



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: April 27, 2026
Time: 1:00 pm
Location: Mayne Island Church House
360 Georgina Point Road, Mayne Island, BC

	Pages
1. CALL TO ORDER	1:00 PM - 1:00 PM
<i>“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”</i>	
2. TERRITORIAL ACKNOWLEDGEMENT	1:00 PM - 1:05 PM
3. APPROVAL OF AGENDA	1:05 PM - 1:10 PM
4. PUBLIC PARTICIPATION PERIOD	1:10 PM - 1:25 PM
5. COMMUNITY INFORMATION MEETING - None	
6. PUBLIC HEARING - None	
7. MINUTES	1:25 PM - 1:35 PM
7.1 Local Trust Committee Minutes Dated February 23, 2026 (for Adoption)	4 - 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 April 2026	9 - 10
9. DELEGATIONS	
10. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
11. APPLICATIONS AND REFERRALS	1:35 PM - 2:45 PM

11.1	North Pender Island Local Trust Committee Referral for Draft Bylaws 236 and 237 (for Response) (attached)	11 - 14
11.2	North Pender Island Local Trust Committee Referral for Draft Bylaw No. 242 (for Response) (attached)	15 - 18
11.3	Galiano Island Local Trust Committee Referral for Draft Bylaw No. 300 (for Response) (attached)	19 - 22
11.4	MA-PL-RZ-2025-0305 (BC Ferries) – Draft Bylaw No. 200 - Staff Report (attached)	23 - 35
11.5	MA-PL-TUP-2026-0060 (Cranna) - Staff Report (attached)	36 - 55
11.6	MA-PL-TUP-2026-0124 (Baker and Costello) - Staff Report (attached)	56 - 72
12.	LOCAL TRUST COMMITTEE PROJECTS	
13.	REPORTS	2:45 PM - 3:00 PM
13.1	Work Program Reports (attached)	
13.1.1	<u>Active Projects Report Dated April 2026</u>	73 - 73
13.1.2	<u>Future Project List Report Dated April 2026</u>	74 - 74
13.2	Applications Report Dated April 2026 (attached)	75 - 77
13.3	Trustee and Local Expense Report Dated Feb 2026 (attached)	78 - 78
13.4	Adopted Policies and Standing Resolutions (attached)	79 - 82
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 Feb 2026	83 - 83
14.	NEW BUSINESS	3:00 PM - 3:10 PM
14.1	2025/26 Annual Report - Request for Decision (attached)	84 - 86
15.	UPCOMING MEETINGS	
15.1	Next Regular Meeting Scheduled for June 29, 2026 at the Mayne Island Agricultural Hall, Mayne Island	
16.	PUBLIC PARTICIPATION PERIOD	3:10 PM - 3:25 PM
17.	CLOSED MEETING - None	

18. ADJOURNMENT

3:25 PM - 3:25 PM

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

Date: February 23, 2026
Location: Electronic Meeting, and a physical location to view the livestream of the meeting: Islands Trust Victoria Office
200-1627 Fort Street Victoria BC V8R 1H8

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

Staff Present: Narissa Chadwick, Island Planner
Bruce Belcher, Planner 2
Carly Bilney, Recorder

Others Present: There were three members of the public present online.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 1:00 p.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. TOWN HALL AND QUESTIONS

The Chair invited members of the public to speak and no comments were made.

5. COMMUNITY INFORMATION MEETING – None

6. PUBLIC HEARING – None

7. MINUTES

7.1 Local Trust Committee Minutes Dated January 26, 2026 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of January 26, 2026 were adopted.

7.2 Local Trust Committee Record of Public Hearing Dated January 26, 2026 (for Receipt)

Received for information.

7.3 Section 26 Resolutions-without-meeting Report Dated Feb 2026

Received for information.

7.4 Advisory Planning Commission Minutes – None

8. BUSINESS ARISING FROM THE MINUTES

8.1 Follow-up Action List Dated Feb 2026

Received for information.

9. DELEGATIONS

10. CORRESPONDENCE

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

11. APPLICATIONS AND REFERRALS

11.1 MA-PL-DVP-2025-0478 (Loubardeas) – Staff Report

Planner Belcher reviewed the report, and a Trustee commented that the application is straightforward.

MA-2026-021

It was Moved and Seconded,

that Mayne Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2025-0478.

CARRIED

In response to a question from a Trustee, the Planner noted there is a set time that work needs to commence in order for a permit to be valid, but it does not need to be completed.

11.2 MA-PL-TUP-2026-0035 (Zimmerman) – Staff Report

Planner Belcher reviewed the report. Discussion ensued, and the following comments were made:

- A Trustee commented that the application is straightforward
- A Trustee commented that the operators received positive feedback for events they have hosted in the past
- A Trustee described the proposed events as a community asset that can provide positive economic spinoffs for the community
- A Trustee expressed support for the applicant’s intention to work with Island Health and bring water onsite for events
- A Trustee thanked the Planner for the amount of detail in the report

MA-2026-022

It was Moved and Seconded,

that Mayne Island Local Trust Committee approves issuance of Temporary Use Permit PL-TUP-2026-0035 for a period of three (3) years.

CARRIED

11.3 MA-RZ-2023.2 (CRD) - Proposed Bylaws 194 and 195 – Consideration of Adoption – Staff Report

Island Planner Chadwick reviewed the report and noted the application has been approved by the Ministry. A Trustee commented that the community is anxious to see facilities (parking and washrooms) in place as soon as possible.

MA-2026-023

It was Moved and Seconded,

that Mayne Island Local Trust Committee Bylaw 194 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024” be adopted.

CARRIED

MA-2026-024

It was Moved and Seconded,

that Mayne Island Local Trust Committee Bylaw 195 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” be adopted.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated Feb 2026

Received for information.

13.1.2 Future Project List Report Dated Feb 2026

Received for information.

The Chair asked for clarification on Item three (3) (First Nation Reserve land access to water and power), and a Trustee noted that earlier discussions highlighted a lack of facilities for the reserve land. The Trustee suggested the Local Trust Committee be aware of opportunities to provide access to power and water for the reserve land.

A Trustee suggested Items one (1) and two (2) (Foreshore Education and Marine zoning, and Groundwater and Cistern Implementation) need to remain on the list for a few small projects, and that community information and consultation will be required.

Discussion ensued about work undertaken by the Regional Planning Team to establish criteria to vet minor projects to ensure they will have adequate resources and staff availability. Island Planner Chadwick explained that a number of projects moving forward at the regional planning level involve creating templates with guidelines and methodologies that can be applied across projects.

A Trustee commented that the Trust Council has asked for the allocation of resources to be included in consideration of projects to ensure they are completed within a reasonable timeframe.

13.2 Applications Report Dated Feb 2026

Received for information. In response to a question from a Trustee about Application PLDVP20240072 (Girouard), Planner Belcher noted staff is working to compile all information and is currently waiting on an updated survey to bring back to the Local Trust Committee for review.

13.3 Trustee and Local Expense Report Dated Dec 2025

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information. A Trustee suggested that not taking action on items in Standing Resolution 2022-022 is disrespectful, and that they would be better captured as relationship building initiatives managed by Trust Area Services rather than Local Trust Committees. A Trustee noted discussion on the topic will continue.

13.5 Local Trust Committee Webpage

13.6 Chair's Report

Chair Elliott made the following comments:

- Outlined items on the agenda of the upcoming Executive Committee Meeting
- Outlined items on the agenda for the upcoming Trust Council meeting at the Khowutzun Heritage Centre
- Attended a meeting of the Regional Planning Committee where representatives of the Islands Trust Conservancy discussed integrating biological information into land use decisions
- Attended meetings of the Financial Planning Committee and the Committee of the Whole, and described measures taken to reduce expenses (such as cutting optional programs like stewardship education webinars)

13.7 Trustee Report

Trustee Dodds made the following comments:

- Attended Committee of the Whole where a lot of hard decisions were made about how to reduce expenses

- Commented that Trust Council will have a difficult decision to make about the budget

Trustee Maude made the following comments:

- Suggested the budget has been particularly complicated mainly because of external influences, and that discussion of the budget at the next Trust Council meeting will be challenging
- Commented on how local Trustees do not have direct involvement with bylaw enforcement issues, and that bylaw enforcement is handled differently within the Islands Trust than it is in other jurisdictions

13.8 Electoral Area Director's Report – None

13.9 Islands Trust Conservancy Report – None

14. NEW BUSINESS

14.1 Short Term Rental Accommodation – Principal Residence Opt-In – Briefing

A Trustee commented that short-term vacation rentals have been kept to a reasonable number on Mayne Island.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for April 27, 2026 at the Meeting House at St. Mary Magdalene, Mayne Island

The meeting has been moved to the Meeting House at St. Mary Magdalene 360 Georgina Point Road. A Trustee suggested that if the agenda is relatively light, an online meeting should be considered instead of an in-person one.

16. TOWN HALL

The Chair invited members of the public to speak and no comments were made.

17. CLOSED MEETING – None

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:07 p.m.

Tobi Elliott, Chair

Certified Correct:

Carly Bilney, Recorder

Follow Up Action Report

Mayne Island

26-Jan-2026

Progress	Activity	Responsibility	Dates	Status
0%	<p>1 11.1 MA-PL-RZ-2025-0305 (BC Ferries) - Staff to give notice of First Reading for BL 200 in accordance with s. 467 of the Local Government Act</p>	<p>Bruce Belcher Jas Chonk</p>	<p>Target: 27-Apr-2026</p>	<p>Completed</p>
75%	<p>2 12.1 Mayne Island Housing Project - BL 196 and BL197 amended and given second and third reading.</p> <ul style="list-style-type: none"> - Staff to make approved amendments to BL 196 and 197, BL 196 Section 4 and 8, BL 197 Section 3.15. (DONE) - Staff to forward amended BL 196 to Executive Committee for approval - Feb 25 EC mtg (DONE) - Staff to forward amended BL 196 to the Ministry of Municipal Affairs for approval (DONE) - Staff to forward amended BL 197 to Executive Committee for approval - Feb 25 EC mtg (DONE) 	<p>Bruce Belcher Jas Chonk Narissa Chadwick</p>	<p>Target: 23-Feb-2026</p>	<p>Completed</p>

Follow Up Action Report

Mayne Island

23-Feb-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 7.1 Jan 26, 2026 Meeting minutes adopted as presented	Emily Bryant	Target: 09-Mar-2026	Completed
0%	2 11.1 MA-PL-DVP-2025-0478 (Loubardeas) - approved as presented - staff to issue permit and close file	Bruce Belcher Jas Chonk	Target: 09-Mar-2026	Completed
0%	3 11.2 MA-PL-TUP-2026-0035 (Zimmerman) - approved as presented - staff to issue permit, document any monitoring requirements and close file.	Bruce Belcher Jas Chonk	Target: 09-Mar-2026	Completed
0%	4 11.3 MA-RZ-2023.2 (CRD) - Proposed Bylaws 194 and 195 adopted, staff to complete bylaw amendment process and close file.	Jas Chonk Narissa Chadwick	Target: 09-Mar-2026	Completed
0%	5 15.1 April 27th meeting location changed to at St. Mary Magdalene Church, staff to update the location of the meeting on the website, calendar, event page, etc.	Emily Bryant	Target: 16-Mar-2026	Completed



MEMORANDUM

DATE OF MEETING: April 27, 2026 File No.: NP-BLs-236-237
NP-RZ-2024.1 (Grimmer)
 TO: Mayne Island Local Trust Committee
 FROM: Jas Chonk, Legislative Clerk, Southern Team
 SUBJECT: Referral: Draft Bylaws 236 and 237

PURPOSE

The North Pender Island Local Trust Committee has referred Draft Bylaw No. 236 (cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2024”) and Draft Bylaw No. 237 (cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2024”) to the Mayne Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the North Pender Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

NEXT STEPS

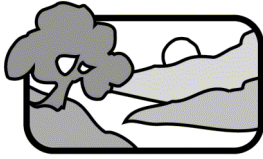
The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Mayne Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 236 and 237.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Mayne Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaws 236 and 237 proceed for the following reasons:
 - *[list reasons] ...*
3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Mayne Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaws 236 and 237 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
4. **If the LTC wishes to recommend not proceeding with the bylaw:**
That the Mayne Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaws 236 and 237 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	February 27, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

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

Island: North Pender Island Local Trust Area Bylaw No.: 236/237 Date: February 23, 2026

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

APPLICANTS NAME / ADDRESS:

Aaron Grimmer, 4415 Bedwell Harbour Road, Pender Island, BC

PURPOSE OF BYLAW:

If adopted, draft Bylaw No. 236 and No. 237 would result in the following uses to be permitted on a portion of the lot through a land use designation change from Rural to Industrial, and a site specific zoning change from Rural (R) to General Industrial (g), or GI(g):

- a) Contractor Yard;
- b) Concrete production facility; and,
- c) Accessory buildings and structures

Concrete production facility is defined in the amending draft bylaw to mean *"the use of the site, buildings and structures for the production, storage and handling of concrete products and associated materials including the handling, treatment and storage of waste materials"*.

Professional reports and staff reports are available on the North Pender Island application webpage: <https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Lot 1, Section 18, Pender Island, Cowichan District, Plan VIP59806

SIZE OF PROPERTY AFFECTED:

6ha

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural and Industrial

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

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

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner

Contact Info Tel: 250-405-5194

Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Min. of Transportation & Transit – via portal
Min. of Water, Land and Resource Stewardship - Ecosystems
Branch

Non-Agency Referrals

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Environmental Resource
Management
Island Health
Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

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

First Nations

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

North Pender Island Local Trust Area

(Island)

236/237

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



MEMORANDUM

DATE OF MEETING: April 27, 2026
 TO: Mayne Island Local Trust Committee
 FROM: Jas Chonk, Legislative Clerk, Southern Team
 SUBJECT: Referral: Draft Bylaw No. 242

File No.: NP-BL-242
 PLRZ20240110 (Bigham)

PURPOSE

The North Pender Island Local Trust Committee has referred Draft Bylaw No. 242 (cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 2, 2025”) to the Mayne Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the North Pender Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

NEXT STEPS

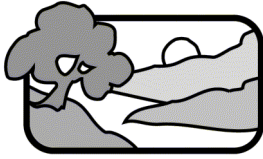
The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Mayne Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaw No. 242.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Mayne Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaw No. 242 proceed for the following reasons:
 - *[list reasons] ...*
3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Mayne Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaw No. 242 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
4. **If the LTC wishes to recommend not proceeding with the bylaw:**
That the Mayne Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaw No. 242 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	February 27, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

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

Island: North Pender Island Local Trust Area Bylaw No.: 242 Date: February 20, 2026

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

APPLICANTS NAME / ADDRESS:

Braedon Bigham, 3334 Port Washington Road, Pender Island, BC

PURPOSE OF BYLAW:

If adopted, draft Bylaw No. 242 would result in the following uses to be permitted through a site specific zoning amendment in the portion of the subject lot designated as Industrial:

- a) Contractor Yard;
- b) Storage, handling and wholesale of aggregates, soils and mulches up to a maximum of 460 cubic metres;
- c) Storage of empty propane tanks up to a maximum of 5 tanks;
- d) Storage of diesel fuel up to a maximum of 10,000 litres; and,
- e) Accessory buildings and structures.

The 'Schedule 1 Zoning Map' of the LUB would also be amended to change the zoning classification of a portion of the lot from Rural to General Industrial h (GI(h)), as shown on Plan No. 1 attached to draft Bylaw No. 242.

Professional reports and staff reports are available on the North Pender Island application webpage: <https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Lot 7, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294

SIZE OF PROPERTY AFFECTED:

6.08 ha

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural and Industrial

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

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

BSmith

(Signature)

Name:

Brad Smith

Title:

Island Planner

Contact Info

Tel: 250-405-5194

Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Min. of Transportation & Transit – via portal
Min. of Water, Land and Resource Stewardship - Ecosystems
Branch

Non-Agency Referrals

Islands Trust Conservancy
Pender Island Conservancy

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Environmental Resource
Management
Island Health
Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

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

First Nations

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below

- Approval Recommended Subject to Conditions Outlined Below

- Interests Unaffected by Bylaw

- Approval Not Recommended Due to Reason Outlined Below

North Pender Island Local Trust Area

(Island)

242

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



MEMORANDUM

DATE OF MEETING: April 27, 2026
 TO: Mayne Island Local Trust Committee
 FROM: Jas Chonk, Legislative Clerk, Southern Team
 SUBJECT: Referral: Draft Bylaw No. 300

File No.: GL-BL-300
(Associated Isl. Project)

PURPOSE

The Galiano Island Local Trust Committee has referred Draft Bylaw No. 300 (cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2026”) to the Mayne Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Galiano Island Current Projects webpage: <https://islandstrust.bc.ca/island-planning/galiano/projects/>

NEXT STEPS

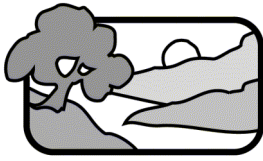
The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Mayne Island Local Trust Committee respond to the Galiano Island Local Trust Committee that interests are unaffected by Draft Bylaw No. 300.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Mayne Island Local Trust Committee recommend to the Galiano Island Local Trust Committee that Draft Bylaw No. 300 proceed for the following reasons:
 - *[list reasons] ...*
3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Mayne Island Local Trust Committee recommend to the Galiano Island Local Trust Committee that Draft Bylaw No. 300 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
4. **If the LTC wishes to recommend not proceeding with the bylaw:**
That the Mayne Island Local Trust Committee recommend to the Galiano Island Local Trust Committee that Draft Bylaw No. 300 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	February 27, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

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

Island: Galiano Island Local Trust Area Bylaw No.: 300 Date: February 23, 2026

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

PROJECT NAME:

Associated Islands Regulations Review Project

PURPOSE OF BYLAW:

The LTC is undertaking a review of the regulations in the Galiano Island Land Use Bylaw (LUB) No. 127 that apply to associated islands and boat access only properties within the Galiano Island Local Trust Area (LTA).

Over the past several years, the Galiano Island Local Trust Committee (LTC) has received feedback from community members and has observed an increase in bylaw enforcement activity. These concerns have highlighted the need to revisit and clarify certain regulations, particularly those related to the placement of solar panels, accessory buildings, and other small structures located within setbacks. The purpose of this project is to ensure that the regulations are clear, balanced, and reflective of the unique circumstances of island and water-access properties, while also protecting the natural environment.

Draft Bylaw No. 300 amends the Galiano Island LUB by creating a new zone specifically for those lots that are boat access only and are currently zoned Small Lot Residential (SLR). These SLR zoned lots will be rezoned to a new zone – Small Island Residential (SIR). The new SIR zone mirrors all uses, density, and siting and size regulations in the SLR zone. The only differences between the SLR and SIR zones are the proposed new exemptions to the setback from the natural boundary of the sea for SIR-zoned lots.

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

GENERAL LOCATION:

Galiano Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

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

(Signature)

Name: Kim Stockdill

Title: Island Planner
Contact Info: Tel: 250-405-5157
Email: kstockdill@islandstrust.bc.ca

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

BC Archaeology Branch

Non-Agency Referrals

Coast Salish Peoples of Galiano Society

Georgeson Family

WSANEC Leadership Council

Regional Agencies

Capital Regional District – Building Inspection

Galiano Island Fire Rescue – North & South

Adjacent Local Trust Committees and Municipalities

Mayne Island Local Trust Committee

Salt Spring Island Local Trust Committee

Thetis Island Local Trust Committee

First Nations

Cowichan Tribes

Halalt First Nation

Lyackson First Nation

Pauquachin First Nation – via portal

Penelakut Tribe – via portal

Semiahmoo First Nation

Snuneymuxw First Nation – via portal

Stz'uminus First Nation

Ts'uubaa-asatx Nation (Lake Cowichan) – via portal

Tsartlip First Nation

Tsawout First Nation – via portal and email

Tsawwassen First Nation

Tseycum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Galiano Island Local Trust Area

(Island)

300

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



DATE OF MEETING: April 27, 2026

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Kim Stockdill, Acting Regional Planning Manager

SUBJECT: BC Ferries Rezoning Application – Proposed Bylaw No. 200
Applicant: Lee Orpen (BC Ferries)
Location: LOT A SECTION 6 MAYNE ISLAND COWICHAN DISTRICT PLAN
VIP75220

RECOMMENDATION

1. That the Mayne Island Local Trust Committee Bylaw No. 200 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025” be read for a first time.
2. That the Mayne Island Local Trust Committee Bylaw No. 200 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025” be read for a second time.
3. That the Mayne Island Local Trust Committee Bylaw No. 200 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025” be read for a third time.
4. That the Mayne Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 200, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025” is not contrary to or at variance with the Islands Trust Policy Statement.
5. That the Mayne Island Local Trust Committee Bylaw No. 200 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

REPORT SUMMARY

The purpose of this staff report is to provide a brief overview of bylaw No. 200 and bring consideration of the first, second, and third reading for the BC Ferries rezoning application for the draft Land Use Bylaw (LUB) amendment bylaw (draft Bylaw No. 200).

BACKGROUND

The application as proposed would amend the Mayne Island Land Use Bylaw No. 146, 2008 (LUB) by rezoning a portion of the foreshore adjacent to the BC Ferries Village Bay ferry terminal from the Water Moorage - W2

zone to the Transportation Service variant a – S3(a) site specific zone permitting shoreline stabilization structures intended to manage and prevent the ongoing erosion of the shoreline bank.

At the January 26, 2026 Local Trust Committee (LTC) meeting, a community information meeting was held and staff presented a report regarding this rezoning to the Mayne LTC. The community information meeting generated no comments or questions from the public. The staff report recommended that the Mayne LTC not hold a public hearing due to the proposed rezoning being consistent with the Mayne Island Official Community Plan Bylaw No. 144, 2007 (OCP):

[https://webfiles.islandstrust.bc.ca/islands/local-trust-areas/mayne/current-applications/MA-PL-RZ-2025-0305%20\(BC%20Ferries\)/1%20-%20Staff%20Reports/PLRZ20250305_2026-01-26_StaffReport.pdf](https://webfiles.islandstrust.bc.ca/islands/local-trust-areas/mayne/current-applications/MA-PL-RZ-2025-0305%20(BC%20Ferries)/1%20-%20Staff%20Reports/PLRZ20250305_2026-01-26_StaffReport.pdf)

The Mayne LTC passed the following motion based on staff’s recommendation:

MA-2026-001

It was MOVED and SECONDED,

that, pursuant to Local Government Act s. 464(2), the Mayne Island Local Trust Committee resolves to not hold a public hearing for Bylaw No. 200, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025” and that staff give notice of First Reading in accordance with s. 467 of the Local Government Act.

CARRIED

Staff sent out the draft bylaw for referral on December 17, 2025 with a deadline to respond within two months (February 17, 2026). To date, staff have received five responses from First Nations mainly deferring to the First Nation(s) whose traditional territory fronts this area. Staff received a response from Ministry of Transportation and Transit citing no objections.

ANALYSIS

Islands Trust Policy Statement

The proposal appears consistent with the following Islands Trust Policy Statement (ITPS) policies:

No.	Directive Policy
3.4	Coastal and Marine Ecosystems
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.
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.
4.5	Coastal Areas and Marine Shorelands

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.
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The full Islands Trust Policy Statement checklist is included as Attachment 2. The LTC should review, and if in agreement, endorse the checklist through a motion (Recommendation No. 4).

Draft Land Use Bylaw

In order to permit the shoreline stabilization structures along the foreshore, an area of 220m² will be rezoned to a site-specific Transportation Service - S3(a) zone (see attached draft Bylaw No. 200). The site-specific regulations for S3(a) only allow shoreline protection infrastructure, and permitted structures exempt from setbacks. The draft LUB amendment is included as Attachment 1.

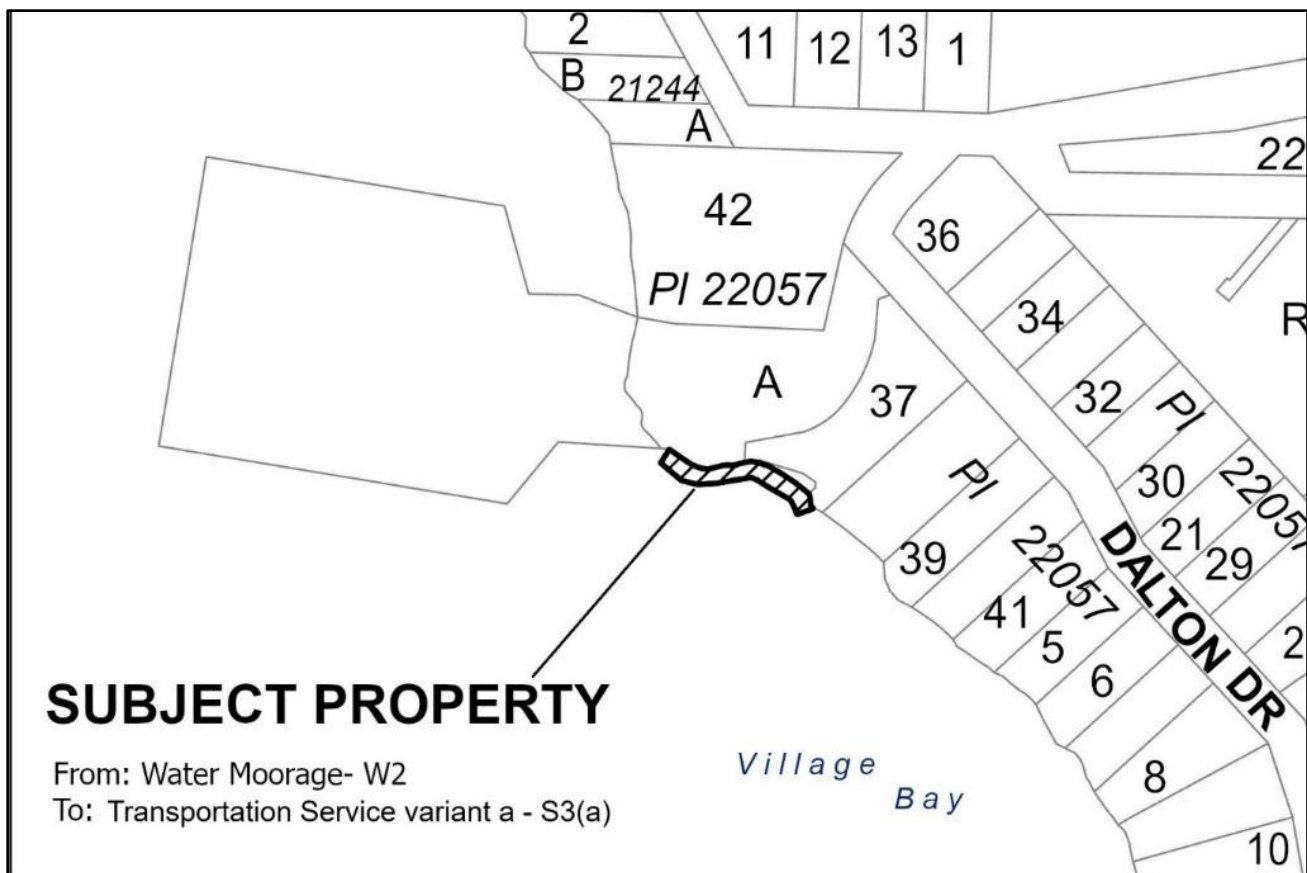


Figure 1 – Draft LUB Map (Bylaw No. 200)

CONSULTATION

Statutory Requirements

The LTC has decided not to hold a public hearing for the application. For consistency with the *Local Government Act* s. 467 the notice to consider First Reading of draft bylaw No. 200 was completed in accordance with the statutory requirements, included with this report as Attachment 3.

Agencies

Staff referred draft bylaw No. 200 to relevant agencies for comment. The following is a summary of responses received to date:

- Transport Canada – Recommended the application be reviewed under the project review tool to determine if there are requirements under the *Canadian Navigable Waters Act*. Applicant has been provided with this information for their review for compliance with Transport Canada requirements.
- Ministry of Transportation and Transit – no objections to the proposed bylaw.
- Galiano Island Local Trust Committee - Interests unaffected by bylaw.
- North Pender Island Local Trust Committee - Interests unaffected by bylaw.
- Saturna Island Local Trust Committee – Interests unaffected by bylaw.
- South Pender Island Local Trust Committee - Interests unaffected by bylaw.
- Salt Spring Island Local Trust Committee - Interests unaffected by bylaw.

Staff referred Bylaw No. 200 to First Nations for comment. The following is a summary of responses received to date:

First Nations

- Pauquachin First Nation – Due to the location, defer to the First Nation whose traditional territory fronts this area.
- Penelakut Tribe – Due to the location, defer to the First Nation whose traditional territory fronts this area.
- Ts'uubaa-asatx Nation (Lake Cowichan) – Due to the location, defer to the First Nation whose traditional territory fronts this area.
- Tsawout First Nation – Due to the nature and location of the project, defer comments to the Tsartlip First Nation.
- Tsawwassen First Nation – No concerns regarding this file at this time.

Rationale for Recommendation

The recommendation on page one (1) is supported as:

- Staff considers that the proposal is not in conflict with the OCP nor is it contrary to or at variance with the Islands Trust Policy Statement.
- No significant concerns have been raised through the bylaw referral process.
- A public hearing is not required as the proposed bylaw is consistent with the OCP.
- Consideration for bylaw adoption will proceed once the bylaw received Executive Committee approval.

ALTERNATIVES

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

1. Request further information

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

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

2. Deny the application

The LTC may deny the application.

That the Mayne Island Local Trust Committee proceed no further with application PL-RZ-2025-0305.

Submitted By:	Bruce Belcher, Planner 2	April 10, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	April 16, 2026

ATTACHMENTS

1. Notice of First Reading
2. Draft LUB Bylaw No. 200
3. Islands Trust Policy Statement Checklist



Islands Trust

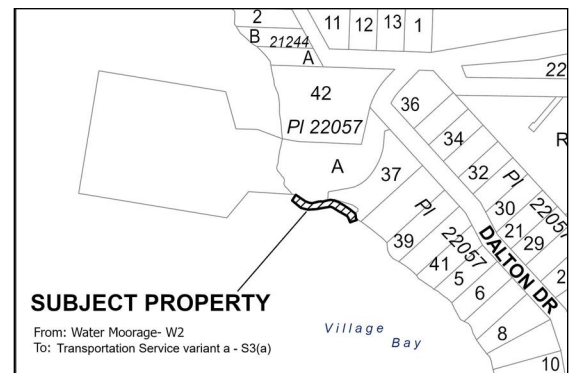
Mayne Island Local Trust Committee
NOTICE OF FIRST READING
Draft Bylaw No. 200
Application: PLRZ20250305 (BC Ferries)

NOTICE is hereby given pursuant to s.467 of the *Local Government Act* that the Mayne Island Local Trust Committee will consider first reading of Draft Bylaw No. 200, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025” at its Regular Business Meeting scheduled at 1:00 p.m., Monday, April 27, 2026, to be held at the St Mary Magdalene Meeting House, 360 Georgina Point Road, Mayne Island.

What is Draft Bylaw No. 200 about?

Draft Bylaw No. 200 will, if adopted, amend the Mayne Island Land Use Bylaw No. 146 (LUB) to re-zone a 220m² area along the foreshore of the BC Ferries Village Bay ferry terminal from the **Water Moorage (W2)** zone to a site-specific **Transportation Service – S3(a)** zone. The site-specific S3(a) zone will permit shoreline protection infrastructure, and permanently legalize the shoreline protection rip-rap which was constructed in 2025 under a Temporary Use Permit (PLTUP20250105), previously approved by the Mayne Island Local Trust Committee.

The property is legally described as Lot A, Section 6, Mayne Island, Cowichan District, Plan VIP75220 and Lot 37, Section 6, Mayne Island, Cowichan District, Plan 22057. The general location of the subject property is shown on the following map:



The Local Trust Committee is not holding a public hearing for this bylaw under the authority granted in Section 464(2) of the *Local Government Act* that states that a local government may decide not to hold a public hearing on a draft bylaw if an Official Community Plan is in effect for the area that is subject to a draft zoning bylaw, and the draft bylaw is consistent with the plan. Draft Bylaw No. 200 is consistent with the Mayne Island Official Community Plan Bylaw No. 144.

How Do I Get More Information?

A copy of the draft bylaw may be viewed at the **Islands Trust Office, 200-1627 Fort Street, Victoria, BC**, or on the Islands Trust [website](#) commencing Monday, April 13, 2026 and ending Friday, April 24, 2026 during regular business hours (8:30 am – 4:30 pm).

Enquiries or Written Comments may be directed to **Bruce Belcher**, Planner by email bbelcher@islandstrust.bc.ca, or phone at 250-405-5179. For toll-free access, request a transfer to the above telephone number via Service BC: in Vancouver at 604-660-2421 and elsewhere in BC at 1-800-663-7867. Written submissions must be received at the Islands Trust Victoria Office via email to vicphsub@islandstrust.bc.ca or Mail or Drop Off: Islands Trust, 200-1627 Fort Street, Victoria, BC, V8R 1H8, no later than 4:30 p.m., Friday, April 24, 2026.

Jas Chonk, Deputy Secretary

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 200

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. 2, 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 5.16 is amended by inserting a new Subsection 5.16 (8) as follows:

“Site Specific Regulations

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

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
S3(a)	Area of the foreshore fronting Lot A, Section 6 Mayne Island, Cowichan District, Plan VIP75220 and Lot 37, Section 6, Mayne Island, Cowichan District, Plan 22057	(1) Despite 5.16(1), the only uses permitted in this location are shoreline protection infrastructure, and permitted structures exempt from setbacks.

2.2 Schedule “B” – Zoning Map, is amended by changing the zoning classification of an area of foreshore fronting Lot A, Section 6 Mayne Island, Cowichan District, Plan VIP75220 and Lot 37, Section 6, Mayne Island, Cowichan District, Plan 22057 from W2 to S3(a) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” to Land Use Bylaw No. 146 as are required to effect this change.

3. SEVERABILITY

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

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

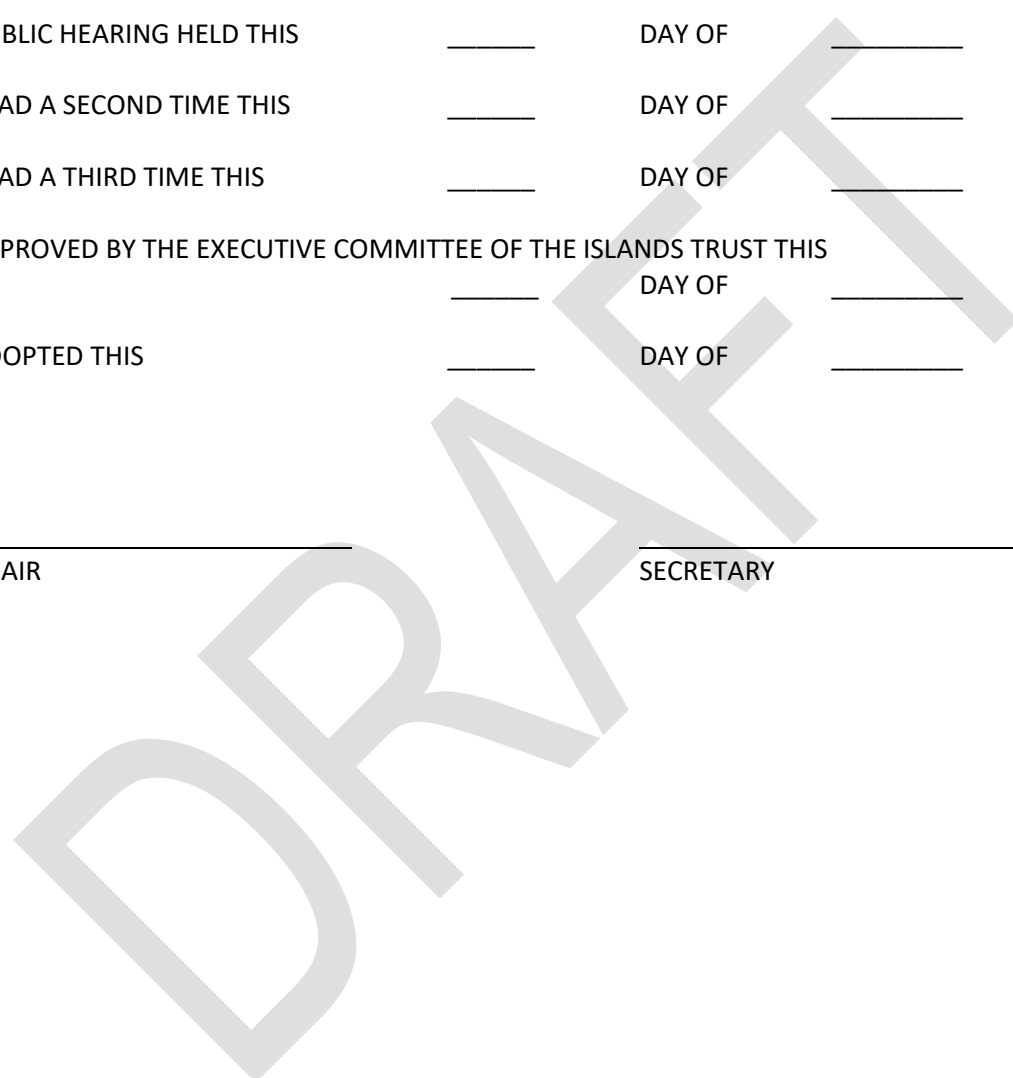
READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

ADOPTED THIS _____ DAY OF _____ 20____

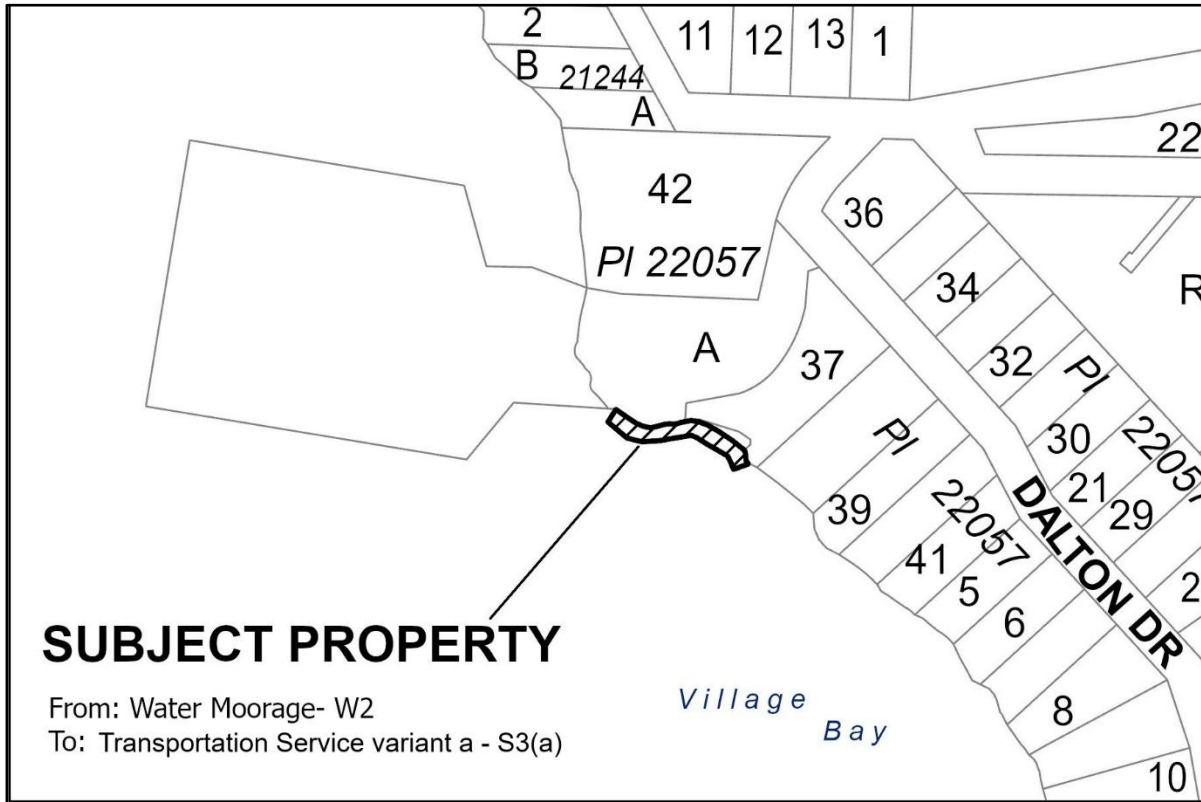
CHAIR

SECRETARY



MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 200

Plan No. 1





ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

Bylaw No.: 200
File Name: PL-RZ-2025-0305.

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
✓	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.
✓	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
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.

N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
CONSISTENT	No.	DIRECTIVE POLICY
	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
✓	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.
✓	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
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>



File No.: PL-TUP-2026-0060

DATE OF MEETING: April 27, 2026

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: New Temporary Use Permit PL-TUP-2026-0060
Applicant: Bruce Cranna
Location: 574 Fernhill Road, Mayne Island

RECOMMENDATION

1. **That the Mayne Island Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0035 by adding the following condition:**
 - a. **Construction of a fence along the east and west sides of the recreational vehicle to effectively shield the visual impact of the recreational vehicle from neighbouring properties and Montrose Road.**
2. **That the Mayne Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2026-0035 as amended, for a period of three (3) years.**

REPORT SUMMARY

The purpose of this report is to consider a Temporary Use Permit (TUP) for a recreational vehicle to be used as a dwelling on a commercially zoned property.

BACKGROUND

The subject property is located at 574 Fernhill Road and is 0.27 hectares in total area. The property is a commercial lot which serves as a commercial hub at the intersection of Fernhill Road and Montrose Road. The commercial uses include a restaurant, retail stores, and medical services offices.

The applicant submitted a TUP application for the use of a recreational vehicle as a dwelling on the Commercial 1 (C1) zoned property due to the existing dwelling on the property being commercially rented to four different businesses. The applicant has provided a narrative letter outlining the application details, included as Attachment 3.

The applicant has identified that two of the commercial tenants had previously been evicted due to limited commercial rental space available on Mayne Island. The temporary use of a recreational vehicle as a dwelling for the property owner and operator would prevent further eviction of the commercial tenants using the existing dwelling.

A copy of the notice and draft permit are included as Attachment 6 and 7.

ANALYSIS

Official Community Plan:

The proposed permit location is within the Commercial Development Permit Area (DPA) designated in the Mayne Island Official Community Plan No. 144, 2007 (OCP). The proposal is exempt from requiring a development permit, however, as it meets an exemption for the DPA given that the new recreational vehicle would not require a building permit from the CRD building inspection office:

The following activities are exempt from any requirement for a development permit, upon determination by Islands Trust staff:

- e) new construction not requiring a building permit, new landscaping, new roads and paved driveways, and new parking areas;*

The TUP application is consistent with Section 2.9 of the OCP which outlines the guidelines for TUP applications. Staff's review of the TUP guidelines is included as Attachment 4.

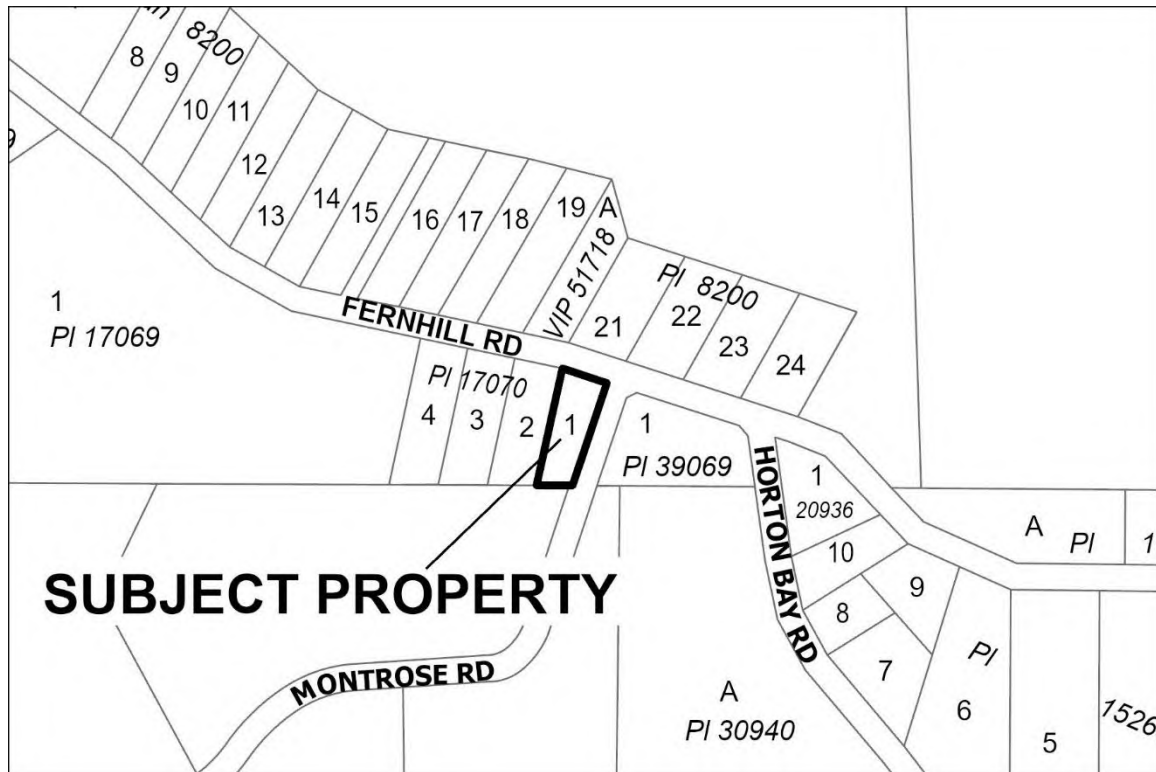


Figure 1: Subject Property Location

The LTC has completed a third reading of the OCP amendment bylaw No. 196, which is now being reviewed by the Ministry of Municipal Affairs, prior to final adoption. Included in the amendments are specific conditions for the issuance of TUPs for residential use of a tiny home on wheels or a recreational vehicle. The conditions included in the draft permit are generally consistent with the proposed amendment to the OCP, however the draft permit does not include a condition for the recreational vehicle to be screened from roads and the neighbours, as described in the [OCP amendment bylaw](#) (page 7):

2.9.1.9 f) *The tiny home on wheels or recreational vehicle shall be appropriately screened from roads and neighbours;*

Staff have included a condition to meet this amendment to the OCP in the recommended motion to make the draft permit consistent with the proposed OCP amendments. The applicant has informed staff of their intention to construct screening fencing. Adding this condition would provide the LTC greater assurance of the screening being installed to satisfy the condition.

Land Use Bylaw:

The property is zoned Commercial 1 (C1) in the Mayne Island Land Use Bylaw No. 146, 2008 (LUB). This use permits restaurants, retail Sales, offices, personal services, and medical and dental clinics among other permitted uses. An accessory dwelling unit for the accommodation of the owner, operator, or employee of a permitted principal use is a permitted use on the property. The LUB limits the use of recreational vehicles as a dwelling or cottage to lots zoned for principal residential use, which does not include the C1 zone.

The zoning does not permit a recreational vehicle to be used as a dwelling on the commercial property. The TUP would temporarily allow the trailer to be used as the owner’s principal dwelling.

No landscape screening is required for the residential use on a commercially zoned lot; however, the recreational vehicle is screened by existing mature trees to the north and west. The applicant is proposing to construct an additional lattice screen on the east and west of the recreational vehicle for greater screening from neighbouring properties and Montrose Rd.

The total lot coverage including the new recreational vehicle is about 22.5% of the total area of the property, which is compliant given that the maximum permitted lot coverage is 25% in the C1 zone. Based on the floor area of commercial spaces on the property and estimate of total seats in the restaurant the total parking requirement on the property would be twenty (20) spaces, including two (2) per dwelling unit. The property currently provides 20 parking spaces, meeting the LUB parking requirements.

The new recreational vehicle is sited 3 metres from the western interior side lot line and about 16 metres from the eastern external side lot line, which is compliant with the setback requirements for the C1 zone and was confirmed by staff during a site visit.

The draft permit, included as Attachment 7, includes conditions consistent with section 3.9 of the LUB, which outlines the conditions for recreational vehicles to be used as dwellings.

Temporary Use Permit

Sections 492 to 497 of the *Local Government Act* authorizes local governments to temporarily permit a use that would otherwise not be permitted by the land use bylaw by issuance of a Temporary Use Permit. Further, TUPs can include specific conditions to which the use must abide. A Temporary Use Permit may be issued for up to three years and renewed only once (for up to an additional three years). After the renewal TUP expires, the applicant may re-apply for a new Temporary Use Permit.

When the LTC is reviewing a draft TUP for decision, the LTC by resolution can only add additional conditions to a draft permit; a LTC cannot remove conditions from a draft permit without re-advertising. At the time of TUP renewal, no changes to the renewal permit conditions are allowed except for the expiration date.

Circulation

The draft permit was circulated to surrounding property owners and residents on April 6, 2026. The notification period will end on April 17, 2026. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

At the time of writing staff have received one letter objecting to the proposal with concerns around the total lot coverage of the property and parking issues associated with the large number of commercial operations and difficult access for people using the Canada Post Mail Boxes on Montrose Rd. The public correspondence is included as Attachment 5.

First Nations

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

Rationale for Recommendation

The recommendation on page 1 is supported by staff based on the following:

- The proposal would allow the existing commercial uses to continue to operate on the property which is zoned and suited for the use;
- The proposed residential use of a recreational vehicle is not contrary to the permitted uses within the C1 zoning;
- The permit provides conditions consistent with the OCP guidelines and the LUB regulations for recreational vehicles to ensure that the use does not have an unreasonable impact on the surrounding area.

ALTERNATIVES

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

1. Request further information

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

That the Mayne Island Local Trust Committee request that the applicant for PL-TUP-2026-0060 submit to the Islands Trust _____.

2. Add conditions

The LTC may wish to further amend the TUP by adding conditions to the permit. If selecting this alternative, the LTC should specify the additional conditions. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0060 by adding _____.

3. Deny the application

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

That the Mayne Island Local Trust Committee refuse application PL-TUP-2026-0060.

Submitted By:	Bruce Belcher, Planner 2	April 10, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	April 16, 2026

ATTACHMENTS

1. Site Context
2. Maps, Plans, Drawings, Photographs
3. Applicant’s Letter
4. TUP Guidelines (Checklist)
5. Correspondence
6. Notice
7. Draft TUP

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 1, SECTION 8, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 17070
PID	004-121-872
Civic Address	574 Fernhill Rd, Mayne Island
Lot Size	0.27 hectares

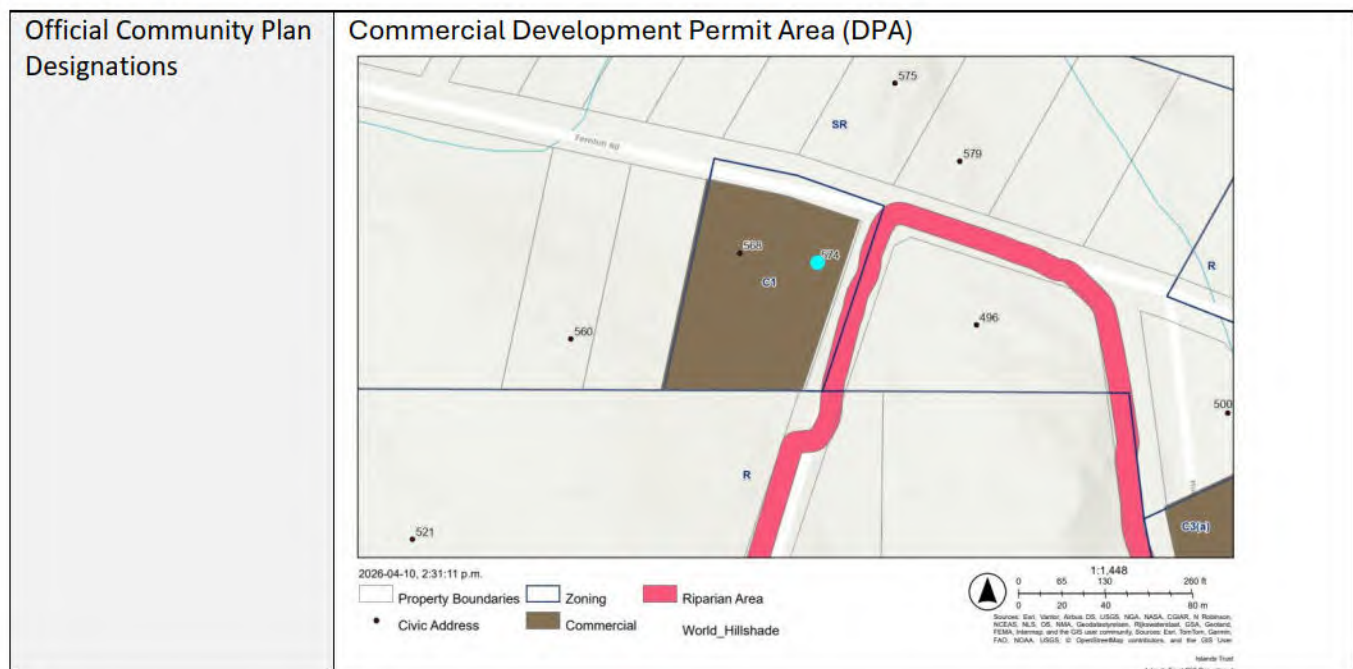
LAND USE

Current Land Use	Commercial (restaurant, retail, personal services)
Surrounding Land Use	Commercial, Residential

HISTORICAL ACTIVITY

File No.	Purpose
MA-DP-1996.4	-
MA-DP-1997.1	-
MA-DP-1999.1	To construct a new section which will provide up to 4 retail spaces for rental purposes
MA-DP-2006.1	build new kitchen
MA-DVP-1996.6	-
MA-DVP-1999.2	to demolish 75% of existing commercial building & rebuild a new section with 4 retail or office space

POLICY/REGULATORY



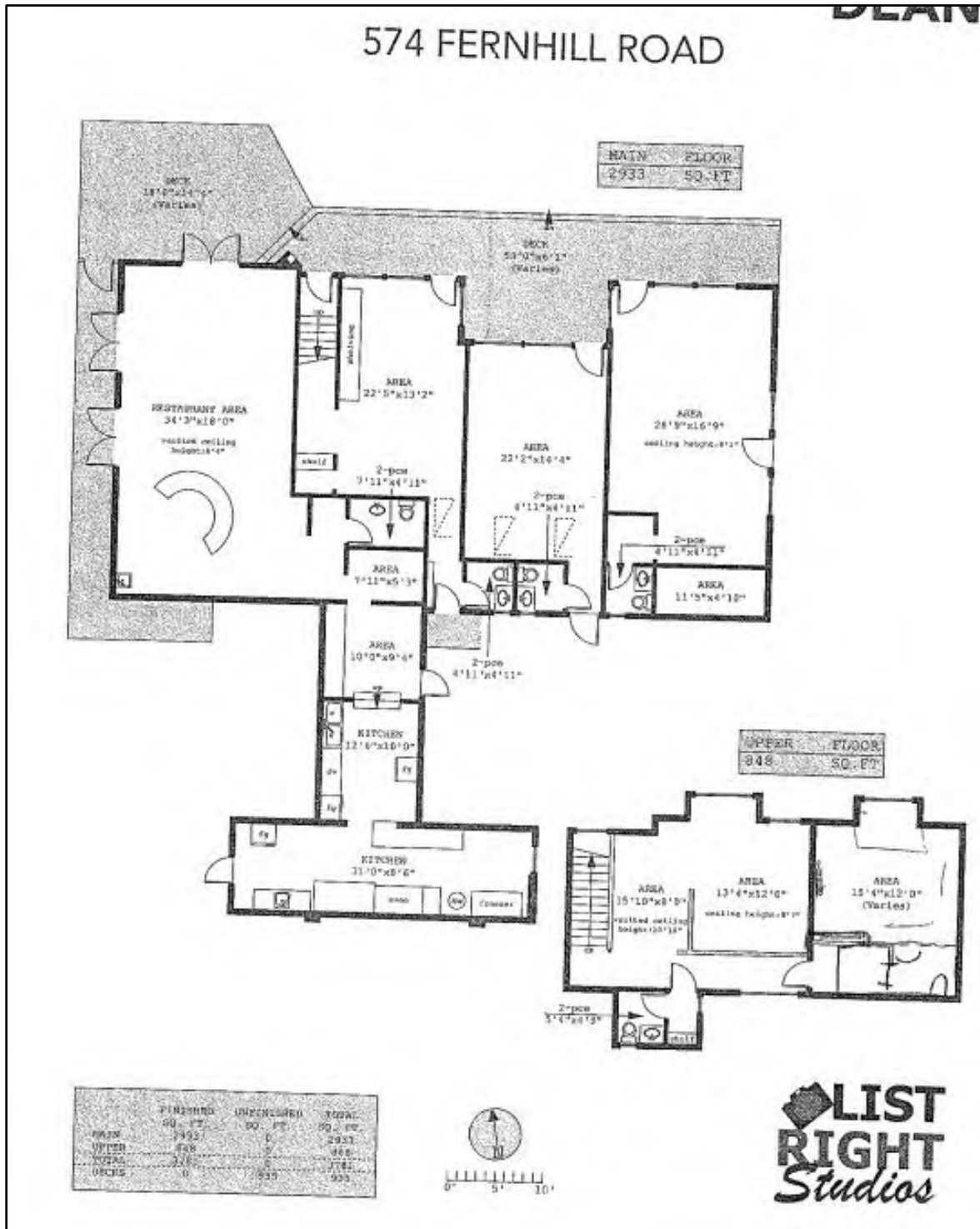
Land Use Bylaw	Commercial 1 – C1 zone
Other Regulations	N/A
Covenants	N/A
Bylaw Enforcement	N/A

SITE INFLUENCES

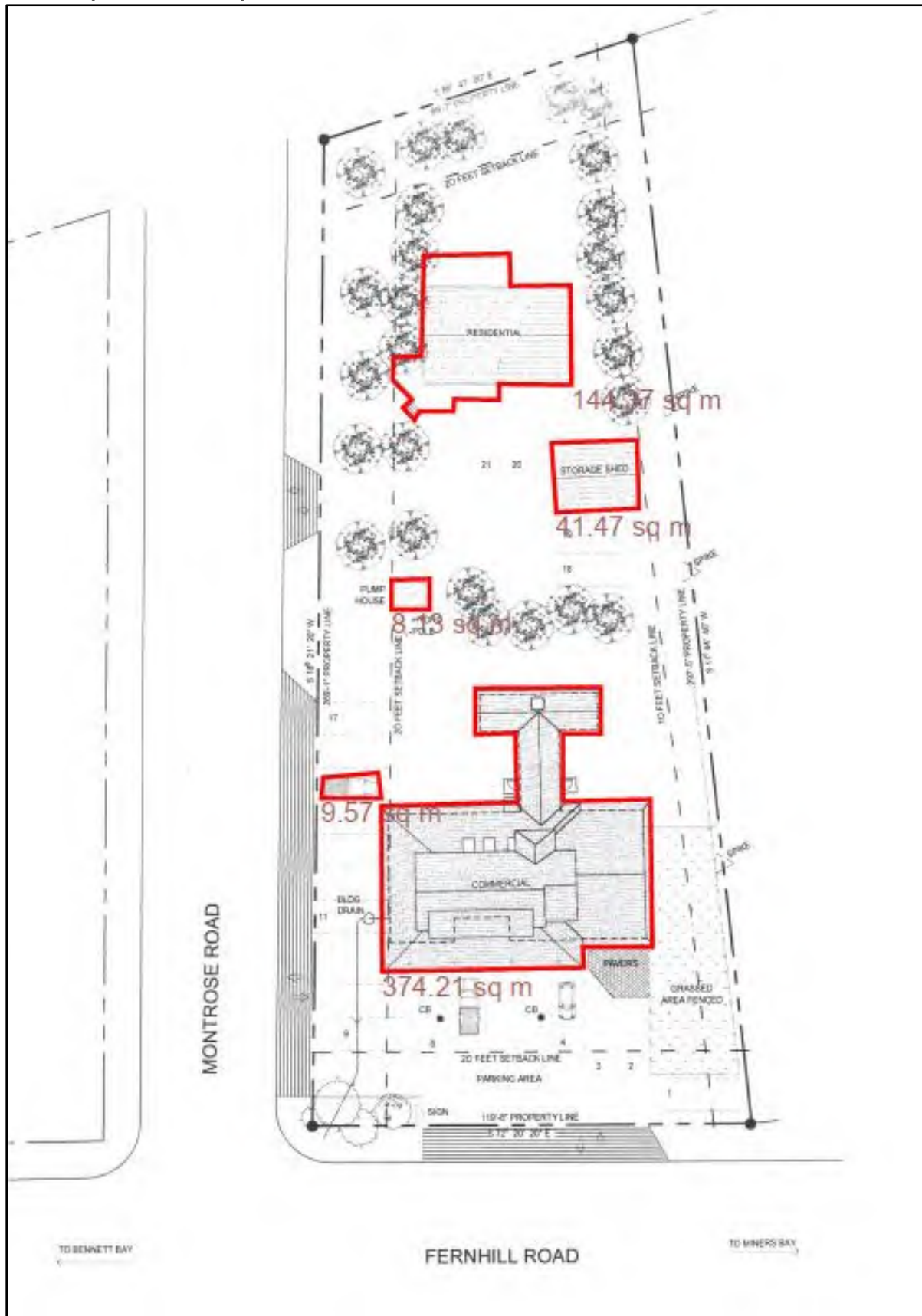
Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	N/A
Sensitive Ecosystems	<p>Mature Forest</p> <p>2026-04-10, 2:36:27 p.m.</p> <ul style="list-style-type: none"> Property Boundaries Civic Address Zoning Primary Class (Galiano, Mayne, North Pender) Secondary Class (SEM 2017) Mature Forest Mature Forest Seasonally Flooded World_Hillshade <p>Scale: 1:1,448 0 65 130 260 ft 0 20 40 80 m</p> <p>Sources: Esri, Vector, Airbus DS, USGS, NGA, NASA, CGAR, & Robinson; NCEM; NLE, OS, NINA, GeoIntelligence, InfraIntelligence, CGA, Coastal; FEMA, InSight, and the US user community; Sources: Esri, Terra, Garmin; FAD, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community Islands Trust Islands Trust GIS Department</p>
Hazard Areas	N/A
Archaeological Sites	N/A
Climate Change Adaptation and Mitigation	N/A
Shoreline Classification	N/A
Shoreline Data in TAPIS	N/A

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

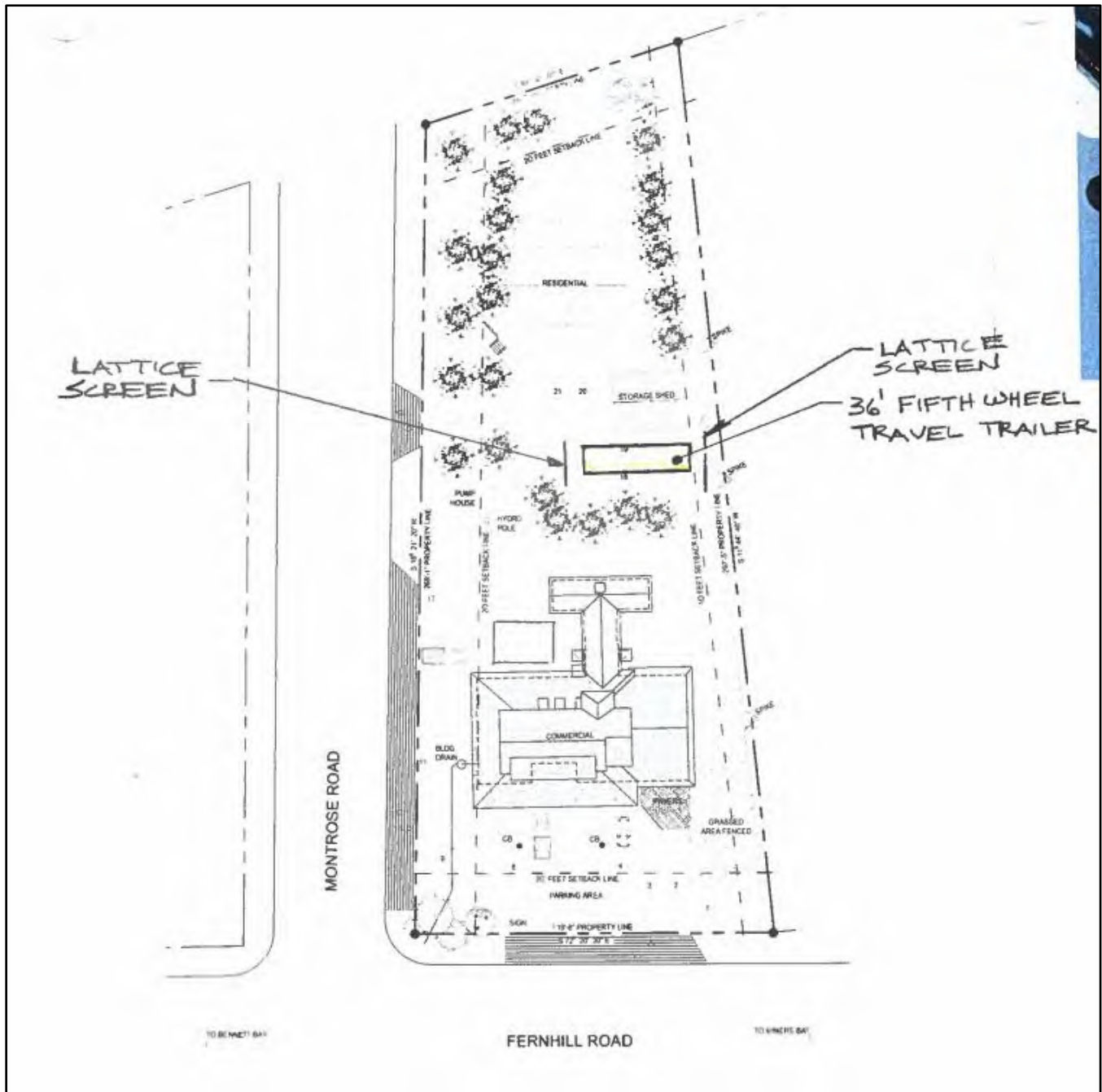
2.1 BUILDING FLOOR PLANS



2.2 SITE PLAN (LOT COVERAGE)



2.3 SITE PLAN



2.4 RECREATIONAL VEHICLE FLOORPLAN

2008 KEYSTONE RV MONTANA SERIES M-3000 RK SPECS

SPECIFICATIONS

FLOOR PLAN



368.33 sq ft

2.4 SITE PHOTOS



TRAILER LOCATION, LOOKING WEST



TRAILER LOCATION, LOOKING NORTH



TRAILER LOCATION, LOOKING WEST



TRAILER LOCATION, LOOKING SOUTH



VASS HOLDINGS LTD.

██████████ Mayne Island P.O.
Mayne Island, B.C.
V0N 2J0
██████████
██████████

Date: February 08, 2026

Re: Temporary Use Permit Application – Description

Location: Fernhill Centre 574 Fernhill Road Mayne Island

Applying for a temporary use permit to place a 35' fifth wheel trailer as a secondary dwelling already permitted by the bylaw wording for my C1 land use. This application is to allow a travel trailer to be used as the secondary dwelling. Also referenced is the current bylaw allowing travel trailers/mobile homes to be placed on SR lots on Mayne island.

The reason of the application is to house an on site caretaker/security/water/sewage system operator. This would be myself.

The reason for the secondary dwelling is that the bungalow is currently rented to 4 businesses. Pet supply store, Fine art and crafts store, Massage therapist, Naturopathic doctor. I had agreed to this commercial rental to these businesses 3 years ago as two of these businesses had been evicted and there was no other commercial space available. This lack of commercial space still appears to be the case for the foreseeable future.

Existing Water, Sewer and Electrical services are available nearby onsite.

Per documents submitted:

The current well capacity is 2.5USgpm 3600 US Gallons /day (13,626 litres/day) The current usage is averaging 160 imperial gallons per day (728 litres/day).

The Current Sewage system capacity is up to 22,700 litres/day with up to 14 connections.

The Retail centre and the bungalow are connected currently.

The power available is 50 amps from the existing 100amp service at the storage building.
(verified by electrician)

Could you advise the correct fee for the temporary use permit for use and zoning described above
And confirm siting as shown on marked plan.

Regards

Bruce Cranna (President)

Vass Holdings Ltd.

Telephone: ██████████ (cell phone/text)

Email: ██████████

ATTACHMENT 4 – TEMPORARY USE PERMIT GUIDELINES

Guidelin	Complies	Comment
2.9.1.1 Permits can be issued for any period up to three years and could be considered for renewal once for any further period up to three years.	Yes	Staff Comments: Proposed permit is for the maximum of three years.
2.9.1.2 Permitted uses should be consistent with the policies of the designation and the provisions of 2.9.1.	Yes	Staff Comments: Complies as a temporary use with no long-standing infrastructure required.
2.9.1.3 Permitted uses should not preclude or compromise future permitted uses on the affected lot.	Yes	Staff Comments: Complies
2.9.1.4 Uses should not be allowed if they conflict with any ongoing planning policies or programs.	Yes	Staff Comments: Complies
2.9.1.5 Sand and gravel removal and processing, and asphalt plants shall be subject to a permit if they exceed 50 truck loads in any given year.	N/A	Staff Comments: N/A
2.9.1.6 Permit conditions must make reference to measures dealing with the following points: a) general activity levels that will not create any disturbance apparent beyond the property's boundaries; b) adequate landscape buffering or distance separation to adjacent lots; c) provision of off-street parking spaces consistent with regulatory bylaws; d) reclamation measures that will restore the permit area to suitability for its designated primary use; and e) adequate supervision of the site.	Yes	Staff Comments: a) Screening requirement added to address visual impact to neighbours and Montrose Rd. b) Siting is compliant with LUB, screening requirement provides adequate buffer between properties. c) N/A d) Complies. Recreational vehicle to shall be removed prior to permit expiry. e) Complies. Use is limited to owner, operator, or employee of a permitted business on the property.
2.9.1.7 In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighbourhood and may include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.	N/A	Staff Comments: N/A
2.9.1.8 Review of applications should include consideration of smart growth principles.	N/A	Staff Comments: N/A

Attachment 4

From: Glenda Johnson [REDACTED]
Sent: Thursday, April 9, 2026 12:47 PM
To: SouthInfo <SouthInfo@islandstrust.bc.ca>
Subject: PLTUP20260060 574 Fernhill Rd. Mayne Island Att. Bruce Belcher Planner 2

I have lived full time next to this property (corner to corner) for the past 52 years, and I have watched it grow.

There was a 2 bedroom accessory dwelling built on the back end of the property in the mid 1980`s, about 1000 square feet in size.

About 3 or 4 years ago the property owner chose to put a commercial lease on it and there are now 3 places of business operating from it.

Until it was leased for commercial use it had continually housed families, not always the owner or an employee.

I have noted that in your Schedule A Site Plan you have neglected to draw in the accessory dwelling and the approximately 300 square foot storage shed which sits between the original accessory dwelling and the main commercial building.

I find this lapse to be very disturbing, had you depicted the full use of the commercial site the density on that lot, it might appear to be very close , or more than, the 25% lot coverage allowed in the bylaw density clause. In any event it would have given we, the people, an honest interpretation of the existing site uses so we all could make an informed decision.

I have noticed that the recreational vehicle is already in residence and the that the vehicles parked in front of it likely belong to the inhabitants.

There is a huge parking issue for the people who use the Canada Post Mail Boxes on Montrose Rd. If there is any space available for use on this site it should be used for on site parking for the customers and employees of the businesses.

I strongly object to allowing this TUP to move forward.

Glenda Johnson
Mayne Island, BC

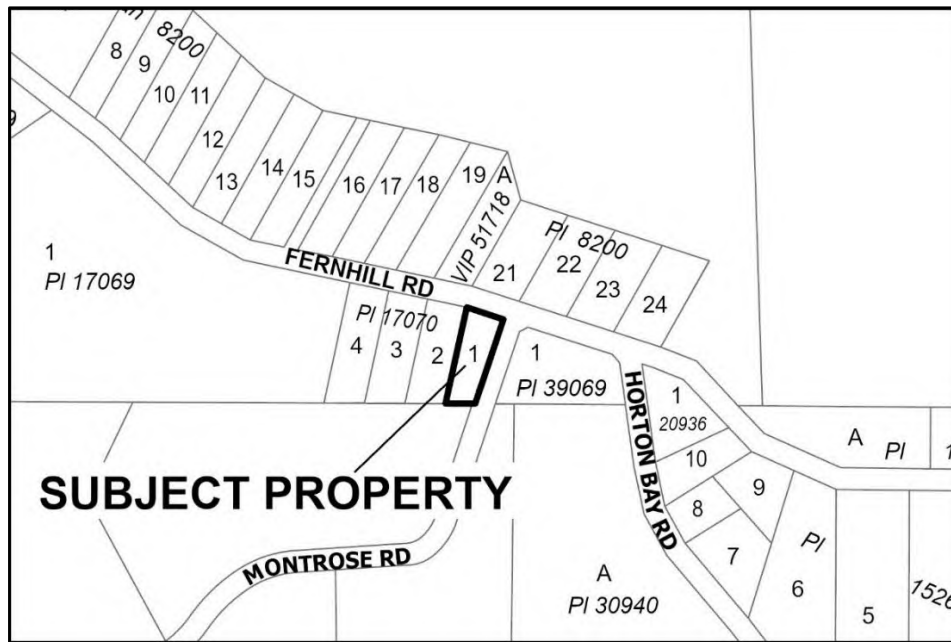
NOTICE
PLTUP20260060
Mayne Island Local Trust Committee

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit. The proposed permit would apply to LOT 1, SECTION 8, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 17070 (PID: 004-121-872). This property is located at **574 Fernhill Road, Mayne Island**.

The purpose of the temporary use permit is to permit the use of a **recreational vehicle** as a **dwelling** for the owner, operator, or employee of the commercial property located at 574 Fernhill Road.

The establishment of these uses would be subject to the conditions specified in the attached proposed permit. The permit would be issued for three (3) years and the owner may apply to the LTC to have it renewed once for an additional three (3) years.

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **April 6, 2026** and continuing up to and including **April 17, 2026**.

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

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 604-660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 p.m., **April 17, 2026**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **1:00 p.m., April 27, 2026**.

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

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20260060

574 Fernhill Road

To: Bruce Cranna

1. This Permit applies to the land described below:

LOT 1, SECTION 8, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 17070
(PID: 004-121-872)

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

a) Temporary use of one (1) recreational vehicle as a dwelling.

3. The Permit is subject to the following conditions:

- a) The recreational vehicle siting shall be consistent with Schedule 'A' which is attached to and forms part of the permit;
- b) Dwelling use is limited to the accommodation of the owner, operator, or employee of a permitted business on the property;
- c) A sewage holding system that is consistent with the provisions of the *Public Health Act*;
- d) The provision of domestic water supply;
- e) The recreational vehicle shall be removed from the property prior to the expiry of the permit.

4. This permit is valid for **three (3)** years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust, or apply for a renewal of this permit.

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

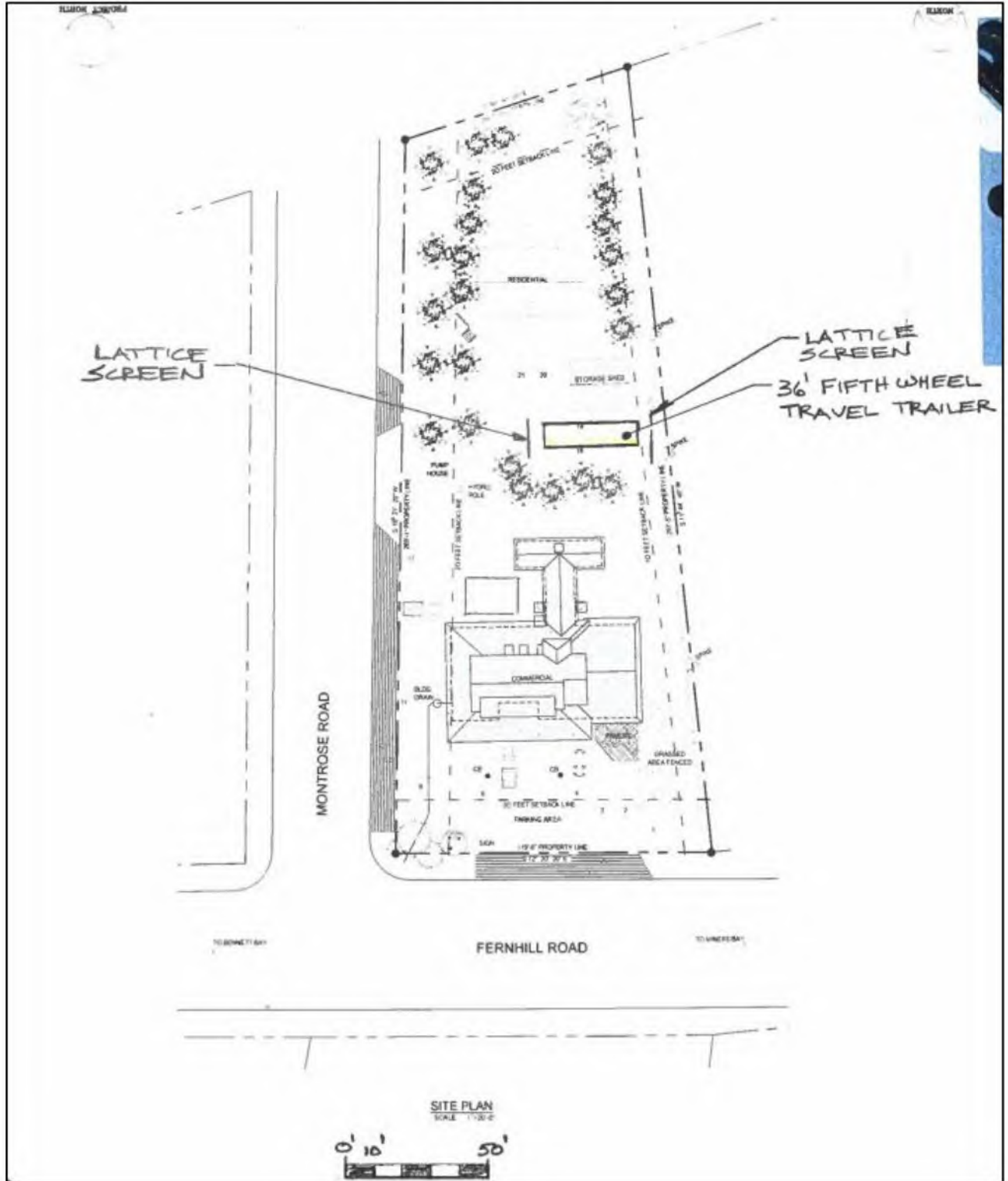
AUTHORIZING RESOLUTION PASSED BY THE (LTA) ISLAND LOCAL TRUST COMMITTEE THIS ##TH DAY OF MONTH, 202#.

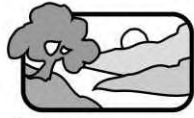
Deputy Secretary, Islands Trust

Date Issued

MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20260060 (Cranna)

SCHEDULE 'A' - Site Plan





File No.: PL-TUP-2026-0124
x-ref: MA-TUP-2023.2

DATE OF MEETING: April 27, 2026

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: Temporary Use Permit for Short Term Vacation Rental
Applicant: Daniel Costello & Amber Baker
Location: 538 Arbutus Drive

RECOMMENDATION

- 1. That the Mayne Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2026-0124 for a period of three (3) years.**

REPORT SUMMARY

The purpose of this report is to consider a Temporary Use Permit (TUP) application for a Short-Term Vacation Rental (STVR) use within an existing single-family dwelling.

BACKGROUND

The new TUP application is proceeding following the expiry of the previous TUP renewal for a STVR use. The Mayne Island Local Trust Committee (LTC) previously issued a TUP and renewal for the same use at the property, located at 538 Arbutus Drive. The initial permit was issued for two years in 2021, while the renewal permit was issued for three years in 2023.

The applicants wish to continue to operate their STVR use under the same TUP conditions as was previously permitted. Staff have confirmed with the applicants that there have been no changes to the proposed use, and the draft permit remains the same as the initial permit. The applicant’s letter is included as Attachment 3.

The proposed TUP has also been drafted using the current Official Community Plan (OCP) guidelines. The proposed TUP would allow the STVR use to operate for sixty (60) days throughout the summer months of May to September, and a maximum of thirty (30) days for the remaining months. The maximum number of guests is limited to eight (8) persons.

A copy of the notice and draft permit are included as Attachment 5 and 6.

Temporary Use Permit

Sections 492 to 497 of the *Local Government Act* authorizes local governments to temporarily permit a use that would otherwise not be permitted by the land use bylaw by issuance of a Temporary Use Permit. Further, TUPs can include specific conditions to which the use must abide. A Temporary Use Permit may be issued for up to three years and renewed only once (for up to an additional three years). After the renewal TUP expires, the applicant may re-apply for a new Temporary Use Permit.

When the LTC is reviewing a draft TUP for decision, the LTC by resolution can only add additional conditions to a draft permit; a LTC cannot remove conditions from a draft permit without re-advertising. At the time of TUP renewal, no changes to the renewal permit conditions are allowed except for the expiration date.

Circulation

The draft permit was circulated to surrounding property owners and residents on April 6, 2026. The notification period will end on April 17, 2026. At the time of writing staff have not received any response to the public notification. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

First Nations

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

Rationale for Recommendation

The recommendation on page 1 is supported by staff based on the following:

- The proposed STVR use and the three (3) year time period request is reasonable;
- There have been no complaints about the STVR since the TUP was originally issued;
- The permit provides conditions consistent with the OCP guidelines to ensure that the use does not have an unreasonable impact on the local area, and, in the event it does, there is the ability to enforce compliance with the TUP.

ALTERNATIVES

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

1. Request further information

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

That the Mayne Island Local Trust Committee request that the applicant for PL-TUP-2026-0124 submit to the Islands Trust _____.

2. Add conditions

The LTC may wish to further amend the TUP by adding conditions to the permit. If selecting this alternative, the LTC should specify the additional conditions. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0124 by adding _____.

3. Deny the application

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

That the Mayne Island Local Trust Committee refuse application PL-TUP-2026-0124.

Submitted By:	Bruce Belcher, Planner 2	April 10, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	April 16, 2026

ATTACHMENTS

- 1. Site Context
- 2. Maps, Plans, Drawings, Photographs
- 3. Applicant’s Letter
- 4. TUP Guidelines (Checklist)
- 5. Notice
- 6. Draft TUP

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 17, SECTION 9, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 14000
PID	004-448-154
Civic Address	538 Arbutus Drive, Mayne Island
Lot Size	0.13 hectares

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential and Marine

HISTORICAL ACTIVITY

File No.	Purpose
MA-TUP-2020.2	STVR use, permit issued for 2 years
MA-TUP-2023.2	STVR use, permit renewed for 3 years

POLICY/REGULATORY

Official Community Plan Designations	No development permit areas on the subject property.
Land Use Bylaw	Settlement Residential – SR zoning
Other Regulations	N/A
Covenants	RESTRICTIVE COVENANT 245805G
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	Southern Resident Orca
Sensitive Ecosystems	None on property
Hazard Areas	High/Medium Risk along shoreline.
Archaeological Sites	Remote Access to Archaeological Data (RAAD) information indicates areas of archaeological potential on the property. The applicant has been advised and sent the Islands Trust Chance Find Protocol and provincial guidance. Additionally, by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before

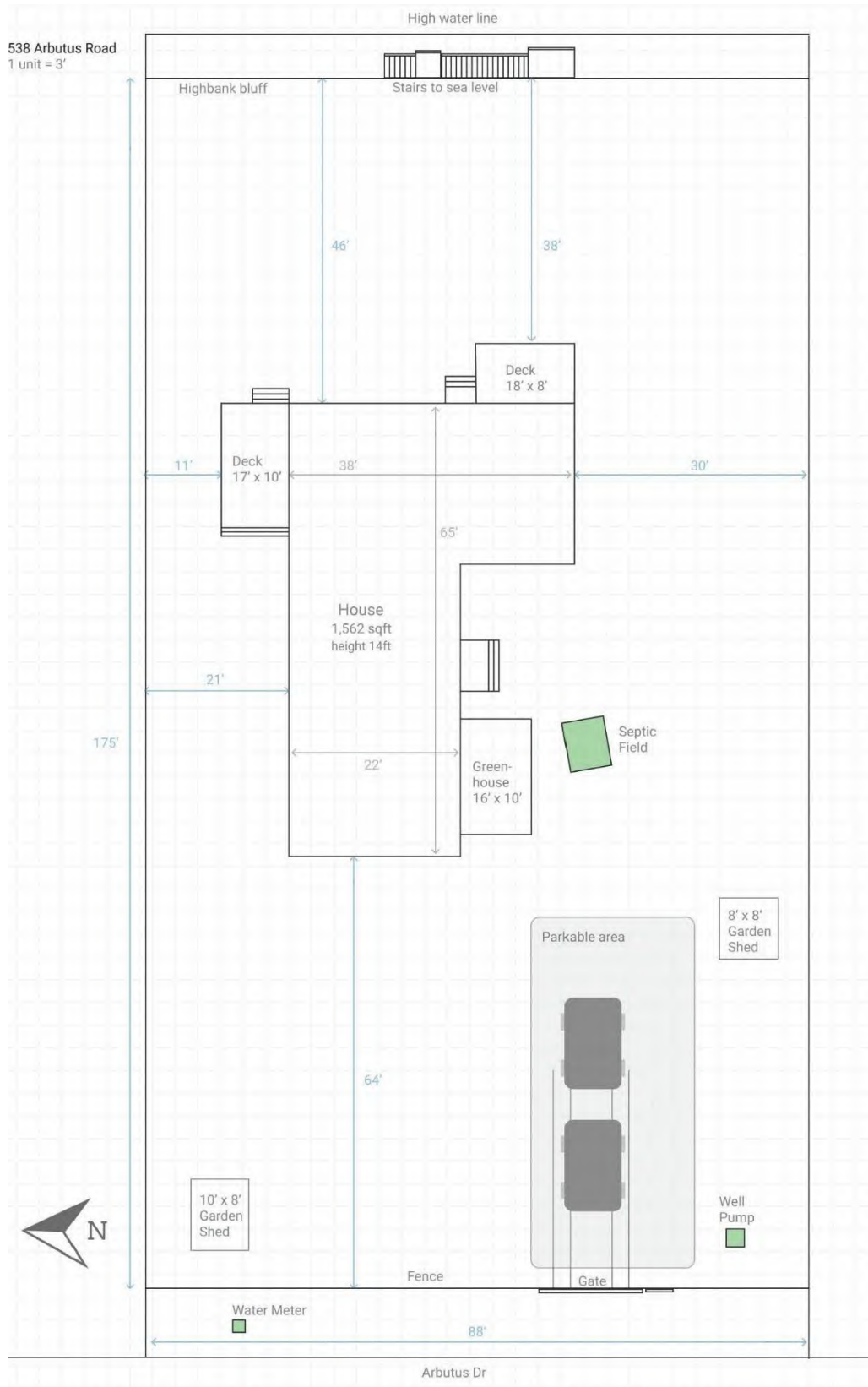
	further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	There is no development associated with this application therefore GHG emission changes resulting from approval limited to increased automobile travel from renters. Property is high bank with possible climate change induced hazards associated with climate change.
Shoreline Classification	Rock Shoreline - Low Rock/Boulder
Shoreline Data in TAPIS	Eelgrass to the north.

ATTACHMENT 2 – MAPS, PLANS, DRAWINGS, PHOTOGRAPHS

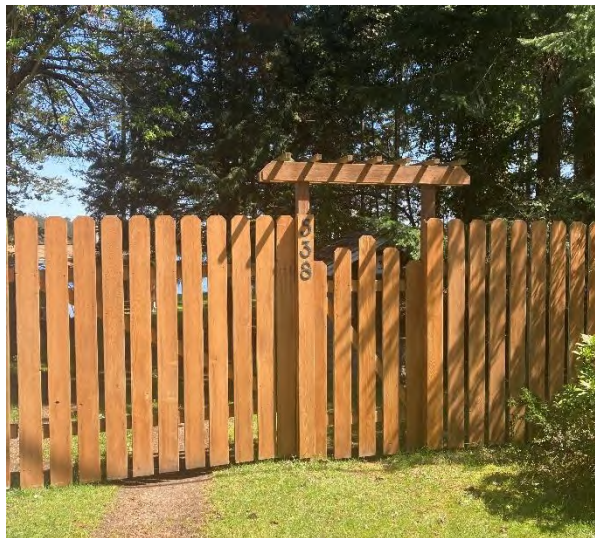
2.1 AERIAL VIEW



2.2 SITE PLAN



2.3 PHOTOGRAPHS FROM SITE VISIT – MAY 2, 2023



Attachment 3

Dear Mayne Island Local Trust Committee,

Re: Temporary Use Permit Application – 538 Arbutus Drive, Mayne Island, BC
Owners: Amber Baker and Daniel Costello

We are pleased to submit this Project Narrative in support of our application for a Temporary Use Permit (TUP) for a short-term vacation rental (STVR) at 538 Arbutus Drive on Mayne Island. We respectfully request renewal under the same terms and conditions as outlined in our current permit (MA-TUP-2023.2).

Existing Uses, Buildings, and Structures

The subject property is developed with a single-family dwelling unit, which is the principal residence. There are no additional guest cottages or secondary dwelling units used for rental purposes. The short-term vacation rental occurs within the existing dwelling unit and does not involve any structural changes, expansions, or new construction. Access, servicing, and use of the property remain unchanged from the current permitted use.

The surrounding area is residential in character. The use of the dwelling as a short-term vacation rental has been managed to ensure compatibility with neighbouring properties and to maintain the quiet enjoyment of the area.

Proposed Use

We propose to continue operating a short-term vacation rental within the principal dwelling, consistent with the existing TUP. No changes are proposed to the scale, intensity, or location of the use. The rental will continue to be managed in accordance with all existing conditions of the permit.

Compliance with Existing TUP Conditions

We confirm that all conditions of the current Temporary Use Permit have been fully met and consistently upheld. Specifically:

- The rental has operated strictly within the permitted number of days annually (60 days between May 1–September 30 and 30 days between October 1–April 30).
- A property owner or designated on-island contacts have been available 24/7, and contact information has been provided to all guests.
- Neighbours within a 100-metre radius have been notified of the rental use and provided with contact details, along with a copy of the permit.
- Guest information has been clearly provided, including noise bylaws, water conservation, fire safety, fire escape plans, garbage and recycling procedures, septic care, pet control, and confirmation that the property is located in a residential area.
- Pets have been kept under control at all times.
- On-site parking for a minimum of two vehicles has been consistently provided.
- Outdoor lighting has been directed away from neighbouring properties.
- We have not used any signage on the roadside.
- Occupancy limits (maximum of 8 guests and 2 bedrooms) have been strictly observed.
- No camping or recreational vehicle occupancy has occurred.
- All outdoor fire prohibitions have been adhered to.
- No motorized personal watercraft rental or provision has taken place.
- Emergency contact information has been provided to guests.
- Permit and contact information has been posted at the entrance to the house.
- Hydro and water meter readings have been recorded and will be included as an attached document with this application.
- Water conservation information has been posted at all water sources.

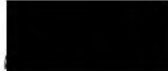
We take our responsibility as property owners and operators seriously and have made every effort to ensure that the use remains respectful, low-impact, and fully compliant with all regulatory requirements.

Conclusion

We respectfully request another three year Temporary Use Permit under the same terms and conditions. The continued operation of this use will remain consistent with past practice and aligned with the expectations of the Local Trust Committee and the community.

Thank you for your consideration of our application. Please do not hesitate to contact us should you require any further information.

Sincerely,



Amber Baker & Daniel Costello

ATTACHMENT 4 – TEMPORARY USE PERMIT GUIDELINES

Guidelines	Comments
2.9.1.1 Permits can be issued for any period up to three years and could be considered for renewal once for any further period up to three years.	Staff Comments: Complies, Proposed permit is for the maximum of three years.
2.9.1.2 Permitted uses should be consistent with the policies of the designation and the provisions of 2.9.1.	Staff Comments: Complies, as a temporary use with no long-standing infrastructure required.
2.9.1.3 Permitted uses should not preclude or compromise future permitted uses on the affected lot.	Staff Comments: Complies
2.9.1.4 Uses should not be allowed if they conflict with any ongoing planning policies or programs.	Staff Comments: Complies
2.9.1.5 Sand and gravel removal and processing, and asphalt plants shall be subject to a permit if they exceed 50 truck loads in any given year.	Staff Comments: N/A
2.9.1.6 Permit conditions must make reference to measures dealing with the following points: a) general activity levels that will not create any disturbance apparent beyond the property's boundaries; b) adequate landscape buffering or distance separation to adjacent lots; c) provision of off-street parking spaces consistent with regulatory bylaws; d) reclamation measures that will restore the permit area to suitability for its designated primary use; and e) adequate supervision of the site.	Staff Comments: a) - Proposed permit outlines specific time period restrictions for operation -owner or other contact available on Mayne Island 24 hours/day -provide a copy of permit to all neighbors within 100 meters -landowner to post information to guests on noise bylaws, water conservation, fire safety, garbage and recycling disposal, septic care, control of pets, and reminder of use within residential neighbourhood -Outdoor lighting not directed onto surrounding properties - Restrict advertising of rental - Maximum 8 guests - Maximum use of 2 bedrooms - Prohibit camping and outdoor fires b) N/A c) Minimum 2 parking spaces d) N/A e) Conditions provide option for bylaw enforcement to enforce compliance with the permit.
2.9.1.7 In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighbourhood and may include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.	Staff Comments: Permit conditions compliant

2.9.1.8 Review of applications should include consideration of smart growth principles.	Staff Comments: N/A
STVR/TUP Guidelines	Comments
Time Period – Under the proposed Bylaw, “short term vacation rental” (STVR) means the use of a <i>cottage</i> as temporary short term accommodation for a period of less than a month at a time by persons, other than the owner or a permanent occupier. A cottage used as a STVR shall be considered as a home occupation subject to the regulations established in Section 3.6 of the Mayne Island Land Use Bylaw No. 146, 2008.	Conforms by definition of the use in TUP.
Screening – The Local Trust Committee may require mitigating measures to provide a separation between STVRs and surrounding properties such as screening and fencing.	None proposed at this time;
Cumulative Effects - The Local Trust Committee should consider the cumulative effects on the neighborhood and Island of all the temporary use permits issued for short term vacation rentals.	One other STVR TUP within 250 metres of the subject property.
Residential Appearance - The Local Trust Committee may consider issuance of a temporary use permit for a STVR provided the proposal would not alter the residential appearance of the residence.	No alterations proposed.
Neighbour Concerns - The Local Trust Committee may require mitigating measures to address neighbours’ concerns, such as retention of existing screening and fencing, or installation of additional screening.	No comments from neighbours received at this point.
<p>Water Supply - The landowner should demonstrate an adequate supply of water for the duration of the proposed use as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Potential Measures and Considerations to address Guideline (f):</u></p> <ul style="list-style-type: none"> ▪ Recent well report and lab results ▪ Cistern for rainwater collection ▪ Size of the property ▪ Size of dwelling ▪ Current Low-flow fixtures ▪ Number of bedrooms for use ▪ Number of guests </div>	<ul style="list-style-type: none"> ▪ Connected to Campbell-Bennet Bay Water Improvement District (CBBID). ▪ Other water conservation measures for guests proposed by the applicant. Additional conditions in proposed permit.
Septic Disposal Capacity - The landowner should demonstrate an adequate septic disposal capacity for the duration of the proposed use.	Applicants believe that system was installed before 2002; that it was inspected in 2002; it was fully serviced around 2008; and, the pipes were inspected and serviced most recently in 2015 at which time the tank did not need to be emptied at that time.

Conditions - In addition to any other conditions the LTC may consider appropriate, the permit may:	
i. require that the owner or other contact be available on Mayne by telephone 24 hours/day, seven days per week and include the name and contact information in the conditions of the permit	Yes, in permit.
ii. require the owner or manager to provide neighbours within a 100 metre radius of the vacation rental with the owner or manager's phone number, and a copy of the temporary use permit	Yes, in permit.
iii. require the landowner to post for guests information on noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care and control of pets (if pets are permitted), and remind guests that the property is located in a residential area	Yes, in permit.
iv. require that pets be kept under control at all times	Yes, in permit.
v. sufficient off-street parking	Yes – minimum two (2) vehicles in permit.
vi. outdoor lighting is not directed onto surrounding properties	Yes, in permit.
vii. restrict advertising to one unilluminated wooden sign, with a maximum area	Yes, in permit.
viii. establish a maximum number of people that can stay	Eight (8) persons.
ix. establish a maximum number of bedrooms	Two (2).
x. establish the specific months in a year that the STVR use may be carried out	Yes, use is limited by days of use for specific months in a calendar year.
xi. prohibit camping or occupancy of RVs on the property	Yes, in permit.
xii. prohibit outdoor fires	Yes, in permit.
xiii. specify advertising that may be utilized	No – although, the LTC could amend permit to include.
xiv. prohibit the rental or provision of motorized personal watercraft	Yes, in permit.
xv. require the landowner/operator to post contact information and permit information at the entrance to the property	Yes, in permit.
xvi. include a provision stating that the bylaw enforcement officer may enter the property between certain hours without prior consultation if a complaint is received	Yes, in permit.



Islands Trust

NOTICE MAYNE ISLAND LOCAL TRUST COMMITTEE PLTUP20260124

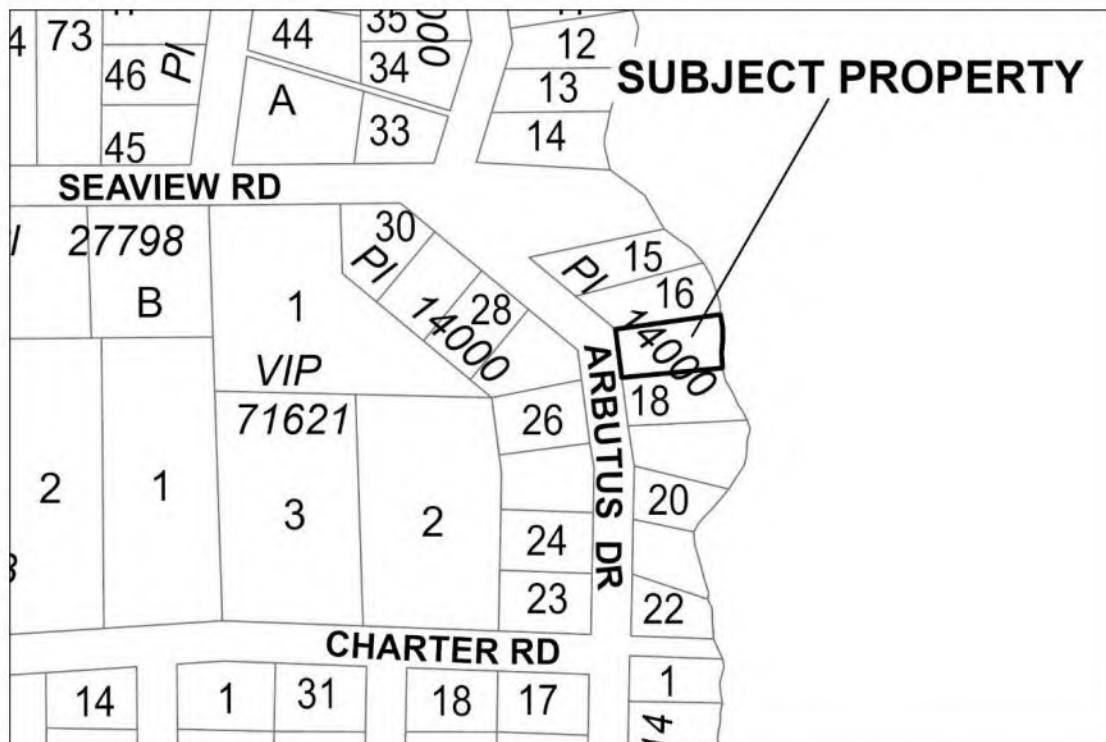
Attachment 5

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit. The proposed permit would apply Lot 17, Section 9, Mayne Island, Cowichan District, Plan 14000 (PID: 004-448-154). This property is located at **538 Arbutus Drive, Mayne Island.**

The purpose of this temporary use permit is to permit a **Short-Term Vacation Rental** use within the existing dwelling unit.

The establishment of the use would be subject to the conditions specified in the attached permit. The permit would be issued for three (3) years and the owner may apply to the Mayne Island Local Trust Committee to have it renewed once for up to an additional three (3) years.

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



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **April 6, 2026** and continuing up to and including **April 17, 2026.**

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

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 604-660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 p.m., **April 17, 2026.**

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **1:00 p.m., April 27, 2026.**

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

PROPOSED

Attachment 6



Islands Trust

**MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20260124 (Costello & Baker)**

538 Arbutus Drive

To: Amber Baker and Daniel Costello

1. This Permit applies to the land described below:

Lot 17, Section 9, Mayne Island, Cowichan District, Plan 14000,
(PID: 004-448-154).

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

a) a Short Term Vacation Rental within the Dwelling Unit.

3. and is subject to the following conditions:

- a) the maximum number of days the short term vacation rental use is permitted between May 1 to September 30 in a calendar year is a total of sixty (60) days;
- b) the maximum number of days the short term vacation rental use is permitted between October 1 to April 30 in a calendar year is a total of thirty (30) days;
- c) the property owner or either one of two contact persons be available on Mayne Island by telephone 24 hours/day, seven days per week. The name and contact number of property owner and the two island contact persons must be provided to guests upon arrival;
- d) the property owner or Short Term Vacation Rental operator must provide neighbours within a 100 metre radius of the vacation rental with the name and contact number of property owner and the two island contact persons must be provided, and a copy of the temporary use permit;
- e) the property owner or Short Term Vacation Rental operator must post for guests information on noise bylaws, water conservation, fire safety, fire escape plan, storage and disposal of garbage and recycling, septic care, and control of pets. The guest information must also remind guests that the property is located in a residential area;
- f) pets should be kept under control at all times;
- g) the owner must provide parking for a minimum of two (2) vehicles on the property;
- h) outdoor lighting must not be directed onto surrounding properties;
- i) a maximum of one unilluminated and wooden sign not exceeding a total sign area of 0.4 square metres advertising the Short Term Vacation Rental is permitted. The sign must be located on the lot occupied by the Short Term Vacation Rental use;
- j) the maximum number of guests is limited to eight (8) persons;
- k) the maximum number of bedrooms is two (2);
- l) camping and occupancy of recreational vehicles are prohibited;
- m) all outdoor fires are prohibited;

- n) the rental or provision of motorized personal watercraft is prohibited;
 - o) the holder of this Permit, will be held accountable for any violation of the conditions of this Permit. The Islands Trust Bylaw Investigations Officer or any other person designated by the Islands Trust to administer this Permit is authorized to enter, at any reasonable time, the property for the purpose of inspecting and determining whether the conditions, prohibitions and requirements of the Permit are being met;
 - p) the property owner or Short Term Vacation Rental operator must provide guests with emergency service contact information and to provide a means for contacting them;
 - q) the property owner, or Short Term Vacation Rental operator, must post the name and contact number of the property owner or on-island contact person, and permit information at the entrance to the house;
 - r) that an application for renewal include hydro and water meter readings for the term of the TUP; and,
 - s) that water conservation information be provided to guests and signs be posted at all water sources.
4. This permit is valid for three (3) years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust or apply for a new permit.
5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Mayne Island Land Use Bylaw No. 146, 2008" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Island Health and Ministry of Transportation and Transit.

**AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE
THIS XX DAY OF XX**

Deputy Secretary, Islands Trust

Date Issued

Active Projects Report

Mayne Island

1. Major Project - Housing Options Project - Phase 2

Responsible

Dates

Activity:

Continuation of Housing Options Project

- Direction to draft bylaws - Completed
- Bylaw referrals - Completed
- First Reading of Bylaws - Completed
- Public Hearing - January 2026

Narissa Chadwick

Rec'd: 30-Jan-2023

Target: 31-Mar-2025

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 and Cistern Implementation</i>	Responsible	Date Received
To review after housing project implementaton		26-Jan-2026
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
6. <i>revise home occupation regs with respect to contractor yards (need clarification)</i>	Responsible	Date Received
		28-Jul-2025



Mayne Local Trust Committee Open Applications Report

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20240072	Louise Girouard	6/6/2024	750 STEWARD DR, MAYNE ISLAN	Application for a variance for siting of a studio, retaining wall, stairs, and a concrete pad located in the foreshore.
Planner	Status	Most Recent Completed Activity		
Bruce Belcher	Under Review	Add Optional Referrals		

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20250305	Derrick Chang; Lee	7/28/2025	0 VILLAGE BAY RD, MAYNE ISLAN	Subsequent to our approval of PLTUP20250105, BCF is applying for the formal rezoning of the property to permit the foreshore riprap.
Planner	Status	Most Recent Completed Activity		
Bruce Belcher	In Progress Rezoning	Record LTC Decision/Update FUAL		

Mayne

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250480	Edward Kyle; Nicho	12/4/2025	330 VILLAGE BAY RD, MAYNE ISL	A referral of a subdivision application for 2 lots.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	In Abeyance	Generate Complete Application Letter

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

Mayne

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260124	Amber Baker	3/18/2026	538 ARBUTUS DR, MAYNE ISLAND	We currently have a TUP (MA-TUP-2023.2) for short-term vacation rentals at our home. It is expiring at the end of May and has already been renewed once. We are applying for a new TUP to continue offering short-term rentals.
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Local Trust Committee	Email Applicant of LTC Meeting	

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260060	bruce a cranna	2/9/2026	574 FERNHILL RD, MAYNE ISLAND	Application for a temporary use permit to use a trailer as a secondary residence at 574 Fernhill Road Mayne Island
Planner		Status	Most Recent Completed Activity	
Bruce Belcher		Local Trust Committee	Email Applicant of LTC Meeting	

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		Local Trust Committee	Record LTC Decision/Update FUAL	

Islands Trust
 LTC EXP SUMMARY REPORT F2026
 Invoices posted to Month ending February 2026

645 Mayne	Invoices posted to Month ending February 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65050-645	LTC "Executive Expense on LTC's"	2,390.00	1,258.40	1,131.60
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,070.00	2,039.65	-969.65
65210-645	LTC - Local Exp - APC Meeting Expenses	210.00	83.65	126.35
65220-645	LTC - Local Exp - Communications	1,100.00	1,088.00	12.00
TOTAL LTC Local Expense		<u>4,770.00</u>	<u>4,469.70</u>	<u>300.30</u>
Projects				
73001-645-4100	Mayne Island Housing	8,000.00	743.00	7,257.00
TOTAL Project Expenses		<u>8,000.00</u>	<u>743.00</u>	<u>7,257.00</u>



Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
<p>2026-017 (Standing)</p> <p>MayneLiner Advertising</p> <p>that Mayne Island Local Trust Committee request that in addition to the notification methods required in Public Notification Bylaw No. 199, staff be requested to publish public hearing notices in the MayneLiner.</p>	Carried	26-Jan-2026
<p>2021-011 (Standing)</p> <p>Advisory Planning Commission - Re-appointments and Expression of Interest Advertisement</p> <p>that the Mayne Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be re-appointed and also advertise for expressions of interest for new commissioners</p>	Carried	25-Jan-2021

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2020-022 (Standing)	Carried	24-Feb-2020

that the Mayne Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission (TRC) Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:

- a) Annually, write a letter to First Nations, (re)introducing trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities;
- b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory;
- c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history;
- d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols;
- e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.



Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
<p>2018-049 (Standing)</p> <p>Cannabis Retail Referrals</p> <ul style="list-style-type: none"> - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: <ul style="list-style-type: none"> o Name of the applicant and a description of the proposal in general terms o The location of the proposed establishment and the subject site o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application o How public comments may be submitted to the local trust committee 	Carried	24-Sep-2018
<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



Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
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2011-044 (Standing)

Carried

02-May-2011

Options for adopting In Camera Minutes

that Mayne Island Local Trust Committee direct staff to only include in-camera minutes on agendas where there are other reasons to close the meeting to the public.



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JANUARY 20, 2026 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/>

- Islands Trust Conservancy (ITC) Board Chair and Vice-Chair elections were held. Trustee Lisa Gauvreau was re-elected by acclamation as Board Chair, and Tanner Timothy | nənqəm was re-elected by acclamation as Board Vice-Chair.
- The ITC Board requested staff to finalize a Conservation Agreement between ITC and Environment and Climate Change Canada and to obtain a signature from the Chair or Authorized Signatory
- The ITC Board requested staff to pursue opportunities for funding from Environment and Climate Change Canada for the continued operation of the ITC Species at Risk Program, beyond March 2026.
- The ITC Board approved the ITC 2028-2032 Five-Year Plan Project Charter and Logic Model to facilitate engagement with First Nations and cooperative development of the Plan.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2025.
- The ITC Board requested staff to bring policy options to the ITC Board at its next meeting to guide allocation of funds of private donations, and provide policy options regarding undirected donations.

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 LTC **For the Meeting of:** April 27, 2026
From: Trust Area Services **Date Prepared:** February 5, 2026
SUBJECT: 2025/26 ANNUAL REPORT – APPROVAL OF MAYNE ISLAND SECTION

RECOMMENDATION: That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

1 PURPOSE: Local Trust Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2025 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.1](#). The Executive Committee approved the format and outline of the 2025/26 Annual Report at its meeting on January 14, 2026.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 2026 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

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

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

OTHER: None.

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

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

RESPONSE OPTIONS

Recommendation: That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Alternative: That the Mayne Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Prepared By: Morgana van Niekerk, Communications Specialist

Approved by: Stefan Cermak, Director, Planning Services, February 5, 2026

Mayne Island Local Trust Committee

The Mayne Island Local Trust Committee (MA LTC) held six regular business meetings in the 2025/26 fiscal year, three Community Information Meetings, and two public hearings.

Work for this period focused on advancing the MA LTC housing priority. The MA LTC made substantial advancements in its Housing Options project to amend its policies and zoning to facilitate greater opportunities for suites, accessory dwelling units, not-for-profit housing, and other alternative housing approaches.

From April 1, 2025 to March 31, 2026, the LTC adopted the following bylaws:

- Bylaw No. 198, which repealed the LTC's meeting procedure bylaw to replace it with the Islands Trust Council bylaw.
- Bylaw No. 199, which was adopted to provide an alternative means of publishing a public notice.

From April 1, 2025 to March 31, 2026, the MA LTC received and considered applications for four development variance permits, two bylaw amendment applications, and three temporary use permits

During the same time period, staff also reviewed 16 building permit referrals, one crown lease referral, and one subdivision.