



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: January 29, 2024
Time: 1:30 pm
Location: Electronic Meeting

			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 November 27, 2023 (for Adoption)		3 - 8
6.2	Section 26 Resolutions-without-meeting Report - None		
6.3	Advisory Planning Commission Minutes - None		
7.	BUSINESS ARISING FROM THE MINUTES		
7.1	Follow-up Action List Dated Jan 2024		9 - 10
8.	DELEGATIONS		
9.	CORRESPONDENCE	2:00 PM - 2:05 PM	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>			
9.1	Letter of Support for BC Housing Funding Applications for Affordable Housing Projects		11 - 12
10.	APPLICATIONS AND REFERRALS	2:05 PM - 2:45 PM	
10.1	Salt Spring Island Local Trust Committee Referral for Draft Bylaw No. 536 (for Response) (attached)		13 - 14
10.2	MA-LCB-2023.1 (Wittelman) - Staff Report (attached)		15 - 16

10.3	MA-RZ-2023.1 (Blaney) - Staff Report (attached)	17 - 43
11.	LOCAL TRUST COMMITTEE PROJECTS	2:45 PM - 3:15 PM
11.1	Land Use Bylaw Review – Staff Report (attached)	44 - 50
12.	REPORTS	3:15 PM - 3:30 PM
12.1	Work Program Reports (attached)	
12.1.1	<u>Active Projects Report Dated Jan 2024</u>	51 - 51
12.1.2	<u>Future Project List Report Dated Jan 2024</u>	52 - 52
12.2	Applications Report Dated Jan 2024 (attached)	53 - 57
12.3	Trustee and Local Expense Report Dated Nov 2023 (attached)	58 - 58
12.4	Adopted Policies and Standing Resolutions (attached)	59 - 63
12.5	Local Trust Committee Webpage	
12.6	Chair's Report	
12.7	Trustee Report	
12.8	Electoral Area Director's Report	
12.9	Islands Trust Conservancy Report - None	
13.	NEW BUSINESS	
14.	UPCOMING MEETINGS	
14.1	Next Regular Electronic Meeting Scheduled for February 26, 2024	
15.	TOWN HALL	3:30 PM - 3:45 PM
16.	CLOSED MEETING - None	
17.	ADJOURNMENT	3:45 PM - 3:45 PM

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: November 27, 2023

Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

Staff Present: Narissa Chadwick, Island Planner
Charly Caproff, Planner 1 (electronic)
Bruce Belcher, Planner 1 (electronic)
Warren Dingman, Bylaw Compliance and Enforcement Manager (electronic)
Pat Todd, Recorder

Others Present: There were two (2) members of the public present.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS - None

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

6.1 Local Trust Committee Minutes Dated September 25, 2023

By general consent the Mayne Island Local Trust Committee meeting minutes of September 25, 2023 were adopted.

6.2 Section 26 Resolutions-without-meeting Report - None

6.3 Advisory Planning Commission Minutes Dated November 6, 2023 – received for information

7. BUSINESS ARISING FROM THE MINUTES

7.1 Follow-up Action List Dated Nov 2023

Appreciation was expressed for the Bylaw enforcement Report. It was added that the volume of advocacy letters, from Local Trust Committee (LTC) Chairs, is becoming very time consuming and would ask that consideration be given prior to requesting such correspondence.

Island Planner Chadwick stated letters had gone out to the First Nations regarding the Housing Project.

8. DELEGATIONS - None

9. CORRESPONDENCE

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

10. APPLICATIONS AND REFERRALS

10.1 Saturna Island Local Trust Committee Referral for Proposed Bylaws 140 and 141

MA-2023-052

It was Moved and Seconded,

that Mayne Island Local Trust Committee interests are unaffected by the Saturna Island Local Trust Committee Bylaws No. 140 and No. 141.

CARRIED

10.2 North Pender Island Local Trust Committee Referral for Draft Bylaw No. 234

MA-2023-053

It was Moved and Seconded,

that Mayne Island Local Trust Committee interests are unaffected by the North Pender Island Local Trust Committee Draft Bylaw No. 234.

CARRIED

10.3 MA-TUP-2023.3 (Haq)

Planner Belcher reviewed the renewal application. There have been no complaints received and no outstanding issues.

It was noted that on page 36 of application owners need to change Gabriola to Mayne Island.

MA-2023-054

It was Moved and Seconded,

that Mayne Island Local Trust Committee approve issuance of renewal Temporary Use Permit MA-TUP-2023.3 (HaQ) for a period of three (3) years.

CARRIED

10.4 MA-RZ-2023.1 (Blaney)

Planner Caproff updated actions to date. Staff were contacted November 20 regarding the Community Open House scheduled for November 24. The applicant requested contact details for First Nations.

Discussion:

- There were approximately 50/60 attendees at the community open house
- A number of options were put forward
- Contact information was collected by applicants to be used to survey and get feedback
- Positive in nature and appeared to be a lot of interest in project
- Questioned returning application as there are likely to be revisions
- Suggested to wait till next meeting to review what is presented by the applicant
- Applicant planning to contact First Nations: felt this additional contact may become onerous for First Nations

Planner Caproff will contact applicant to work with LTC first and contact First Nations at a later date.

10.5 MA-RZ-2023.2 (CRD)

Island Planner Chadwick reviewed the application. The detailed Capital Regional District (CRD) Management Plan includes a “hub” to consist of a toilet facility, increased parking and bicycle racks. Letters of support have been received and one letter of opposition.

Kevin Webber, CRD, joined the meeting and discussion.

Discussion:

- LTC would be more comfortable when Agricultural Land Commission (ALC) clarifies what will be permitted
- Question of a Regional Park vs. Resource Conservation Zone (RCZ)
- CRD explained that Trust must address application prior to ALC considering
- RCZ most appropriate however parking wouldn't be permitted
- Use of site-specific zone under RCZ to address parking
- Parking an ALC decision
- Reviewed RCZ parameters

MA-2023-055

It was Moved and Seconded,

that Mayne Island Local Trust Committee request the application MA-RZ-2023.2(CRD) be amended to consider a site-specific zone within the Resource Conservation Zone.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Land Use Bylaw Review

Island Planner Chadwick reviewed project to date and highlighted the proposed amendments.

Discussion:

- Shipping containers – view as accessory building for number allowed
- Permitted livestock – allow poultry
- Watercraft – no issues/no need to regulate
- Definition of motor vehicle – APC supported staff recommendation
- Property rezoning – APC supported
- Mooring buoys – large project: IT wide issue

MA-2023-056

It was Moved and Seconded,

that Mayne Island Local Trust Committee request staff to prepare draft amendments to Bylaw No. 187, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 3, 2021” in accordance with the staff report dated November 27, 2023 and any further direction from the LTC provided at the November 27, 2023 LTC meeting.

CARRIED

12. REPORTS

12.1 Work Program Reports

12.1.1 Active Projects Report Dated Nov 2023 – received for information

12.1.2 Future Project List Report Dated Nov 2023

Island Planner Chadwick proposed the list be modified:

1. Housing
2. Foreshore Education
3. Groundwater Implementation

The LTC supported this proposal.

12.2 Applications Report Dated Nov 2023 – received for information

12.3 Trustee and Local Expense Report Dated Sept 2023 – received for information

12.4 Adopted Policies and Standing Resolutions – received for information

12.5 Local Trust Committee Webpage - to be updated upon conclusion of the meeting.

12.6 Chair's Report

Chair Elliott noted Executive Committee is meeting November 22 and Trust Council is scheduled for December 5, 6, and 7 in Victoria. Cost of living increases will have an impact on budget. Visionary Exercise is ongoing and stressed the importance of balance and to consider the uniqueness of areas within the Islands Trust. The Regional Planning Committee's Housing Toolkit is an excellent resource and reflects the hard work of many.

12.7 Trustee Report

Trustee Maude spoke to the official opening on November 9 of the new thrift store and garden with the unveiling of three beautiful panels by a First Nations artist, The Community Information meeting for the Oceanwood project was well handled and there was a full hall.

Trustee Dodds related how quiet the island is at this time. Trustee Dodds attended the recent Advisory Planning Commission meeting. There is still a lot of construction on the island and bike trail is coming along with the major portion almost completed.

12.8 Electoral Area Director's Report - none

12.9 Islands Trust Conservancy Report

Chair Elliott reported IT Conservancy is currently short staffed. A need for property management staff has been identified. The Quarterly Report is included with Trust Council agenda package. New software "City View" is almost ready to roll out. Work is ongoing under the interim 3 year plan.

13. NEW BUSINESS

13.1 Bylaw Enforcement Notice Policy Options

Bylaw Compliance and Enforcement Manager (BCEM) Dingman reviewed the staff report and options presented.

MA-2023-057

It was Moved and Seconded,

that Mayne Island Local Trust Committee request the Bylaw Compliance & Enforcement Manager to prepare a regular report for the Committee to review and prioritize enforcement and enforcement resources.

CARRIED

14. UPCOMING MEETINGS

14.1 Draft 2024 LTC Meeting Schedule

MA-2023-058

It was Moved and Seconded,

that Mayne Island Local Trust Committee adopt the 2024 LTC regular meeting schedule as proposed by staff and that January and February meetings be designated as electronic.

CARRIED

15. TOWN HALL - none

16. CLOSED MEETING

16.1 Motion to Close the Meeting

MA-2023-059

It was Moved and Seconded,

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

AND that the recorder and staff attend the meeting.

CARRIED

16.2 Recall to Order

Chair Elliott recalled the meeting at 3:46 pm.

16.3 Rise and Report

Chair Elliott reported that Dennis Perch had been appointed to the Board of Variance for a term ending March 28, 2025.

17. ADJOURNMENT

By general consent the meeting was adjourned at 3:48 pm.

Tobi Elliott, Chair

Certified Correct:

Pat Todd, Recorder:

Follow Up Action Report

Mayne Island

29-May-2023

Activity	Responsibility	Dates	Status
1 14.3 Siting and Use Permits - letter from LTC Chairs to be sent to the CRD regarding the feasibility of siting and use permits over building permits on the southern gulf islands (David Maude)	Narissa Chadwick	Target: 15-Jun-2023	In Progress

25-Sep-2023

Activity	Responsibility	Dates	Status
1 13.2 Wooddale - Explore changes to zoning in red zone.	Narissa Chadwick	Target: 14-Feb-2022	In Progress
2 10.1 MA-RZ-2023.1 (Blaney) - Request applicant identify options for amenity contribution, archaeological impacts and water management, and engage the community before proceeding with other aspects of the application.	Charly Caproff Narissa Chadwick	Target: 11-Dec-2023	Completed

27-Nov-2023

Activity	Responsibility	Dates	Status
1 6.1 Minutes adopted	Emily Bryant	Target: 01-Dec-2023	Completed
2 10.1 SA_BLS-140/141 - Interests unaffected	Jas Chonk	Target: 01-Dec-2023	Completed

Follow Up Action Report

Mayne Island

27-Nov-2023

Activity	Responsibility	Dates	Status
3 10.2 NP-BL-234 - Interests unaffected	Jas Chonk	Target: 01-Dec-2023	Completed
4 MA-TUP-2023.3 (Haq) - TUP approved as amended. Set up monitoring	Bruce Belcher Jas Chonk	Target: 01-Dec-2023	Completed
5 MA-RZ-2023.1 (Blaney) - Application to return with option based on public consultation	Charly Caproff Narissa Chadwick	Target: 06-Jan-2023	Completed
6 MA-RZ-2023.2 (CRD) - 1) Amend application to consider site specific zoning in resource conservation zone 2) Place in abeyance until ALC approves non-farm use.	Bruce Belcher Narissa Chadwick	Target: 01-Dec-2023	In Progress
7 11.1 Land Use Bylaw Review - Prepare bylaws. Further consideration needed of: permitted livestock (chickens?), definition of seawall, woodsheds in setbacks, add outhouse to accessory building definition, definition for patio on setback, contractor yard permission	Bruce Belcher Narissa Chadwick	Target: 13-Jan-2023	Completed
8 13.1 - BEN Policy Options - LTC request regular reporting form the Bylaw Manager so that LTC can review and prioritize enforcement and enforcement resources.	Warren Dingman	Target: 02-Dec-2023	In Progress



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Elsewhere in BC **1.800.663.7867**

Email: information@islandstrust.bc.ca

Web: www.islandstrust.bc.ca

December 14, 2023

File No.: 11-5770-20-10

Vincent Tong
Chief Executive Officer
BC Housing

Via email: HousingHub@bchousing.org

Dear Vincent Tong:

Re: Letter of Support for BC Housing Funding Applications for Affordable Housing Projects on Mayne, North Pender and Denman Islands

On behalf of Islands Trust Council, I wish to extend our support for three Community Housing Fund applications that are currently with BC Housing for consideration. They are:

- Mayne Island: Salish Grove affordable housing project which proposes to add 10 units
- North Pender: Plum Tree Court <https://www.penderhousing.ca/expansion>
- Denman: Denman Green affordable housing project <https://denmanhousing.ca/denman-green/> which will add 20 units of affordable housing

In the Islands Trust Area, there is a pressing need for accessible and affordable housing options, especially for seniors, families, persons with disabilities, and workforce members who are finding it especially difficult to find suitable housing.

Trust Council recognizes the significant positive impact these projects could have by allowing seniors to age in place, families to have a safe and nurturing environment for their children to grow, persons with disabilities to have suitable housing, and workers to be able to accept employment on the islands because they can find housing. These benefits are critical to the viability of our isolated rural island communities.

Given the very positive impact of these affordable housing projects on all three islands, Islands Trust Council would like to convey its strong support for these projects and urges you to fund all three.

Yours sincerely,

Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca

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

cc.

Denman Island Local Trust Committee

Mayne Island Local Trust Committee

North Pender Island Local Trust Committee

Islands Trust Executive Committee

Islands Trust website



Islands Trust

BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area Bylaw No.: 536 Date: 4 December 2023

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Mischa Gelb, PO Box 674, Hope BC V0X 1L0

PURPOSE OF BYLAW:

A proposal to permit four (4) dwellings and one (1) seasonal cottage on the property.

GENERAL LOCATION:

Sec 50 Musgrave Road, Salt Spring Island

LEGAL DESCRIPTION:

THE NORTH EAST 1/4 OF SECTION 50, SOUTH SALT SPRING ISLAND, COWICHAN DISTRICT

SIZE OF PROPERTY AFFECTED:

63.56 Ha – 157.07 Ac

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Forestry (F)

OTHER INFORMATION:

The applicant is seeking to use the shared residential policy in the OCP (H.2) to allow for four single family dwellings and one seasonal cottage on the subject property. The application satisfies policies in this section and is a reduction in density from what would otherwise be permitted through subdivision, as the site could yield 7 lots. 7 lots would allow for one single family dwelling and one seasonal cottage on each lot (totalling 7 single family dwellings and 7 seasonal cottages in total). The proposed rezoning is a reduction in overall density on the site and would restrict future subdivision through a covenant.

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

(Signature)

Name: Rob Pingle

Title: Legislative Clerk – Deputy Secretary

This referral has been sent to the following agencies:

Federal Agencies

Fisheries & Oceans, Canada - Pacific Region
Indian & Northern Affairs Canada

First Nations

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

Adjacent Local Trust Committees and Municipalities

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

Regional Agencies

CRD – All Referrals & K. Campbell (SSI Senior Manager)
CRD – SSI Parks and Recreation
CRD – SSI Building Inspection
CRD – Environmental Eng. Division
CRD – Parks & Community Services
Vancouver Island Health Authority
Islands Trust – Islands Trust Conservancy
SSI Advisory Planning Commission

Provincial Agencies

Ministry of Environment and Climate Change Strategy
(BC Parks and Conservation Officer Service Division)
Ministry of Forests, Lands, Natural Resource Operations
and Rural Development – Archaeology
Ministry of Forests, Lands, Natural Resource Operations
and Rural Development – Crown Land Authorizations
Ministry of Municipal Affairs
Ministry of Transportation and Infrastructure
BC Assessment Authority
Front Counter BC

Non-Agency Referrals

SSI Fire-Rescue
Salt Spring Island Coast Salish Society

BYLAW REFERRAL FORM
RESPONSE SUMMARY

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

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

536
(Bylaw Number)

(Title)

(Agency)

File No.: MA-LCB-2023.1 (Witteaman)

DATE OF MEETING: January 29, 2024

TO: Mayne Island Local Trust Committee

FROM: Narissa Chadwick, Island Planner
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: Change of Liquor Licence – Lounge Licence
Applicant: Annette Witteaman and Michael Garrett
Location: 490 Fernhill Road, Mayne Island

RECOMMENDATION

1. That the Mayne Island Local Trust Committee request staff hold a public meeting via zoom to collect community input on MA-LCB-2023.1.

REPORT SUMMARY

This report reviews Mayne Island Brewery's application to the Liquor and Cannabis Regulation Branch and the process required to respond to the LCRB's referral request.

BACKGROUND

The Mayne Island Brewing Company was first licensed in December 2016 to produce and sell packaged products in an on site store. It initially operated as a home occupation. A TUP was issued to the brewery in 2020 to support the expansion of their sampling area to the outdoors, Out Door Tasting Room Expansion (TESA), was also endorsed by the Liquor and Cannabis Regulation Branch (LCRB). The TESA evolved to a Picnic Area Endorsement License for the (LCRB) in 2023. During the LTC's LUB review in 2022, the property was rezoned to permit the use. During the public engagement process related to the rezoning, no objections to the use were received by the public. During the course of operation there have been no complaints made. The brewery has been identified as a valued business in the community.

The brewery has now applied to the LCRB for a lounge license which is better suited to the service they would like to provide the community. As they indicate, the lounge license will enable them to "provide light meals to enhance the tasting experience and promote low risk alcohol consumption". Hours will be limited to day time. Tasting flights will be provided as previously. With the lounge license glass sales will also be permitted. They will continue to stay within the existing permitted 46 seat total as identified in zoning.

The following applies to the LCRB's endorsement of a Lounge Area:

- A lounge may include an indoor lounge area, a standalone patio area, or both. A lounge may be located, in whole or in part, in an area designated as a sampling area, an on-site store, and a Special Event Area.
- Manufacturers must provide, at a minimum, a variety of hot or cold snacks and non-alcoholic beverages during all hours of operation for the lounge endorsement area.
- Live or recorded music, radio, television and dancing are permitted in lounge area endorsement, unless it is otherwise restricted by the Branch or unsuitable for minors.

- Manufacturers are responsible for determining the potential for noise and other types of disturbances to nearby residents. It is the responsibility of the manufacturer to have measures in place to ensure nearby residents are not disturbed by the establishment or patrons of the establishment.
- Manufacturers may sell any kind of liquor for on-site consumption in approved lounge area endorsement, provided the cost to purchase liquor from other manufacturers does not exceed 20% of the total value of liquor purchased for the lounge area endorsement in any given quarter.

Prior to issuing a lounge licence the LCRB requires that the local government endorse the application by indicating:

- That there are no issues with zoning
- That the LG is comfortable with the application proceeding
- That the public have been provided the opportunity to provide input on the proposed lounge license

Following the public meeting, staff will bring the referral back to the LTC and request a resolution confirming the above.

The local government is encouraged by the LCDB to follow their own public engagement process policy with respect to community engagement. For Mayne the process will be similar to a DVP process. Notice will be posted, and it will be sent to all neighbours within a 100 metre radius of the property at least 10 days prior to the date of the public open house.

Rationale for Recommendation

- Public engagement is required by the LCRB
- As there have been no issues raised regarding the operation of the brewery in the past, staff see no need for an in person meeting.

ALTERNATIVES

1. The LTC could choose to have an in person public open house. This will add additional cost to the process. Staff encourage an electronic meeting as there have been no concerns or complaints received to date related to brewery operations.

2. The LTC could request that the LCRB facilitate the public engagement. This would be a more time consuming and costly process for the applicant.

NEXT STEPS

If staff recommendations are supported:

- Staff will schedule electronic public meeting
- Staff will bring the referral back to the LTC requesting a resolution indicating that the application does not conflict with zoning, the LTC support the application moving forward and the public have been provided the opportunity to comment on the application.

Submitted By:	Narissa Chadwick, RPP, Island Planner	January 17, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	January 17, 2024

DATE OF MEETING: January 29, 2024

TO: Mayne Island Local Trust Committee

FROM: Charly Caproff, Planner 1
Salt Spring Island Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: Rezoning Application - Oceanwood
Applicant: Robert Blaney
Location: 630 Dinner Bay Mayne Island

RECOMMENDATION

1. That the Mayne Island Local Trust Committee direct staff to proceed with processing application MA-RZ-2023.1 (Blaney).
2. That the Mayne Island Local Trust Committee require that the applicant prepare and provide to staff:
 - Groundwater assessment report;
 - Archaeological assessment;
 - Water management and treatment report;
 - Septic tank capacity and field assessment;
 - Environmental and sensitive ecosystem report; and
 - Renderings, building, elevation, and site plans
3. That the Mayne Island Local Trust Committee direct staff to prepare a draft bylaw to amend Land Use Bylaw No. 146, 2008 to rezone LOT 22, SECTIONS 5 AND 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 29750.
4. That the applicant work with the Mayne Island Local Trust Committee on First Nations engagement.
5. That the Mayne Island Local Trust Committee request the Senior Freshwater Specialist to provide comments on the subject property's groundwater recharge and vulnerability for the proposed uses.

REPORT SUMMARY

The purpose of this report is to summarize information received from the applicant, addressing the resolution made by the Mayne Island Local Trust Committee (LTC) on September 25, 2023.

The application would amend the Mayne Island Land Use Bylaw No. 146, 2008 by rezoning the existing site-specific zone, Country Guest House Commercial (a) – C5(a) to support twenty (20) detached tourist accommodation units with a total floor area of 1068m² (8999ft²), four (4) accessory buildings, and a 916 m² (9860 ft²) staff accommodations building.

The application is generally supported as the applicant has taken measures to address LTC's concerns by hosting a community information meeting on Mayne Island, requesting archaeological information for the property via the BC Archaeology Branch and proposing amenity contributions.

BACKGROUND

The application was first presented to the LTC on September 25, 2023. At that time, staff recommended proceeding no further with the application as staff advised that the application as proposed would be inconsistent with Subsection 2.4.2.6 of the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP). The staff report is available here: <https://islandstrust.bc.ca/document/mayne-ltc-regular-meeting-agenda-18/>

The LTC made the following resolution at the September 25 meeting:

MA-2023-047

It was Moved and Seconded,

that Mayne Island Local Trust Committee request that prior to proceeding further, the applicant consult with surrounding neighbours, host a Community Information Meeting, provide their feedback to the Local Trust Committee for consideration, identify additional options for amenity contribution and water management, and explore archaeological potential.

CARRIED

Staff provided an application update to LTC at the meeting held on November 27th, 2023. The staff report is available here: <https://islandstrust.bc.ca/document/mayne-ltc-rm-agenda/>

MA-RZ-2023.1 (Blaney) Update

Information Requested	Status
Consultation with surrounding neighbours	TBD Staff comments: Response data from the community meeting is aggregated and staff were not provided with survey participant addresses. Staff have requested that the applicant provide feedback received from neighbours within a 100 m radius, if applicable.
Host a Community Information Meeting	Completed Staff comments: A community meeting was held on November 24, 2023 at the Mayne Island Community Centre. Summary feedback provided by the applicant is detailed below.
Identify options for amenity contribution and water management	Partially Completed Staff comments: At the November 24 community meeting the applicant proposed amenity contributions for public feedback. Compliance with the OCP is analyzed below. Desalination and measures for reduced water usage were proposed at the meeting. Alternatives to desalination have not been provided.
Explore archaeological potential	Completed

	Staff comments: Applicant obtained archaeological inventory information from the BC Archaeology Branch.
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ANALYSIS

Surrounding Neighbour Consultation

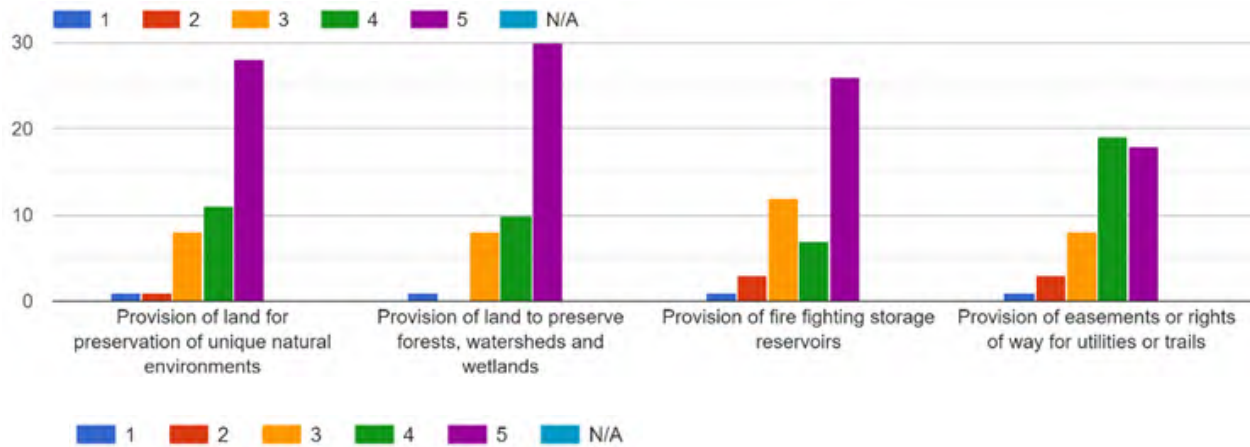
Feedback was received via a developer-led community meeting in November 2023 and a private Facebook group, Mayne Island Info. Both the Facebook and in-person neighbourhood feedback surveys required respondents to provide their name and address (Attachment 1). Staff spoke with the consultant on January 15, 2024, who stated that the feedback was aggregated and addresses would not be released to staff due to privacy concerns. Staff have requested that the consultant provide aggregate feedback for survey respondents within a 100 m radius of the subject property to confirm that this LTC request has been addressed. Staff will update the LTC at the meeting.

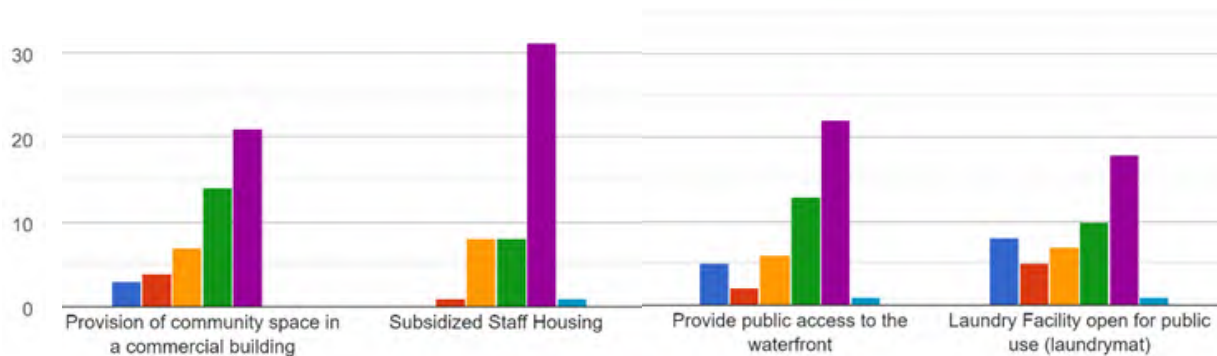
Community Information Meeting:

On January 12th, 2024 the consultant provided staff with an update on the meeting held on November 24th, 2023. This summary is provided as Attachment 2. A total of 72 community members attended. Advertising for the event was via the November 2023 issue of the Mayneliner Magazine. The advertisement can be found as Attachment 3. According to the applicant attendees received a presentation on the concept boards, Islands Trust application process, First Nations involvement, potential strategies for water and the project’s design intent and function. According to the consultant, 44 people indicated that they wanted to provide feedback on the presentation, information on desired community amenities, and general project feedback. According to the applicant, due to clerical errors and/or miscommunication, only 17 people who attended the event provided survey feedback. To obtain additional feedback, the consultant then posted the survey on a private Facebook group for Mayne Island residents, Mayne Island Info. According to the applicant, the Facebook group received the presentation board information and the “boards were revised accordingly based on changes/comments” received from the in-person event. The presentation board from the in-person event can be found as Attachment 4.

The consultant compiled the in-person event and Facebook survey responses, resulting in a total of 66 responses. Respondents were asked a series of questions, ranking their satisfaction from 1 – Very Dissatisfied to 5 – Very Satisfied. Below is a summary of relevant feedback from the combined surveys, provided by the consultant. The full summary can be found as Attachment 2.

Responds were asked to rank the community amenities they felt would be most helpful to the community (continued on the next page):





Bar graphs from applicant survey (Attachment 2)

Staff note that a ranking system from highest community need to lowest community need may have provided greater insight on respondent's top priorities for an amenity contribution. However, it is clear that affordable housing and dedication of land for environmental and unique ecosystem protection were prioritized. If the LTC approves first reading of the application, a public hearing would be required prior to second and third reading, providing additional opportunity for public input.

According to the applicant the following are key considerations for the project based on community feedback:

- A majority of responses were positive and supportive of the project as presented;
- More information should be provided regarding the proposed market for the tourist accommodation units;
- Details should be provided on the proposed construction methods and if eco-friendly alternatives have been considered;
- Support for re-opening the restaurant and for providing a community space, in particular for employment opportunities and community use;
- Recommendation that development should be accessible to all ages and abilities; and
- Strong opposition to the proposed desalination system and for the applicant to provide information on the proposed water system

Identify Options for Amenity Contribution and Water Management

Several community amenities were listed in the presentation board (Attachment 3, pg. 1). Staff comments are as follows:

Community Amenity	OCP Amenity Zoning Guidelines, S. 2.10.2
-------------------	--

Subsidized housing (i.e. staff accommodation)	2.10.2 xi) - the provision of affordable and special needs housing Staff comments: If the LTC determines that subsidized employee housing is an adequate community amenity, then the LTC should consider appropriate mechanisms to ensure affordability. From staff's understanding, based on feedback received at the in-person meeting, there was interest in family members of staff also residing on the property.
New restaurant	N/A Staff comments: Staff do not consider this an amenity contribution as per Section 2.10.2 of the OCP. A restaurant is an allowable use in the C5(a) zone.
New publicly accessible laundry facility	Potentially 2.10.2 xii) the provision of any other amenity which is similar in nature to the foregoing and/or is consistent with the objectives and policies of the OCP. Staff comments: If this is proposed as a community amenity, staff recommend to reduce water consumption that the facility is operated on rainwater capture and storage. An example of this is the Coho Housing Development on Denman Island.
New event space/community amenity facility	2.10.2 x) the provision of community space in a commercial building. Staff comments: The applicant stated this is a community need as they were challenged to find an adequate space to hold the information meeting. The space is proposed to be available for event bookings and community activities.
Additional accommodation opportunities	N/A Staff comments: Staff do not consider the tourist accommodation units as a community amenity as per Section 2.10.2 of the OCP.
Public access to the waterfront, forest, and potential garden spaces	N/A Staff comments: This is unlikely to be considered a community amenity, unless land is dedicated: 2.10.2 The following community amenities represent a list of potential community amenities which may be acceptable for consideration under this section: iii) the provision of land for community park or public open space
Cutting edge water treatment facility	N/A

	Staff comments: This is unlikely to be considered a community amenity, unless potable water was provided to other lots or for fire fighting storage reservoirs: 2.10.2 The following community amenities represent a list of potential community amenities which may be acceptable for consideration under this section: v) the provision of community wells for domestic water supply vi) the provision of fire fighting storage reservoirs
--	---

Explore Archaeological Potential

The applicant has supplied to staff an archaeological inventory search from the BC Archaeology Branch. There are no known archaeological sites on the property but there are areas of high archaeological potential. If archaeological materials are exposed and/or impacted during development, the BC Archaeology Branch requires a Provincial heritage permit and strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities.

Issues and Opportunities

The project provides an opportunity to revitalize the former Oceanwood Inn and reopen the property to local residents through use of a proposed community space, as well as on-site employee housing. Water conservation is a community concern with the proposed increase in density and change in building form. Staff have recommended that the applicant provide reports from qualified professionals and have the Senior Freshwater Specialist provide comment on the project as proposed.

Rationale for Recommendation

The recommendations on page one of the staff report are supported as the applicant has provided additional information that generally complies with the LTC resolution made on September 25th, 2023.

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. Proceed no further

The LTC may recommend that the application proceed no further. Staff advise that the applicant would not be able to re-apply for one year if selecting this alternative as per the Mayne Island Development Procedure Bylaw No. 83, 1992. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee proceed no further with application MA-RZ-2023.1 (Blaney).

NEXT STEPS

If the LTC gives direction to proceed, then the next steps would be for staff to provide a terms of reference letter outlining the requirements for the reports to the applicant, work with the applicant to receive additional details of the amenities proposed, prepare a draft bylaw if provided direction from the LTC to do so, and report back to LTC when the reports are received.

Submitted By:	Charly Caproff, Planner 1	January 17, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	January 17, 2024

ATTACHMENTS

1. In-person and Facebook survey templates, provided by the applicant
2. Applicant summary for staff on community engagement
3. Mayneliner Magazine Ad
4. November 24, 2023 community meeting presentation board

Neighbourhood Feedback Survey

Thank you for attending our informal neighbourhood consultation. We hope it was informative and provided an outlet for your input onto the project.

We've prepared a quick survey to help determine which routes to take for this project that will have the support of the neighbourhood based on your input/conversations at the event. Please fill out this quick survey and let us know your thoughts and we can provide this information as part of our application moving forward in the process. Here is a link to the boards provided in the presentation for your [review](#).

* Indicates required question

1. Email *

2. How satisfied were you with the event? *

Mark only one oval.

1 2 3 4 5
 Not ☐ ☐ ☐ ☐ ☐ Very much

3. How informative was the event? *

Mark only one oval.

1 2 3 4 5
 Not ☐ ☐ ☐ ☐ ☐ Very much

4. Was there anything not addressed that you'd wish to have been discussed?

5. How satisfied were you with the information provided by the: *

1 = Very dissatisfied 5 = Very satisfied

Mark only one oval per row.

	1	2	3	4	5	N/A
Community Contributions Board (highlighting what is proposed)	☐	☐	☐	☐	☐	☐
Existing & Proposed Site Board	☐	☐	☐	☐	☐	☐
Design Concept Floorplans & Renders Board	☐	☐	☐	☐	☐	☐
Process & Timeline Board	☐	☐	☐	☐	☐	☐
Potential Water Strategies & Amenities Board	☐	☐	☐	☐	☐	☐
Approach & Amenity Contribution Board	☐	☐	☐	☐	☐	☐
Proposed Summary Board	☐	☐	☐	☐	☐	☐
Owner's Presentation	☐	☐	☐	☐	☐	☐
Designer's Presentation	☐	☐	☐	☐	☐	☐
Q & A Portion	☐	☐	☐	☐	☐	☐
This Survey	☐	☐	☐	☐	☐	☐

6. Which amenities would you believe is the most helpful to the community? *

1 = Least desirable 5 = Very desirable

Mark only one oval per row.

	1	2	3	4	5	N/A
Provision of land for preservation of unique natural environments	☐	☐	☐	☐	☐	☐
Provision of land to preserve forests, watersheds and wetlands	☐	☐	☐	☐	☐	☐
Provision of fire fighting storage reservoirs	☐	☐	☐	☐	☐	☐
Provision of easements or rights of way for utilities or trails	☐	☐	☐	☐	☐	☐
Provision of community space in a commercial building	☐	☐	☐	☐	☐	☐
Subsidized Staff Housing	☐	☐	☐	☐	☐	☐
Provide public access to the waterfront	☐	☐	☐	☐	☐	☐
Laundry Facility open for public use (laundrymat)	☐	☐	☐	☐	☐	☐

7. Any overall feedback for the event?

8. Name & Address *

9. Would you like to remain anonymous (we will only provide your answers as part of our application) *

Mark only one oval.

☐ Yes

☐ No

This content is neither created nor endorsed by Google.

Google Forms

Neighbourhood Feedback Survey

Thank you for your interest in our neighbourhood consultation. Although you have not attended we have prepared the information boards from the meeting here for your [review](#).

We've prepared a quick survey to help determine which routes to take for this project that will have the support of the neighbourhood based on the input/conversations had at the event. Please fill this quick survey and let us know your thoughts and we can provide this information as part out of our application moving forward in the process.

* Indicates required question

1. Email *

2. How satisfied were you with the event? *

Mark only one oval.

1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Very much

3. How informative was the event? *

Mark only one oval.

1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Very much

4. Was there anything not addressed that you'd wish to have been discussed?

5. How satisfied were you with the information provided by the: *

1 = Very dissatisfied 5 = Very satisfied

Mark only one oval per row.

	1	2	3	4	5	N/A
Community Contributions Board (highlighting what is proposed)	☐	☐	☐	☐	☐	☐
Existing & Proposed Site Board	☐	☐	☐	☐	☐	☐
Design Concept Floorplans & Renders Board	☐	☐	☐	☐	☐	☐
Process & Timeline Board	☐	☐	☐	☐	☐	☐
Potential Water Strategies & Amenities Board	☐	☐	☐	☐	☐	☐
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Proposed Summary Board	☐	☐	☐	☐	☐	☐
Owner's Presentation	☐	☐	☐	☐	☐	☐
Designer's Presentation	☐	☐	☐	☐	☐	☐
Q & A Portion	☐	☐	☐	☐	☐	☐
This Survey	☐	☐	☐	☐	☐	☐

6. Which amenities would you believe is the most helpful to the community? *

1 = Least desirable 5 = Very desirable

Mark only one oval per row.

	1	2	3	4	5	N/A
Provision of land for preservation of unique natural environments	☐	☐	☐	☐	☐	☐
Provision of land to preserve forests, watersheds and wetlands	☐	☐	☐	☐	☐	☐
Provision of fire fighting storage reservoirs	☐	☐	☐	☐	☐	☐
Provision of easements or rights of way for utilities or trails	☐	☐	☐	☐	☐	☐
Provision of community space in a commercial building	☐	☐	☐	☐	☐	☐
Subsidized Staff Housing	☐	☐	☐	☐	☐	☐
Provide public access to the waterfront	☐	☐	☐	☐	☐	☐
Laundry Facility open for public use (laundromat)	☐	☐	☐	☐	☐	☐

7. Any overall feedback for the event?

8. Name & Address *

9. Would you like to remain anonymous (we will only provide your answers as part of our application) *

Mark only one oval.

☐ Yes

☐ No

This content is neither created nor endorsed by Google.

Google Forms

Hi Charly,

Please see below for a summary of the events so far, the meeting itself and the results of the survey we sent out:

An ad was placed in the Mayneliner for the November 2023 issue for the informal meeting that was held on November 24th, 2023 at the Mayne Island Community Centre.

The format of the informal meeting was informative boards placed around the centre with time to review and chat with the owners and design team, a short presentation from both the owners and the design team with an open Q&A after the meeting.

The owners addressed most of the concerns raised by the public either privately or publicly throughout the process as much of the project has been mired with false information and rumours. Owners went over the current condition of both the site and the Oceanwood building, what they are planning to do v.s. what has been heard (there will not be timeshares). Potential staffing opportunities, community contributions and a strong sense of community and ecological preservation.

RBD team went over the board information, specifically the process so far with the Trust, First Nations involvement, potential strategies for water and the design intent of the project and its function.

In addition to owners and our team, David Maude from the Trust committee joined as well as 72 community members. I took attendance of all those who were willing to participate with varying levels of compliance, 58 people were ok providing information to me with 14 people opting not to participate. Of those 58, 44 wanted to participate in the survey with the rest choosing not to participate. Of those 44, only 17 provided feedback via the survey. This may have been due to miscommunication of their email address as we received a few bounce backs when it was sent out. To further help us gauge the community response as well as catch a few of those who did attend but may have been missed due to the email issue, the local facebook group was also contacted. Both surveys provided links to the boards used as well to provide context and general information from the meeting. We received 49 responses from the FB group and I've compiled the answers below of all 66 participants.

How satisfied were you with the event? (1 [Very dissatisfied] to 5 [Very satisfied])

53% - 5 Very satisfied
 26% - 4 Satisfied
 21% - 3 Indifferent
 0% - 2 Dissatisfied
 0% - 1 Very dissatisfied

How informative was the event? (1 [Very uninformative] to 5 [Very informative])

56% - 5 Very informative
 27% - 4 Informative
 17% - 3 Indifferent

- 0% - 2 Uninformative
- 0% - 1 Very uninformative

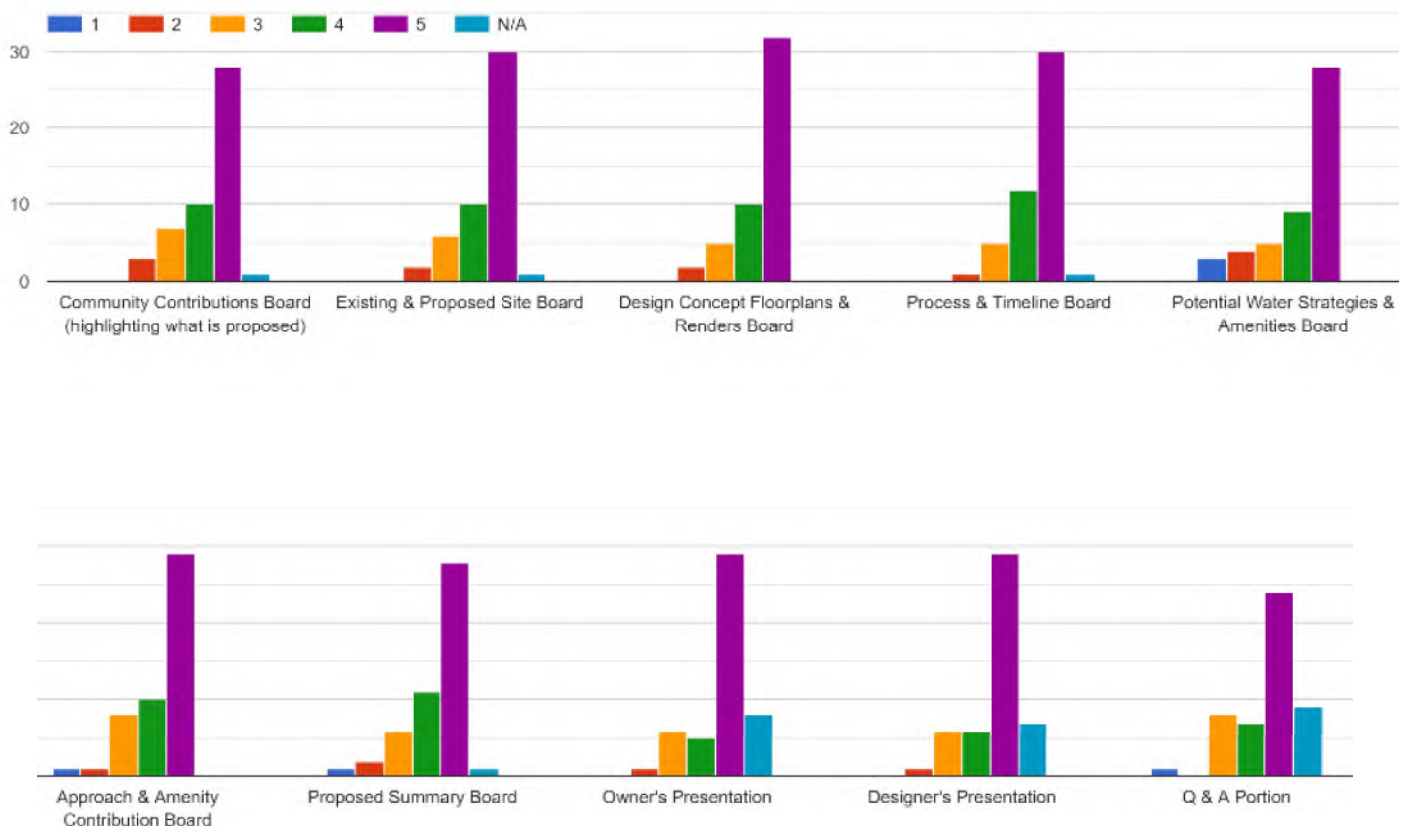
Was there anything not addressed that you'd wish to have been discussed?

An overwhelming amount of the responses were positive and generally leaned towards approval/support for the project as presented. Please see below for comments that stood out for us to consider for future iterations:

- Request to hear more about the proposed market/tourists this project is targeted towards
- Support for restaurant & community facilities; specifically to boost potential job opportunities as well as for use of community
- Request for info on construction methods to be used and if eco-friendly alternatives have been considered
- Suggestions to keep in mind potential accessibility issues for those differently abled
- A large request/explanation on water management information; specifically suggested to show current vs proposed and how to mitigate the differences

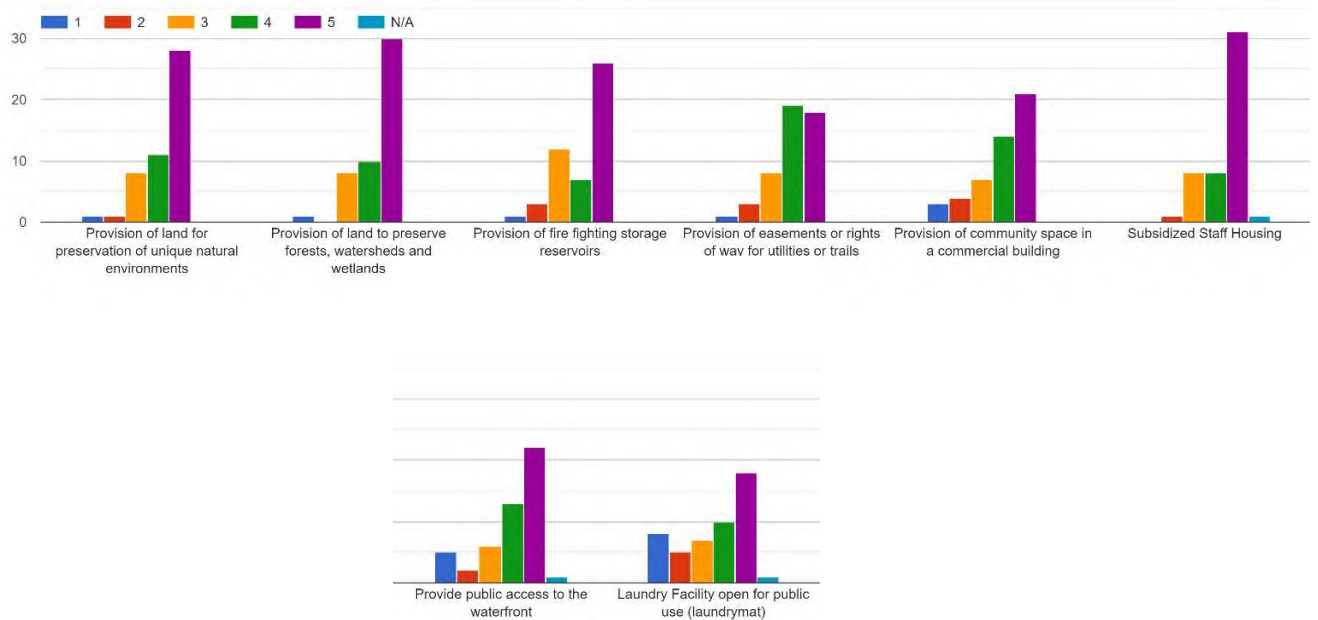
How Satisfied were you with the information provided on the boards:

How satisfied were you with the information provided by the:



Which amenities would you believe is the most helpful to the community:

Which amenities would you believe is the most helpful to the community?



Any overall feedback?

Overall feedback from the community has been overwhelmingly positive with great suggestions on what to provide to help quell the respondents' concerns/to be proactive for future concerns of those who did not participate. Please see below for standout comments/summary of the feedback:

Overall 43 respondents to this question

- 36 positive; with varying responses asking for a quick process through the trust to get it started
- 1 negative; specifically citing concerns regarding ecological preservation via keeping the existing building
- 6 provided feedback/concerns regarding specifics of projects; largely concerned about water, archeological and first nation communications/approval and/or the proposed size or use of this project
- Plenty of suggestions to provide further information/review of services (specifically water) and potential impacts to nature/environment of both the construction effort and operations of the project as currently proposed
- A few suggestions to stay away from subsidised housing and desalination due to previous issues with public input/Trust on these issues
- Several offers of support in either helping provide potential ways to help with water/eco friendly options on allowing this to progress (in support via showing their setup/strategies)
- Interesting suggestions that will be considered by our team moving forward:
 - provide eco-friendly information and guidelines for any possible tourists that would be serviced by the project
 - provide laundry facility but off of this project's land, tied to the project as part of the proposal but off site and more central for ease of use of the community

Would you like to stay anonymous?

57% -No
43% -Yes

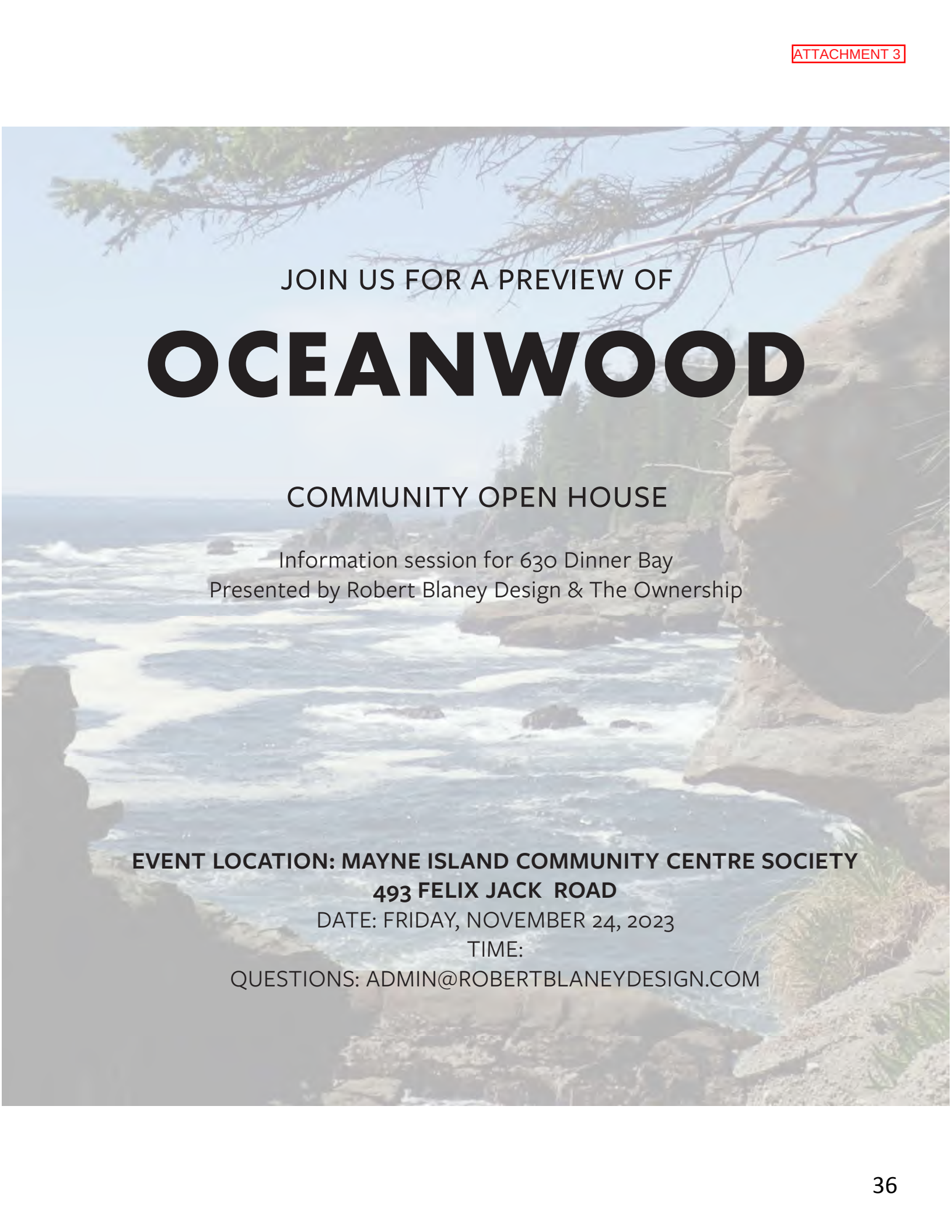
Information below is in regards to questions via email from Charly Caproff:

Community contributions

In addition to what was provided previously in the last set to the planners, strong support was found in provisions for public access to designated public spaces on the site such as waterfront, forestry & potential garden spaces. Public laundry facilities that can be used by the community. Subsidised housing for staff. Community/event spaces for public access. Restaurants as tourist attractions/potential employment opportunities.

Potable water

Strong interest from the public was raised in regards to concerns of how water can be provided to the project. There were also recommendations against the use of desalination and in respect to the public's concerns, professionals will be retained to provide recommendations and reports to address the concerns of the public, the trust and the water board prior to public hearing per the email. We will heed the public's feedback and stay away from desalination and base further strategies on professionals' input.



JOIN US FOR A PREVIEW OF

OCEANWOOD

COMMUNITY OPEN HOUSE

Information session for 630 Dinner Bay
Presented by Robert Blaney Design & The Ownership

EVENT LOCATION: MAYNE ISLAND COMMUNITY CENTRE SOCIETY
493 FELIX JACK ROAD

DATE: FRIDAY, NOVEMBER 24, 2023

TIME:

QUESTIONS: ADMIN@ROBERTBLANEYDESIGN.COM

COMMUNITY CONTRIBUTIONS:

- ✓ SUBSIDIZED HOUSING
FOR STAFF
- ✓ NEW RESTAURANT
FACILITY
- ✓ NEW PUBLIC ACCESSIBLE
LAUNDRY FACILITY
- ✓ NEW EVENT SPACE
- ✓ ADDITIONAL
ACCOMMODATION
OPPORTUNITIES
- ✓ CUTTING EDGE WATER
TREATMENT
TECHNOLOGY
- ✓ EMPLOYMENT
OPPORTUNITIES
- ✓ COMMUNITY AMENITY
FACILITIES

EXISTING & PROPOSED SITE

EXISTING SITE



PROPOSED SITE



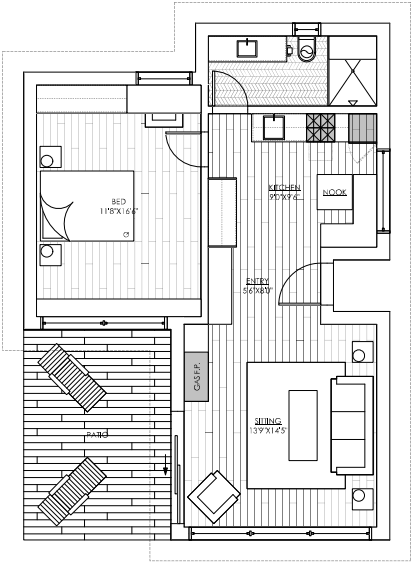
DESIGN CONCEPT FLOOR PLANS & RENDERS



RENDER



RENDER



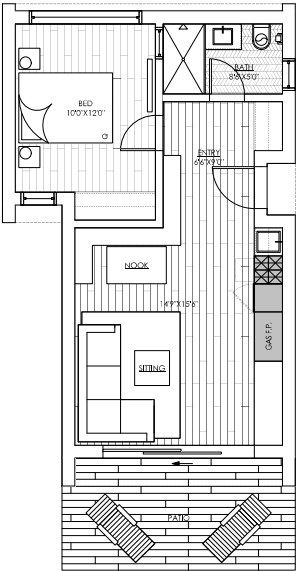
MODERN TRADITIONAL FLOORPLAN



RENDER



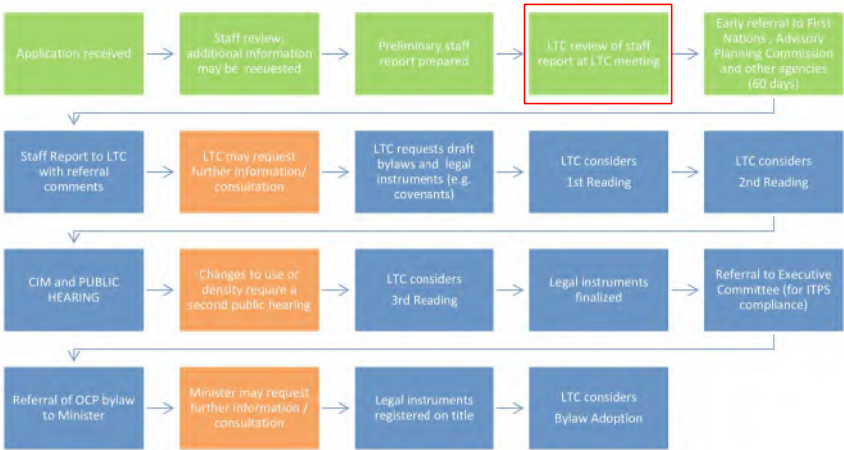
RENDER



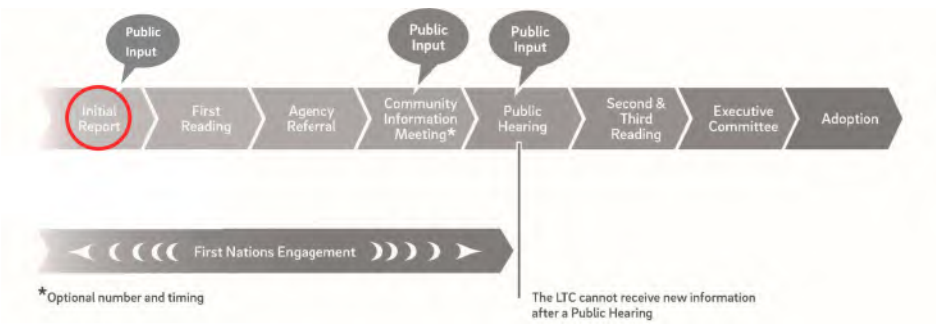
SCANDINAVIAN FLOORPLAN

PROCESS & TIMELINE

RZ PROCESS



TIMELINE



REZONING APPLICATION
SEPTEMBER 8, 2023



**MAYNE ISLAND LOCAL TRUST COMMITTEE
REGULAR MEETING AGENDA**
SEPTEMBER 25, 2023



COMMUNITY INFORMATION MEETING OPEN HOUSE
NOVEMBER 24, 2023



**REVIEW & PROCESS INFORMATION FROM OPEN HOUSE
CONSULT PROFESSIONALS TO CONCERNS BROUGHT UP BY LTC/PUBLIC
ENGAGE FIRST NATIONS**



PROCEED WITH APPLICATION

POTENTIAL WATER STRATEGIES & AMENITES

WATER

EXISTING:

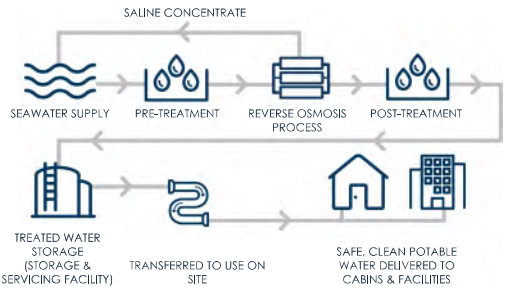
12 BEDROOMS W/ 12 ENSUITES
(3 PIECE W/ DEEPSOAKER TUBS)
RESTAURANT
OUTDOOR HOTTUB & SAUNA
EXISTING WELL

PROPOSED:

20 CABINS W/ 20 BATHS
(LOWFLOW SINKS, TOILETS & SHOWERS)
RESTAURANT
STAFF HOUSING
LAUNDRY FACILITIES
COMMUNAL FACILITY
DESALINATION FACILITIES
WATER CATCHMENT SYSTEMS
DISCUSS WITH VPID

DESALINATION:

WATER IS A VITAL NECESSITY FOR HUMAN BEINGS AND THE NATURAL WORLD. CONTRARY TO THE SALTWATER PRESENT ON PLANET EARTH, THE FRESHWATER AVAILABLE TO HUMANS IS EXTREMELY LIMITED, SO IT IS ESSENTIAL TO FIND SOLUTIONS TO INCREASE THE AMOUNT OF WATER SUITABLE FOR DIRECT HUMAN CONSUMPTION OR TO BE USED IN AGRICULTURAL OR INDUSTRIAL ACTIVITIES, AND ULTIMATELY TO MEET THE WORLD'S DEMAND FOR FRESHWATER. DESALINATION IS CONSIDERED A RELIABLE AND FEASIBLE OPTION FOR MEETING THE GROWING DEMAND FOR WATER. IT IS A PROCESS OF SEPARATING THE DISSOLVED SALTS FROM AN AQUEOUS SOLUTION (FROM BRACKISH WATER UP TO BRINE) TO OBTAIN FRESHWATER. CURRENTLY, DESALINATION IS PRACTICED IN 150 COUNTRIES AROUND THE WORLD AND >300,000,000 PEOPLE DEPEND ON DESALINATED WATER FOR THEIR DAILY NEEDS (IDA AND GWI DESALDATA, 2019).



TYPICAL DESALINATION PROCESS



REVERSE OSMOSIS MACHINE

POTENTIAL STRATEGIES

HIGH EFFICIENT TOILETS



WATER SAVING FAUCETS



CERTIFIED APPLIANCES (ENERGY STAR)



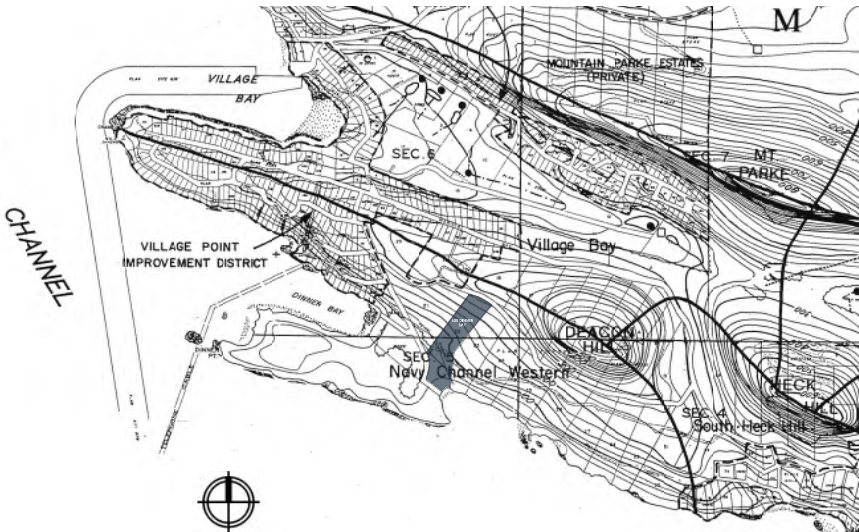
PRESSURE REDUCING VALVES



PERFORMANCE SHOWER HEADS



HOT WATER RECIRCULATION PUMP



MAYNE ISLAND WATER RESOURCES MAP

APPROACH & AMENITY CONTRIBUTION

PLANNING

CONSULT THE PUBLIC:

ATTENDEES OF TODAY'S MEETING
PARTICIPANTS IN SURVEY
ATTENDEES OF PUBLIC HEARING/INPUT

LISTEN TO GOVERNING BODIES:

MAYNE ISLAND LOCAL TRUST COMMITTEE
VILLAGE POINT IMPROVEMENT DISTRICT
CAPITAL REGIONAL DISTRICT

ENGAGE THESE PROFESSIONALS:

CIVIL ENGINEER	WATER MANAGEMENT
	WASTE SERVICES
	ENVIRONMENTAL &
	ECOSYSTEM
ARBORIST	TREE MANAGEMENT
ARCHEOLOGIST	ARCHEOLOGY
	OVERSIGHT

OPEN COMMUNICATIONS WITH FIRST NATIONS:

SEMAHMOO FIRST NATION
TSAWOUT FIRST NATION
TSAWWASSEN FIRST NATION
TSEYCUH FIRST NATION
TSARTLIP FIRST NATION
PAUQUACHIN FIRST NATION
HALALT FIRST NATION
LYACKSON FIRST NATION
TS'UUBAA-ASATX FIRST NATION
PENELAKUT TRIBE
COWICHAN TRIBES
STZ'UMINUS FIRST NATION

DEMOLITION

FIRST NATIONS & ARCHEOLOGICAL OVERSIGHT:

OPEN COMMUNICATIONS W/ FIRST NATIONS THROUGHOUT PROCESS
B.C. GOVERNMENT ARCHEOLOGY DEPARTMENT ENGAGED
ARCHEOLOGIST ENGAGED FOR OVERSIGHT

DONATION OF EXISTING PROPERTY ESTATE SALE:

MAYNE ISLAND ASSISTED LIVING SOCIETY

CONSTRUCTION

USE OF LOCAL CONTRACTORS:

BIG DECKS CONTRACTING

FIRST NATIONS/ARCHEOLOGY:

OPEN COMMUNICATIONS W/ FIRST NATIONS THROUGHOUT PROCESS
ARCHEOLOGIST ENGAGED FOR OVERSIGHT AS NEEDED

OPERATION

EMPLOYMENT:

OPPORTUNITIES IN ACCOMMODATIONS
OPPORTUNITIES IN NEW RESTAURANT
FOR COMMUNITY AMENITY FACILITIES

OPPORTUNITIES:

SUBSIDIZED HOUSING FOR STAFF
NEW RESTAURANT FACILITY
NEW PUBLIC ACCESSIBLE LAUNDRY FACILITY
NEW EVENT SPACE
WATER TREATMENT SURPLUS

ISLANDS TRUST APPROVED AMENITIES

POTENTIAL AMENITY CONTRIBUTIONS (2.10.2. OF OCP)

i) THE PROVISION OF LAND FOR PRESERVATION OF UNIQUE NATURAL ENVIRONMENTS AND SENSITIVE AREAS,
ii) THE PROVISION OF LAND TO PRESERVE FORESTS, WATERSHEDS AND WETLANDS,
iii) THE PROVISION OF LAND FOR COMMUNITY PARK OR PUBLIC OPEN SPACE,
iv) THE PROVISION OF LAND FOR SEWAGE TREATMENT FACILITIES OR COMMUNITY WATER SYSTEMS,
v) THE PROVISION OF COMMUNITY WELLS FOR DOMESTIC WATER SUPPLY,
vi) THE PROVISION OF FIRE FIGHTING STORAGE RESERVOIRS,
vii) THE PROVISION OF EASEMENTS OR RIGHTS OF WAY FOR UTILITIES OR TRAILS,
viii) THE PROVISION OF COMMUNITY BUILDINGS,
ix) THE PROVISION OF LAND FOR COMMUNITY BUILDINGS OR STRUCTURES,
x) THE PROVISION OF COMMUNITY SPACE IN A COMMERCIAL BUILDING,
xi) THE PROVISION OF AFFORDABLE AND SPECIAL NEEDS HOUSING, AND
xii) THE PROVISION OF ANY OTHER AMENITY WHICH IS SIMILAR IN NATURE TO THE FOREGOING AND/OR IS CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE OCP.

CRITERIA OF AMENITY CONTRIBUTIONS (OCP 2.10.3.)

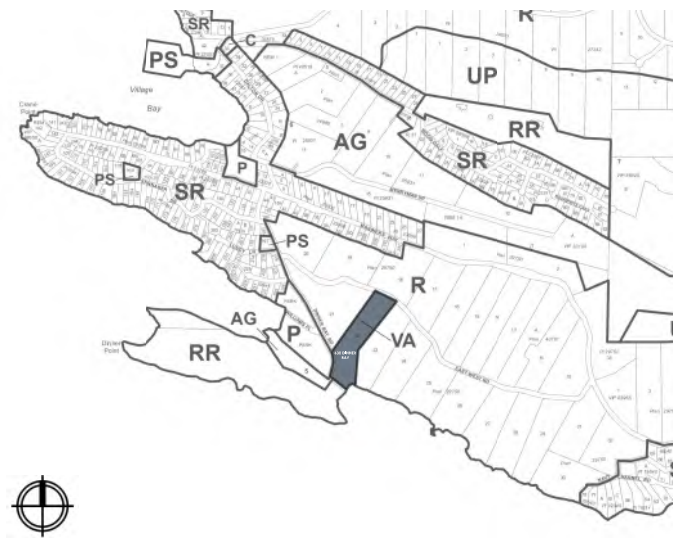
A) WHERE THE PROPOSAL INVOLVES THE DONATION OF LAND, THE NUMBER OF ADDITIONAL DWELLINGS OR LOTS PERMITTED SHOULD NOT EXCEED:
I) THE EQUIVALENT OF THE AREA BEING DONATED DIVIDED BY THE AVERAGE LOT AREA, OR WHERE THE ZONE HAS NO AVERAGE LOT AREA, THE MINIMUM LOT AREA. ANY FRACTIONAL AMOUNT WHICH IS EQUAL TO OR GREATER THAN HALF THE MINIMUM OR AVERAGE LOT AREA SHOULD BE CONSIDERED AS A FULL DENSITY UNIT; OR
II) ONE DWELLING OR LOT WHERE THE AREA BEING DONATED IS LESS THAN ONE HALF OF THE AVERAGE LOT AREA, OR WHERE THE ZONE HAS NO AVERAGE LOT AREA, LESS THAN ONE HALF THE MINIMUM LOT AREA.
B) ADDITIONAL DENSITY SHOULD TAKE THE FORM OF RESIDENTIAL LOTS OR DWELLINGS;
C) DEVELOPMENT SHOULD:
I) BE SITED AWAY FROM SENSITIVE ECOSYSTEMS,
II) MINIMIZE VISUAL IMPACTS,
III) MITIGATE POTENTIAL NATURAL HAZARDS,
IV) IMPLEMENT SUSTAINABLE DEVELOPMENT PRACTICES; AND
V) NOT ADVERSELY IMPACT ADJACENT PROPERTIES.
D) WHERE APPROPRIATE, SUCH AN APPLICATION MAY BE CONSIDERED IN CONJUNCTION WITH AN APPLICATION TO TRANSFER DENSITY UNDER THE PROVISIONS OF SECTION 2.11.
E) AS IT IS INTENDED THAT APPLICATIONS SHOULD BE FOR RELATIVELY MODEST INCREASES IN DENSITY, THE LOCAL TRUST COMMITTEE SHOULD NOT CONSIDER APPLICATIONS IN WHICH MORE THAN 10 ADDITIONAL DWELLING UNITS ARE PROPOSED IN EXCHANGE FOR A COMMUNITY AMENITY.



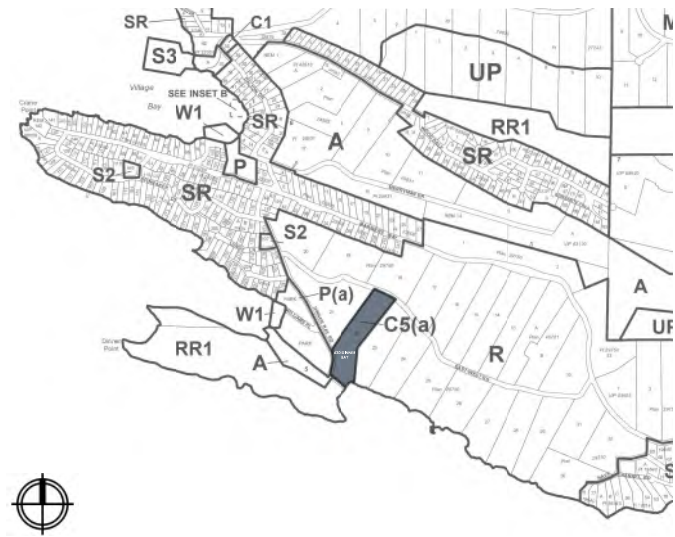
PROPOSED USES, SITE AREA, SETBACKS & PARKING SUMMARY

OVERVIEW

CIVIC ADDRESS:	630 DINNER BAY ROAD, MAYNE ISLAND, B.C., V0N 2J2
LEGAL DESCRIPTION:	LOT 22 SECTION 5 & 6 MAYNE ISLAND COWICHAN DISTRICT PLAN 29750
PID:	000-085-928
ZONING:	C5(A)
SITE AREA:	41,420.69 SM
PROPOSED USE:	COUNTRY GUEST HOUSE COMMERCIAL; VISITORS ACCOMMODATION
SETBACKS:	
FRONT	8.0 M
REAR	8.0 M
NW (SIDE)	3.0 M
SE (SIDE)	3.0 M
SEA SETBACK	7.5 M
BUILDING HEIGHT:	
TOURIST ACCOMMODATIONS	9.0 M
ACCESSORY	5.0 M
BYLAW	9.0 M
DENSITY:	
PROPOSAL	
TOURIST ACCOMMODATIONS	20*
ACCESSORY	5
BYLAW	
TOURIST ACCOMMODATIONS	12
ACCESSORY	4
*PROPOSAL IS TO DISPERSE THE TOURIST ACCOMMODATIONS INTO SEPARATE BUILDINGS	
LOT COVERAGE:	
PROPOSED	3123.59 SM/ 7.54%
BYLAW	4142.07 SM/ 10.00%
AREA:	
TOURIST ACCOMMODATIONS	1068.39 SM
ACCESSORY	916.02 SM



MAYNE ISLAND OCP MAP



MAYNE ISLAND LAND USE BYLAW MAP

DATE OF MEETING: January 29, 2024
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: LUB Review

RECOMMENDATION

1. That the Mayne Island Local Trust Committee remove shipping containers, outhouses, and seawalls from the project.
2. That the Mayne Island Local Trust Committee endorse staff recommendations related to limiting the size of patios in the setback from the sea.
3. That the Mayne Island Local Trust Committee refer the topic of contractor yards to the Advisory Planning Commission and request the APC provide recommendation by February 22.

REPORT SUMMARY

This report summarizes the amendments to the LUB that the LTC has provided direction on, identifies items staff recommend be removed and identifies topics in need of further direction (contractor yards and patios).

BACKGROUND

The LUB minor amendments project is projected to receive first reading by the spring of 2024. At their May, June and July 2023 meetings, the LTC identified and discussed topics to include in the project. The project charter was adopted at the July 2023 meeting and the list of options to address was amended at that time. The list of options was discussed further at the September 25, 2023 meeting and the November 27, 2023 meeting. At the November 27, 2023 meeting the following resolution was passed:

MA-2023-056

that Mayne Island Local Trust Committee request staff to prepare draft amendments to Bylaw No. 187, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 3, 2021" in accordance with the staff report dated November 27, 2023 and any further direction from the LTC provided at the November 27, 2023 LTC meeting.

Upon further review, staff are encouraging three topics to be removed from the project and have identified need for the LTC to provide direction on two of the topics discussed by the LTC at the November 27, 2023 meeting (patios and contractor yards). The tables below identify the topics for which clear direction from the LTC has been provided, topics where removal from draft bylaw is recommended by staff, and topics for which further direction from the LTC is required (patios and contractor yards).

ANALYSIS

Table 1 identifies topics where direction from the LTC has been clear. The LTC could chose to have further discussion on these topics and provide alternative direction where they see the need. The LTC can refer to the November 27, 2023 staff report for additional details on some of the topics.

Table 1: Topics with Clear Direction from the LTC

TOPIC	Proposed Change
Permitted Livestock	Definition of livestock to be changed to indicate “ <i>livestock</i> ” can include more than those animals currently listed. Livestock is referred to as “grazing animals”. This would not include chickens.
Personal Watercraft	Removal of definition of “ <i>personal watercraft</i> ” (Removal of 3.2 (3))
Derelect boats and trailers	Changes to 3.14 to add “ <i>boats and trailers</i> ”
Agricultural Society Lands Setbacks	Change setback for 430 and 437 Fernhill Road to 0.
Bennett Estate (Naylor Road)	Change to site specific zone to allow all uses throughout CD2 zone.
Church Property (360 Georgina Point Road)	Change to site specific zone to increase flexibility.
Thrift Store (437 Fernhill Road)	Change to site specific zone to permit use.
Vet Clinic (500 Felix Jack Road)	Change to site specific zone to permit use.
Campbell Bay Musicfest (327 Campbell Bay Road)	Change to site specific zone to permit use.
Permit poultry in residential areas	The LTC requested staff identify changes to LUB to permit poultry in residential areas. This topic was added at the November 2023 LTC meeting. This can be done by adding to 3.1 Permitted in All Zones “ <i>poultry excluding roosters</i> ”.
Woodsheds in Setbacks	The LTC requested that staff identify changes to the LUB that would allow woodsheds under 100ft ² that are not enclosed to be in setbacks. This can be done with a change to 3.3 (2) to permit “ <i>structures used exclusively for storing fire wood, that are open on at least one side and do not exceed 100ft²/10m²</i> ”
Limiting the size of utility buildings in the resource conservation zone	This item was added to the project list at the November 2023 LT meeting. Currently the maximum lot coverage is 5%. Staff recommend that the size of utility sheds be limited to 10m ²

The table below identifies topics that staff recommend be removed from the project. This recommendation has been made previously. Following LTC direction to staff for further consideration, removal from the project is still recommended for the reasons identified below.

Table 2: Topics Staff Recommend be Removed from the Project

Topic	Proposed Change
Shipping Containers	LTC requested staff explore defining shipping containers to make regulation more clear. As shipping containers are accessory structures there is no need to add a definition of shipping container to the LUB. This will not change how shipping containers are currently regulated. Staff recommend no change at this time.
Regulation of Outhouses	LTC requested staff define outhouse to make regulation more clear. As outhouses are accessory buildings there is no need to add a definition of outhouse. This will not change how outhouses are currently regulated. Staff recommend no change at this time.
Definition of Seawall	LTC requested staff explore excluding seawalls of a limited size made of natural materials from the definition of structure. Staff see the exclusion of a certain types of erosion control measures in zoning as technically challenging as the characteristics of each site would be different as would the corresponding impacts. Additionally, the foreshore is zoned separately from the upland and is within provincial jurisdiction. What the LTC may exempt from the definition of structure may still require permission from the Province. Staff recommend no change at this time and, given the complexity, this topic be reviewed as part of a foreshore/marine protection project.

Table 3: LTC Direction Required

TOPIC	LTC Request and Staff Comments and Recommendation
Patios in the setback from the sea	Following discussion leading to the LTC requesting that patios be permitted in the setback from the sea, the LTC requested staff define type of patio permitted in the setback from the sea. Patios are currently not permitted in the setback from the sea. The LTC suggested that by permitting patios in the setback from the sea which could be made of wood, there will be less likelihood of property owners using concrete or asphalt paving. Concrete and asphalt paving are currently excluded from the definition of a structure and therefore permitted in the setback from the sea. Staff have cautioned that not placing limitations on what is built in the setback from the sea may be seen a contrary to OCP policies related to foreshore protection as well as related policies in the Islands Trust Policy Statement. Staff recommend that to reduce foreshore impacts an area limit be placed on “patios” regardless of the material used (including paving and asphalt). The recommendations is as follows:

	• Allow patios in the setback from the sea if they do not exceed 10m² • Restrict the size of paving and asphalt in the setback from the sea to 10m²
Expanding Permission for Contractor Yards	The LTC has requested staff explore options for small business owners to park/store their contractor equipment on their residential properties as a home occupation. Currently contractor yards are permitted in the Commercial 3 zone, but the home occupation regulations are restrictive of external storage of vehicles, equipment and materials. Prior to drafting amendments, staff need further direction. The LTC is requested to more clearly define the problem to be addressed and direction on options. As identified in Attachment 1, other LTCs permit contractor yards under home occupation or industry provisions. Galiano has Temporary Use Permit (TUP) guidelines for contractor yards which could be used as reference for developing home occupation regulations for contractor yards. If the LTC wants to add contractor yards to home occupation there are a number of things to consider. These include screening, area taken up by contractor yard, limits on structures and vehicles, noise etc. Staff is recommending this topic be referred back to the APC to provide specific recommendations on expanding the permission for contractor yards.

Rationale for Recommendation

- The LTC has provided direction to staff to draft bylaws. Prior to bringing draft bylaws back staff are seeking specific direction on staff recommendation to remove a number of items.
- The LTC requested staff further consider allowing patios in setbacks. LTC approval or further direction related to the staff recommendation is required at this time.
- There is also need for further considerations related expanding permission for contractor yards. This is very specific to the local context. Therefore, staff are recommending the APC be involved in the identification and detailing of options.

ALTERNATIVES

- 1. Do not support staff recommendations to remove items from the project.**
If the LTC chooses this option specific direction on how to proceed will need to be provided.
- 2. Request an alternative approach to regulating patios and asphalt and cement paving in the setback from the sea.** If the LTC chooses this option specific direction will need to be provided.
- 3. Do not refer the topic of contractor yards to the APC and provide staff with details related to regulating contractor yards (eg. size? Screening? Etc.)**
The LTC could choose to provide staff with specific details related to contractor yards at the LTC meeting. Examples on policies and regulations from other LTCs are provided in Appendix 1.
- 4. Do not refer the topic of contractor yards to the APC and organize a special meeting to discuss details related to contractor yards**

If the LTC does not choose to refer the topic of contractor yards to the APC or provide specific details at this meeting related to regulating contractor yards, staff suggest a special meeting be set up to discuss details related to contractor yards.

NEXT STEPS

If the staff recommendation is supported:

- Staff will refer contractor yard questions to the APC. This request will include Appendix 1 and other additional details to help facilitate their discussion.
- LTC reviews draft LUB amendment
- Draft Bylaws will be presented to the LTC
- Notice of First Reading circulated (as required).
- Community Information meeting
- Referrals sent out (as needed)
- 1st 2nd and 3rd readings
- Bylaw sent to EC

Submitted By:	Narissa Chadwick, RPP Islands Planner	January 17, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	January 18, 2024

ATTACHMENTS

1. Regulations/Guidelines Related to Contractor Yards

Attachment 1: Regulations/Guidelines Related to Contractor Yards

LTC	Regulations/Policies Related to Contractor Yards
Gabriola	Home Industry Provisions B.3.4.1 The following uses and no others are permitted as home industry uses: - Construction and repair of heavy equipment, boats, trailers or the body of a vehicle, including the outside parking or storage of no more than a total of two pieces of heavy equipment, boats, trailers or vehicles that are being, or waiting to be, or have been constructed or repaired; - Contractor yards and related outdoor storage of equipment and materials, including the parking of a maximum of two vehicles used in the home industry; and - Water distribution, including associated equipment and storage. B.3.4.2 In addition to B.3.3, the following provisions must be complied with for a home industry to be permitted: - Lot sizes must be greater than 2.0 ha (4.94 acre) in area; - Home industry equipment and storage areas must be visually buffered from neighbouring properties and the road; - The combined areas of all home occupations on a lot must be in accordance with the maximum size provisions Clause B.3.3.1.b.; - Home industries shall only operate from 8:00 am to 8:00 pm Monday to Saturday inclusive; and - Home industry areas and activities must be a minimum of 30 metres (98.4 feet) from any lot line.
Galiano	TUP Guidelines In addition, the following guidelines apply when the Local Trust Committee is considering the issuance of a temporary use permit for a contractor yard: - for the purpose of a temporary use permit, “contractor yard” means the use of land or buildings for the storage of materials, equipment, and vehicles for a building, construction, landscaping business, or other trades that is accessory to a dwelling unit, and exceeds the home occupation regulations. - the Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for a contractor yard; - the Local Trust Committee should consider potential impacts from the contractor use or activity to the surrounding groundwater resources; - in addition to any other conditions the Local Trust Committee may consider appropriate, the permit may include the following conditions: - No more than one contractor yard may be conducted per lot;

	• Combined floor areas of all buildings and structures for the contractor yard should be limited; • Lot coverage for areas used for outdoor storage which includes vehicles (trucks, trailers, etc.) and materials related to the contracting business should be limited; • Contractor yard buildings and structures should not exceed 5metres in height unless a rationale is provided for the increase to height; • All outdoor storage areas should be screened from view by a landscape screen from abutting lots and highways and should meet or exceed Section 15 (Screening and Landscaping Regulations) in the Galiano Island Land Use Bylaw No. 127, 1999 in order to mitigate impacts to surrounding neighbours. • All outdoor storage areas should be sited not less than 15 metres from any lot line and not less than 30 metres from any lake, wetland, stream, the sea, or a well; • The number of vehicles or equipment used for the purpose of the contractor yard should be limited; • Not more than one unilluminated sign is permitted not exceeding 0.6 m² in area is permitted on the subject property; • Parking requirements for the contractor yard shall meet or exceed Section 14 (Parking Requirements) in the Galiano Island Land Use • Contractor yard operation hours must be compliant with the noise prohibitions as outlined in the Capital Regional District Noise Suppression Bylaw (Southern Gulf Islands) ☐ The number of persons employed in any contractor yard per lot should be limited; • Owner of the contractor yard must permanently reside on the lot in which the Temporary Use Permit for a contract yard has been issued; and • Potential for leaching of undesirable contaminants must be addressed. e) The operator of the contractor yard must comply with all licensing, health and other applicable regulation of the Province of British Columbia and the Capital Regional District including building inspection, public health, noise, air quality, and water quality regulations.
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Active Projects Report

Mayne Island

1. *Housing Options Project - Phase 2*

Continuation of Housing Options Project

- To define scope of project through community consultation, LTC deliberation
- Business case to be developed for submission by September 2023

Responsible

Narissa Chadwick

Dates

Rec'd: 30-Jan-2023
Target: 31-Mar-2025

2. *Minor LUB Review*

Minor updates to LUB

Responsible

Narissa Chadwick

Dates

Rec'd: 29-May-2023

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. *Foreshore Education*

Responsible

Date Received

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

30-Jan-2023

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
MA-ALR-2023.1	Capital Regional District	17-Oct-2023	LOT B, SECTION 1, HORTON BAY RD: Application for exclusion of land from the Agricultural Land Reserve
Planner: Narissa Chadwick			
Planning Status			
Status Date: 05-Jan-2024 Planner Chadwick assigned to application.			
Status Date: 22-Dec-2023 fee received			
Status Date: 09-Nov-2023 Invoice sent to applicant			

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2023.7	MSR Solutions	12-Oct-2023	340 GEORGINA POINT RD: Application for a variance for siting of a retaining wall in a setback.
Planner: Narissa Chadwick			
Planning Status			
Status Date: 11-Jan-2024 Revised geotechnical report sent to MOTI for review.			
Status Date: 11-Jan-2024 Final report from QEP received.			
Status Date: 11-Jan-2024 Final report from QEP received.			

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2024.1	McHugh, Emma	08-Jan-2024	375 VILLAGE BAY RD: Application for a variance for siting of two existing structures in a setback.

Planner: Phil Testemale

Planning Status

Status Date: 09-Jan-2024

Fee received

Status Date: 09-Jan-2024

Planner Testemale Assigned

Status Date: 08-Jan-2024

Application received

Liquor Control Branch

File Number	Applicant Name	Date Received	Purpose
MA-LCB-2023.1	Mayne island Brewing Company Ltd	06-Nov-2023	490 FERNHILL RD: Application for a Manufacturing and Lounge License.

Planner: Narissa Chadwick

Planning Status

Status Date: 15-Dec-2023

Fee received

Status Date: 15-Dec-2023

Planner Chadwick assigned

Status Date: 13-Dec-2023

Fee requested

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2023.1	Robert Blaney Design Inc.	17-May-2023	630 DINNER BAY RD: Application for rezoning to amend the OCP to permit temporary housing for seasonal visitors (both tourists and staff).
Planner: Charly Caproff			
Planning Status			
Status Date: 15-Jan-2024			
Application to be presented at Mayne Island Jan 29 LTC			
Status Date: 25-Sep-2023			
LTC are proceeding with the application following greater details of the amenity contribution and community information meeting with surrounding neighbours.			
Status Date: 14-Sep-2023			
To be presented at September 25 LTC			
File Number	Applicant Name	Date Received	Purpose
MA-RZ-2023.2	Capital Regional District	04-Oct-2023	Lot B, Section 1, Horton Bay Road: an application for rezoning to amend the OCP to permit a change from Rural to Park and amend the LUB from Rural to Community Regional Park, so that it may be further developed for regional park use.
Planner: Narissa Chadwick			
Planning Status			
Status Date: 11-Jan-2024			
Final report received from QEP.			
Status Date: 27-Nov-2023			
Preliminary report presented to LTC			
Status Date: 09-Nov-2023			
IT staff connected with CRD staff			

Applications

Subdivision

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

Planner: Narissa Chadwick

Planning Status

Status Date: 22-Apr-2020

Extension of the PLA has been requested

Status Date: 18-Sep-2019

Waiting for applicant to work through PLA conditions.

Status Date: 16-May-2019

PLA received from MoTI April 25, 2019.

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2023.1	Mayne Island Housing Society	17-Jan-2023	375 Village Bay Road - Referral of subdivision application for 3 new lots.

Planner: Charly Caproff

Planning Status

Status Date: 06-Dec-2023

Applicant to speak with lawyer regarding drafting a restrictive covenant in favour of Mayne Island LTC for water access for lot 2 from lot 3.

Status Date: 30-Aug-2023

Spoke with Dana (MOTI) on the phone - confirmed proof of water can be obtained from Lot 2. Lot 3 is satisfied with the well report from the RZ. Email is in correspondence folder dated 2023-08-30

Status Date: 22-Aug-2023

When the final plan of subdivision is completed, BC Hydro would like for the document to be sent to them prior to registration. Please see 'Correspondence' folder for more information.

Applications

Subdivision

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2023.3	Drope, Jocelyn and John	08-Nov-2023	797 BEECHWOOD DR - Referral of a boundary adjustment subdivision application
Planner: Bruce Belcher			
Planning Status			
Status Date: 29-Nov-2023			
Referral Response sent to MOTI. No outstanding conditions identified.			
Status Date: 10-Nov-2023			
Fee received			
Status Date: 10-Nov-2023			
Planner Belcher assigned			

Islands Trust
LTC EXP SUMMARY REPORT F2024
Invoices posted to Month ending November 2023

645 Mayne	Invoices posted to Month ending November 2023	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-645	LTC "Trustee Expenses"	297.00	0.00	297.00
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	470.00	1,215.32	-745.32
65210-645	LTC - Local Exp - APC Meeting Expenses	333.00	150.70	182.30
65220-645	LTC - Local Exp - Communications	250.00	718.00	-468.00
65230-645	LTC - Local Exp - Special Projects	276.00	0.00	276.00
TOTAL LTC Local Expense		<u>1,329.00</u>	<u>2,084.02</u>	<u>-755.02</u>
Projects				
73001-645-4100	Mayne Island Housing	1,000.00	274.09	725.91
73001-645-4130	Mayne LUB Minor Amendments	<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>
TOTAL Project Expenses		<u>3,000.00</u>	<u>274.09</u>	<u>2,725.91</u>

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2022-012 (Standing) 5.4 Outhouses 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
2021-011 (Standing) Advisory Planning Commission - Re-appointments and Expression of Interest Advertisement that the Mayne Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be re-appointed and also advertise for expressions of interest for new commissioners	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
2018-049 (Standing)	Carried	24-Sep-2018
Cannabis Retail Referrals - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - o Name of the applicant and a description of the proposal in general terms - o The location of the proposed establishment and the subject site - o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. - o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - o How public comments may be submitted to the local trust committee		

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2017-028 (Standing) 13.3 Short Term Vacation Rentals (STVR) Enforcement Policy - Staff Report That the Mayne Island Local Trust Committee adopts the following resolution in regards to Bylaw Enforcement of Unlawful Short Term Vacation Rentals (USTVR): a) Given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities, Unlawful Short Term Vacation Rentals that have one or more of the following characteristics will be subject to proactive enforcement: i) they are advertised on the internet, newspapers or other media; ii) they are not managed by an owner of the USTVR property who lives on Mayne Island; iii) more than one dwelling on the lot is simultaneously made available for USTVR; iv) while the property is used as a USTVR, persons are permitted to stay in tents or trailers; v) there are issues related to health and safety on the property; vi) there is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the USTVR; vii) the owner of the property uses more than one property on Mayne Island as a USTVR. b) Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.	Carried	26-Jun-2017
2017-027 (Standing) 13.2 Bylaw Enforcement Policy, Unlawful Dwelling - Staff Report That the Mayne Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: 1.1. There is a complaint from an immediate neighbor; or, 1.2. There is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. 2. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.	Carried	26-Jun-2017

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2016-055 (Standing) 12.4 Adopted Policies and Standing Resolutions (attached) 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
2012-000 (Standing) Special Occasion Liquor License Referrals That where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property where Mayne Island Land Use Bylaw 146, 2008 permits public assembly uses, such as halls, recreation facilities or restaurants, and where it can be determined that the organization or applicant have had no issues related to parking or past complaints for the preceding three years, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.	Carried	01-Feb-2012
2011-044 (Standing) Options for adopting In Camera Minutes that Mayne Island Local Trust Committee direct staff to only include in-camera minutes on agendas where there are other reasons to close the meeting to the public.	Carried	02-May-2011