



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: July 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
“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. APPROVAL OF AGENDA	1:35 PM - 1:40 PM
4. TOWN HALL AND QUESTIONS	1:40 PM - 1:55 PM
5. COMMUNITY INFORMATION MEETING	1:55 PM - 2:50 PM
5.1 Mayne Island Housing Project	
6. PUBLIC HEARING - None	
7. MINUTES	2:50 PM - 3:00 PM
7.1 Local Trust Committee Minutes Dated May 26, 2025 (for Adoption)	3 - 8
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 July 2025	9 - 10
9. DELEGATIONS	
9.1 Stephen Cropper - Miners Bay Farmers Market Society	11 - 11
10. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	

11.	APPLICATIONS AND REFERRALS	3:00 PM - 3:20 PM	
11.1	MA-RZ-2023.2 (CRD) - Staff Report (attached)		12 - 27
12.	LOCAL TRUST COMMITTEE PROJECTS	3:20 PM - 3:50 PM	
12.1	Mayne Island Housing Project - Staff Report (attached)		28 - 53
13.	REPORTS	3:50 PM - 4:00 PM	
13.1	Work Program Reports (attached)		
13.1.1	<u>Active Projects Report Dated July 2025</u>		54 - 54
13.1.2	<u>Future Project List Report Dated July 2025</u>		55 - 55
13.2	Applications Report Dated July 2025 (attached)		56 - 57
13.3	Trustee and Local Expense Report Dated May 2025 (attached)		58 - 58
13.4	Adopted Policies and Standing Resolutions (attached)		59 - 63
13.5	Local Trust Committee Webpage		
13.6	Chair's Report		
13.7	Trustee Report		
13.8	Electoral Area Director's Report		
13.9	Islands Trust Conservancy Report Date June 2025		64 - 65
14.	NEW BUSINESS	4:00 PM - 4:20 PM	
14.1	Mayne Island LTC Meeting Procedures Repeal Bylaw No. 198 - Request for Decision (attached)		66 - 69
14.2	Mayne Island LTC Public Notification Bylaw No. 199 - Request for Decision (attached)		70 - 74
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for September 29, 2025 at the Agricultural Hall, Mayne Island		
16.	TOWN HALL	4:20 PM - 4:35 PM	
17.	CLOSED MEETING - None		
18.	ADJOURNMENT	4:35 PM - 4:35 PM	

**Mayne Island Local Trust Committee
Minutes of Regular Meeting**

Date: May 26, 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
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There was one member of the public present.

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. RISE AND REPORT – In-Camera Meeting April 28, 2025

Chair Elliott rose and reported 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

By general consent, the agenda was approved as presented.

5. TOWN HALL AND QUESTIONS

There were no comments from the public.

6. COMMUNITY INFORMATION MEETING - None

7. PUBLIC HEARING - None

8. MINUTES

8.1 Local Trust Committee Minutes Dated April 28, 2025 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of April 28, 2025 were adopted.

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

Received for information.

10. DELEGATIONS - None

11. CORRESPONDENCE

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

The Local Trust Committee noted late correspondence was received from Marilyn Winterbottom.

12. APPLICATIONS AND REFERRALS

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

MA-2025-024

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee interests are unaffected by the Salt Spring Island Local Trust Committee Draft Bylaw Nos. 544 and 545.

CARRIED

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

MA-2025-025

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee interests are unaffected by the Galiano Island Local Trust Committee Draft Bylaw Nos. 296 and 297.

CARRIED

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

MA-2025-026

It was MOVED and SECONDED,

That Mayne Island Local Trust Committee interests are unaffected by the Saturna Island Local Trust Committee Draft Bylaw No. 143.

CARRIED

13. LOCAL TRUST COMMITTEE PROJECTS

13.1 Housing Review - Staff Report

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

- To date the Local Trust Committee has agreed to:
 - Requiring worker housing for significant commercial rezonings
 - Increasing permitted units in a commercial area
 - Expanding secondary suite permissions
 - Allowing rezoning for non market housing
 - 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
- An article outlining the flexible housing zoning project has been developed for publication in the MayneLiner
- A community information meeting can be scheduled to be held during the July regular business meeting

Discussion ensued and the following comments were noted:

- The Local Trust Committee requested the project be referred to the Advisory Planning Commission for review and comment
- The criteria identified to determine flexible housing zoning needs to be communicated
- Include a color map identifying properties suited to flexible housing zoning as part of the MayneLiner article
- Add a parks and protected areas layer to the map
- Exclude language prohibiting groundwater fed swimming pools from the MayneLiner article but include the prohibition in the Official Community Plan amendments
- The 200-metre setback from the sea consideration might have a future effect of establishing a precedent unrelated to flexible housing and should instead state no flexible housing is allowed on waterfront properties

The Local Trust Committee reviewed a map and identified additional areas that are suited for consideration of pre-zoning to permit small unit clustered housing.

MA-2025-027

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff to review criteria for small unit clustered dwellings on appropriate lots.

CARRIED

MA-2025-028

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff to develop a model zone for small unit clustered dwellings.

CARRIED

MA-2025-029

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve the draft MayneLiner article as amended related to flexible housing zoning.

CARRIED

MA-2025-030

It was MOVED and SECONDED,

that 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:

- Not being on waterfront
- Archaeological areas and buffers
- Sensitive ecosystems
- Freshwater recharge impact
- Steep slopes hazard

CARRIED

MA-2025-031

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff refer relevant staff reports and minutes related to the housing project to the Advisory Planning Commission for comment with particular focus on RVs, flexible housing locations, expanding secondary suites to water districts, floor area maximums, and potential for a model zone for clustered dwellings.

CARRIED

MA-2025-032

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff schedule a Community Information Meeting to be held July 26, 2025 at the Mayne Island Agricultural Hall at the start of the Local Trust Committee regular business meeting.

CARRIED

14. REPORTS

14.1 Work Program Reports

14.1.1 Active Projects Report Dated May 2025

Received for information.

14.1.2 Future Project List Report Dated May 2025

Received for information.

14.2 Applications Report Dated May 2025

Received for information.

14.3 Trustee and Local Expense Report - None

14.4 Adopted Policies and Standing Resolutions

Received for information.

14.5 Local Trust Committee Webpage

No updates required.

14.6 Chair's Report

Chair Elliott reported the following:

- Trust Council received a reply from the province responding to the request for a legislative review which will be discussed at June Trust Council being held on Salt Spring Island
- Ongoing attendance at Trust Program Committee meetings to continue work on the draft Islands Trust Policy Statement
- Attended the annual protocol meeting with Bowen Island Municipality
- Noted the Gabriola Island Local Trust Committee presented a Freshwater Footprint webinar related to the water balance project

14.7 Trustee Report

Trustee Dodds reported community conversations regarding land trusts.

Trustee Maude reported increased community conversations about open bylaw compliance files.

14.8 Electoral Area Director's Report - None

14.9 Islands Trust Conservancy Report Date March 2025

Received for information.

15. NEW BUSINESS - None

16. UPCOMING MEETINGS

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

17. TOWN HALL - None

18. CLOSED MEETING (Distributed Under Separate Cover)

18.1 Motion to Close Meeting

MA-2025-033

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)(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.

CARRIED

The regular meeting was closed to the public at 3:07 p.m.

18.2 Recall to Order

The meeting was recalled to order at 3:40 p.m.

18.3 Rise and Report

Chair Elliott rose and reported the appointment of Pricilla Ewbank to the Mayne Island Board of Variance for a term ending April 28, 2028.

MA-2025-034

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff revise the home occupancy residency requirement criteria.

CARRIED

19. ADJOURNMENT

By general consent the meeting was adjourned at 3:42 p.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Mayne Island

24-Feb-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 12. 1 Draft bylaws for housing project as discussed	Narissa Chadwick	Target: 21-Jun-2025	Completed

28-Apr-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 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	Completed
100%	2 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	Completed

Follow Up Action Report

Mayne Island

26-May-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 8.1 April 28, 2025 minutes approved	Emily Bryant	Target: 30-May-2025	Completed
100%	2 12.1 SS-BLs-544-545 - Interests unaffected	Emily Bryant Jas Chonk	Target: 30-May-2025	Completed
100%	3 12.2 GL-BLs-296-297 - Interests unaffected	Emily Bryant Jas Chonk	Target: 30-May-2025	Completed
100%	4 12.3 SA-BL-143 - Interests unaffected	Emily Bryant Jas Chonk	Target: 30-May-2025	Completed
69%	5 13.1 Housing Review: - Update and publish Mayneliner Article (to include map of flex housing expansion) - DONE - Develop land use designation for Clustered Small Unit Housing and model zone - DONE - Refer staff reports and meeting minutes related to housing review to the APC. - PENDING	Bruce Belcher Emily Bryant Jas Chonk Narissa Chadwick Robert Kojima	Target: 20-Jun-2025	In Progress
0%	6 18.3 Rise and Report: Include revised home occupation regulations as they relate to contractor yard to be more specific about residence requirement in future LUB amendment.	Bruce Belcher Narissa Chadwick Robert Kojima	Target: 11-Jul-2025	In Progress

From: Stephen Cropper [REDACTED]

Sent: Wednesday, July 16, 2025 11:31 AM

To: Jeanine Dodds <jdodds@islandstrust.bc.ca>

Cc: David Maude <dmaude@islandstrust.bc.ca>; Tobi Elliott <telliott@islandstrust.bc.ca>;
Narissa Chadwick <nchadwick@islandstrust.bc.ca>

Subject: Miners Bay Community Park Zoning Adjustment

Hello Mayne Island LTC Members:

I would like to be a delegation at the upcoming Mayne Island LTC meeting on July 28 and present the following request. (I have had previous discussions with Jeanine Dodds and staff about this topic)

The Miners Bay Farmers Market Society would like the LTC to make it possible through a zoning adjustment to have vendors who sell their goods to be part of events at the Miners Bay Community Park. I understand this could be a minor change to the zoning and the process facilitated through the LTC's works programme.

The Miners Bay Farmers Market Society seeks to organize Village Faire style events in Miners Bay Community Park, celebrating the agricultural and creative activities that sustain us as a community. We anticipate a changing mix of participants like food growers, artists & crafters, community-group information booths, demonstrations of rural island living, and live performers.

Regards,

Stephen Cropper

President - Miners Bay Farmers Market Society [REDACTED]
[REDACTED]



STAFF REPORT

File No.: MA-RZ-2023.2 (CRD)

DATE OF MEETING: July 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 second 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 second time.
3. That an information note referencing the Agricultural Land Commission’s Resolution #457/2024 be included in Mayne Islands Local Trust Committee Draft Bylaw 195 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” upon consolidation.
4. That the Mayne Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw 194 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024”, and Bylaw 195 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” are not contrary or at variance with the Islands Trust Policy Statement.
5. That the Mayne Island Local Trust Committee request staff to schedule a Public Hearing for Draft Bylaw 194 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024”, and Draft Bylaw 195 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024”.

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 second reading. Bylaws 194 (OCP) and 195 (LUB) have been drafted in response to an application made by the CRD. For details related to this application see the [preliminary staff report](#).

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.

The property is currently split zoned Agricultural and Rural with the Agricultural portion being in the Agricultural Land Reserve. In order to develop the Park Entrance Hub in the northwest corner of the property - a 0.07 ha area currently zoned Agricultural and previously disturbed having been the location of a dwelling - featuring a park entrance sign, visitor kiosk, expanded 20-vehicle parking lot, bicycle rack, and pump-out toilet, the CRD sought and received approval from the Agricultural Land Commission (ALC) for non-farm use before proceeding with rezoning.

Bylaw 195 includes site specific zoning for the portion of the lot that is in the Agricultural land reserve from A to A(a) in order to accommodate the park hub uses as follows:

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: <ul style="list-style-type: none"> - resource conservation use - entrance sign - parking area - pump out toilet building - bicycle rack - visitor information kiosk

Feedback from the ALC indicated that “As the Commission's approval was specific to a 0.07 ha area of the ALR portion of the Subject Property, ALC staff object to the redesignation of the entire ALR portion of the Subject Property to the A(a) zone”. ALC staff requested that the A(a) zone only be applied to the portion of the Subject Property that was approved for non-farm use.

Following conversation between ALC and Islands Trust staff the decision was made rather than create a 3-way split zoned property, a note could be added to the bylaw to ensure that the location of the entrance sign, parking area, pump out toilet building and bicycle rack are confined to the area approved by the ALC for non farm use. The wording for the notation as provided by ALC staff is as follows:

The uses permitted in A(a) are permitted over 0.07 ha of the property in accordance with the conditional Agricultural Land Commission approval (ALC Resolution #457/2024).

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement

The proposed bylaws are not contrary or at variance with the Islands Trust Policy Statement. The LTC should review , and if in agreement, endorse the checklist.

Official Community Plan

The application involves an amendment to the OCP designation from Rural (R) to Resource Conservation (RC). This amendment is contained in Mayne Island Local Trust Committee Draft Bylaw 194 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024” which has been read a first time. See Attachment 1.

Land Use Bylaw

The application involves an amendment to the LUB including the creation site specific zone A(a) which permits uses related to the “Park Hub”. Amendments are contained in Bylaw 195 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024”.

Agency Referrals

Draft bylaws were sent to the following agencies:

Galiano Island LTC	Ministry of Housing and Municipal Affairs
Saturna Island LTC	Ministry of Transportation and Infrastructure
North Pender LTC	Mayne Island Parks Commission
Agricultural Land Commission	Mayne Island Fire Rescue

Responses were received from the Ministry of Transportation and Infrastructure, Ministry of Housing and Municipal Affairs and the Galiano Island Local Trust Committee indicating that interests were unaffected. The request made by the Agricultural Land Commission that has been address earlier in this report.

First Nations Referral

Draft bylaws were sent to the following First Nations:

- 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

Responses were received from: Cowichan Tribes, Pauquachin First Nation, Ts’uubaa-asatx Nation and Tsawout First Nation. The Pauquachin First Nation and Ts’uubaa-asatx Nation identify that the park appears to be outside their title and governance area. Tsawout First Nation identified that due to the nature and location of the project they will defer to other local Nations. The Cowichan also defers to other Nations but notes that “the creation of additional parks in our areas of interest that lead to increased recreational opportunities have the very strong potential to negatively impact Cowichan Tribes members’

ability to exercise their rights whether as expressed as cultural practices or otherwise - especially in the absence of a strategic parks management plan at the Island Trust level”.

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 only concerns coming out of the referral of the bylaws to agencies and First Nations were those of the ALC. These concerns will be address with the addition of an information note.

ALTERNATIVES

1. Do not proceed with the application

The LTC could choose not to proceed with the application.

2. Do not proceed with second reading until further information is received

The LTC could choose not to read the bylaw for the second time. The LTC should specify what information it requires.

3. Make changes to the draft bylaws prior to second reading

The LTC could choose to make amendments to the bylaws before considering second reading.

4. Request that staff schedule a Community Information Meeting (CIM) prior to the public hearing

A CIM is a voluntary discretionary engagement event which provides the opportunity for the public to ask questions about the application. It can be organized on a separate day or on the same day as the public hearing.

NEXT STEPS

If the recommendation are supported:

- Staff will schedule a Public Hearing.
- Following the close of the Hearing, the LTC may consider third reading of the bylaws.
- Referral of the bylaws to EC for approval
- The OCP amendment will be forward to the Minister of Housing and Municipal Affairs for approval
- Bylaws will be returned to the LTC for consideration of final adoption

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

ATTACHMENTS

1. Bylaw 194 (OCP)
2. Bylaw 195 (LUB)
3. Policy Statement Directives Only Check List

PROPOSED

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	28 TH	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 OF MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

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

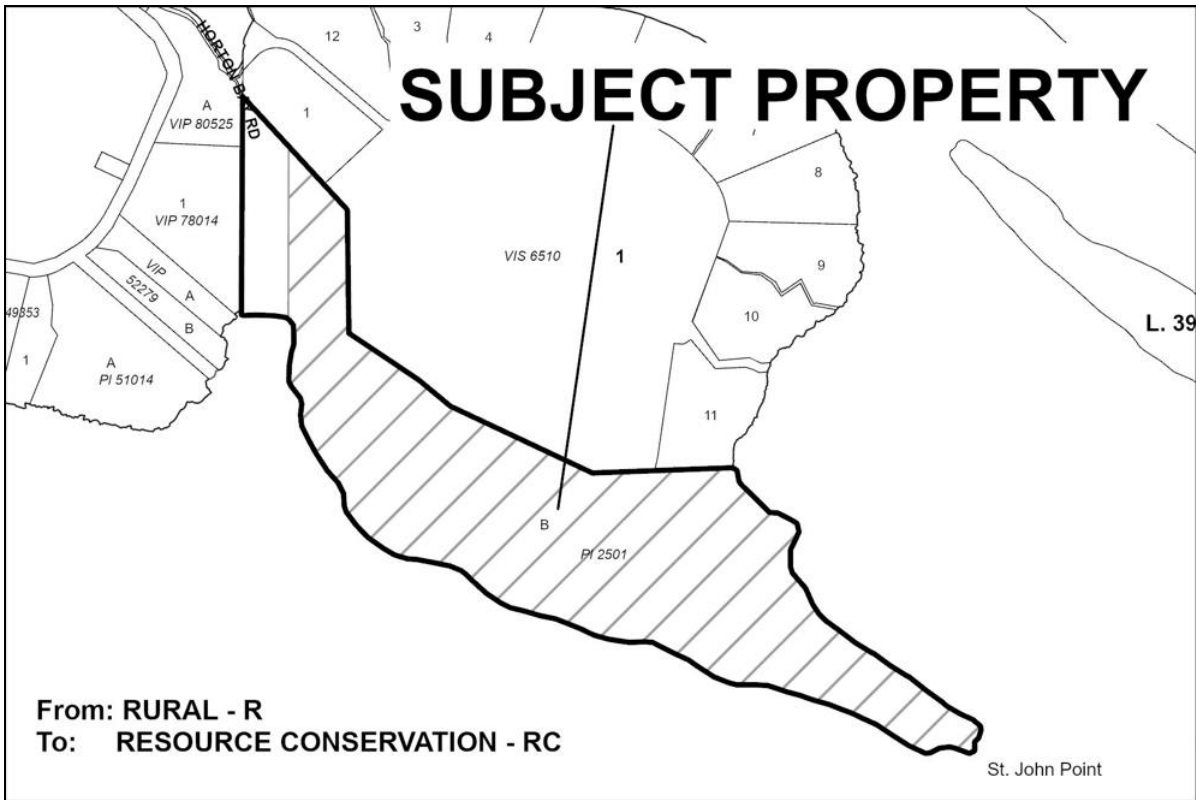
SCHEDULE 1

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



PROPOSED

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 title “Site Specific Regulations” followed by “(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:”

2.2 The following table is added to “5.7 (12)”:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulation
A (a)	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: <ul style="list-style-type: none">- resource conservation use- 1 entrance sign- parking area for 20 vehicles- 1 pump out toilet building- 1 bicycle rack- 1 visitor information kiosk

2.2 Schedule “B” – Zoning Map, is amended by changing a portion of 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.

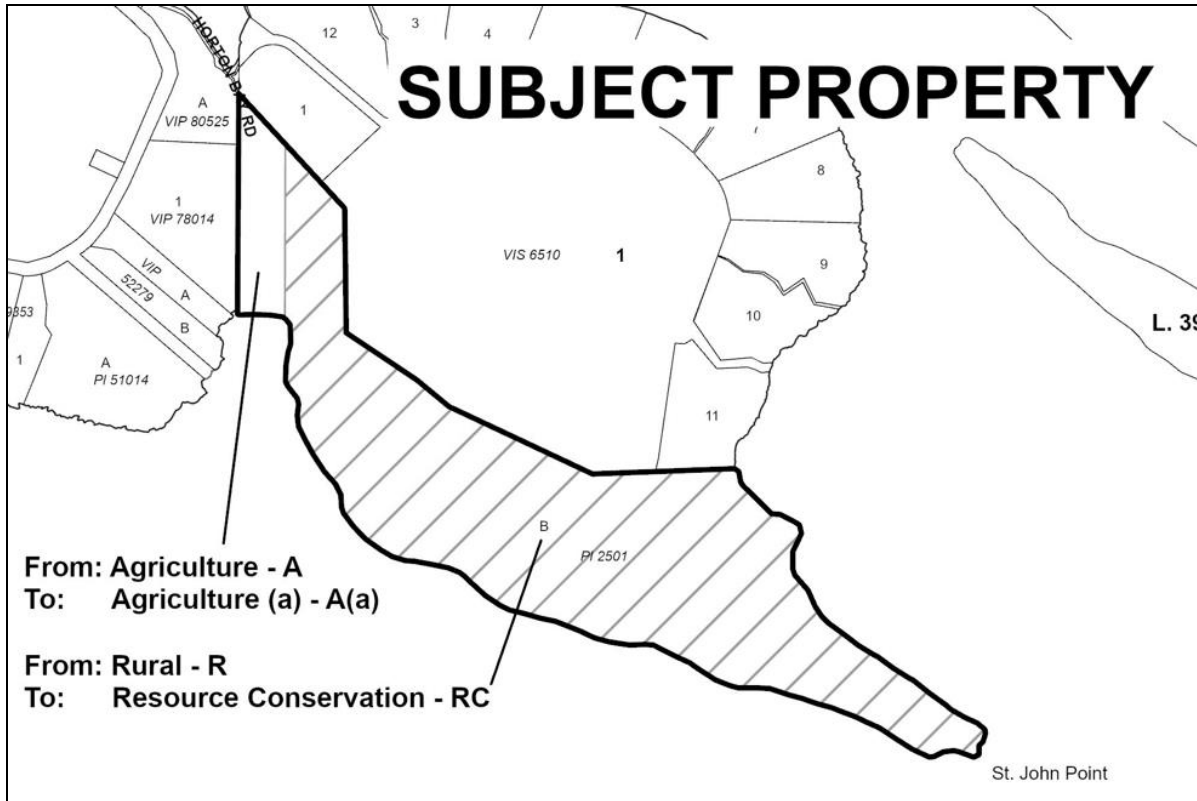
READ A FIRST TIME THIS	28 TH	DAY OF	APRIL	2025.
PUBLIC HEARING HELD THIS	_____	DAY OF	_____	20____
READ A SECOND TIME THIS	_____	DAY OF	_____	20____
READ A THIRD TIME THIS	_____	DAY OF	_____	20____
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 195

Plan No. 1





Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: MA-BL-194

The following symbols in the table indicate:

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

Explanatory notes are added in bold and italics text

Part III Policies for Ecosystem Preservation and Protection

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

	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
✓	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
✓	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation

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

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.

	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities

N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services
POLICY STATEMENT COMPLIANCE		
✓	COMPLIANCE WITH TRUST POLICY	
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:	

DATE OF MEETING: July 28, 2025
TO: Mayne Island Local Trust Committee
FROM: Narissa Chadwick, RPP, MCIP, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Mayne Island Housing Options Project (Phase 2) Draft Bylaws

RECOMMENDATION

1. That the Mayne Island Local Trust Committee request staff update bylaws No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2025” and No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” as directed at the July 28th, 2025 LTC meeting.
2. That the Mayne Island Local Trust Committee request staff return bylaws No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2025” and No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” to the LTC for consideration of first reading.

REPORT SUMMARY

The purpose of this report is to present the Mayne Island LTC with draft bylaws related to the LTC’s Housing Options Project for discussion prior to consideration of first reading and referral to relevant First Nations and other agencies.

This report includes a map of proposed areas for the expansion of flexible housing zoning. Flexible housing zoning will be discussed during a community information meeting at the July 28th, 2025 LTC meeting prior to the presentation of this report.

BACKGROUND

The Mayne Island Local Trust Committee (LTC) has been engaged in housing policy work since 2019, beginning with the Housing Bylaw and Policy Review Project. This early initiative laid the foundation for the Mayne Island Housing Options Project, Phase 1, which involved public engagement, exploration of housing options, and the implementation of a flexible housing pilot project.

In 2023, the Mayne Island Housing Action Plan was developed to support a joint application with the Capital Regional District (CRD) to the Canadian Mortgage and Housing Corporation’s (CMHC) Housing Accelerator Fund (HAF). Although the HAF application was not successful, the Action Plan was subsequently refined to focus specifically on the LTC’s housing priorities and related actions. The plan identifies six key goals:

- Updating information to inform housing projects

- Incorporating First Nations' interests in Land Use Decision Making
- Diversifying housing options
- Increasing opportunities for housing affordability
- Minimizing environmental impacts
- Advocating for senior government support

The Housing Action Plan complements the CRD's Southern Gulf Islands Housing Strategy and serves as the strategic framework for advancing housing policy on Mayne Island. To support implementation, the LTC has adopted a Housing Action Plan Implementation Table and Action Implementation List. This list has been used to track LTC decisions, monitor the status of key actions, and guide next steps.

The project was on hold for a period of time during the LTC's LUB review project. A community meeting was held in October 2024 to engage the community in understanding the project and what is contained in the Housing Action Plan. Draft bylaw language was presented to the LTC at a number of meetings in 2025, with the LTC providing direction to refine, add, or remove specific housing actions as the project progressed.

At the February 2025 LTC meeting, the LTC provided direction to staff to proceed with drafting bylaws to implement Phase 2 of the Housing Options Project. An updated Project Charter, reflecting revised timelines was also presented in April 2025 (see Attachment 1). The project's current trajectory is in line with the project charter with the project anticipated to make it through third reading by the end of the year.

The LTC has been interested in engaging the community in a focussed discussion related to the expansion of flexible housing zoning. At their May 26, 2025 the LTC approved language for a MayneLiner article which provided an overview of the Housing Options Project, details on the proposed expansion of flexible housing zoning and a map of proposed expansion. The community was invited to discuss the flexible housing zoning and other Housing Options Project items at the July 28th, 2025 LTC meeting (see map of flexible housing Attachment 6).

At the May 26th, 2025 LTC had requested staff to provide staff reports and meeting reports related to the APC. Staff have not yet followed up given that draft bylaws were in process. A resolution supporting the referral of bylaws in addition to other related materials to the APC is presented in the "Alternatives" section of this report.

ANALYSIS

Draft Bylaws

The table in Attachment 1 provides an over view of how the actions endorsed by the LTC have been addressed in the amending bylaws for the Land Use Bylaw (LUB) and the Official Community Plan (OCP) (see Attachment 2 for LUB and Attachment 3 for OCP). Hard copies of blacklined versions of the LUB and OCP have been provided to the Trustees ahead of time and are posted on the project webpage. Staff requests that the LTC endorse the draft language presented and provide direction on items that require more focussed review These items include:

- Expansion of flexible housing zoning
- Number of accessory units to permit in the community service zone (S1)
- Review of criteria for cluster housing

Consultation

As the project involves an OCP amendment, the LTC is required by the *Local Government Act* to consider opportunities for consultation with persons, organizations and authorities it considers will be affected. The LTC should consider if it wishes to undertake additional consultation than identified below and direct staff accordingly.

Agencies:

Ministry of Housing and Municipal Affairs
Capital Regional District Building Inspection
Capital Regional District SGI Service Delivery
Village Point Improvement District
Bennett Bay Waterworks District
Campbell-Bennett Bay Improvement District

Laura Point Waterworks District
Skana Water System
Surfside Park Estates Water Service Area (CRD)
Galiano Island Local Trust Committee
Saturna Island Local Trust Committee
North Pender Island Local Trust Committee

First Nations:

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
Wasanec Leadership Council

Rationale for Recommendation

The proposed bylaw amendments are based on direction from the Local Trust Committee, which endorsed direction and draft language. These amendments address land use-related actions in the Housing Action Plan.

ALTERNATIVES

1. **Request further information.** The LTC may request staff provide addition information or do further engagement before proceeding to first reading
2. **The LTC may request that staff return with updated draft bylaws for discussion prior to presenting the bylaws for first reading or sending them to the APC.** The LTC may want to further review and discuss the draft language related to changes they proposed.
3. **The LTC may request that staff send the draft bylaws to the APC.** The LTC can request that changes be made prior to the draft bylaws being sent to the APC for review. The LTC will need to specify a timeline for APC response.

“That the Mayne Island Local Trust Committee request staff refer updated bylaws No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2025” and No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” in addition to relevant staff reports and meeting minutes to the APC for review by September 15, 2025.”

NEXT STEPS

If the recommendation is supported staff will:

- Make any changes to the bylaws as requested by the LTC
- Return bylaws to the LTC for consideration of first reading

Submitted By:	Narissa Chadwick, RPP MCIP, Islands Planner	July 15, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	July 15, 2025

ATTACHMENTS

1. Summary Table of Bylaw Amendments
2. Draft Bylaw 196 (OCP)
3. Draft Bylaw 197 (LUB)
4. Example Cluster Housing Zone
5. Example maximum floor area provisions
6. Flexible housing zoning map
7. Project Charter

Attachment 1 – Mayne Island Housing Options Project Bylaw Amendments Summary Table

*Goals and goal numbers correspond with goals identified in the Housing Action Plan

	Action	Status x-ref to bylaw	Comment/wording
Goal *1: Update Information to Inform Housing Projects (Basic Bylaw Updates)			
1	Update population projections based on needs assessment	OCP - Pending: 1.1.3	To be updated based on needs assessment and build out mapping
2	New Definitions	LUB- See Definitions section	Accessory residential unit added Cottage – revised for consistency and clarity
Goal 2: Incorporate First Nations Interests in Land Use Decision Making			
Staff have sent letters to First Nations at different parts of the process. Limited feedback has been received.			
Goal 3: Diversify Housing Options - Expand Opportunities to Build Secondary Suites and Accessory Dwelling Units			
3	Require worker housing for significant commercial rezonings	OCP: 2.4.1.14	OCP – see draft
4	Increase flexibility for residential use in commercial areas	OCP: 2.4.1.9 2.4.1.11 LUB: 5.10(1)(h) 5.10(3),(4),(6),(7), (13) 5.11(1)(f),(2),(3),(7),(8)	In both the Commercial 3 (C3) Zone and the Commercial 4 (C4) Zone replace “accessory dwelling unit for the accommodation of the owner, operator, or employee of a permitted principal use” with “accessory residential unit”. No direction to consider amendments to C2 and C5 zones (tourist accommodation zones)
5	Expand secondary suites permission in suitable areas	Typo corrected in OCP 2.1.1.10 LUB: 3.13(1) Schedule D	3.13 (1) referring to Schedule “D” (secondary suite map) removed Schedule “D” removed
6	Permit ADUs on smaller lots	OCP Section 2.1.1.2 amended to consolidate residential density LUB: 5.1(2.1)	OCP – Permits expansion of flexible housing LUB – permits cottage on lots 0.4 – 0.6 hectares with a limited combined floor areas of dwelling and cottage of 232m ² (2500 square feet).
7	Expand flexible housing regulations	OCP policy added: 2.1.1.3 2.1.4.3 LUB – new map to be created, amending bylaw to substitute new map	Amendment of new map pending community and LTC input.
8	Allowing rezoning for non-market housing in more land use designations (school	OCP: 2.6.1.5 2.7.1.1 2.7.1.2 2.7.2.3	OCP - Amendment permits residential use in areas designated: park and recreation, community parks

	properties, parks, community service)	LUB: 5.13(1)(d) 5.13(16) (I1(b)) 5.14(1)(f) & 5.14(2.1) 5.14(7) (S1(a))	- Amends reference to “accessory residential unit” LUB – Permits one accessory residential unit per lot in community service zone (S1) (need to review re: number)
Goal 3: Diversify Housing Options -Expand Residential Use Permission and Permission for Multi Unit Development			
9	Review clustered small housing criteria	OCP: 2.1.6.4	OCP – see draft wording
10	Create a clustered small housing OCP designation	OCP: 2.1.6.4	OCP – see draft wording
11	Draft model zone for clustered small unit housing	See Attachment 4	Draft Zone for cluster residential community drafted
12	Developing TUP guidelines for tiny homes	OCP: 2.9.1.9	TUP guidelines for RVs also added
13	RVs as temporary dwellings	OCP: 2.9.1.9 LUB: 3.9	Additional Action recognizing that RVs should not be supported for long-term living. Permitting RVs only while building dwellings.
Goal 5: Increase Opportunities for Non Profit Housing			
14	Permit non-profit housing in most OCP designations	OCP: 2.1.6 2.1.6.2 2.1.6.3 2.2.6.4 2.10.2 -amenity policy	Included in new OCP section 2.1.6 “Affordable, Seniors and Special Needs Housing” “moderate income” and “non-market rental” was added to amenity policy related to provision of affordable and special needs housing.
15	Permit reduction of min. parcel size to facilitate land for donation to gov, NFP an FN	OCP: 2.1.6.5	OCP- draft language provided
Goal 4 - Protect and Preserve Ecosystems and Freshwater Resources			
16	Require freshwater cisterns for all new builds	LUB: 3.15	New cistern requirement added.
17	Update potable water requirements for subdivision	LUB: 8.11	Previous regulations replaced with revised.
18	Prohibit groundwater fed swimming pools	LUB: 3.2 (7)	Added to 3.2 “Prohibited in all zones”
19	Establish floor area maximums where appropriate	See Attachment 4	Based on flexible housing combined maximum floor area.
Goal 6 – Advocate for Senior Government Support			
The actions related to this goal can be reviewed following third reading of the amending bylaws.			

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 196

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, 2025”.

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 HOUSING AND MUNICIPAL AFFAIRS THIS	_____	DAY OF	_____	20____
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

**MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 196**

SCHEDULE 1

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

1. Policy 2.1.1.2 is amended by deleting it and replacing it with the following:
 “In general, residential density shall be:
 - a) one dwelling per lot, and on parcels greater than 0.6 hectares one additional dwelling for each additional 0.6 hectares; or
 - b) in designated flexible housing areas, up to three dwellings per lot provided total floor area does not exceed a maximum prescribed in zoning; and
 - i. one accessory cottage, limited by floor area, on parcels over an area prescribed in zoning; or
 - ii. one secondary suite per lot outside of designated flexible housing areas, or
 - iii. on larger lots: one accessory cottage and one secondary suite per lot.”
2. Policy 2.1.1.3 is amended by deleting it and replacing it with:
 “Flexible Housing is intended to provide housing options by permitting two or more small dwellings on a parcel as an alternative to a single large dwelling. Regulations shall designate areas within which flexible housing may be permitted and establish overall floor area limits and the number of additional dwellings based on lot area. Areas designated for Flexible Housing should exclude:
 - a) waterfront lots
 - b) archaeological and cultural heritage sites
 - c) sensitive ecosystems
 - d) steep slope or other hazardous areas
 - e) areas of freshwater recharge”
3. Policy 2.1.1.6 is amended by adding “Sections 2.1.6 and...” so that it reads:
 “Affordable housing is encouraged through joined or multiple housing units which may be considered by site specific rezoning of a parcel subject to compliance with Sections 2.1.6 and 2.10 (Amenity Zoning Guidelines) of this Plan.”
4. Deleting Policy 2.1.1.10 in its entirety.
5. Policy 2.1.4.2 is amended by deleting it and replacing it with the following:
 “In general residential density shall be:
 - a) one dwelling per lot, and on parcels greater than 10 hectares one additional dwelling for each additional 10 hectares; or
 - b) in designated flexible housing areas, up to three dwellings per lot provided total floor area does not exceed a maximum prescribed in zoning; and
 - i. one accessory cottage, limited by floor area, in respect of each dwelling on parcels over an area prescribed in zoning; or
 - ii. one secondary suite per lot outside of designated flexible housing areas on smaller lots, or

- iii. on larger lots outside of designated flexible housing areas: one accessory cottage in respect of each principle dwelling and one secondary suite per lot.”
- 6. Policy 2.1.4.3 is amended by deleting it and replacing it with the following:
 “Flexible Housing is intended to provide housing options by permitting two or more small dwellings on a parcel as an alternative to a single large dwelling. Regulations shall designate areas within which flexible housing may be permitted and establish overall floor area limits and the number of additional dwellings based on lot area. Areas designated for Flexible Housing should exclude:
 - a) waterfront lots
 - b) archaeological and cultural heritage sites
 - c) sensitive ecosystems
 - d) steep slope or other hazardous areas
 - e) areas of freshwater recharge”
- 7. Policy 2.1.4.4 is amended by inserting “Sections 2.1.6 and...” so that it reads:
 “Affordable housing is encouraged through joined or multiple housing units which may be considered by site specific rezoning of a parcel subject to compliance with Sections 2.1.6 and 2.10 (Amenity Zoning Guidelines) of this Plan.”
- 8. Policy 2.1.4.12 is deleted in its entirety.
- 9. Policy 2.1.5.10 is amended by inserting “...or cottage” so that it reads:
 “One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. A rainwater catchment and storage system shall be required prior to the construction of a secondary suite or cottage.”
- 10. By adding the following new policies as Section 2.1.6 Affordable, Seniors and Special Needs Housing:
 “2.1.6 Affordable, Seniors and Special Needs Housing

Background

Housing affordable to moderate and low income residents of Mayne has become an increasing issue. This plan seeks to address housing issues through a variety of policies throughout the plan. The objectives and policies in this section address criteria related to applications to permit additional density or new uses to provide affordable housing.

Objectives

The objectives of this section are:

- 1) to provide opportunities for low to moderate income residents to attain affordable and safe housing,

- 2) to minimize the impacts of new housing on ecologically sensitive areas including water recharge areas.

Policies

- 2.1.6.1 The policies in this section are applicable to lands in any Land Use designation except Agriculture, Park, and Resource Conservation, except where otherwise stated.
- 2.1.6.2 Consideration may be given to applications from not-for-profit organizations, government agencies, or First Nations to rezone land to a higher density where the additional density is restricted to housing for moderate and low income persons. Such applications shall:
- a) be limited to a maximum of 10 additional units
 - b) be located in proximity to services and amenities
 - c) demonstrate sufficient potable water and wastewater disposal capacity
 - d) not be located in areas containing sensitive ecosystems, or of cultural or archaeological significance
 - e) minimize site impacts through attached or clustered units
 - f) be managed by a not-for-profit organization, First Nation body, or an agency and rents, prices, or tenure are secured through a housing agreement, and
 - g) be consistent with the amenity zoning or density transfer policies of this plan.
- 2.1.6.3 Consideration may be given to applications to rezone land in any Land Use Designation in which residential uses are a permitted principal use to permit boarding homes for Special Needs residents or Seniors.
- 2.1.6.4 Consideration may be given to applications in any Land Use Designation in which residential uses are a permitted principal use to rezone land for clustered, small unit housing where:
- a) units consist of tiny homes, including tiny homes on wheels or manufactured homes
 - b) units are constructed to the BC Building Code, or CSA standards for manufactured homes, or equivalent
 - c) units are anchored to the ground, connected to a source of potable water, and connected to an approved wastewater system
 - d) units shall not exceed a maximum floor area of 50m²
 - e) the total floor area of units shall not exceed any maximum dwelling floor area for that zone.
 - f) communal facilities are provided, such as laundry or common rooms
 - f) the development would not be located in areas containing sensitive ecosystems or of cultural or archaeological significance

- g) the land is located within one kilometre of the boundary of the Miners Bay Commercial Core or an area designated for the use on Schedule to this Plan.

2.1.6.5 Consideration may be given to applications to reduce minimum and minimum average lot areas from not-for-profit organizations, government agencies, or First Nations intending to provide affordable housing.”

11. Policy 2.4.1.9 is amended by inserting “...or detached residential units...” so that it reads: “In addition to principal commercial uses, in appropriate locations second-storey residential dwelling units or detached residential units may be permitted in order to provide a mix of housing types and to encourage residences closer to services and amenities.”
12. Policy 2.4.1.11 is amended by deleting the word “one” and inserting “residential uses” so that it reads: “All properties within the Miners Bay Commercial Core should be permitted residential uses.”
13. Section 2.4.1 is amended by adding a new policy 2.4.1.14 as follows: “2.4.1.14 Employee accommodation may be required as a condition of a rezoning resulting in a significant change in use or increase in density.”
14. Section 2.6.1 is amended by inserting a new policy 2.6.1.5 as follows: “2.6.1.5 Zoning may permit residential uses in suitable locations”, and renumbering the remaining policies 2.6.1.6 - 2.6.1.11
15. By adding the following new policies to Section 2.7.1, and renumbering the remaining policies 2.7.1.3 – 2.7.1.8:
 - 2.7.1.1 Park Uses shall be the principal permitted use
 - 2.7.1.2 Accessory uses, buildings and structures, including accessory residential uses, may be permitted in suitable locations specified in zoning”
16. Policy 2.7.2.3 is amended so that it reads: “The principal use shall be park use, and accessory uses, buildings or structures, including accessory residential uses, may be permitted in suitable locations specified in zoning.”
17. By adding the following new policy as 2.9.1.9:

“2.9.1.9 In addition, permit conditions for the residential use of tiny home on wheels or recreational vehicle shall include measures dealing with the following:

 - a) A tiny home on wheels or recreational vehicle shall be the equivalent of, and alternative to, a permanent dwelling or cottage;
 - b) conditions to ensure that the tiny home on wheels or recreational vehicle is connected to a potable domestic water supply and an approved wastewater disposal system;
 - c) conditions related to health and safety;
 - d) The tiny home on wheels or recreational vehicle should not be sited in a sensitive ecosystem or hazardous area;
 - e) A tiny home on wheels or recreational vehicle should not be sited in a setback;
 - f) The tiny home on wheels or recreational vehicle shall be appropriately screened from roads and neighbours;

- g) The permit should attach a plan requiring the tiny home on wheels or recreational vehicle to be sited in a specified location.”
18. Section 2.10.2, article xi) is amended so that it reads: “the provision of moderate income, affordable, non-market rental, and special needs housing.”

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 197

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, 2025”.

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

2.1 Section 1.1 – Definitions, is amended by inserting the definition ‘Accessory residential unit’:

“Accessory residential unit” means a dwelling unit, either in a detached building or within a portion of a building, on the same lot as a non-residential principal use.

2.2 Section 1.1 – Definitions, is amended by revising the definition of ‘Cottage’ so that it reads: “Cottage” means a detached dwelling unit with a limited floor area that is located on the same lot as another dwelling unit.

2.3 Section 3.2 – Prohibited in All Zones, is amended by inserting a new Subsection 3.2(7) as follows: “3.2 (7) Groundwater-fed swimming pools.”

2.4 Section 3.9 – Use of Recreational Vehicles, is amended by deleting and replacing Subsection 3.9(1) so that it reads:

“(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 being 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 a 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.”

2.5 Section 3.13 – Secondary Suites, is amended by rescinding Subsection 3.13(1) and replacing with ‘rescinded’

2.6 Part 3 is amended by inserting the following new section as Section 3.15 – Cistern Requirements:

“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.
- (2) 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.”

- 2.7 Section 5.1 – Settlement Residential (SR) Zone, is amended by inserting the following new Subsection 5.1 (2.1) that reads:

“(2.1) One cottage is permitted on lots with an area of 0.4 hectares (1.0 acre) or greater, but less than 0.6 hectares (1.5 acres), provided the total combined floor area of the dwelling and cottage does not exceed 232 m² (2500 square feet”;

and amending Subsection 5.1(3.1) by adding “2.1” between “Despite 5.1(2)” and “and (3)”

- 2.8 Section 5.2 – Rural Residential One (RR1) Zone, is amended by inserting the following new Subsection 5.2 (3.1) that reads:

“(3.1) One secondary suite is permitted per lot subject to section 3.13.”

- 2.9 Section 5.3 – Rural Residential Two (RR2) Zone, is amended by inserting the following new Subsection 5.3 (3.1) that reads:

“(3.1) One secondary suite is permitted per lot subject to section 3.13.”

- 2.10 Section 5.4 – Miners Bay Rural Comprehensive (MBRC) Zone, is amended by inserting the following new Subsections 5.4(3.1) and 5.4(3.2) that read:

“(3.1) One secondary suite is permitted per lot subject to section 3.13.

(3.2) Despite 5.4(2) and (3), on lots shown on Schedule E, the following density is permitted:

- (a) On lots having an area of 1.2 ha (3 acres) or greater, and not exceeding 5 hectares (12.355 acres), three dwellings and a cottage are permitted if the total combined floor area of all dwellings and cottages does not exceed 436 m² (4750 square feet).
- (b) A building permit shall not be issued for any dwelling additional to one dwelling and a cottage on a lot within the shaded area on Schedule “E”, unless the additional dwelling is equipped with a freshwater catchment system and cisterns for the storage of rainwater with a minimum cistern capacity of 13640 litres (3000 gallons) for each additional dwelling.
- (c) Despite subsection 3.9 (1), recreational vehicles and tiny homes on wheels are not permitted dwellings or cottages for the purposes of this subsection.

- (d) Only one dwelling unit may be used for bed and breakfast home occupation per lot.
 - (e) No dwellings may be used for short term vacation rentals, and on lots 0.6 hectares (1.5 acres) or greater only one cottage may be used for short term vacation rental, consistent with Section 3.6.”
- 2.11 Section 5.6 – Upland (UP) Zone, is amended by inserting the following new Subsection 5.6 (3.1) that reads:
- “(3.1) One secondary suite is permitted per lot subject to section 3.13.”
- 2.12 Article 5.10(1)(h) is amended by deleting “dwelling” and inserting “residential” and deleting “for the accommodation of the owner, operator, or employee of a permitted principal use” so that it reads:
- “(h) Accessory residential unit”
- 2.13 Subsection 5.10(2) is amended by deleting “dwelling” and inserting “residential” so that it reads:
- “(2) One principal building accommodating one principal use and one accessory residential unit per lot.”
- 2.14 Subsection 5.10(3) is amended by deleting “dwelling” and inserting “residential” so that it reads:
- “(3) The maximum number of accessory buildings, other than an accessory residential unit, utility shed, or woodshed is 4.”
- 2.15 Subsection 5.10(6) is amended by deleting “dwelling” and inserting “residential” so that it reads:
- “(6) The maximum height for any principal building or accessory residential unit is 9 metres (29.5 feet).”
- 2.16 Subsection 5.10(7) is amended by deleting “dwelling” and inserting “residential” so that it reads:
- “(7) The maximum height for any accessory building or structure, other than an accessory residential unit, is 5 metres (16.4 feet).”
- 2.17 Subsection 5.10(13) is amended by inserting “one” and deleting “dwelling” and inserting “residential” to Site Specific Regulation (1) for Site-Specific Zone C3(a) so that it reads:
- “(1) Despite 5.10(1) the only permitted uses at these locations are repair shops, machine shops, accessory retail sales, and one accessory residential unit.”
- 2.18 Article 5.11(1)(f) is amended by deleting “dwelling” and inserting “residential” and deleting “for the accommodation of the owner, operator, or employee of a permitted principal use” so that it reads:
- “(f) Accessory residential unit”
- 2.19 Subsection 5.11(2) is amended by deleting “dwelling” and inserting “residential” so that it reads:

- “(2) One principal building accommodating one principal use and one accessory residential unit per lot.”
- 2.20 Subsection 5.11(3) is amended by deleting “dwelling” and inserting “residential” so that it reads:
“(3) The maximum number of accessory buildings, other than an accessory residential unit, utility shed, or woodshed is 4.”
- 2.21 Subsection 5.11(7) is amended by deleting “dwelling” and inserting “residential” so that it reads:
“(7) The maximum height for any principal building or accessory residential unit is 9 metres (29.5 feet).”
- 2.22 Subsection 5.11(8) is amended by deleting “dwelling” and inserting “residential” so that it reads:
“(8) The maximum height for any accessory building or structure, other than an accessory residential unit, is 5 metres (16.4 feet).”
- 2.23 Article 5.13(1)(d) is amended by deleting “dwelling” and inserting “residential” and deleting “for the accommodation of the owner, operator, or employee of a permitted principal use” so that it reads:
“(d) Accessory residential unit”
- 2.24 Subsection 5.13(2) is amended by deleting “dwelling” and inserting “residential” so that it reads:
“(2) One principal building accommodating one principal use and one accessory residential unit per lot.”
- 2.25 Subsection 5.13(3) is amended by deleting “dwelling” and inserting “residential” so that it reads:
“(3) The maximum number of accessory buildings, other than an accessory residential unit, utility sheds, or woodsheds is 4.”
- 2.25 Article 5.13(6)(b) is amended by deleting “dwelling” and inserting “residential” so that it reads:
“(b) 5 metres (16.4 feet) from any interior side lot line, or 3 metres (9.8 feet) for an accessory dwelling residential unit.”
- 2.26 Subsection 5.13(8) is amended by deleting “dwelling” and inserting “residential” so that it reads:
“(8) The maximum height for any principal building or accessory residential unit is 9 metres (29.5 feet).”
- 2.27 Subsection 5.13(9) is amended by deleting “dwelling” and inserting “residential” so that it reads:
“(9) The maximum height for any accessory building or structure, other than an accessory residential unit, is 5 metres (16.4 feet).”
- 2.28 Subsection 5.13(16) is amended by deleting “and” and inserting “and one accessory residential unit” to Site Specific Regulation (1) for Site-Specific Zone I1(b) so that it reads:

“(1) Despite 5.13(1) the only permitted uses in this location are waste transfer stations, the maintenance, repair and storage of vehicles, equipment and materials used for the provision, maintenance or repair of utilities, accessory uses, buildings and structures, and one accessory residential unit.”

2.29 Subsection 5.14(1) is amended by inserting the following new article as Article 5.14(1)(f) “Accessory residential unit.”

2.30 Section 5.14 is amended by inserting the following new subsection as Subsection 5.14 (2.1) that reads:
“(2.1) One accessory residential unit per lot.”

2.31 Subsection 5.14 (4) is amended by inserting “or accessory residential unit” so that it reads:
“(4) The maximum height for any principal building or structure, or accessory residential unit, is 9 metres (29.5 feet).”

2.32 Subsection 5.14(7) is amended by inserting “and one accessory residential unit” to Site Specific Regulation (1) for Site-Specific Zone S1(a) so that it reads:
“(1) Despite 5.14(1), the only uses permitted in this location are clubs, halls and recreation facilities, and one accessory residential unit.”

2.33 Section 8.11 is amended by deleting Subsection 8.11(1) – 8.11(7) and inserting the following Subsections 8.11(1) – 8.11(13) so that it reads:

“(1) Where potable water is proposed to be supplied to lots in a subdivision by an established community water system, the applicant for subdivision must provide written confirmation from the community water system that it is able to supply potable water for the permitted principal use and density to each lot.

(2) Where potable water is proposed to be supplied to lots in a subdivision by creating a community water system, the applicant for subdivision must provide proof of all authorizations required under the Drinking Water Protection Act, the Water Utility Act or any other enactment pertaining to water supply systems.

(3) Where potable water is proposed to be supplied to lots in a subdivision from a stream, the applicant for subdivision must provide proof of authorization in the form of a water licence confirming that the total volume of water granted to the licence holder is able to supply potable water for domestic uses at the volume specified in Table 1 to each lot.

(4) Where potable water is proposed to be supplied to lots in a subdivision by drilled wells the applicant for subdivision must provide written certification under seal of a hydrogeologist that:

(a) each well has been constructed in accordance with the Groundwater Protection Regulation;

(b) each well has been constructed in accordance with Subsections 8.11(6), 8.11(7) and 8.11(8);

(c) each well has sufficient available groundwater to provide the daily required volume of potable water for the permitted domestic uses on each lot in accordance with Table 1;

- (d) each well for which a water licence has not been issued has sufficient available groundwater volume for all permitted non-domestic, non-agricultural, non-park, non-conservation area principal uses for each lot at the permitted density of use; and
- (e) includes recommendations for mitigation measures, if applicable, to ensure long-term sustainable yield of the drilled well.

TABLE 1 DOMESTIC POTABLE WATER SUPPLY STANDARDS FOR SUBDIVISION	
USE	VOLUME (litres per day)
<i>Per lot (including one dwelling)</i>	2000
<i>Each additional permitted dwelling and cottage per lot</i>	2000

- (5) Where the potable water is proposed to be supplied to lots in a subdivision by drilled wells, for any well where a water licence has not been issued the applicant for subdivision must also provide written certification under seal of a hydrogeologist:
- (a) results of a water quality analysis, completed by an accredited laboratory;
 - (b) plan of the proposed subdivision indicating the location where each water sample was taken;
 - (c) a statement that the water samples upon which the water quality analysis was performed were unadulterated samples taken from the locations indicated on the plan;
 - (d) confirmation, based on the accredited laboratory water quality analysis, that each proposed water supply source is potable, or can be made potable, with a treatment system; and
 - (e) confirmation, based on the accredited laboratory water quality analysis of chloride concentrations, that each drilled well is not likely to be affected by the intrusion of saline groundwater or sea water in accordance with the Province of British Columbia guidance documents.
- (6) Where a water license has not been issued and where potable water is proposed to be supplied to lots in a subdivision by a drilled well, a pumping test shall be carried out on each well in a proposed subdivision by:
- (a) pumping groundwater, at a constant rate, for a minimum period of 12 hours; and
 - (b) withdrawing the total daily required volume specified in Subsection 8.11(4) over a maximum period of 24 hours; and
 - (c) monitoring groundwater levels continuously during the pumping test and during the recovery period.
- (7) Where potable water is to be supplied by a drilled well a sounding tube or wellhead port must be installed to enable the insertion of water level monitoring equipment.
- (8) Drilled wells used for the purposes of subdivision must not be located within 50 metres of the natural boundary of the sea.
- (9) If the daily required volume of potable water cannot be supplied in accordance with Subsection 8.11(1) or if the certification in Articles 8.11(4)(c) and 8.11(4)(d) cannot be made, the Approving Officer may nonetheless approve the subdivision provided that the

applicant grants a s.219 covenant to the Mayne Island Local Trust Committee and the Capital Regional District that restricts the development of the subdivision to the uses or density of the uses for which a certification has been made under Subsections 8.11(1) or 8.11(4).

(10) Where the certification under Article 8.11(5)(d) states that a water supply is not potable but can be made potable with a treatment system, the Approving Officer may approve subdivision provided that the applicant grants a s. 219 covenant under the Land Title Act to the Mayne Island Local Trust Committee and the Capital Regional District that requires on-going treatment of the water to potable water standards recommended by a hydrogeologist.

(11) For the purposes of subdivision, drilled wells impacted by seawater intrusion or whose operation is likely to cause seawater intrusion are not permitted sources of potable water.

(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.

(13) The requirements of Subsections 8.11(1) through 8.11(8) do not apply where the proposed subdivision is a boundary adjustment that does not result in an increase in the number of lots or permitted dwelling units, provided that all lots in the subdivision are currently serviced by existing wells, community water system connection or water licence.”

2.34 Schedule D is rescinded.

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

Attachment 4 – Zone Regulation for a Small Unit Housing Community

x.x Small Unit Residential (SUR)

The purpose of the small unit residential zone is to provide regulations for clusters of small dwellings with shared services and amenities, including tiny home communities.

Permitted Uses

- (1) The following uses are permitted, subject to the regulations set out in this Section and the general regulations, and all other uses are prohibited:
 - (a) Residential;
 - (b) Tiny Homes on Wheels;
 - (b) Accessory uses, buildings and structures, including but not limited to home occupations.

Density

- (2) A maximum of 10 Dwelling Units or Tiny Homes on Wheels is permitted per lot.
- (3) Maximum of one accessory office building and one accessory common building is permitted per lot.
- (4) One accessory building is permitted per Dwelling Unit or Tiny Home on Wheels.
- (5) The maximum lot coverage is 20%.

Siting and Size

- (6) The minimum setback for any building or structure, except a fence or pumphouse, shall be:
 - (a) 7.6 metres from any front or rear lot line;
 - (b) 3 metres from any interior side lot line;
 - (c) 4.5 metres from any exterior side lot line.
- (7) The maximum floor area of any Dwelling Unit or Tiny Home on Wheels is 50m²
- (8) The maximum combined floor area of all Dwelling units and Tiny Homes on Wheels per lot is:
 - (a) On lots having an area less than 0.6 ha (1.5 acres) hectares 232 m² (2500 square feet).

- (b) On lots having an area of 0.6 ha (1.5 acres) or greater, and not exceeding 1.2 hectares (3 acres), 325 m² (3500 square feet).
- (c) On lots having an area of 1.2 ha (3 acres) or greater 436 m² (4750 square feet).
- (9) The maximum floor area of any building accessory to a Dwelling Unit or Tiny Home on Wheels is XX m²
- (10) The maximum floor area of an office building is XX m².
- (11) The maximum floor area of a common building is XXX m².

Conditions of Use

- (12) All Dwelling Units and Tiny Homes on Wheels shall be connected to a community water system and a community wastewater system.

Subdivision Lot Area Requirements (*minimum and average lot areas*)

- (13) No lot having an area less than X hectares shall be created by subdivision in the CR zone.

Site-Specific Regulations

- (14) 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 refer to the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

Table x.x			
	1	2	3
	Site-Specific Zone	Location Description	Site Specific Regulations
1	CR1(a)	<i>Legal description</i>	<i>(e.g.) Despite x.x(2) above, the maximum number of Dwelling Units and Tiny Homes on Wheels is XX.</i>

New Definition:

“Tiny Home on Wheels” means a small, transportable, permanent dwelling built on a trailer chassis that is designed and intended to be moved from time to time, is not affixed to a permanent foundation, and meets a minimum CSA standard Z240MH or equivalent, or is constructed to the BC Building Code.

Attachment 5 - Draft Maximum Floor area provisions

(SR, RR1, RR2, MBRC, R, UP, AG zones)

Siting and Size

(7) The maximum floor area for a cottage is:

(a) 93 square metres (1001 square feet).

(7.1) The maximum floor area for a dwelling unit is:

(a) 232 m² (2500 square feet) on lots having an area less than 0.6 ha (1.5 acres) hectares;

(b) 325m² (3500 square feet) on lots having an area of 0.6 ha (1.5 acres) or greater and not exceeding 1.2 hectares (3 acres);

(c) 436 m² (4750 square feet) on lots having an area of 1.2 ha (3 acres) or greater.

(8) The minimum setback for any building or structure is:

(a) 8 metres (26 feet) from any front or rear lot line;

(b) 3 metres (10 feet) from any interior side lot line;

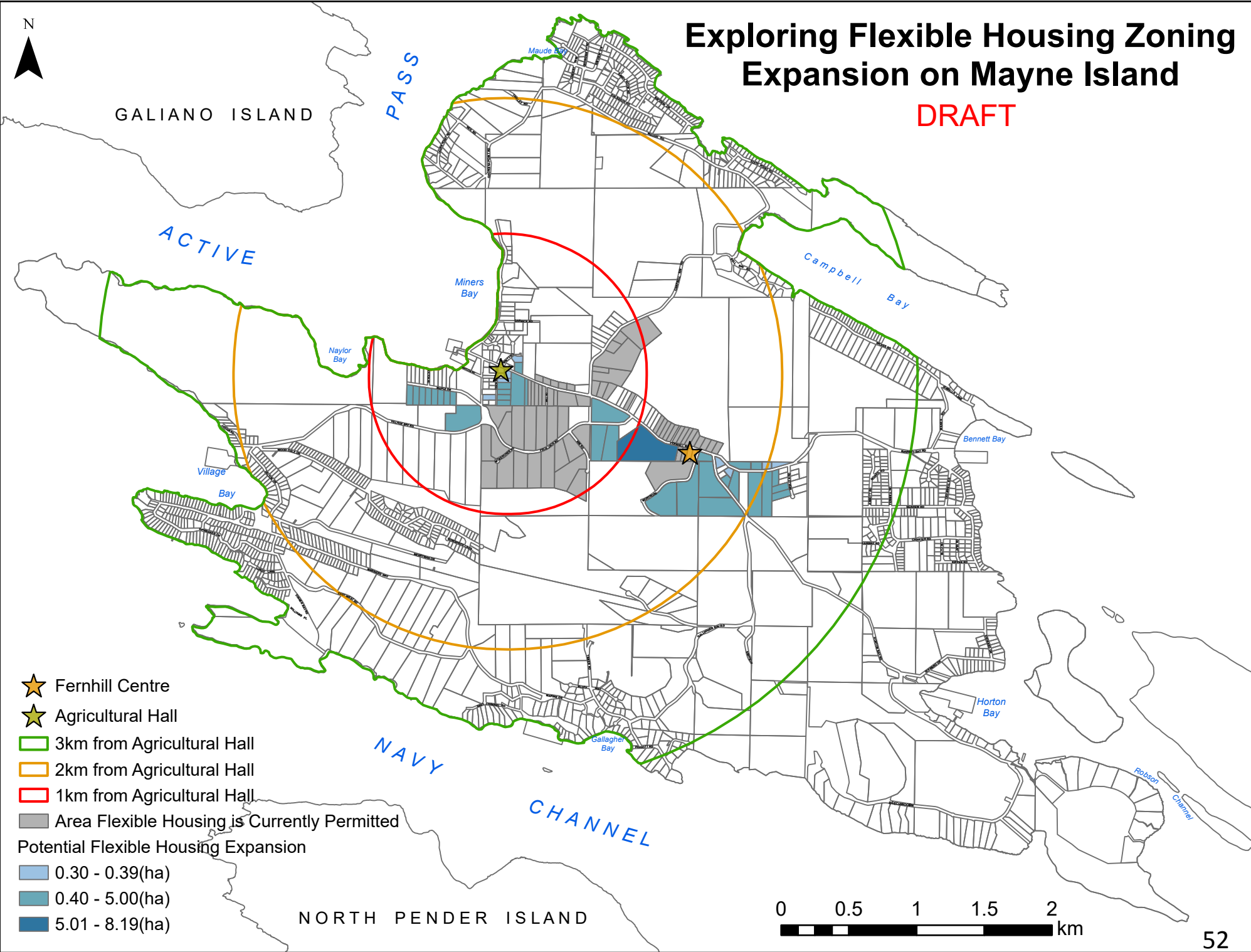
(c) 4.5 metres (15 feet) from any exterior side lot line.

(9) The maximum height for any dwelling unit or cottage is 9 metres (29.5 feet).

(10) The maximum height for any accessory building or structure is 5 metres (16.5 feet).

Exploring Flexible Housing Zoning Expansion on Mayne Island

DRAFT



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



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
5. <i>Protection of Heritage Structures</i>	Responsible	Date Received
	Narissa Chadwick	28-Apr-2025



Mayne Local Trust Committee Open Applications Report

Print Date: July 16, 2025

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 Review	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 Review	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	
Bruce Belcher		Under Review	Generate Complete Application Letter	

Islands Trust
 LTC EXP SUMMARY REPORT F2026
 Invoices posted to Month ending May 2025

645 Mayne	Invoices posted to Month ending May 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,070.00	440.25	629.75
65210-645	LTC - Local Exp - APC Meeting Expenses	210.00	0.00	210.00
65220-645	LTC - Local Exp - Communications	1,100.00	140.00	960.00
TOTAL LTC Local Expense		<u>2,380.00</u>	<u>580.25</u>	<u>1,799.75</u>
Projects				
73001-645-4100	Mayne Island Housing	8,000.00	0.00	8,000.00
TOTAL Project Expenses		<u>8,000.00</u>	<u>0.00</u>	<u>8,000.00</u>



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.



Mayne Island

Resolution Number	Action	Date
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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



Mayne Island

Resolution Number	Action	Date
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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



HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MAY 27TH, 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. ORGANIZATION UPDATES/TEAM

- The ITC A/Manager provided a verbal staffing update and identified the various staffing changes at Islands Trust Conservancy.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board approved the Audited Financial Statements for the 2024/25 fiscal year, and referred the statements to Islands Trust Council for information.
- The ITC Board approved text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.
- The ITC Board requested staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Development Variance Permit Application PLDVP20250029. The ITC Board recommended that the Salt Spring Island Local Trust Committee ensure that affected First Nations have been asked to comment on this proposed dock expansion.
- The ITC Board requested staff to notify the Galiano Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw 291.
- The ITC Board requested staff to prepare an Islands Trust Conservancy 2026/27 budget request.
- Chair Gauvreau provided an update from the joint Executive Committee – Islands Trust Conservancy Board meeting.
- The ITC Strategic Fund Development Specialist provided a briefing on the Victoria Foundation's notification of an administration fee increase, relevant to the Ruby Alton Property Endowment Fund held with the Victoria Foundation.
- The ITC Board received a copy of the letter regarding the MOU between Islands Trust Council and the W̱SÁNEĆ Leadership Council Society for information. The ITC Board requested staff to cooperate with Tsartlip First Nation and Tseycum First Nation, via the W̱SÁNEĆ Leadership Council Society, to develop an agreement for Islands Trust Conservancy Board's consideration.
- Trustee Elliott provided a verbal Executive Committee update and highlighted that direction was given to proceed with two professional development workshops on addressing Indigenous-specific racism, and that the Policy Statement Amendment Project is ongoing with a town hall and final revisions expected in late July.
- Trustee Yates provided a verbal Trust Council update and highlighted that the next Trust Council is scheduled from June 17-19th, 2025 on Salt Spring Island and will include an ITC 35th anniversary celebration.



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

- Trustee Yates provided a verbal Financial Planning Committee update and highlighted that there was no report from the last meeting and that she will support the proposed ITC budget items going to the committee.
- Chair Gauvreau provided a verbal Governance Committee update and advised that the next meeting is August 10th, 2025.
- Chair Gauvreau provided a verbal update on the proposed Conservation Fund Working Group. Discussion ensued on appointing an ITC Board member to the working group.
- Trustee Elliott provided a verbal update on the Bowen Island Municipality – Executive Committee meeting on April 30th, 2025 and highlighted topics of note including the 2025 Strategic Plan, an update on the Official Community Plan, and improvements to BC Ferries service to island communities.

3. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board approved the request from the Ministry of Water, Lands, and Resource Stewardship to upgrade Provincial Groundwater Observation Well 197, in S’ul-hween X’pey (Elder Cedar) Nature Reserve, with a new well box and the addition of equipment for satellite telemetry.
- The ITC Board requested staff to begin negotiations for a Well Access Agreement with the Ministry of Water, Lands, and Resource Stewardship and the two covenant holders Gabriola Land & Trails Trust and Nanaimo & Area Land Trust.

4. COMMUNICATIONS AND OUTREACH

- The ITC Board discussed the letter from Minister Kahlon to Trust Council Chair Patrick regarding the Islands Trust review.
- The ITC Board received the ITC Board Chair letter to Minister Kahlon regarding the ITC Five-Year Plan requirement for information.
- The ITC Communications Specialist provided a verbal update on Islands Trust Conservancy’s 35th anniversary and highlighted the newly launched Islands Trust Conservancy blog, *the Journal*.

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

Visit the Islands Trust Conservancy Journal: <https://islandstrust.bc.ca/conservancy/the-journal/>

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



REQUEST FOR DECISION

To: Mayne Island Local Trust Committee **For the Meeting of:** July 28, 2025

From: David Marlor, Director, Legislative and Information Services **Date Prepared:** July 7, 2025

SUBJECT: Trust Council Bylaw No. 197 - Local Trust Committee Meeting Procedures Bylaw

RECOMMENDATION:

1. That the Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025”, First Reading.
2. That the Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025”, Second Reading.
3. That the Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025”, Third Reading.
4. That the Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025” to the Islands Trust Executive Committee for consideration of approval.

DIRECTOR COMMENTS:

1 **PURPOSE:**

To rescind the Mayne Island Local Trust Committee Meeting Procedure Bylaw No. 188.

2 **BACKGROUND:**

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the *Islands Trust Act*.

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council Bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under

Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 22 to 44 in the Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council Bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council Bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

Under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict. As Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

FINANCIAL:

There is no direct financial implication.

POLICY:

There are no policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Islands Trust website has been updated to link the Trust Council Local Trust Committee Meeting Procedures Bylaw to each local trust committee's list of administrative bylaws.

FIRST NATIONS RELATIONS:

There are no implications for First Nations relations.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)

5 ATTACHMENT(S):

- Draft Bylaw No. 198 Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw

RESPONSE OPTIONS

Recommendation:

1. That the Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025”, First Reading.
2. That the Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025”, Second Reading.
3. That the Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025”, Third Reading.
4. That the Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025” to the Islands Trust Executive Committee for consideration of approval.

Alternative:

As requested by the Mayne Island Local Trust Committee.

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Robert Kojima, Regional Planning Manager - July 14, 2025

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 198

A Bylaw to repeal the "Mayne Island Local Trust Committee Meeting Procedure Bylaw No. 188, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Mayne Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025".
2. "Mayne Island Local Trust Committee Meeting Procedure Bylaw No. 188, 2022", is hereby repealed.

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

DEPUTY SECRETARY



REQUEST FOR DECISION

To: Mayne Island Local Trust
Committee

For the Meeting of: July 28, 2025

From: David Marlor, Director,
Legislative and
Information Services

Date Prepared: July 7, 2025

SUBJECT: Public Notification Bylaw No. 199

RECOMMENDATION:

1. That the Mayne Island Local Trust Committee give Bylaw No. 199, cited as “Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025”, First Reading.
2. That the Mayne Island Local Trust Committee give Bylaw No. 199, cited as “Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025”, Second Reading.
3. That the Mayne Island Local Trust Committee give Bylaw No. 199, cited as “Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025”, Third Reading.
4. That the Mayne Island Local Trust Committee give Bylaw No. 199, cited as “Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025” to the Islands Trust Executive Committee for consideration of approval.

DIRECTOR COMMENTS:

The recommendations are consistent with the model public notice bylaw policy adopted by Trust Council in June 2025.

1 PURPOSE:

The purpose of this Request for Decision is to provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

2 BACKGROUND:

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a

Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter*.

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

FINANCIAL:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

POLICY:

There are no policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

FIRST NATIONS RELATIONS:

There are no First Nations relations implications.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- [Section 94 and Section 94.2 of the Community Charter](#)
- [Community Charter Public Notice Regulation](#)
- [Trust Council Policy 4.1.16 Model Public Notice Bylaw](#)

5 ATTACHMENT(S):

- Draft Bylaw No. 199 Mayne Island Local Trust Committee Public Notification Bylaw.

RESPONSE OPTIONS

Recommendation:

1. That the Mayne Island Local Trust Committee give Bylaw No. 199, cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025", First Reading.
2. That the Mayne Island Local Trust Committee give Bylaw No. 199, cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025", Second Reading.
3. That the Mayne Island Local Trust Committee give Bylaw No. 199, cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025", Third Reading.
4. That the Mayne Island Local Trust Committee give Bylaw No. 199, cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025" to the Islands Trust Executive Committee for consideration of approval.

Alternative:

As directed by the Mayne Island Local Trust Committee.

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Robert Kojima, Regional Planning Manager – July 14, 2025

DRAFT

MAYNE ISLAND LOCAL TRUST COMMITTEE PUBLIC NOTIFICATION BYLAW BYLAW NO. 199

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the Mayne Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Mayne Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE, the Mayne Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025".
2. The means of publication for public notice requirements under the Community Charter, *Local Government Act*, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) electronically by posting the notice on Islands Trust's social media platform.

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

DEPUTY SECRETARY