



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: May 26, 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 |
| “Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.” | |
| 2. TERRITORIAL ACKNOWLEDGEMENT | 1:30 PM - 1:35 PM |
| 3. RISE AND REPORT – In-Camera Meeting April 28, 2025 | 1:35 PM - 1:40 PM |
| Chair Elliott will rise and report adoption of the January 27, 2025 In-Camera Meeting minutes and the appointment of Bert Hol and Dennis Perch to the Mayne Island Board of Variance for a term ending April 28, 2028. | |
| 4. APPROVAL OF AGENDA | 1:40 PM - 1:45 PM |
| 5. TOWN HALL AND QUESTIONS | 1:45 PM - 2:00 PM |
| 6. COMMUNITY INFORMATION MEETING - None | |
| 7. PUBLIC HEARING - None | |
| 8. MINUTES | 2:00 PM - 2:10 PM |
| 8.1 Local Trust Committee Minutes Dated April 28, 2025 (for Adoption) | 4 - 14 |
| 8.2 Section 26 Resolutions-without-meeting Report - None | |
| 8.3 Advisory Planning Commission Minutes - None | |
| 9. BUSINESS ARISING FROM THE MINUTES | |
| 9.1 Follow-up Action List Dated May 2025 | 15 - 17 |
| 10. DELEGATIONS | |

11. CORRESPONDENCE

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

12. APPLICATIONS AND REFERRALS

2:10 PM - 2:40 PM

12.1 Salt Spring Island Local Trust Committee Referral for Proposed Bylaws 544 and 545 (for Response) (attached) 18 - 27

12.2 Galiano Island Local Trust Committee Referral for Proposed Bylaws 296 and 297 (for Response) (attached) 28 - 30

12.3 Saturna Island Local Trust Committee Referral for Draft Bylaw No. 143 (for Response) (attached) 31 - 33

13. LOCAL TRUST COMMITTEE PROJECTS

2:40 PM - 3:40 PM

13.1 Housing Review - Staff Report (attached) 34 - 39

14. REPORTS

3:40 PM - 3:50 PM

14.1 Work Program Reports (attached)

14.1.1 Active Projects Report Dated May 2025 40 - 40

14.1.2 Future Project List Report Dated May 2025 41 - 41

14.2 Applications Report Dated May 2025 (attached) 42 - 43

14.3 Trustee and Local Expense Report - None

14.4 Adopted Policies and Standing Resolutions (attached) 44 - 48

14.5 Local Trust Committee Webpage

14.6 Chair's Report

14.7 Trustee Report

14.8 Electoral Area Director's Report

14.9 Islands Trust Conservancy Report Date March 2025 49 - 50

15. NEW BUSINESS

16. UPCOMING MEETINGS

16.1 Next Regular Meeting Scheduled for July 26, 2025 at the Agricultural Hall, Mayne Island

17. TOWN HALL

3:50 PM - 4:05 PM

18. CLOSED MEETING (Distributed Under Separate Cover)

18.1 Motion to Close Meeting

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

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

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

AND that the recorder and staff attend the meeting.

18.2 Recall to Order

18.3 Rise and Report

19. ADJOURNMENT

4:05 PM - 4:05 PM

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: April 28, 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: Robert Kojima, Regional Planning Manager (electronic)
Narissa Chadwick, Island Planner
Bruce Belcher, Planner 2
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were nine (9) members of the public present.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 1:30 p.m.

Trustee Dodds expressed condolences to members of the Filipino community affected by the recent tragedy that occurred during Lapu-Lapu Day in Vancouver, BC.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Elliott acknowledged that the meeting was being held in the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. TOWN HALL AND QUESTIONS

A member of the public spoke to bylaw compliance and enforcement issues related to their floating dock in Horton Bay and the following comments were noted:

- They spoke with the Bylaw Compliance and Enforcement Manager prior to signing a consent letter in good faith
- The Bylaw Compliance and Enforcement Manager communicated the requirement for the float to be attached to the upland part of the property in order for it to be in compliance with local bylaws
- The speaker attached the dock to the property by chain and subsequently received a fine
- The speaker does not want to pay a fine for a float that is one of many in the bay

A Trustee replied as follows:

- There are several docks in Horton Bay anchored to marine buoys
- If a dock is attached to land with a permit from the Ministry it would be considered compliant because the property is zoned to have a dock
- Chaining the dock to land would not be adequate
- They requested the speaker provide details in writing to the Local Trust Committee so they can look into the circumstances of the matter

A member of the public spoke to having a contractor yard in a residential zone and stated the following:

- They are having difficulties understanding the parameters around having a contractor yard in residential zoning when agriculture and silviculture are part of the land use
- The bylaw complaint process does not serve the speaker nor the complainant and erodes trust
 - The Chair stated if the speaker has issues with staff, they need to proceed through the complaint process as the Local Trust Committee can not adjudicate professional behaviour complaints
- The speaker indicated they had a letter from the Chief Administrative Officer regarding the complaint, they disagree with how Bylaw Enforcement staff interpret the Land Use Bylaw, and reiterated they wished to make a public statement that Islands Trust has let down their constituents through this process

5. COMMUNITY INFORMATION MEETING - None

6. PUBLIC HEARING - None

7. MINUTES

7.1 Local Trust Committee Special Meeting Minutes Dated February 12, 2025 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of February 12, 2025 were adopted.

7.2 Local Trust Committee Minutes Dated February 24, 2025 (for Adoption)

The following amendments to the minutes were presented for consideration:

- On page 6 of the minutes, first bullet point of Trustee Maude's report, change Cowichan Regional District to Capital Regional District
- Correct Trustee Dodd to Trustee Dodds throughout the document

By general consent the Mayne Island Local Trust Committee meeting minutes of February 24, 2025 were adopted as amended.

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

Island Planner Chadwick provided an update to the Follow-up Action List.

9. DELEGATIONS - None

10. CORRESPONDENCE

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

10.1 Islands Trust Letter to Fisheries and Oceans Canada and Transport Canada re Hazardous Vessels

Received for information.

11. APPLICATIONS AND REFERRALS

11.1 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 543 (for Response)

MA-2025-009

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee interests are unaffected by the Salt Spring Island Local Trust Committee Draft Bylaw No. 543.

CARRIED

11.2 Galiano Island Local Trust Committee Referral for Draft Bylaw No. 291 (for Response)

MA-2025-010

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee interests are unaffected by the Galiano Island Local Trust Committee Draft Bylaw No. 291

CARRIED

11.3 PL-DVP-2024-0349 (Begrاند) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to relax the interior lot line setback, increase the maximum lot coverage, and increase the total number of accessory buildings permitted to allow construction of a garage
- The ability to locate a new garage on the property is restricted due to the narrowness of the lot and siting of the dwelling
- The property has an existing lot coverage of 17.5% and the addition of the garage would bring the total to 22.6%
- The proposed building location has been previously disturbed and no new tree removal will be required
- Four letters of support have been received from neighbours and one letter not in support

The applicant was in attendance and spoke to the application.

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

MA-2025-011

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve issuance of PL-DVP-2024-0349.

CARRIED

11.4 PL-DVP-2025-0061 (Iredale) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to reduce the interior and exterior lot line setback requirements and increase the maximum height allowance for the construction of a new garage
- The new structure is proposed to be built on the foundation of a previous garage and will be substantially the same as the original building
- The variance application is the result of a stop work order issued by the Capital Regional District and an Islands Trust Bylaw Enforcement file
- The requested variance of the minimum setback of the interior side lot line is from 3 metres to 0.85 metres, the exterior side lot line from 4.5 metres to 1.8 metres, and a height variance from 5 metres to 5.45 metres
- Three letters of support and three letters not in support of the application have been received

The applicant was in attendance and spoke to the application.

Discussion ensued and the following comments were recorded:

- The structure is replacing a previous structure
- The letters against the application might require explanation of the purpose of a variance permit
- Ideally the applicant would apply for a building permit prior to starting construction and the delay in issuing a variance permit was primarily due to staffing capacity issues

MA-2025-012

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve issuance of PL-DVP-2025-0061.

CARRIED

11.5 PL-DVP-2025-0110 and PL-TUP-2025-0105 (BC Ferries) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Develop Variance Permit and Temporary Use Permit to relax the natural boundary setback to the sea for the construction of shoreline stabilization structures within the property boundaries and within the foreshore adjacent to the ferry terminal

- A slope stability assessment was conducted to determine options to prevent further erosion of the ferry terminal
- Erosion of the shoreline has resulted in risk to a substation and the terminal washroom building
- The foreshore work requires rezoning and the mesh structure requires a siting variance
- The applicant opted to apply for a Temporary Use Permit with the intention of commencing the work this summer and subsequently will apply for rezoning to bring the shoreline work into long term compliance
- A qualified professional engineer's report identifies adjacent properties to be low risk for potential erosion
- Existing eelgrass beds may be disrupted during the construction process

Representatives from BC Ferries were in attendance. Discussion ensued and the following comments from the applicant were recorded:

- The applicant applied for a Temporary Use Permit before submitting a rezoning application as it was their understanding that a Temporary Use Permit would be reviewed and issued in a timelier manner and, due to emergency nature of the work to be done, they sought a quicker way to complete the work
- While a rezoning application would trigger the referral response process to First Nations, the applicant did engage with First Nations in the region as part of the Hazard Identification Permit and Archaeology Permit requirements
- BC Ferries received a referral response about the application from the BC Archaeology Branch and have sent a response
- Hydroseeding is for esthetic purposes and they have consulted with an environmental specialist regarding the use of the product
- They have been in consultation with the Department of Fisheries and Oceans (DFO) regarding the eelgrass bed adjacent to the site and DFO will list constraints and requirements to protect the grasses and this information will be provided to the construction contractor

MA-2025-013

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve issuance of PL-DVP-2025-0110.

CARRIED

MA-2025-014

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve issuance of PL-TUP-2025-0105 for a period of three (3) years.

CARRIED

11.6 MA-RZ-2023.2 (CRD) – Staff Report

Island Planner Chadwick summarized the staff report and highlighted the following:

- The report presents draft bylaws related to the rezoning of the St. John Point Park from the split zoning of Agriculture and Rural to Agriculture and Resource Conservation
- The Agricultural Land Commission has approved the non-farm use of the portion of the Park Entrance Hub that is within the Agricultural Land Reserve
- The Agricultural zoned portion of the property will contain the parking lot and Park Entrance Hub and the remainder of the parcel will be rezoned to Resource Conservation
- The Resource Conservation zone maintains the passive park permission that allows the trails that the Capital Regional District maintains
- The Park Entrance Hub will feature a park entrance sign, visitor kiosk, expanded parking lot, bicycle rack and pump-out toilet
- The Park is currently designated as a passive park which prohibits driveways and parking lots and the proposed Park Hub requires a rezoning application to allow its development under site specific zoning
- Direction to initiate referrals was provided by the Local Trust Committee at a previous meeting and draft bylaws are being presented for review prior to being sent out for referral

The applicant was in attendance and available for answer questions.

The Local Trust Committee requested that each feature assigned to the Park Entrance Hub specify a number and the Bylaw should state twenty parking spaces, one entrance sign, one kiosk, one bicycle rack, and one pump out toilet building.

MA-2025-015

It was MOVED and SECONDED,

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.

CARRIED

MA-2025-016

It was MOVED and SECONDED,

that the Mayne Islands Local Trust Committee Draft Bylaw 195 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” as amended be read a first time.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Mayne Island Housing Project – Staff Report

Island Planner Chadwick stated the Project Charter had been updated to reflect revised project timelines and costs and noted that follow up to previous discussions was required prior to drafting bylaws for first reading.

Discussion ensued and the following comments were recorded:

- Draft bylaw language for cottages on smaller lots states one cottage is permitted on lots 1 acre to 1.5 acres where the total combined floor area of all dwellings does not exceed 2500 square feet
- Trustees previously established criteria for expansion of an area to permit flexible housing including proximity to services and transportation routes and a map was provided which highlighted areas within 1km, 2km, and 3km from the Agricultural Hall that identifies properties that could be considered for flexible housing as well as areas of exclusion including those with saltwater intrusion and two areas with road safety concerns due to flooding
- Consider of additional density beyond zoning from Rural to Settlement Residential on Montrose property should be considered in the context of a rezoning and not pro actively rezoned as there are a number of questions that would need to be explored.
- The Planner clarified properties that are less than 1.5 acres are permitted one additional dwelling unit provided the combined floor area does not exceed 2500 square feet, parcels 1.6 to 3 acres in size are allowed two dwellings and one cottage, and lots 3 acres to 5 hectares are permitted three dwellings and one cottage
- Georgina Point was identified as an area to be excluded due to road conditions; however, some residents in the area have expressed interest
- A mail out, or other means of advertising, can invite expressions of interest from landowners that might wish to be included in flexible zoning

MA-2025-017

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff to develop a MayneLiner article explaining flexible housing opportunities and inviting expressions of interest from landowners for potential inclusion in flexible housing zoning.

CARRIED

MA-2025-018

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff schedule a Community Information Meeting related to the housing options project with an emphasis on flexible housing to be scheduled during a regular meeting prior to first reading.

CARRIED

- Exploration of a reduced cost Temporary Use Permit to allow Recreational Vehicles as dwellings can be done as an implementation action as part of the project
- The Planner confirmed the recommendation of a 18,000-litre cistern for all new builds can be supported by cistern sizes available for sale on Vancouver Island

and that the cistern size requirements for dwellings under 1000 square feet can also be supported

- It was clarified that there is opportunity for an individual to apply for a variance for consideration of alternative sources for proof of potable water and if the Local Trust Committee approved said variance, as supported by a report from an appropriate registered professional and with a covenant in place, the Provincial Approving Officer (PAO) may be supportive of allowing an alternative source; however, approval by the PAO is not guaranteed
- The Comprehensive Development Two Zone allows visitor accommodation, residential dwellings, employee housing, and accessory dwelling units and staff analysis determined that allowing flexibility for residential use of units within the zone permitted for tourist accommodation not be proactively zoned due to uncertainty regarding the availability and quality of freshwater
- Staff have initiated a conversation with the Capital Regional District (CRD) related to their ability to hold and manage land that has been donated for affordable housing and the CRD indicated it is possible but would need to be examined on a case by case basis.
- There is a desire to develop alternative language to be used to specify clustered tiny home parks

MA-2025-019

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee endorse the revised project charter for the Mayne Island Housing Options project.

CARRIED

MA-2025-020

It was MOVED and SECONDED,

that 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

CARRIED

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated April 2025

Received for information.

13.1.2 Future Project List Report Dated April 2025

The Local Trust Committee expressed interest in adding a Heritage Designation Register to the Future Projects List and Regional Planning Manager Hutton confirmed there are three avenues a local government could take including a heritage list that recognizes the status of the properties, heritage bylaws which are primarily for buildings, and a heritage conservation designation.

MA-2025-021

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff to add Heritage Structure Protection to the future projects list.

CARRIED

13.2 Applications Report Dated April 2025

Received for information.

13.3 Trustee and Local Expense Report Dated Feb 2025

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 Local Trust Committee Webpage

No updates required.

13.6 Chair's Report

Chair Elliott reported the following:

- Executive Committee has sought advice from staff regarding Crown Tenure referrals as some Local Trust Committees have expressed interest in seeing these referrals
- Attended the Association of Vancouver Island Coastal Communities conference and highlighted a discussion on a report commissioned by the BC Union of Municipalities on the impact of the United States and Canada trade war and resulting anticipated job losses and a tiny home on wheels presentation made in conjunction with the Regional District of Nanaimo
- Upcoming attendance at Executive Committee and Bowen Island Municipality annual protocol meeting
- Upcoming Xwe'etay/Lasqueti Archaeology Project mural unveiling that marks the beginning of a travelling exhibit about community centered archeology

13.7 Trustee Report

Trustee Dodds reported the March fallow deer count resulted in a total of 723 deer counted including 655 fallow deer and 68 black tail deer and data will be sent to the Ministry of Water, Lands, and Resource Stewardship and Michael Kilpatrick, who led

the project, met with the Ministry and Capital Regional District and will return with recommendations.

Trustee Maude reported an increase in ferry traffic and anticipates a busy summer.

13.8 Electoral Area Director's Report - None

13.9 Islands Trust Conservancy Report - None

14. NEW BUSINESS

14.1 2024/25 Annual Report - Request for Decision

MA-2025-022

It was MOVED and SECONDED,

that 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.

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for May 26, 2025 at the Agricultural Hall, Mayne Island

16. TOWN HALL

A member of the public stated allowing tourist accommodation to be rented out as a dwelling would create a revenue property with no owner living on-site resulting in a wide-open rental situation of which they are opposed to.

Trustees noted the specific property the speaker is concerned with is not on the flexible housing zoning map and would not be affected by the matter.

A member of the public expressed support of tiny homes being permitted as alternative dwellings.

17. CLOSED MEETING (Distributed Under Separate Cover)

17.1 Motion to Close Meeting

MA-2025-023

It was MOVED and SECONDED,

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

(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

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

AND that the recorder and staff attend the meeting.

CARRIED

The meeting was closed to the public at 4:07 p.m. and adjourned at 4:29 p.m. at the same time the in-camera meeting was adjourned.

17.2 Recall to Order

17.3 Rise and Report

Chair Elliott will rise and report at the next scheduled regular meeting.

18. ADJOURNMENT

By general consent the meeting was adjourned at 4:28 p.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Mayne Island

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 |

24-Feb-2025

| Progress | Activity | Responsibility | Dates | Status |
|----------|---|------------------|---------------------|-------------|
| 26% | 1 12. 1 Draft bylaws for housing project as discussed | Narissa Chadwick | Target: 31-Jul-2025 | In Progress |

Follow Up Action Report

Mayne Island

28-Apr-2025

| Progress | Activity | Responsibility | Dates | Status |
|----------|---|--|---------------------|-----------|
| 0% | 1 7.2 February 24th 2025 meeting minutes adopted as amended | Emily Bryant Jas Chonk | Target: 09-May-2025 | Completed |
| 0% | 2 7.1 Special meeting minutes of February 12, 2025 adopted | Emily Bryant | Target: 09-May-2025 | Completed |
| 0% | 3 11.1 SSI LTC referral, interests not affected | Jas Chonk | Target: 09-May-2025 | Completed |
| 0% | 4 11.2 GI LTC referral, interests not affected | Jas Chonk | Target: 09-May-2025 | Completed |
| 0% | 5 11.3 PL-DVP-2024-0349 (Begrاند) - DVP approved | Bruce Belcher Emily Bryant Jas Chonk | Target: 09-May-2025 | Completed |
| 0% | 6 11.4 PL-DVP-2025-0061 (Iredale) - DVP approved | Bruce Belcher Emily Bryant Jas Chonk | Target: 09-May-2025 | Completed |
| 0% | 7 11.5 PL-DVP-2025 and PL-TUP-2025-0105 (BC Ferries) - DVP and TUP approved | Bruce Belcher Emily Bryant Jas Chonk | Target: 09-May-2025 | Completed |

Follow Up Action Report

Mayne Island

28-Apr-2025

| Progress | Activity | Responsibility | Dates | Status |
|----------|--|---|---------------------|-------------|
| 0% | 8 11.6 MA-RZ-2023.2 (CRD) - Read for first time as amended (put numbers into site specific zoning). Send out bylaws for referral. | Emily Bryant Jas Chonk Narissa Chadwick | Target: 09-May-2025 | In Progress |
| 0% | 9 12.2 Mayne Island Housing Project - draft bylaws with additions as discussed, schedule community CIM with July LTC meeting, prepare article on flex housing for Mayneliner | Bruce Belcher Jas Chonk Narissa Chadwick Robert Kojima | Target: 18-Jun-2025 | In Progress |
| 0% | 10 13.1.2 Future Projects list- add protection of heritage structures | Narissa Chadwick | Target: 09-May-2025 | In Progress |

From: Rob Pingle
Sent: Tuesday, April 15, 2025 9:57 AM
To: 'mtippett@cvrd.bc.ca'; Jas Chonk; Nadine Mourao;
'realestate@crd.bc.ca'; 'amanda.vanderkloof@bcas.ca';
'cathie.mcintyre@bcassessment.ca'; 'FrontCounterBC@gov.bc.ca';
'saltspring@rcmp-grc.gc.ca'; 'jholmes@saltspringfire.com'
Cc: Oluwashogo Garuba
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw Nos 544 &
545 Referral - For Response
Attachments: SS-BL-544-545_ReferralFRM.pdf; SS-BL-544_2025-04-10_OCP-
1stReading.pdf; SS-BL-545_2025-04-10_LUB-1stReading.pdf

Dear Referral Coordinators,

We are contacting you in regards to a referral of Bylaw Nos. 544 & 545 (attached), which proposes to amend the Official Community Plan (OCP) and Land Use Bylaw (LUB) to legalize commercial uses previously permitted by a Temporary Use Permit and amend the OCP designation from Residential Neighbourhood to Non-village commercial and General Employment land use designation on the property at 248 Lower Ganges Road, Salt Spring Island.

Staff reports and other materials related to the proposed bylaw can be viewed on our website at: <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> as SS-RZ-2019.1.

A reply is respectfully requested by **June 16, 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

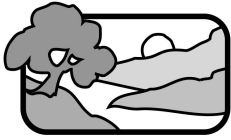
Phone: 250-538-5600 | www.islandstrust.bc.ca

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, MÁLEXEŁ, Qualicum, scəwəθən, səlilwətəł, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SĀÁUTW, Stz'uminus, łaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁEŁP, WSIKEM, Xeláłtxw, 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.



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Avenue
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.: 544 & 545 Date: April 15, 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:

Nick Williams & Eric Beamish – 248 Upper Ganges Rd, SSI BC, V8K 2P8

PURPOSE OF BYLAW:

To legalize commercial uses previously permitted by a Temporary Use Permit.

GENERAL LOCATION:

248 Upper Ganges Road, SSI

LEGAL DESCRIPTION:

LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183

SIZE OF PROPERTY AFFECTED:

0.8 ha (1.98 ac)

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Residential Neighbourhood Designation (RN)

OTHER INFORMATION:

The applicant is seeking amendment to the Land Use Bylaw (LUB) to legalize commercial uses permitted by a Temporary Use Permit and also amend the Official Community Plan (OCP) designation from Residential Neighbourhood to Non-village commercial and General Employment land use designation.

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: A/Planner 2

This referral has been sent to the following agencies:

First Nations

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

Provincial Agencies

- BC Assessment Authority
- Front Counter BC

Regional Agencies

- CRD – All Referrals

Non-Agency Referrals

- BC Ambulance Service
- RCMP
- SSI Fire-Rescue
- Salt Spring Island Coast Salish Society

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)

544 & 545
(Bylaw Number)

(Title)

(Agency)

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 544

A BYLAW TO AMEND SALT SPRING ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 434, 2008

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

1. CITATION

This Bylaw may be cited for all purposes as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025”.

2. SCHEDULES

Salt Spring Island Official Community Plan No. 434, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008” 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 | 10th | DAY OF | APRIL | 2025 |
| 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 MUNICIPAL AFFAIRS AND HOUSING THIS | _____ | DAY OF | _____ | 20____ |
| ADOPTED THIS | _____ | DAY OF | _____ | 20____ |

Chair

Secretary

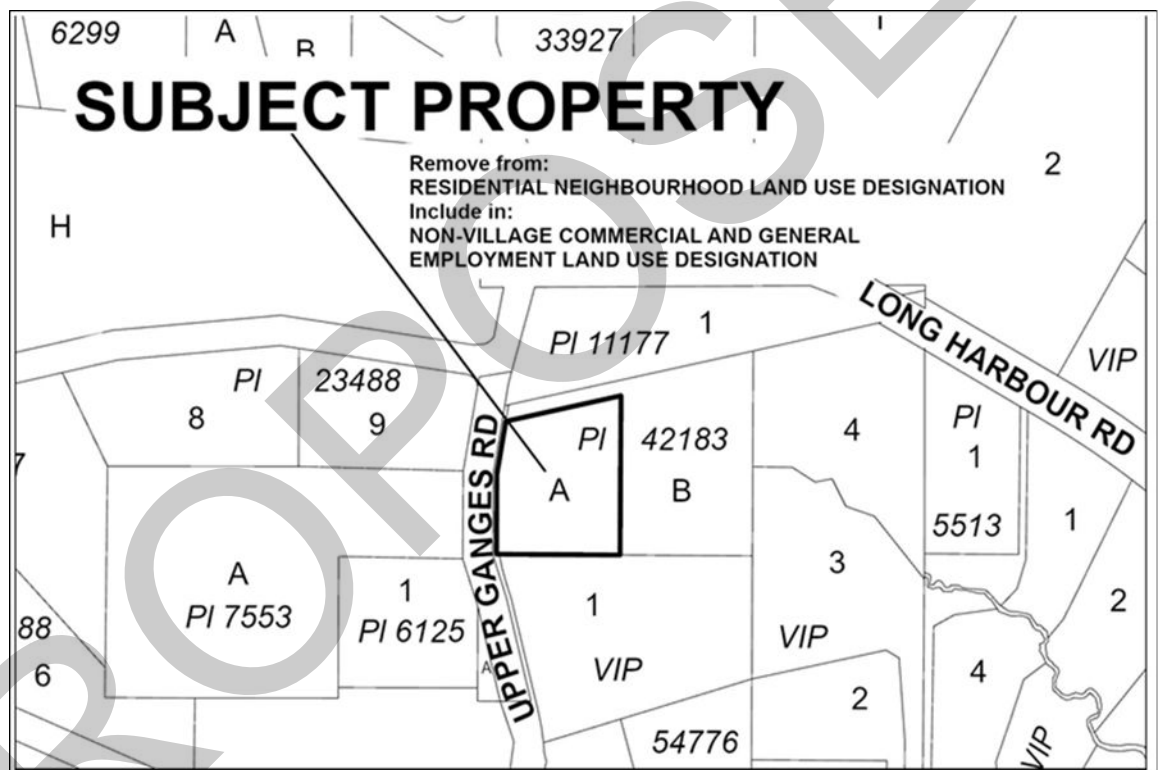
**SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 544**

SCHEDULE 1

1. Schedule “A”, Volume 2 is amended as follows:

1.1 Map 1 – Plan Area with Land and Shoreline Use Designation is amended by including LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183, in the Non-Village Commercial and General Employment Land Use Designation as shown on Plan No. 1 of this bylaw.

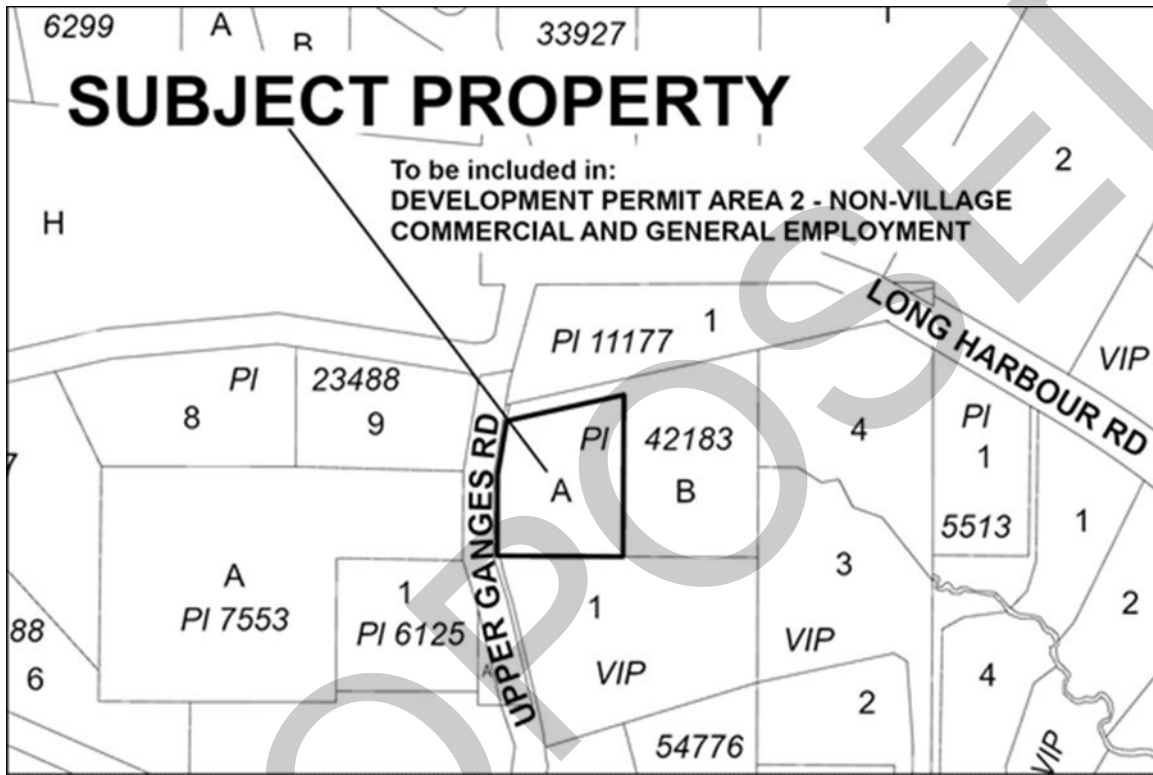
PLAN NO 1



2. Schedule "A", Volume 2 is amended as follows:

1.1 Map 19 – Development Permit Area 2 – Non-Village Commercial and General Employment is amended by including LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183, as shown on Plan No. 1 of this bylaw.

PLAN NO. 1



PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 545

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

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

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 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 Schedule “1” – Zoning Map, is amended by changing the zoning classification of LOT A, SECTION 4, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 42183 from Residential 7 (R7) to General Employment 3 variant b (GE3 (b)), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “1” to Bylaw No. 355 as are required to effect this change.

2.2 By adding the following within Section 9.7.5 – Exceptions in Particular Locations:

“Zone Variation – GE3(b)

(16) The following accessory use is permitted:

(a) One accessory dwelling and one personal services business accessory to the dwelling unit (248 Upper Ganges Road).”

2.3 And by making such consequential numbering alterations 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 | 10th | DAY OF | APRIL | 2025 |
| 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

_____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

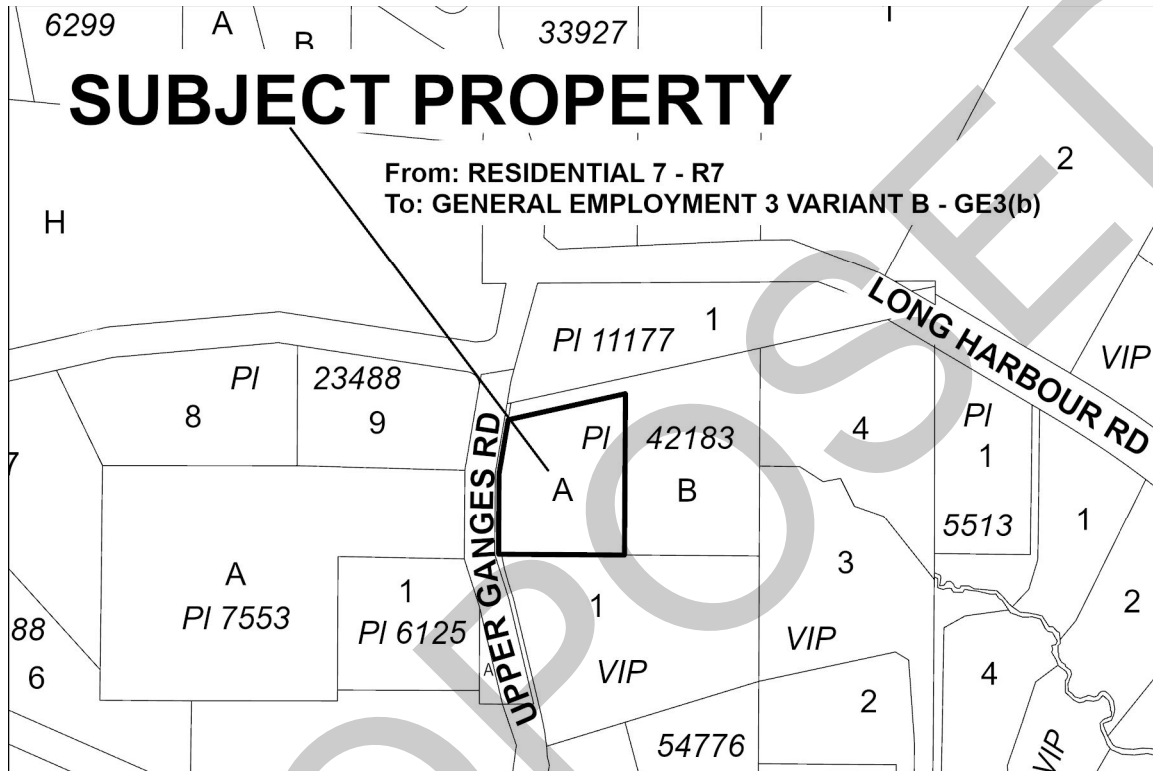
Chair

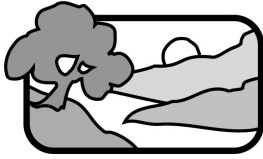
Secretary

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 545

Plan No. 1





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

Islands Trust

Island: Galiano Island Local Trust Area Bylaw No.: 296/297 Date: April 23, 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.

APPLICANTS NAME / ADDRESS:

Leif Palmberg, Galiano Way, Galiano Island

PURPOSE OF BYLAW:

The purpose of proposed **Bylaw 296** is to amend the Galiano Island Official Community Plan Bylaw No. 108 to include the principal use 'agriculture' to Rural Policy (e) in order to enable the uses proposed in **Bylaw No. 297**.

The purpose of proposed **Bylaw No. 297** is to amend the Galiano Island Land Use Bylaw No. 127 to re-zone the subject property from the Rural 2 zone to a site-specific Rural 2 zone (Rural 2(a)) in order to permit the following additional uses: contractor workshop; contractor yard; storage and sale of gravel, soil, and aggregates; sawmilling, planing, and manufacturing of wood products; and cidery and winery, including production, storage, and sales. Proposed **Bylaw No. 297** also includes the following regulations for the proposed uses: building/structure height restrictions, and landscape screening, parking, and sign requirements. As a condition for the Galiano Island Local Trust Committee to consider adoption of **Bylaw No. 297**, the applicant must register on title a covenant under Section 219 of the *Land Title Act* that includes conditions and restrictions for the proposed uses and recommendations from a water management plan.

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

LEGAL DESCRIPTION:

Lot 'A' of Lot 15, Galiano Island, Cowichan District, Plan 22128

SIZE OF PROPERTY AFFECTED:

8 hectares

ALR STATUS:

No

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural

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.

(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:

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Infrastructure Water and Services - Sticks Allison Water
Island Health
Galiano Island Fire Rescue – South Department

Provincial Agencies

Min. of Housing and Municipal Affairs
Min. of Public Safety and Solicitor General – Liquor Control and
Licensing Branch
Min. of Transportation & Transit
Min. of Water, Land and Resource Stewardship
- Riparian Area Protection Regulation
(RiparianAreas@Victoria1.gov.bc.ca)

Non-Agency Referrals

BC Assessment Authority
BC Hydro and Power Authority
WSANEC Leadership Council
Coast Salish Peoples of Galiano Society
Georgeson Family - Jeannine Georgeson

Adjacent Local Trust Committees and Municipalities

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

First Nations

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

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)

296/297

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



BYLAW REFERRAL FORM

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

Island: Saturna Island Local Trust Area Bylaw No.: 143 Date: May 13, 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.

APPLICANTS NAME / ADDRESS:

N/A

PURPOSE OF BYLAW:

Amendments would be made to the Saturna Island Land Use Bylaw No. 119, 2018 (LUB) to update where secondary suites are permitted in the Saturna Island Local Trust Area in consideration of most recently available provincial saltwater intrusion mapping data, to amend references of rainwater storage to be more inclusively referenced as freshwater, and to amend minimum cistern capacity provisions to align with industry standards for tank sizes.

GENERAL LOCATION:

Saturna Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional project information, including associated staff reports, is available at:
<https://islandstrust.bc.ca/island-planning/saturna/projects/>

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

BSmith

(Signature)

Name:

Brad Smith

Title:

Island Planner

Contact Info

Tel: 778-679-5185

Email: bsmith@islandstrust.bc.ca

This referral has been sent to the following agencies:

Government Agencies

Parks Canada
Ministry of Water, Land and Resource Stewardship – Water
Management Branch

Regional Agencies

CRD, Planning and Protective Services, Building Inspection
CRD, Integrated Water Services (Lyall Harbour – Boot
Cove Water System)
Island Health

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee
Mayne Island Local Trust Committee
South Pender Island Local Trust Committee

First Nations

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Saturna Island Local Trust Area
(Island)

(Signature)

(Date)

143
(Bylaw Number)

(Name and Title)

(Agency)

DATE OF MEETING: May 26, 2025
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, MCIP, RPP, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Housing Review – Flex housing Expansion

RECOMMENDATION

1. That the Mayne Island Local Trust Committee approve the draft MayneLiner article related to flexible housing zoning
2. That the Mayne Island Local Trust Committee request staff to use the following criteria when evaluating the suitability of a property for flexible housing zoning consideration of:
 - Minimum 200-metre setback from the sea (to reduce shoreline impact, saltwater intrusion, and protect cultural heritage)
 - Archaeological areas and buffers
 - Sensitive ecosystems
 - Freshwater recharge impact
 - Steep slopes hazard

REPORT SUMMARY

The purpose of this report is to provide draft language for a MayneLiner article related to the flexible housing to the LTC for approval and introduce additional criteria for evaluating the suitability of lands for flexible housing zoning.

BACKGROUND

At the April 28, 2025 open meeting, the LTC was presented with a map identifying potential areas for the expansion of flexible housing zoning based on criteria identified by the LTC. This included close proximity to services and transportation and not including the Miners Bay area because of know saltwater intrusion. The LTC also identified concerns regarding permitting additional dwellings along Georgina Point Road due to road safety issues.

The map (see attachment 1) 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 due to their close proximity to the sea (potential saltwater intrusion) and know issues with flooding. 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).

At the April 28, 2025 meeting, the LTC directed staff to develop a MayneLiner article explaining flexible housing and inviting expressions of interest. The LTC also requested a Community Information Meeting be held prior to first reading of the bylaws in order to engage the community in a discussion related to flexible housing expansion.

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff to develop a MayneLiner article explaining flexible housing opportunities and inviting expressions of interest from landowners for potential inclusion in flexible housing zoning.

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff schedule a Community Information Meeting related to the housing options project with an emphasis on flexible housing to be scheduled during a regular meeting prior to first reading.

ANALYSIS

Staff have drafted language for a MayneLiner article specifying criteria that has been used in the LTC identified expansion of flexible housing zoning. These include:

- Proximity to amenities (Miners Bay)
- Not lots in Minors Bay or Maple Drive (because of proximity to shoreline)
- Lots over .3ha
- Safe access to the property (eg. not access by Georgina Point Road)

The LTC is encouraged to consider additional criteria. If considering expanding the area beyond what is identified in Attachment 1, the LTC can apply the criteria, listed below. The majority of these criteria listed below are currently used to evaluate development proposals:

- Minimum 200-metre setback from the sea (to reduce shoreline impact, saltwater intrusion, and protect cultural heritage)
- Archaeological areas and buffers
- Sensitive ecosystems
- Freshwater impact
- Steep slopes hazard

If the LTC is considering requests from property owners to be included in the flexible housing area, proposed use (eg. affordable rental, seniors housing) could also be considered. Staff note that there is no easy mechanism to ensure that the proposed use will endure over time. The use of housing agreements has been suggested. However, the establishment and administration of housing agreements for private property owners is a process that requires resources that the Islands Trust does not currently have access to.

Staff also note that there is the opportunity for “split zoning” with flexible housing zoning where by only a portion of the property would be zoned for additional units. This would be a way of encouraging clustering of units in the most suitable area on a larger lot. If the LTC support expanding the flexible housing area staff will report back with a revised map.

Rationale for Recommendation

The LTC has provided direction to staff to prepare an article for the MayneLiner on flexible housing zoning. The due date for the next MayneLiner article is June 15th. The expansion of flexible housing zoning should consider the additional criteria identified in this report.

ALTERNATIVES

1. The LTC could choose not to include an article in the MayneLiner.
2. The LTC could change the proposed language for the MayneLiner article.
3. The LTC could identify alternative criteria for evaluating suitability of a property for flexible housing zoning.

NEXT STEPS

If the staff recommendation is approved staff will:

- Post the map of existing flexible housing zoning and options for flexible housing expansion on the Mayne Island Project website.
- Have the proposed article published in the Mayneliner
- Schedule a community information meeting ahead of first reading of the bylaws (July 28th) to discuss flexible housing zoning expansion and other housing review related bylaw amendments.

| | | |
|---------------|---|--------------|
| Submitted By: | Narissa Chadwick RPP MCIP, Island Planner | May 13, 2025 |
| Concurrence: | Robert Kojima, Regional Planning Manager | May 14, 2025 |

ATTACHMENTS

1. Map of potential flex housing expansion
2. Draft language for MayneLiner article

Attachment 1- MayneLiner Article

Mayne Island Housing Review Project – Flexible Housing Zoning

For the past year the Mayne Island LTC has been working on Phase 2 of their Housing Options Project. Phase 1 involved the introduction of flexible housing zoning.

Phase 2 involves expanding flexible housing and increasing options for smaller unit housing and non-market housing to be built in ways that balance housing need with the protection of the environment on Mayne Island. These include:

- Requiring worker housing for significant commercial rezonings
- Increasing permitted units in commercial areas
- Expanding secondary suite permissions
- Allowing rezoning for non market housing in more land use designations
- Permitting tiny homes through Temporary Use Permit
- Permitting non-profit housing in most land use designations
- Permitting a reduction in minimum parcel size to facilitate donation for affordable housing
- Requiring freshwater cistern for new builds
- Updating potable water requirement for subdivision
- Prohibiting groundwater fed swimming pools
- Establishing floor area maximums

What is Flexible Housing Zoning?

The intent of this initiative is to support the creation of smaller, more affordable housing units that meet the needs of the community.

Flexible Housing Zoning allows for additional dwelling units on a lot, provided that the combined floor area of all dwellings does not exceed specified limits. A cistern for rainwater catchment and storage is required for each secondary suite, cottage, or additional dwelling. The minimum cistern capacity is 13,640 litres (3,000 gallons) per unit.

Short-term vacation rentals are not permitted in units built under Flexible Housing Zoning.

This zoning is currently limited to pilot areas on Mayne Island selected for their proximity to amenities and lower risk of groundwater resource impacts.

What is Permitted?

For lots less than 0.6 hectares (1.5 acres):

- One secondary suite and one additional dwelling
- Maximum combined floor area: 232 m² (2,500 ft²)

For lots 0.6 to 1.2 hectares (1.5 to 3 acres):

- Two dwellings, one secondary suite, and one cottage

- Maximum combined floor area: 325 m² (3,500 ft²)

For lots 1.2 to 5 hectares (3 to 12.35 acres):

- Three dwellings and one cottage
- Maximum combined floor area: 436 m² (4,750 ft²)

Criteria for expansion of flexible housing zoning has included:

- Proximity to amenities (Miners Bay)
- Not lots in Minor Bay or Maple Drive (because of proximity to shoreline)
- Lots over .3ha
- Safe access to the property (eg. not access by Georgina Point Road)

A map that identifies the existing pilot area and the LTC's proposed expansion can be found here:
(or do we put it in the article?)

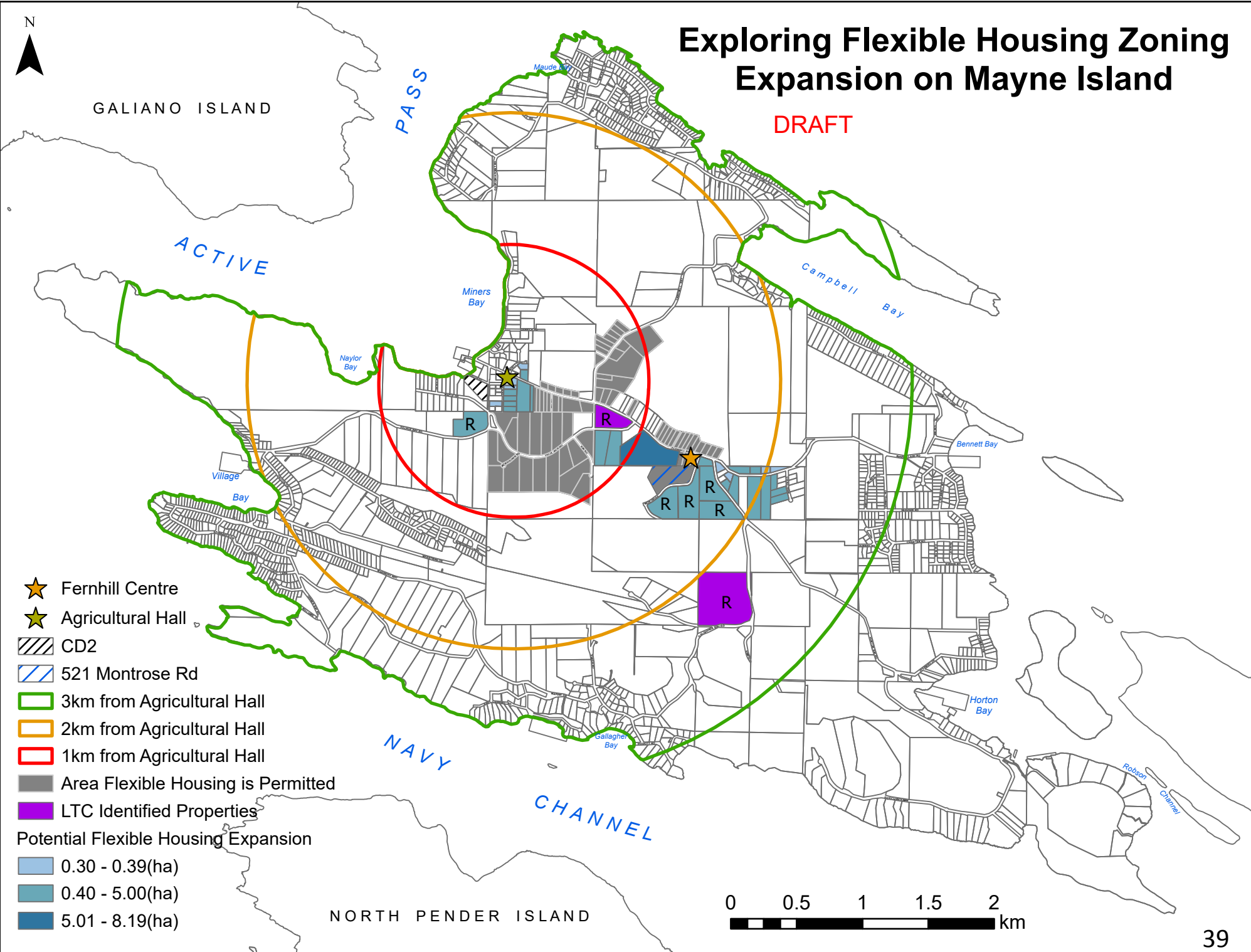
Questions?

If you have comments, questions, concerns or particular interest in flexible housing zoning contact your Local Trust Committee: MayneIslandLocalTrustCommittee@islandstrust.bc.ca or your Island Planner nchadwick@islandstrust.bc.ca .

You are also encouraged to participate in the Community Information Meeting on July 28th to ask questions directly to the LTC and Staff about the proposed flex housing expansion and other options related to the Housing Review Project proposed policies.

Exploring Flexible Housing Zoning Expansion on Mayne Island

DRAFT





Active Projects Report

Mayne Island

1. Major Project - Housing Options Project - Phase 2

Responsible

Dates

Activity:

Narissa Chadwick

Rec'd: 30-Jan-2023

Continuation of Housing Options Project

Target: 31-Mar-2025

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

Future Projects Report

Mayne Island

| 1. <i>Foreshore Education and Marine zoning</i> | 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. <i>Groundwater Implementation</i> | Responsible | Date Received |
| To review after housing project implementaton | | |
| 3. <i>First Nation Reserve Land access to water and power</i> | Responsible | Date Received |
| | Narissa Chadwick | 24-Feb-2025 |
| 4. <i>Review of lot coverage maximums</i> | Responsible | Date Received |
| | Narissa Chadwick | 24-Feb-2025 |



Mayne Local Trust Committee Open Applications Report

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 | | |

Mayne

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 | |

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 | |



Islands Trust

Standing Resolutions Log

Mayne Island

| Resolution Number | Action | Date |
|---|---------|-------------|
| <p>2022-012 (Standing)</p> <p>5.4 Outhouses</p> <p>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.</p> | Carried | 14-Nov-2022 |
| <p>2021-011 (Standing)</p> <p>Advisory Planning Commission - Re-appointments and Expression of Interest Advertisement</p> <p>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</p> | 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 |
|--|-----------------------|---------------------------|
| <p>2018-049 (Standing)</p> <p>Cannabis Retail Referrals</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> 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 | <p>Carried</p> | <p>24-Sep-2018</p> |



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 |
|--|---------|-------------|
| <p>2016-055 (Standing)</p> <p>12.4 Adopted Policies and Standing Resolutions (attached)</p> <p>that the Mayne Island Local Trust Committee direct staff to create a policy to advertise all statutory public notices in the Mayne Liner.</p> | Carried | 27-Jun-2016 |
| <p>2012-000 (Standing)</p> <p>Special Occasion Liquor License Referrals</p> <p>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.</p> | Carried | 01-Feb-2012 |
| <p>2011-044 (Standing)</p> <p>Options for adopting In Camera Minutes</p> <p>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.</p> | Carried | 02-May-2011 |



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY March 18th, 2025 BOARD MEETING

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

1. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board rose and reported that a meeting was held between ITC staff and the Ministry of Housing and Municipal Affairs concerning land disposition, including transfer of land to Indigenous Governing Bodies. The Ministry staff's recommendation was for the ITC Board to develop a policy and include it in ITC's Five-Year Plan (2028-2032) for the Minister's consideration.
- The ITC Board directed staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw No. 541 Referral.
- Chair Gauvreau presented the briefing on an invitation to join the Centre for Land Conservation's Land Trust Certification Pilot Program. The ITC Board requested Chair Gauvreau to write a letter declining the invitation to join pilot program.
- Species at Risk Program Coordinator Wheeler presented a briefing on the North Pender Island Bylaw 235 Referral regarding updating Raptor and Heron Nest Development Permit Area (DPA) mapping and associated provisions from 2008 and provided additional Species at Risk information to consider to the Islands Trust planning team.
- Trustee Patrick joined the ITC Board Meeting to discuss the April 23rd, 2025 EC-ITC Joint Meeting agenda topics. Discussion ensued and agenda topics were identified.
- Trustee Elliott provided a Trust Council update to the ITC Board reporting on a number of items, including Trustee Patrick's election as Chair of Trust Council.
- Chair Gauvreau advised that the ITC budget for 2025/26 was approved by Trust Council.
- Chair Gauvreau reported that she gave a synopsis of the ITC 4th Quarter 2024/25 report at Trust Council.
- There was no Governance Committee Update. Chair Gauvreau reported she did not attend the last meeting.
- The ITC Board agreed to write a letter to the organizers of the Funding our Future: Financing Conservation on Private lands thanking them for the excellent workshop and expressing the interest of the ITC Board in participating in future discussions as the concept of a Regional Conservation Fund progresses.



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

- The ITC Board approved additional allocation to Trustee Smith to cover the full cost of attendance at the “Funding our Future: Financing Conservation on Private Lands” conference on February 27th, 2025 in Esquimalt.

2. COMMUNICATIONS AND OUTREACH

- Trust Council’s introduction letter to Minister Kahlon was received for information. Discussion ensued on the possibility of securing additional funding from the Province for First Nations engagement and consultation.

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