will consider factors like the applicant's rationale, that there is a unique circumstance specific to this property, the

impacts that approving the variance may have on the environment or neighbours, any comments of neighbours, and the staff report.

The applicants submitted a preliminary plan review to Islands Trust in advance of submitting a building permit to the CRD in 2022 for an addition onto the existing dwelling. Upon review of the site plan, it was determined that there were encroachments into the interior side lot lines. The dwelling does not predate zoning regulations and while the applicant has confirmed with staff that the eave for the proposed addition will not encroach more than the permitted 1.0 metre into the interior side lot line, the owners have applied for the variance to address the existing encroachments.

A site visit was conducted by staff on March 2, 2023. The existing encroachments are minor and have minimal visual impact on the adjacent neighbour's property. The neighbour met with staff during the site visit to confirm that he had no issues with the variance being sought and provided a letter of support (Attachment 3).



## ANALYSIS

### Policy/Regulatory

Section 498 of the *Local Government Act* enables the Local Trust Committee to issue (approve) a DVP in order to vary a siting regulation in the LUB. A DVP may not be used to vary density or land use. In this case, a variance to a siting regulation is being sought.

## ***Official Community Plan (OCP)***

The property is designated Settlement Residential (SR) in the Mayne Island OCP. There are no specific OCP policies or principles in conflict with the variance request.

## ***Land Use Bylaw (LUB)***

Subsection 5.1(8)(b) of the LUB states that the minimum setback for any building or structure is 3.0 metres (10 feet) from any interior side lot line. In this case, the deck corner (attached to the existing dwelling) encroaches 2.0 metres into the south interior side lot line and the corner of existing deck and landing is located at the south interior side lot line.

## **Potential impacts of granting a variance**

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, each application should be evaluated on its own merits. In this case, the variances are relatively minor and the adjacent neighbour has indicated his support. There is minimal visual disturbance for the adjacent neighbours due to the terrain throughout the interior side lot line.

## **Circulation**

DVP Notices were circulated to surrounding property owners and residents on March 10, 2023. The notification period will end on March 21, 2023.

One submission in support has been received to date (i.e. at the time of writing this report prior to the agenda deadline). Any submissions received after the agenda deadline but prior to the LTC meeting will be forwarded to Trustees and the applicant and will be reported at the meeting.

## ***First Nations***

There are no known First Nations interests or potential impacts related to this specific application.

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

## **Rationale for Recommendation**

It is recommended that the proposed variance to bring the existing dwelling and stairs and landing into compliance be approved. The variance is minor in nature, and no complaints have been received from adjacent neighbours.

## **ALTERNATIVES**

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

### **1. Request further information**

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

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

## **2. Deny the application**

The LTC may deny the application. If the application is refused the owner may apply to the Board of Variance. Recommended wording for the resolution is as follows:

*That the Mayne Island Local Trust Committee refuse application MA-DVP-2022.4.*

|               |                                          |                |
|---------------|------------------------------------------|----------------|
| Submitted By: | Charly Caproff, Planner 1                | March 13, 2023 |
| Concurrence:  | Robert Kojima, Regional Planning Manager | March 14, 2023 |

## **ATTACHMENTS**

1. Site Context
2. Photos and Plans
3. Correspondence
4. Notice
5. Draft Development Variance Permit

## ATTACHMENT 1 – SITE CONTEXT

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### LOCATION

|                   |                                                                 |
|-------------------|-----------------------------------------------------------------|
| Legal Description | LOT 146, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 23981 |
| PID               | 002-943-492                                                     |
| Civic Address     | 166 Spinnaker Dr Mayne Island                                   |

### LAND USE

|                      |                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------|
| Current Land Use     | Settlement Residential Zone (SR)                                                                          |
| Surrounding Land Use | Neighbouring lots are Settlement Residential (SR). The rear lot line borders the Water Moorage (W2) Zone. |

### HISTORICAL ACTIVITY

| File No.      | Purpose                                      |
|---------------|----------------------------------------------|
| MA-BP-2022.24 | Addition to SFD – contingent on DVP approval |

### POLICY/REGULATORY

|                                      |                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------|
| Official Community Plan Designations | Mayne Island OCP No. 144, 2007 – Settlement Residential (SR)                                     |
| Land Use Bylaw                       | Mayne Island LUB No. 146, 2008:<br><br>The subject property is zoned Settlement Residential (SR) |
| Other Regulations                    | N/A                                                                                              |
| Covenants                            | N/A                                                                                              |
| Bylaw Enforcement                    | No BE files on property                                                                          |

### SITE INFLUENCES

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Islands Trust Conservancy      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Regional Conservation Strategy | The proposal does not impact the objectives and priorities of the Islands Trust Conservancy regional conservation plan.                                                                                                                                                                                                                                                                                                                                            |
| Species at Risk                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sensitive Ecosystems           | Woodland and Mature Forest                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Hazard Areas                   | High, moderate, and low steep slope hazard                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Archaeological Sites           | Mapping indicates archaeological potential within 100 m of subject property.<br><br>Regardless of the information from RAAD, check the relevant protocols and indicate any referral/process requirements. If there are no resources on RAAD, include this statement in the report: Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded |

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work. |
| Climate Change Adaptation and Mitigation | No additional impacts to GHG emissions anticipated as a result of this application.                                                                                                                                                                                                                                                                                                                           |
| Shoreline Classification                 | Rock Shoreline - Sea Cliff                                                                                                                                                                                                                                                                                                                                                                                    |
| Shoreline Data in TAPIS                  | N/A                                                                                                                                                                                                                                                                                                                                                                                                           |

## ATTACHMENT 2 – PHOTOS AND PLANS

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### 2.1 PHOTOS

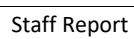


DECK CORNER WITHIN INTERIOR SIDE LOT SETBACK



STAIRS AND LANDING WITHIN INTERIOR SIDE LOT SETBACK

## Islands Trust



Mike and Audrey Footz  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Re: MA-DVP-2022.4 – Support for variance requests at 166 Spinnaker Dr.**

To whom it may concern:

We are the south neighboring house to 166 Spinnaker Drive, the property boundary impacted by the variance request.

The owner, Steve Fleck, has kept us apprised of this request and we were able to meet with Charly Caproff (Islands Trust Planner) when she (and Steve) attended the site to review the variances on March 2.

We have no objection to the variances being requested.

Regards,  
[REDACTED]

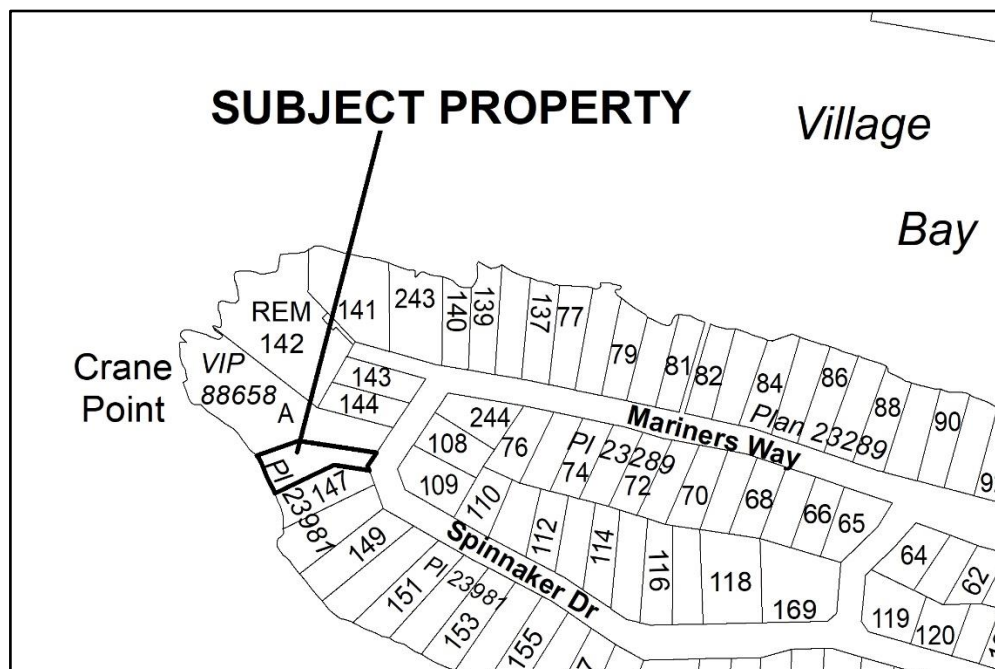
Mike and Audrey Footz  
[REDACTED]  
[REDACTED]

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

- Reducing the 3.0 m setback from the interior side lot line for the existing deck to 1.0 m;
- Reducing the 3.0 m setback from the interior side lot line for the existing stairs and landing to 0.0 m;

The property is located at **166 Spinnaker Drive** and is legally described as Lot 146, Section 6, Mayne Island, Cowichan District, Plan 23981 (PID: 002-943-492).

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 – 1627 Fort Street, Victoria, BC V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **March 10, 2023** and continuing up to and including **March 21, 2023**.

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

Enquiries or comments should be directed to Charly Caproff, Planner at (250) 405-5172, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 604-660-2421 and elsewhere in BC 1-800-663-7867; or by email to: [southinfo@islandstrust.bc.ca](mailto:southinfo@islandstrust.bc.ca) before 4:30 pm, **March 21, 2023**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **1:30 p.m., March 27<sup>th</sup>, 2023** at the **Mayne Island Agricultural Hall**, 430 Fernhill Road, on Mayne Island.

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



**Islands Trust**

**MAYNE ISLAND LOCAL TRUST COMMITTEE  
DEVELOPMENT VARIANCE PERMIT  
MA-DVP-2022.4**

To: Kara Spratt and Steve Fleck

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

Lot 146, Section 6, Mayne Island, Cowichan District, Plan 23981  
(PID: 002-943-492)

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

- a) Subsection 5.1(8)(b) which states that the minimum setback for any building or structure is 3.0 metres (10 feet) from any interior side lot line is varied to permit the existing stairs and landing within 0.0 metres of the interior side lot line and the existing deck within 1.0 metres of the interior side lot line.

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

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No. 146, 2008" and to obtain other approvals necessary for completion of the proposed development, including approval of the Capital Regional District and Ministry of Transportation and Infrastructure.

**AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS xx<sup>xx</sup> DAY OF XXXX, 2023.**

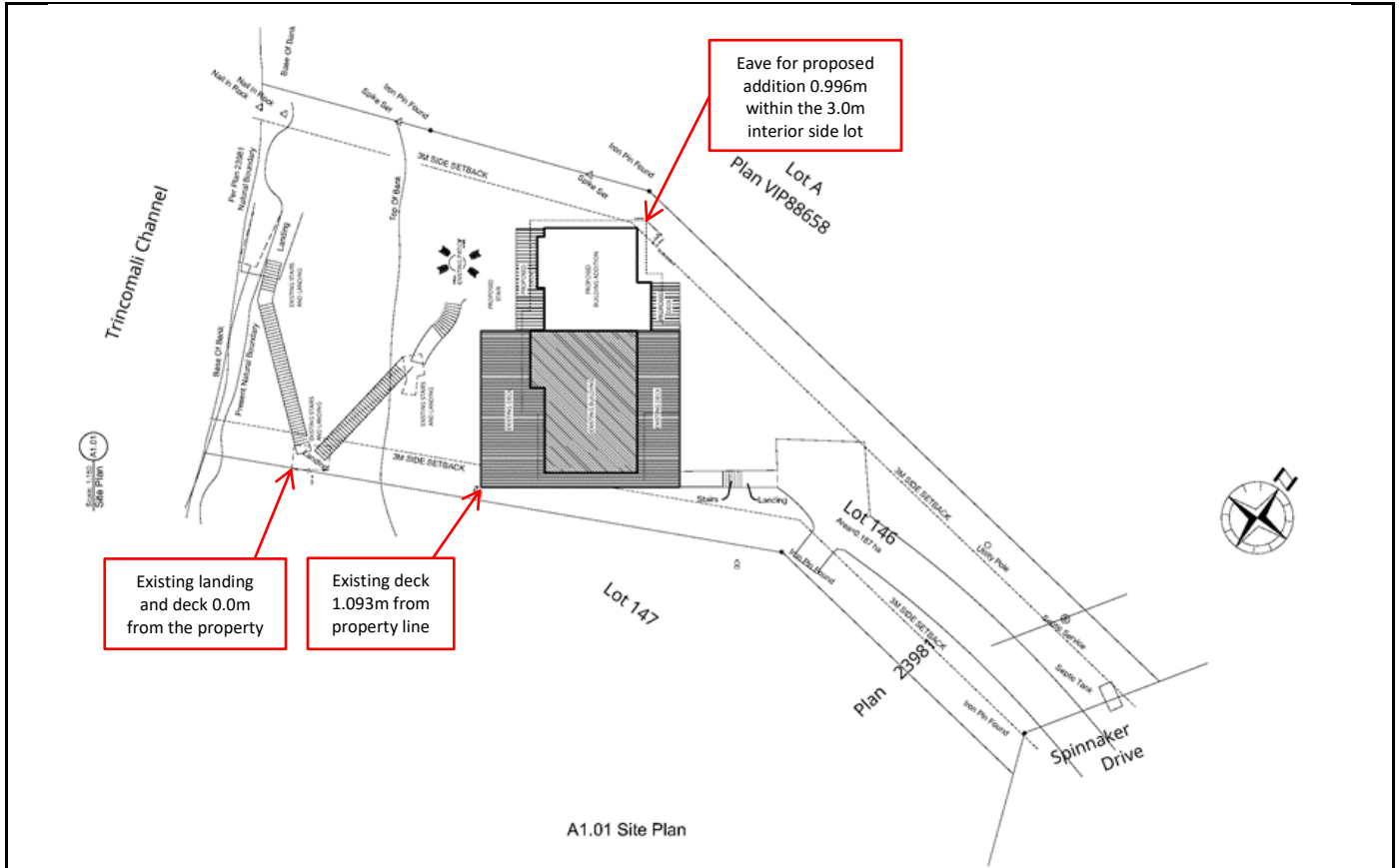
\_\_\_\_\_  
Deputy Secretary, Islands Trust

\_\_\_\_\_  
Date of Issuance

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE x<sup>xx</sup> DAY OF MONTH, YEAR THIS PERMIT AUTOMATICALLY LAPSES.**

**MAYNE ISLAND LOCAL TRUST COMMITTEE**  
**MA-DVP-2022.4**

**SCHEDULE 'A'**



DATE OF MEETING: March 27, 2023  
TO: Mayne Island Local Trust Committee  
FROM: Narissa Chadwick, Island Planner  
Southern Team  
COPY: Robert Kojima, Regional Planning Manager  
SUBJECT: Housing Project Options

## RECOMMENDATION

1. That the Mayne Island Local Trust Committee request staff to schedule a Community Information Meeting on housing options.
2. That the Mayne Island Local Trust Committee endorse the recommended next steps leading to the development of a business case for 2024/25 supporting the Mayne Island Housing Options Project.

## REPORT SUMMARY

The purpose of this report is to:

- Provide an overview of housing needs on Mayne;
- Identify preliminary options for OCP and LUB amendments to address this needs; and
- Recommend next steps for the Mayne Island Housing Options Project

## BACKGROUND

Housing has been identified as a key concern on Mayne Island for over a decade. A number of steps have been taken to address housing needs on Mayne Island over the years.

In 2010 the Mayne Island Housing Options Task Force was struck to determine current and future needs for housing on Mayne Island. In their May 31, 2011 report, the Task Force identified a number of recommendations. These included: allowing accessory suites and secondary suites, zoning options for senior-friendly housing and special needs housing and permitting multi-family dwellings. As a result of this work, secondary suites were permitted in all dwellings excluding those in water service districts.

In 2019, following the direction of the LTC, staff developed the Mayne Island Housing Regulations and Policy Review Project Discussion Paper. The discussion paper included the following options:

- 1) Expand secondary suite provisions across all designations allowing residential use
- 2) Allow secondary suites on smaller parcels that have a cottage
- 3) Permit larger cottages/secondary suites
- 4) Permit tiny homes in conjunction with secondary suites/cottages
- 5) Establish density bonus incentives tied to maximum floor size
- 6) Establish OCP policies specific to smaller home communities

7) Establish density bonus provisions to reduce minimum lot size through rezoning

In 2020, the community driven “Designing the Future of Mayne Island: Strategic Plan” was completed identifying a number of goals for housing including: the implementation of the recommendations in the “Mayne Island Housing Regulations and Policy Review Project Discussion Paper”.

In 2022 Bylaws 189 and 184 were approved which:

- Increased the maximum floor area of secondary suites to 95m<sup>2</sup> (1001ft<sup>2</sup>) in all zones where secondary suites are allowed.
- Removed smaller cottage floor area on smaller lots to allow 93m<sup>2</sup> (1001ft<sup>2</sup>) to be the maximum floor area for all cottages in all zones allowing cottages.
- Introduced Flexible Housing which permits additional dwelling units within a combined maximum floor area within a pilot area identified in the Land Use Bylaw.

In 2022 Bylaw 181 and 182, enabling the rezoning of a portion of 375 Village Bay Road to allow for 10 units of multi-family rental zoning, was read for the third time. The bylaws are awaiting approval by the Minister of Municipal Affairs.

At the January 30, 2023 Mayne LTC Regular Meeting the LTC directed staff to continue with the Housing Options Project as the LTC’s one Minor Project leading up to the development of a Business Case for a major project in 2024/25.

## HOUSING NEED

The lack of housing inventory and increasing property values in recent years have made purchasing and renting housing less accessible for residents and workers on Mayne Island and throughout the Islands Trust Area.

Below is a snapshot of housing needs in the community based on a review of:

- [The 2018 Housing Needs Assessment for the Southern Gulf Islands](#);
- [2021 Statistics Canada Census Data](#) (this data is also provided in the Draft Mayne Island Housing Affordability Profile in Appendix 1);
- [The Capital Regional District’s 2022 Southern Gulf Islands \(SGI\) Housing Strategy](#);
- [Capital Regional District’s 2022 SGI Housing Market Analysis Report](#); and
- Survey results provided by the Mayne Islands Housing Society (MIHS) gathered through the application process for their proposed Salish Grove rental housing project (2021/22).

**Needs of seniors and families.** Mayne 2021 Census reveals that there are 30 single parent households. The number of total families with children appears to have increased by 30 since 2016 census. Of the 44 applicants for MIHS’s proposed rental housing 29% were families. About 58% of Mayne Island’s population is 60 or over. The needs of seniors on the island is more complex than affordability. In cases where seniors own properties there are interests in downsizing and continuing to age in place. There are no clear options to facilitate this process. The MIHS identified that 61% of applications for their proposed rental housing were seniors, 24% were seniors who owned homes.

**Needs of those paying over 30% of income on housing or are living in unsuitable housing.** As defined by BC Housing “housing is considered affordable when 30 per cent or less of your household’s income goes toward paying for your housing costs”. Based on a 25% sample, census statistics reveal that about 28% of households on

Mayne Island are spending more than 30% of their income on housing or live in housing that is unsuitable or in need of repair.

**Needs of employers and volunteer organizations.** The 2018 SGI Housing Needs Assessment and the CRD's 2022 SGI Housing Strategy identify the negative impact that limited affordable housing has had on the Southern Gulf Islands as well as the impact it has on volunteer services that are critical to supporting the community (e.g. fire department, community centre). The labour and volunteer force is decreasing and anecdotal evidence indicates that Mayne Island is no exception.

**Need for subsidized development of renter housing.** Census data identifies that the number of fulltime households who rent has increased from 40 in 2016 to 90 in 2021. The 2018 Southern Gulf Islands Housing Needs Assessment identifies affordable rent for an income of \$72,069 to be \$1,852 and for an income of \$30,528 to be \$763. The MIHS housing survey identifies that of the 44 applicants for rental housing 47.7% made less than \$30,000 and 41% of applicants were paying more than \$900 in monthly shelter costs. Housing is expensive to build and affordable rents won't cover costs. Wiser's Southern Gulf Island Housing Feasibility Analysis produced for the CRD, which considers maximum amortization periods and affordable rental rates, identifies dramatic funding gaps (even when cost of land is not included) for all forms of housing.

**Need for subsidized development of owner housing.** While there is a role for rental housing, particularly for seniors, for younger families wanting to be rooted in the Mayne Island community affordable ownership appears to be a preferred option. The 2018 Southern Gulf Islands Housing Needs Assessment identifies affordable purchase price for an income of \$72,069 to be \$420,000 and for an income of \$30,528 it is \$145,000. The 2021 Census identified the median value of a dwelling to be \$576,000. The CRD's SGI Market Analysis report identifies Mayne as having the lowest median of all the SGIs. However, it is important to recognize that some of the most inexpensive properties below the median are located in the red zone on Wooddale Drive where building permits are not provided unless extensive work is done to address the rock fall hazard.

**Need to increase mix of housing options.** Permitting, through amendments to Official Community Plan (OCP) policies and to zoning, the ability to build a mix of housing in a diversity of locations (using housing agreements where feasible), is the strongest tool LTCs have to support housing affordability. Housing on Mayne Island is predominantly single family detached. Secondary suites are permitted only in dwellings outside water service districts. There are no multi-family developments. However, Mayne bylaws do support housing diversity in a number of ways. There are areas that are zoned for multiple dwellings that have not been build upon. The Mayne Island Land Use Bylaw permits recreational vehicles as dwellings if they are hooked up to water and sewage. Apartments are permitted above commercial. Cottages are permitted in addition to primary dwellings on properties of a certain size in most zones. The recent flexible housing project permits additional dwellings within a combined maximum floor area for all dwellings on a lot in a pilot area. As will be identified in section below, there are more options the LTC could consider to further increase the possibility of increasing housing diversity.

## HOUSING OPTIONS

OCP policy and land use bylaw regulation and zoning options permitting housing diversity enable properties to be "ready" for potential investment by property owners, non profit and government organizations to build units that address housing need. In urban areas developers identify "ready land" as land that is most conducive to building affordable housing. Ready land in this context is land that is pre-zoned for multi-family and has adequate servicing (eg. sewage, water, road) that does not need to be developed or updated by the developer. In the Islands Trust

Area “ready land” can be considered to be land that has already been pre-zoned and land that is identified to be suitable for development (eg. has adequate water, impact to the environment will be limited).

## **First Steps for Mayne Island Related to Addressing Housing Need**

### **Identifying Suitable Land**

Understanding if land is suitable for increasing housing options involves understanding growth limits. This includes knowing if the land has adequate potable groundwater supply and the ecological impacts of increasing density. Mayne Island’s population has grown by 37% from 2016 to 2021. Water service providers have identified that increases in water use have placed pressure on water supply. According to the Islands Trust Conservancy’s Mayne Island Conservation Profile, Mayne Island is reaching its conservation threshold. The conservation threshold is identified as the point at which the number of species will begin to decline if further land is disturbed. The methodology used in the flexible housing project pilot to consider areas where groundwater sustainability is most vulnerable in addition to the Islands Trust Conservancy’s information and mapping of endangered species and sensitive ecosystems should be used for all projects that contribute to potential density increase. Determining suitability of land for density increase should also include social and economic factors including distance to services and distance to ferry.

### **Exploring Opportunities with Existing Land Zoned for Multiple Dwellings**

Mayne Island currently has land zoned for multiple units which has not been developed. These properties are:

- Seniors Citizens Housing Comprehensive Development One (CD1) Zone (360 Georgina Point Road) – Allows for eight duplexes containing two dwelling units each, and
- Comprehensive Development Two (CD2) Zone, Area B (412 Naylor Road) - Allows for up to 10 residential dwelling units, either detached or duplexes .

An important step in Mayne LTC’s process to address housing needs is to consult the owners of these properties to explore options.

A third of the property at 375 Village Bay Road will be zoned for ten units of rental housing once the Minister of Municipal Affairs approves Bylaw 181 (OCP) and Bylaws 181 and 183 (LUB) receive final approval by the LTC. Following subdivision the land zoned for multi-family will become one lot owned by the Mayne Island Housing Society (MIHS). The MIHS is undertaking work to secure funding for affordable rental housing on the property. A housing agreement will be in place to secure affordability into the future.

## **OCP Policy and LUB Regulation and Zoning Options**

OCP policies need to permit flexibility to build a diversity of housing in a diversity of locations. Creative solutions may be necessary. This could include the development of housing for workers and volunteers in areas that are not currently zoned for housing such as the Community Service Zone and parks. It also could mean supporting different approaches to housing such as RV parks or tiny home villages. Staff have identified options for OCP amendments in Table 1. Other options may emerge as the project progresses.

**Table 1: OCP Policy Options**

| <b>OCP Policy Options</b>                                                                                   |                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Option</b>                                                                                               | <b>Staff Comment</b>                                                                                                                                                                                                                                                                        |
| Allow rezoning for non-market housing in all land use designations                                          | The Mayne OCP does not allow rezoning for non-market affordable housing in all land use designations without amendment of the OCP. Amending the OCP to permit non-market affordable housing rezoning applications without an OCP amendment would reduce the length of rezoning processes    |
| Establish policies for rezoning for tiny home and RV villages                                               | This type of zoning does not currently exist on Mayne Island and is not contemplated by the OCP. This would require identifying land that would be suitable and developing rezoning criteria.                                                                                               |
| Develop TUP Guidelines for RVs and Tiny Homes                                                               | TUP can be used to legally site RVs and Tiny Homes that do not confirm to existing bylaws.                                                                                                                                                                                                  |
| Require workforce housing as a condition of rezonings for commercial / institutions and industrial purposes | This is an increasing trend in small communities where services are being impacted by lack of housing for workers.                                                                                                                                                                          |
| Review the definition of affordable housing                                                                 | During the MIHS rezoning project it became apparent that there is a need for more flexibility in the definition of affordable housing. Current funders include market housing to support the ability to provide affordable rates and should be considered when defining affordable housing. |
| Include schedule maps identifying land more suitable for increases in housing                               | Including maps that identify areas most suitable for increased density would support of evaluating the impacts of both application based and LTC driven projects. The types of maps that could be added include water balance, groundwater recharge and sensitive ecosystems.               |
| Allow strata subdivision of accessory dwelling units                                                        | It may be possible to subdivide accessory dwellings from principal dwellings under the Land Title Act. This could enable a more affordable entry-level home ownership model. Supportive OCP policies would be required.                                                                     |
| Allow Density Transfer                                                                                      | Allow “densities” to be transferred out of large landlocked undeveloped areas and added closer to villages and infrastructure. The community amenity is preserving undeveloped large properties as forests. No additional amenities should be required.                                     |
| Permit zoning for density bonus subdivision                                                                 | This involves allowing rezoning for subdivisions of properties where two or more additional lots could be created provided a lot or lots created would be donated for affordable housing.                                                                                                   |
| Allow smaller lot subdivision                                                                               | It could involve reducing minimum parcel size and average lot size in some land use designations for the purposes of creating smaller, more affordable housing.                                                                                                                             |

Table 2 identifies a number of Land Use Bylaw options to address housing needs. These include options such as expanding permission for secondary suites into water service areas to more detailed options such as pre-zoning for subdivision to enable a density bonus in exchange for lots donated for housing. All Land Use Bylaw options must be consistent with the OCP.

It is important to recognize that expanding permission for housing will not result in the housing being built. For example, there has been very limited uptake for secondary suites and, as mentioned previously, there is currently land zoned for density where there has been no development. However, permitting a diversity of housing in suitable areas “makes ready” the land for opportunities that may emerge.

**Table 2: Land Use Bylaw Options**

| <b>Land Use Bylaw Options</b>                                                           |                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subdivision</b>                                                                      |                                                                                                                                                                                                                                                                      |
| <b>Option</b>                                                                           | <b>Staff Comment</b>                                                                                                                                                                                                                                                 |
| Subdivision density bonus                                                               | If there is suitable land close to services the LTC could introduce density bonus regulations that establish a base permitted lot density, as well as a provision for additional density in exchange for the contribution of a lot or lots for affordable housing.   |
| <b>Targeted Rezoning</b>                                                                |                                                                                                                                                                                                                                                                      |
| Review zoning of properties that are currently zoned for multiple dwellings.            | These properties are identified in the previous section of this report. As they are already zoned and designated for multiple dwellings the zoning and associated regulations could be amended to address current housing needs and opportunities.                   |
| Amend zoning to allow for small scale density bonus in appropriate locations            | This would involve rezoning specific properties for subdivision into smaller lots to create additional properties in exchange for donation of a lot to a non profit or government organization that builds affordable housing (eg. Habitat for Humanity or the CRD). |
| Rezone existing rural lots to settlement residential                                    | There may be rural zoned land that is suitable for increased density and bordering settlement residential rezoning could be considered.                                                                                                                              |
| <b>Zoning to increase small scale density</b>                                           |                                                                                                                                                                                                                                                                      |
| Permit secondary suites in all residentially zoned areas                                | When the secondary suites regulation was introduced water districts were excluded. This could be revisited                                                                                                                                                           |
| Expand permission for ADUs to smaller lots                                              | Currently an ADU is not permitted on lots under 0.6ha outside of the Flex Housing pilot area.                                                                                                                                                                        |
| Expand flex housing                                                                     | There may be suitable areas where flex housing could be expanded (e.g. water districts and larger lots).                                                                                                                                                             |
| Allow more zones to have some measure of housing outright                               | Allowing housing in zones such as community service, commercial zones, education and health care could facilitate more worker and volunteer housing. The LTC would use the analysis of suitable location to determine where.                                         |
| <b>Zoning to increase larger scale density</b>                                          |                                                                                                                                                                                                                                                                      |
| Pre-zone for manufactured/ mobile/ tiny home parks                                      | If the LTC identifies land appropriate for a manufactured or tiny home village it can pre-zone the land for that use.                                                                                                                                                |
| Multi-family inclusionary zoning                                                        | If there are suitable areas the LTC could consider zoning for multi-family density, with the requirement that units for affordable housing be donated/restricted at a certain ratio to new market units created, including restricting new units to rental tenure    |
| <b>Zoning –size and siting</b>                                                          |                                                                                                                                                                                                                                                                      |
| Increase building height/storeys                                                        | The LTC could increase the permitted height of, or number of storeys for buildings. This may include commercial or community service areas where residential units could be built above other uses                                                                   |
| <b>Zoning –Workforce Housing</b>                                                        |                                                                                                                                                                                                                                                                      |
| Require workforce housing as a condition of commercial/ industrial/institutional zoning | Commercial/Industrial/Institutional zoning could be amended to require the provision of a certain number of employee housing units. This is currently required in some locations.                                                                                    |

## RECOMMENDED NEXT STEPS

The recommended next steps for the LTC are as follows:

**March 27<sup>th</sup> LTC Regular Meeting** – LTC to consider housing needs and housing options report and consider requesting staff organize a community information meeting to engage the community in reviewing housing need and reviewing and prioritizing options.

**April CIM** – The purpose of this meeting would be to provide the opportunity for the LTC and the community to prioritize options. Options additional to those identified in the table may be added. Note that staff are in the process of organizing a date in April to for the LTC to meet with Habitat for Humanity.

**May 29<sup>th</sup> LTC Regular Meeting** – Staff to provide the LTC with a housing option project plan based on the prioritized options to include targets based on options chosen.

**June 26<sup>th</sup> LTC Regular Meeting** – Staff to provide a draft business case to the LTC, based on the housing options project plan, to be submitted for review by the Regional Planning Committee to be included in Trust Council 2024/25 budget and staff allocation decisions.

### Rationale for Recommendation

While the Mayne LTC has progressively addressed housing needs through a number of different projects including secondary suites and flexible housing, there are many more options that could be considered to support housing needs. A community information meeting would provide the opportunity for the community to review, comment on and help prioritize options. By creating a project plan that spans a number of years, the LTC will be able to implement options in a strategic and methodical way. Having the Trust Council consider the Mayne Island Housing Options Project as a major project for 2024/25 will provide the LTC with the ability to address the LUB Minor Amendments Project from September 2023-April 2024.

### ALTERNATIVES

1. The LTC could decide not to hold a community information meeting to discuss and prioritize options. The LTC may decide to invite community engagement in other ways. The LTC would need to identify to staff their preferred process for engaging the community
2. Following the development of the Housing Option Project Plan the Mayne Island Local Trust Committee could decide to address the “low hanging fruit” as minor projects in succession. As LTC’s can only have one active minor project the Minor LUB Review would need to be delayed.
3. The LTC could choose not to move forward with the Housing Options Project at this time.

|               |                                          |                |
|---------------|------------------------------------------|----------------|
| Submitted By: | Narissa Chadwick, Island Planner         | March 14, 2023 |
| Concurrence:  | Robert Kojima, Regional Planning Manager | March 16, 2023 |

### ATTACHMENTS

1. Mayne Island Housing Affordability Profile

# Mayne Island Housing Profile

| Population and Dwelling Characteristics                        | 2021 Census |
|----------------------------------------------------------------|-------------|
| Total population                                               | 1,304       |
| Population over 60                                             | 750         |
| Population change 2016-2021                                    | + 37%       |
| Total private dwellings                                        | 1,292       |
| Change in dwellings 2016-2021                                  | + 6%        |
| Private dwellings occupied by full-time residents              | 706         |
| Private households                                             | 760         |
| Household couples with children                                | 80          |
| One parent households                                          | 30          |
| Median income of individuals**                                 | \$34,000    |
| Median income of households of 2+**                            | \$80,000    |
| Households spending 30% or more of total income on housing *   | 105         |
| Households in housing that is unsuitable or in need of repair* | 215         |

| Renter Households                          |       |
|--------------------------------------------|-------|
| Full-time residents who rent*              | 90    |
| Median monthly shelter costs*              | \$800 |
| % tenants in subsidized housing*           | 0%    |
| % tenants spending 30% or more on shelter* | 29.4% |

| Owner Households              |           |
|-------------------------------|-----------|
| Full-time Residents who own*  | 670       |
| Median monthly shelter costs* | \$556     |
| Median value of properties    | \$576,000 |

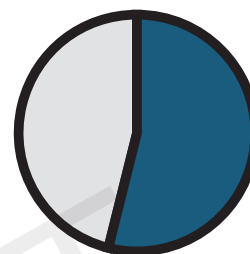
\* Based on 25% sample data (Census)

\*\* Before tax income (Census)



**55%**

Full-time Occupied Dwellings



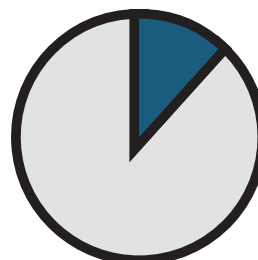
**58%**

Population of age 60+



**31%**

Households spending 30% + on housing and/ or are in housing unsuitable or in need of repair.



**12%**

Residents who rent

**88%**

Residents who own

## Active Projects Report

### Mayne Island

#### 1. *Housing Options Project - Phase 2*

#### Responsible

#### Dates

Continuation of Housing Options Project

Narissa Chadwick

Rec'd: 30-Jan-2023

- To define scope of project through community consultation, LTC deliberation

Target: 31-Mar-2025

- Business case to be developed for submission by September 2023

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## Future Projects Report

### Mayne Island

#### 1. *Groundwater Implementation*

Responsible

Date Received

Will wait until Galiano has completed project

30-Nov-2020

#### 2. *Housing Implementation*

Responsible

Date Received

Connecting with water service providers regarding flexible housing and secondary suites

05-May-2022

#### 3. *LTC Rezoning Project*

Responsible

Date Received

327 Campbell Bay rezoning ( to be part of Housing Options project)

05-May-2022

#### 4. *Foreshore Education*

Responsible

Date Received

To provide education on foreshore uses and climate change adaptation as a minor LTC project

30-Jan-2023

#### 5. *LUB Amendments*

Responsible

Date Received

To undertake targeted amendments to LUB, including:

- contractor yards
- setbacks for patios and other structures

LTC to initiate as a minor project following community consultation on Housing Options

30-Jan-2023



## Applications

### Development Variance Permit

| File Number   | Applicant Name       | Date Received | Purpose                                                                                                                   |
|---------------|----------------------|---------------|---------------------------------------------------------------------------------------------------------------------------|
| MA-DVP-2022.4 | Iredale Architecture | 13-Dec-2022   | 166 SPINNAKER DR: Application for a variance for the siting of deck, stairs, septic tank, and roof overhang in a setback. |

**Planner:** Charly Caproff

#### Planning Status

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**Status Date:** 16-Mar-2023

Staff report and attachments submitted to agenda items folder

**Status Date:** 06-Mar-2023

Draft permit and notice sent to Admin

**Status Date:** 02-Mar-2023

Site visit completed

| File Number   | Applicant Name | Date Received | Purpose                                                                            |
|---------------|----------------|---------------|------------------------------------------------------------------------------------|
| MA-DVP-2023.2 | Last, Suzan    | 07-Feb-2023   | 701 SEAVIEW RD: Application for a variance for siting of an addition in a setback. |

**Planner:** Charly Caproff

#### Planning Status

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**Status Date:** 16-Mar-2023

Staff report added to agenda items folder

**Status Date:** 03-Mar-2023

Site visit conducted

**Status Date:** 22-Feb-2023

Draft permit and notice submitted

## Applications

### Subdivision

| File Number                                                                | Applicant Name               | Date Received | Purpose                                                                    |
|----------------------------------------------------------------------------|------------------------------|---------------|----------------------------------------------------------------------------|
| MA-SUB-2023.1                                                              | Mayne Island Housing Society | 17-Jan-2023   | 375 Village Bay Road - Referral of subdivision application for 3 new lots. |
| <b>Planner:</b> Charly Caproff                                             |                              |               |                                                                            |
| <b>Planning Status</b>                                                     |                              |               |                                                                            |
| <u><b>Status Date:</b></u> 03-Mar-2023<br>Referral response sent to MOTI   |                              |               |                                                                            |
| <u><b>Status Date:</b></u> 02-Mar-2023<br>Site visit conducted             |                              |               |                                                                            |
| <u><b>Status Date:</b></u> 06-Feb-2023<br>Planner Charly Caproff assigned. |                              |               |                                                                            |

***Islands Trust***  
LTC EXP SUMMARY REPORT F2023  
Invoices posted to Month ending January 2023

| 645 Mayne               | Invoices posted to Month ending January 2023 | <u>Budget</u>   | <u>Spent</u>    | <u>Balance</u>   |
|-------------------------|----------------------------------------------|-----------------|-----------------|------------------|
| 65000-645               | LTC "Trustee Expenses"                       | 288.00          | 0.00            | 288.00           |
| LTC Local               |                                              |                 |                 |                  |
| 65200-645               | LTC - Local Exp - LTC Meeting Expenses       | 1,171.00        | 1,494.44        | -323.44          |
| 65210-645               | LTC - Local Exp - APC Meeting Expenses       | 333.00          | 416.51          | -83.51           |
| 65220-645               | LTC - Local Exp - Communications             | 250.00          | 630.00          | -380.00          |
| 65230-645               | LTC - Local Exp - Special Projects           | 276.00          | 61.50           | 214.50           |
| TOTAL LTC Local Expense |                                              | <u>2,030.00</u> | <u>2,602.45</u> | <u>-572.45</u>   |
| Projects                |                                              |                 |                 |                  |
| 73001-645-2005          | Mayne OCP/LUB                                | 1,000.00        | 2,145.99        | -1,145.99        |
| 73001-645-4100          | Mayne Island Housing                         | 1,500.00        | 1,395.80        | 104.20           |
| TOTAL Project Expenses  |                                              | <u>2,500.00</u> | <u>3,541.79</u> | <u>-1,041.79</u> |

## Standing Resolutions Log

### Mayne Island

| Resolution Number                                                                                                                                                                                                                                                                                                                                                                                                      | Action  | Date        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|
| <b>2022-012 (Standing)</b><br><br><b>5.4 Outhouses</b><br><br>that the Mayne Island Local Trust Committee direct Bylaw staff to suspend enforcement on outhouses and that the Bylaw Enforcement Manager be invited to attend a future Local Trust Committee meeting.                                                                                                                                                   | Carried | 14-Nov-2022 |
| <b>2021-011 (Standing)</b><br><br><b>Advisory Planning Commission - Re-appointments and Expression of Interest Advertisement</b><br><br>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 |

## Standing Resolutions Log

### Mayne Island

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

that the Mayne Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:

Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:

- a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities;
- b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory;
- c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history;
- d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols;
- e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.

## Standing Resolutions Log

### Mayne Island

| Resolution Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action         | Date               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|
| <b>2018-049 (Standing)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Carried</b> | <b>24-Sep-2018</b> |
| <b>Cannabis Retail Referrals</b> <ul style="list-style-type: none"> <li>- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee.</li> <li>- 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.</li> <li>- The public consultation process shall be determined by the local trust committee after initial review of the proposal.</li> <li>- 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: <ul style="list-style-type: none"> <li>o Name of the applicant and a description of the proposal in general terms</li> <li>o The location of the proposed establishment and the subject site</li> <li>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.</li> <li>o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application</li> <li>o How public comments may be submitted to the local trust committee</li> </ul> </li> </ul> |                |                    |

## Standing Resolutions Log

### Mayne Island

| Resolution Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action         | Date               |
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| <b>2017-028 (Standing)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Carried</b> | <b>26-Jun-2017</b> |
| <p><b>13.3 Short Term Vacation Rentals (STVR) Enforcement Policy - Staff Report</b></p> <p>That the Mayne Island Local Trust Committee adopts the following resolution in regards to Bylaw Enforcement of Unlawful Short Term Vacation Rentals (USTVR):</p> <p>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:</p> <ul style="list-style-type: none"> <li>i) they are advertised on the internet, newspapers or other media;</li> <li>ii) they are not managed by an owner of the USTVR property who lives on Mayne Island;</li> <li>iii) more than one dwelling on the lot is simultaneously made available for USTVR;</li> <li>iv) while the property is used as a USTVR, persons are permitted to stay in tents or trailers;</li> <li>v) there are issues related to health and safety on the property;</li> <li>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;</li> <li>vii) the owner of the property uses more than one property on Mayne Island as a USTVR.</li> </ul> <p>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.</p> |                |                    |
| <b>2017-027 (Standing)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Carried</b> | <b>26-Jun-2017</b> |
| <p><b>13.2 Bylaw Enforcement Policy, Unlawful Dwelling - Staff Report</b></p> <p>That the Mayne Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists:</p> <ul style="list-style-type: none"> <li>1.1. There is a complaint from an immediate neighbor; or,</li> <li>1.2. There is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement.</li> </ul> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |                    |

## Standing Resolutions Log

### Mayne Island

| Resolution Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action  | Date        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|
| <b>2016-055 (Standing)</b><br><br><b>12.4 Adopted Policies and Standing Resolutions (attached)</b><br><br>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 |
| <b>2012-000 (Standing)</b><br><br><b>Special Occasion Liquor License Referrals</b><br><br>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. | Carried | 01-Feb-2012 |
| <b>2011-044 (Standing)</b><br><br><b>Options for adopting In Camera Minutes</b><br><br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                | Carried | 02-May-2011 |



## HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY January 24, 2023 BOARD MEETING

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

- Nominations for the Chair, Vice-Chair and Financial Planning Committee (FPC) representative were held. Trustee Adams was elected Chair of ITC Board, Trustee Smith was elected Vice-Chair, and Trustee Yates was elected as the FPC representative.
- The ITC Board discussed the ITC ex officio seat on the Governance Committee, noting the ITC Chair will appoint a member to the committee. Shortly after the ITC meeting, the ITC Chair appointed Trustee Grant Scott as the ITC Board's ex-officio member on the Islands Trust Council's Governance Committee.
- The ITC Board continues to have a vacancy for one Ministerial appointment. The posting for the vacancy closed on October 7, 2022. The ITC Board is awaiting news from the [Crown Agencies and Board Resourcing Office](#) regarding a potential new member.

### 2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board approved the draft 2023-2025 Islands Trust Conservancy Interim Plan in November 2022 and directed staff to forward it to the Minister of Municipal Affairs by December 31, 2022, for review and approval. A meeting has been set to discuss the plan with Ministry staff. Staff will inform the ITC Board of the outcomes.
- The ITC Board reviewed and approved the 2026-2030 ITC Plan Project Charter.
- The ITC Board reviewed and approved the 2023-2026 Species at Risk Program Project Charter.
- The ITC Board reviewed the 2023/24 ITC Budget briefing from the Financial Planning Committee. The ITC Board discussed potential budget reductions and moved that ITC Budget has been carefully considered potential budget reductions and their implications, and concluded that its budget request is necessary and responsible going forward.

### 3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board received reports on covenants and acquisitions for information.
- ITC registered a 11.35 hectare covenant, known as the Livingstone Covenant on Lasqueti island. This covenant is the first covenant on Lasqueti and is part of the Natural Area Protection Tax Exemption (NAPTEP) Program. It was gifted through the Federal Ecological Gifts Program.

### 4. COVENANT AND PROPERTY MANAGEMENT



ISLANDS TRUST CONSERVANCY

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

- ITC Board reviewed and approved the ITC NAPTEP Covenants Monitoring Report for 2022, and directed staff to address management concerns as identified in the report.
- ITC Board reviewed and approved the ITC Nature Reserve Monitoring Report 2022.

### 5. COMMUNICATIONS AND OUTREACH

- ITC has updated its website to include information about the species at risk program, see <https://islandstrust.bc.ca/conservancy/species-at-risk/>
- ITC is hosting Species at Risk focussed speaker series between February 16 and April 12, 2023. For more information, see <https://islandstrust.bc.ca/conservancy/species-at-risk/>

### 6. FUNDRAISING AND CONSERVANCY SUPPORT

- The ITC Board received a legacy donation of \$25,000 for the purposes of implementing a Western Screech-Owl research project on Link Island.
- The ITC Board reviewed an application from the Nature Conservancy of Canada and awarded a \$50,000 Opportunity Fund Grant for the acquisition of 161 ha (397 acres) of conservation lands on Reginald Hill on Salt Spring Island.
- The ITC Board awarded a \$4,614.75 grant from the Morrison Waxler Biodiversity Legacy Fund Grant program to expand the existing Nighthawk Hill NAPTEP covenant on North Pender Island.

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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)