



Mayne Island Local Trust Committee Regular Meeting Agenda

Date: April 28, 2025
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.	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 Special Meeting Minutes Dated February 12, 2025 (for Adoption)		4 - 5
7.2	Local Trust Committee Minutes Dated February 24, 2025 (for Adoption)		6 - 12
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 April 2025		13 - 13
9.	DELEGATIONS		
10.	CORRESPONDENCE	2:05 PM - 2:10 PM	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>			
10.1	Islands Trust Letter to Fisheries and Oceans Canada and Transport Canada re Hazardous Vessels		14 - 15

11.	APPLICATIONS AND REFERRALS	2:10 PM - 3:20 PM	
11.1	Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 543 (for Response) (attached)		16 - 23
11.2	Galiano Island Local Trust Committee Referral for Draft Bylaw No. 291 (for Response) (attached)		24 - 26
11.3	PL-DVP-2024-0349 (Begrant) - Staff Report (attached)		27 - 44
11.4	PL-DVP-2025-0061 (Iredale) - Staff Report (attached)		45 - 67
11.5	PL-DVP-2025-0110 and PL-TUP-2025-0105 (BC Ferries) - Staff Report (attached)		68 - 110
11.6	MA-RZ-2023.2 (CRD) – Staff Report (attached)		111 - 120
12.	LOCAL TRUST COMMITTEE PROJECTS	3:20 PM - 3:50 PM	
12.1	Mayne Island Housing Project – Staff Report (attached)		121 - 130
13.	REPORTS	3:50 PM - 4:10 PM	
13.1	Work Program Reports (attached)		
13.1.1	<u>Active Projects Report Dated April 2025</u>		131 - 131
13.1.2	<u>Future Project List Report Dated April 2025</u>		132 - 132
13.2	Applications Report Dated April 2025 (attached)		133 - 135
13.3	Trustee and Local Expense Report Dated Feb 2025 (attached)		136 - 136
13.4	Adopted Policies and Standing Resolutions (attached)		137 - 141
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 - None		
14.	NEW BUSINESS	4:10 PM - 4:15 PM	
14.1	2024/25 Annual Report - Request for Decision (attached)		142 - 144
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for May 26, 2025 at the Agricultural Hall, Mayne Island		

16. TOWN HALL 4:15 PM - 4:30 PM
17. CLOSED MEETING (Distributed Under Separate Cover)
- 17.1 Motion to Close Meeting
- That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a):*
- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- AND that the recorder and staff attend the meeting.*
- 17.2 Recall to Order
- 17.3 Rise and Report
18. ADJOURNMENT 4:30 PM - 4:30 PM

Mayne Island Local Trust Committee

Minutes of Special Meeting

Date: February 12, 2025
Location: Electronic Meeting

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

Staff Present Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist
Landen Matechuk, GIS Scientist & Researcher
Robert Kojima, Regional Planning Manager
Carly Bilney, Recorder

1. CALL TO ORDER

Chair Elliott called the meeting to order at 12:03 p.m. Chair Elliott acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. BUSINESS ITEMS

3.1 Suitable Land Analysis Review

Senior Freshwater Specialist William Shulba and Landen Matechuk, a Geographic Information System (GIS) scientist and researcher working with the Islands Trust on the Suitable Land Analysis and various other projects, introduced themselves.

The following comments were made about the Suitable Land Analysis methodology:

- The analysis involved collating and processing datasets and using existing maps and spatial information (no data was generated specifically for the project)
- The Suitable Land Analysis uses third party information (e.g. datasets from the provincial government and Capital Regional District) as well as primary data created by the Islands Trust
- The tool looks at two main themes of freshwater and environment, and how they align with sustainable infrastructure to find areas suitable for potential increased density

- The analysis uses ArcGIS Pro's Suitability Modeler Tool to weigh values (layers) using a multiple-criteria decision analysis (taking layers together and comparing them to each other, then calculating them into one final product)

Comments were made that it is possible to make the ArcGIS tool available online for community members to better access the Suitable Land Analysis, and that the Local Trust Committee could make this recommendation to the Regional Planning Committee.

A map was shared to show attendees the various colour-coded layers encompassed by the Suitable Land Analysis, and where areas of high, low and moderate suitability exist on the island. Discussion about water ensued, and concern was raised about inaccuracies in the well density layer.

Other challenges with the data were discussed

Comments were made that the data used for sensitive ecosystems, well density and saltwater intrusion would be further refined.

Comments were made that there will be more opportunity to discuss how the Suitable Land Analysis tool relates to housing at the next Local Trust Committee meeting.

4. ADJOURNMENT

By general consent the meeting was adjourned at 1:29 p.m.

Tobi Elliott, Chair

Certified Correct:

Carly Bilney, Recorder

Mayne Island Local Trust Committee

Minutes of Regular Meeting

Date: February 24, 2025
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 (electronic)
Katherine Vogt, Recorder

Others Present: There were approximately four (4) members of the public present.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 1:31 p.m. She acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Elliott spoke on the benefits of indigenous people's past and present stewardship of the land.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. TOWN HALL AND QUESTIONS

- A member of the public spoke on a recent bylaw enforcement determination letter for inappropriate land use he had received following a neighbor's complaint of noise occurring at the property
 - The speaker expressed that the language in the determination letter and Land Use Bylaw was confusing
 - The speaker believed that all contractors on Mayne Island who rely on trucks for their business, including plumbers and electricians, were possibly at risk
 - The speaker noted that his business provided employment and services on the island and that substantial contributions had been made to various community groups over 4 years

- Manager Dingman offered that the property owner could contact him for further clarification
- It was suggested that the property owner could apply for a Temporary Use Permit (TUP), which gives 90 days for the property owner to seek a solution
- The property owner expressed that the Land Use Bylaws (LUB)s notion of a contractor's yard assumed that business would be continuous and ongoing in the yard, whereas he used the yard for storage only
- The Planner responded that a contractor's yard is treated as a home-based business in the LUB to allow a plumber to keep his truck on his property; but that to be considered a home-based business, the property owner, business owner, or an employee of the company is expected to be residing on the property
- The present situation seems to go beyond what the current LUB allows
- A three-year trial-run TUP may lead to site rezoning if business operations are satisfactory, or the TUP can be renewed
- A Trustee added that all TUP applications are circulated to neighbors within a 100-meter radius; and that good neighbor relations are a significant consideration for Trustees; and that bylaw enforcement is complaint driven

5. COMMUNITY INFORMATION MEETING - None

6. PUBLIC HEARING - None

7. MINUTES

7.1 Local Trust Committee Minutes Dated January 27, 2025 (for Adoption)

The following amendments to the January 27, 2025 Local Trust Committee minutes were presented for consideration:

- Under Item 11.3,2nd bullet, change the word “would” to “may;” and change the word “park” to “conservation.”

By general consent the Mayne Island Local Trust Committee meeting minutes of January 27, 2025 were adopted as amended.

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 Feb 2025

The Planner updated that under Activity Item 6, that staff had received a Temporary Use Permit application for float storage in Horton Bay.

A Trustee requested that Activity Item 7, regarding a staff letter to the province about a foreshore encroachment issue, be circulated to the Local Trust Committee.

9. DELEGATIONS

10. CORRESPONDENCE

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

11. APPLICATIONS AND REFERRALS

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Housing Review Project - Staff Report

Island Planner Chadwick presented the staff report. The Planner added that an updated Housing Needs Assessment for all the islands should be ready in March 2025. New Province-aligned definitions of “cottage,” “accessory dwelling unit,” and “accessory residential use” are recommended for inclusion in Mayne Island bylaws.

The Planner presented the following draft bylaw amendment recommendations to Trustees for consideration:

- the proposed addition to Official Community Plan (OCP) item 2.4.1.14 was supported by Trustees.
- The proposed change to the Land Use Bylaw (LUB) language in both Commercial 3 (C3) Zone and the Commercial 3 (C4) Zone was supported by Trustees.
- Support was expressed for not changing the current OCP language on strata subdivision of secondary suites, so that future strata proposals be individually considered by the LTC
- Concern was expressed that expanding permission for secondary suites in the currently excluded Schedule D water districts would increase the likelihood that the suites may be converted to short term rentals
- Support was expressed for the proposed changes to the LUB to permit cottages on lots greater than one acre and maintaining a 2500 square foot maximum total combined floor area on smaller lots
 - A Trustee preferred that the sizing of cottages be affected by the size of the existing principal residence, as in the flexible housing pilot
- There was a discussion on the topic of expanding the flexible housing zoning to other suitable areas
 - Trustees agreed that proximity to services and transportation routes was an important consideration and that any larger size properties be considered for suitability for flexible housing. They requested that Miners Bay be excluded as well as properties along Georgina Point Road.
 - The Planner offered to come back with a map and proposal for suitable areas, based on various Suitable Land Analysis criteria
 - A Trustee expressed having no confidence in the Suitable Land Analysis data, and expressed concern that the data inaccuracies made the Islands Trust look bad
 - The Planner offered that any inaccuracies in the Suitable Land Analysis data could be addressed as they came up
 - A Trustee noted that the local fire department did not use groundwater to fight fires, rather, they brought their own water to the fires

- Support was expressed for allowing zoning for non-market housing for Public Use and Public Services, Regional Parks, and Community Parks areas
- Support was expressed for increasing the number of permitted dwelling units by more than one in the Health and Emergency Services Area, the Teacherage Property, the lot adjacent to the school building, and the lot adjacent to the one over from the school building lot
 - A Trustee suggested adding another approximately one-acre lot to the west of Deacon Road and Trustees suggested the planner look at another lot owned by Mainroad
- Support was expressed for adding a new section in the OCP that addresses clustered small unit housing; and multi-unit attached housing for moderate income, affordable, and special needs housing
 - Trustees agreed that such housing should not exceed ten units and that it be located near services, amenities, and walking and biking trails
 - Trustees also agreed that the Amenity Zoning Guidelines be amended to include such housing as a community amenity
 - Trustees agreed to support TUPs for tiny homes on wheels in the OCP
 - The Chair suggested that the MVA277 Manufactured Home Standard be considered for the Temporary Use Permit (TUP); and that certification for do-it-yourself builders could be pursued by the Regional District
 - The Chair noted that the most relevant, inclusive language for tiny homes is “onsite wastewater disposal system”
 - Trustees expressed an interest in controlling derelict Recreational Vehicles (RV)s by requiring that (RV)s that are not pre-existing should also have a TUP. A Trustee expressed concern about the cost of the TUP, suggesting a \$500.00 fee and a simplified application process would be reasonable
- Trustees recommended against removing pre-zoning for manufactured/mobile/tiny home parks from the list of actions
 - Trustees had suggestions for suitable properties and would send information to the Planner
- Support was expressed for removing “increasing building height” from the list of actions, so that it continues to be addressed by development permits and development variance permits
 - A Trustee expressed concern about typical costs for applicants being about \$8000.00
- Support was expressed for action Items 16-22 regarding increasing opportunities for non-profit housing
 - Trustees endorsed the Montrose property and expressed interest in additional properties being included in Action Item 20
 - It was suggested that Action Item 22 be added to the Future Projects List
 - A Trustee offered to provide a list of relevant addresses to the Planner
- There was a discussion on action Items 23-28 regarding preserving ecosystems and freshwater
 - Trustees suggested that manufactured cistern sizes be double-checked by the Planner; and, that smaller new builds be allowed smaller sized cisterns
- Adopting updated potable water requirements for subdivision was discussed

- A Trustee expressed concern that excessive well drilling could destroy aquifers, which is relevant to Item 6 of the Attachment 4A Trustee disagreed with Item 12
- Trustees supported the prioritizing of alternative potable water supplies
- A Trustee noted that the provision of water for a subdivision is subject to approval of the Local Trust Committee, which means that cisterns could be acceptable
- A Trustee considered that desalination and shallow dug wells could also be viable potable water options
- Prohibiting groundwater fed swimming pools was agreed to by Trustees, stating that trucked water was a better option
- There was agreement that establishing “paved surfaces maximums” should be moved to the Future Projects List
- Establishing “floor area maximums” based on “lot area equivalent lots” was discussed.
 - The planner noted that this issue needed clarification
 - Trustees requested that “floor area maximums” align with flexible zoning

MA-2025-008

It was Moved and Seconded,

that Mayne Island Local Trust Committee request staff draft bylaws to implement Phase 2 of the Housing Options Project as discussed.

CARRIED

A Trustee thanked Planner Chadwick for providing such a comprehensive staff report on housing.

The meeting was recessed at 4:14 and reconvened at 4:22 p.m.

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated Feb 2025

Received for information.

13.1.2 Future Project List Report Dated Feb 2025

A Trustee requested that “industrial zoning” be added to the Future projects List.

13.2 Applications Report Dated Feb 2025

A Trustee requested that the description of application MA-RZ-2023.2 be clarified such that the term “park” be replaced by the term “conservation.”

13.3 Trustee and Local Expense Report Dated Dec 2024

Received for information.

13.4 Adopted Policies and Standing Resolutions

13.5 Local Trust Committee Webpage

13.6 Chair's Report

Chair Elliott reported on the following:

- The Regional Planning Committee met twice in January to review the Bylaw Review Project and Trust Council Policy 5.1
- An upcoming Executive Committee meeting will set the agenda for the next Trust council meeting
- Current Trust Council Chair Luckham, is stepping down after fourteen years of service; and an election will be held at the next Trust council meeting
- The Financial Planning Committee budget will be debated in March and has managed to limit increases to the consumer price index even though actual costs have been rising faster than the 2.6% index, and grant and investment income is much reduced

13.7 Trustee Report

Trustee Dodd reported on the following:

- Attending the excellent Mayne Island Fallow Deer Society meeting in February, noting that forty people attended
 - The information meeting was about an upcoming April 13, 2025 survey of deer, to be conducted over twenty-five transit areas
 - The survey would be mapped out for people to sign up and count deer seen from 7 to 8p.m. under the supervision of the Regional District's Wildlife Biologist
- Trustee Dodd added that she has not been able to attend the Committee of the Whole meetings due to work scheduling conflicts.

Trustee Maude reported on the following:

- The eight emails received last week regarding a broken section of Miners Bay Dock were forwarded to the appreciative Cowichan Regional District Director
 - This instance reflects the reality that Trustees are often the first point of contact for problems on the island, even though these problems may be outside the Island Trust's jurisdiction
- Many positive evolving changes on Mayne Island are occurring; though some restaurants and small businesses are struggling because people are not going out as much

13.8 Electoral Area Director's Report

None

13.9 Islands Trust Conservancy Report Dated Feb 2025

Received for Information.

14. NEW BUSINESS

15. UPCOMING MEETINGS

**15.1 Next Regular Meeting Scheduled for April 28, 2025 at the Agricultural Hall,
Mayne Island**

16. TOWN HALL

17. CLOSED MEETING - None

18. ADJOURNMENT

By general consent the meeting was adjourned at 4:35 p.m.

Tobi Elliott, Chair

Certified Correct:

Katherine Vogt, Recorder

Follow Up Action Report

Mayne Island

29-Jul-2024

Progress	Activity	Responsibility	Dates	Status
100%	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	Completed
100%	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	Completed

27-Jan-2025

Progress	Activity	Responsibility	Dates	Status
70%	1 11.3 Staff prepare draft bylaws (BLs 194 OCP and 195 LUB) and initiate referrals to First Nations, potentially affected agencies and immediate neighbours	Emily Bryant Jas Chonk Narissa Chadwick	Target: 02-May-2025	In Progress
100%	2 8.1 Staff to draft letter to CRD Director re: Wooddale Drive rezoning.	Narissa Chadwick	Target: 28-Feb-2025	Completed

24-Feb-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 7.1 Minutes adopted as amended	Emily Bryant	Target: 28-Feb-2025	Completed
26%	2 12. 1 Draft bylaws for housing project as discussed	Narissa Chadwick	Target: 31-Jul-2025	In Progress



200 – 1627 Fort Street, Victoria BC V8R 1H8
Telephone **(250) 405-5151** Fax (250) 405-5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

March 3, 2025

File No.: 11-5020-30-10

Via email: DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca
TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca

The Honourable Diane Lebouthillier, MP
Minister of Fisheries, Oceans and the
Canadian Coast Guard
Fisheries and Oceans Canada
200 Kent Street, Station 15N100
Ottawa, ON K1A 0E6

The Honourable Anita Anand, MP
Minister of Transport and Internal Trade
Transport Canada
330 Sparks Street, 29th Floor
Ottawa, ON K1A 0N5

Re: Expansion of the Wrecked, Abandoned or Hazardous Vessels Act program in the Islands Trust Area

Dear Ministers Lebouthillier and Anand:

On behalf of Islands Trust Executive Committee, I am writing to request that Fisheries and Oceans Canada and Transport Canada increase available funding through the *Wrecked, Abandoned or Hazardous Vessels Act* (WAHVA) to deal with hazardous vessels in the Islands Trust Area (southern Strait of Georgia and Howe Sound), and that the period to action vessels found to be in violation of WAHVA be reduced.

There are many wrecked, abandoned and hazardous vessels throughout the Islands Trust Area between Vancouver Island and mainland British Columbia. These vessels are located in harbours and bays of the islands in the Salish Sea, a rich and diverse ecosystem under increasing threat from population growth, increased shipping, and climate change.

As we understand it, Part 2 of the *Wrecked, Abandoned or Hazardous Vessels Act* sets out specific enforcement timelines for various contraventions, notifications, and prohibitions under the Act that range from 30 and 60 days and up to two years. We understand that these timelines must elapse before Transport Canada can determine that a vessel is in violation of the abandoned or dilapidated prohibition. In the sensitive ecosystems of the Islands Trust Area, Islands Trust Council views these timeframes to be too long as weather conditions and vessel conditions can change rapidly, risking the release of hazardous materials into the marine and foreshore environments.

We consider the number of wrecked, abandoned and hazardous vessels in the Islands Trust Area to be disproportionate to the rest of British Columbia and Canada. As such, we believe more funds are

.../2

required to address this ever-increasing problem. We greatly appreciate the work already done by the Government of Canada to reduce the number of such vessels in our waters – more than 100 vessels removed since WAHVA came into force in 2019 – but find that much more needs to be done to curtail their environmental threat.

Islands Trust is a special-purpose government representing over 30,000 people living within the Islands Trust Area and 10,000 non-resident property owners. Islands Trust is responsible for preserving and protecting the Islands Trust Area and its unique amenities and environment through conservation-oriented land use planning and regulation, education, and cooperation with First Nations and other agencies. Islands Trust will continue to exercise its own authorities to regulate uses on the water, but we rely on support from other government agencies, including Fisheries and Oceans Canada and Transport Canada to help us fulfil this special mandate for the benefit of all British Columbians. As such, we call on your Ministries to consider reducing the timelines for dealing with wrecked, abandoned and hazardous vessels and to provide more funding to address the problem.

Thank you for your leadership on this longstanding issue and we look forward to continuing our work together with all partners who care about this urgent matter.

Yours sincerely,



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

Cc:
British Columbia Minister of Municipal Affairs
Islands Trust Area MPs
Ryan Greville, Manager, Navigable Waters Protection for Transport Canada.
Islands Trust Council
Bowen Island Municipality
Islands Trust website

From: Rob Pingle
Sent: Monday, March 31, 2025 12:25 PM
To: mtippett@cprd.bc.ca; Jas Chonk; Nadine Mourao;
realestate@crd.bc.ca; amanda.vanderkloof@bcas.ca;
saltspring@rcmp-grc.gc.ca; jholmes@saltspringfire.com;
ALC.LUPRT@gov.bc.ca; FrontCounterBC@gov.bc.ca;
cathie.mcintyre@bcassessment.ca
Cc: Oluwashogo Garuba
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw No 543
Referral - For Response
Attachments: SS-BL-543_2024-03-31_ReferralForm.pdf

Dear Referral Coordinators,

We are contacting you in regards to a referral of Bylaw No. 543 (attached), which proposes to amend the Land Use Bylaw (LUB) to include administrative definition of Public Works Facility in the LUB and change subject property zoning from Agriculture 1 and Residential 2 (A1 & R2) to Community Facility 3 (CF3) zone to permit the proposed upgrade to the CRD parks maintenance facility on the properties at 210 & 220 Kanaka Road, Salt Spring Island. Our planner is available to discuss this referral with you if you would like to ensure that your Nation's concerns or comments are considered by our elected officials.

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 PLRZ20240188.

A reply is respectfully requested by **May 30, 2025**.

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 | Salt Spring Island

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 new Islands Trust office at 121 McPhillips Avenue, Salt Spring Island is not open to the public at this time. Staff will continue to provide services by phone and e-mail until the new office space opens

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 BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXET, Qualicum, scəwəθən, səlilwətəʔ, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', STÁUTW, Stz'uminus, ʔaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁP, WSIKEM, Xeláltxw, Xwémalhwu, 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.



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.: 543 Date: March 31, 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:

Dan Ovington for Capital Regional District 108-121 McPhillips Ave. Salt Spring Island BC V8K 2T6

PURPOSE OF BYLAW:

To include administrative definition of Public Works Facility in the LUB and change subject property zoning from Agriculture 1 and Residential 2 (A1 & R2) to Community Facility 3 (CF3) zone to permit the proposed upgrade to the CRD parks maintenance facility.

GENERAL LOCATION:

210 & 220 Kanaka Road, Salt Spring Island

LEGAL DESCRIPTION:

PARCEL A (DD 362513I) OF LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333;
LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333, EXCEPT PARCEL A (DD 362513I) THEREOF

SIZE OF PROPERTY AFFECTED:

0.5 ha (1.2 ac)

ALR STATUS:

Within ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Upper & Agriculture

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: Island 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

Provincial Agencies

Agricultural Land Commission
BC Assessment Authority
Front Counter BC

Regional Agencies

Capital Regional District
CRD – SSI Building Inspection
SSI Advisory Planning Commission
SSI Agricultural Advisory Planning Commission

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)

543
(Bylaw Number)

(Title)

(Agency)

DRAFT

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 543

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW, 1999

The Salt Spring Island Local Trust Committee, being the Local 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, 2025”.

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 Section 1.1 – Definitions, Sub-section 1.1.1 is amended by adding the following new definition:

“**public works facility**” means the use of land, buildings or structures for the maintenance, repair or storage of vehicles, equipment and materials that are used solely for the provision, maintenance or repair of public infrastructure, transit buses and vehicles in general and houses operational or administrative functions for the general benefit of the island on which it is located.

2.2 Section 9.4 – COMMUNITY FACILITIES ZONES, is amended by deleting the word “and” and adding the words “and Community Facilities 3” as follows:

The regulations in the tables in this Section apply to land in the Community Facilities 1 (CF1), Community Facilities 2 (CF2) and Community Facilities 3 (CF3) *zones* as indicated by the column headings.

2.3 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.1, is amended by inserting column CF3 in the table as follows:

	CF1	CF2	CF3
Principal Uses, Buildings and Structures			
<i>Public</i> schools, pre-schools and <i>child day care</i> centres.	•		
Libraries	•		
<i>Churches</i>	•		
<i>Community halls</i>	•		
<i>Public</i> hospitals, clinics and health care facilities	•		
Non-commercial active <i>outdoor</i> recreation	•		
Non-commercial <i>indoor</i> recreation facilities	•		
Service club <i>buildings</i>	•		
Performing and visual art centres, including <i>accessory</i> sales	•		
Collection of recyclable materials	•	•	
Sorting and <i>temporary</i> storage of recyclable materials		•	
Collection of <i>municipal solid waste</i>		•	

Sorting and temporary storage of municipal storage waste		•	
Liquid waste treatment		•	
Public service uses		•	
Public works facility			•
Accessory Uses			
Intermittent retail sales and retail services accessory to a principal use	•	•	•
Residential unit accessory to a principal use			•

2.4 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.2 is amended by inserting column CF3 in the table as follows:

	CF1	CF2	CF3
Lot Coverage and Floor Area			
Maximum combined lot coverage of all buildings and structures (per cent)	25	25	25
Setbacks			
Despite Subsection 4.3.1, the following lot line setbacks apply for the specific zone indicated:			
Minimum rear lot line setback abutting commercial or general employment zone (metres)	3.0	*	N/A
Minimum interior side lot line abutting non-commercial or non-general employment zone (metres)	7.5	7.5	N/A
Minimum interior side lot line setback abutting commercial or general employment zone (metres)	*	7.5	N/A
Minimum exterior side lot line setback (metres)	*	7.5	0.0

* indicates the provisions of Section 4.3 apply.

2.5 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.3 (1), is amended by deleting the word “and” and inserting the words “and Community Facility 3” before the as follows:

- (1) The regulations in this Subsection apply to the *subdivision* of land under the Land Title Act or the Strata Property Act for land in the Community Facility 1, Community Facility 2 and Community Facility 3 Zones.

2.6 Section 9.4 – COMMUNITY FACILITIES ZONES, Subsection 9.4.3, is amended by inserting column CF3 into the table as follows:

	CF1	CF2	CF3
Minimum Lot Areas, Water Supply and Sewage Treatment Servicing Requirements			
Minimum area of an individual lot that may be created through <i>subdivision</i> , provided each lot has an individual on-site sewage treatment system and an adequate supply of <i>potable</i> water (ha)	1	1	N/A
Minimum area of an individual lot that may be created through <i>subdivision</i> , provided each lot has a connection to a <i>community sewage collection system</i> and a <i>community water system</i> (ha)	0.2	0.2	N/A

2.7 Section 9.4 – COMMUNITY FACILITIES ZONES is amended by adding a new Subsection 9.4.5 as follows:

9.4.5 Special Provisions

- (1) The following special provisions apply to the Community Facility Zone 3 (CF3) zone:
- (a) Despite Section 4.3, no *building* or *structure* other than a *pumphouse*, *public utility structure* or underground utility may be constructed within the following setbacks from lot lines or road access easements:
 - Setback from *front lot line*: 0m
 - Setback from *rear lot line*: 0m
 - Setback from *interior side lot line*: 0m
 - Setback from *exterior side lot line*: 0m.
 - (b) The maximum number of *residential* unit accessory to a *principal use* is one (1) per lot.

2.8 Schedule "A" – Zoning Map is amended by changing the zoning classification of PARCEL A (DD 362513I) OF LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333 and LOT 1, SECTION 2, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 17333, EXCEPT PARCEL A (DD 362513I) THEREOF from Agriculture 1 (A1) and Residential 2 (R2) respectively to Community Facility 3 (CF3), 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.

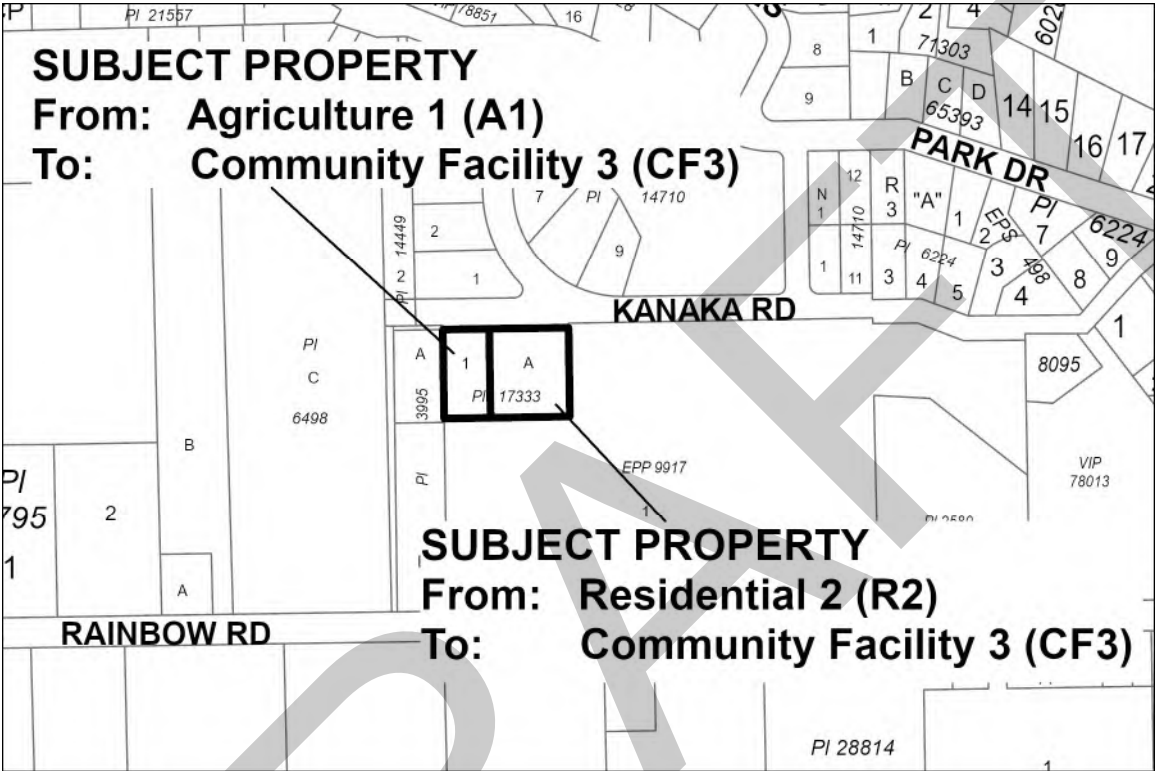
READ A FIRST TIME THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 543

Plan No. 1





Islands Trust

BYLAW REFERRAL FORM

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

Island: Galiano Island Local Trust Area Bylaw No.: 291 Date: April 2, 2025

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.

PURPOSE OF BYLAW:

The purpose of **Bylaw 291** is to amend the Galiano Island Land Use Bylaw to re-zone the 85-hectare subject property (District Lot 14, Galiano Island) from **Forest 1 (F1)** to two split-zones: 82.5 hectare to be a site-specific **Forest 3 a (F3(a)) zone** and 2.7 hectares to a site-specific **Forest Industrial b (FI(b)) zone**. The F3(a) zone will legalize the siting of four existing dwellings. The FI(b) zone will permit all uses in the Forest Industrial zone, but would not permit an accessory dwelling unit. As a condition of bylaw adoption, the applicant must register on property title a sustainable forestry management covenant and a s.219 covenant that restricts subdivision into lots less than 20 hectares, identifies developable areas, and requires a secondary groundwater assessment.

The proposal and draft Bylaw No. 291 are compliant with the Galiano Island Official Community Plan Bylaw No. 108.

Professional reports and staff reports are available on the Galiano Island Current Applications webpage:
<https://islandstrust.bc.ca/island-planning/galiano/current-applications/>

GENERAL LOCATION:

Galiano Island Local Trust Area

OTHER INFORMATION:

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

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.

Kim Stockdill

(Signature)

Name: Kim Stockdill

Title: Island Planner

Contact Info: Tel: 250-405-5157

Email: kstockdill@islandstrust.bc.ca

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Provincial Agencies

Ministry of Municipal Affairs
Ministry of Transportation and Transit
Ministry of Forests
BC Archaeological Branch
Managed Forest Council

Regional Government

CRD - Building Inspection
CRD – Corporate Services
CRD – Galiano Island Parks & Recreation Commission
Island Health
BC Hydro

Non-Agency Referrals

Islands Trust Conservancy
Galiano Conservancy
Galiano Island Fire Rescue – South Department
WSANEC Leadership Council
Coast Salish Peoples Society
Georgeson Family

Adjacent Local Trust Committees and Municipalities

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

First Nations

- Stz'uminus First Nation
- Ts'uubaa-asatx First Nation
- Halalt First Nation
- Lyackson First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Pauquachin First Nation
- Tsartlip First Nation
- Tseycum First Nation
- Cowichan Tribes
- Tsawwassen First Nation
- Tsawout First Nation
- Snuneymuxw First Nation

**BYLAW REFERRAL FORM
RESPONSE SUMMARY**

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

Galiano Island Local Trust Area

(Island)

(Signature)

(Date)

287/288

(Bylaw Number)

(Name and Title)

(Agency)

DATE OF MEETING: April 28, 2025

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: PL-DVP-2024-0349
Applicant: Robert Begrand
Location: 509 Dalton Drive, Mayne Island

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve issuance of PL-DVP-2024-0349

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) to relax the interior lot line setback requirement, increase the maximum lot coverage, and increase the total number of accessory buildings permitted on the subject property to allow the construction of a new garage.

RATIONALE FOR VARIANCE

The variance to the interior side lot line setback is being requested for the new garage due to the lot's narrow layout, restricting the ability to locate a new garage on the property lawfully without blocking the existing driveway or providing adequate spacing from the existing dwelling. The variance for lot coverage and the total number of accessory buildings is also being requested to bring the property into compliance with the Land Use Bylaw due to two accessory buildings existing on the property. The applicant has indicated that these existing accessory buildings (greenhouse and shed) could be removed if necessary.

BACKGROUND

The variance application is following an Islands Trust Preliminary Plan Review for the proposed construction of a new accessory garage building on the property. Staff identified that the building was proposed to be located in the interior side lot setback, therefore a variance would be required to bring the new construction into compliance with the Mayne Island Land Use Bylaw No. 146, 2008 (LUB). It was also determined that the new accessory building would bring the property to be over the permitted lot coverage and total number of accessory buildings for the specific lot size and zoning.

The specific variances to the LUB are as follows:

- a) Subsection 5.1 (4) (a) which states that *the maximum number of accessory buildings, other than cottages, utility sheds, or woodsheds, is two on lots having an area of 0.2 hectares (0.5 acres) and less* is varied to permit the construction of a third accessory building (garage);
- b) Subsection 5.1 (5) which states that *the maximum lot coverage is 20%* is varied to permit a lot coverage of 22.6% for the construction of an accessory building (garage);
- c) Subsection 5.1 (8) (b) which states that *the minimum setback for any building or structure is 3 metres (10 feet) from any interior side lot line* is varied to permit the construction of an accessory building (garage) within 1.11 metres of the interior side lot line.

The subject lot is located at 509 Dalton Drive on Mayne Island. The parcel is zoned as Settlement Residential (SR) and is 0.17 ha (0.42 ac) in area. The property has an existing lot coverage of 304.55 m² or 17.5%, with the proposed garage having a lot coverage of 87.89 m², the property's total would be 392.44m² or 22.6%. The proposed garage location has been previously altered and is mostly located on an area of lawn. There is an existing accessory building within the front lot line setback, however since the building is open on one side and used as a woodshed it is compliant with the LUB. The other accessory shed building is also located in the interior side lot line setback making it currently non-compliant with the land use bylaw, though it's siting is not a part of this variance application.

A copy of the notice and proposed permit PL-DVP-2024-0349 are included with this report as Attachment 3 and 4. Staff completed a site visit of the property on March 6th, 2025; photos of the site have been provided by the applicant and are included as Attachment 2.

If the application is denied, the owner could apply to the Board of Variance or alter the plans to conform with the LUB.

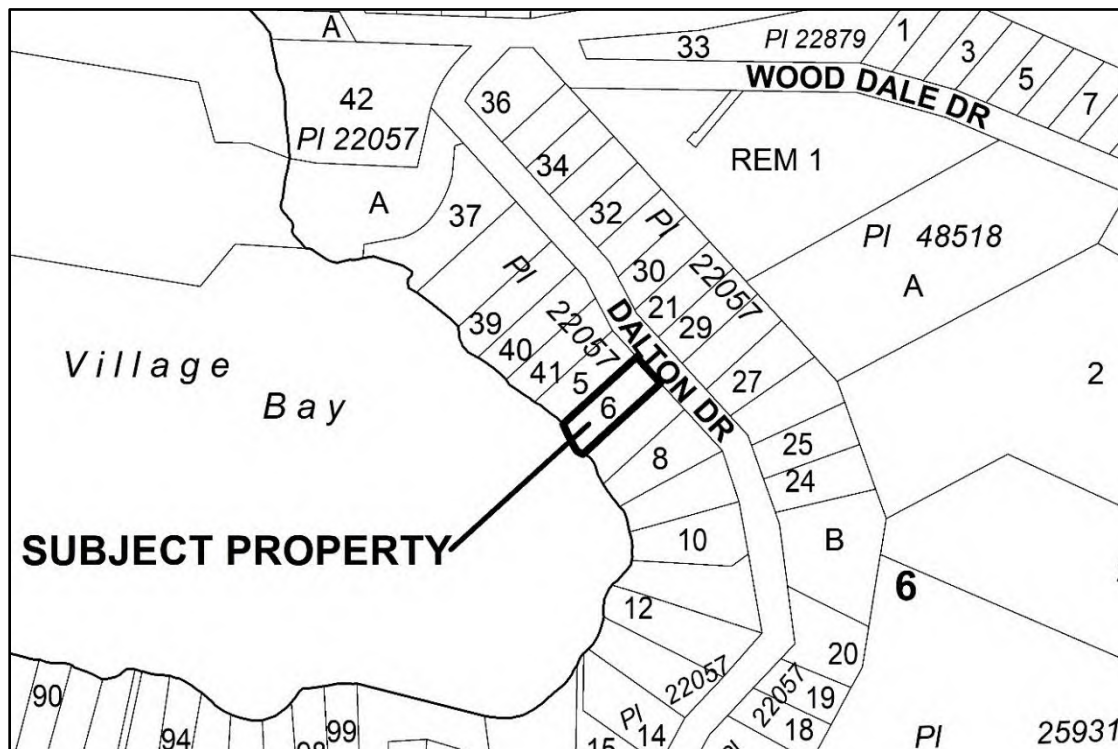


Figure 1: Subject Property

ANALYSIS

Intent of Regulations being varied

The overall purpose of the setbacks, lot coverage, and maximum accessory building regulations are to minimize development related impacts on adjacent properties related to:

- Limiting the visual impact of development on adjacent properties;
- Establishing consistent development patterns within a local area;
- Maintaining rural character;
- Establishing certainty with respect to development by maintaining consistent regulations;
- Protecting views, scenic areas, and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.

Potential impacts of granting to variance

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, each application should be evaluated on its own merits.

If the variance is approved the anticipated impacts on neighbouring properties' views is minimal since the proposed garage is below the maximum height requirement and not blocking an undeveloped area. The neighbour to the south would be most impacted by the garage siting as it is within the side lot line setback to this property. Increasing lot coverage and accessory building maximum could pressure the rural character, however the proposed construction on the lot is not exceptionally different from the character of the neighbouring properties bordering the Village Bay on Dalton Drive. The proposed building location has been previously disturbed, no new tree removal is required for the new construction.

Circulation

The draft permit was circulated to surrounding property owners and residents on April 7, 2025. The notification period will end on April 17, 2025.

At the time of writing there have been two letters of support received from the neighbours, including support from the most affected neighbour directly adjacent to the proposed garage. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

First Nations

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

Rationale for Recommendation

Staff is recommending that the resolution on page 1 be supported for the following reasons:

- The rationale for the siting of the garage is reasonable;
- The proposed lot coverage following construction is not an excessive amount over the allowable limit;
- The proposal is consistent with the neighbourhood development and does not significantly diverge from the existing community character;
- The new garage would not be of a size that would inhibit the views of neighbouring properties.

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee refuse application PL-DVP-2024-0349

Submitted By:	Bruce Belcher, Planner 2	April 14, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	April 15, 2025

ATTACHMENTS

1. Site Context
2. Plans, Photographs
3. Notice
4. Draft Development Variance Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 6, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057
PID	003-317-366
Civic Address	509 Dalton Drive, Mayne Island
Lot Size	0.17 ha (0.43 ac)

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential

HISTORICAL ACTIVITY

File No.	Purpose
PLBP20240312	Building Permit application for new garage – In Abeyance

POLICY/REGULATORY

Official Community Plan Designations	Settlement Residential
Land Use Bylaw	Settlement Residential
Other Regulations	-
Covenants	Restrictive Covenant 384592G (1969)
Bylaw Enforcement	-

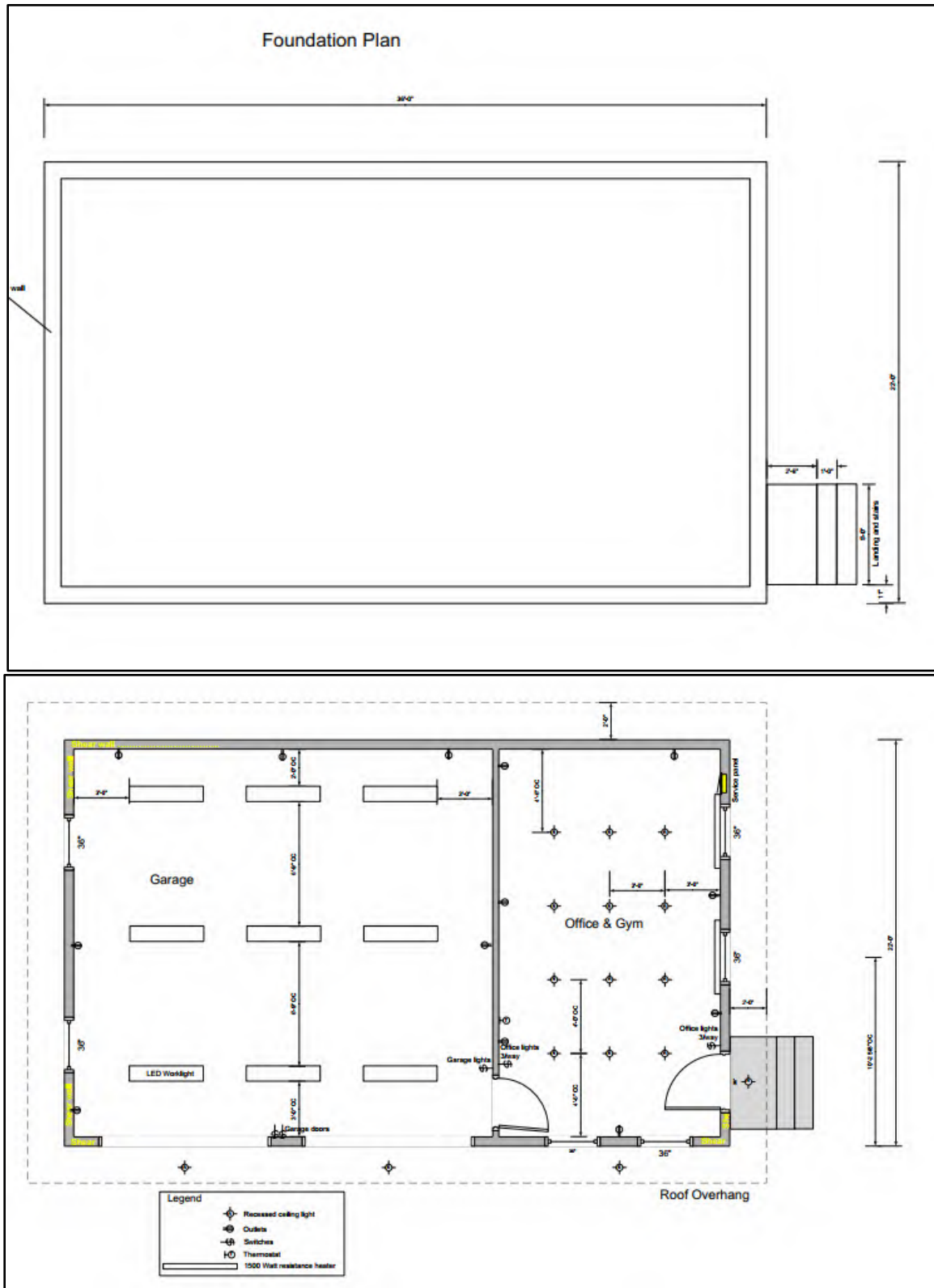
SITE INFLUENCES

Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	N/A
Sensitive Ecosystems	N/A
Hazard Areas	Moderate, High Risk

			
Archaeological Sites	Archaeological potential within 100 m of subject site. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.		
Climate Change Adaptation and Mitigation	No anticipated impacts to GHG emissions as a result of this proposal.		
Shoreline Classification	Low Rock / Boulder		
Shoreline Data in TAPIS	Low Rock / Boulder		

ATTACHMENT 2 –PLANS, PHOTOGRAPHS

2.1 PLANS



13'-0"

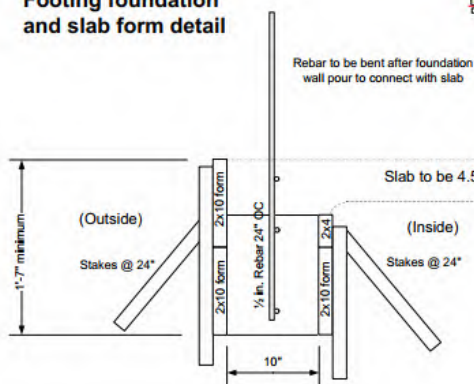
4" / 12" Slope

Engineered Trusses 24 in o/c

9'-0"

Office door

Garage door

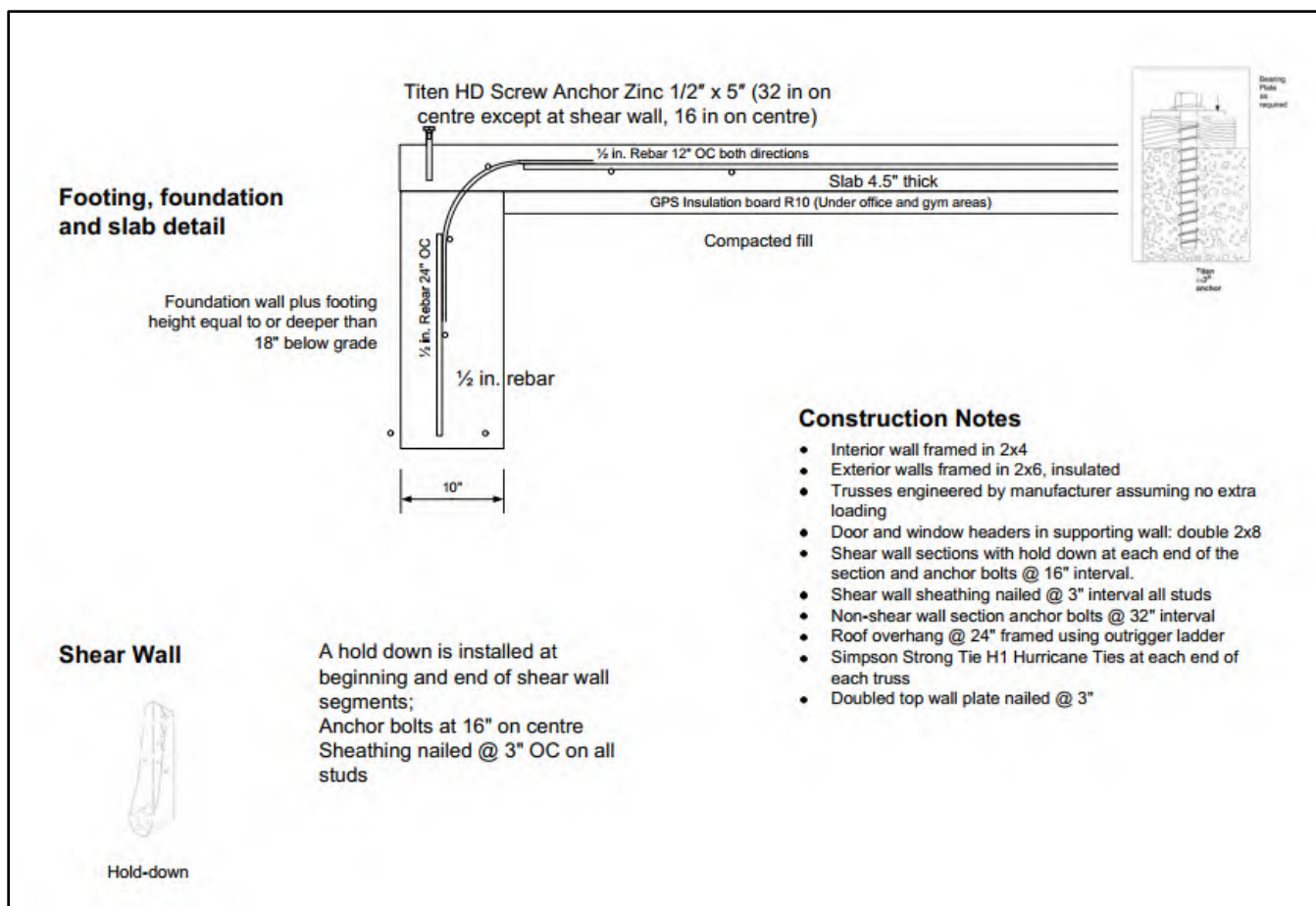


Exterior Wall Construction

This diagram illustrates the cross-section of an exterior wall and roof assembly. The roof structure includes a 5/8" Plywood sheathing, a Metal ceiling, and an Engineered Truss. The wall assembly consists of the following layers from the interior (left) to the exterior (right):

- R22 Rockwool insulation (indicated by a dashed line)
- R22 Rockwool insulation (solid layer)
- Hurricane tie
- Wall height (not to scale)
- 4.5" thick (referring to the insulation layer)
- 1/2 in plywood sheathing
- 2x6 studs
- R22 Rockwool insulation
- 6 mil vapour barrier
- 1/2 in drywall

The exterior finish includes a Bug screen, Hardiplank siding, Rain shield, Tyvek house wrap, and a Drip edge. The foundation and lower wall details include a Slab, Bug screen, Drip edge, Acoustic sealant (anti-termite & seal), and Perimeter drain covered in crushed stone and garden fabric.



2.2 PHOTOS (SITE VISIT MARCH 6TH, 2025)



PROPOSED BUILDING SITE, LOOKING SOUTH-WEST



PROPOSED BUILDING SITE LOOKING SOUTH



FENCELINE ADJACENT TO BUILDING SITE



FENCELINE ADJACENT TO BUILDING SITE, LOOKING NORTH-EAST



EXISTING GREENHOUSE



EXISTING SHEDS

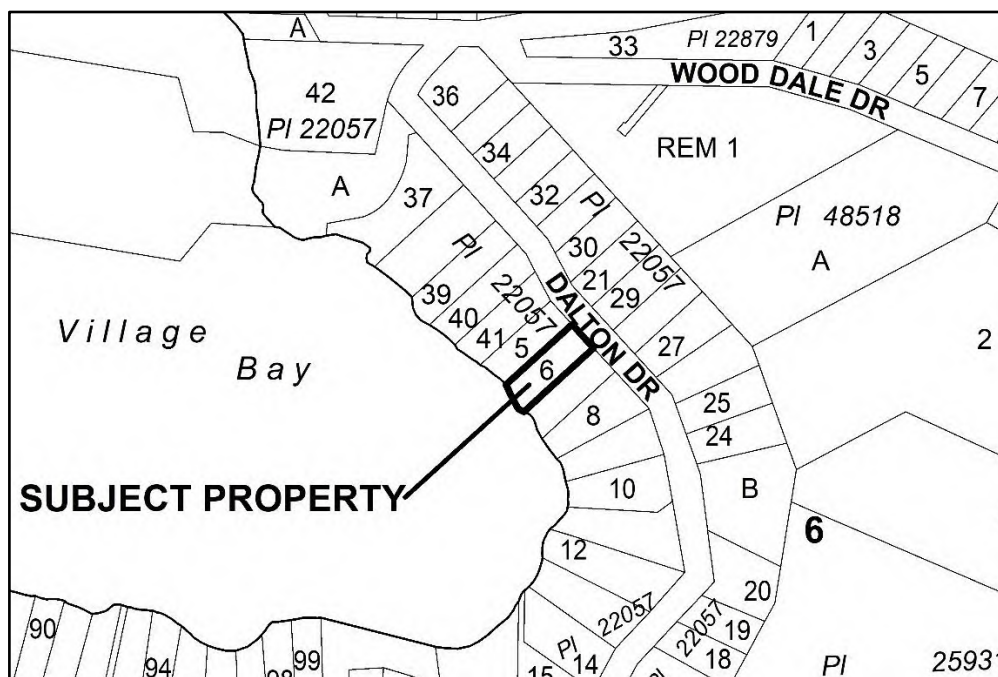


NOTICE is hereby given pursuant to Section 499 of the *Local Government Act* that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, the proposed permit would vary the Mayne Island Land Use Bylaw No. 146, 2008 by:

- Decreasing the minimum setback from the interior side lot line from 3.0 to 1.11 metres for the construction of an accessory building (garage);
- Increasing the maximum permitted lot coverage from 20% to 22.6% to permit the construction of an accessory building (garage);
- Increasing the maximum number of accessory buildings from two to three to permit the construction of an accessory building (garage).

The property is located at **509 Dalton Drive** and is legally described as LOT 6, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057 (PID: 003-317-366).

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **April 7, 2025** and continuing up to and including **April 17, 2025**.

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

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **April 17, 2025**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **1:30 p.m.** on **April 28, 2025**, to be held at the **Mayne Island Agricultural Hall**, 430 Fernhill Road, Mayne Island.

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



Islands Trust

PROPOSED

**MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20240349**

To: Kevin McIntyre
c/o Robert Begrand

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

LOT 6, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057
(PID: 003-317-366)
2. Mayne Island Land Use Bylaw No. 146, 2008 is varied as follows:
 - a) Subsection 5.1 (4) (a) which states that *the maximum number of accessory buildings, other than cottages, utility sheds, or woodsheds, is two on lots having an area of 0.2 hectares (0.5 acres) and less* is varied to permit the construction of a third accessory building (garage);
 - b) Subsection 5.1 (5) which states that *the maximum lot coverage is 20%* is varied to permit a lot coverage of 22.6% for the construction of an accessory building (garage);
 - c) Subsection 5.1 (8) (b) which states that *the minimum setback for any building or structure is 3 metres (10 feet) from any interior side lot line* is varied to permit the construction of an accessory building (garage) within 1.11 metres of the interior side lot line.

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

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

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

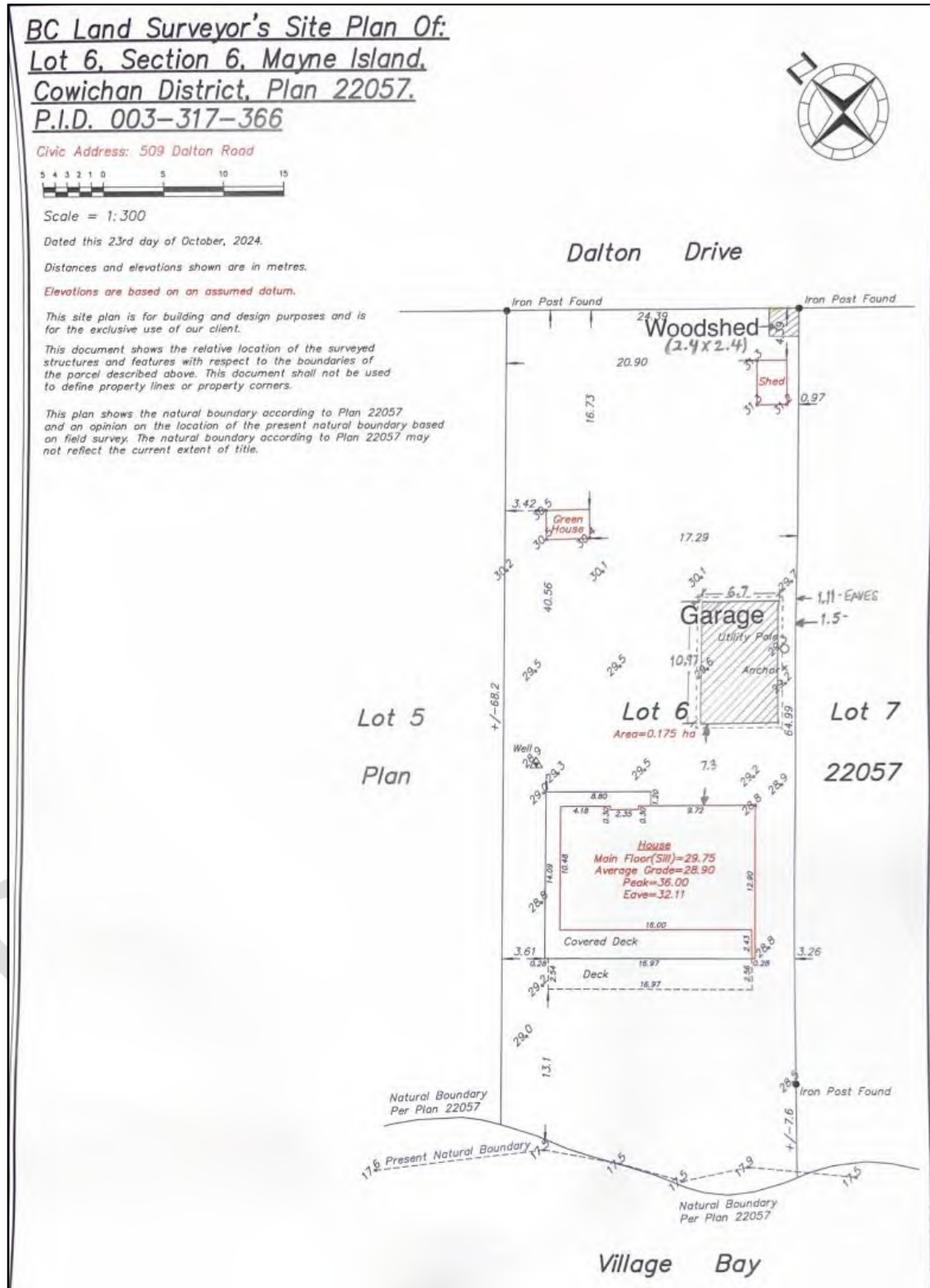
Deputy Secretary, Islands Trust

Date of Issuance

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

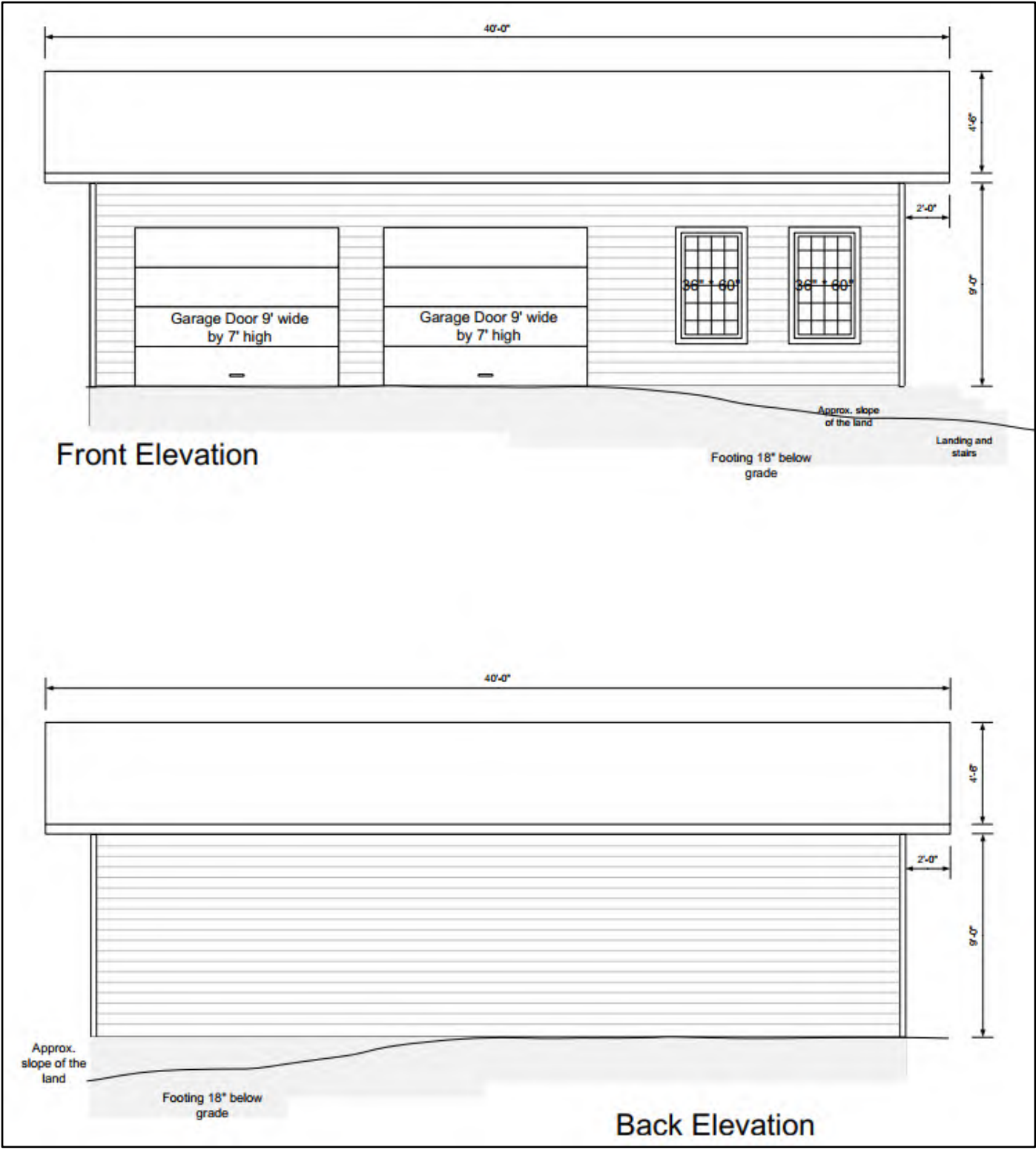
MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20240349

SCHEDULE 'A'



MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20240349

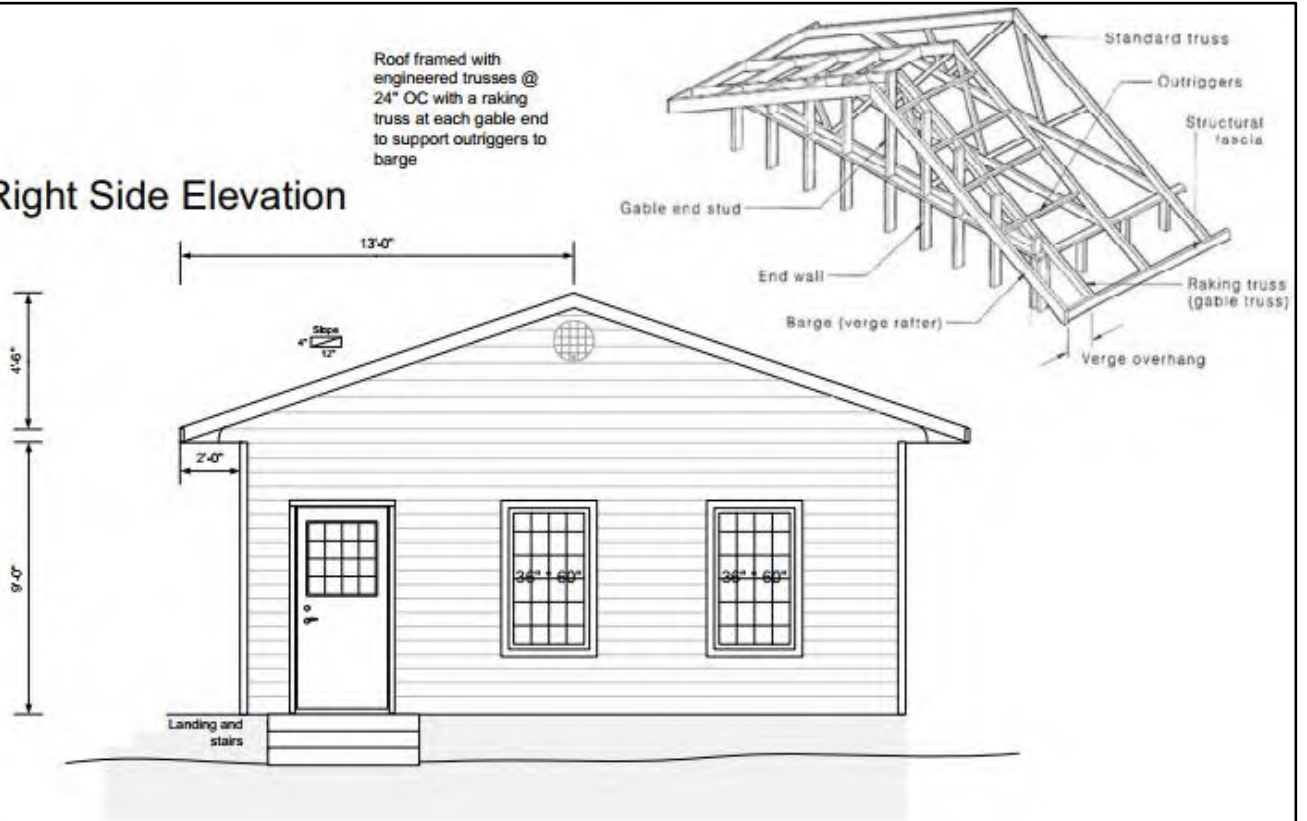
SCHEDULE 'B' (1 of 2)



MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20240349

SCHEDULE 'B' (2 of 2)

Right Side Elevation

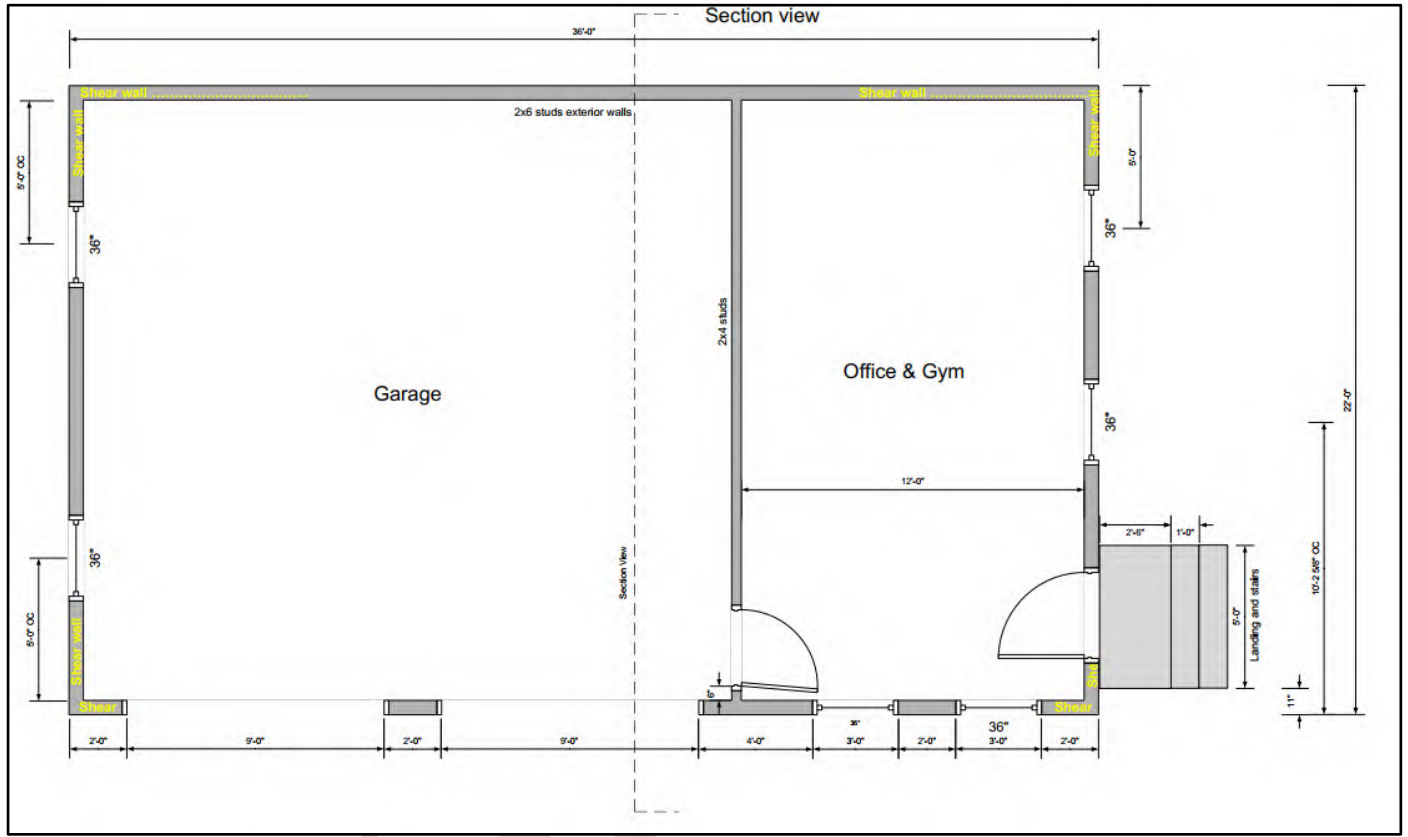


Left Side Elevation



MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20240349

SCHEDULE 'C'



DATE OF MEETING: April 28, 2025

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: PL-DVP-2025-0061
Applicant: Richard Iredale
Location: 545 Piggott Road, Mayne Island

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve issuance of PL-DVP-2024-0349

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) to relax the interior lot line setback requirement, the exterior lot line setback requirement, and increase the maximum height regulation for the construction of a new accessory garage building.

RATIONALE FOR VARIANCE

The applicant's rationale for the variance is to replace the previous garage that was built around 1965 with a new structure constructed on the same foundation. The proposed unheated replacement garage is substantially the same as the original building, built with the same cedar siding, grey metal roof, and will remain unheated with no insulation or interior finish.

BACKGROUND

The variance application is following a CRD building inspection stop work order which was posted on the property and a Islands Trust bylaw enforcement file for the siting of the new garage. The applicant subsequently applied for an Islands Trust Preliminary Plan Review at which point staff identified a variance would be required to bring the siting into compliance with the Mayne Island Land Use Bylaw No. 146, 2008 (LUB). It was also determined that the new structure would be over the permitted height for an accessory building, which would also require a variance to be compliant with the LUB.

The specific variances to the LUB are as follows:

- a) Subsection 5.1 (8) (b) which states that *the minimum setback for any building or structure is 3 metres (10 feet) from any interior side lot line* is varied to permit the construction of an accessory building (garage) within 0.85 metres of the interior side lot line;

- b) Subsection 5.1 (8) (c) which states that *the minimum setback for any building or structure is 4.5 metres (15 feet) from any exterior side lot line* is varied to permit the construction of an accessory building (garage) within 1.80 metres of the exterior side lot line;
- c) Subsection 5.1 (10) which states that *the maximum height of any accessory building or structure is 5 metres (16.5 feet)* is varied to permit the construction of an accessory building (garage) with a maximum height of 5.45 metres.

The subject lot is located at 545 Piggott Bay Road on Mayne Island. The parcel is zoned Settlement Residential (SR) and is 0.54 ha (1.34 ac) in area. The property has a principal dwelling as well as an accessory building. The zoning permits the property to have up to 4 accessory buildings and a maximum lot coverage of 20% of the total lot area. With the new garage the property would be well within the permitted lot coverage, around 5%, and have a total of 2 accessory buildings.

A copy of the notice and proposed permit PL-DVP-2025-0061 are included with this report as Attachment 4 and 5. The applicant has provided a letter explaining their rationale for the variance application included as Attachment 3. Staff completed a site visit of the property on March 6th, 2025; photos of the site are included as Attachment 2.

If the application is denied, the owner could apply to the Board of Variance or alter the plans to conform with the LUB.

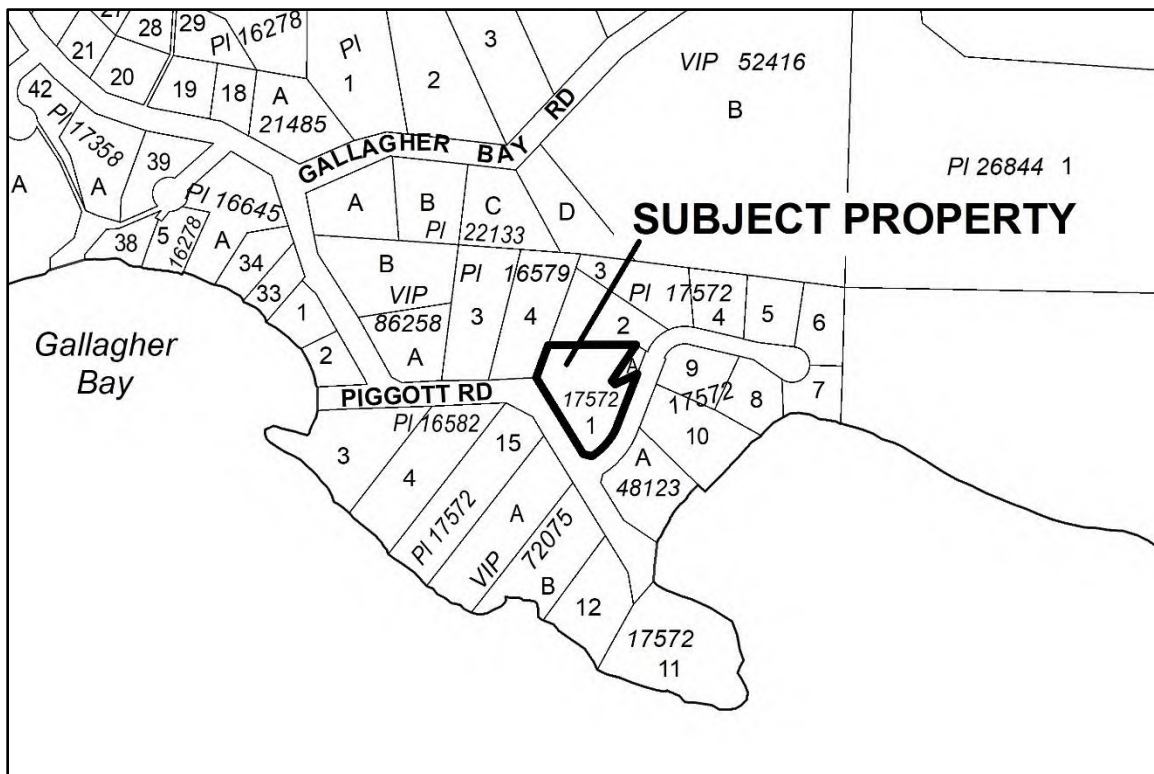


Figure 1: Subject Property

ANALYSIS

Intent of Regulations being varied

The overall purpose of the setbacks and maximum height regulations are to minimize development related impacts on adjacent properties related to:

- Limiting the visual impact of development on adjacent properties;
- Establishing consistent development patterns within a local area;
- Maintaining rural character;
- Establishing certainty with respect to development by maintaining consistent regulations;
- Protecting views, scenic areas, and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.

Potential impacts of granting to variance

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, each application should be evaluated on its own merits.

If the variance is approved the anticipated new impacts on neighbouring properties is considered to be minimal since the garage is replacing a long-standing building of a similar form and there would be no additional land alteration or tree removal necessary to complete the construction. The neighbour to the west would be the most impacted by the garage siting as it is within the side lot line setback to this property. Immediately adjacent to the new garage is the western neighbour's garage which is sited in a similar fashion and setback at a similar distance from Piggott Bay Road. The existence of the previous garage in the same location for about 60 years without any known issues provides assurance that the siting is not a safety hazard for the bend in Piggott Road where the garage is located.

Circulation

The draft permit was circulated to surrounding property owners and residents on April 7, 2025. The notification period will end on April 17, 2025.

At the time of writing three letters of support have been received. Any comments received following the notification period will be forwarded to the Local Trust committee and reported at the meeting.

First Nations

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

Rationale for Recommendation

Staff is recommending that the resolution on page 1 be supported for the following reasons:

- The rationale for the siting the garage on the same foundation of the previous garage is reasonable;

- The anticipated new impacts on neighbouring properties are minimal.

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee refuse application PL-DVP-2025-0061

Submitted By:	Bruce Belcher, Planner 2	April 14, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	April 15, 2025

ATTACHMENTS

1. Site Context
2. Plans, Photographs
3. Applicant's Letter
4. Notice
5. Draft Development Variance Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 1, SECTION 3, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 17572, EXCEPT PART IN PLAN 23304
PID	003-951-944
Civic Address	545 Piggott Road, Mayne Island
Lot Size	0.54 ha (1.34 ac)

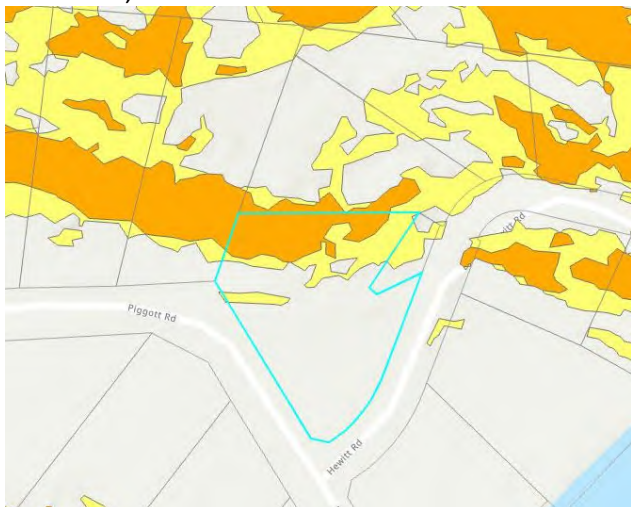
LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential

POLICY/REGULATORY

Official Community Plan Designations	Settlement Residential
Land Use Bylaw	Settlement Residential
Other Regulations	N/A
Covenants	Restrictive Covenant B31927 (1973)
Bylaw Enforcement	MA-BE-2024.9 (siting violation for garage)

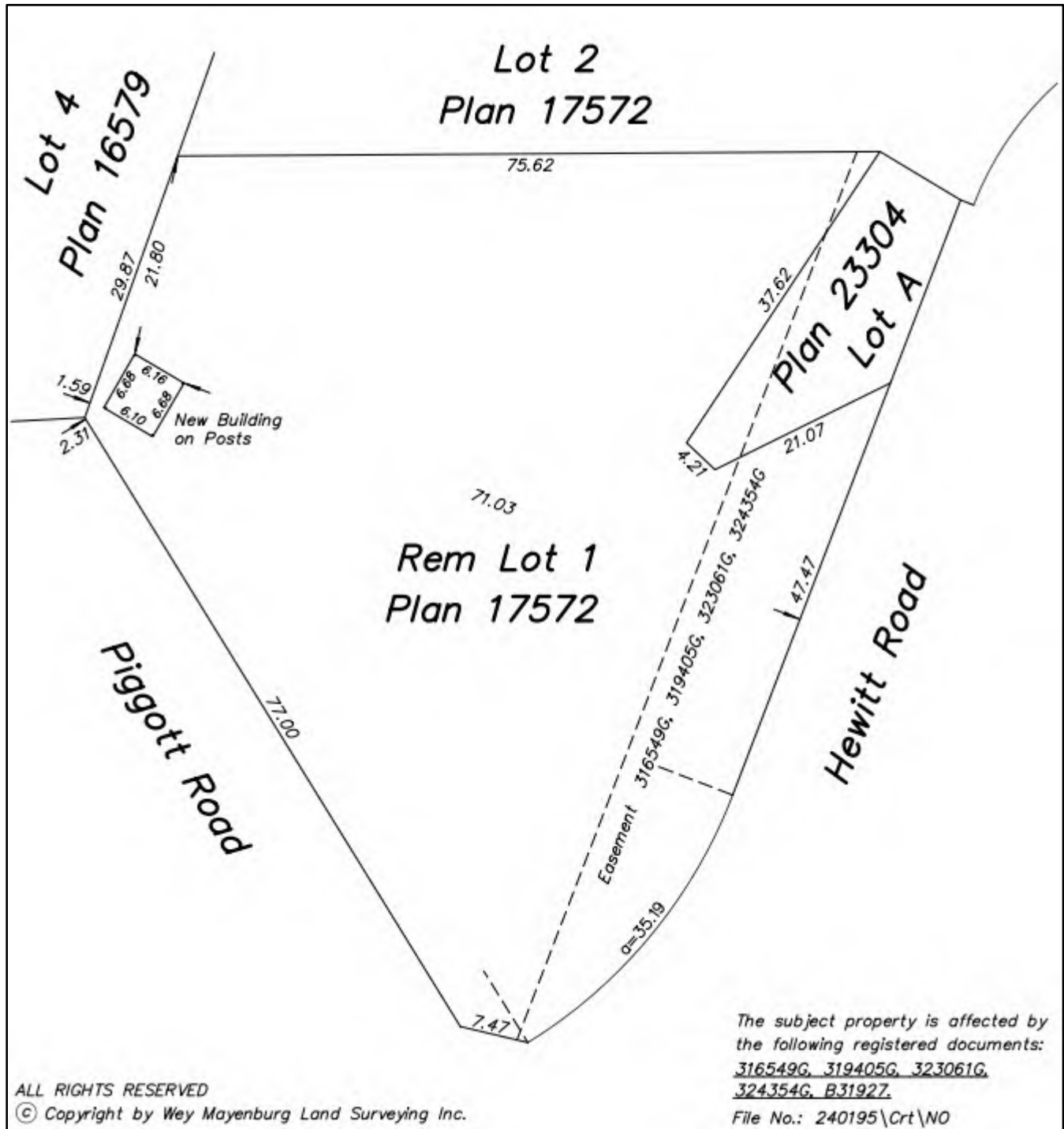
SITE INFLUENCES

Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	N/A
Sensitive Ecosystems	N/A
Hazard Areas	Moderate, Low risk 

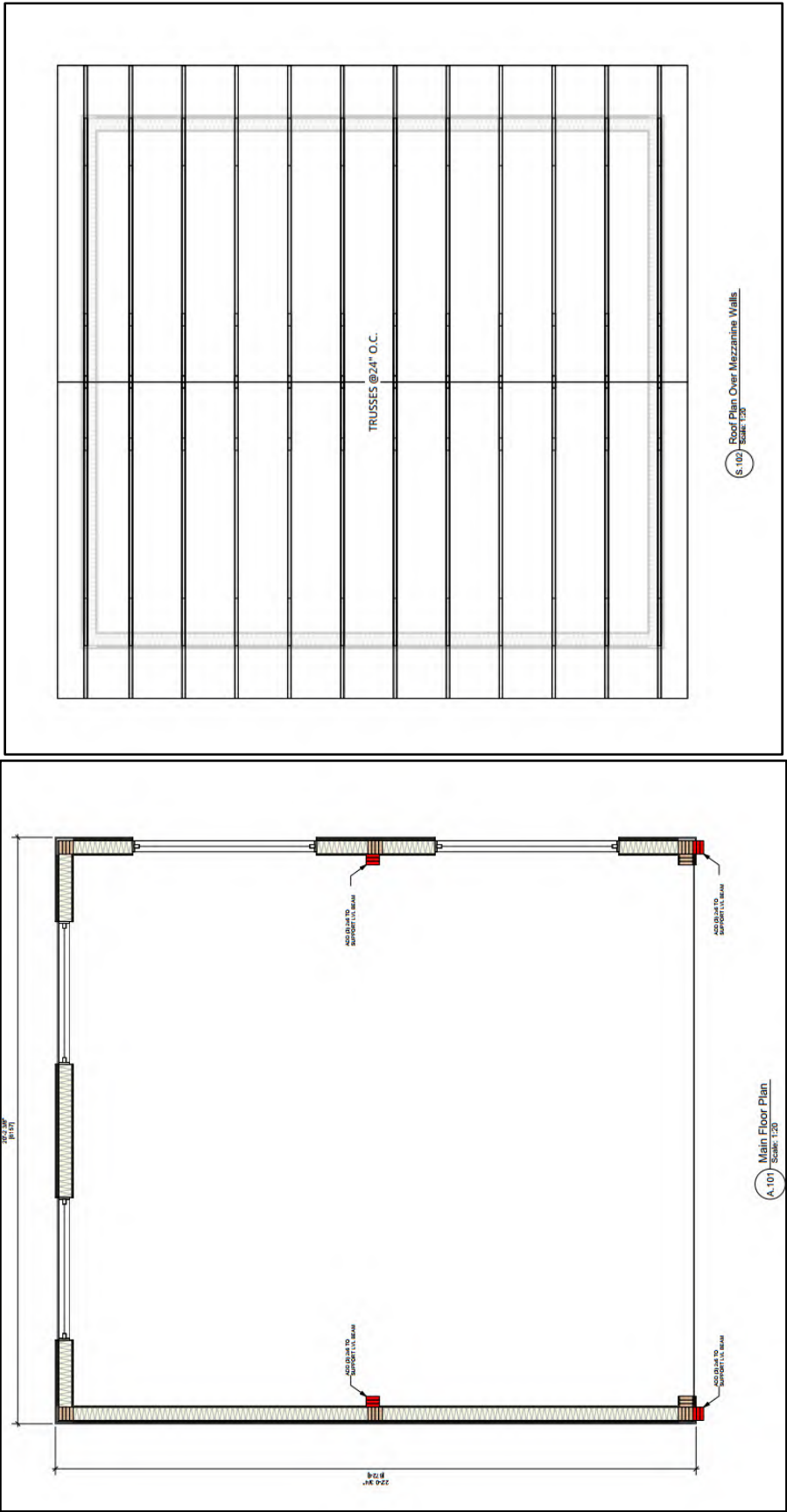
Archaeological Sites	Archaeological potential within 100 m of subject site. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No anticipated increases to GHG emissions through development.
Shoreline Classification	N/A
Shoreline Data in TAPIS	N/A

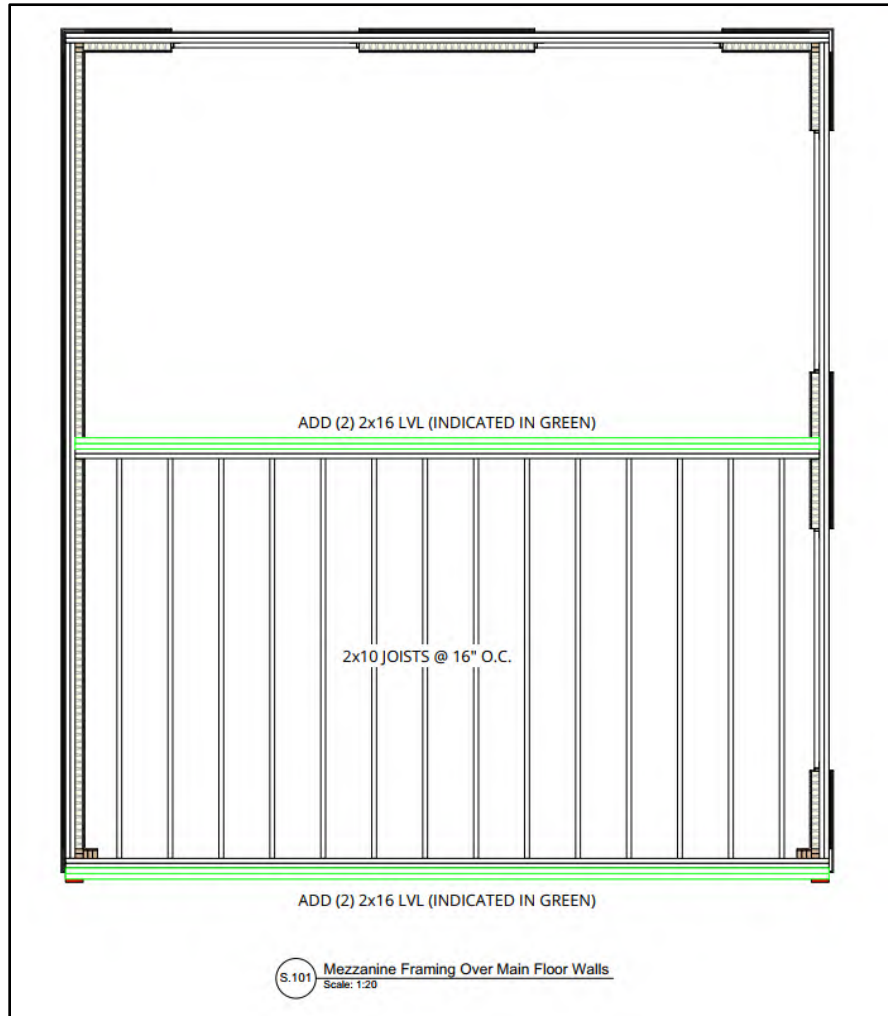
ATTACHMENT 2 –PLANS, PHOTOGRAPHS

2.1 SURVEY PLAN



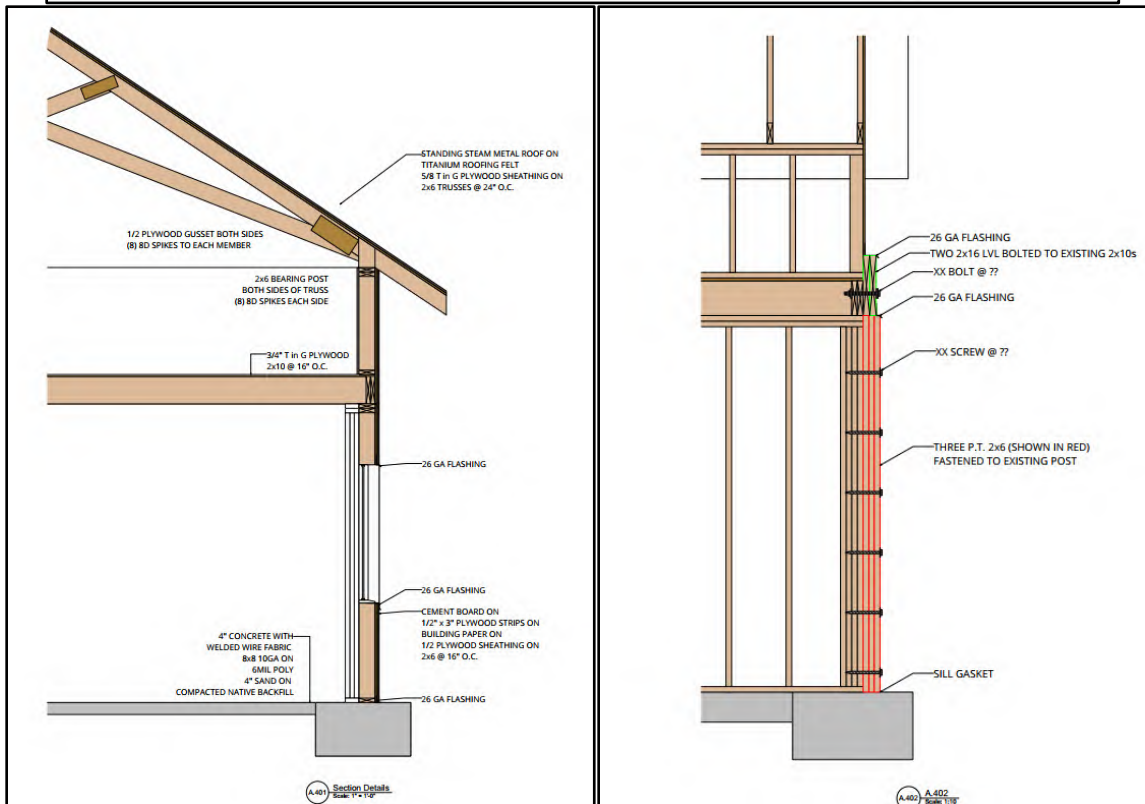
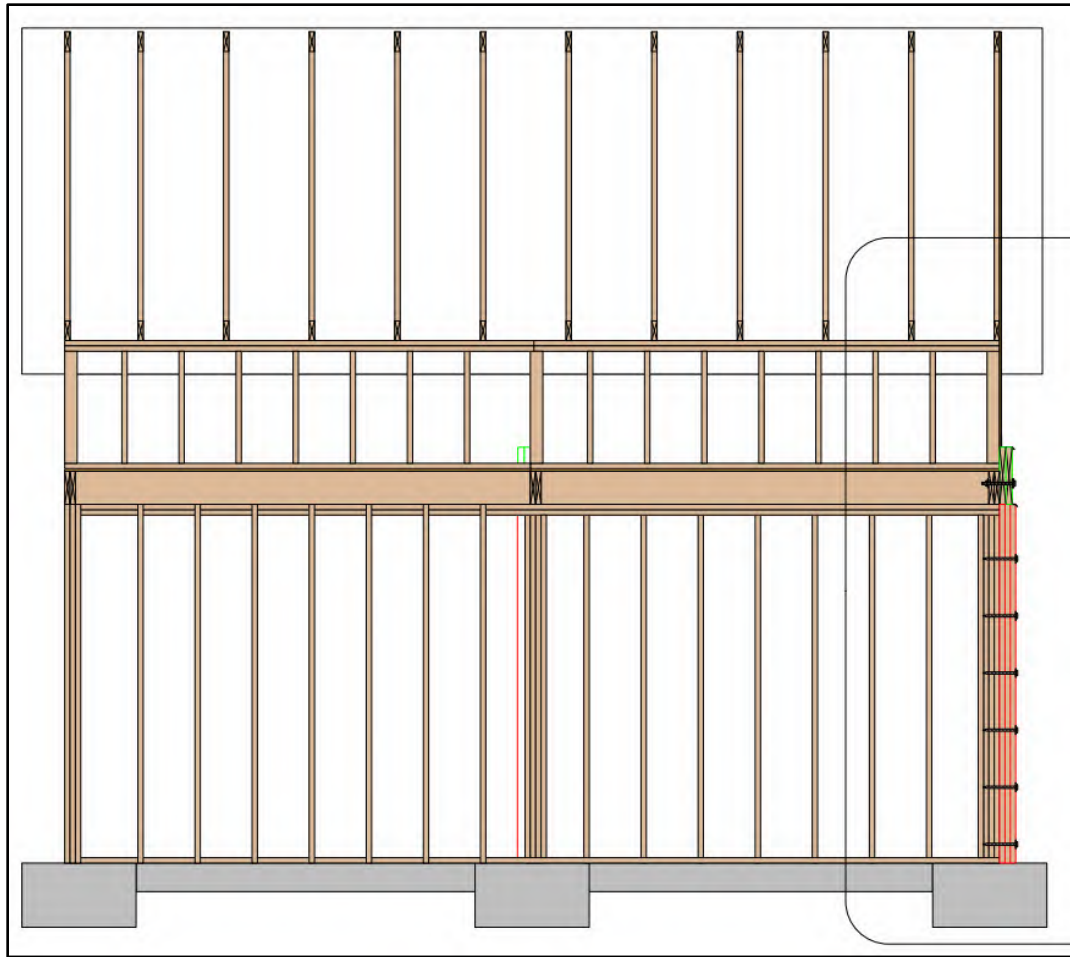
2.2 FLOOR PLANS

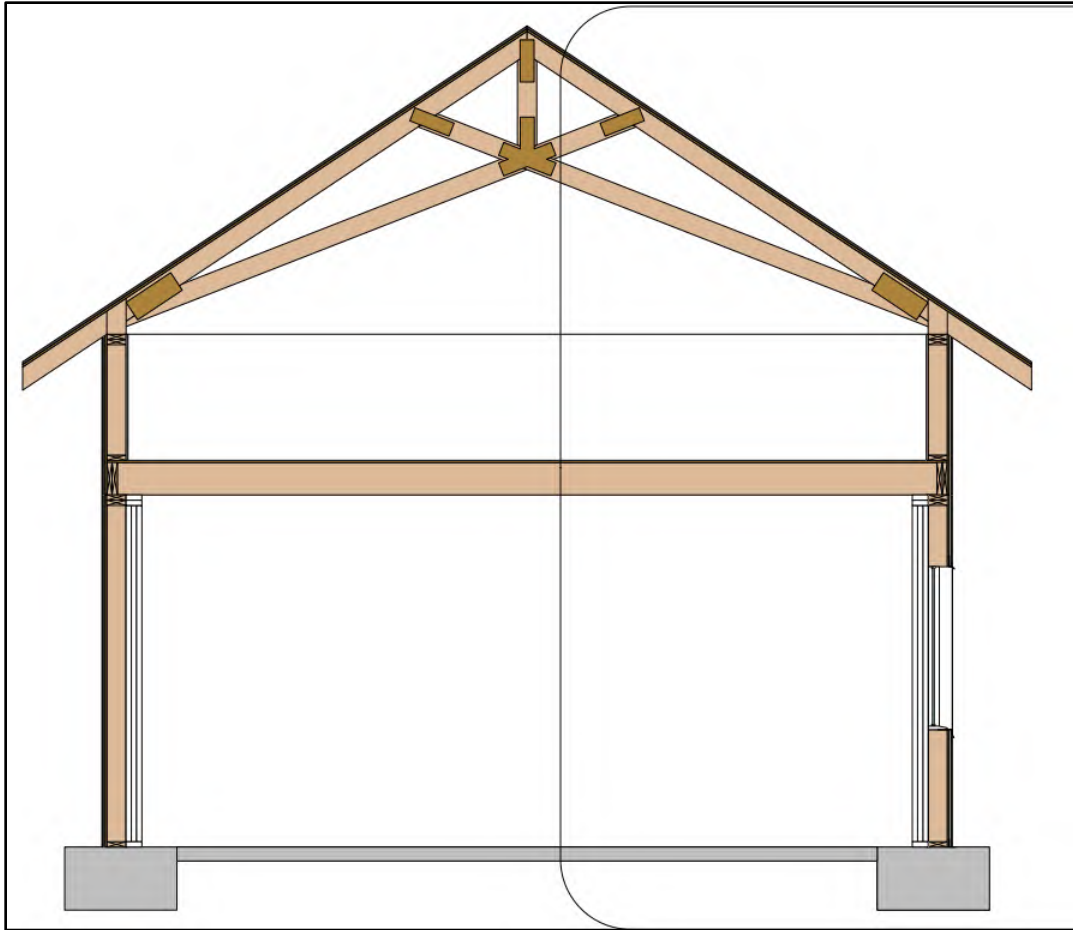




2.3 ELEVATION PLANS







2.4 PHOTOS



BUILDING LOCATION, LOOKING NORTH



BUILDING LOCATION AND INTERIOR SIDE LOT LINE





BUILDING LOCATION, LOOKING EAST



BUILDING LOCATION, LOOKING NORTH



BUILDING LOCATION, LOOKING WEST

December 4 2024

Bruce Belcher
Planning Technician
Islands Trust
Suite 200 - 1627 Fort Street | Victoria | BC | V8R 1H8
T 250.405.5179 | www.islandstrust.bc.ca

Re: 545 Piggot Bay Road, Mayne Island BC
Garage Replacement
Side Yard and Front Yard setback variance application

Project Narrative

Please accept this Project Narrative for the proposed Garage Replacement at 545 Piggot Road, Mayne Island.

1 Project Description

1.1 Proposed Replacement Garage

The attached plans show replacement of the existing 20' wide x 22' long Garage (built about 1965) with a new structure constructed on the same foundations.

The proposed unheated Replacement Garage is substantially the same as the original 1965 Garage.

The Replacement Garage will be clad (like the 1965 Garage) with cedar siding and it will have a grey metal roof. The Replacement Garage will be unheated, with no insulation or interior finish.

1.2 Existing Residence

No changes are proposed to the existing 2 storey residence, also built about 1965.

1.3 Use of the property

The property is used as a full time residence for the owner's family.

There are no home occupations conducted on the property.



2 Rationale for approving the Replacement Garage setback variance

2.1 The proposed setbacks are as follows:

Setback	Required	Proposed
North (Rear)	8M	22.78 M
South (Front)	8M	2.18 M
East (Sideyard)	3M	71.11 M
West (Sideyard)	3M	1.52 M

2.2 Variance Rationale:

The front yard setback of 2.18M is 5.82M less than the Settlement Residential 8M required setback. The side yard setback of 1.52M is 1.48M less than the required setback.

The rationale for approving these reduced setbacks is as follows:

2.2.1 The garage faces onto a cul-de-sac at the end of Piggot Bay road that serves only this property as well as two neighboring properties.

As a result, there is very little traffic at this cul-de-sac and thus very little risk of a traffic accident arising from the reduced 2.18M setback to the front of the Replacement Garage.

The fact that the reduced setback is safe is evidenced by the fact that the former Garage stood at this location for 60 years with no accidents reported at this location.

2.2.2 There are no other dwellings near the Replacement Garage on the adjacent property directly to the west.

Consequently, the reduced west side sideyard setback of the Replacement Garage does not materially reduce the daylight and landscape screening enjoyed by adjacent property owners.

2.2.3 The former garage stood in this location for 60 years, and precedes the current Mayne Island Land Use Bylaw. Consequently, it's current location is an "existing non-conforming condition" that is excepted by the Land Use Bylaw (since there was no



expectation to move existing buildings at the time the current Land Use Bylaw was adopted).

2.2.4 The Former Garage was a familiar feature of the neighborhood for the past 60 years. It provides a “heritage” feature on the local streetscape evocative of Mayne island’s early history.

2.2.5 The existing owner has incorporated the existing foundation and some of the existing framing into the Replacement Garage. To ask the owner (at this point) to abandon this work would be an undue hardship.

2.3 Conclusion

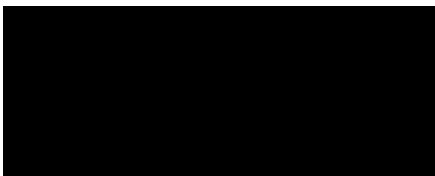
The Replacement Garage replaces in like form a Former Garage that stood safely at this location for 60 years.

The Former Garage was accepted by the neighborhood and it forms a familiar “heritage” element at the end of Piggot road.

The location of the Former and Replacement Garage pre-dates the current Mayne Island Land Use Bylaw, and is thus “grand-fathered”.

For all these reasons we respectfully request that the Islands Trust Local Trust Committee grant a variance to allow the Replacement Garage to continue existing in its former location, incorporating the former footings and some of the former framing in it’s rebuilt structure.

Respectfully Submitted



Richard Iredale, Architect AIBC, P.Eng, LEED AP | Principal
I R E D A L E D E S I G N
Architecture / Engineering / Sustainability



NOTICE
PLDVP20250061
MAYNE ISLAND LOCAL TRUST COMMITTEE

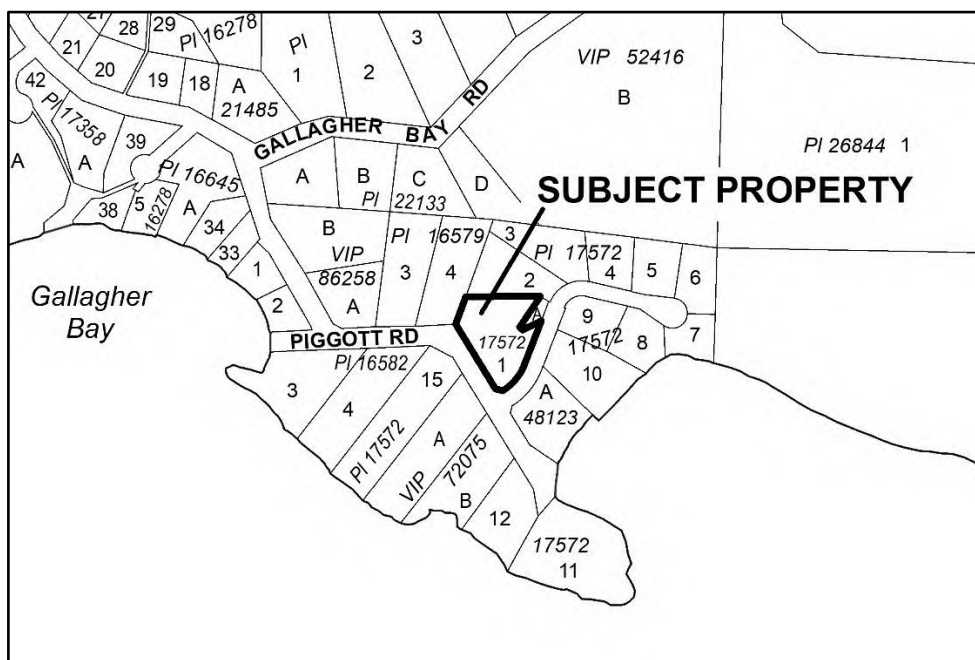
Attachment 4

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

- Decreasing the minimum setback from the exterior side lot line from 4.5 to 1.80 metres and the minimum setback from the interior side lot line from 3.0 to 0.85 metres for the construction of an accessory building (garage).
- Increasing the maximum height regulations from 5.0 to 5.45 metres for the construction of an accessory building (garage).

The property is located at **545 Piggott Bay Road** and is legally described as LOT 1, SECTION 3, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 17572, EXCEPT PART IN PLAN 23304 (PID: 003-951-944).

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **April 7, 2025** and continuing up to and including **April 17, 2025**.

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

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **April 17, 2025**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **1:30 p.m. on April 28, 2025**, to be held at the **Mayne Island Agricultural Hall**, 430 Fernhill Road, Mayne Island.

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

Jas Chonk, Deputy Secretary



Islands Trust

PROPOSED

**MAYNE LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20250061**

To: Sidney Katz
c/o Richard Iredale

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

LOT 1, SECTION 3, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 17572, EXCEPT PART IN PLAN 23304
(PID: 003-951-944)

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

- a) Subsection 5.1 (8) (b) which states that *the minimum setback for any building or structure is 3 metres (10 feet) from any interior side lot line* is varied to permit the construction of an accessory building (garage) within 0.85 metres of the interior side lot line;
- b) Subsection 5.1 (8) (c) which states that *the minimum setback for any building or structure is 4.5 metres (15 feet) from any exterior side lot line* is varied to permit the construction of an accessory building (garage) within 1.80 metres of the exterior side lot line;
- c) Subsection 5.1 (10) which states that *the maximum height of any accessory building or structure is 5 metres (16.5 feet)* is varied to permit the construction of an accessory building (garage) with a maximum height of 5.45 metres.

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

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

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

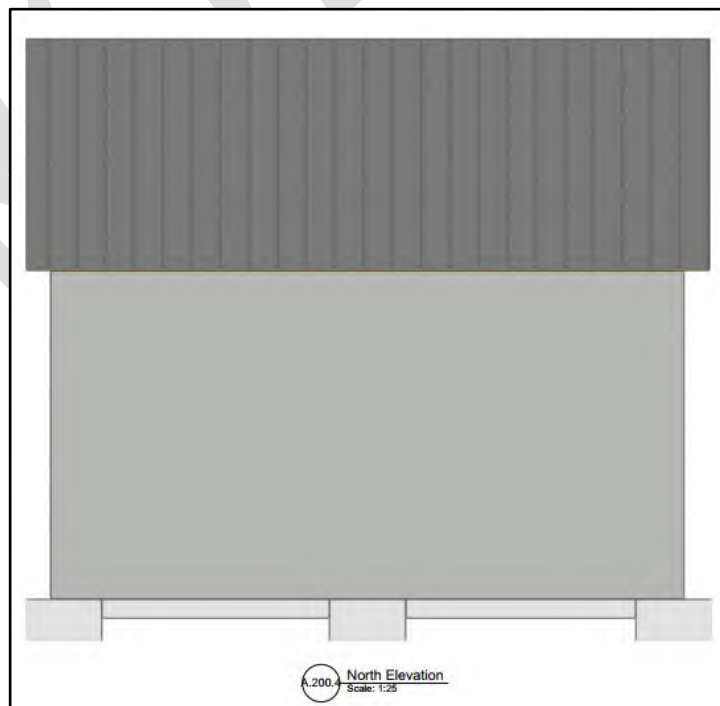
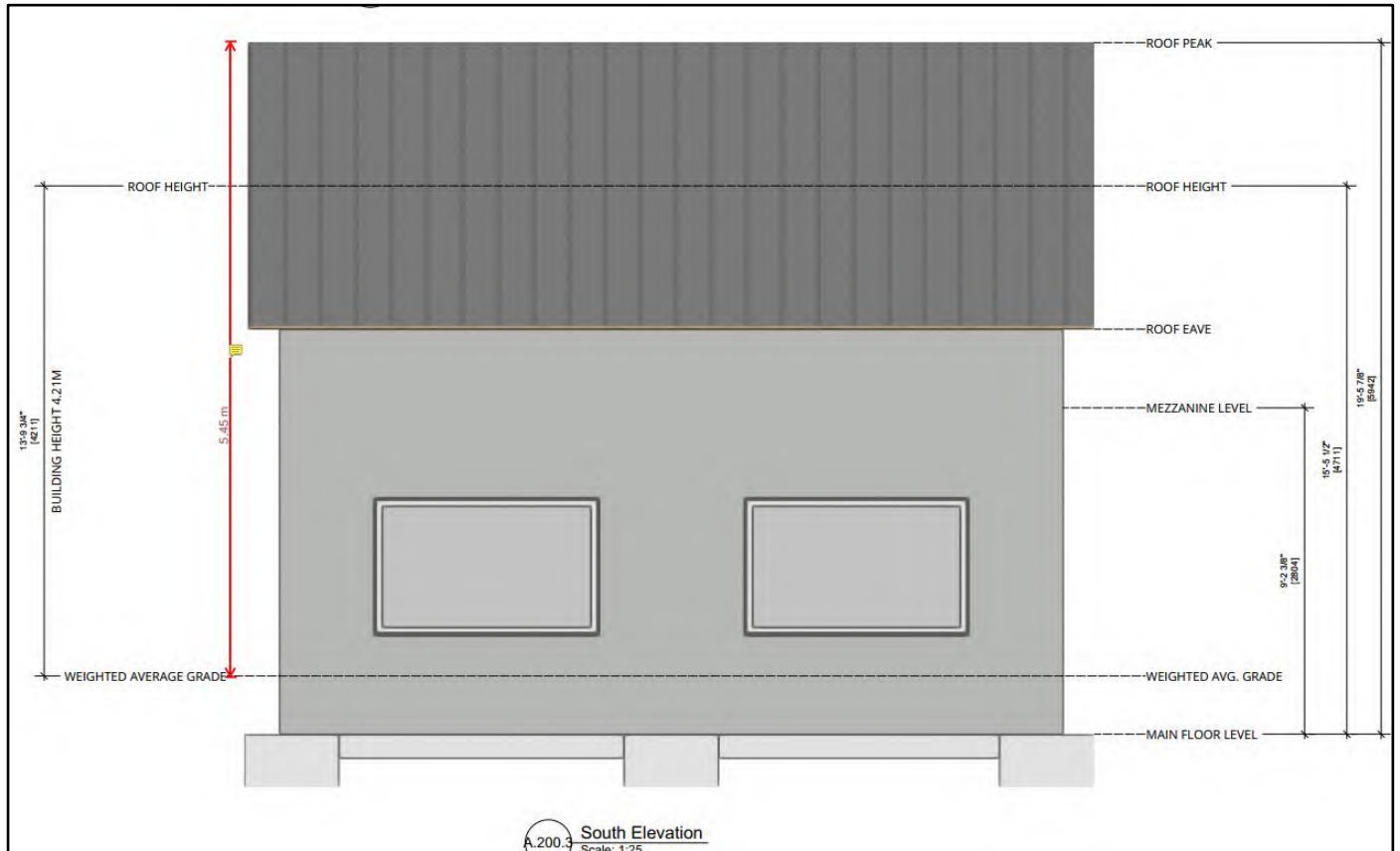
Deputy Secretary, Islands Trust

Date of Issuance

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

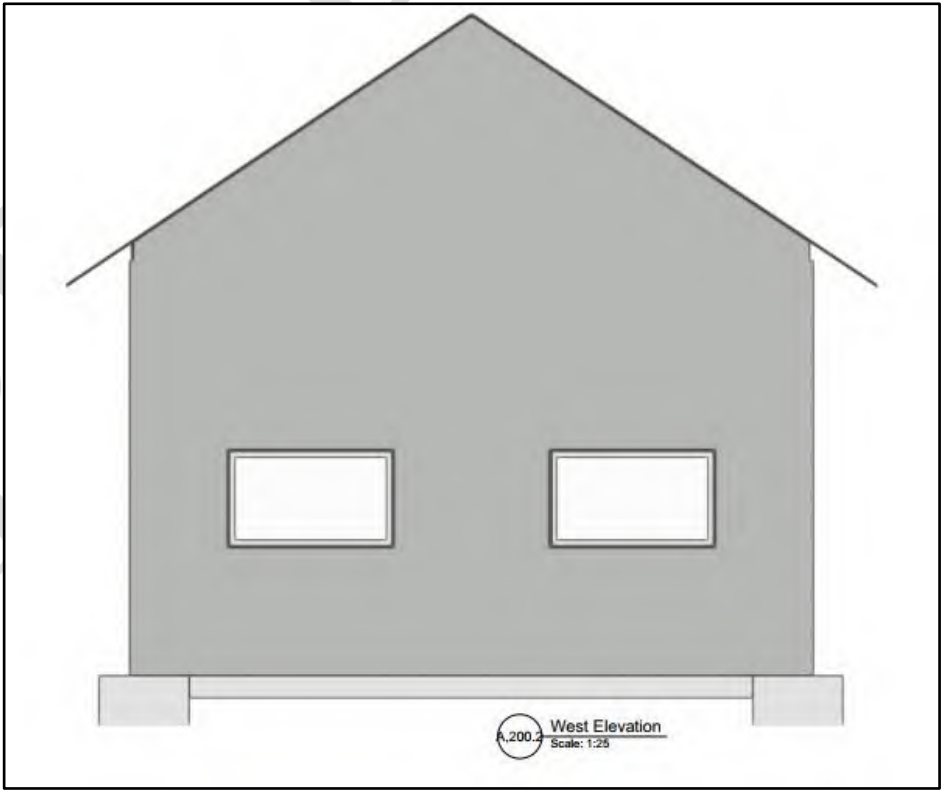
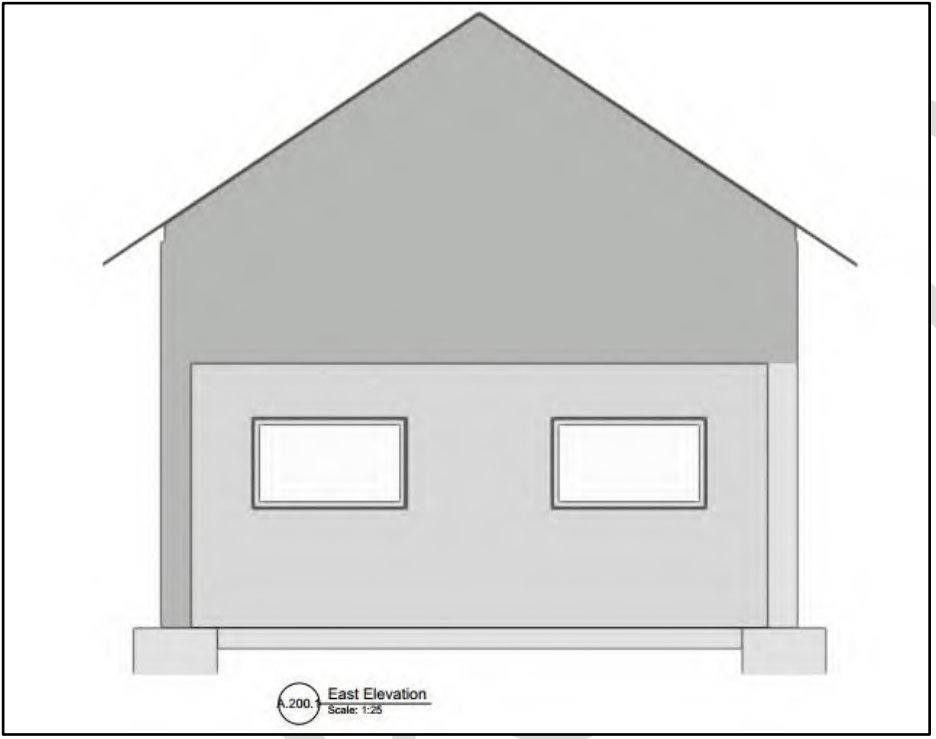
MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20250061

SCHEDULE 'A' (1 of 2)



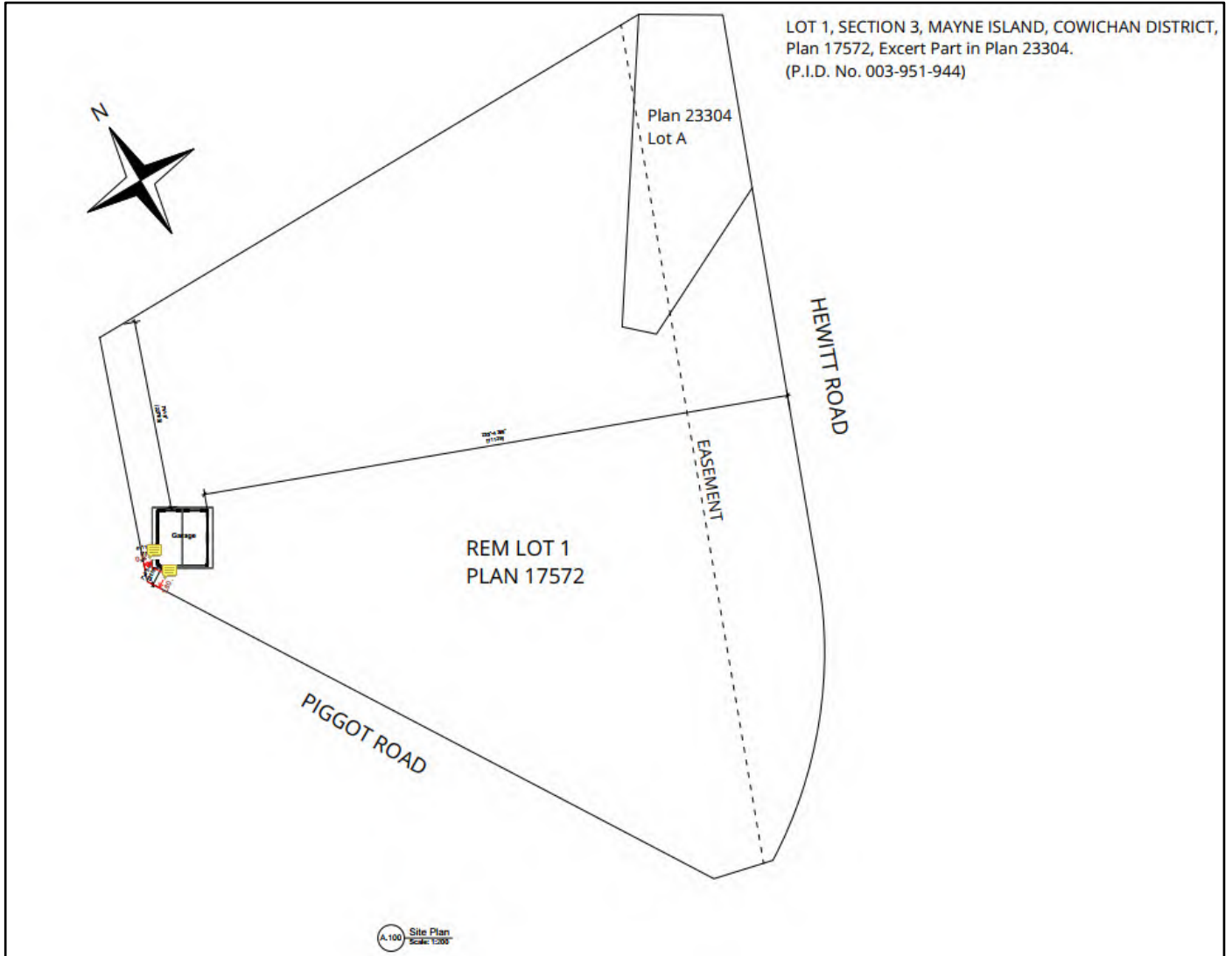
MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20250061

SCHEDULE 'A' (2 of 2)



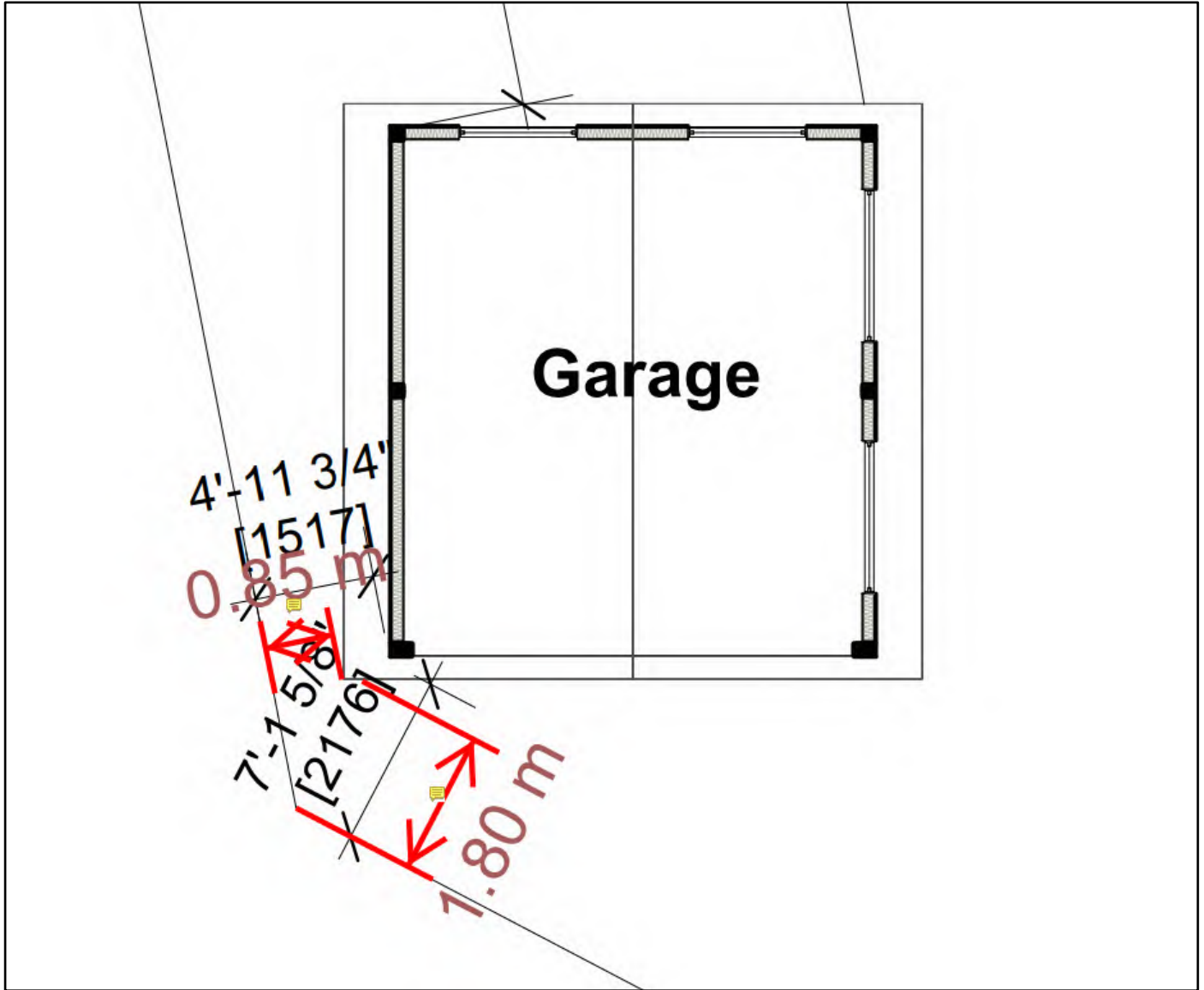
MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20250061

SCHEDULE 'B' (1 of 2)



MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20250061

SCHEDULE 'B' (2 of 2)



DATE OF MEETING: April 28, 2025

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Robert Kojima, Regional Planning Manager

SUBJECT: PL-DVP-2025-0110 & PL-TUP-2025-0105 (BC Ferry Services Inc.)
Applicant: Lee Orpen – BC Ferries
Location: 025-710-397 & 003-307-409, Village Bay Road

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve issuance of PL-DVP-2025-0110
2. That the Mayne Island Local Trust Committee approve issuance of PL-TUP-2025-0105 for a period of three (3) years.

REPORT SUMMARY

The purpose of this report is to consider a Development Variance Permit (DVP) and Temporary Use Permit (TUP) to relax the natural boundary setback to the sea for the construction of shoreline stabilization structures within the property boundaries, and to allow the siting of shoreline stabilization structures along the foreshore adjacent to the BC Ferries Village Bay Terminal.

RATIONALE

The applicant's rationale for the land use permits is to complete shoreline stabilization work near the existing sub-station and washroom buildings to protect the facilities and keep them operational. The area is soil dominated and ongoing erosion is likely due to water flowing in the area and softening the soil, causing erosion at the face and toe of the slope. The proposed work would involve clearing the site, installing soil anchors and mesh wire, extend rip-rap, and revegetation. The project would prevent further shoreline erosion and protect the BC Ferries terminal footprint and the facilities. If the slope is not stabilized there is a risk of condemning the washroom building.

BACKGROUND

BC Ferries contracted WSP Canada Inc. in 2022 to conduct a slope stability assessment of the partially failed slope along the south end of the Village Bay ferry terminal to determine options to prevent further erosion of the ferry terminal. The site was considered to have short term stability, however high rainfall events increase the risk of instability along the southern bank. In 2024 BC Ferries along with WSP designed shoreline stabilization structures to prevent future erosion. The design involves shoreline armouring rip-rap

The Islands Trust received the proposal initially as a Crown Lease Referral for the work along the foreshore. Staff determined that the work along the foreshore did not comply with zoning and the area would need to be rezoned. While the new mesh structure would require a variance for siting in the setback from the natural boundary of the sea. BC Ferries opted to apply for a TUP with the intention of completing the work in the summer months and instead apply for a rezoning of the foreshore area following the issuance of the TUP to bring the shoreline work into long term compliance with the Mayne Island Land Use Bylaw No. 146, 2008 (LUB).

a) Subsection 3.3 (3) which states that *no building or structure may be constructed, reconstructed, moved, extended or located within 7.5 metres (25 feet) of the natural boundary of the sea* is varied to permit the placement of shoreline stabilization rip-rap, soil anchors, and mesh wire within 0.0 metres of the natural boundary of the sea.

A copy of the notices and proposed permits for PL-DVP-2025-0110 and PL-TUP-2025-0105 are included with this report as Attachments 5-8. Staff completed a site visit on March 6th, photos of the site are included as Attachment 2.



ANALYSIS

Official Community Plan:

The subject property is not located within a development permit area. The following OCP policies are relevant to this application:

- **4.2.1.1** Marshes, bluffs and beaches along the coast shall be protected from the impacts of development by ensuring foreshore zoning protects against disruption of the natural systems and pollution.
- **4.2.1.3** Ensure that there are adequate setbacks from the natural boundary of the sea for all development.
- **4.2.1.4** All use of coastal waters and foreshore areas shall be regulated by zoning to ensure adequate separation between potentially conflicting uses.
- **4.2.1.5** Public recreational use of the foreshore shall be given priority over other foreshore uses.

The TUP application is generally consistent with section 2.9 of the Mayne Island OCP Bylaw No. 144. Staff review of the TUP guidelines are included as Attachment 3.

Intent of Regulations being varied

The overall purpose of the setbacks from the natural boundary of the sea are to minimize development related impacts on shoreline adjacent properties related to:

- Ensuring that buildings and structures are located outside of environmentally sensitive areas;
- Ensuring that a sufficient distance from the water is established to avoid impacts from changing shoreline and marine conditions;
- Protection for the public use and access to the foreshore;
- Establishing consistent development patterns;
- Protecting development from hazards;
- Limiting the visual impact of shoreline development.

Potential Impacts of Granting Approval

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, each application should be evaluated on its own merits.

If the two land use permits are approved the anticipated visual impacts on neighbouring properties would be minimal as the structures would not impact the views of any properties. The area of the mesh wire and erosion anchors will need to be cleared of loose soil, existing vegetation, and trees. The applicant has identified that revegetation will take place following construction as well as hydroseeding taking place before and after the installation. This will limit the visual appearance of the altered shoreline restoration area.

The professional engineers report (Attachment 4) identifies that the adjacent properties to the east of the Village Bay ferry terminal are a low risk for potential erosion and scouring as the beach and bank slope are well protected by the bedrock and native rock wall. The anticipated wave impacts of the new rip-rap on adjacent properties are negligible.

There are no identified sensitive ecosystems within the proposed development area. Mapping has identified eelgrass meadows and eelgrass shoreline presence adjacent to the proposed rip-rap construction. The applicant has not provided an environmental report identifying the environmental impacts to supplement their application. Siting of the rip-rap would not extend beyond the low tide line; however, the existing eelgrass ecosystems may be disrupted during the construction process.

The shoreline stabilization structures are designed to prevent further erosion of the existing slope. The slope is primarily soil where the erosion is taking place. The mesh wire secured with soil anchors would hold the existing soil in place and prevent further erosion of the upper slope. The rip-rap structure is designed to armour the shoreline at the toe of the slope by preventing wind and wave related erosion based on a high-water analysis included in the professional engineer's report.

If the permits are not approved the shoreline may be at risk of further erosion through high rainfall events in the short-term and sea-level rise in the long-term. The BC Ferries' buildings adjacent to the slope may need to be removed from their location to allow their use to continue due to the risk the eroding slope. The applicant could explore alternative options to the shoreline stabilization that would not involve new structures sited in the natural boundary setback and along the foreshore.

The new rip-rap would not inhibit the public's access to the beach area at Village Bay. The rip-rap could however decrease the walkability of this section of the beach due to the larger boulders and rocks being more difficult to navigate than the existing small rock beach.

If the TUP is granted the applicant would be permitted to begin construction work prior to completing the rezoning process for the foreshore adjacent to the property. A condition of the TUP would require the applicant to begin the application process for a rezoning prior to expiry of the TUP. If the TUP were to expire and a rezoning application was not made by the applicant then the construction work would be non-compliant with the LUB and the work would need to be removed and the site restored to its pre-disturbed condition.

Circulation

The draft permits were circulated to surrounding property owners and residents on April 7, 2025. The notification period will end on April 17, 2025.

No submissions have been received at the time of writing. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

First Nations

There is identified archaeological potential within the proposed construction site and no known archaeological sites identified despite two other archaeological sites present in Village Bay. The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological

areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

Rationale for Recommendation

Staff is recommending that the resolutions on page 1 be supported for the following reasons:

- The proposed rationale is reasonable as shoreline stabilization structures would protect the Village Bay ferry terminal from further soil erosion and potential impacts to existing buildings;
- The proposed construction would have limited impacts on adjacent properties, the environment, and the public use of Village Bay;
- Temporary Use Permit approval does not exempt the applicant from complying with the Land Use Bylaw and the property’s zoning long-term.

ALTERNATIVES

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

1. Request further information

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

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

2. Amend and Approve Issuance as Amended

The LTC may opt to amend the proposed permits by adding further restrictions. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee amend PL-DVP-2025-0110 by adding

That the Mayne Island Local Trust Committee amend PL-TUP-2025-0105 by adding

3. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee refuse application PL-DVP-2025-0110.

That the Mayne Island Local Trust Committee refuse application PL-TUP-2025-0105.

Submitted By:	Bruce Belcher, Planner 2	April 10, 2025
---------------	--------------------------	----------------

Concurrence:	Robert Kojima, Regional Planning Manager	April 11, 2025
--------------	--	----------------

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. TUP Guidelines
4. Professional Engineers Report - 2024
5. Development Variance Permit Notice
6. Draft Development Variance Permit
7. Temporary Use Permit Notice
8. Draft Temporary Use Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT A SECTION 6 MAYNE ISLAND COWICHAN DISTRICT PLAN VIP75220 LOT 37, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057
PID	025-710-397, 003-307-409
Civic Address	-
Lot Size	3.58 ha total (1.01 ha subject parcels)

LAND USE

Current Land Use	Ferry Terminal
Surrounding Land Use	Residential, Commercial

HISTORICAL ACTIVITY

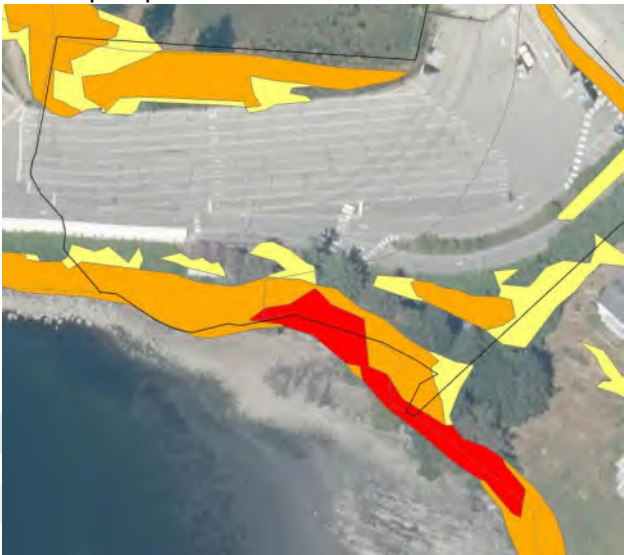
File No.	Purpose
MA-TUP-2023.1	3 modular accommodation units

POLICY/REGULATORY

Official Community Plan Designations	Public Services
Land Use Bylaw	Transportation Service (S3) & Water Moorage (W2)
Other Regulations	N/A
Covenants	N/A
Bylaw Enforcement	MA-BE-2020.7

SITE INFLUENCES

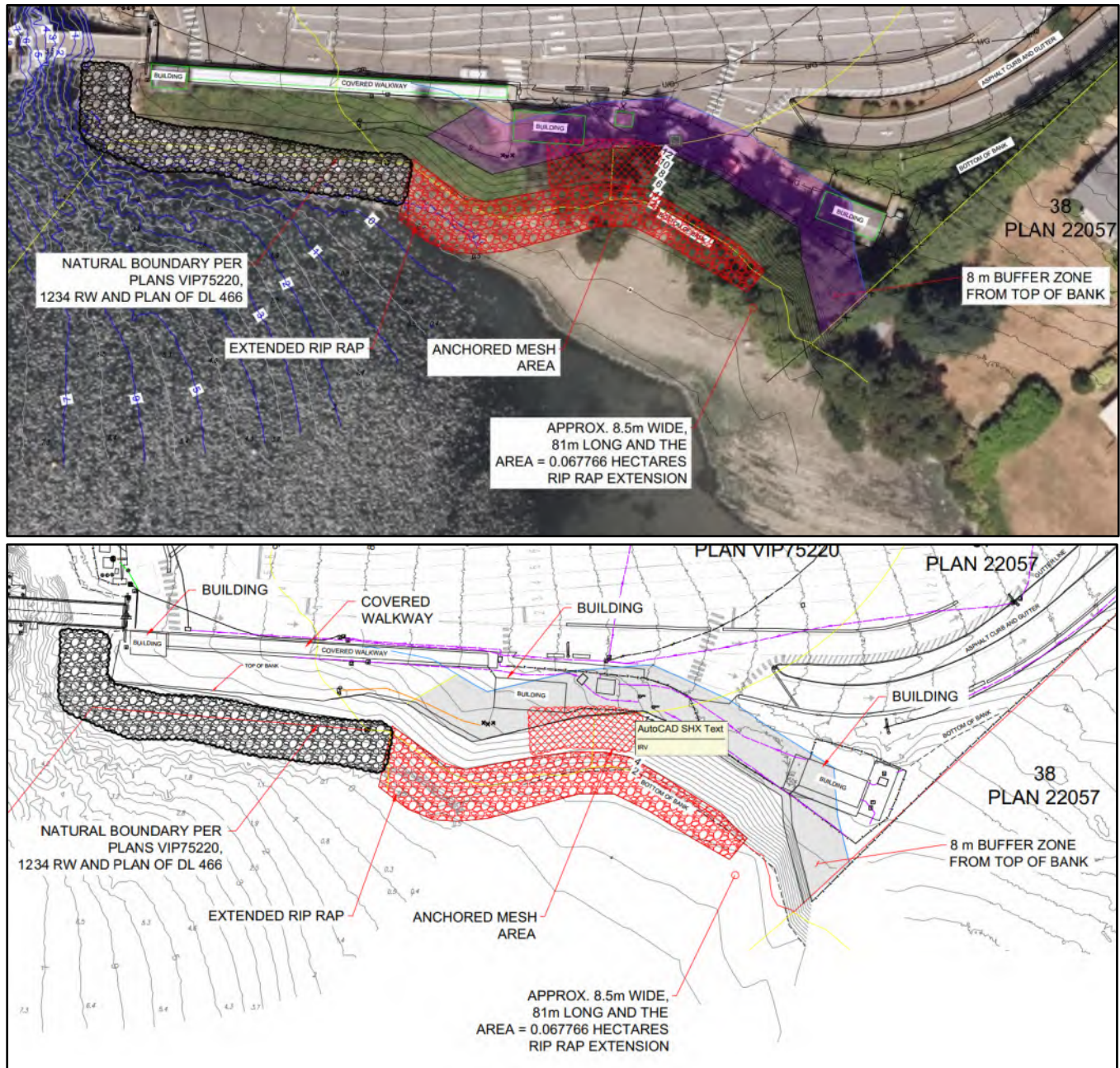
Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	Southern Resident Orca Whale – Critical Habitat
Sensitive Ecosystems	Seasonally Flooded
Marine Ecosystems	Eelgrass Meadows, Eelgrass Shoreline Presence

	
Hazard Areas	Low, Moderate, High risk steep slopes 
Archaeological Sites	Archaeological potential on subject site. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No anticipated impacts to GHG emissions as a result of this proposal.
Shoreline Classification	Low Rock/Boulder

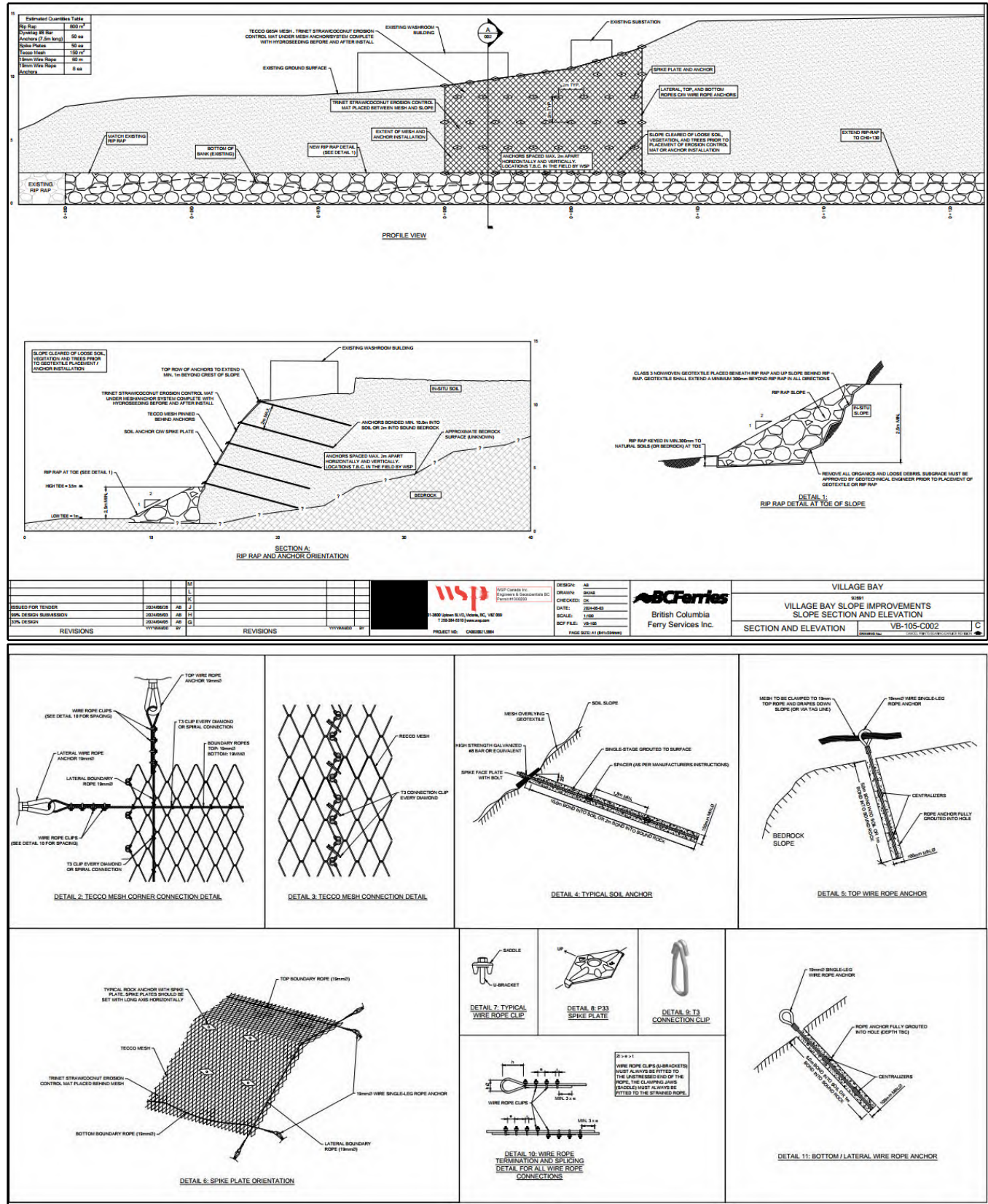
	▼ ☒ Shoreline Type (Islands Trust) Bluffs Boulder/Cobble Beach Estuaries/Tidal Flats Low Rock/Boulder Pebble/Sand Beach Sea Cliff 
Shoreline Data in TAPIS	▼ ☒ Coastline Type Altered Cliff Coastal Banks or Bluffs Estuary Low Rock / Boulder Sand / Cobble 

ATTACHMENT 2 –PLANS, DRAWINGS, PHOTOGRAPHS

2.1 SITE PLAN DETAIL



2.2 ELEVATION AND CONSTRUCTION PLANS



2.3 SITE PHOTOS (SITE VISIT MARCH 6, 2025)



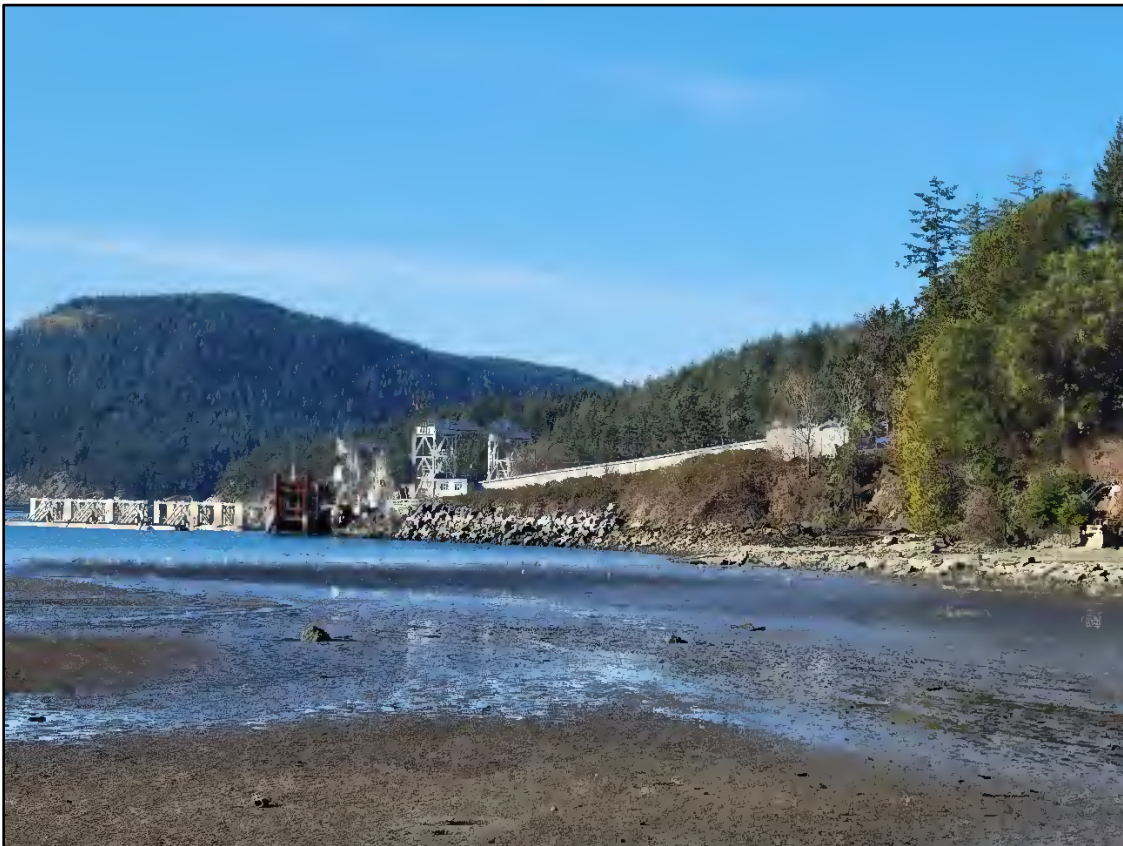
SHORELINE EROSION AND BC FERRIES TERMINAL BUILDINGS







EXISTING RIP-RAP



ATTACHMENT 3 – TEMPORARY USE PERMIT GUIDELINES

Guideline	Complies	Comments
2.9.1.1 Permits can be issued for any period up to three years and could be considered for renewal once for any further period up to three years.	Yes	Staff Comments: Proposed permit is for the maximum of three years, providing time for a rezoning application to be completed.
2.9.1.2 Permitted uses should be consistent with the policies of the designation and the provisions of 2.9.1.	Yes	Staff Comments: Complies as a test of the compatibility of the proposed land use.
2.9.1.3 Permitted uses should not preclude or compromise future permitted uses on the affected lot.	Yes	Staff Comments: Complies
2.9.1.4 Uses should not be allowed if they conflict with any ongoing planning policies or programs.	Yes	Staff Comments: Complies
2.9.1.5 Sand and gravel removal and processing, and asphalt plants shall be subject to a permit if they exceed 50 truck loads in any given year.	N/A	Staff Comments:
2.9.1.6 Permit conditions must make reference to measures dealing with the following points: a) general activity levels that will not create any disturbance apparent beyond the property's boundaries; b) adequate landscape buffering or distance separation to adjacent lots; c) provision of off-street parking spaces consistent with regulatory bylaws; d) reclamation measures that will restore the permit area to suitability for its designated primary use; and e) adequate supervision of the site.	N/A	Staff Comments: Proposed use would involve the construction of shoreline stabilization work, once construction is completed the use of the site remains the same.
2.9.1.7 In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighbourhood and may include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.	N/A	Staff Comments:
2.9.1.8 Review of applications should include consideration of smart growth principles.	N/A	Staff Comments:

Project:	BC Ferries – Village Bay Slope Assessment	Memo No.	1
Project No.:	CA0020021.5884	Date:	2024-November-28
To:	BC Ferries	From:	Adam Boehm, WSP Canada Inc.
Attention:	Jameson Mtanga, M.Sc, P.Eng., PMP	Subject:	Village Bay Coastal Assessment Memo
Distribution:	[REDACTED]		

1 INTRODUCTION

1.1 BACKGROUND

WSP Canada Inc. (WSP) was engaged by BC Ferries to provide geotechnical and coastal engineering services for an ongoing slope stability issue at the south end of the Village Bay ferry terminal on Mayne Island, BC. WSP has been involved with the site for a number of years and has provided geotechnical memos and reports on the ground conditions around the slope in question. The site location is shown in Figure 1-1.

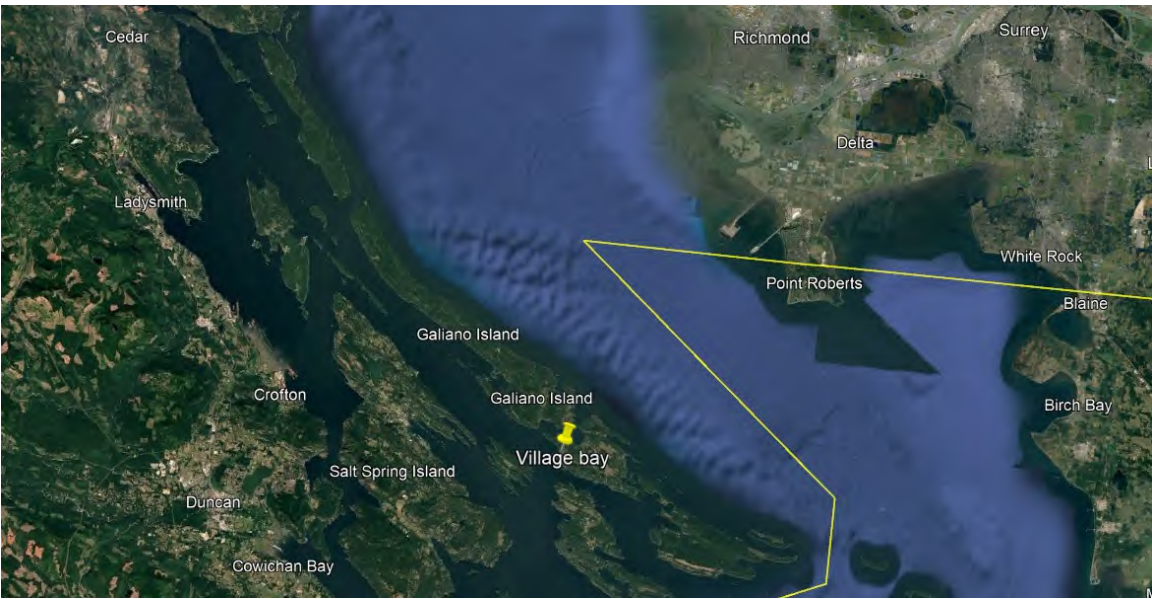


Figure 1-1: Location of Village Bay Terminal

As part of the scope of services, a desktop coastal study is required to establish coastal and environmental design criteria and further support the project design basis development, riprap design and subsequent coastal impact assessment for the beach area adjacent to the proposed riprap and upper slope protection. This scope of work includes:

- Perform a visual condition inspection, including the following.
 - o Obtain photographs of the existing riprap, onshore facilities, shoreline slope.

WSP Canada Inc.
301-3600 Uptown Blvd.
Victoria, BC
V8Z 0B9 Canada

Tel: 250-475-1000
www.wsp.com

- Observe overall geometry, evidence of deterioration, erosion and scour along the shoreline and on the slope. All observed erosion, scour, damage and deterioration will be recorded and photographed.
- Measure relevant dimensions of the existing riprap including average size of the rock.
- Collect and review available coastal, environmental, and hydrological information, as well results of previous projects adjacent to or within the vicinity of the project site, such as bathymetry, water levels, storm surge, winds, currents, and wave conditions.
- Perform statistic and extreme analysis as necessary to establish design water levels, predicted sea level rise due to climate change, wind speeds, current and wave conditions.
- Determine required rock sizes, section and crest elevation of the riprap protection based on the design extreme water levels and wave conditions established above.
- Based upon proposed riprap and upper slope protection, a wave runoff/overtopping analysis and potential scour/erosion assessment will be carried out as required.
- Prepare a technical memo which summarizes the findings and conclusion.

This document outlines the results and findings of this desktop metocean study and coastal impact assessment.

1.2 REFERENCES AND CODES/STANDARDS

1. Village Bay Slope Assessment Geotechnical Options Report, WSP, Feb 15, 2024
2. Village Bay Slope Assessment - Summary Memo, WSP, Aug 23, 2024
3. Coastal Engineering Manual (CEM), US Army Corps Engineers, 2002
4. The Rock Manual, CIRIA C683, 2nd Edition (2007)
5. Shoreline Protection Manual, US Army Corps Engineers, 1984
6. Roberts Bank Terminal 2 Metocean Desktop Study, Rev 0, Sep 2014
7. Technical Report for: Deltaport November 12, 2007 Storm Wave Study, Rev 0, WorleyParsons, Nov 2007
8. Slope Improvement Drawing Set (IFT), WSP, June 2024

2 DESIGN CRITERIA

2.1 DESIGN LIFE

The design service life is 50 years as per CEM code.

2.2 DATUM AND UNITS

The elevation datum used in this study is Chart Datum (CD), which is +3.0 m above Geodetic Datum (GD) for the project site area. All units are given in metric.

2.3 BATHYMETRY / TOPOGRAPHY

The seabed and onshore contours of the project area are extracted from the WSP Slope Improvement Drawing Set (Ref. 8) and shown in Figure 2-1.

2.4 TIDAL LEVELS

Table Error! No text of specified style in document.–1 Tidal Elevations in Reference to Chart Datum (CD)

TIDAL LEVEL	ABBREVIATION	ELEVATION (m CD)
HIGHER HIGH WATER, LARGE TIDE	HHWLT	3.78
HIGHER HIGH WATER, MEAN TIDE	HHWMT	3.35
MEAN WATER LEVEL	MWL	2.32
LOWER LOW WATER, MEAN TIDE	LLWMT	0.87
LOWER LOW WATER, LARGE TIDE	LLWLT	-0.06

Predicted sea level rise (SLR) by 2100 due to climate change is approximately 0.6 m using the median projected SLR (50% probability level) for Representative Concentration Pathway (RCP) scenario 8.5 (RCP8.5), by James et al, Geological Survey of Canada Open File 7942. Therefore, the design SLR is determined approximately 0.4 m for a design life of 50 years.

There is no current data available for the project area.

2.7 WINDS

The prevailing wind direction at the proposed project site are from the NW to W and SE to S sectors based on the historical wind data obtained from the weather stations in the vicinity of the project site.

There are no historical wind data available at the Village Bay and adjacent weather stations. The closest weather station with hourly-average wind speed records is the Sand Heads weather station, which is approximate 28 km north of the project (Figure 2-2). The Sand Heads station is located in Strait Georgia. The wind regime at this station is mainly NW to W and SE to S direction winds, like Village Bay. Therefore, the wind data from the Sand Heads are considered applicable to the Village Bay site. The wind data from the Sand Heads station are used to determine the extreme wind speeds for the site for various return periods by six compass directions as provided in Table 2-2. The wind rose is shown in Figure 2-3.

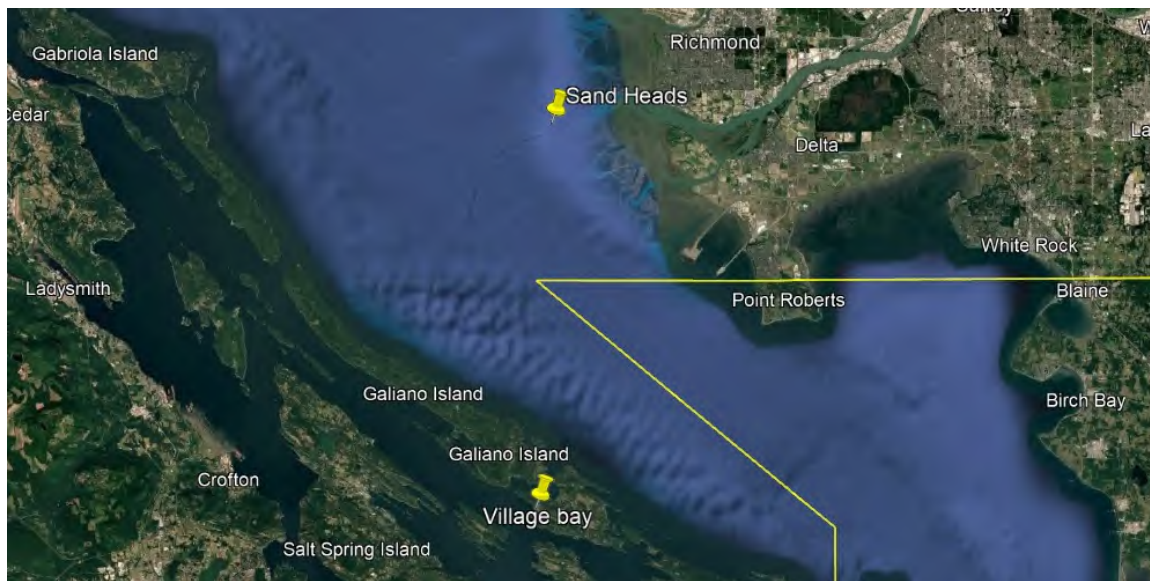


Figure 2-2 Sand Heads Station Location

Table 2-2 Sand Heads Directional Return Period Wind Speeds (km/h)

STORM DIRECTION	RETURN PERIOD					
	1	5	10	25	50	100
E	49	60	63	67	70	73
SE	68	80	83	86	88	91
S	55	64	68	72	76	79
W	59	69	73	77	81	85
NW	64	76	80	87	91	95
N	<50	<50	54	63	70	76

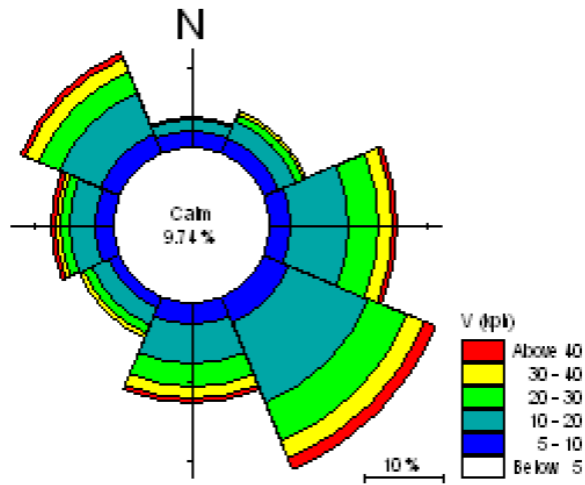


Figure 2-3 Wind Rose for Sand Heads (Applicable to Village Bay)

2.8 WAVES

The predominant waves at the project area is the wind generated waves from the NW direction (Figure 2-4).

The wind generated waves over the Trincomali Channel were computed using the method provided in Ref. 5, for winds from the NW direction. The extreme design waves at the project area are summarized as in Table 2-3.

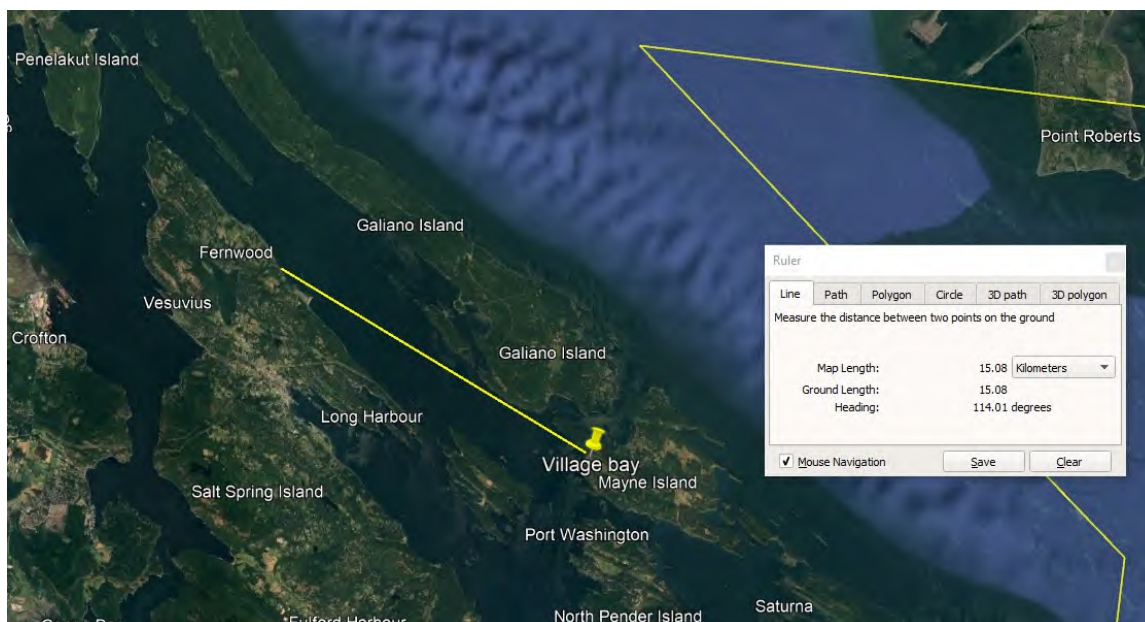


Figure 2-4 Predominant Wave Direction (NW)

Table 2-3 Design Extreme Waves at Project Area

RETURN PERIOD (YEAR)	H _s (M)	T _p (S)	DIRECTION
50	1.5	4.28	NW

3 RIPRAP DESIGN

3.1 DESIGN CREST ELEVATION

For a 50-year design service life, the design crest elevation of riprap is designed to be the higher value of the below two extreme conditions:

- High water and waves: 3.35 m (HHWMT) + 0.4 m (50-yr SLR) + 1.5 m/2 (wave amplitude) = 4.5 m CD
- Extreme high water: 3.78 m (HHWLT) + 0.4 m (50-yr SLR) = 4.18 m CD

The high water and waves case gives the higher design crest elevation of 4.5 m CD. Note this design crest elevation shall be further verified by the wave overtopping assessment.

3.2 ROCK SIZE AND GRADATION

The required sizes and gradations of the armour rock, filter rock and bedding material are determined in accordance with The Rock Manual (2007) based on the above design wave conditions and summarized below.

1. Armour Rock

RIPRAP (D50 = 500mm, LAYER THICKNESS = 1000mm)

PERCENTAGE LESS THAN		STONE WEIGHT (KG)	STONE SIZE (mm)
MIN %	MAX %		
100	-	1307	790
60	- 100	632	620
50	- 75	504	575
30	- 50	331	500
15	- 35	241	450
0	- 20	140	375
0	- 10	87	320

2. Filter Rock

FILTER ROCK (LAYER THICKNESS = 300mm MINIMUM)

PERCENTAGE LESS THAN		PARTICLE SIZE (mm)
MIN %	MAX %	
100	-	200
75	-100	100
50	-65	50
40	-50	35
20	-30	15
10	-20	10
0	-10	6

3. Bedding Material

Bedding Material: 19mm Clear Crush Stone / ¾" Gravel, Layer Thickness = 150mm Minimum).

3.3 PROPOSED RIPRAP SECTION

The design slope is 1.5:1 (H:V). The proposed section is shown in Figure 3-1.

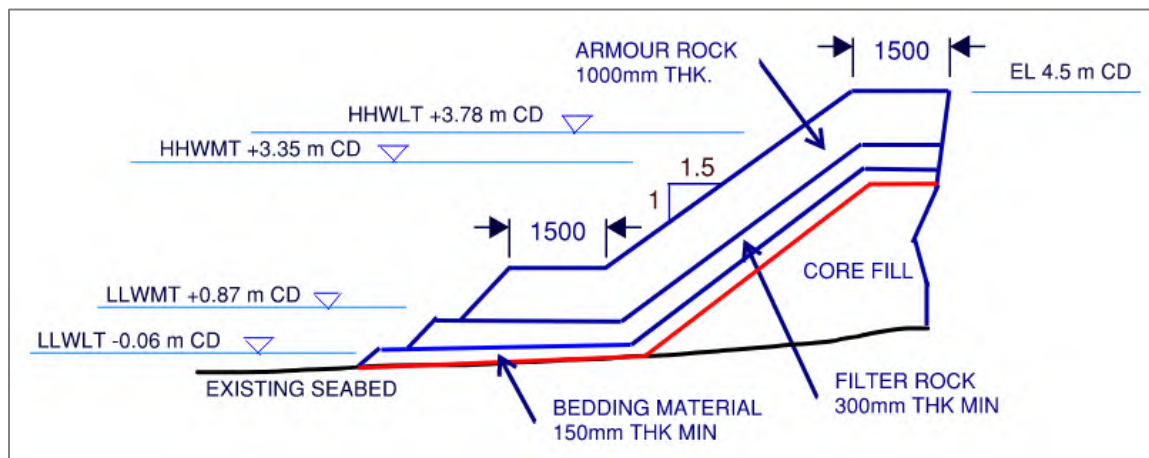


Figure 3-1 Proposed Riprap Section

4 SITE INSPECTION SUMMARY

A site visual inspection was conducted by WSP's coastal engineer between 11:30am to 1:30pm on September 17, 2024. The tide level during the inspection was approx. +1.0m CD. Figure 4-1 shows the site plan, zones definition and observation Locations.



Figure 4-1 Project Site Plan Showing Various Zones and Observation Locations

4.1 ZONE 1 - EXISTING RIPRAP

Location A: exposed to the predominated NW direction waves, thus larger size armour rock than that in the eastern section of the riprap are used in this area.

- Riprap crest elevation: 5.0m CD
- Slope ratio (H:V): 1.5:1
- Average Rock size: 750 mm (D_{50})

Location B: relatively sheltered location compared to Location A against the predominated NW direction waves.

- Riprap crest elevation: 4.5m CD
- Slope ratio (H:V): 1.5:1
- Average Rock size: 500 mm (D_{50})



Figure 4-2 Zone 1 – Location A

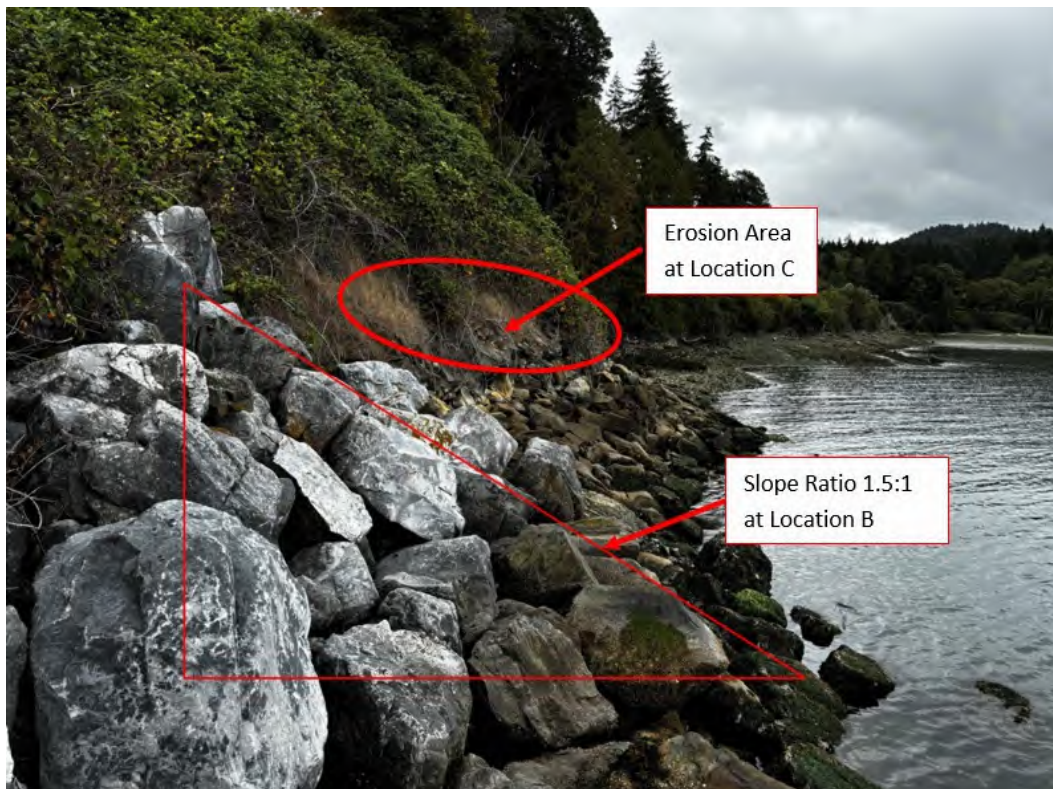


Figure 4-3 Zone 1 – Location B and Zone 2 - Location C



Figure 4-3 Zone 1 – Existing Riprap Elevations

4.2 ZONE 2 - WEST SECTION OF THE PROPOSED RIPRAP

As per Village Bay Slope Assessment (Ref. 2), this area is primarily soil (predominantly silty sand and gravel), and bedrock is exposed near the toe of the slope. This zone is experiencing ongoing erosion and scour on the slope and at the toe of the slope. As per the WSP drawings (Ref. 8) the upper portion of the slope above the riprap crest will be protected by using erosion control mat.



Figure 4-4 Zone 2 – Location D

4.3 ZONE 3 - EAST SECTION OF THE PROPOSED RIPRAP

As per Ref. 2 and site inspection observations, the slope in this area is predominantly exposed bedrock up to approximately EL +5.0m CD, with 5m to 7m of soil cover on top of the bedrock. Zone 3 is not considered to be at high risk of erosion and slope instability.



Figure 4-5 Zone 3 – Location E

4.4 ZONE 4 – FURTHER EAST SECTION WITH NO RIPRAP

Similar to Zone 3, the slope face in this area is predominantly a nearly vertical rock wall from the toe up to approximately EL +5.0m to +7.0m CD and with 5m to 7m of soil cover on top of the rock. There are several neighbouring properties along the bank on the top of the slope approximately 10 m to 14 m above Chart Datum, with stairs accessing to the bedrock beach. The bottom of the access stairs is well-protected by stone foundation and/or riprap (see Figure 4-5 and photos in Appendix A).

Since the bedrock beach and the vertical bedrock slope protect the beach and lower portion of the bank slope, Zone 4 is not considered to be at risk of erosion and slope instability due to the current scour and wave attacks. Therefore, no shoreline protection measure is required for this area at present. It is expected the impact due to the proposed new riprap in Zone 3 on Zone 4 and the neighbouring properties will be insignificant, based on the above rationale.



Figure 4-5 Zone 4 – Location F

5 WAVE OVERTOPPING

An overtopping analysis was performed for the Zone 2 and Zone 3 area based on the design wave condition, proposed riprap crest elevation (4.5 m CD for Zone 2 and Zone 3 per Section 3.1) and the riprap section (Section 3.3) in accordance with the approach provided in The Rock Manual (Ref. 4).

For the Zone 2 area, as the upper slope is to be protected by the proposed erosion control mat up to the top of the slope between the native slope and the covering mesh (refer to the design drawings provided in Ref. 8), the allowable discharge rate (no damage to the back/upper slope) for wave overtopping is set as 50 L/s/m, as per The Rock Manual. The calculated discharge rate under the design wave condition is 26 L/s/m for the Zone 2 upper slope face, which meets the code requirements set out for Zone 2.

For the Zone 3 area, the slope is to be protected by the proposed riprap (crest EL +4.5m CD). There are gravel or bedrock on the upper slope up to +5.0m CD. The allowable discharge rate (no damage to the back/upper slope) for wave overtopping is set as 50 L/s/m for the slope face protected by riprap up to EL +4.5m CD and 20 L/s/m for the slope face protected by riprap plus gravel or bedrock up to +5.0m CD, as per The Rock Manual. The calculated discharge rate under the design wave condition is 7 L/s/m for the Zone 3 slope face, which meets the code requirements set out for Zone 3.

A wave runup and overtopping analysis was also performed for the Zone 4 area. The wave overtopping rate along the bank slope satisfies the required limit of 50 L/s/m by The Rock Manual. It is confirmed that no shoreline protection measure is required for this area for either the current condition or with the proposed new riprap installed. Likely the

reshaped shoreline geometry due to installation of the new riprap will lead to slightly higher currents but lower storm waves (more sheltered against the predominant NE waves) in the Zone 4 beach area. As aforementioned, the Zone 4 beach area and bank slope is well protected by the bedrock and vertical rock wall. Therefore, the increased current velocity and the reduced diffracted waves won't induce negative impact to these properties, including the access stairs.

6 SUMMARY

Based on the proposed riprap design, upper slope erosion control measure in Zone 2, and the wave overtopping analysis, it is concluded that the wave overtopping discharge is within the allowable limit for the Zone 2 and Zone 3 area as the upper slope faces are either erosion control mat protected (Zone 2) or bedrock protected up to EL +5m CD (Zone 3). Thus, there will be no further potential erosion and scour risk for the slope faces and toes in the Zone 2 and Zone 3 area after implementation of the proposed erosion / scour protection measures.

For the shoreline along the beach further east from the proposed riprap (Zone 4), this area is predominantly nearly vertical rock wall from the bank slope toe up to approximately EL +5.0m to +7.0m CD and with 5m to 7m of soil cover on top of the rock. Based on the visual inspection observations and wave runup and overtopping assessment, it is concluded that Zone 4 is a low-risk area for potential erosion and scour either at present or in the future after implementation of the proposed new riprap in Zone 3, as the Zone 4 beach and bank slope are well protected by the bedrock and native rock wall. Therefore, the anticipated impacts of implementation of the proposed new riprap on Zone 4 and the neighbouring properties is negligible.

7 CLOSURE

This memo was prepared in accordance with WSP's service contract with BC Ferries. If you have any questions or concerns, please contact the undersigned at your convenience.

Sincerely yours,

WSP Canada Inc.

Per: Kaiming Sun, P.Eng.
Senior Engineer, Ports and Terminals

Reviewed By: Carol Turner, P.Eng.
Director, Ports and Terminals

Appendix A – Visual Inspection Photographs of Zone 4



Figure A-1 Zone 4 - Looking to North from the South Side (Opposite Side of Zone 4) of Village Bay.



Figure A-2 Zone 4 - Looking East at the First Neighbouring Property (Numbering from the West)



Figure A-3 Zone 4 - Looking East to the Second Neighbouring Property



Figure A-4 Zone 4 - Looking West at the First and Second Neighbouring Properties



Figure A-5 Zone 4 - Looking East to the Third and Fourth Neighbouring Properties



Figure A-6 Zone 4 - Looking East at the Fourth Neighbouring Property

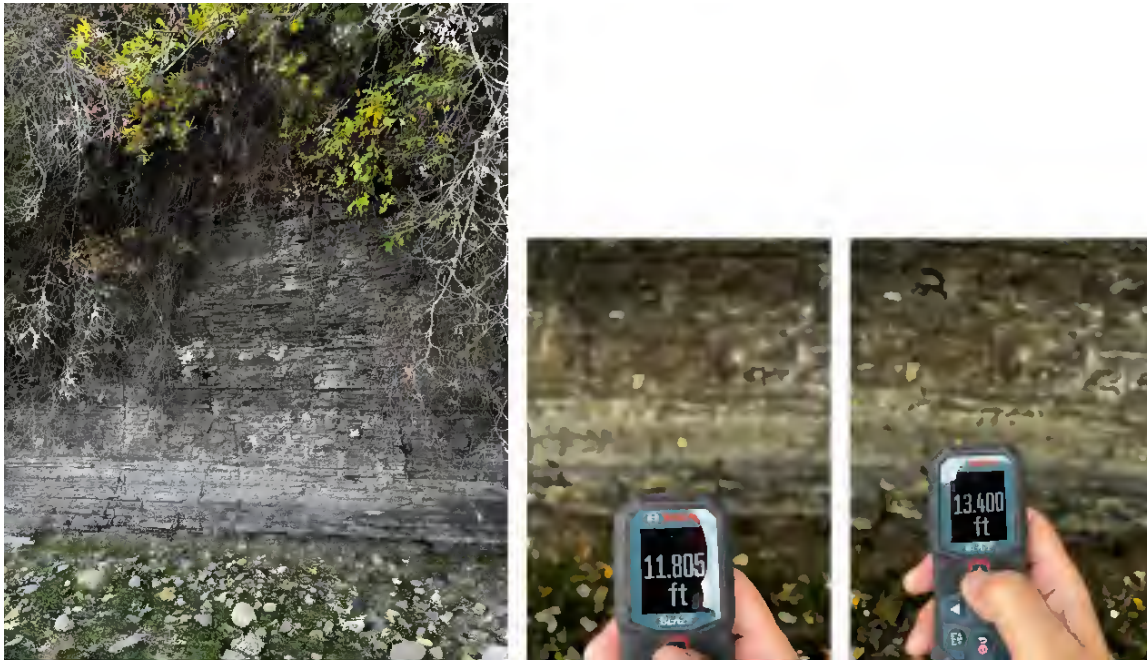


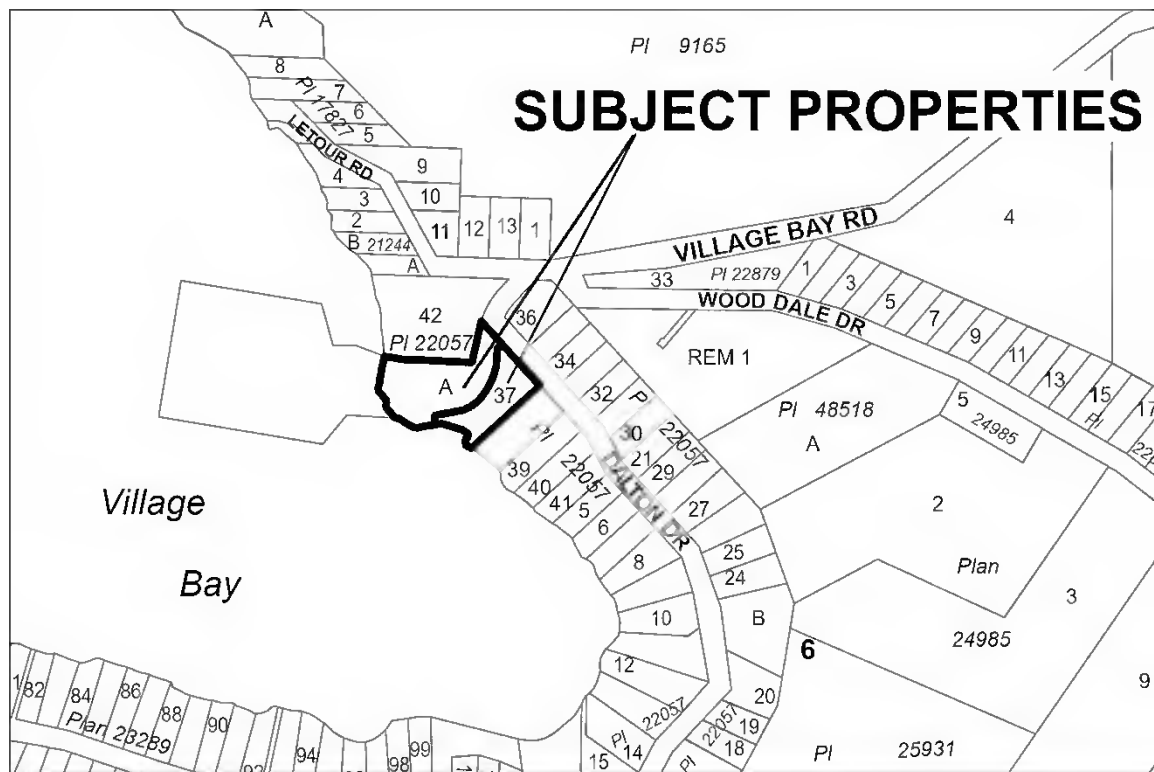
Figure A-7 Zone 4 – Rock wall at Location F (see Figure 4-1) and Measured Lowest and Highest Rock Wall Heights Near Location F. The lower bound rock wall height is determined as $11.8 \text{ ft} + 7 \text{ ft}$ (approx. laser measure height above chart datum) = 5.7m CD , and the higher bound is $13.4 \text{ ft} + 7 \text{ ft}$ (approx. laser measure height above chart datum) = 6.2m CD .

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

- Decreasing the minimum setback from natural boundary of the sea from 7.5 metres to 0.0 metres for the construction of shoreline stabilization structures (rip-rap, soil anchors, and mesh wire).

The properties are legally described as LOT A SECTION 6 MAYNE ISLAND COWICHAN DISTRICT PLAN VIP75220 (PID: 025-710-397), and LOT 37, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057 (PID: 003-307-409).

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **April 7, 2025** and continuing up to and including **April 17, 2025**.

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

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **April 17, 2025**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **1:30 p.m.** on **April 28, 2025**, to be held at the **Mayne Island Agricultural Hall**, 430 Fernhill Road, Mayne Island.

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



PROPOSED
MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20250110

To: BC Transportation Financing Authority
 c/o Lee Orpen

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

LOT A SECTION 6 MAYNE ISLAND COWICHAN DISTRICT PLAN VIP75220
 (PID: 025-710-397)

LOT 37, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057
 (PID: 003-307-409)

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

- a) Subsection 3.3 (3) which states that *no building or structure may be constructed, reconstructed, moved, extended or located within 7.5 metres (25 feet) of the natural boundary of the sea* is varied to permit the placement of shoreline stabilization rip-rap, soil anchors, and mesh wire within 0.0 metres of the natural boundary of the sea.

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

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

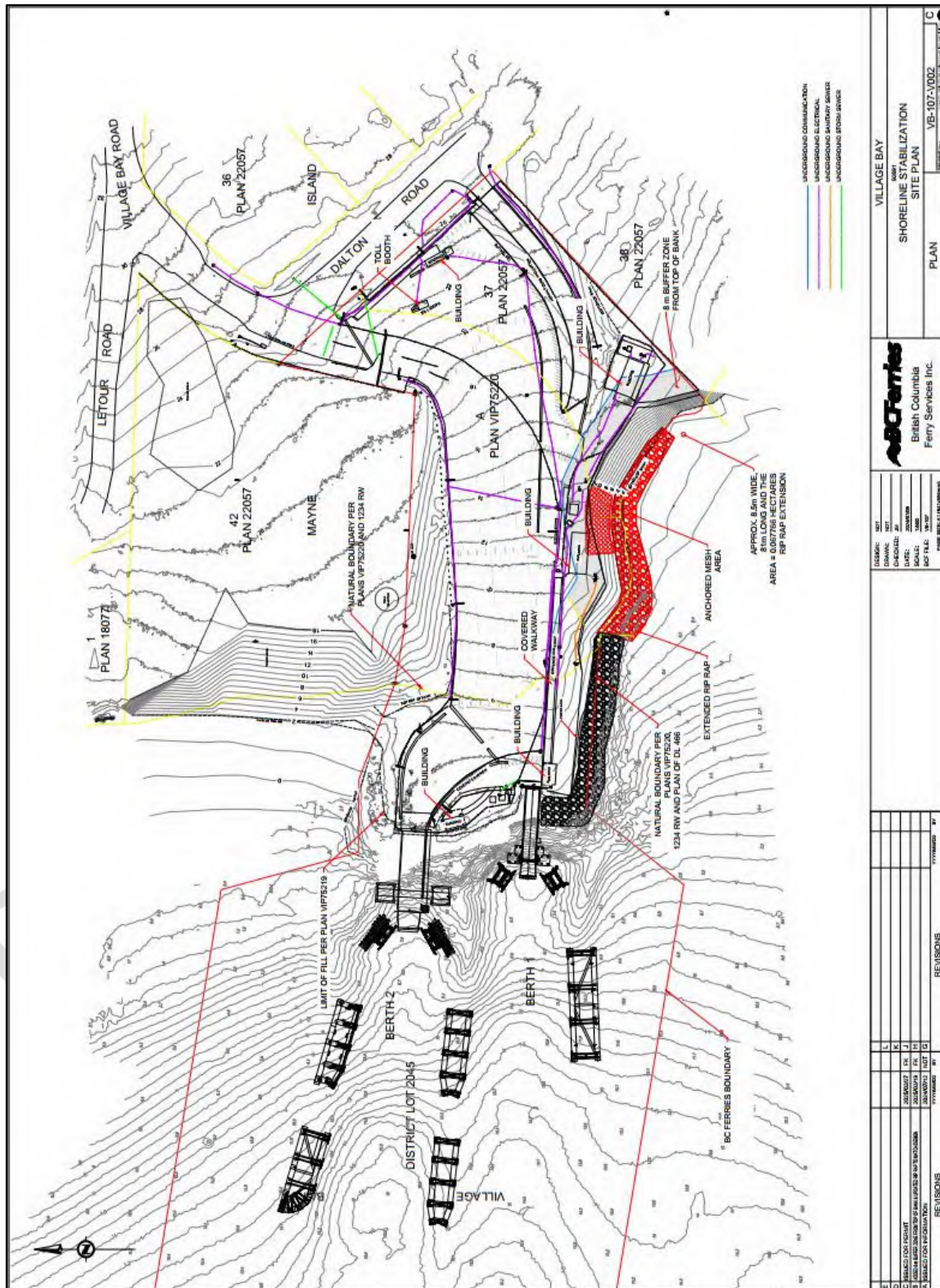
AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF [MONTH], [YEAR].

 Deputy Secretary, Islands Trust

 Date of Issuance

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

SCHEDULE 'A' (1 of 2)

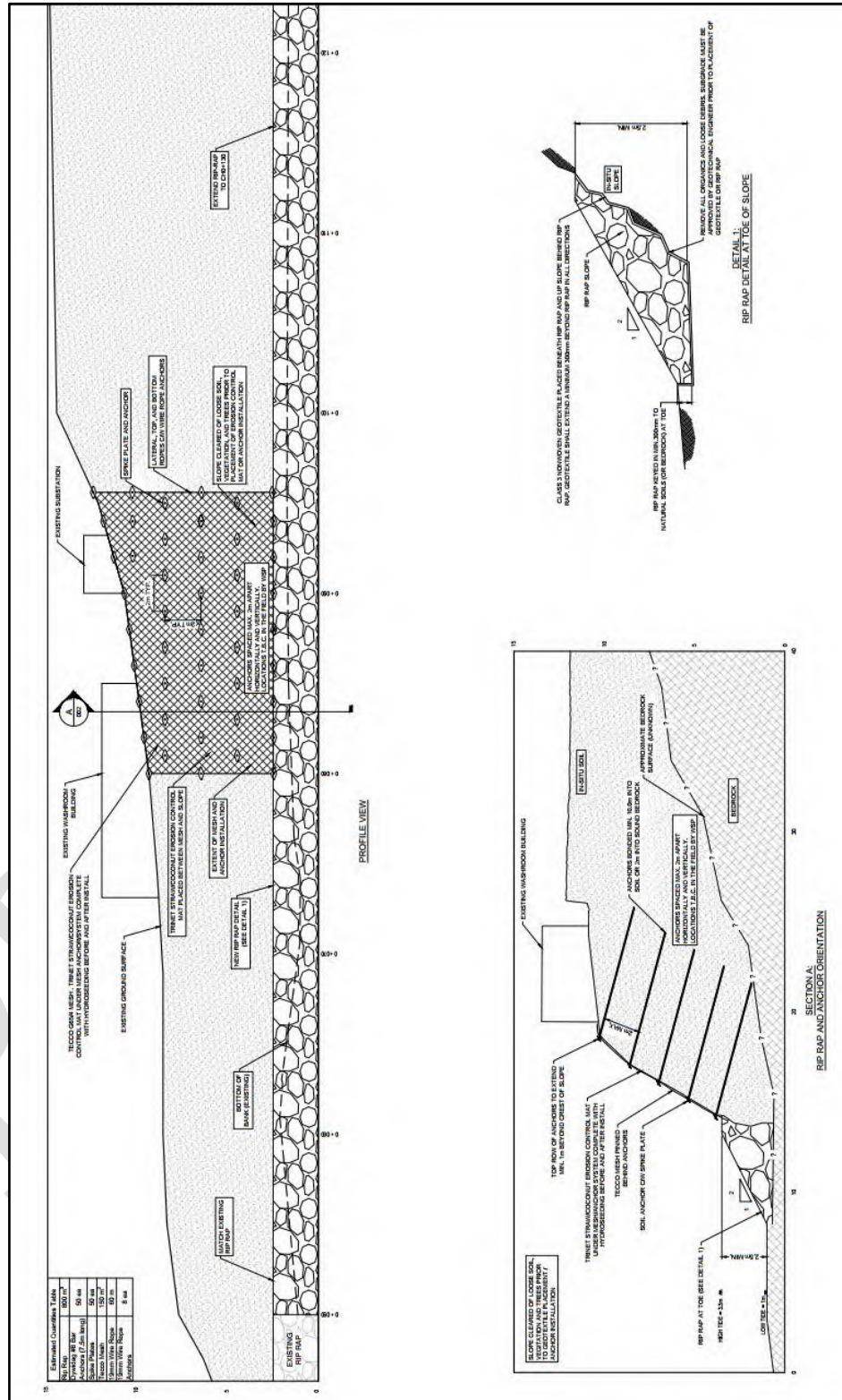


MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20250110

SCHEDULE 'A' (2 of 2)



SCHEDULE 'B' (1 of 2)



**MAYNE ISLAND LOCAL TRUST COMMITTEE
PLDVP20250110**

SCHEDULE 'B' (2 of 2)

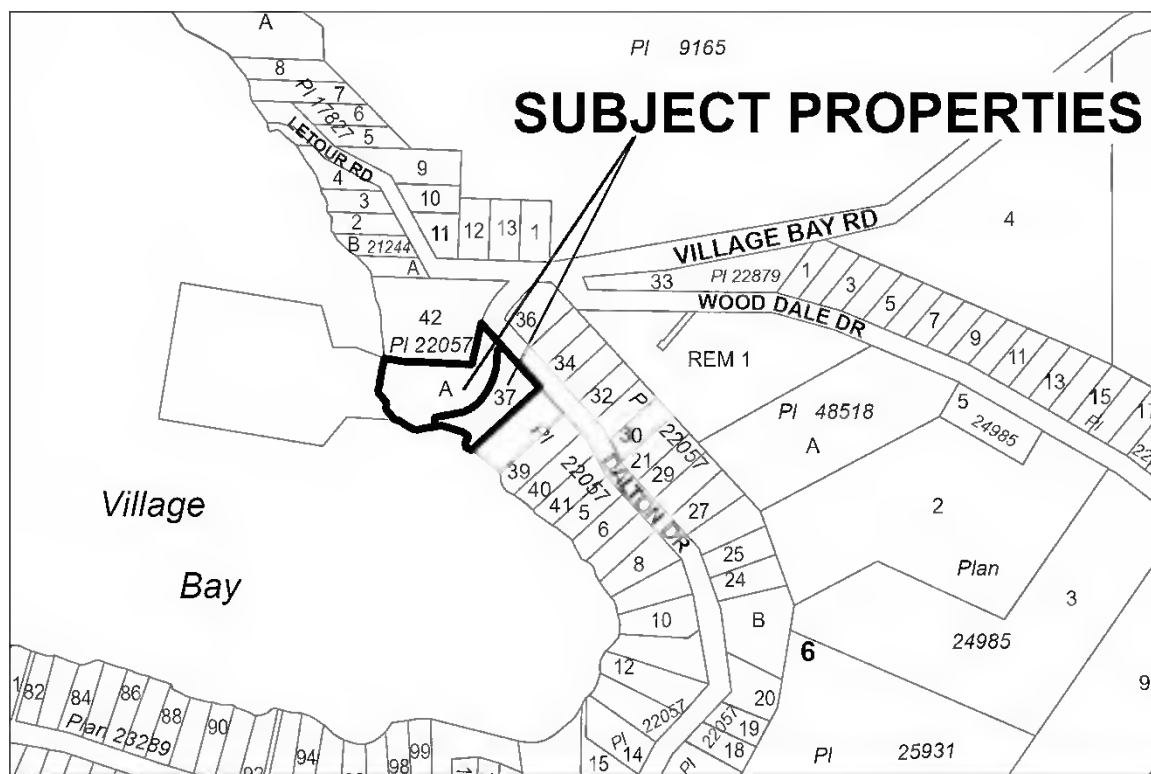
DETAIL 5: TOP WIRE ROPE ANCHOR	DETAIL 11: BOTTOM / LATERAL WIRE ROPE ANCHOR
DETAIL 4: TYPICAL SOIL ANCHOR	DETAIL 3: TYPICAL WIRE ROPE CLIP DETAIL 8: TO CONNECTION CLIP DETAIL 10: WIRE ROPE CONNECTIONS DETAIL 11: WIRE ROPE CONNECTIONS DETAIL 12: WIRE ROPE CONNECTIONS
DETAIL 3: TECCO MESH CONNECTION DETAIL	DETAIL 2: TECCO MESH CORNER CONNECTION DETAIL
DETAIL 2: TECCO MESH CORNER CONNECTION DETAIL	DETAIL 6: SPIKE PLATE ORIENTATION

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit, the proposed permit would apply to LOT A SECTION 6 MAYNE ISLAND COWICHAN DISTRICT PLAN VIP75220 (PID: 025-710-397) and LOT 37, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057 (PID: 003-307-409).

- The purpose of the Temporary Use Permit is to allow shoreline stabilization structures (riprap) along the foreshore of the Village Bay Ferry Terminal property.

The properties are legally described as LOT A SECTION 6 MAYNE ISLAND COWICHAN DISTRICT PLAN VIP75220 (PID: 025-710-397), and LOT 37, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057 (PID: 003-307-409).

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **April 7, 2025** and continuing up to and including **April 17, 2025**.

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

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **April 17, 2025**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **1:30 p.m.** on **April 28, 2025**, to be held at the **Mayne Island Agricultural Hall**, 430 Fernhill Road, Mayne Island.

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



Islands Trust

MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20250105 (Orpen/BC Ferry Services Inc.)

Attachment 8

Village Bay Ferry Terminal

To: BC Ferry Services Inc.
c/o Lee Orpen

1. This Permit applies to the land described below:

LOT A SECTION 6 MAYNE ISLAND COWICHAN DISTRICT PLAN VIP75220 (PID: 025-710-397)

LOT 37, SECTION 6, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22057 (PID: 003-307-409)

2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:

a) Shoreline stabilization structures (riprap) along the foreshore, as depicted in Schedule 'A'.

3. The Permit is subject to the following conditions:

- a) Unless a rezoning application is received by the Islands Trust, upon the expiry of this permit, the Temporary Use Permit Area of the property shall be remediated to return to the condition prior to the commencement of the shoreline stabilization construction;
- b) The property owner shall submit a rezoning application to the Mayne Island Local Trust Committee for long-term compliance of the proposed shoreline structure within six (6) months of the issuance of the permit or this permit shall cease to be valid.

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

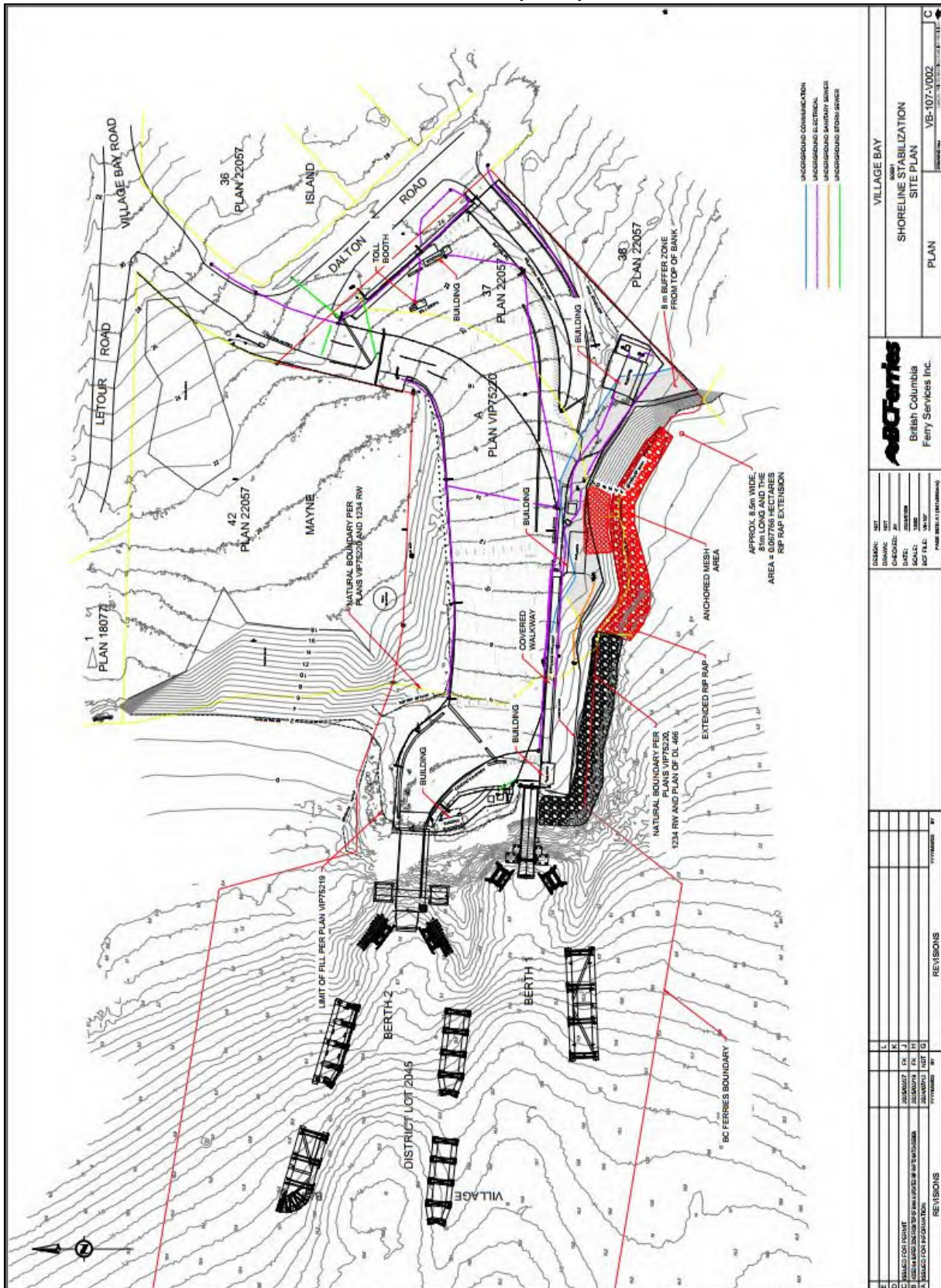
4. This permit is valid for **three (3)** years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust, or apply for a renewal of this permit.
5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No. 146, 2008" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Island Health and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS ##TH DAY OF MONTH, 202#.

Deputy Secretary, Islands Trust

Date Issued

SCHEDULE 'A' (1 of 2)

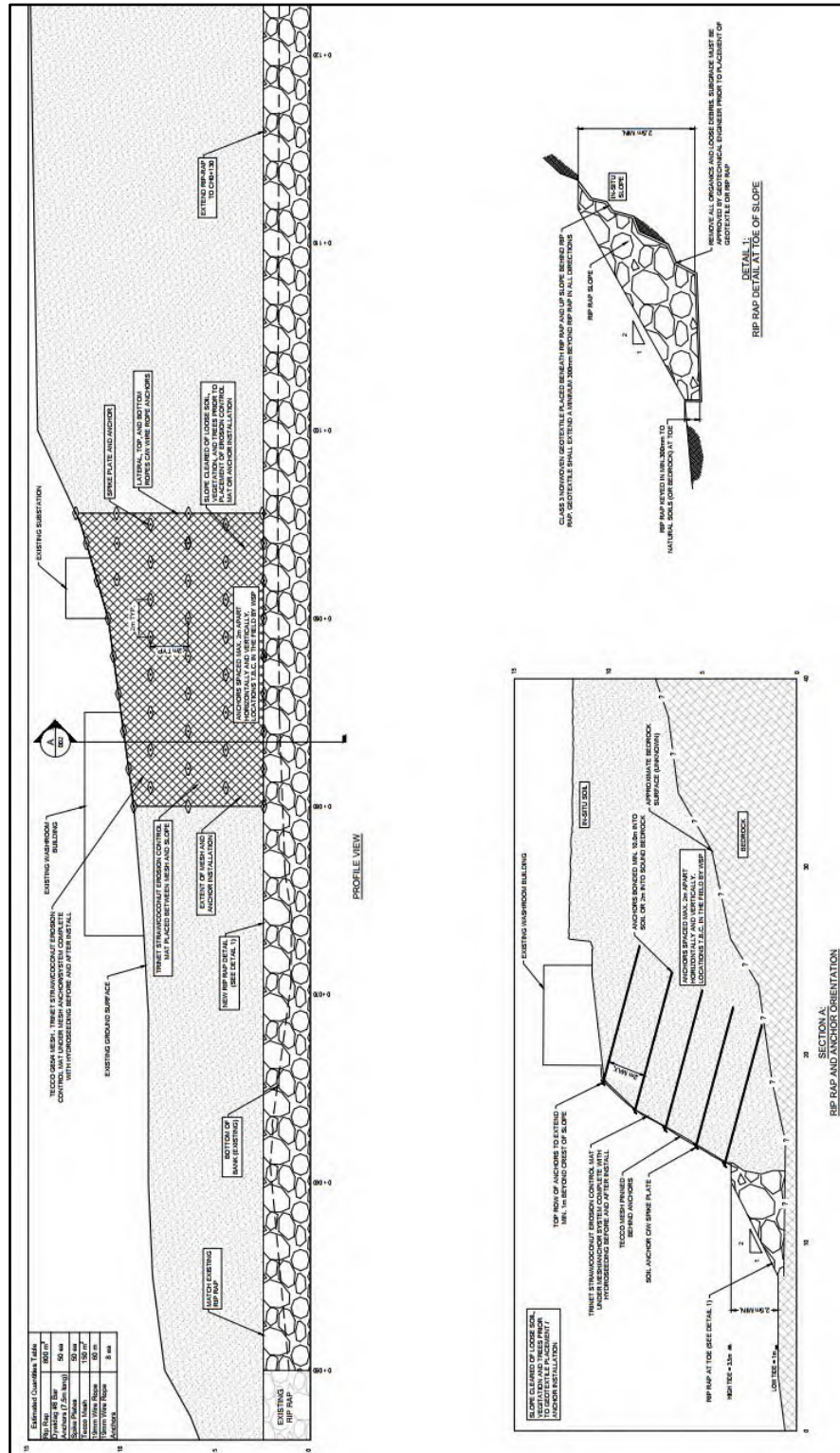


MAYNE ISLAND LOCAL TRUST COMMITTEE
PLTUP20250105

SCHEDULE 'A' (2 of 2)



SCHEDULE 'B'



DATE OF MEETING: April 28, 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 Mayne Island Local Trust Committee Draft Bylaw 194 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024” be read a first time.
2. That the Mayne Islands Local Trust Committee Draft Bylaw 195 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” be read for a first time.

REPORT SUMMARY

The purpose of this report is to present bylaws related to the rezoning for St. John Park from Agriculture and Rural to Agriculture (a) and Resource Conservation for first reading.

BACKGROUND

The Capital Regional District (CRD) acquired the 27-hectare St. John Point property in 2017 in partnership with the Mayne Island Conservancy Society. Following a comprehensive management planning process from 2018 to 2019—including ecological studies and public engagement—the CRD developed the St. John Point Regional Park Management Plan, which will guide park management for the next 15 years. A key short-term action in the plan is the creation of a Park Entrance Hub in the northwest corner of the property (area currently zoned Agricultural), featuring a park entrance sign, visitor kiosk, expanded 20-vehicle parking lot, bicycle rack, and pump-out toilet. This hub will be built on a previously disturbed site where a home once stood, and the existing small gravel parking area will be restored to its natural state.

Currently, St. John Point Park is designated as a passive park under the Mayne Island Land Use Bylaw (LUB), allowing only hiking trails and small signs, but prohibiting driveways and parking lots. The proposed Park Entrance Hub does not conform to these regulations, requiring the CRD to submit a rezoning application to amend the Official Community Plan (OCP) and Land Use Bylaw (LUB) to allow its development under site specific zoning. Additionally, since part of the site falls within the Agricultural Land Reserve (ALR), the CRD sought and received approval from the Agricultural Land Commission (ALC) for a non-farm use designation before proceeding with rezoning.

At their February 24th, 2025 LTC meeting, the LTC passed the following resolution: ***That the Mayne Island Local Trust Committee direct staff to prepare a draft bylaw and initiate referrals to First Nations, and potentially affected agencies.***

ANALYSIS

The LTC has been requesting that the zoning for the St. John Point be within the Resource Conservation Zone given the importance of protecting the ecological integrity of the area. This is possible for the section of the property that is currently zoned Rural. Because “passive park” use is permitted in all zones, the paths and trails proposed in the CRD’s St. John Point Regional Park Management Plan would be permitted in the resource conservation section of the park.

The other portion of the park is in the Agricultural Land Reserve and is zoned Agricultural. The site specific zoning is being proposed to be applied to the portion of the park which is within the Agricultural zone as the site specific uses within the CRD’s St. John Point Regional Park Management Plan are located in the part of the lot zoned Agricultural.

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulation
A (a)	A portion of Lot B, Section 1, Mayne Island, Cowichan District, Plan 2501 St. John Point Park	In addition to the uses permitted in 5.7 (1) the following uses are permitted: - resource conservation use - entrance sign - parking area - pump out toilet building - bicycle rack - visitor information kiosk

While direction to initiate referrals was provided by the LTC at their February 24th 2025 LTC meeting, staff felt that it would be important for the LTC to review the draft bylaws before they are sent out for review. For this reason, the bylaws are being presented for first reading prior to them being sent out for referral.

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

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. The WLC 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
- Tsawwassen First Nation
- Stz'uminus First Nation
- Halalt First Nation
- Penelakut Tribe
- Lake Cowichan First Nation
- Cowichan Tribes
- Lyackson First Nation
- Tsawout First Nation
- 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 previous 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).

ALTERNATIVES

1. DO not proceed with first reading

The LTC could choose not to read the bylaw for the first time. In this case they could still support the draft being sent out for referral prior to first reading.

2. Make changes to the draft bylaws prior to first reading

The LTC could choose to make changes to the bylaws before moving to first reading and/or sending out for referral.

NEXT STEPS

If the recommendation are supported:

- Staff will initiate referrals to First Nations, and potentially affected agencies.
- Staff will schedule a Community Information Meeting and Public Hearing.
- Bylaws will be read for second and third time.

Submitted By:	Narissa Chadwick RPP MCIP, Island Planner	April 15, 2025
Concurrence:	Robert Kojima, Regional Planning Manger	April 15, 2025

ATTACHMENTS

1. Bylaw 194 (OCP)
2. Bylaw 195 (LUB)

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 194

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

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

1. CITATION

This Bylaw may be cited for all purposes as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024”.

2. SCHEDULES

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

3. SEVERABILITY

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

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

CHAIR

SECRETARY

**MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 194**

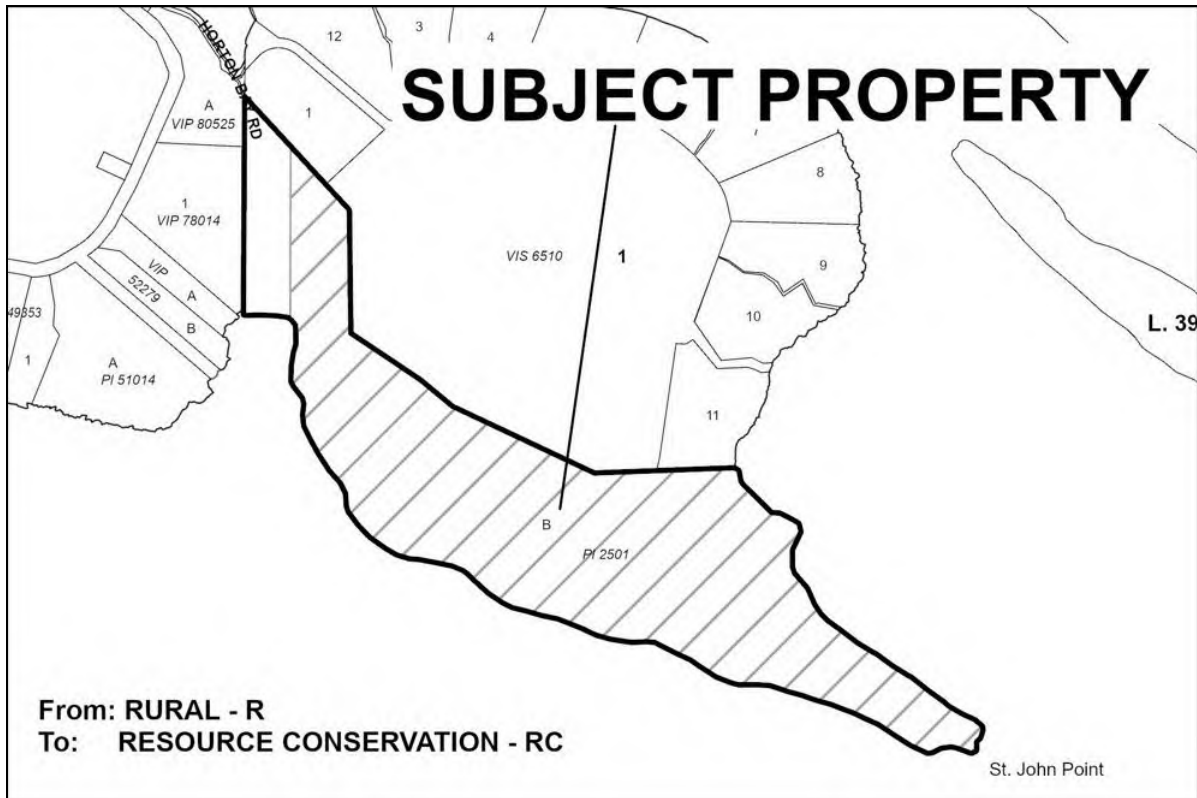
SCHEDULE 1

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

1. By amending Schedule B by changing a portion of the land use designation on the Lot B, Section 1, Mayne Island, Cowichan District, Plan 2501 from Rural (R) to Resource Conservation (RC) land designation as shown on Plan No 1, which is attached to and forms part of this bylaw.

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 194

Plan No.1



DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 195

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, 2024”.

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 5.7 Agricultural (A) Zone is amended by inserting the following as a new subsection (12):

“Site Specific Regulations

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

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulation
A (a)	A portion of Lot B, Section 1, Mayne Island, Cowichan District, Plan 2501 St. John Point Park	In addition to the uses permitted in 5.7 (1) the following uses are permitted: - resource conservation use - entrance sign - parking area - pump out toilet building - bicycle rack - visitor information kiosk

2.2 Schedule “B” – Zoning Map, is amended by changing the zoning classification of Lot B, Section 1, Mayne Island, Cowichan District, Plan 2501 from Rural (R) to Resource Conservation (RC) and from Agricultural (A) to Agricultural (A (a)) as shown on the Plan No.1, which is attached to and forms part of this bylaw, and by making such alterations to Schedule “B” to Bylaw No. 146 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.

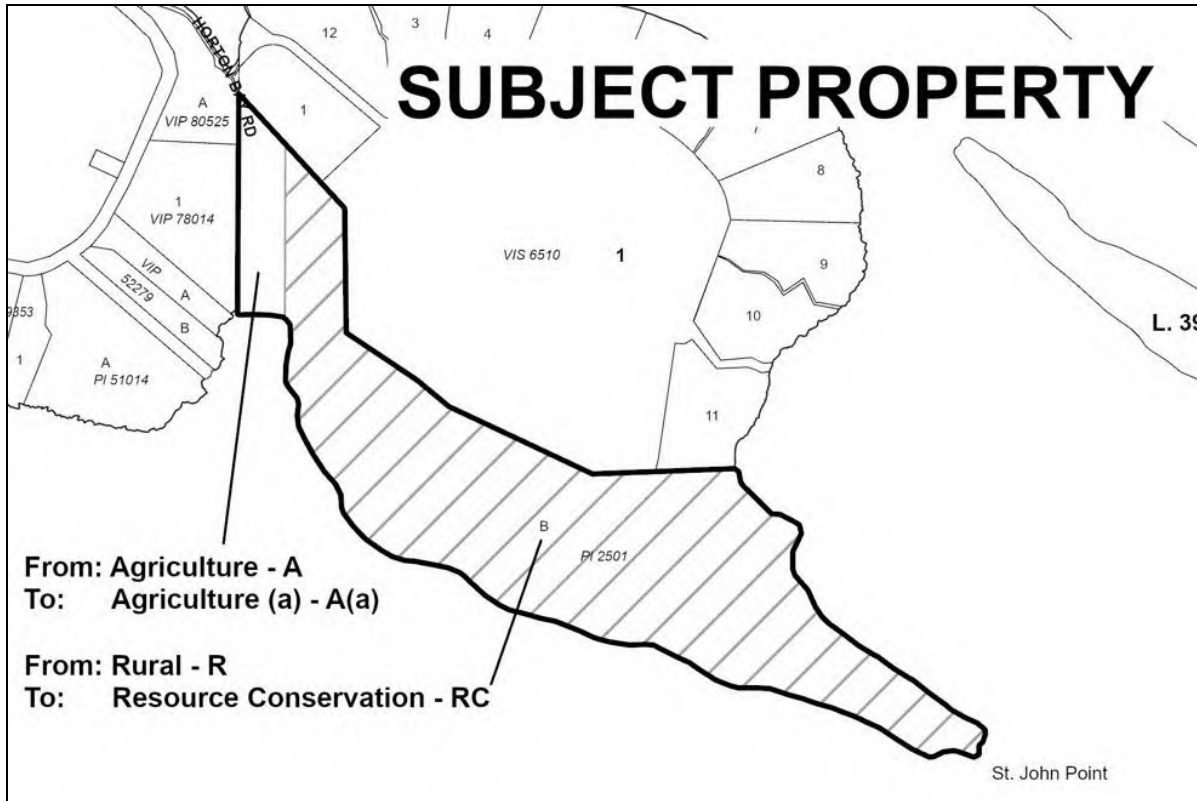
READ A FIRST TIME THIS	_____	DAY OF	_____	20____
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____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

CHAIR

SECRETARY

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 195

Plan No. 1



DATE OF MEETING: April 28, 2025
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick RPP, MCIP, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Housing Options – Identifying properties for additional density

RECOMMENDATION

1. That the Mayne Island Local Trust Committee endorse the revised project charter for the Mayne Island Housing Options project.
2. That the Mayne Island Local Trust Committee request staff incorporate the following into draft bylaws for the Mayne Islands Housing Options Project:
 - Permitting one cottage on lots 0.4 hectares (1 acre) – 0.6 hectares where total combined floor areas of all dwellings does not exceed 232m² (2500 square feet)
 - Expanding flexible housing zoning as recommended by staff based on the Map in Attachment 2
 - Permit RVs as a temporary dwelling if an active building permit for a permanent dwelling is in place
 - Reduced cistern size requirements for dwellings under 1000 square feet

REPORT SUMMARY

This report provides a review of outstanding housing implementation actions, provides an option for the expansion of flexible housing zoning, and addresses other questions and issues related to the Mayne Island Housing Options project.

BACKGROUND

On May 27th, 2024 the Mayne Island LTC endorsed the Project Charter for the Mayne Island Housing Options Project Phase 2. The Project Charter has been updated to reflect a more realistic timeline for the project (Attachment 1). The recent change moves bylaw drafting from January- March to May – June with readings anticipated to begin in July.

At the February 24th, 2025 LTC meeting, the LTC was provided with draft bylaw language and recommended direction on the actions identified in the Mayne Island Housing Action Implementation Table. An action implementation list was created to track the progress on each action. Staff was provided with direction to draft bylaws.

A revised action implementation list has been included as Attachment 2. The actions implementation list tracks the decisions made at the February 24, 2025 meeting. There remain some outstanding actions with LTC direction required. These outstanding actions are addressed below as well as a new action that has been identified by members of the LTC following the February 24th meeting

ANALYSIS

Attachment 2 tracks the decisions made at the February 24th, 2025 LTC meeting. The actions that required follow-up are as follows:

- Permitting cottages on smaller lots but limit combined maximum floor area
- Expanding flexible housing zoning
- Proactively zone for multiple dwellings
- Allowing RVs as a temporary dwelling if an active building permit for a permanent dwelling is in place
- Pre-zoning for manufactured/mobile/tiny home parks
- Designating suitable land to permit rezoning for subdivision in exchange for donation of land
- Proactively rezone to facilitate the development of affordable housing
- Cistern sizes for new builds (alternative size for smaller units)

Other related topics addressed include:

- Exploring reduced cost for TUPs for RVs and tiny homes on wheels
- Clarification on potable water standards
- Increasing flexibility in the Comprehensive Development Two (CD2) Zone to support either residential units or visitor accommodation
- Identifying organizations that can hold donated land for housing

Housing Action Follow-up from February 24th LTC Meeting

Cottages on smaller lots

Trustees identified that on lots under 0.4 hectares (1 acre) and up to 0.6 hectares (1.5 acres) a maximum combined floor area should apply if a cottage is to be permitted. The recommended draft language is as follows:

5.1 Settlement Residential Zone

Density

(additional regulation) One cottage is permitted on lots 0.4 hectares (1 acres) – 0.6 hectares (1.5 acres) where the total combined floor area of all dwellings does not exceed 232m² (2500 square feet).

Expand Flexible Housing

At the February 24th, 2025 open meeting, the LTC requested staff to provide a map and a proposal for areas for the expansion of flexible housing zoning. The LTC identified that they are interested in expanding in areas in close proximity to services and transportation routes and that properties larger than 2 ha (5 acres) be considered. The LTC identified that they would not be interested in supporting flexible housing in the Miners

Bay area because of known saltwater intrusion. The LTC also identified concerns regarding permitting additional dwellings along Georgina Point Road due to road safety issues.

The map in Attachment 3 identifies areas within 1km, 2km, and 3km from the agricultural hall, excludes areas in Miners Bay and properties that are accessed via Georgina Point Road as well as properties along Maple Drive given problems related to flooding that have been identified in the past. The map also identifies properties that the LTC have identified could be considered for flexible housing or some other approach to additional density. The smallest property highlighted on the map is 0.3 hectares. There is only one property larger than 2 Hectares (5 acres)

Staff note that to identify the existing pilot area for flexible housing the following criteria were considered: size of lot, update potential (potential of something being built), walk time to village core, saltwater intrusion potential, groundwater availability, septic impact. The suitable land analysis was developed to assist with integrating all available sources of data to help identify suitable areas for additional density. As the LTC has expressed concern with using the suitable land analysis tool it has not been used.

At the February 24th LTC meeting the LTC identified the following criteria: proximity to services and transportation routes, the exclusion of properties in Miners Bay and along Georgina Point Road. Staff have used this criteria to identify lots for an expansion of flex housing. Staff recommendation for the expansion of flexible housing zoning are contained in the map in Attachment 3.

Proactively zoning for multiple dwellings

At the February 24, 2025 LTC meeting staff requested that the LTC provide addresses of properties they may want to proactively zone for multiple dwellings. The addresses received are identified on the map in Attachment 3. If the LTC would like to rezone these properties for additional densities, staff recommend that flexible housing zoning be applied to these properties also.

Allowing RV as a dwelling if an active building permit for a permanent dwelling is in place

At the February 24, 2025 LTC meeting, the LTC approved the staff recommendation to permit RVs for long term living via TUP, the same way that tiny homes on wheels were recommended to be permitted. However, they requested staff to exempt RVs from TUP requirement where an active building permit is in place for a permanent dwelling.

Proposed draft regulation language:

3.9 Use of Recreational Vehicles

(1) The temporary use of a recreational vehicle as a dwelling prior to the construction of a permanent dwelling on the same lot is permitted on all lots where residential use is permitted subject to:

- a) a building permit has been issued for a permanent dwelling on the property and the building permit remaining in effect;*
- b) the occupancy of a recreational vehicle not exceeding two years;*
- c) connection to wastewater system consistent with the provisions of the Public Health Act;*
- d) the provision of a domestic water supply; and*

- e) compliance with the use, density and siting requirements of the land use bylaw for dwellings and cottages.*

Pre-zoning for manufacture/mobile/tiny home parks

At the February 24th LTC meeting the LTC did not support staff's recommendation to remove this action from the list in the absence of areas for proactive rezoning being identified. The LTC stated that they would provide options. Staff requests direction from the LTC regarding the identification of any potential properties.

Designating suitable land to permit rezoning for subdivision in exchange for donation of land

The purpose of this action was to identify properties that are suitable for additional density and intensity of land use. As this action is dependent on confidence in the suitable land analysis, staff are recommending it be removed from the list at this time. The suitability of specific sites for additional density can be evaluated at the time of rezoning.

Proactively rezone to facilitate the creation of more affordable lots

The original action is "proactively rezone to facilitate subdivision resulting in the donation of land". Staff recommend rewording this action, as identified above, given that the donation of land is not guaranteed if a lot is subdivided. As indicated in the February 2025 staff report, an example of this action would be rezoning land that may currently be zoned "rural" to "settlement residential" in order to permit subdivision into smaller lots. The LTC has identified one property that they feel would be suitable for this (521 Montrose). This rezoning has been added to the Actions list. The LTC may want to proactively rezone other properties to facilitate the creation of more affordable lots.

Cistern sizes for new builds (alternative size for smaller units)

At their February 2025 LTC meeting, the LTC requested staff look into cistern sizes to ensure that the recommendation of 18,000 litre (4755 gallon) for all new buildings to be used as a dwelling could be supported by cisterns available on Vancouver Island. Staff have identified that cisterns available from Van Isle Water come in 3000 gallon and 2000 gallon sizes. To satisfy the 18,000 litre requirement one of each size would be required.

The LTC also requested that the cistern size requirement be reduced for dwellings under 1000 square feet. In this case, staff are recommending 13640 litres (3000 gallons) for dwellings under 1000 square feet which is what is currently required for secondary suites and additional units within flexible housing zones. The draft bylaw wording can be amended as follows:

3.15 Cistern Requirements

(1) A building permit for a lot outside a community water system shall not be issued for a new dwelling or secondary suite larger than 93 square metres (1001 square feet) unless a cistern (or combination of cisterns) for the storage of freshwater having a total capacity of at least 18,000 litres (4755 gallons) is located on the property.

(1) A building permit for a lot outside a community water system shall not be issued for a new dwelling or secondary suite 93 square metres (1001 square feet) or smaller unless a cistern (or combination of cisterns) for the storage of freshwater having a total capacity of at least 13,340 litres (3000 gallons) is located on the property.

The above regulation would require amending the current size of cisterns required for secondary suites and building built under flexible housing zoning. The LTC could choose not to increase the size of cisterns required in these cases.

Other Related Topics

Explore reduced cost for TUPs for RVs and Tiny Homes on Wheels

The current fee for all TUP's is \$2,282. These fees are calculated based on administrative costs and time, and based on Island Trust's model fee bylaw. The options of a \$500 fee was identified. Staff recommend this action be added to the overall project implementation list as an implantation action related to this project.

Clarification on potable water standards

At the February 2025 meeting the LTC requested clarification related to the following regulation (which is part of the recommended update to the "Standard for Potable Water Supply" regulations):

12. For the purposes of subdivision, alternative potable water supplies including, but not limited to, shallow dug wells, rainwater catchment and desalination are not permitted sources of potable water.

The LTC raised a question related to whether MOTT would consider alternative sources for proof of potable water. With respect to this the following steps could be taken:

- The proposed requirement could be varied on a case-by-case basis;
- If the LTC were to approve a variance for proof of potable water as supported by a report from an appropriate registered professional, a covenant could be requested;
- If the LTC varied the requirement and has a suitably worked covenant in place the Provincial Approving Officer (PAO) may be supportive. However, approval is not guaranteed as the PAO has full discretion to approve a subdivision.

Increasing flexibility in the Comprehensive Development Two (CD2) Zone

A question was raised by Trustee Dodds following the February 25th LTC meeting regarding allowing flexibility for residential use of units in the CD2 zone that are permitted for tourist accommodation. The CD2 zone currently allows visitor accommodation, residential dwellings, employee housing and accessory dwelling units. The existing regulation permits the following:

Type of density	Maximum number of units permitted
Tourist accommodation	10 or 30 (if min of 2 employee units are built)
Residential dwellings	10
Accessory employee units	10
Accessory dwelling units	2
Total maximum combined units	52

Staff recommend that this property not be proactively rezoned to increase permitted housing as part of this project, due to uncertainty regarding the availability and quality of accessible freshwater and that the impacts of permitting up to 30 dwellings on this prominent waterfront lot could be significant in other ways. While the development of tourist accommodation would require a provincial water licence—providing oversight to ensure sufficient water supply—this oversight may not apply to residential development. Also, existing DPA related to form and character of commercial, visitor accommodation in this area would not apply to the residential development. A formal rezoning process would allow for a more comprehensive examination of water-related issues, including the potential for a community water system to support the residential development as well as other considerations.

Identifying organizations that can hold donated land for housing

This topic has come up a few times throughout this project. The item that has been on the FUAL since the June 2024 LTC meeting “connect with the Mayne Island Land Conservancy to talk about potential Land Trust for housing” is related to this topic. In the absence of the conservancy having a current mandate to hold land for housing, this topic should be considered as a future follow up to this project. In order to not delay current work staff recommend it be removed from the FUAL.

Exploring other options, staff can confirm that the acquisition of land for housing is outside the mandate of the Islands Trust Conservancy. Staff have initiated conversation with the CRD related to their ability to hold and manage land that has been donated for affordable housing. CRD staff identify that the CRD can accept land donation and that the management of rental housing on donated land is possible. However, the path toward supporting that would need to be determined on a case by case basis. Habitat for Humanity is another option that has already been explored. Habitat for humanity has a history of accepting and managing donated land for housing. The LTC could explore a collaborative approach where a local not for profit or the CRD owns the land and Habitat leases it could be explored.

Rationale for Recommendation

The recommended direction support the momentum of the project.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to supporting staff recommendations.

2. Suggest alternative policy direction

The LTC may choose not to support all or some of the staff recommendations. In this case the LTC will need to provide clear direction to staff.

3. The LTC may choose to send some actions to the APC for review

In this case the LTC will need to be specific about the kind of input they are looking for.

NEXT STEPS

- Staff will draft bylaws
- Staff will present bylaws for first reading
- Bylaws will be sent out for referral
- CIM will be scheduled
- Public Hearing will be scheduled
- Second and third readings
- OCP review by Ministry
- Final adoption

Submitted By:	Narissa Chadwick RPP MCIP, Island Planner	April 15, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	April 16, 2025

ATTACHMENTS

1. Project Charter
2. Action Implementation List
3. Flexible Housing Expansion Map

Mayne Island Housing Options (Phase 2)

Mayne Island LTC

Date: April 28, 2025

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
LTC review of analysis, issues and opportunities	Sept-Dec. 2024
Community Consultation as needed	Sept – Dec 2024
Bylaw Drafting	May – June 2025
Milestone: First Reading	July 2025
Referrals/ CIM	Sept - Oct.2025
Milestone: Second/Third Reading	October 2025
OCP Amendments to EC/Province	November 2025
Final Adoption	TBD

Project Team

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

Budget

Budget Sources: LTC Project Budget (Fiscal 2025/26)		
Fiscal	Item	Cost
2025/26	Consultation (FN, public)	\$2000
2025/26	Public Hearing	\$2000
2025/26	Communications	\$2000
2025/26	Contingency (legal, additional public/stakeholder meetings etc)	\$2000
	Total	\$10,000

APPENDIX 2 – Actions Addressed in Report

ACTION		COMMENTS/NEXT STEPS
Update Information to Inform Housing Projects (Basic Bylaw Updates)		
1.	Update population projections based on needs assessment	Section to be updated upon receipt of data
2.	Workshop with LTC on Suitable Land Analysis	Held February 12th, 2025
3.	NEW - New definitions added	In progress
Expand Opportunities to Build Secondary Suites and Accessory Dwelling Units		
4.	Require worker housing for significant commercial rezonings	Draft language approved
5.	Increase flexibility for residential use in commercial areas	Draft language approved
6.	Support Strata subdivision of accessory dwelling units	No changes needed. Remove from list
7.	Expand secondary suites permission in suitable areas	Draft approach approved
8.	Permit ADUs on smaller lots	Draft language approved + request for max combined floor area of dwellings (provided April 28 th)
9.	Expand flexible housing regulations	Area of expansion to be approved.
Expand Residential Use Permission and Permission for Multi Unit Development		
10.	Allowing rezoning for non-market housing in more land use designations (school properties, parks, community service)	Draft Language approved
11.	Proactively rezoning existing land for multiple dwellings	LTC direction required
Increase Alternative Housing Options		
12.	Permit rezoning for modular home villages / multiunit housing	LTC direction required
13.	Developing TUP guidelines for tiny homes	Draft language approved with edits “wastewater system”. Draft language presented re: RV with building permits Reduced TUP fee recommended minor project
14.	Pre-zoning for manufactured/mobile/tiny home parks	Staff to identify options
15.	Increasing building height to increase residential potential in commercial and other suitable areas	LTC support removal
Increase Opportunities for Non Profit Housing		
16.	Permit non-profit housing in most OCP designations	Draft language approved
17.	Permitting rezoning for subdivision provided there is a donation of a lot for affordable housing	Already covered by amenity policy. LTC supports removal.
18.	Permit reduction of min. parcel size to facilitate land for donation to gov, NFP an FN	Draft language approved
19.	Designating suitable land to permit rezoning for subdivision in exchange for lots donated for affordable housing	Removal from list recommended. Trustee direction required.
20.	Proactively rezone to facilitate subdivision resulting in donation of land	LTC and/or property owners to identify options.
21.	Rezoning of 521 Montrose	LTC added this action (related to above)
22.	NEW - Pre-zone property to facilitate the development of affordable housing	Letter has been sent to CRD regarding zoning land
23.	NEW—Identification of properties that could offer options for FN reserve land to have access to water and power	Out of scope, LTC approved removal Add to future projects list.
Protect and Preserve Ecosystems and Freshwater Resources		
24.	Use suitable land analysis to identify areas more suitable for additional density	Trustees uncertain about the use of suitable land analysis. SLA not being used.
25.	Require freshwater cisterns for all new builds	Draft language for smaller cisterns for smaller dwellings proposed.
26.	Update potable water requirements for subdivision	Draft direction approved in general. Clarification on potable water standards requested.
27.	Prohibit groundwater fed swimming pools	Draft language approved.
28.	Review lot coverage with potential to establish paved surface maximums	Beyond scope of projects. LTC request to add to future projects list.
29.	Establish floor area maximums where appropriate	Proposed numbers to be included in draft LUB amendments for discussion

Exploring Flexible Housing Zoning Expansion on Mayne Island

DRAFT



GALIANO ISLAND

PASS

ACTIVE

Miners Bay

Naylor Bay

Village Bay

Campbell Bay

Bennett Bay

Horton Bay

Callaghan Bay

NAVY

CHANNEL

NORTH PENDER ISLAND



Fernhill Centre



Agricultural Hall



CD2



521 Montrose Rd



3km from Agricultural Hall



2km from Agricultural Hall



1km from Agricultural Hall



Area Flexible Housing is Permitted



LTC Identified Properties

Potential Flexible Housing Expansion



0.30 - 0.39(ha)



0.40 - 5.00(ha)



5.01 - 8.19(ha)



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

3. *First Nation Reserve Land access to water and power*

Responsible

Date Received

Narissa Chadwick

24-Feb-2025

4. *Review of lot coverage maximums*

Responsible

Date Received

Narissa Chadwick

24-Feb-2025



Mayne Local Trust Committee Open Applications Report

Print Date: April 16, 2025

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240349	Louise Girouard; RO	12/12/2024	509 DALTON DR, MAYNE ISLAND,	Application for a variance for lot coverage, maximum number of accessory buildings, and setbacks for construction of a garage and existing greenhouse.
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Local Trust Committee	Email Applicant of LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250110	Lee Orpen	3/6/2025	0 VILLAGE BAY RD, MAYNE ISLAND	Development variance permit application to allow a new mesh structure to be installed within 7.5 meters from the natural boundary of the sea on the upland portion of the BC Ferries property
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Local Trust Committee	Email Applicant of LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250061	Richard Iredale	2/6/2025	545 PIGGOTT BAY RD, MAYNE ISLAND	Reduce sideyard setback for existing Garage reconstruction
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Local Trust Committee	Email Applicant of LTC Meeting	

Mayne

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
MA-RZ-2023.2	Mike Macintyre	10/4/2023	0 HORTON BAY RD, MAYNE ISLAN	Lot B, Section 1, Horton Bay Road: an application for rezoning to amend the OCP to permit a change from Rural to Park and amend the LUB from Rural to Community Regional Park, so that it may be further developed for regional park use.
Planner		Status	Most Recent Completed Activity	
Narissa Chadwick		Local Trust Committee	Planning Review	

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
MA-SUB-2023.1	David Brown	1/17/2023		BROWN / MIHS - 375 Village Bay Road - Referral of subdivision application for 3 new lots.
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Administrative Approval	Generate Staff Report	

Application Number	Applicant Name	Date Received	Address	Purpose
MA-SUB-2018.1	Brent Mayenburg	4/9/2018	484 CHERRY TREE BAY RD, MAYN	Referral of a subdivision for 3 lots
Planner		Status	Most Recent Completed Activity	
Narissa Chadwick		Administrative Approval	Record and File PLR	

Mayne

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20250060	Neil Piller	2/5/2025	0 HORTON BAY RD	A Group application for a Temporary Use Permit to store marine dock floats in Horton Bay during the winter storm season.
Planner		Status	Most Recent Completed Activity	
Narissa Chadwick		Under Review	Generate Complete Application Letter	

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20250105	Lee Orpen	3/4/2025	0 VILLAGE BAY RD, MAYNE ISLAN	A temporary use permit for BC Ferries Village Bay Foreshore Stabilization.
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Local Trust Committee	Email Applicant of LTC Meeting	

Islands Trust
LTC EXP SUMMARY REPORT F2025
Invoices posted to Month ending February 2025

645 Mayne	Invoices posted to Month ending February 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,820.00	1,186.12	633.88
65210-645	LTC - Local Exp - APC Meeting Expenses	300.00	159.00	141.00
65220-645	LTC - Local Exp - Communications	1,000.00	896.00	104.00
TOTAL LTC Local Expense		<u>3,120.00</u>	<u>2,241.12</u>	<u>878.88</u>
Projects				
73001-645-4100	Mayne Island Housing	10,000.00	1,192.50	8,807.50
73001-645-4130	Mayne LUB Minor Amendments	2,000.00	1,241.18	758.82
TOTAL Project Expenses		<u>12,000.00</u>	<u>2,433.68</u>	<u>9,566.32</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)

Carried

26-Jun-2017

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.

2017-027 (Standing)

Carried

26-Jun-2017

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.

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

REQUEST FOR DECISION

To: Mayne Island LTC **For the Meeting of:** April 28, 2025
From: Trust Area Services **Date Prepared:** March 28, 2025
SUBJECT: 2024/25 ANNUAL REPORT – APPROVAL OF MAYNE ISLAND SECTION

RECOMMENDATION: That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and 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 2025 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 5, 2025.

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 2025 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 Housing and 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 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Alternative: That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Prepared By: Morgana van Niekerk, Communications Specialist

Approved by:

Mayne Island Local Trust Committee

The Mayne Island Local Trust Committee (MA LTC) held eight regular business meetings in the 2024/25 fiscal year, as well as one Community Information Meeting, and one public hearing.

Work for this period focused on advancing the MA LTC priorities of housing and updating its Land Use Bylaw (LUB).

The MA LTC advanced these priorities through the following key projects:

1. Housing Options project, which will amend the Official Community Plan (OCP) and LUB to expand opportunities for secondary suites, accessory dwelling units, and not-for-profit housing
2. LUB amendment project, which updated the Land Use Bylaw through targeted amendments

From April 1, 2024 to March 31, 2025, the MA LTC adopted the following bylaws:

1. Bylaw No. 193 that made targeted amendments to the Land Use Bylaw

From April 1, 2024 to March 31, 2025, the MA LTC received and considered applications for five development variance permits, one bylaw amendment applications, and one temporary use permit.

During the same time period, staff also reviewed 21 building permit referrals, two crown lease referrals, and one subdivision referral.