



Mayne Island Local Trust Committee Regular Meeting Agenda

Date: May 27, 2024
Time: 1:30 pm
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

			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 March 25, 2024 (for Adoption)		4 - 9
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 May 2024		10 - 11
8.	DELEGATIONS		
9.	CORRESPONDENCE		
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
10.	APPLICATIONS AND REFERRALS		
11.	LOCAL TRUST COMMITTEE PROJECTS	2:00 PM - 3:00 PM	
11.1	Housing Review Project - Staff Report (attached)		12 - 22
11.2	Land Use Bylaw Project - Staff Report (attached)		23 - 37

12.	REPORTS	3:00 PM - 3:10 PM
12.1	Work Program Reports (attached)	
12.1.1	<u>Active Projects Report Dated May 2024</u>	38 - 38
12.1.2	<u>Future Project List Report Dated May 2024</u>	39 - 39
12.2	Applications Report Dated May 2024 (attached)	40 - 43
12.3	Trustee and Local Expense Report Dated March 2024 (attached)	44 - 44
12.4	Adopted Policies and Standing Resolutions (attached)	45 - 49
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 Date April 2024	50 - 51
13.	NEW BUSINESS	3:10 PM - 3:20 PM
13.1	2023/24 Annual Report - Request for Decision (attached)	52 - 54
14.	UPCOMING MEETINGS	
14.1	Next Regular Meeting Scheduled for June 24, 2024 at the Agricultural Hall, Mayne Island	
15.	TOWN HALL	3:20 PM - 3:35 PM
16.	CLOSED MEETING (Distributed Under Separate Cover)	
16.1	Motion to Close the Meeting	
	That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a)(f) 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;	
	(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;	
	AND that the recorder and staff attend the meeting.	
16.2	Recall to Order	

16.3 Rise and Report

17. ADJOURNMENT

3:35 PM - 3:35 PM

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: March 25, 2024
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

Staff Present: Narissa Chadwick, Island Planner
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 p.m. Chair Elliott acknowledged that the meeting was being held on the territory of the Coast Salish First Nations. Chair Elliott spoke to Mayne Island Local Trust Committee's commitment to reconciliation and noted there are a number of up-coming activities with a focus on First Nations and Indigenous Peoples happening on Mayne Island.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 13.1 Dog Park update

By general consent, the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Sharlene Lazin spoke to her submission regarding identifying an animal shelter as a permitted usage on her property, which currently is the site for the veterinary clinic. There have been a number of abandoned animals lately and an established shelter would be beneficial to the community.

Island Planner Chadwick noted that the shelter could be added as accessory to the veterinary clinic.

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

6.1 Local Trust Committee Minutes Dated February 26, 2024

By general consent the Mayne Island Local Trust Committee meeting minutes of February 26, 2024 were adopted.

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 Mar 2024

Island Planner Chadwick noted that Planner Caproff has left her position with Islands Trust. Island Planner Chadwick has spoken with the Oceanwood applicant and there will be a new plan using the existing density coming forward.

There is a meeting scheduled for April 29, 2024 with the Ministry of Transportation and Infrastructure. The Ministry of Transportation and Infrastructure practices of road side cutting, clearing, and the lack of yellow lines will be submitted to the agenda.

8. DELEGATIONS - none

9. CORRESPONDENCE

A letter regarding shoreline protection was acknowledged.

A submission regarding the animal shelter inclusion in Land Use of 500 Felix Jack Road was also received.

10. APPLICATIONS AND REFERRALS – see Applications Report pages 28 - 31 agenda package.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Land Use Bylaw Review

Island Planner Chadwick reviewed the process for proceeding to First Reading without holding a Public Hearing. The amendments are consistent with the Official Community Plan. Island Planner Chadwick explained that not holding a Public Hearing and sending referrals out prior to First Reading will allow the Local Trust Committee to move through the first, second, and third readings at a single Local Trust Committee meeting.

The Local Trust Committee reviewed the following items to be amended in the draft Land Use Bylaw:

2.20 Permitting veterinary clinic in zone

- Recommend inclusion of animal shelter
- Add as accessory building to the clinic
- Size could be a maximum 500 square feet (exclusive of fenced areas)
- Maximum thirty animals and only temporary for wild animals as an emergency shelter
- Definition of domestic and companion animals

- Island Planner Chadwick to draft and include for referral

2.23 Teacherage

- Straight forward site specific zoning to allow for this
- Can expand as part of the Housing Project

2.24 Limiting lot coverage in Resource Conservation Zone

- Reducing overall lot coverage
 - Suggest 2% - or could remove % coverage
- St. John's Point will be a site specific rezoning within the Resource Conservation Zone
- Can define further with rezoning
- Could request variance
- Remove accessory buildings from the project and add in as a condition of rezoning applications
- Limit size of utility shed to maximum 200 square feet

2.9 Patios

- Discussion as to permitted size and a compromise of 30 meters squared was identified as an acceptable solution

2.3 Contractor Yards

- Home occupation regulations
- Review of draft regulations
- Change 1.0 hectare to .5 hectare
- Exterior area for storage – 350 square feet on lots under 2 hectares

MA-2024-019

It was Moved and Seconded,

that, pursuant to Local Government Act s. 464(2), Mayne Island Local Trust Committee resolves to not hold a public hearing for Bylaw No.193, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2023" and that staff give notice of First Reading in accordance with s.467 of the Local Government Act.

CARRIED

MA-2024-020

It was Moved and Seconded,

That Mayne Island Local Trust Committee request staff to send referrals related to Bylaw No.193, cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2023" to all relevant agencies, and First Nations with changes as discussed.

CARRIED

11.2 Housing Project

Island Planner Chadwick reviewed actions within phase one and reported that Trust Council supported the budget and staff time for the options program (phase two).

Next phase – to speak with water districts regarding secondary suites.

Discussion:

- Need to examine flexible housing, zoning, types of housing (alternative housing types), and prioritize target group(s), such as young people and seniors.
- Housing stability is important and there is a need to work with Capital Regional District, specifically Building Inspection
- Interagency collaboration is critical – put on Action Plan.

MA-2024-021

It was Moved and Seconded,

That Mayne Island Local Trust Committee request staff to report back with a Project Charter, Work Plan and updated Housing Action Plan to support Phase 2 of the Mayne Island Housing Options Project.

CARRIED

----- Break 3:28 to 3:35 -----

12. REPORTS

12.1 Work Program Reports

12.1.1 Active Projects Report Dated Mar 2024 – received for information

12.1.2 Future Project List Report Dated Mar 2024 – received for information

12.2 Applications Report Dated Mar 2024

Island Planner Chadwick noted that the issue of the retaining wall on Georgina Point Road, and explained that they are waiting for Ministry of Transportation and Infrastructure (end of March). There are concerns regarding high side bank and the safety issue from the risk of rock falls.

12.3 **Trustee and Local Expense Report Dated Jan 2024** – received for information

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

12.5 **Local Trust Committee Webpage** – received for information

12.6 Chair's Report

Chair Elliott reported on the Islands Trust budget of \$11 million, which was passed with more than \$800,000 in grant funding. There was a focus is on bylaw enforcement and working through Policy and Best Practices from the Ombudsperson's report with Local Trust Committees. A Policy Statement Amendment coming back to Trust Council. There is temporary funding to hire Biologist for Planning and a full-time Team Leader for Conservancy. Next Trust Council is on Salt Spring Island and will mark the 50th.

Anniversary of Islands Trust this June. Chair Elliott attended an Indigenous Foods Gathering in Port Alberni and found it to be exciting and educating.

12.7 Trustee Report

Trustee Maude reported on meeting with Member of the Legislative Assembly, Adam Olsen and Parks Canada. They discussed a plan to cull fallow deer on Sidney Island. There will be public meetings in the near future regarding the Gulf Islands Marine Reserve, which has been over 20 years in development. Trustee Maude spoke of community concerns regarding Wood Dale and that frustration levels are on the rise.

Trustee Dodds spoke of meeting with Member of the Legislative Assembly, Adam Olsen and Member of Parliament Elizabeth May via Zoom. Trustee Dodds described the art show at the library as spectacular and wanted to state appreciation and thanks to the Library, Agricultural Society, and Campbell Bay Music Festival for organizing the event.

12.8 Electoral Area Director's Report - none

12.9 Islands Trust Conservancy Report

Chair Elliott noted that hiring a Team Leader could take eight or nine months. The Conservancy is working with First Nations to focus on engagement and create plans together.

13. NEW BUSINESS

13.1 Dog Park update

Trustee Dodds reported having met with immediate neighbours, Capital Regional District Director, and Mayne Islands Parks and Recreation. Trustee Dodds requested that the initiator detail their interest and proposal for operation and resubmit.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for May 27, 2024 at the Agricultural Hall, Mayne Island

15. TOWN HALL - none

16. CLOSED MEETING

16.1 Motion to Close the Meeting

MA-2024-022

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)(f) for the purpose of considering:

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

AND that the recorder and staff attend the meeting.

CARRIED

Meeting closed at 3:54 pm.

16.2 Recall to Order

Chair Elliott recalled the regular Local Trust Committee meeting to order at 4:13 p.m.

16.3 Rise and Report

Chair Elliott will rise and report at May meeting on discussion regarding non-permitted usages in Horton Bay, that Bylaw Enforcement has been directed to take action, what enforcement options there are and that education on what's legal and not legal in waterways is needed.

17. ADJOURNMENT

By general consent the meeting was adjourned at 4:15 p.m.

Tobi Elliott, Chair

Certified Correct:

Pat Todd, Recorder



Follow Up Action Report

Mayne Island

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

29-Jan-2024

Activity	Responsibility	Dates	Status
1 10.3 MA-RZ-2023.1 (Blaney) = Proceed with application, Applicant to provide options related to density, design and amenity for discussion at February LTC meeting.	Narissa Chadwick	Target: 26-Apr-2024	Completed

26-Feb-2024

Activity	Responsibility	Dates	Status
1 9.2 Mayne LTC to write a letter to MOTI re: roadside brush clearing practices	Emily Bryant Narissa Chadwick	Target: 22-Mar-2024	In Progress
2 9.1 Trustee Dodds to draft letter to BC Ferries regarding community use of their property (possible dog park)	Emily Bryant Narissa Chadwick	Target: 15-Mar-2024	In Progress

25-Mar-2024

Activity	Responsibility	Dates	Status
1 6.1 Meeting minutes approved	Emily Bryant	Target: 29-Mar-2024	Completed

Follow Up Action Report

Mayne Island

25-Mar-2024

Activity	Responsibility	Dates	Status
2 11.1 Land Use Bylaw Review - referrals (done) and notice of First Reading to be sent out (process for not holding a PH)	Jas Chonk Narissa Chadwick	Target: 04-Apr-2024	Completed
3 11.2 Housing Project - Staff to reprot back with project charter, work plan and updated housing action plan	Narissa Chadwick	Target: 10-May-2024	Completed

DATE OF MEETING: May 27, 2024
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Housing Options – Phase 2 Initiation

RECOMMENDATION

1. That the Mayne Island Local Trust Committee endorse the project charter for the Mayne Island Housing Options Project Phase 2 as presented at the May 27th, 2024 Mayne Island LTC regular meeting.
2. That the Mayne Island Local Trust Committee endorse the Mayne Island Housing Action Plan as presented at the May 27th, 2024 Mayne Islands LTC regular meeting.
3. That the Mayne Island Local Trust Committee request staff organize a Community Information meeting to introduce the Housing Action Plan and have focussed discussion related to increasing opportunities for the development of not for profit housing.

REPORT SUMMARY

The purpose of this report is to:

- Provide the LTC with an updated Housing Action Plan (Attachment 1) for review and endorsement.
- Provide the LTC with a project charter (Attachment 2) to support the work related to land use bylaw (LUB) and official community plan (OCP) amendments.

BACKGROUND

The Mayne Island LTC has been engaged in work to address the housing challenge on the island since 2019 when the Housing Bylaw and Policy Review Project was launched. That project contributed to the first phase of Mayne Island's Housing Options Project. During this phase the LTC engaged with the public, created a draft Housing Action Plan, engaged with Habitat for Humanity and designed and implemented a flexible housing pilot project.

These activities have contributed to providing Mayne Island with clear focus for additional bylaw amendments directed toward further increasing housing options. In addition, work done with the CRD to apply for the Housing Accelerator funding, while not successful, has contributed to Mayne being a potential pilot for programs supporting the CRD's Southern Gulf Islands Housing Strategy once funding is available.

A business case to support the Mayne Island Housing Options Project (Phase 2) with \$10,000 and staff time was supported by Trust Council at their March Trust Council meeting. Phase 2 will focus on making amendments to the LUB and OCP that are identified in the Housing Action Plan Implementation Table (see Housing Action Plan). A majority of the items on in the Housing Action Plan Implementation Table were previously supported by the LTC through their endorsement of a previous iteration of the Housing Action Plan.

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At their March 25, 2024 LTC meeting the following resolution was approved:

“That Mayne Island Local Trust Committee request staff to report back with a Project Charter, Work Plan and updated Housing Action Plan to support Phase 2 of the Mayne Island Housing Options Project”.

The Mayne Island Housing Action Plan

The Mayne Island Housing Action Plan serves as a plan for implementing measures and strategies to address the housing challenges on Mayne Island. The Action Plan identifies a number of policy and regulatory options associated with six goals. Implementing these initiatives will help permit a diversity of housing in suitable areas.

The Mayne Island Housing Action Plan was originally developed a year ago to support Mayne Island’s application to the Canadian Mortgage and Housing (CMHC)’s Housing Accelerator Fund (HAF). On May 29, 2023 the following resolution was approved:

“That the Mayne Island Local Trust Committee endorse the actions and implementation options identified in the draft Mayne Islands Housing Action Plan and direct staff to refine these actions and options as required to suit the needs of CMHC's HAF application process”.

The application to HAF program was developed in collaboration with the CRD. Actions and timelines were designed to compliment the application focus. The updated version of the Mayne Island Housing Action Plan identifies similar goals and objectives but focussed on LTC actions. Goals related to the incorporation of First Nations interests and advocacy for support for infrastructure needs and funding to build housing have also been added. The revised action plan prioritizes the goal of increasing opportunities for not for profit housing.

The Housing Action Implementation Table, which is a departure from the previous iteration, offers a comprehensive tracking and monitoring mechanism and serves as a succinct representation for community members, non-profit housing groups, Capital Regional District (CRD) and senior government, illustrating the focal points of housing-related actions providing insights into potential areas of involvement and collaboration. A housing action implementation timetable has also been included. This timetable provides a general indication of timing for different aspects of the project.

The Housing Action Plan is designed as a stand alone document that can be shared. As such it includes Mayne Island’s Housing Profile as an attachment. Mayne Island’s Housing Action Plan compliments the Capital Regional District’s Southern [Gulf Islands Housing Strategy](#). The LTC can choose to amend all aspects of the Housing Action Plan at any time in the process.

The key decision for the LTC at this point, beyond the general endorsement of the Action Plan, is to endorse the prioritization of Goal 5: Increase Opportunities for Non Profit Housing. Not for profit housing includes housing that is built and managed by not for profit and government agencies. Staff recommend a community information meeting be scheduled to introduce the Action Plan to the community and focus on actions related to increasing opportunity for not for profit housing development.

Rationale for Recommendation

That the Mayne Island Local Trust Committee endorse the project charter for the Mayne Island Housing Options Project Phase 2 as presented at the May 27th, 2024 Mayne Island LTC regular meeting:

- Endorsement of the project charter for the Mayne Island Housing Options Project is required in order for staff to move forward with the project.

That the Mayne Island Local Trust Committee endorse the Mayne Island Housing Action Plan as presented at the May 27th, 2024 Mayne Islands LTC regular meeting.

- The Mayne Island Housing Action Plan provides a framework for implementing the options and measures identified by the LTC to be priorities.
- Endorsing the Action Plan provides clear direction to staff.
- The Action Plan can serve as a communication tool for the community, non-profit housing groups, the CRD, and senior government identifying focal points for potential collaboration on housing related actions for Mayne Island.

That the Mayne Island Local Trust Committee request staff organize a Community Information meeting to introduce the Housing Action Plan and have focussed discussion related to increasing opportunities for the development of not for profit housing.

- The draft Mayne Island Action plan was introduced a year ago to support the application to CMHC funding. Since then, the Mayne Island Housing project has been on hold while staff have worked on the Land Use Bylaw update. The CIM will provide an opportunity to introduce the Housing Action Plan and gather input.
- A focussed discussion related to increasing opportunities for the development of not for profit housing could help to facilitate donations of land for affordable and accessible housing.

ALTERNATIVES

1. The LTC could choose to make changes to the Project Charter prior to approval.

The LTC will need to provide staff with clear direction on what they would like to see changed.

2. The LTC could choose to make changes to the Housing Action Plan.

The LTC will need to provide staff with clear direction on what they would like to see changed.

3. The LTC could choose not to hold a CIM or choose a different focus.

If the LTC opts not to hold a CIM, staff encourage them to explore an alternative method for disseminating information regarding how proposed bylaw amendments could facilitate land donation to non-profits, as well as to devise a process for identifying property owners potentially interested in donating either a full property or a portion thereof for the construction of affordable housing by non-profit organizations.

NEXT STEPS

If the staff recommendation is supported:

- Staff will write a follow up letter to First Nations to identify how they are interested in participating in the project.
- Organize a CIM to introduce the Housing Action Plan and discuss opportunities to support land donations.
- Begin to draft bylaws base on the actions identified in the Housing Action Implementation Table.

Submitted By:	Narissa Chadwick RPP, Island Planner	May 6, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	May 7, 2024

ATTACHMENTS

1. Revised Housing Action Plan
2. Project Charter

MAYNE ISLAND HOUSING ACTION PLAN (DRAFT May 2024)

Why Develop a Housing Action Plan For Mayne Island?

The traditional approach to land use planning on the islands in the Islands Trust Area has resulted in zoning that has almost exclusively supported the development of single family dwellings limiting housing options. Lack of housing inventory and increasing property values in recent years have made purchasing and renting existing housing stock less accessible for those currently living on Mayne Island who do not own property.

The limitation of housing options has been a key concern on Mayne Island for over a decade. Over time a number of steps have been taken to address housing needs on Mayne Island. These steps have included: permitting secondary suites in all dwellings (excluding those in water services areas), permitting year round living in recreational vehicles, permitting rezoning for seniors housing and multi-family rental housing; increasing the max floor area for cottages and permitting apartments above commercial; and the introduction of flexible housing. Flexible housing permits an additional dwelling or dwellings within a maximum total floor area for all dwellings in a pilot area identified to be most suitable for a potential increase in intensity of residential land use.

While efforts to meet housing needs on Mayne Island have resulted in land use policy and regulatory support for a mix of housing options there is more that can be done. The Action Plan identifies a number of policy, regulatory and other options associated with six action areas. Implementing these initiatives would enable an increase in the diversity of housing in suitable areas. The Housing Action Implementation Table offers a comprehensive tracking and monitoring mechanism and serves as a succinct representation for community members, non-profit housing groups, Capital Regional District (CRD) and senior government, illustrating the focal points of housing-related actions providing insights into potential areas of involvement and collaboration.

Mayne Island's Housing Action Plan compliments the Capital Regional District's Southern [Gulf Islands Housing Strategy](#). The SGIHS outlines seven objectives and 22 action to address the need for affordable housing in the Southern Gulf Islands. The primary objective is to create a Rural Housing Program for the CRD.

Housing for Who?

A diversity of housing options are needed for seniors, families and workers who do not currently own properties as well as seniors who own properties on the island but would like to downsize. The housing that is needed for Mayne Island falls within the shaded area on the spectrum of housing need in the table below.

Table 1: Spectrum of Housing Need

Short-Term Accommodation	Affordable Housing		Market Housing	
Emergency Shelter and Transitional	Affordable and Below market rental	Affordable and Below Market Ownership	Market Rental Housing	Single Detached Market Housing

Information provided by: [The 2018 Housing Needs Assessment for the Southern Gulf Islands](#), [2021 Statistics Canada Census Data](#), and the [Capital Regional District's 2022 SGI Housing Market Analysis Report](#) identify that the primary housing need on Mayne Island is for rental and market housing that is affordable and attainable low to middle income households. 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". Census statistics reveal that about 28% of households on Mayne Island are spending more than 30% of their income on housing According to 2021 Statistics Canada data. The Mayne Island Housing Profile has been attached to this Plan for reference.

Recent surveys undertaken by the Mayne Island Housing Society for their proposed rental housing indicates that while there are some families in need of affordable housing there are a significant amount of seniors looking for alternative housing options. About 55% of the population are 60+. While there are some seniors who are seeking affordable housing options, there are others that currently own homes and are looking to downsize and age in place. Based on this it can be assumed that there would be interest in some market rental housing. Market rental may also be required in multi-family developments to offset non market units as has been the case with BC Housing funded projects.

There are a number of individuals providing valuable services to the community whose living conditions are not ideal. The full year rental market is limited and insecure. There are households that are only able to rent for part of the year from non-residents who use their properties in the summer.

Housing Action Plan Goals and Objectives

The housing actions and related initiatives for Mayne Island fall under six key goals. The goals were derived the LTC previous identification of action options which informed the first iteration of Mayne Island's Housing Action Plan. Additional goals related to First Nations engagement and Senior Government Advocacy have been added. The goals with related objectives are identified below. The policy, regulatory and other actions related to these objectives are identified in the Housing Action Implementation Table.

Goal 1: Updating and Using Available Data to Inform Housing Projects

This goal requires understanding housing need and where additional density and intensity of land use will have the most and the least negative impact on the land. Suitable locations are those that have reliable potable water, are outside of sensitive ecosystems, and are located close to community services and amenities. Location suitability also considers First Nations interests. Related objectives are as follows:

1.1. Update Housing Needs Information: Updating housing needs assessments every five years is now a requirement of the Provincial Government. The Province provided the Islands Trust with funding to do this work in 2024. This work will begin once the Province has provided direction on the required content of housing needs assessments. This work will be managed by a member of the Islands Trust Regional Planning team and will not impact the timing of Mayne's Housing Review Project.

1.2. Use Suitable Land Analysis: Suitable land analysis can help to identify locations appropriate for expanding flexible housing and other initiatives to permit additional housing units and supporting multi-family housing rezoning applications. This action builds on work already done through the Flexible Housing Project which looked at the use of groundwater availability mapping and other data to determine areas where an increase in housing would have the least potential negative impact. Mayne Island will be able to benefit from work being done at a Trust Wide level to gather other data that can be used to identify suitable land.

Goal 2: Incorporate First Nations Interests in Land Use Decision Making

Working with First Nations on all projects related to increasing density and intensity of land use is an important step forward with respect to reconciliation. This work is also anticipated to help facilitate efficient review and approval of OCP amendments by the Province. This key objective related to this goal is to:

2.1 Foster Early and Respectful First Nations Engagement: Proactive engagement with First Nations is essential for effective collaboration and reconciliation. Staff will be following up with First Nations to whom letters asking for their interests in participating in this project, were sent in the Fall of 2023.

Goal 3: Diversifying Housing Options

This goal focuses on **what** kind of development should be supported through changes to land use policies and regulations. 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. This can increase the potential for property owners, non profit and government organizations to build units that address housing need. Suitable land analysis should be considered with all land use initiatives. Objectives are as follows:

3.1 Expand opportunities to build Secondary Suites and Accessory Dwelling Units: This objective supports implementing and expanding the ability for private landowners to provide rental and ownership options by permitting increases in the number of accessory dwelling units (ADU) that can be built on single lots and enabling strata ownership of smaller dwelling units created.

3.2 Expand Residential Use Permission and Permission for Multi- Unit Development: This objectives supports permitting and expanding non market housing in land that do not currently permit housing. This could allow for agencies such as the School Board, fire department and the CRD to build on land they own in parks and community service areas. This objective also supports the proactive rezoning for land for multiple dwellings.

3.3 Increase Alternative Housing Options: This objective supports unique approaches to increasing housing supply by increasing permission to live in alternative dwellings and in areas where dwellings are not currently permitted. This action also includes requiring workforce housing for commercial/institutional and industrial rezoning.

Goal 4 – Minimize Environmental Impact

This goal focusses on reducing the impact of new builds on groundwater and the ecosystem as a whole. Bylaws developed for North Pender Island and Galiano Island can be used as reference. Related objectives are as follows:

4.1 Utilize Available Data for Informed Decision Making: Suitable land analysis provides the opportunity to use all available data related to environmental interests to identify areas that are more or less suitable for additional density from an environmental impacts perspective. This analysis can be complemented by/complement local knowledge.

4.2 Protect and Preserve Ecosystems and Freshwater Resources: Cistern requirements for new builds are one option identified to reduce the draw on freshwater resources. Reducing lot coverage and considering the suitability of land from an ecological and freshwater sustainability perspective will help contribute to protecting groundwater recharge as well as protecting other ecological values.

Goal 5: Increase Opportunities for Non Profit Housing

Building housing is dependent on private land owners, government agencies and not for profit organizations. Housing, no matter how small the dwelling, is expensive to build. Reducing the cost and barriers to building purpose built accessible and affordable housing on the island is multi-faceted given the number of jurisdictions involved in different aspects of housing from subdivision approvals to building code to regulating drinking water and sewage. It includes removing policy and regulatory barriers that may inhibit donations of land and developing partnerships to support the development of housing.

5.1 Increase Opportunities for Non Profit Housing Development: “Non profit housing” refers to housing built and managed by not for profit societies as well as government agencies. One of the biggest impediments to building housing that is affordable is the cost of land. This action area focusses on increasing the opportunity for land to be donated for the building of affordable housing by a not for profit or government organization.

5.2 Develop Partnerships to Build Housing: There are limited opportunities to partner with multi-unit not for profit housing providers and funders as the small scale of housing development suitable for the Islands is not a key focus for these organizations. Habitat for Humanity is an organization that focuses on smaller scale affordable ownership housing for families is a good match for Mayne Island. Given that Habitat for Humanity has expressed interest in helping provide housing for Mayne Islands, working with Habitat for Humanity should be a priority for the Mayne Island LTC. The CRD is also a potential partner as is the Mayne Island Housing Society (MIHS).

Goal 6 – Advocate for Senior Government Support

This goal recognizes that the affordability of housing is tied to the cost of water access (wells and rainwater catchment) and sewage disposal (septic system) in addition to the costs to build. The OCP can include advocacy policies to support the following objectives:

6.1 Secure Financial and Policy Support for Water Access and Septic System Development: This includes financial support for cistern purchase and septic installation or expansion of regional water and sewage services as well as policy support for alternative systems such as greywater recycling and small water system sharing.

6.2 Secure Financial Support to Build Housing: Realizing this objective is dependent on funding available. The LTC can continue to explore opportunities for funding and apply where applicable. There is an advocacy opportunity for the Islands Trust with respect to identifying the unique circumstances of the Trust Area and why funding for purpose built accessible and affordable housing is critical to preserving the communities and culture of the islands.

6.3 Encourage Implementation of the CRD’s [Southern Gulf Islands Housing Strategy \(SGIHS\)](#): The SGIHS outlines seven objectives and 22 action to address the need for affordable housing in the Southern Gulf Islands. The primary objective is to create a Rural Housing Program. Islands Trust staff worked with CRD staff to apply for CMHC funding to support goals related to the provision of pre-development funding, site development funding and an accessory dwelling unit subsidy program. Although unsuccessful, the application remains as a collaborative strategic plan supporting SGIHS goals which could be used to apply for other funding when available.

Mayne Island Housing Action Implementation Table

Blue = Items to be addressed a part of the Mayne Island Housing Options Project

Green = Items being address at Trust Wide level or requiring partnership with other level of government

ACTION	Status/Staff Comments	Timing
Goal 1: Update information to Inform housing project - INFORMATION		
Update Housing Needs Assessment	To be coordinated for whole Trust Area	By March 2025
Workshop with LTC on Suitable Land Analysis (SLA)	To be scheduled	By July 2024
Goal 2: Incorporate First Nations Interests in Land Use Decision Making – RECONCILIATION		
Identify FN Interests with respect to housing options and impacts	Letter sent fall 2023, staff to follow up	Letter by July 2024
Goal 3: Diversifying Housing Options – LAND-USE		
3.1 Expand opportunities to build Secondary Suites and Accessory Dwelling Units		
Require worker housing for significant commercial rezonings	OCP - minor	Winter 2025 – Analysis/Engagement
Support Strata subdivision of accessory dwelling units in suitable areas	OCP – minor unless controversial	
Expand secondary suites permission in suitable areas	LUB- water service areas.	Summer/Fall 2025 – Bylaw reading
Permit ADUs on smaller lots	OCP/LUB- Using suitable land analysis	
Expand flexible housing regulations	(SLA) is encouraged	
3.2 Expand Residential Use Permission and Permission for Multi Unit Development		
Allowing rezoning for non-market housing in all land use designations (including school properties, parks, community service)	OCP/LUB- Zones to be identified. This can include allowing additional units on the school board property.	Winter 2024 – Analysis/Engagement
Proactively rezoning existing land zoned for multiple dwellings	LUB- increase flexibility of use where identified	Summer/Fall 2025 – Bylaw readings
3.3 Increase Alternative Housing Options		
Permit rezoning for modular home villages	OCP - to provide flexibility	Winter 2024 – Analysis/Engagement
Developing TUP guidelines for tiny homes	OCP - guidelines will make it easier to provide TUPs for tiny home	
Pre-zoning for manufactured/mobile/tiny home parks	OCP/LUB – This will require identifying locations	Summer/Fall 2025 – Bylaw readings
Increasing building height to increase residential potential in commercial and other suitable areas	LUB – specific locations will need to be identified	
Goal 4- Minimize Environmental Impact –LAND-USE		
4.1 Utilize Available Data for Informed Decision Making		
Use suitable land analysis to identify areas more suitable for additional density	Suitable land analysis if in process	Winter 2024 – Analysis/Engagement
4.2 Protect and Preserve Ecosystems and Freshwater Resources:		
Require freshwater cisterns for all new builds	LUB – implement model used in other LUBs	Winter 2024 – Analysis/Engagement Summer/Fall 2024 – Bylaw readings
Update potable water requirements for subdivision	LUB – model recently implemented in North Pender LUB	
Prohibit groundwater fed swimming pools	LUB – minor amendment	
Reviewing lot coverage with potential to establish paved surface maximums	LUB – minor amendment	
Establish floor area maximums where appropriate	LUB- this is beyond flex housing and maximum combined floor area	

ACTION	Status/Staff Comments	Timing
Goal 5: Increase Opportunities for Non Profit Housing – LAND-USE and PARTNERSHIP		
5.1 Increase Permission for housing if it is Built and/or Managed by Not for Profit of Government Entity		
Permitting non-profit housing in most OCP designations	The LTC may want to consider organizing a CIM to focus specifically on land use changes that will help facilitate the donation of land. This CIM could be the first step in a process to identify land owners who would be interested in donating land. A community group/special APC could be formed to help explore donation opportunities.	Summer 2024 -CIM
Permitting rezoning for subdivision provided there is a donation of a lot for affordable housing.		
Permit reduction of min parcel size to facilitate land for donation to NGO/Govt		
Designating suitable land to permit rezoning for subdivision in exchange for lots donated for affordable housing (to be secured with covenant)		
Proactively rezone to facilitate subdivision resulting in donation of land		
5.2 Develop Partnerships to Build Housing		
Consider opportunities for grants to support the development of accessory dwelling units (secondary suites, coach houses, cottage, garden suites)	This is work to be done in collaboration with the CRD staff as it supports their Southern Gulf Islands Housing Strategy.	ongoing
Consider a housing agreement program for private landowners developing rental options		
Explore options for NGO involvement	Engage Habitat for Humanity	Summer 2024
5.3 Securing Land Donation to Not for Profit Housing		
Identify properties with potential for donation for affordable housing	This work could be done with help from a Mayne Island community organization.	Start Summer/Fall 2024
Goal 6 – Advocate for Senior Government Support – ADVOCACY		
6. 1 Secure Financial and Policy Support for Water Access and Septic System Development		
Advocate to province for additional revenue to support housing	Item in Trust wide Housing Action Plan	TBD
Advocate to Island Health to support waste disposal alternatives		
Advocate to Province re: funding support to island based water service districts		
6.2 Secure Financial Support to Build Housing		
Apply for funding where appropriate and available	This can be done in partnership with the CRD where appropriate	TBD
6.3 Encourage Implementation of the CRD’s Southern Gulf Islands Housing Strategy (SGIHS)		
Advocate to the CRD for funding to be directed toward the Implementation of the SGIHS. The LTC may consider advocating with the CRD to support additional funding being allocated to SGIHS implementation	There is currently very limited funding supporting the implementation of the SGIHS.	TBD

Mayne Island Housing Action Implementation Timetable

The table below identifies the anticipated timing for the implementation of the actions in the Housing Action Plan as well as responsibilities.

RPT – Regional Planning Team

IS- Information Systems

TC – Trust Council

SFWS – Senior Freshwater Specialist

CRD – Capital Regional District

Objective/Actions	Summer 2024	Fall 2024	Winter 24/25	Spring 2025	Fall 2025	Responsibility/ Partners
Goal 1: Update information to Inform housing project - INFORMATION						
Needs Assessment	To be undertaken at Trust Wide level					RPT
Suitable Land Analysis	To be undertaken at Trust Wide level					RPT, SFWS, IS, IP
Goal 2: Incorporate First Nations Interests						
Identify FN Interests	Letter follow up	Ongoing Engagement				RPT
Goal 3: Diversifying Housing Options						
All Related Objectives		Analysis/Engagement		Bylaw Readings		RPT
Goal 4: Minimize Environmental Impact						
All Related Objectives		Analysis/Engagement		Bylaw Readings		RPT
Goal 5: Increase Opportunities for Non Profit Housing						
Increasing permissions for housing if it is for not for profit/gov't	CIM	Analysis/Engagement		Bylaw Readings		RPT
Develop Partnerships	Habitat reconnect	Ongoing				RPT, Habitat for Humanity, CRD
Secure land donation	Begin to explore	Ongoing				RPT, LTC, community
Goal 6: Advocate for Senior Government Support						
All Related Objective		Could be included as policies in OCP.				LTC, TC
Encourage SGIHS implementation	Letter to CRD					TC

Mayne Island Housing Options (Phase 2)

Mayne Island LTC

Date: May 27, 2024

Purpose: The purpose of this project is to explore and implement Land Use Bylaw and Official Community Plan amendments that will expand opportunities to build secondary suites and accessory dwelling units, increase opportunities for not for profit and government organizations to build affordable and accessible housing, permit alternative housing approaches and reduce the ecological footprint of new builds.

Background: Housing is one of Mayne Island LTC's Top Priorities. Significant effort has been invested by the LTC over the years on this issue. The Mayne Island LTC's most recent work to address the housing challenge on the Island began in 2019 when the Housing Bylaw and Policy Review Project was launched. Through that work a flexible housing project was implemented permitting a number of additional units. This project will build upon previous work.

Objectives

- To implement regulatory/policy changes that provide more flexibility and incentives for increasing accessible and affordable housing while considering impact to ecological and freshwater sustainability.
- To increase opportunities for not-for-profit and government organizations to build housing on Mayne Island.

In Scope

- Research/analysis of existing regulations and policies
- First Nations Engagement
- Public outreach including at least one public meeting
- Consultation with agencies and affected stakeholders
- Bylaw amendment process

Out of Scope

- Unrelated OCP or LUB amendments
- Housing Needs Assessment (to be done at Trust Wide level)

Workplan Overview

Deliverable/Milestone	Date
Early engagement with First Nations	June 2024
Contact potential partners (eg. Habitat for Humanity, CRD, MIHS)	June 2024
CIM introducing project and focussing on actions related to land use changes	July 2024
LTC review of analysis, issues and opportunities	Sept-Dec. 2024
Community Consultation as needed	Sept – Dec 2024
Bylaw Drafting	Jan – March 2025
Bylaws Readings/ Referrals/ Public Hearing	April – Sept 2025
OCP Amendments to EC/Province	October 2025
Final Adoption	TBD

Project Team

Narissa Chadwick, Island Planner	Project Manager
Emily Bryant	Admin Support
GIS Technician	GIS Support
RPM Approval: <i>Robert Kojima</i> Date: May 6, 2024 Update:	LTC Endorsement: Resolution #: Date:

Budget

Budget Sources: LTC Project Budget (Fiscal 2020-2021)

Fiscal	Item	Cost
2024/25	Open House/CIM	\$500
2024/25	First Nations Engagement	\$8000
2024/25	Contingency (legal, additional public/stakeholder meetings etc)	\$1500
	Total	\$10,000

File No.: 2023 LUB Minor
Amendments

DATE OF MEETING: May 27, 2024
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, Senior Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Draft LUB Minor Amendments – Update

RECOMMENDATION

1. **That the Mayne Island Local Trust Committee Bylaw No. 193 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No.1, 2023” is not contrary or at variance with the Islands Trust Policy Statement.**

REPORT SUMMARY

This report presents Draft Bylaw 193 for discussion prior to consideration of first, second and third reading.

BACKGROUND

The Mayne Island Local Trust Committee’s Official Community Plan (OCP) and Land Use Bylaw (LUB) minor amendments project was launched with a project charter in July 2023. Since then the Mayne LTC has focused on LUB amendments only. Direction to draft bylaws was provided via resolution at the LTC’s November 27th, 2023 regular meeting. Since that meeting, the LTC has identified and discussed a number of topics and made two referrals to the Advisory Planning Commission. At their March 25th 2024 meeting the following resolutions were approved:

MA-2024-020

That Mayne Island Local Trust Committee request staff to send referrals related to Bylaw No.193, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2023” to all relevant agencies, and First Nations with changes as discussed.

MA-2024-019

That, pursuant to Local Government Act s. 464(2), the Mayne Island Local Trust Committee resolves to not hold a public hearing for Bylaw No.193, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2023” and that staff give notice of First Reading in accordance with s.467 of the Local Government Act.

The purpose of bylaw No.193 is to make minor and technical amendments to the Mayne Island Land Use Bylaw No. 146, 2008. The bylaw includes: setback changes, minor changes to site specific zoning, creation of site specific zoning for properties with existing temporary use permits, expansion of permissions for contractor yards. A summary of the draft bylaws can be found in Appendix 1.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Bylaw No.193, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2023” is consistent with the Islands Trust Policy Statement (see Attachment 3).

Official Community Plan:

Bylaw No.193, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2023” is consistent with the Official Community Plan (OCP).

Land Use Bylaw:

Bylaw No.193, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2023” is consistent with other parts of the Land Use Bylaw.

Islands Trust Conservancy :

The proposed amendments do not impact the Islands Trust Conservancy interests.

Consultation

In accordance with regular statutory requirements, a public hearing is typically required and it is normal practice to hold a Community Information Meeting (CIM) prior to that. This would occur after draft bylaws have received at least first reading. Public hearing notice would be posted as per statutory and bylaw requirements in advance of a public hearing.

In this case, where land use bylaw amendments are consistent with the OCP, under *Local Government Act* s. 464 (2), the LTC has decided to not hold a public hearing. In keeping with the legislation, notice of public hearing not being held needs to be given prior to presenting the bylaw to the LTC for First Reading. At the time of writing this report notice had not yet been posted. Staff was waiting until the end of the agency referral period. The timing of posting notice will facilitate bylaw readings at the June 24th, 2024 LTC meeting.

The bylaw was referred to the agencies and First Nations identified below. The referral deadline for agencies is May 21, 2024 and for First Nations it is June 17, 2024.

Agencies

Ministry of Municipal Affairs	Campbell Bay Musicfest Society
Ministry of Transportation & Infrastructure	Islands Trust – Bylaw Enforcement
CRD – Building Inspection	Galiano Island Local Trust Committee
CRC – Regional Parks and Community Services	North Pender Island Local Trust Committee
Island Health	Saturna Island Local Trust Committee
Mayne Island Fire Rescue	South Pender Island Local Trust Committee
Mayne Island Agricultural Hall Society	Salt Spring Island Local Trust Committee

First Nations

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



Rationale for Recommendation

The Mayne Island LTC has had the opportunity to discuss the content of the draft bylaw over the past year, this has included consideration of APC recommendations.

ALTERNATIVES

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

1. Request further information

The LTC may request further information. The LTC will need to identify to staff the information they require.

2. Make amendments to the bylaw

The LTC may make additional changes to the bylaw. If the proposed changes do not require public engagement and are consistent with the OCP staff will bring the amended bylaw forward for readings at the next LTC meeting.

NEXT STEPS

- Staff will bring the bylaw forward for first, second and third readings at the next LTC meeting
- Staff will forward Bylaw 193 to the Executive Committee
- One approved by the Executive Committee, Bylaw 193 will come back to the LTC for final approval

Submitted By:	Narissa Chadwick RPP, Island Planner	May 15, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	May 15, 2024

ATTACHMENTS

1. Summary of Amendments
2. Draft Bylaw No.193
3. Islands Trust Policy Statement Directive Policies

Attachment 1 – Summary of Amendments

Highlighted amendments are those that were added or changed and the March 25, 2024 LTC meeting

TOPIC	#	Draft Amendment
Animal shelter	2.1	Definition of “animal shelter” added
Permitted Livestock	2.2 2.6	Definition of livestock changed to indicate “livestock” can include more than those animals currently listed.
Personal Watercraft	2.3 2.7	Reference to “rental or sale of personal watercraft” deleted from list of prohibited uses .
Permit poultry in residential areas	2.5	Permission to have poultry in all zones added.
Removal of permission for paving and asphalt form the setback from the sea	2.7	Amendment made to prohibit concrete and asphalt paving in setback from the sea
Woodsheds in Setbacks	2.9 2.11	Added permission for “structures used exclusively for storing fire wood, that are open on at least one side and do not exceed 100ft ² /10m ² ” in setbacks
Patios in setback from the sea	2.8 2.10	Permission for “wooden patios up to 30m ² (323ft ²)” in setback form sea added.
Adding contractor yards to home occupation	2.13 2.14 2.15 2.16	Contractor yards recognized as home occupation. Regulations specific to contractor yard as home business drafted. Change = 1.0h to 0.5h and exterior storage changed to 350 ft ² onlots under 2 hectares
Derelict boats and trailers	2.17 2.18 2.19 2.20	Changes made in order that derelict boats and trailers on properties will be regulated in the same way as derelict cars.
Permitting Vet Clinic in zoning	2.22	Vet clinic permitted at 500 Felix Jack Road as well as animal shelter
Permitting musicfest in zoning	2.22 2.23	Musicfest permitted at 327 Campbell Bay Road (with attached plan). A plan showing only parking and camping area has been provided.
Permitting Teacherage (453 Deacon)	2.24	Permitting accessory dwelling in Community Service Zone.
Agricultural Society Lands Setbacks	2.24	Change setback for 430 and 437 Fernhill Road to 0.
Permitting Thrift Store	2.24	Permitting Thrift Store and other Agricultural Society uses
Limiting lot coverage in resources conservation zone	2.25 2.26	Removing density and specifying “one” utility shed
Increasing the flexibility of housing type on Church lands	2.27 2.28 2.29	Changing “Senior Citizen” housing to “Seniors and Multi-family Residential” and 8 duplexes to 16 units.
Bennett Estate (Naylor Road)	2.32	Change to site specific zone to allow all uses throughout CD2 zone.

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 193

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

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

1. Citation

This bylaw may be cited for all purposes as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2023”.

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

2.1 Section 1.1 – Definitions is amended by inserting:

“Animal Shelter” means a facility operated by a not-for-profit organization devoted to the welfare, protection and human treatment of stray, abandoned, abused and owner surrendered domestic and companion animals.

2.2 Section 1.1 – Definitions is amended by inserting:

“Livestock” means grazing animals kept either in open fields or structures for training, boarding, home use, sales, or breeding and production, including but not limited to: cattle, horses, goats, sheep, hogs, llamas, and alpacas.

2.3 Section 1.1 – Definitions is amended by deleting the definition for “Personal watercraft” in its entirety.

2.4 Section 1.1 – Definitions is amended by deleting the definition of “contractor yard” and replacing it with ““contractor yard” means the use of land, buildings, or structures for the storage of materials, equipment, or vehicles for a building, construction, landscaping business, or other trades and services.”

2.5 Section 3.1 – Permitted in All Zones, Subsection 3.1 is amended by adding “(9) the raising of poultry excluding roosters”.

2.6 Section 3.2 – Prohibited in All Zones, Subsection 3.2(1) is amended by deleting “cattle, sheep, goats, pigs, donkeys, llamas, ostriches, emus” and replacing it with “livestock”

2.7 Section 3.2 – Prohibited in All Zones, Subsection 3.2(3) is deleted in its entirety and the following subsections re-numbered.

- 2.8 Section 3.3 – Siting and Setback Regulations, Subsection 3.3(3) is amended by adding “and for the purposes of this subsection paved parking areas or similar surfacing, concrete and asphalt paving, or similar surfacing of the land are “structures” after “(e) stairs or walkways required to access the foreshore or a permitted dock”.
- 2.9 Section 3.3 – Siting and Setback Regulations, Subsection 3.3(2) is amended by adding “structures used exclusively for storing fire wood, that are open on at least one side and do not exceed 108ft²/10m² in area” after “height,” and before “or utility shed”.
- 2.10 Section 3.3 – Siting and Setback Regulation, Subsection 3.3(3) is amended by adding “(f) wooden patios up to 30m² (323ft²) in area”.
- 2.11 Section 3.3 – Siting and Setback Regulation, Subsection (4) is amended by adding “(f) wooden patios up to 30m² (323ft²) in area”.
- 2.12 Section 3.3 – Siting and Setback Regulations, article 3.3(6)(a) is amended by deleting “area less than 3 metres in width” and replacing it with “of 3.0 metres or less.”
- 2.13 Section 3.6 Home Occupation Regulations, Subsection 3.6(1) is amended by adding “(l) contractor yards”.
- 2.14 Section 3.6 Home Occupation Regulations, Subsection 3.6(3) is amended by adding “or contractor yard” after “agricultural” and before “use”.
- 2.15 Section 3.6 Home Occupation Regulations, Subsection 3.6(5) is amended by adding “On properties with home occupations other than contractor yards” before “There may be no”.
- 2.16 Section 3.6 Home Occupation Regulations is amended by adding “(13) The following additional regulations apply to contractor yards as a home occupation:
 - (a) No vehicles, equipment or materials may be stored within a setback area;
 - (b) Vehicles, equipment and material storage must be screened from residential uses on adjoining lots by a landscape screen not less than 1.5m in height and complying with the provisions of Section 3.8;
 - (c) The area used for the storage of vehicles, equipment, and materials, in combination with all other buildings and structures, may not exceed the maximum permitted lot coverage;
 - (d) The total exterior area used for the storage of vehicles, equipment, and materials may not exceed 32.5m² (350ft²) on lots of less than 2 hectares (5 acres);
 - (e) The storage of a maximum of one contractor vehicle is permitted on lots smaller than 0.5ha (1 acre); and
 - (f) Contractor vehicles and equipment may only be operated on the property from 8:00am to 8:00pm Monday to Saturday.”

- 2.17 Section 3.14 – Derelict Vehicles, is amended by inserting, “Boats and Trailers” in the section title.
- 2.18 Section 3.14 – Derelict Vehicles, Subsection 3.14(1) is amended by inserting after “one” “of the following: trailer, boat, or” before “unlicensed motor vehicle” and replacing “the vehicles” with “they”.
- 2.19 Section 3.14 – Derelict Vehicles, Subsection 3.14(2) is amended by inserting, “boats” after “trailers” and before “or”.
- 2.20 Section 3.14 Derelict Vehicles, Subsection 3.14(3) is amended by inserting, “boat or trailer” after “motor vehicle,” and before “parts or scrap”.
- 2.21 Section 5.5 Rural (R) Zone, Subsection 5.5(14) Site-Specific Zone R(c) is amended by deleting “Lot 1, Section 8, Mayne Island Cowichan District, Plan VIP70074 and” and “500 and.”
- 2.22 Section 5.5 Rural (R) Zone, Subsection 5.5(14) is amended by inserting two new rows in the table as follows:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
R (h)	Lot 1, Section 8, Mayne Island, Cowichan District, Plan VIP70074 500 Felix Jack Road	(1) In addition to the uses permitted in 5.5(1) above, community water storage and distribution facilities, and a veterinarian clinic and animal shelter accessory to the veterinarian clinic are permitted in this location, subject to: (a) The maximum floor area of indoor animal shelter space is 47m² (500ft²) (b) Outdoor animal shelter space fully enclosed by fencing. (c) The maximum number of animals housed by the animal shelter is 30.
R (i)	Lot 1, Section 11, Mayne Island, Cowichan District, Plan 39587 327 Campbell Bay Road	(1) In addition to the uses permitted in 5.5(1) above, a music festival is permitted in this location, subject to: (a) Camping and occupancy of recreational vehicles is restricted to the area designated as ‘Camping Area’ on Schedule 5.5(a). (b) The owner must provide on-site parking for a minimum of two hundred (200) vehicles on the property in the areas designated as ‘Day Parking’ and ‘Overnight Parking’ on Schedule 5.5(a).

2.23 Section 5.5 Rural (R) Zone, Subsection 5.5(14) is amended by inserting Plan 1, attached to and forming part of this bylaw, as 'Schedule 5.5(a)' following the table.

2.24 Section 5.14 Community Service (S1) Zone is amended by inserting four new rows into the table as follows:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
S1 (b)	Lot 6, Section 8 and 11, Mayne Island, Cowichan District, Plan 8200	(1) In addition to the uses permitted in 5.14(1) above, one accessory dwelling unit for the accommodation of school staff is permitted as a principal use
S1 (c)	Lot 19, Section 12, Mayne Island, Cowichan District, Plan 23126 437 Fernhill Road	(1) In addition to the uses permitted in 5.14(1) above, a thrift store, archive, museum storage, and fall fair activities are permitted in this location. (2) Despite 5.14 (3), front, rear, exterior and interior side lot line setbacks are 0 metres (0 feet)
S1(d)	Lot 9, Section 12, Mayne Island Cowichan District, Plan 3138	(1) Despite 5.14 (3), front, rear, exterior and interior side lot line setbacks are 0 metres (0 feet)
S1 (e)	Lot 16, Section 12, Mayne Island, Cowichan District, Plan 715 430 Fernhill Road	(1) Despite 5.14 (3), front, rear, exterior and interior side lot line setback are 0 metres (0 feet)

2.25 Section 5.19 Resource Conservation (RC) Zone, Subsection (1)(b) is amended by adding "one" after "and" and before "utility" and removing the "s" from "shed".

2.26 Section 5.19 Resource Conservation (RC) Zone, Subsection 5.19 (2) is amended by removing "Density (2) The maximum lot coverage is 5%".

2.27 Section 4.1 (1) Senior Citizens Housing Comprehensive Development One (CD1) Zone, is amended by deleting "Senior Citizens Housing" and inserting "Housing" after "Comprehensive Development One".

2.28 Section 5.25 Senior Citizens Housing Comprehensive Development One (CD1) Zone, is amended by deleting "Senior Citizens Housing" and inserting "Housing" after "Comprehensive Development One" in the section title.

2.29 Section 5.25 Senior Citizens Housing Comprehensive Development One (CD1) Zone is amended by replacing "The purpose of Senior Citizens Comprehensive Development One Zone is to provide for and regulate the development of housing for senior citizens in one

location in a comprehensive manner” with “The purpose of the Housing Comprehensive Development One Housing Zone is to provide for, and regulate, the development of multiple units of attached and detached housing, including housing for seniors and affordable housing, in a concentrated area”.

- 2.30 Section 5.25 Senior Citizens Housing Comprehensive Development One (CD1) Zone, Subsection 5.25(1)(a) is amended by replacing “Senior citizen residential use” with “residential use”.
- 2.31 Section 5.25 Senior Citizens Housing Comprehensive Development One (CD1) Zone, Subsection 5.25(2) is amended by replacing “A maximum of eight duplexes, containing two dwellings each to “16 dwelling units”.
- 2.32 Section 5.26 Comprehensive Development Two (CD2) Zone, is amended by deleting subsection 5.26(17), subsection 5.26(18), and removing “Schedule 5.26 (a) CD2 zone”.
- 2.33 Schedule “B” – Zoning Map, is amended by changing the zoning classification of Lot 1, Section 8, Mayne Island, Cowichan District, Plan VIP70074 from “R” to “R(h)”.
- 2.34 Schedule “B” – Zoning Map, is amended by changing the zoning classification of Lot 1, Section 11, Mayne Island, Cowichan District, Plan 39587 from “R” to “R(i)”.
- 2.35 Schedule “B” – Zoning Map, is amended by changing the zoning of Lot 6, Section 8 and 11, Mayne Island, Cowichan District, Plan 8200 from “S1” to “S1 (b)”.
- 2.36 Schedule “B” – Zoning Map, is amended by changing the zoning classification of Lot 19, Section 12, Mayne Island, Cowichan District, Plan 23126 from “S1” to “S1(c)”.
- 2.37 Schedule “B” – Zoning Map, is amended by changing the zoning classification of Lot 9, Section 12, Mayne Island Cowichan District, Plan 3138 from “S1” to “S1(d)”.
- 2.38 Schedule “B” – Zoning Map, is amended by changing the zoning classification of Lot 16, Section 12, Mayne Island, Cowichan District, Plan 715 from “S1” to “S1 (e)”.

3. SEVERABILITY

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

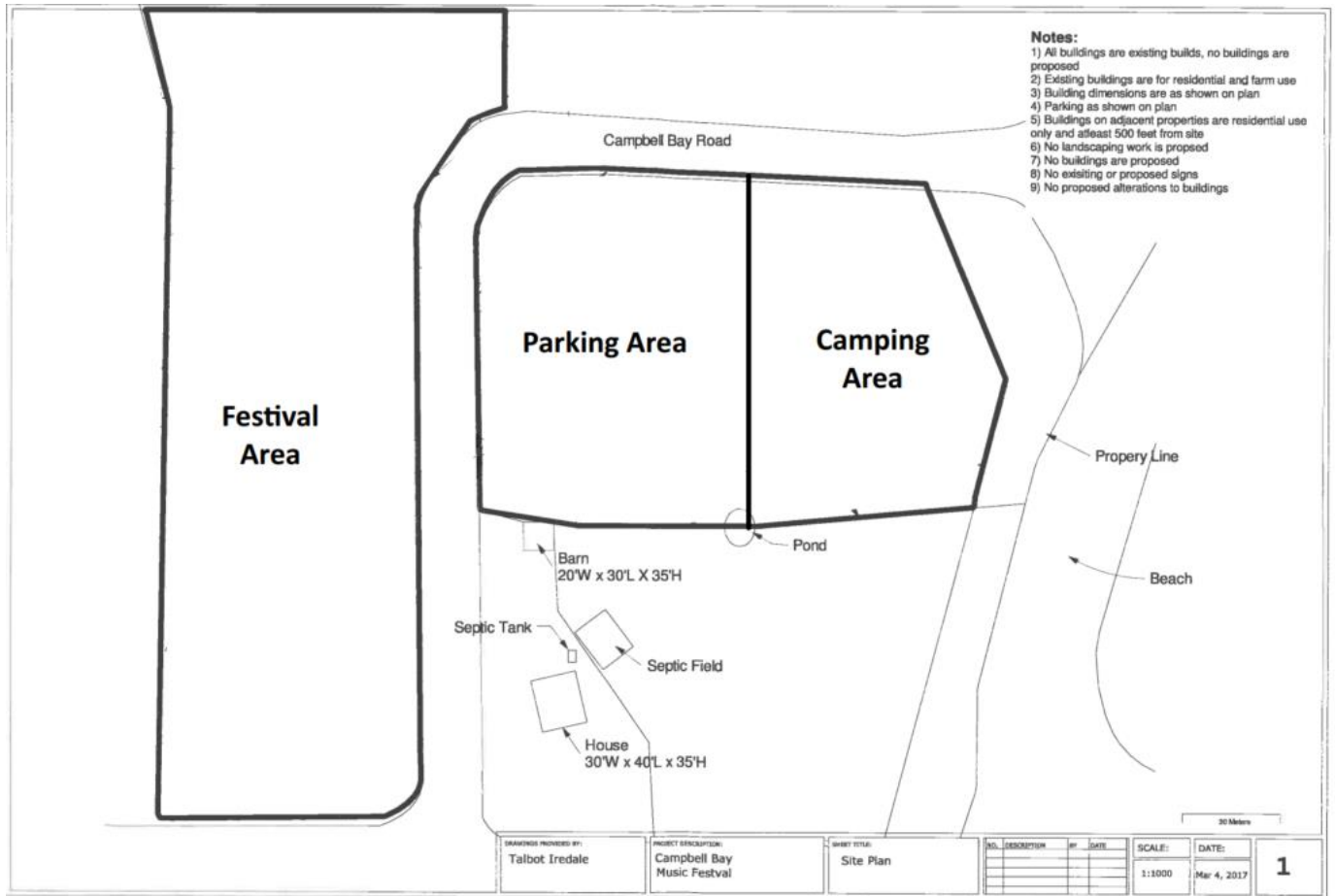
READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____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

CHAIR

SECRETARY

Mayne Island Local Trust Committee
Bylaw No. 193

Plan 1



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File Name: 2023 LUB Minor
Amendments

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

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

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

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

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

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

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

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

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

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: 01-Mar-2024 Application for change of use forwarded to the ALC			
Status Date: 26-Feb-2024 Staff report to LTC			
Status Date: 05-Jan-2024 Planner Chadwick assigned to application.			

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: 14-Mar-2024 Waiting for MOTI review of drawings.			
Status Date: 14-Feb-2024 Site visit			
Status Date: 11-Jan-2024 Revised geotechnical report sent to MOTI for review.			



Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2024.2	Gray, Michael	22-Jan-2024	609 EDITH POINT RD: Application for a variance for siting of a garage/boat shed in a setback.

Planner: Phil Testemale

Planning Status

Status Date: 28-Mar-2024

Application withdrawn (no longer requires variance for proposal).

Status Date: 18-Mar-2024

May 27th agenda for consideration

Status Date: 18-Mar-2024

Emailed applicant about timing and process. PT

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2024.3	Bacchus, Patricia	10-Apr-2024	564 Hewitt Rd: application for a DVP for completed work on a rock wall in the setback from the natural boundary of the sea.

Planner: Phil Testemale

Planning Status

Status Date: 23-Apr-2024

phone call - applicant having survey plan improved. Green shores consultants info sent.

Status Date: 18-Apr-2024

Email to applicant onsite plan requirements/other

Status Date: 11-Apr-2024

Fee processed + receipt issued



Applications

Liquor Control Branch

File Number	Applicant Name	Date Received	Purpose
MA-LCB-2023.1	Mayne island Brewing Company Ltd Planner: Narissa Chadwick	06-Nov-2023	490 FERNHILL RD: Application for a Manufacturing and Lounge License.
Planning Status			
Status Date: 26-Mar-2024 Approval for review sent to LCDB.			
Status Date: 26-Feb-2024 Staff report to March meeting re: support for application			
Status Date: 23-Feb-2024 Public meeting held			

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2023.1	Robert Blaney Design Inc. Planner: Narissa Chadwick	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).
Planning Status			
Status Date: 12-Mar-2024 Re-connection with applicant. Applicant to submit new design.			
Status Date: 05-Mar-2024 Re-assigned to Narissa			
Status Date: 27-Feb-2024 Applicant determining how they would like to proceed.			



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: Phil Testemale

Planning Status

Status Date: 05-Mar-2024

Re-assigned to Phil

Status Date: 30-Jan-2024

Met with Mayne Island Housing Society on January 30, 2024. They are proceeding with a restrictive covenant on lot 2 in regards to proof of water. CRD has been contacted as S. 219 covenant would be granted to MI LTC and CRD restricting development until water supply standards are met.

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.

Islands Trust
LTC EXP SUMMARY REPORT F2024
Invoices posted to Month ending March 2024

645 Mayne	Invoices posted to Month ending March 2024	<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	1,952.71	-1,482.71
65210-645	LTC - Local Exp - APC Meeting Expenses	333.00	288.45	44.55
65220-645	LTC - Local Exp - Communications	250.00	928.00	-678.00
65230-645	LTC - Local Exp - Special Projects	276.00	0.00	276.00
TOTAL LTC Local Expense		<u>1,329.00</u>	<u>3,169.16</u>	<u>-1,840.16</u>
Projects				
73001-645-4100	Mayne Island Housing	1,000.00	274.09	725.91
73001-645-4130	Mayne LUB Minor Amendments	2,000.00	0.00	2,000.00
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



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MARCH 19th, 2024 BOARD MEETING

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

1. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board received the Minister of Municipal Affairs' response on the Islands Trust Conservancy (ITC) Plan which included a request to engage further with First Nations regarding creation of the ITC Plan. Manager Emmings advised that any new acquisitions or covenants need to come to the Minister for review before the Board signs off on them. The ITC Board directed staff to respond to the Minister of Municipal Affairs acknowledging directions in the letter and requesting:
 - Authorization to invest ITC funds as permitted under the provisions of the *Trustee Act*
 - Direction on interaction with the Minister regarding property management of new acquisitions of covenants and nature reserves
- The ITC Board approved the Project Charter for the development of the 2026-2030 ITC Plan.
- The ITC Board amended three land securement and management policies, providing direction for early First Nations engagement prior to approval of securement projects.
- Trustee Elliot provided updates of interest to the ITC Board from Executive Committee including:
 - Executive Committee's interest in continuing to meet with Islands Trust Conservancy to strategize on how to gain support from the province
 - ITC presence at the 50th anniversary celebration of Islands Trust on Salt Spring Island
- The ITC Board requested that Executive Committee set aside time for an ITC presentation to Trust Council at the June 2024 meeting
- Trustee Gauvreau provided updates of interest to the ITC Board from Governance Committee including:
 - The roles and responsibilities of the committee to oversee the organization's governance structure, ensuring transparency and efficiency, and providing recommendations to Trust Council
 - The Committee is currently reviewing the 2022 governance review, which requires input from staff and trustees
 - The report needs to be reviewed and discussed at Trust Council before a letter is drafted to the province



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

2. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved a conservation proposal for the Doris McHardy NAPTEP conservation covenant on North Pender Island, subject to review of First Nations responses and Ministerial approval.
- Manager Emmings provided the Board with a status update on public applications for Crystal Mountain Nature Reserve, Robert Leader NAPTEP Covenant, and Koontz NAPTEP Covenant following the decision to decline approval of the ITC Plan by the Minister of Municipal Affairs.

3. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board instructed staff to proceed with the development of a risk management policy for all nature reserves, which includes warning users of the risk of danger trees.
- The ITC Board directed staff to begin work on signage for the S'ul-hween X'pey (Elder Cedar) Nature Reserve on Gabriola Island, to address risk management efforts.

4. FUNDRAISING AND CONSERVANCY SUPPORT

- The ITC Board approved a contribution of \$3,500 to support the 2024 Salish Sea Conservation Forum on Galiano Island.
- The ITC Board approved the request from the Galiano Conservation Association to install a water meter at the existing drilled well on Trincomali Nature Sanctuary to log water levels and temperature data to inform a water conservation project on Galiano Island. This approval is subject to:
 - Proper installation as guided by the Water Sustainability Act and Groundwater Protection Regulation regarding work in and around groundwater wells
 - Removal of all equipment at the end of the project

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>

REQUEST FOR DECISION

To: Mayne Island LTC **For the Meeting of:** May 27, 2024
From: Trust Area Services **Date Prepared:** April 8, 2024
SUBJECT: 2023/24 ANNUAL REPORT – APPROVAL OF MAYNE ISLAND SECTION

RECOMMENDATION: That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

- 1 PURPOSE:** Local Trust Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2024 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.1](#). The Executive Committee approved the format and outline of the 2023/24 Annual Report at its meeting on February 23, 2024. The Mayne Island Local Trust Committee annual report section also includes an introduction on the local trust area with information gathered from the Islands Trust website and Statistics Canada. The addition of this introduction is in line with the Islands Trust 50th anniversary activities as approved by Executive Committee on November 21, 2023.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 2024 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and then Trust Council consideration of approval in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Municipal Affairs and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about First Nations relations may be included within committee reports.

OTHER: None.

3 RELEVANT POLICY(S): Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*

4 ATTACHMENT(S):: Mayne Island LTC input to Annual Report (draft)

RESPONSE OPTIONS

Recommendation: That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

Alternative: That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Municipal Affairs.

Prepared By: Morgana van Niekerk, Communications Specialist

Mayne Island Local Trust Committee

The Mayne Island Local Trust Area comprises 20 associated islands Mayne, Curlew, and Georgeson Islands.

The Mayne Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

Mayne Island and surrounding waters are the habitat of several at-risk species including the Killer Whale, Purple Martin, Peregrine Falcon, and a Glass Sponge Reef. The Purple Martin arrives each spring after a long migration from south-east Brazil and is the largest swallow breed in North America.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/mayne-island-lta-2021-census-profile/>

The Mayne Island Local Trust Committee (MA LTC) held eight regular business meetings in the 2023/24 fiscal year, as well as one Community Information Meeting, two special meetings, and no public hearings.

Work for this period focused on advancing the MA LTC priorities of making amendments to the Land Use Bylaw and the Official Community Plan and adopting Flexible Housing policies and regulations.

From April 1, 2023 to March 31, 2024, the MA LTC received and considered applications for five development variance permits, two temporary use permits, and two rezoning applications. During the same time period staff also reviewed 17 building permit referrals.