



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: January 27, 2025
Time: 1:30 pm
Location: Electronic Meeting

			Pages
1.	CALL TO ORDER	1:30 PM - 1:30 PM	
2.	TERRITORIAL ACKNOWLEDGEMENT	1:30 PM - 1:35 PM	
3.	APPROVAL OF AGENDA	1:35 PM - 1:40 PM	
4.	TOWN HALL AND QUESTIONS	1:40 PM - 1:55 PM	
5.	COMMUNITY INFORMATION MEETING - None		
6.	PUBLIC HEARING - None		
7.	MINUTES	1:55 PM - 2:05 PM	
7.1	Local Trust Committee Minutes Dated November 25, 2024 (for Adoption)		4 - 9
7.2	Section 26 Resolutions-without-meeting Report - None		
7.3	Advisory Planning Commission Minutes - None		
8.	BUSINESS ARISING FROM THE MINUTES		
8.1	Follow-up Action List Dated Jan 2025		10 - 11
9.	DELEGATIONS		
10.	CORRESPONDENCE		
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
11.	APPLICATIONS AND REFERRALS	2:05 PM - 2:40 PM	
11.1	North Pender Island Local Trust Committee Referral for Draft Bylaw No. 235 (for Response) (attached)		12 - 14
11.2	Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 541 (for Response) (attached)		15 - 20

11.3	MA-RZ-2023.2 (CRD) – Staff Report (Attached)	21 - 23
12.	LOCAL TRUST COMMITTEE PROJECTS	2:40 PM - 3:10 PM
12.1	Housing Project - Verbal Update	
12.2	Suitable Land Analysis - Staff Report (attached)	24 - 25
13.	REPORTS	3:10 PM - 3:20 PM
13.1	Work Program Reports (attached)	
13.1.1	<u>Active Projects Report Dated Jan 2025</u>	26 - 26
13.1.2	<u>Future Project List Report Dated Jan 2025</u>	27 - 27
13.2	Applications Report Dated Jan 2025	28 - 28
13.3	Trustee and Local Expense Report Dated Nov 2024 (attached)	29 - 29
13.4	Adopted Policies and Standing Resolutions (attached)	30 - 34
13.5	Local Trust Committee Webpage	
13.6	Chair's Report	
13.7	Trustee Report	
13.8	Electoral Area Director's Report	
13.9	Islands Trust Conservancy Report Date Nov 2024	35 - 37
14.	NEW BUSINESS	
15.	UPCOMING MEETINGS	
15.1	Next Regular Meeting Scheduled for February 24, 2025 at the Agricultural Hall, Mayne Island	
16.	TOWN HALL	3:20 PM - 3:35 PM
17.	CLOSED MEETING (Distributed Under Separate Cover)	
17.1	Motion to Close Meeting	
	<i>That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a):</i>	
	(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;	
	<i>AND that the recorder and staff attend the meeting.</i>	

17.2 Recall to Order

17.3 Rise and Report

18. ADJOURNMENT

3:35 PM - 3:35 PM

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: November 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
Warren Dingman, Bylaw Compliance and Enforcement Manager
(Electronic)
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were six (6) members of the public present.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 1:32 p.m. She acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

14.3 Correspondence to the Province

By general consent, the agenda was adopted as amended.

4. TOWN HALL AND QUESTIONS

There were no public comments.

5. COMMUNITY INFORMATION MEETING - None

6. PUBLIC HEARING - None

7. MINUTES

7.1 Local Trust Committee Minutes Dated October 7, 2024 (for Adoption)

By general consent, the Mayne Island Local Trust Committee meeting minutes of October 7, 2024 were adopted.

7.2 Local Trust Committee Minutes Dated October 28, 2024 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of October 28, 2024 were adopted.

7.3 Section 26 Resolutions-without-meeting Report - None

7.4 Advisory Planning Commission Minutes - None

8. BUSINESS ARISING FROM THE MINUTES

8.1 Follow-up Action List Dated Nov 2024

By general consent, the Mayne Island Local Trust Committee requests staff remove February 26, 2024 Item No. 1 Letter to BC Ferries regarding community use of their property from the Follow-up Action List.

9. DELEGATIONS - None

10. CORRESPONDENCE

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

11. APPLICATIONS AND REFERRALS

11.1 MA-PLDVP20240220 (Scott) - Staff Report

Island Planner Chadwick summarized the staff report and indicated the height variance being applied for will not impact neighbouring properties.

The applicant was in attendance, spoke to the application, and provided a model of the proposed structure.

Discussion ensued and Trustees had no questions for the Planner or applicant.

MA-2024-058

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20240220 (Scott).

CARRIED

11.2 MA-PLDVP20240221 (Redsell) - Staff Report

Island Planner Chadwick summarized the staff report and noted the application is for siting variances for three structures and a variance to allow an additional accessory building.

The applicant was in attendance and stated the structures were in place ten years ago at the time the property was purchased.

The Trustees had no questions for the Planner or the applicant.

MA-2024-059

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20240221 (Redsell).

CARRIED

11.3 Salt Spring Island Local Trust Committee Proposed Bylaws 538 and 539 Referral - For Response

That the Mayne Island Local Trust Committee interests are unaffected by the Salt Spring Island Local Trust Committee Draft Bylaws No. 538 and 539.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Housing Projects - Verbal Update

Island Planner Chadwick provided a verbal update and noted the following:

- A geotechnical study has been done at the Wood Dale site and while there is a limited area in which housing could be built this does not preclude rezoning
- Staff are working through the implementation options list and will bring information back to the next meeting

MA-2024-060

It was MOVED and SECONDED,

that the Mayne Island Local Trust Committee direct staff to connect with Capital Regional District staff regarding adding the rezoning of the Capital Regional District property at Wood Dale Drive to the housing project.

CARRIED

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated Nov 2024

Received for information.

13.1.2 Future Project List Report Dated Nov 2024

Received for information.

13.2 Applications Report - Verbal Report

Island Planner Chadwick provided a verbal report and noted the following:

- Rezoning for St. John Point Park will be coming to the Local Trust Committee for consideration in early 2025
- Majority of Suitable Land Analysis work has been completed

13.3 Trustee and Local Expense Report Dated September, 2024

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 Local Trust Committee Webpage

No update required at this time.

13.6 Chair's Report

Chair Elliott reported the following:

- Attending Trust Council December 3 to December 5
- Attended Islands Trust Conservancy Board meeting and noted interim manager's term ends January, 2025 and this will exacerbate staff capacity challenges
- Noted hiring of Chief Administrative Officer (CAO), Rueben Bronee, and acknowledged interim CAO Mobbs' work
- Attended Committee of the Whole meeting to advance policy statement amendment project
- Regional Planning Committee has received approval of tiny homes exploratory project
- Executive Committee reconciliation learning group will continue

13.7 Trustee Report

Trustee Dodds did not have anything to report.

Trustee Maude reported a deer processing workshop will be taking place December 1.

13.8 Electoral Area Director's Report - None

13.9 Islands Trust Conservancy Report - None

14. NEW BUSINESS

14.1 Phase 4 Community Engagement Options - Policy Statement Amendment Project (PSAP) - Staff Report

Discussion ensued about the options available to the Local Trust Committee regarding community engagement on the Islands Trust draft Policy Statement.

MA-2024-061

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee select Engagement Option No. 2 for Phase 4 community engagement about the new draft Islands Trust Policy Statement.

CARRIED

14.2 Local Trust Committee Compliance and Enforcement Policy - Staff Report

Bylaw Compliance and Enforcement Manager Dingman summarized the staff report and highlighted the following:

- Policy will incorporate all current compliance and enforcement standing resolutions and policies into a single document
- New policy will include notice of site inspections, definition of minor contraventions, short-term vacation rental policies, and how vexatious complaints will be addressed

Discussion ensued and the following comments and clarifications were noted:

- When a complaint has been received a letter summarizing the details of the complaint is sent indicating there might be a bylaw contravention and notice is given that a file has been opened to investigate the validity of complaint
- Notice period prior to commencement of inspection is fourteen days minimum
- Notice period of investigation of a contravention of a Temporary Use Permit is different based on conditions listed in the Permit
- Once policy is adopted the Local Trust Committee can rescind standing resolutions as the policy replaces them

MA-2024-062

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee adopt the proposed Bylaw Compliance and Enforcement Policy as presented.

CARRIED

14.3 Correspondence to the Province

It was observed that action had not been taken to inform the Province of the incursion on the foreshore on the Georgina Point property.

MA-2024-063

It was MOVED and SECONDED

that Mayne Island Local Trust Committee direct staff to forward MA-DVP-2023.7 (Seymour) staff report identifying the shoreline trespass to the relevant provincial agency.

CARRIED

15. UPCOMING MEETINGS

15.1 Draft 2025-2026 LTC Meeting Schedule - Request for Decision (for Adoption)

Discussion ensued.

MA-2024-064

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve their January, 2025 to March, 2026 Meeting Schedule with the January 27, 2025 meeting to be held electronically and the remainder to be held in-person.

CARRIED

16. TOWN HALL

There were no public comments.

17. CLOSED MEETING - None

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:52 p.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Mayne Island

29-Jul-2024

Progress	Activity		Responsibility	Dates	Status
0%	1	11.3 Housing - Staff to organize meeting with PAC to explore opportunity for rezoning properties to accommodate housing	Narissa Chadwick	Target: 05-Sep-2024	In Progress
0%	2	11.3 Staff to connect with the Mayne Land Conservancy to talk about potential Land Trust for housing	Narissa Chadwick	Target: 29-Jul-2024	In Progress

07-Oct-2024

Progress	Activity		Responsibility	Dates	Status
0%	1	13.2 Trustee Dodds to write letter to CRD Director Paul Brent regarding fallow deer		Target: 08-Nov-2024	In Progress

Follow Up Action Report

Mayne Island

25-Nov-2024

Progress	Activity		Responsibility	Dates	Status
100%	1	7.1 October 7, 2024 Minutes Adopted	Emily Bryant	Target: 29-Nov-2024	Completed
100%	2	7.2 October 28th Minutes Adopted	Emily Bryant	Target: 29-Nov-2024	Completed
0%	3	11.1 MA-PLVP20240220 (Scott) - Approved, Issue DVP	Emily Bryant Jas Chonk Phil Testemale	Target: 06-Dec-2024	Completed
0%	4	11.2 MA-PLDVP20240221 (Redsell) - Approved, Issue DVP	Emily Bryant Jas Chonk Phil Testemale	Target: 06-Dec-2024	Completed
0%	5	11.3 Issues unaffected	Emily Bryant Jas Chonk	Target: 07-Dec-2024	Completed
0%	6	12.1 Staff to add CRD property on Wooddale to Housing project and connect with CRD staff	Narissa Chadwick		In Progress



Islands Trust

BYLAW REFERRAL FORM

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

Island: North Pender Island Local Trust Area Bylaw No.: 235 Date: December 16, 2024

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

APPLICANTS NAME / ADDRESS:

Not applicable

PURPOSE OF BYLAW:

The purpose of draft Bylaw No. 235 is to make amendments to the North Pender Island Official Community Plan No. 171 to update Raptor and Heron Nest Development Permit Area (DPA) mapping and associated provisions.

The current Raptor Nest DPA provisions were adopted in 2008 based upon surveys conducted by local volunteers. Nest trees were mapped with assistance of Islands Trust staff. An update of wildlife trees is required as new nests are established and older ones abandoned. In addition, DPA provisions have been reviewed and updates proposed based on most recent [2013 provincial guidelines](#) for raptor conservation.

For ease of reference and review, attached are both a redline version of draft Bylaw No. 235 with proposed revisions in track changes, and a clean version that does not include track changes.

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Multiple parcels

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional project information, including associated project staff reports, mapping and draft Bylaw No. 235 is available at: <https://islandstrust.bc.ca/island-planning/north-pender/projects/>

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

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner

Tel: 250-405-5194
Contact Email: bsmith@islandstrust.bc.ca
Info:

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Federal Agencies

Parks Canada

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Planning & Protective
Services

Provincial Agencies

Ministry of Municipal Affairs
Ministry of Water, Land and Resource Stewardship – Wildlife
Branch

Adjacent Local Trust Committees and

Municipalities

Mayne Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

Non-Agency Referrals

Pender Islands Parks and Recreation Commission
Islands Trust Conservancy
Pender Islands Conservancy

First Nations

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

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

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

North Pender Island Local Trust Area
(Island)

(Signature)

(Date)

235
(Bylaw Number)

(Name and Title)

(Agency)

From: Rob Pingle
Sent: Thursday, January 16, 2025 1:52 PM
To: 'mtippett@cverd.bc.ca'; Jas Chonk; Nadine Mourao; 'realestate@crd.bc.ca'; 'amanda.vanderkloof@bcas.ca'; 'saltspring@rcmp-grc.gc.ca'; 'jholmes@saltspringfire.com'; 'FrontCounterBC@gov.bc.ca'; Corlynn Strachan
Cc: Oluwashogo Garuba
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw No 541 Referral - For Response
Attachments: SS-LTC_2024-01-16_SS-BL-541_ReferralFRM.pdf

Dear Referral Coordinators,

We are contacting you in regards to a referral of Bylaw No. 541 (attached), which proposes to amend the Land Use Bylaw to permit one (1) dwelling and one (1) full time rental cottage on the property at 200 Collins Road, Salt Spring Island.

Staff reports and other materials related to the proposed bylaw can be viewed on our website at: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> as PLRZ20240145.

A reply is respectfully requested by **March 17, 2025** to ensure that your concerns or comments are considered by our elected officials.

Should you have any questions, or require further information on the Proposed Bylaw, please contact Islands Trust Planner Oluwashogo Garuba at (250) 538-5603 or ogaruba@islandstrust.bc.ca and she would be happy to answer any questions you may have.

Referral responses should be addressed to myself at rpingle@islandstrust.bc.ca.

Thank you for your time and attention to this referral,

Rob Pingle

Legislative Clerk | Deputy Secretary

Islands Trust

4 – 121 McPhillips Avenue | Salt Spring Island BC V8K 2T6

Phone: 250-538-5600 | www.islandstrust.bc.ca

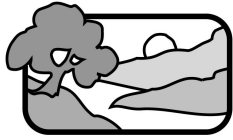
You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

The Salt Spring Island Islands Trust office at 500 Lower Ganges Rd is now closed. Islands Trust staff will continue to provide services by phone and e-mail until the new office space at 121 McPhillips Avenue opens. During the in-person office closure period, enquiries can be submitted by email at ssiinfo@islandstrust.bc.ca, or call 250.537.9144.

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

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOŖÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwəθən, səliwətaʔ, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SÁÁUTW, Stz'uminus, ʔaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLÉLP, WSIKEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and xʷməθkʷəy̓əm First Nations. Islands Trust is committed to

reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 541 Date: January 16, 2025

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

APPLICANTS NAME / ADDRESS:

Jordan Litke

PURPOSE OF BYLAW:

To change the subject property zoning from Rural to Rural variant f to permit one (1) dwelling and one (1) full time rental cottage.

GENERAL LOCATION:

200 Collins Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 3 SECTION 3 RANGE 2 WEST NORTH SALT SPRING COWICHAN DISTRICT PLAN EPP100050

SIZE OF PROPERTY AFFECTED:

4.2 hectares (10.4 acres)

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhood (RN)

OTHER INFORMATION:

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

(Signature)

Name: Oluwashogo Garuba

Title: Islands Trust Planner

This referral has been sent to the following agencies:

First Nations

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

Salt Spring Island Coast Salish Society

Regional Agencies

Capital Regional District
CRD – SSI Building Inspection
Islands Trust – Islands Trust Conservancy

Provincial Agencies

BC Assessment Authority
Front Counter BC

Non-Agency Referrals

BC Ambulance Service
RCMP
SSI Fire-Rescue

Adjacent Local Trust Committees and Municipalities

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

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

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

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

541
(Bylaw Number)

(Title)

(Agency)

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 541

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

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2024”.

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

- 2.1 Schedule “A” – Zoning Map, is amended by changing the zoning classification for LOT 3 SECTION 3 RANGE 2 WEST NORTH SALT SPRING COWICHAN DISTRICT PLAN EPP100050 from Rural (R) to Rural variant f (R (f)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “A” to Bylaw No. 355 as are required to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

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____

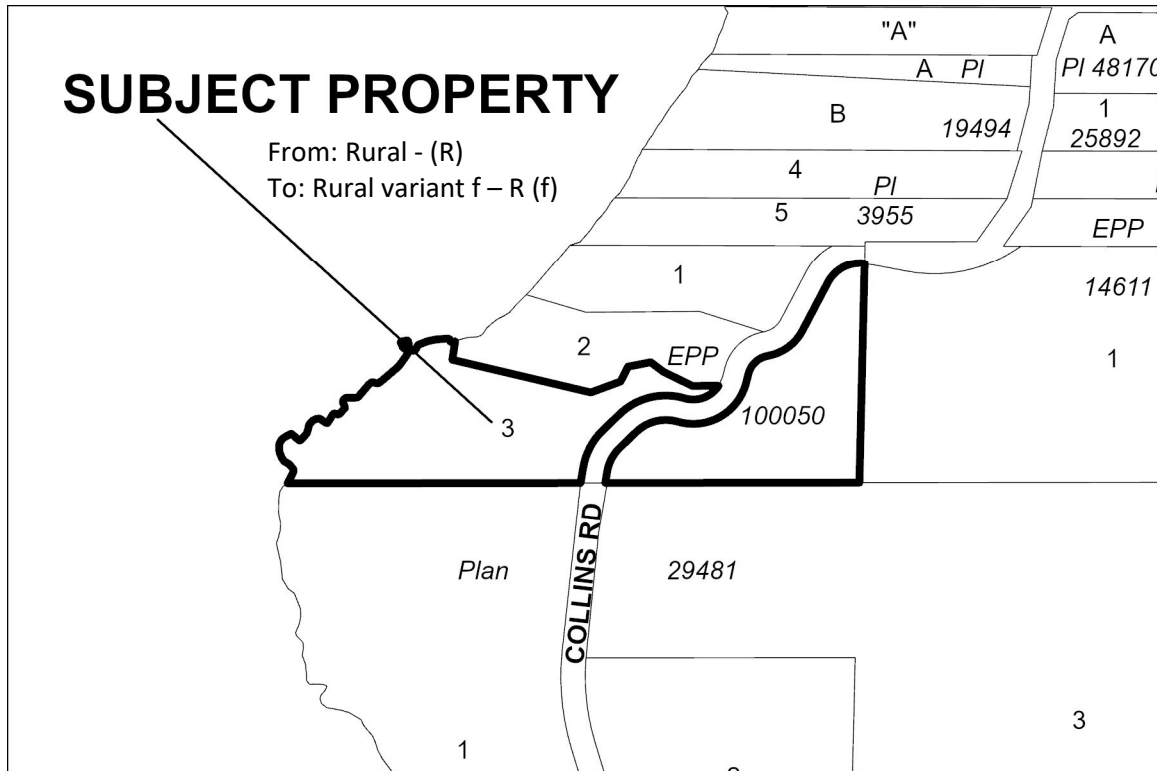
ADOPTED THIS _____ DAY OF _____ 20____

Chair

Secretary

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 541

Plan No. 1



DATE OF MEETING: January 27, 2025

TO: Mayne Island Local Trust Committee

FROM: Narissa Chadwick, Island Planner
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: MA-RZ-2023.2 (CRD)
Applicant: Capital Regional District
Location: St. John Point Park

RECOMMENDATION

1. That the Mayne Island Local Trust Committee direct staff to prepare a draft bylaw and initiate referrals to First Nations, and potentially affected agencies.

REPORT SUMMARY

The purpose of this report is to update the LTC on the status of the rezoning and request direction from the LTC to prepare draft bylaws and initiate referrals to First Nations and potentially affected agencies.

BACKGROUND

The Capital Regional District (CRD) acquired the 27-hectare property in December of 2017 through a partnership with the Mayne Island Conservancy Society. The CRD undertook a comprehensive management planning process from 2018-2019 including ecological studies, a two-phase public engagement process resulting in the Initial Public Participation Report, and resulting in the [St. John Point Regional Park Management Plan](#), which guides the management and operation of the park for the next 15 years.

The management plan identifies the short-term action to develop a Park Entrance Hub in the northwest corner of the property near the entrance. The Hub would include a park entrance sign and visitor information kiosk, an expanded 20-vehicle parking lot, a bicycle rack, and a pump out toilet building. This Entrance Hub would be constructed in a previously disturbed area where a home was located. The existing undersized gravel parking area would be restored to a natural condition.

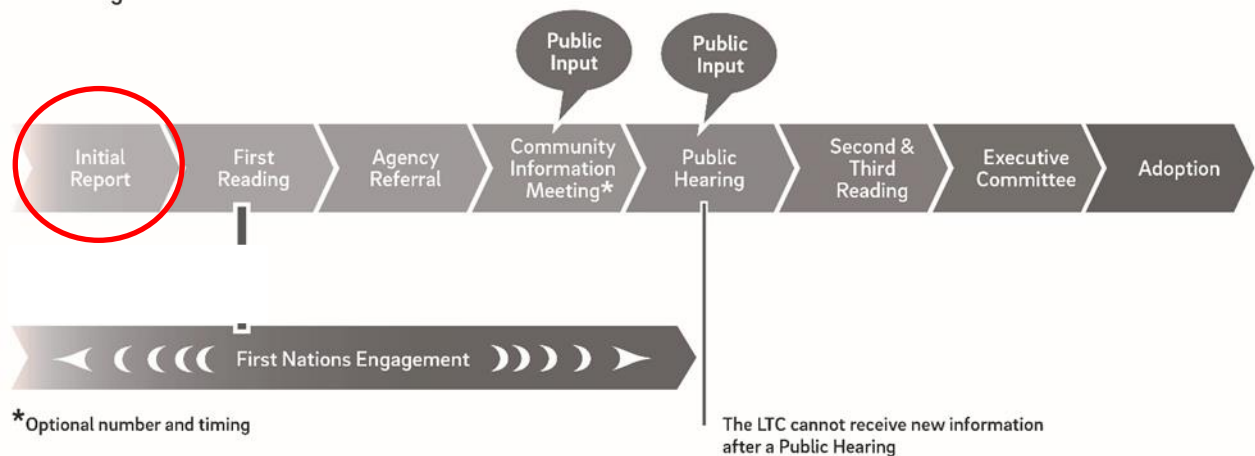
St. Johns Point Park currently has passive park status. In section 3.1(7) of the Mayne Island LUB a passive recreation park is permitted in all zones. A passive park is defined as a park limited to hiking and walking trails with signs not exceeding 1 square metre each and no other uses including driveways and parking lots. The development of the proposed Park Entrance Hub would not conform to this regulation due to the proposed parking lot construction. The CRD's rezoning application would amend the OCP and LUB so that the development of the Park Entrance Hub is compliant, as well and re-designating and rezoning the property to Park.

Due to a portion of the property designated as Park Entrance Hub being within the Agricultural Land Reserve (ALR) it was required that the Agricultural Land Commission (ALC) approve the non-farm use of that portion prior to rezoning application approval. This approval has been granted by the ALC.

ANALYSIS

For details related to this application see the [preliminary staff report](#).

Timeline



Agency Referrals

Staff will be referring draft bylaws to the following agencies:

- | | |
|------------------------------|---|
| Galiano Island LTC | Ministry of Transportation and Infrastructure |
| Saturna Island LTC | Mayne Island Parks Commission |
| North Pender LTC | Mayne Island Fire Rescue |
| Agricultural Land Commission | |

The LTC could also choose to refer the draft bylaws to the APC.

First Nations Referral

The CRD initiated First Nations engagement in fall 2024. Letters were mailed to all Nations identified in the provincial Consultative Area Database (CAD) who’s traditional territories the property is located. The CRD heard back from the Wsanec Leadership Council (WLC). CRD staff did a site visit with WLC staff. The WLC expressed some concerns related to the proximity of trails to sites of cultural significance. The CRD is working with the WLC to address these concerns. They did not express any concern with the rezoning application at that time. The application has been referred to their referrals department.

Islands Trust staff will reference the CRD’s efforts in the referral to the following:

- | | |
|---------------------------|------------------------------|
| • Semiahmoo First Nation | • Lake Cowichan First Nation |
| • Tsawwassen First Nation | • Cowichan Tribes |
| • Stz’uminus First Nation | • Lyackson First Nation |
| • Halalt First Nation | • Tsawout First Nation |
| • Penelakut Tribe | • Tsartlip First Nation |

- Tseycum First Nation
- Pauquachin First Nation
- Wsanec Leadership Council

Rationale for Recommendation

- Since its acquisition by the CRD in 2017, the property has been actively used as a park attracting both on and off island users. The rezoning will bring into compliance the existing parking lot and supports the expansion of parking that CRD considers much needed (as indicated in the letters of support, the lack of parking has led to visitors parking on the road which potentially impedes emergency response) as well as the building of a toilet building, bike parking and a park sign.
- The Agricultural Land Commission (ALC) has approved the non-farm use of the portion of the Park Entrance Hub that is within the Agricultural Land Reserve (ALR).
- Sending out referrals now will move the application process forward.

ALTERNATIVES

1. Request further information

The LTC should specify the information being requested.

2. Do not proceed

Staff caution that if the LTC decides not to proceed concerns related to parking on Horton Bay road will likely continue to be an issue.

NEXT STEPS

If the recommendation are supported:

- Staff will draft bylaws.
- Staff will initiate referrals to First Nations, and potentially affected agencies.

Submitted By:	Narissa Chadwick RPP MCIP, Island Planner	January 14, 2025
Concurrence:	Robert Kojima, Regional Planning Manger	January 14, 2025

DATE OF MEETING: January 27, 2025

TO: Mayne Island Local Trust Committee

FROM: Narissa Chadwick, Island Planner
Southern Team

SUBJECT: Suitable Land Analysis

RECOMMENDATION

- 1. That the Mayne Island Local Trust Committee request staff to schedule a special electronic meeting in February 2025 to review and discuss preliminary data and mapping from the Mayne Island Suitable Land Analysis Project.**

REPORT SUMMARY

This report provides an update on the Suitable Land Analysis (SLA). The purpose is to receive direction from the LTC to schedule a special meeting to review the SLA.

BACKGROUND

The Suitable Land Analysis (SLA) Tool is designed to evaluate and prioritize areas across the Islands Trust region for sustainable development while emphasizing environmental conservation and community resilience. The tool integrates existing data on ecological sensitivity, freshwater sustainability, transportation, infrastructure, and slope stability to support informed land-use decisions. The methodology used involves collecting and processing datasets related to sensitive ecosystems, groundwater vulnerability, and other environmental factors, which are then analysed using computer modelling tools. This tool employs a weighted scoring system to identify areas that are less suitable for additional development, ensuring that land-use planning aligns with environmental and sustainability goals. The SLA will be a useful tool for determining locations where increased density and intensity of residential land use, as being explored through the Mayne Islands Housing Review Project, will be more or less suitable.

A consultant has been retained to complete the work on the suitable land analysis that began in 2024. This work is to be completed by March 31st and will involve revising the current methodology developed last year and then applying the methodology to Gabriola, Denman, Hornby and Mayne Islands. The work is scheduled to be available for review by each LTC by January 31st. Staff are recommending that a Special LTC Meeting be held in February to review the suitable land analysis for Mayne Island. The 1 hour workshop would involve the following:

- Re-introduction to the suitable land analysis
- Explanation of the data in each layer
- Collection of feedback from the LTC on any layers to exclude and weighting of specific layers
- Identification of next steps

RATIONALE FOR RECOMMENDATIONS

The suitable land analysis will help with identifying areas for expanding flexible housing zoning and actions, related to the Mayne Island Housing Project, that may contribute to increasing the density and intensity of residential land use. Review of the SLA for Mayne in February coincides well with the potential for bylaw readings by summer 2025.

ALTERNATIVES:

- 1. Schedule Review of SLA after February

It may delay bylaw readings if the LTC is not provided with adequate time to review the SLA and identify how they will apply the information to the Housing Project.

- 2. Request staff not include Mayne in the SLA

This will limit the ability for the Mayne LTC to made data informed decisions when considering increases in density and intensity of residential development.

Next Steps

If the LTC concurs with the staff recommendations, staff will schedule and advertise for a special electronic meeting in February to review the Suitable Land Analysis.

Submitted By:	Narissa Chadwick, RPP, MCIP, Island Planner	January 14, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	January 14, 2025

Active Projects Report

Mayne Island

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

Responsible

Dates

Activity:

Continuation of Housing Options Project

- Draft bylaw language for discussion to be provided to LTC at February 2024 meeting

Narissa Chadwick

Rec'd: 30-Jan-2023

Target: 31-Mar-2025

Future Projects Report

Mayne Island

1. *Foreshore Education and Marine zoning*

Responsible

Date Received

To provide education on foreshore uses and climate change adaptation and review policy and zoning regulations for foreshore and marine uses

24-Jun-2024

2. *Groundwater Implementation*

Responsible

Date Received

To review after housing project implementaton



1/15/2025

Mayne Local Trust Committee Open Applications Report

Type	Application Number	Applicant	Address	Description	Planner	Date Received	Status	Most Recently Completed Activity
Subdivision								
	MA-SUB-2018.1	Brent Mayenburg	484 CHERRY TREE BAY RD, MAYNE ISLAND, BC V0N 2J1	Referral of a subdivision for 3 lots	Narissa Chadwick	04/09/2018	Administrative Approval	Record and File PLR
	MA-SUB-2023.1	David Brown		BROWN / MIHS - 375 Village Bay Road - Referral of subdivision	Phil Testemale	01/17/2023	Administrative Approval	Generate Staff Report
Rezoning								
	MA-RZ-2023.2	Mike Macintyre	0 HORTON BAY RD, MAYNE ISLAND, BC V0N 2J2	Lot B, Section 1, Horton Bay Road: an application for	Narissa Chadwick	10/04/2023	Local Trust Committee	Planning Review
Number of Open Applications	3							

Islands Trust
LTC EXP SUMMARY REPORT F2025
Invoices posted to Month ending November 2024

645 Mayne	Invoices posted to Month ending November 2024	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,820.00	733.06	1,086.94
65210-645	LTC - Local Exp - APC Meeting Expenses	300.00	0.00	300.00
65220-645	LTC - Local Exp - Communications	1,000.00	826.00	174.00
TOTAL LTC Local Expense		<u>3,120.00</u>	<u>1,559.06</u>	<u>1,560.94</u>
Projects				
73001-645-4100	Mayne Island Housing	10,000.00	0.00	10,000.00
73001-645-4130	Mayne LUB Minor Amendments	2,000.00	1,241.18	758.82
TOTAL Project Expenses		<u>12,000.00</u>	<u>1,241.18</u>	<u>10,758.82</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 NOVEMBER 19TH, 2024 BOARD MEETING

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

1. ORGANIZATION UPDATES/TEAM

- Chair Smith provided a reminder that there will be an election for Chair and Vice Chair in January 2025, and advised she will be stepping down as Chair.
- The ITC Board and ITC staff reported on the highlights of attending the Salish Sea Conservation Forum on Galiano Island on October 18th, 2024.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board adopted the proposed board meeting schedule from January 2025 to March 31st, 2026. Staff were directed to schedule the following ITC board meeting dates: January 21st, May 27th, October 7th, November 18th, 2025 and January 20th, 2026 as electronic meetings, and list the Victoria office board room as the public meeting location. Three in-person meetings will be held on March 18th and July 22nd, 2025, and March 17th, 2026.
- The ITC Board approved an increase of \$7,582 to its proposed 2025-26 Salaries and Benefits budget (Islands Trust Contribution) due to an error in its earlier submission relative to the amount available from the Environment and Climate Change Canada Contribution Agreement for Salaries and Benefits in 2025-26. In light of the increasing budget line request, the Board approved reducing the Board's training budget line by \$3,000 (originally increased to support education on Indigenous Conserved and Protected Areas). The board directed staff to provide these changes to the Financial Planning Committee and Trust Council.
- The ITC Board will indicate to Financial Planning Committee and Trust Council its supports for the Trust Area Services business case for an Auxiliary Policy Advisor for 2025-26 as this position is critical for ongoing intergovernmental and policy work. The ITC Board requests that a portion of an Auxiliary Policy Advisor position be dedicated to support the Conservancy's engagement with First Nations on the development of its next Five Year Plan.
- Trustee Elliott provided an update to the ITC Board from Executive Committee. Items reported include identifying an upcoming Executive Committee meeting on November 20th in preparation for Trust Council's December meeting, welcoming the new Islands Trust Chief Administration Officer, Reuben Bronee, and that the Policy Statement amendment project is proceeding through Committee of the Whole discussions and will go to communities and ITC before it is finalized.



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

- Trustee Yates reported that no changes to the proposed ITC budget were requested by Financial Planning Committee.
- Trustee Gauvreau provided an update to the ITC Board from Governance Committee including that the Committee is reviewing the Trustee remuneration policy to ensure that Islands Trust is following best practices and is submitting two business cases to Financial Planning Committee for inclusion in the 2025-26 budget; for a full-time Corporate Secretary and for policy assistance. The committee also set its 2025-26 meeting schedule and supported a suggestion to create a governance manual to help organize policies.
- The ITC Board received a Salt Spring Island LTC Planning Referral Notice and discussed how best to review and comment referrals in a timely manner.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved the conservation proposal submitted by Tara Martin to place a NAPTEP covenant on approximately 1 ha of Salt Spring Island, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and connectivity with adjacent protected areas.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board granted the request of Sallas Forest Strata, Sidney Island, to use an excavator to extract invasive *Crataegus monogyna* (hawthorn) trees from covenants ES065747 (Dragonfly Pond), ES65743 (Woodpecker Pond), and ES065749 (Kingfisher Pond) and to dispose of the biomass on site by burning. A temporary waiver of certain sections of the covenant was granted, subject to specific terms to allow this work.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2024 and directed staff to address compliance and ecological concerns as identified in the report.
- The ITC Board accepted the ITC Nature Reserve Monitoring Report 2024 and directed staff to address the recommendations as identified in the report.
- The ITC Board approved soil moisture research at Link Island Nature Reserve by the Swift family, subject to First Nations consultation and the covenant holder's approval.
- The ITC Property Management Specialist presented a briefing on Gambier Island Local Trust Committee requesting the use of Squamish language on ITC Nature Reserve signage on Gambier Island.



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

5. COMMUNICATIONS AND OUTREACH

- The ITC Board directed staff to prepare and submit a letter from the ITC Board to the Minister of Municipal Affairs that reiterates the ITC's desire to undertake meaningful First Nations engagement, explains the ITC's staff capacity challenges, provides the Board's proposed ITC Plan engagement outline, and seeks the Minister's support for the updated timeframe for development and submission of the next ITC Plan.
- The ITC Board requested that Director Frater consider if a portion of the new Trust Area Services Policy Advisor position, supposed by Trust Council in September 2024, can be targeted to assist ITC staff with the Five Year Plan/First Nations Engagement project or if ITC can seek similar funding for an ITC Policy Advisor position for this and other policy requirements.
- The ITC Board requested Chair Smith write a letter on behalf of ITC to Trust Council regarding having not been consulted by Trust Council before the request for a Provincial review was made.
- The ITC Communications Specialist presented a briefing with a Communications and Engagement Strategy for ITC's 35th Anniversary.
- The ITC Strategic Fund Development Specialist advised that the annual holiday appeal will launch this year on Giving Tuesday on Tuesday December 3rd.

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