



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: June 29, 2026
Time: 1:00 pm
Location: Mayne Island Agricultural Hall
430 Fernhill 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 April 27, 2026 (for Adoption)	4 - 10
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 June 2026	11 - 11
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 - 3:00 PM

11.1	Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 551 (for Response) (attached)	12 - 15
11.2	Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 552 (for Response) (attached)	16 - 19
11.3	Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 553 (for Response) (attached)	20 - 25
11.4	Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 554 (for Response) (attached)	26 - 30
11.5	North Pender Island Local Trust Committee Referral for Draft Bylaws 240 and 241 (for Response) (attached)	31 - 34
11.6	MA-PL-TUP-2026-0124 (Baker and Costello) - Staff Memo (attached)	35 - 36
11.7	MA-PL-RZ-2025-0305 (BC Ferries) - Bylaw No. 200 - Consideration of Adoption - Staff Report (attached)	37 - 41
11.8	MA-PL-DVP-2026-0219 (Creedon) - Staff Report (attached)	42 - 58
12.	LOCAL TRUST COMMITTEE PROJECTS	
13.	REPORTS	3:00 PM - 3:10 PM
13.1	Work Program Reports (attached)	
13.1.1	<u>Active Projects Report Dated June 2026</u>	59 - 59
13.1.2	<u>Future Project List Report Dated June 2026</u>	60 - 60
13.2	Applications Report Dated June 2026 (attached)	61 - 63
13.3	Trustee and Local Expense Report Dated April 2026 (attached)	64 - 64
13.4	Adopted Policies and Standing Resolutions (attached)	65 - 68
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 March 2026	69 - 75
14.	NEW BUSINESS	
15.	UPCOMING MEETINGS	
15.1	Next Regular Meeting Scheduled for July 20, 2026 at the Mayne Island Agricultural Hall, Mayne Island	

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close Meeting

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

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

AND that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

3:10 PM - 3:10 PM

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

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

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

Staff Present: Mary Storzer, Regional Planning Manager
Narissa Chadwick, Island Planner
Bruce Belcher, Planner 2
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were members 5 of the public present.

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. PUBLIC PARTICIPATION PERIOD

A member of the public spoke in opposition to Temporary Use Permit application PL-TUP-2026-0124 noting the renewal period has expired and the applicant is applying for a new permit which defeats the purpose of the temporary nature of the permit and circumvents the requirement for rezoning.

- Planner Belcher stated a Temporary Use Permit has a maximum term of three years and can be renewed for an additional three years and there is no legislative requirement that does not allow ongoing reissuance
- Trustees noted if rezoning were approved the use becomes permanent while a Temporary Use Permit provides opportunity for monitoring and intervention if conditions of the permit are not being met

5. COMMUNITY INFORMATION MEETING - None

6. PUBLIC HEARING - None

7. MINUTES

7.1 Local Trust Committee Minutes Dated February 23, 2026 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of February 23, 2026 were adopted.

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

Received for information.

9. DELEGATIONS - None

10. CORRESPONDENCE

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

11. APPLICATIONS AND REFERRALS

11.1 North Pender Island Local Trust Committee Referral for Draft Bylaws 236 and 237 (for Response)

MA-2026-025

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 236 and 237.

CARRIED

11.2 North Pender Island Local Trust Committee Referral for Draft Bylaw No. 242 (for Response)

MA-2026-026

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaw No. 242.

CARRIED

11.3 Galiano Island Local Trust Committee Referral for Draft Bylaw No. 300 (for Response)

MA-2026-027

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee respond to the Galiano Island Local Trust Committee that interests are unaffected by Draft Bylaw No. 300.

CARRIED

11.4 MA-PL-RZ-2025-0305 (BC Ferries) – Draft Bylaw No. 200 - Staff Report

Planner Belcher summarized the staff report and noted the application seeks site-specific rezoning of a portion of the foreshore to permit shoreline stabilization structures intended to manage and prevent ongoing erosion of the shoreline bank.

The Local Trust Committee had no questions or comments.

MA-2026-028

It was MOVED and SECONDED,

that 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.

CARRIED

MA-2026-029

It was MOVED and SECONDED,

that 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.

CARRIED

MA-2026-030

It was MOVED and SECONDED,

that 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.

CARRIED

MA-2026-031

It was MOVED and SECONDED,

that 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.

CARRIED

MA-2026-032

It was MOVED and SECONDED,

that 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.

CARRIED

11.5 MA-PL-TUP-2026-0060 (Cranna) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Temporary Use Permit for a recreational vehicle to be used as a dwelling on a commercially zoned property

- The existing dwelling on the property is being commercially rented to four different businesses
- The draft permit includes conditions to limit impacts to neighbouring properties and a condition to require fence screening
- There has been one response opposing the application due to concerns of the number of vehicles parked on site and lot coverage in excess of allowances

The applicant was in attendance and spoke to the application.

Discussion ensued and the following comments were noted:

- Regardless of the number of parking spaces in place there will be times of overflow due to the nature of the surrounding businesses and the applicant is seeking ways in which some additional parking might be provided
- All buildings on the subject property are within lot coverage permissions

MA-2026-033

It was MOVED and SECONDED.

that Mayne Island Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0060 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.

CARRIED

MA-2026-034

It was MOVED and SECONDED

that Mayne Island Local Trust Committee approve issuance of Temporary Use Permit PLTUP-2026-0060 as amended, for a period of three (3) years.

CARRIED

11.6 MA-PL-TUP-2026-0124 (Baker and Costello) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Temporary Use Permit for a short-term vacation rental to be operated within an existing single-family dwelling
- The rental operated under a previously issued Temporary Use Permit and renewal which is expiring
- There are no changes to conditions specified under the original permit
- One letter in support and four letters in opposition of the application were received

The applicant was in attendance, spoke to the application, and addressed concerns detailed by those in opposition of the permit.

Discussion ensued and the following comments were recorded:

- Due to the late receipt of letters expressing opposition to the application, the Trustees indicated they would like to do a site visit prior to making a decision on the application

- There have been no bylaw complaints regarding the property and the applicant has provided information showing any complaints have been addressed in a timely manner

MA-2026-035

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee defer consideration of the application for Temporary Use Permit PLTUP-2026-0124 until the June 29, 2026 Local Trust Committee meeting.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS - None

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated April 2026

Received for information.

13.1.2 Future Project List Report Dated April 2026

Received for information.

13.2 Applications Report Dated April 2026

Received for information.

13.3 Trustee and Local Expense Report Dated Feb 2026

Received for information.

13.4 Adopted Policies and Standing Resolutions

Received for information.

13.5 Local Trust Committee Webpage - None

13.6 Chair's Report

Chair Elliott reported the following:

- Attended March Trust Council and highlighted adoption of the 2026/27 budget and approval of two new staff positions including a Communication Team Lead and Indigenous Relations Manager
- The MapIt tool has returned to the website
- Trust Area Services is working on a Realtors Education workshop which will include information on the MapIt tool and living in the Trust Area
- Executive Committee has requested a presentation on the Coastal Marine Strategy for consideration of a Trust Council advocacy position
- The Legislative Monitoring Report will return to Trust Council in June
- Feedback on the draft Trust Policy Statement will be coming to Committee of the Whole in May for discussion

- Attended a presentation by the Bowen Island Conservancy on a Bowen Island biodiversity plan and highlighted new open-source tools that will be applied to their Official Community Plan
- Attended the Association of Vancouver Island Coastal Communities conference and spoke to a resolution put forward by the Regional District of Nanaimo regarding scaling building code requirements for homes under 1000 square feet

13.7 Trustee Report

Trustee Maude reported the following:

- Receipt of positive feedback from the Mayne Island Agricultural Society regarding their rezoning application outcome which allowed changes to setbacks providing the ability for them to build a Japanese memorial walkway
- Appreciation for the work done on the BC Ferries terminal

Trustee Dodds reported the following:

- Recognized the passing of Peter Aspin, founding member of Mayne Island Conservancy, and spoke to their contributions to the community
- Attended Trust Council and noted challenges regarding budget approval

13.8 Electoral Area Director's Report - None

13.9 Islands Trust Conservancy Report Date Feb 2026

Received for information.

14. NEW BUSINESS

14.1 2025/26 Annual Report - Request for Decision

Recommend that staff consider not using the MALTC acronym.

MA-2026-036

It was MOVED and SECONDED,

that 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.

CARRIED

MA-2026-037

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff review the use of acronym MALTC in the 2026/27 Annual Report.

CARRIED

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

A member of the public asked if correspondence regarding the Temporary Use Permit application will be posted on the applications page of the website.

The Chair replied they will check with administrative staff as she is unsure if this information is typically published.

17. CLOSED MEETING - None

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:16 p.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Mayne Island

27-Apr-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 7.1 Feb 23, 2026 Meeting minutes adopted as presented.	Emily Bryant	Target: 11-May-2026	Completed
100%	2 11.1 Mayne LTC responded interests unaffected for North Pender LTC Draft Bylaws 236 and 237. Staff to provide response to referral.	Jas Chonk	Target: 11-May-2026	Completed
100%	3 11.2 Mayne LTC responded interests unaffected for North Pender LTC Draft Bylaw 242. Staff to provide response to referral.	Jas Chonk	Target: 11-May-2026	Completed
100%	4 11.3 Mayne LTC responded interests unaffected for Galiano LTC Draft Bylaw No. 300. Staff to provide response to referral.	Jas Chonk	Target: 11-May-2026	Completed
100%	5 11.4 Mayne LTC completed first, second, third reading, and confirmed review of Islands Trust Policy Statement Directives Only Checklist. Staff to forward the proposed Bylaw No. 200 to the Secretary of the Islands Trust for approval by the Executive Committee.	Jas Chonk	Target: 11-May-2026	Completed
100%	6 11.5 Mayne LTC approved issuance of PL-TUP-2026-0060 for three years, as amended. Staff to make the approved amendments and issue the permit.	Bruce Belcher Jas Chonk	Target: 11-May-2026	Completed
100%	7 11.6 Mayne LTC deferred issuance of PL-TUP-2026-0124 until June 29th, 2026 LTC meeting. Staff to bring application back to LTC for consideration following trustee site visits of the property.	Bruce Belcher	Target: 11-May-2026	Completed



MEMORANDUM

DATE OF MEETING: June 29, 2026 File No.: SS-BL-551
(SS-PL-RZ-2025-0001)
 TO: Mayne Island Local Trust Committee
 FROM: Jas Chonk, Legislative Clerk, Southern Team
 SUBJECT: Referral: Proposed Bylaw No. 551

PURPOSE

The Salt Spring Island Local Trust Committee has referred proposed Bylaw No. 551 (cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 6, 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 Salt Spring Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/salt-spring/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 Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw No. 551.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Mayne Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 551 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 Salt Spring Island Local Trust Committee that proposed Bylaw No. 551 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 Salt Spring Island Local Trust Committee that proposed Bylaw No. 551 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	May 22, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM

From: Britt Holowaty
Sent: Wednesday, May 13, 2026 2:49 PM
To: Nadine Mourao; Jas Chonk; saltspring@rcmp-grc.gc.ca; FrontCounterBC@gov.bc.ca; realestate@crd.bc.ca; jholmes@saltspringfire.com; gateway_office@islandhealth.ca; vancouver.island@bcassessment.ca; amanda.vanderkloof@bcas.ca
Cc: Oluwashogo Garuba
Subject: Salt Spring Island Local Trust Committee Proposal Bylaw No. 551 Referral - For Response - Agencies
Attachments: SS-BL-551_2026-05-13_ReferralFormFinal.pdf

Dear Referrals Coordinator(s),

We are contacting your Agency in regards to a referral of Bylaw No. 551 (attached). The Salt Spring Island Local Trust Committee of the Islands Trust has received an application with the intent to change subject property zoning from Rural (R) to Rural variant q (R(q)) to permit one existing oversized seasonal cottage to be converted into full time dwelling units and reduce front lot line setback for existing building.

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

Materials related to this application are located under the Islands Trust file number for this application: SS-BL-551

In the meantime, should you have any questions or concerns regarding the proposed bylaw, please contact Planner Oluwashogo Garuba at 250-538-5603 or by email ogaruba@islandstrust.bc.ca, or if you wish for staff to bring forward your concern or comments to the Salt Spring Island Local Trust Committee for their consideration of next steps.

A response to the referral is respectfully requested by June 22, 2026.

Thank you for your time,

Britt Holowaty

Legislative Clerk | Deputy Secretary

Islands Trust

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

T 250-538-5601 | islandstrust.bc.ca

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

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

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOKEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwəθən, səliwətəʔ, SEMYOME, shíshálh, Skwx̱ wú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SṠÁUTW̱, Stz'uminus, ʔaʔamen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W̱ JOŁŁP, W̱ SIKEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and x̱məθḵəy̱əm First Nations/Tribes/Nations. Islands Trust is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.



Islands Trust

BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area Bylaw No.: 551 Date: May 13, 2026

You are requested to comment on the attached Bylaw for potential effect on your First Nations/Agency's interests. We would appreciate your response by June 22, 2026. If no response is received within that time, it will be assumed that your First Nations/Agency's interests are unaffected.

APPLICANT'S NAME / ADDRESS:

Serena Klaver

PURPOSE OF BYLAW:

To change subject property zoning from Rural (R) to Rural variant q (R(q)) to permit one existing oversized seasonal cottage to be converted into full time dwelling units and reduce front lot line setback for existing building.

GENERAL LOCATION:

120 Mansell Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901

SIZE OF PROPERTY AFFECTED:

1.27 ha (3.13 ac)

ALR STATUS:

NOT IN ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhoods (RL)

OTHER INFORMATION:

The current [Rural \(R\)](#) zone of the property does not permit more than 1 Single Family Dwelling and the proposed new zone will permit 2 full time dwellings and also reduce the front lot line setback from 7.5m to 0.95m for an existing legal non-conforming building on the subject property. Staff reports and other information is available at <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under PLRZ20250001 the application number for this rezoning bylaw

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

(Signature)

Name: Oluwashogo Garuba

Title: Planner 2

This referral has been sent to the following agencies:

First Nations

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

Salt Spring Island Coast Salish Society

Provincial Agencies

- BC Assessment Authority
- Front Counter BC

Regional Agencies

- CRD – All Referrals
- CRD – SSI Building Inspection
- CRD – Salt Spring Local Community Commission
- Vancouver Island Health Authority
- SSI Advisory Planning Commission

Non-Agency Referrals

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

Adjacent Local Trust Committees and Municipalities

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

551
(Bylaw Number)

(Print Name and Title)

(First Nation/Agency)



MEMORANDUM

DATE OF MEETING: June 29, 2026 File No.: SS-BL-552
(SS-RZ-2023.1)
 TO: Mayne Island Local Trust Committee
 FROM: Jas Chonk, Legislative Clerk, Southern Team
 SUBJECT: Referral: Proposed Bylaw No. 552

PURPOSE

The Salt Spring Island Local Trust Committee has referred proposed Bylaw No. 552 (cited as "Salt Spring Island Land Use Bylaw No. 355, 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 Salt Spring Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/salt-spring/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 Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw No. 552.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Mayne Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 552 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 Salt Spring Island Local Trust Committee that proposed Bylaw No. 552 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 Salt Spring Island Local Trust Committee that proposed Bylaw No. 552 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	May 22, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM

From: Britt Holowaty
Sent: Thursday, May 14, 2026 4:16 PM
To: Nadine Mourao; Jas Chonk; realestate@crd.bc.ca; ALC.Referrals@gov.bc.ca; Reed.Bailey@gov.bc.ca; PLUM@gov.bc.ca; FrontCounterBC@gov.bc.ca; gateway_office@islandhealth.ca; amanda.vanderkloof@bcas.ca; jholmes@saltspringfire.com; info@nsswaterworks.ca; saltspring@rcmp-grc.gc.ca
Cc: Oluwashogo Garuba
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw No. 552 Referral - For Response - Agencies
Attachments: SS-BL-552_2026-05-13_ReferralFormFinal.pdf

Dear Referrals Coordinator(s),

We are contacting your Agency in regards to a referral of Bylaw No. 552 (attached). The Salt Spring Island Local Trust Committee of the Islands Trust has received an application with the intent to change the subject property zoning from Rural to Commercial 1 to bring into compliance current land use permitted by Land Use Contract Bylaw No. 10.

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

Materials related to this application are located under the Islands Trust file number for this application: SS-BL-552

In the meantime, should you have any questions or concerns regarding the proposed bylaw, please contact Planner Oluwashogo Garuba at 250-538-5603 or by email ogaruba@islandstrust.bc.ca, or if you wish for staff to bring forward your concern or comments to the Salt Spring Island Local Trust Committee for their consideration of next steps.

A response to the referral is respectfully requested by July 13, 2026.

Thank you for your time,

Britt Holowaty

Legislative Clerk | Deputy Secretary

Islands Trust

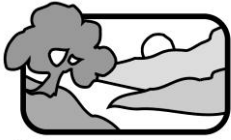
4 – 121 McPhillips Ave | Salt Spring Island, BC, V8K 2T6

T 250-538-5601 | islandstrust.bc.ca

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

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

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwáəθən, səilwətaʔ, SEMYOME, shishálh, Sḵw̓x̓ wú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SÁÁUTW̓, Stz'uminus, ʔaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W̓ JOŁŁLP, W̓ SIKEM, Xeláltxw, Xwémalhkww, Xwsepsum, and xʷməθkʷəy̓əm First Nations/Tribes/Nations. Islands Trust is



Islands Trust

BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area Bylaw No.: 552 Date: May 14, 2026

You are requested to comment on the attached Bylaw for potential effect on your First Nations/Agency's interests. We would appreciate your response by July 13, 2026. If no response is received within that time, it will be assumed that your First Nations/Agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Chris Schmah

PURPOSE OF BYLAW:

To change the subject property zoning from Rural to Commercial 1 to bring into compliance current land use permitted by Land Use Contract Bylaw No. 10.

GENERAL LOCATION:

104 Atkins Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT A, SECTION 4, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 3367

SIZE OF PROPERTY AFFECTED:

1.05 hectares (2.6 acres)

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural Neighbourhood (RL)

OTHER INFORMATION:

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

(Signature)

Name: Oluwashogo Garuba

Title: Planner 2

This referral has been sent to the following agencies:

First Nations

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

Salt Spring Island Coast Salish Society

Non-Agency Referrals

- BC Ambulance Service
- RCMP
- SSI Fire-Rescue
- North Salt Spring Waterworks District

Regional Agencies

- CRD – All Referrals
- CRD – SSI Building Inspection
- CRD – Salt Spring Local Community Commission
- CRD – Ganges Sewer Commission
- Vancouver Island Health Authority
- SSI Advisory Planning Commission
- SSI Agricultural Advisory Planning Commission

Provincial Agencies

- Agricultural Land Commission
- Ministry of Agriculture
- BC Assessment Authority
- Ministry of Municipal Affairs
- Ministry of Transportation & Infrastructure
- Front Counter BC

Adjacent Local Trust Committees and Municipalities

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

552
(Bylaw Number)

(Print Name & Title)

(First Nation/Agency)



MEMORANDUM

DATE OF MEETING: June 29, 2026 File No.: SS-BL-553
(SS-PL-RZ-2026-0013)
 TO: Mayne Island Local Trust Committee
 FROM: Jas Chonk, Legislative Clerk, Southern Team
 SUBJECT: Referral: Proposed Bylaw No. 553

PURPOSE

The Salt Spring Island Local Trust Committee has referred proposed Bylaw No. 553 (cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 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 Salt Spring Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/salt-spring/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 Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw No. 553.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Mayne Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 553 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 Salt Spring Island Local Trust Committee that proposed Bylaw No. 553 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 Salt Spring Island Local Trust Committee that proposed Bylaw No. 553 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	May 22, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM

From: Britt Holowaty
Sent: Tuesday, May 12, 2026 2:38 PM
To: Nadine Mourao; Jas Chonk; Robert Barlow; 'mtippett@cvrld.bc.ca'; 'info@nsswaterworks.ca'; 'saltspring@rcmp-grc.gc.ca'; 'FrontCounterBC@gov.bc.ca'; 'LUPRI@gov.bc.ca'; 'jenny.patton@gov.bc.ca'; Kris Nichols; 'jholmes@saltspringfire.com'; 'vancouver.island@bcassessment.ca'; 'gateway_office@islandhealth.ca'; 'realestate@crd.bc.ca'
Cc: Milad Panahifar
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw No. 553 Referral - For Response
Attachments: SS-BL-553_2026-05-05_ReferralFINAL.pdf

Dear Referrals Coordinator(s),

We are contacting your Agency in regards to a referral of Bylaw No. 553 (attached). The Salt Spring Island Local Trust Committee of the Islands Trust has received an application with the intent to change the subject property zoning from split-zone Residential 6 and Residential 6(b) to a Commercial zone variant that permits the proposed commercial uses (As listed on the bylaw) and reduces the required lot line setback.

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

Materials related to this application are located under the Islands Trust file number for this application: SS-BL-553

In the meantime, should you have any questions or concerns regarding the proposed bylaw, please contact Planner Milad Panahifar at 250-538-5602 or by email mpanahifar@islandstrust.bc.ca, or if you wish for staff to bring forward your concern or comments to the Salt Spring Island Local Trust Committee for their consideration of next steps.

A response to the referral is respectfully requested by July 4, 2026.

Thank you for your time,

Britt Holowaty

Legislative Clerk | Deputy Secretary
4 – 121 McPhillips Avenue | Salt Spring Island BC V8K 2T6
T 250-538-5601 | islandstrust.bc.ca
You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Find out more about Salt Spring's review of the our Official Community Plan and Land Use Bylaw: <https://islandstrust.bc.ca/island-planning/salt-spring/projects/salt-spring-official-community-plan-review/>

Get the latest updates from the Salt Spring Island Local Trust Committee sent to your email:
<https://islandstrust.bc.ca/subscribe/>

Protecting islands in the Salish Sea

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOKÉCEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, scəwəθən, səlilwətał, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SÁÁUTW , Stz'uminus, ɬaɬəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W̱ JOŁEŁP, W̱ SIKEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and xʷməθkʷəyəm First Nations. Islands Trust Conservancy is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea



Islands Trust

BYLAW REFERRAL FORM

4-121 McPhillips Ave
Salt Spring Island, BC V8K2T6
Ph: (250) 537-9144
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Trust Area Bylaw No.: 553 Date: April 09, 2026

You are requested to comment on the attached Bylaw for potential effect on your First Nation/Agency's interests. We would appreciate your response by July 4, 2026. If no response is received within that time, it will be assumed that your First Nation/Agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Martin Ogilvie

PURPOSE OF BYLAW:

To change the subject property zoning from split-zone Residential 6 and Residential 6(b) to a Commercial zone variant that permits the proposed commercial uses (As listed on the bylaw) and reduces the required lot line setback.

GENERAL LOCATION:

116 Jackson Avenue, Salt Spring Island (PID: 031-451-977)

LEGAL DESCRIPTION:

LOT 2 SECTION 1 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN EPP99513

SIZE OF PROPERTY AFFECTED:

0.08 hectares (0.209 acres)

ALR STATUS:

Not in ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Core Area (GVC)

OTHER INFORMATION:

The applicant previously obtained a Temporary Use Permit that allowed the proposed uses on the property for a period of three years. The owner is now seeking permanent zoning to provide greater certainty for tenants and to ensure the continued operation of these uses in compliance with the Land Use Bylaw. Currently, the R6 and R6(b) zones permit single-family dwellings, duplexes, and funeral homes. The proposed new zone would additionally permit the following uses, buildings, and structures:

- Indoor retail sales and rentals
- Indoor retail services, excluding Laundromats
- Outdoor retail sales of nursery plants and home gardening supplies
- Indoor production of food and drink items, clothing, crafts, artwork, jewellery and similar items for retail or wholesale sales, provided there is a retail outlet on the premises and provided water consumption does not exceed 1600 litres/day
- Offices
- Bank or Credit Union
- Restaurants
- Day care centres for children, seniors, or people with special needs

Additionally, a Development Variance Permit (DVP) was previously issued to reduce setbacks for specific structures on the subject property. The current proposal seeks to permanently reduce the required setbacks from lot lines as follows:

- (1) Front lot line setback: from 7.5 m (24.6 ft) to 4.5 m (14.8 ft)
- (2) Rear lot line setback: from 7.5 m (24.6 ft) to 3.0 m (9.8 ft)
- (3) Interior side lot line setback: from 3.0 m (9.8 ft) to 1.5 m (4.9 ft)

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: Milad Panahifar

Title: Planner 1

This referral has been sent to the following agencies:

First Nations

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- St'zuminus First Nation
- Tsartlip First Nation

Provincial Agencies

- BC Assessment Authority
- Front Counter BC
- Ministry of Municipal Affairs

Regional Agencies

- Capital Regional District
- CRD – All Referrals & SSI Senior Manager
- CRD – SSI Building Inspection
- SS LTC – Advisory Planning Commission

Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation
Ts'uubaa-Asatx (Lake Cowichan) First Nation

Adjacent Local Trust Committees and Municipalities

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

Islands Trust – Accessibility Committee
Vancouver Island Health Authority

Non-Agency Referrals

RCMP
SSI Fire-Rescue
Salt Spring Island Coast Salish Society
North Salt Spring Waterworks District

BYLAW REFERRAL FORM RESPONSE SUMMARY

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

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

553
(Bylaw Number)

(Print Name & Title)

(First Nation/Agency)



MEMORANDUM

DATE OF MEETING: June 29, 2026 File No.: SS-BL-554
(SS-PL-RZ-2025-0177)
 TO: Mayne Island Local Trust Committee
 FROM: Jas Chonk, Legislative Clerk, Southern Team
 SUBJECT: Referral: Proposed Bylaw No. 554

PURPOSE

The Salt Spring Island Local Trust Committee has referred proposed Bylaw No. 554 (cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 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 Salt Spring Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/salt-spring/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 Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw No. 554.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Mayne Island Local Trust Committee recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 554 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 Salt Spring Island Local Trust Committee that proposed Bylaw No. 554 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 Salt Spring Island Local Trust Committee that proposed Bylaw No. 554 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	May 22, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM

From: Britt Holowaty
Sent: Thursday, May 14, 2026 2:31 PM
To: Nadine Mourao; Jas Chonk; martin.collins@gov.bc.ca; vancouver.island@bcassessment.ca; realestate@crd.bc.ca; gateway_office@islandhealth.ca; amanda.vanderkloof@bcas.ca; saltspring@rcmp-grc.gc.ca; jholmes@saltspringfire.com; info@nsswaterworks.ca; mtippett@cvrd.bc.ca; LUPRI@gov.bc.ca; jenny.patton@gov.bc.ca; Kris Nichols; shawn.haley@gov.bc.ca; FrontCounterBC@gov.bc.ca
Cc: Oluwashogo Garuba
Subject: Salt Spring Island Local Trust Committee Proposed Bylaw No. 554 Referral - For Response - Agency
Attachments: SS-BL-554_2026-05-13_ReferralFormFinal.pdf

Dear Referrals Coordinator(s),

We are contacting your Agency in regards to a referral of Bylaw No. 554 (attached). The Salt Spring Island Local Trust Committee of the Islands Trust has received an application for Rezoning to Permit Additional Commercial Guest Accommodation Units on Commercial Accommodation 1 variant f (CA1 (f)) zone.

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

Materials related to this application are located under the Islands Trust file number for this application: SS-BL-554 and PLRZ20250177

In the meantime, should you have any questions or concerns regarding the proposed bylaw, please contact Planner Oluwashogo Garuba at 250-538-5603 or by email ogaruba@islandstrust.bc.ca, or if you wish for staff to bring forward your concern or comments to the Salt Spring Island Local Trust Committee for their consideration of next steps.

A response to the referral is respectfully requested by July 13, 2026.

Thank you for your time,

Britt Holowaty

Legislative Clerk | Deputy Secretary

Islands Trust

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

T 250-538-5601 | islandstrust.bc.ca

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

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

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOĶÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scáwáθən, sáilwatał, SEMYOME, shíshálh, Słwx wú7mesh, Snaw-



Islands Trust

BYLAW REFERRAL FORM

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

Island: Salt Spring Island Trust Area Bylaw No.: 554 Date: May 14, 2026

You are requested to comment on the attached Bylaw for potential effect on your First Nations/Agency's interests. We would appreciate your response by July 13, 2026. If no response is received within that time, it will be assumed that your First Nations/Agency's interests are unaffected.

APPLICANT'S NAME / ADDRESS:

Patrick Wheeler

PURPOSE OF BYLAW:

Rezoning to Permit Additional Commercial Guest Accommodation Units on Commercial Accommodation 1 variant f (CA1 (f)) zone

GENERAL LOCATION:

121 Upper Ganges Road, Salt Spring Island

LEGAL DESCRIPTION:

LOT 1 SECTION 3 RANGE 3 EAST NORTH SALT SPRING ISLAND COWICHAN DISTRICT PLAN 11914 EXCEPT PARTS IN PLANS VIP56622 AND VIP59981

SIZE OF PROPERTY AFFECTED:

1.18 ha (2.93 ac)

ALR STATUS:

NOT IN ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Ganges Village Upper (GVU)

OTHER INFORMATION:

The current zone of the property permits up to 55 commercial guest accommodation unit and these must be sited within the walls of the existing building. The proposed amendments to the Land Use Bylaw will increase the maximum permitted number of units to 75. This does not bring about an increase in density or intensity of use of the subject property as this number brings the lot coverage to 18% out of the permitted 33% in accordance with the Salt Spring Land Use Bylaw No. 355. Staff reports and other information is available at <https://islandstrust.bc.ca/island-planning/salt-spring/current-applications/> under PLRZ20250177 the application number for this rezoning bylaw.

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

(Signature)

Name: Oluwashogo Garuba
Title: Planner 2

This referral has been sent to the following agencies:

First Nations

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

Salt Spring Island Coast Salish Society

Provincial Agencies

- Agricultural Land Commission
- Ministry of Agriculture
- BC Assessment Authority

Regional Agencies

- CRD – All Referrals
- CRD – SSI Building Inspection
- CRD – Salt Spring Local Community Commission
- Vancouver Island Health Authority
- SSI Advisory Planning Commission
- SSI Agricultural Advisory Planning Commission

Non-Agency Referrals

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

Adjacent Local Trust Committees and Municipalities

- Galiano Island Local Trust Committee
- Mayne Island Local Trust Committee
- North Pender Island Local Trust Committee
- Thetis Island Local Trust Committee

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area
(Island)

(Signature)

(Date)

554
(Bylaw Number)

(Print Name and Title)

(First Nation/Agency)



MEMORANDUM

DATE OF MEETING: June 29, 2026
 TO: Mayne Island Local Trust Committee
 FROM: Jas Chonk, Legislative Clerk, Southern Team
 SUBJECT: Referral: Draft Bylaws 240 and 241

File No.: NP-BLs-240-241
Housing Project

PURPOSE

The North Pender Island Local Trust Committee has referred Draft Bylaw No. 240 (cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025”) and Draft Bylaw No. 241 (cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 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 project including the preliminary staff report with site context, photos, correspondence, and other information can be found on the North Pender Island Current Projects webpage: <https://islandstrust.bc.ca/island-planning/north-pender/projects/>

NEXT STEPS

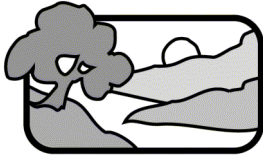
The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Mayne Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 240 and 241.
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 240 and 241 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 240 and 241 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 240 and 241 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	June 15, 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: North Pender Island Local Trust Area Bylaw No.: 240/241 Date: June 12, 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.

Housing Access and Affordability Project

PURPOSE OF BYLAW:

The purpose of draft Bylaw No. 240 and No. 241 is to make amendments to the North Pender Island Official Community Plan No. 171 and North Pender Island Land Use Bylaw No. 224 to provide more flexibility and options for increasing affordable, non-market, and worker housing alternatives on North Pender Island.

Professional reports and staff reports are available on the Projects webpage:

<https://islandstrust.bc.ca/island-planning/north-pender/projects/>

GENERAL LOCATION:

North Pender 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.

B.Smith

(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

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 Parks and Recreation Commission
Gulf Islands School District No. 64
Outer Gulf Islands RCMP
Pender Island Conservancy

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Housing, Planning and
Protective Services
Island Health
North 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)

240/241

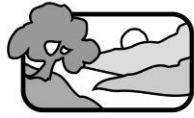
(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



MEMORANDUM

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

DATE OF MEETING: June 29, 2026

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: PL-TUP-2026-0124

PURPOSE

The purpose of this memorandum is to provide an update regarding the status of the Temporary Use Permit (TUP) application PL-TUP-2026-0124 for the proposed operation of a Short-Term Vacation Rental (STVR) out of an existing single-family dwelling.

BACKGROUND

The Mayne Island Local Trust Committee passed the following resolution in regards to the new TUP application for STVR use at 538 Arbutus Drive:

MA-2026-035

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee defer consideration of the application for Temporary Use Permit PLTUP-2026-0124 until the June 29, 2026 Local Trust Committee meeting.

CARRIED

CORRESPONDENCE

A total of eight letters have now been received in reference to the subject application since the initial notification and following the April 27, 2026 LTC meeting. Of the letters received there have been seven in opposition, four of which are close neighbours to the property. These letters include concerns regarding the overall STVR use on Mayne Island as well as the competition with longstanding commercial vacation rentals. The letters in opposition did not provide specific concerns over the STVR use as defined in the draft permit. One letter did identify issues with the appearance and maintenance of the property. One letter of support was received from a direct neighbour who identified that there have been no issues with the short-term rental use.

All of the correspondence related to this application along with the previous staff report is posted on the Islands Trust website:

<https://islandstrust.bc.ca/island-planning/mayne/current-applications/>

Submitted By:	Bruce Belcher, Planner 2	June 15, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	June 16, 2026



DATE OF MEETING: June 29, 2026

TO: Mayne Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: BC Ferries Village Bay Rezoning - Bylaw No. 200 Final Approval

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 adopted.**

REPORT SUMMARY

The purpose of this report is to present Bylaw No. 200 for consideration of final adoption for the BC Ferries foreshore rezoning application following Executive Committee approval.

BACKGROUND

BC Ferries initiated the rezoning of a 220m² area of the foreshore adjacent to the Village Bay ferry terminal property to permanently legalize the shoreline protection infrastructure which was previously permitted through a temporary use permit in the summer of 2025. The foreshore is currently zoned Water Moorage – W2. To permanently allow the shoreline protection infrastructure the foreshore area would be rezoned to the Transportation Service variant a – S3(a) site specific zone permitting shoreline stabilization structures intended to manage and prevent ongoing erosion of the shoreline bank.

Additional background related to this bylaw, including staff reports, is available on the Islands Trust website:

<https://islandstrust.bc.ca/island-planning/mayne/current-applications/>

Rationale for Recommendation

The Islands Trust Executive Committee granted approval of Bylaw No. 200 at the June 3, 2026 Executive Committee meeting. Following Executive Committee approval, the Mayne Island Local Trust Committee may adopt the bylaw to complete the rezoning and bring the shoreline protection infrastructure into compliance.

ALTERNATIVES

- 1. Proceed no further**

That the Mayne Island Local Trust Committee proceed no further with the proposed Bylaw No. 200 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025”.

Submitted By:	Bruce Belcher, Planner 2	June 15, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	June 16, 2026

ATTACHMENTS

1. Bylaw No. 200

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 27TH DAY OF APRIL 2026.

READ A SECOND TIME THIS 27TH DAY OF APRIL 2026.

READ A THIRD TIME THIS 27TH DAY OF APRIL 2026.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS 3RD DAY OF JUNE 2026.

ADOPTED THIS _____ DAY OF _____ 20____

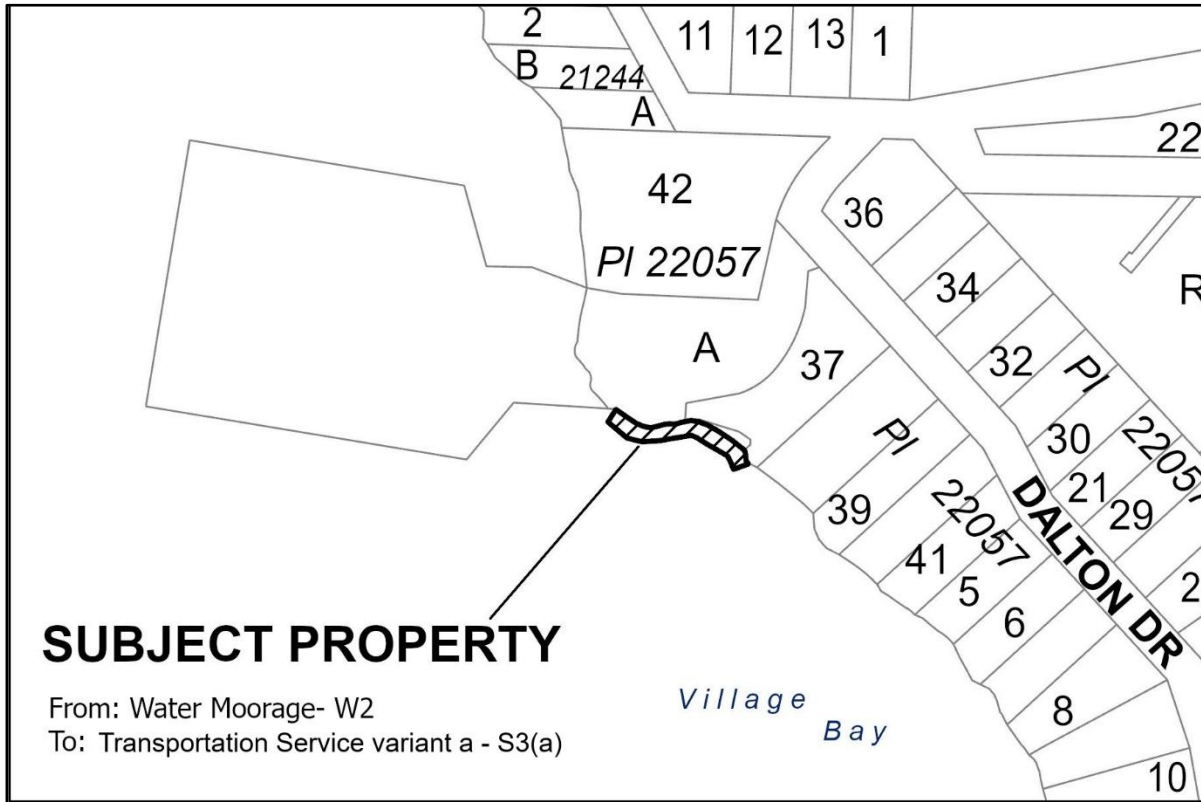
CHAIR

SECRETARY

PROPOSED

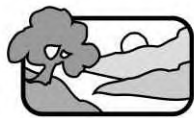
MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 200

Plan No. 1



SUBJECT PROPERTY

From: Water Moorage- W2
To: Transportation Service variant a - S3(a)



File No.: PL-DVP-2026-0219

DATE OF MEETING: June 29, 2026
TO: Mayne Island Local Trust Committee
FROM: Bruce Belcher, Planner 2
Southern Team
COPY: Mary Storzer, Regional Planning Manager
SUBJECT: PL-DVP-2026-0219
Applicant: Evan Creedon
Location: 435 Victor Road, Mayne Island (PID: 004-181-816)

RECOMMENDATION

- 1. That the Mayne Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0219.**

REPORT SUMMARY

The purpose of this report is to consider a new Development Variance Permit (DVP) to relax the 4.5 metre exterior side lot line setback for an existing deck and the new construction of deck and stair additions, and a new foreshore stair access.

RATIONALE FOR VARIANCE

The applicant's rationale for the variance is to replace and extend (but only with the same projection into the setback as existing structures) the upper and lower floor decks for the existing dwelling which is believed to be constructed in 1969. The dwelling and existing entry deck, upper and lower deck are all located within the exterior side lot line setback. In addition, the applicant proposes new stair access for the upper deck and new stairs from the lower deck to access the lower yard towards the foreshore, but all new structures maintain the same projection into the exterior lot line setback as the existing structures and their proposed expansion. The applicant has provided a letter, included as Attachment 3.

BACKGROUND

The applicant submitted the DVP application following bylaw enforcement action related to a CRD referral for concerns over the siting of a deck in the setback. The proposed variance to the Mayne Island Land Use Bylaw No. 146, 2008 (LUB) is as follows:

- Subsection 5.1 (8) (c) which states that *the minimum setback for any building or structure is 4.5 metres (15 feet) from any exterior side lot line* is relaxed for the following existing and proposed structures:
 - Existing entry deck within 0.0 metres of lot line;
 - Proposed upper floor deck within 1.07 metres of the exterior lot line;
 - Proposed lower floor deck within 1.02 metres of the exterior lot line;

- iv. Proposed stairs from lower deck to access the yard and foreshore within 0.80 metres of the lot line;
- v. Proposed exterior stairs for upper deck access within 1.15 metres of the lot line.

The subject property is located at 435 Victor Road, which is a north facing waterfront property on Miners Bay and is accessed from Maple Drive. The property is zoned Settlement Residential (SR) and is 0.38 hectares in total area. The property has an existing single-family dwelling which BC Assessment lists as being built in 1969. The property adheres to the regulations for maximum lot coverage of 20%.

The existing entry deck projects into the public roadway by 0.38 metres according to a survey completed in 2025. The Mayne Island Local Trust Committee can only issue a DVP for the portion of the structure that is on the privately owned property, which the draft permit has identified as within 0.0 metres of the exterior side lot line. The Ministry of Transportation and Transit (MOTT) has authority over the public roadway. To legalize the portion of the structure on the right-of-way the owner be required to apply for an encroachment highway use permit.

A copy of the notice and draft permit are included as Attachments 4 and 5. Staff conducted a site visit on June 16, 2026 and photos of the site are included in Attachment 2.

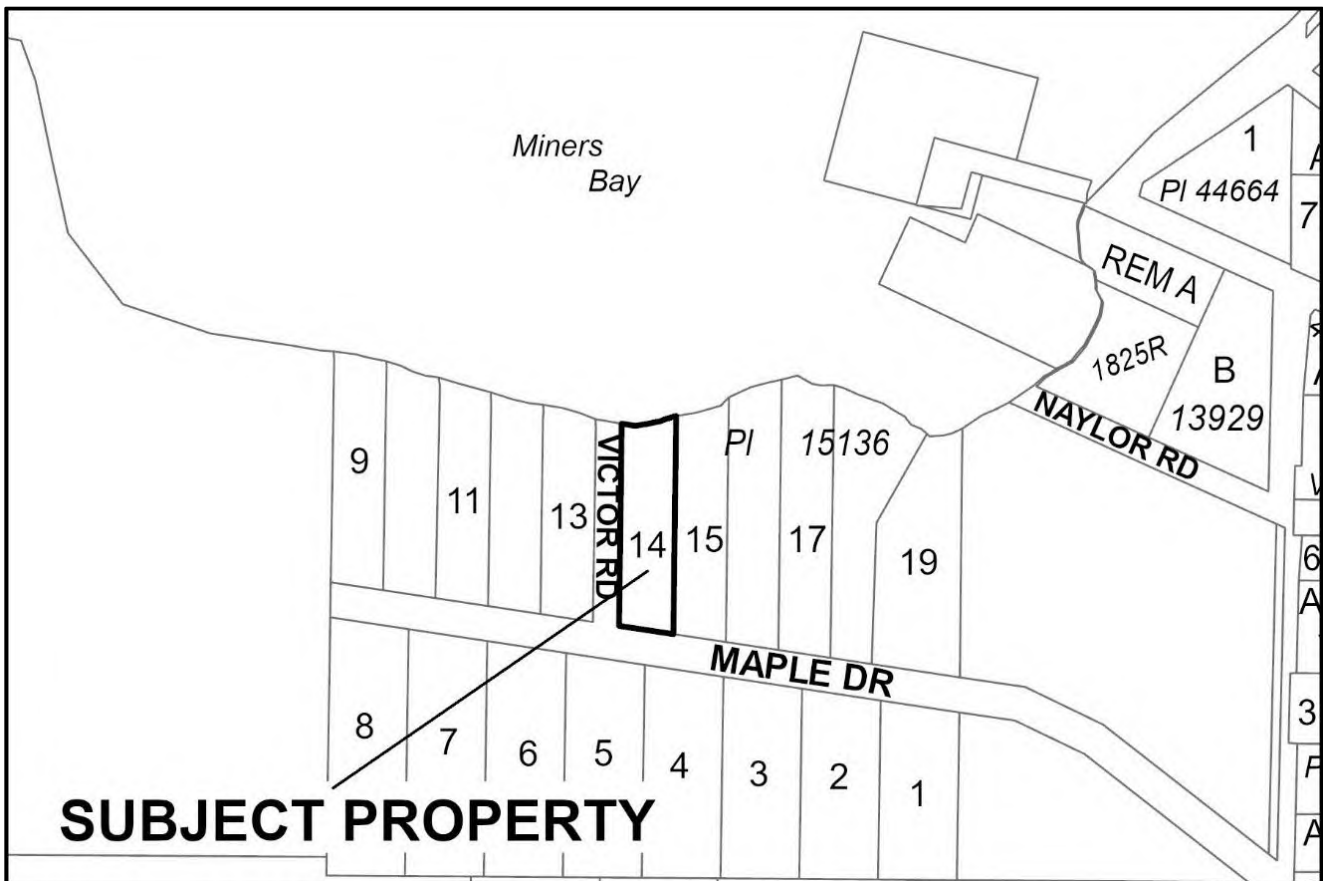


Figure 1: Subject Property Location

ANALYSIS

Intent of Regulations being varied

The overall purpose of the exterior lot line setback is to minimize development related impacts to adjacent properties, including the following:

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

Potential impacts of granting to variance

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

If the variance is approved there would be no new impacts to the views of neighbouring properties due to the structures generally being located in the same area as the existing deck and stairs. The proposed and existing structures are not visible from the east neighbour given the location along the western side of the property, and the visual impact to the neighbouring property across Victor Rd is mainly obstructed by existing vegetation. The proposed variances are not considered a hazard in relation to the public roadway of Victor Road given that the road does not have high traffic due to the roadway only being used for ocean access and having no thru traffic.

Circulation

The draft permit was circulated to surrounding property owners and residents on June 8, 2026. The notification period will end on June 19, 2026.

One letter of support from the neighbour to the west across Victor Road has been received. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

First Nations

The subject property has a known archaeological site along the foreshore and is mapped to have archaeological potential within 20 metres of the natural boundary of the sea. The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants with the initial application.

Rationale for Recommendation

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

- The rationale for requesting the variance is reasonable, on the basis of legalizing the existing siting and allowing the replacement and construction of other structures consistent with the existing projections into the setback;
- The variance would not result in new impacts to the views of neighbouring properties or hazards related to proximity to the public right-of-way;
- There have been no responses to the public notification for the draft permit from neighbouring properties.

Alternatives

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

1. Request further information

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

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

2. Deny the application

The LTC may deny the application. If the application is denied the applicant may apply for a Board of Variance application or relocate the structures. Recommended wording for the resolution is as follows:

That the Mayne Island Local Trust Committee refuse application PL-DVP-2026-0219.

Submitted By:	Bruce Belcher, Planner 2	June 15, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	June 16, 2026

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. Applicant Letter
4. Notice
5. Draft Development Variance Permit
6. Correspondence

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 14, SECTION 12, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 15136
PID	004-181-816
Civic Address	435 Victor Road, Mayne Island
Lot Size	0.38 hectares

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential and Marine

HISTORICAL ACTIVITY

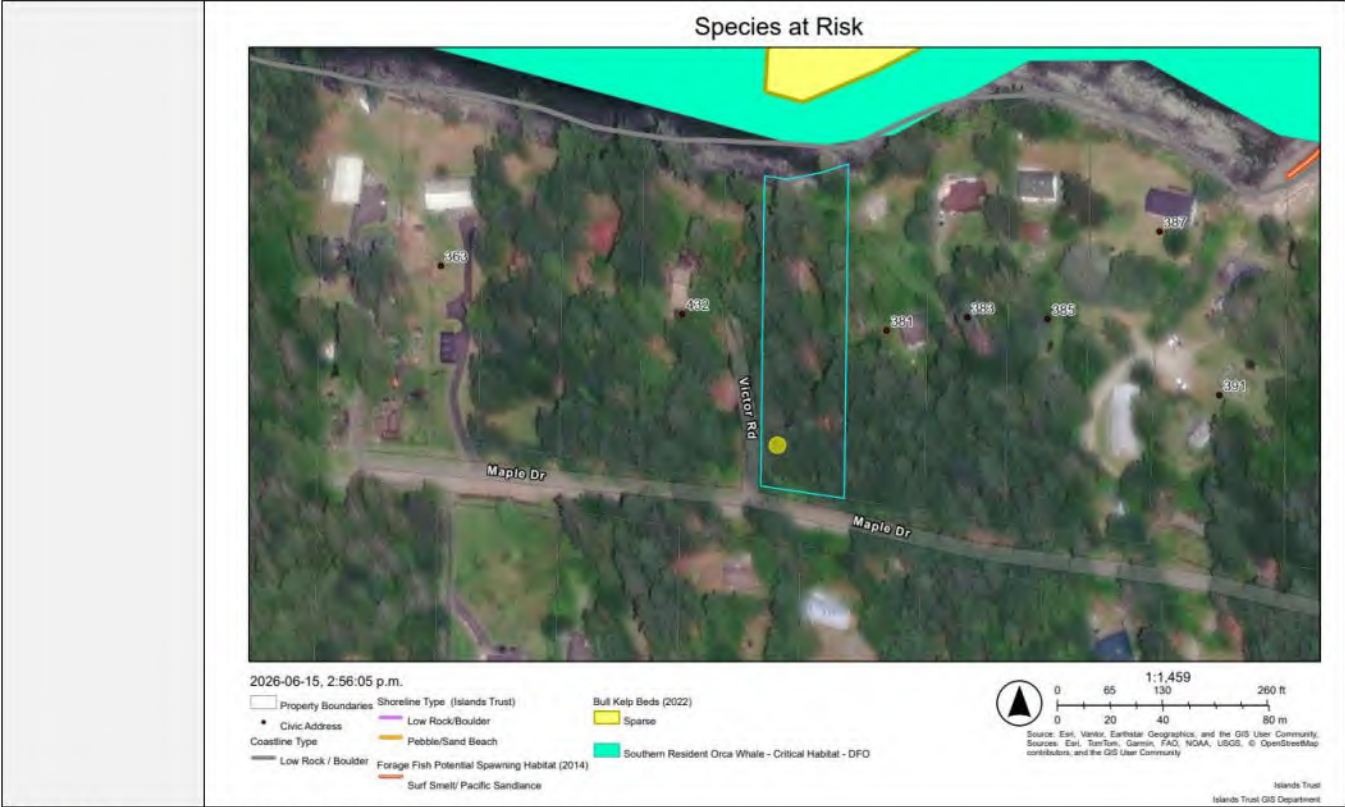
File No.	Purpose
N/A	-

POLICY/REGULATORY

Official Community Plan Designations	Settlement Residential No Development Permit Areas on property
Land Use Bylaw	Settlement Residential - SR
Other Regulations	N/A
Covenants	N/A
Bylaw Enforcement	MA-BE-2026.2 – Siting of deck in setback

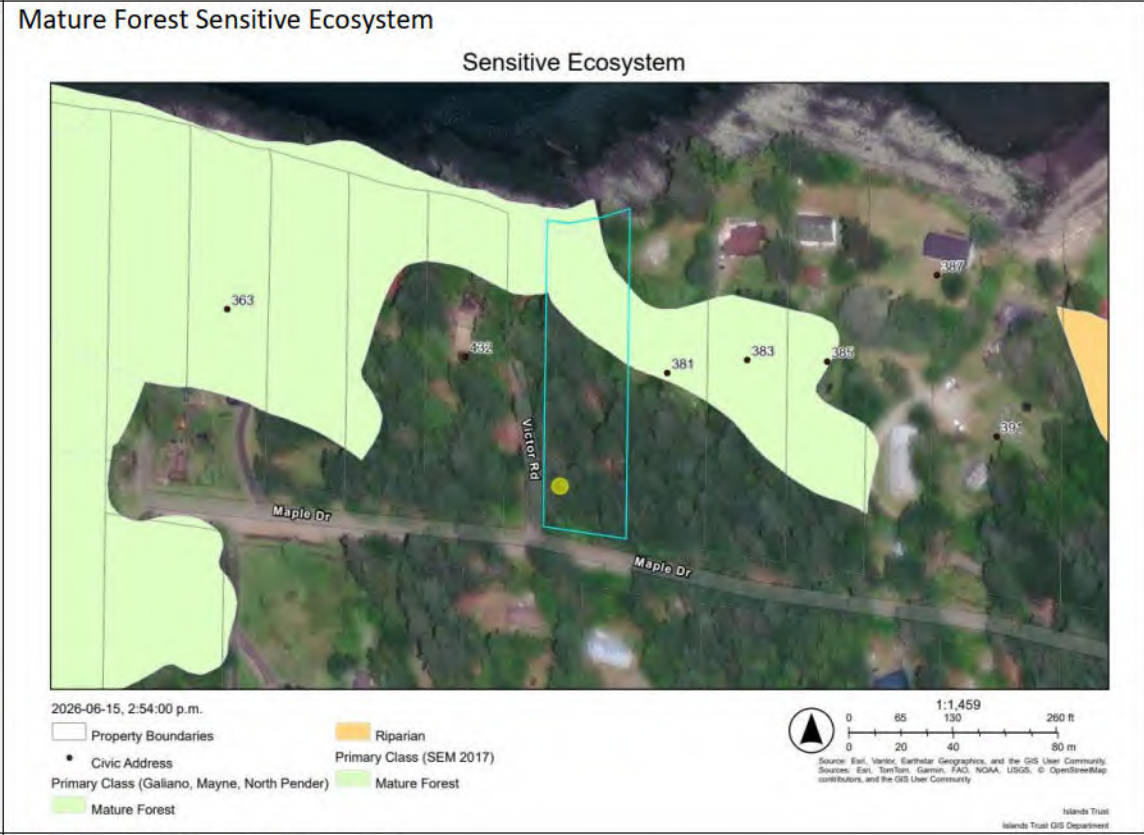
SITE INFLUENCES

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

Hazard Areas

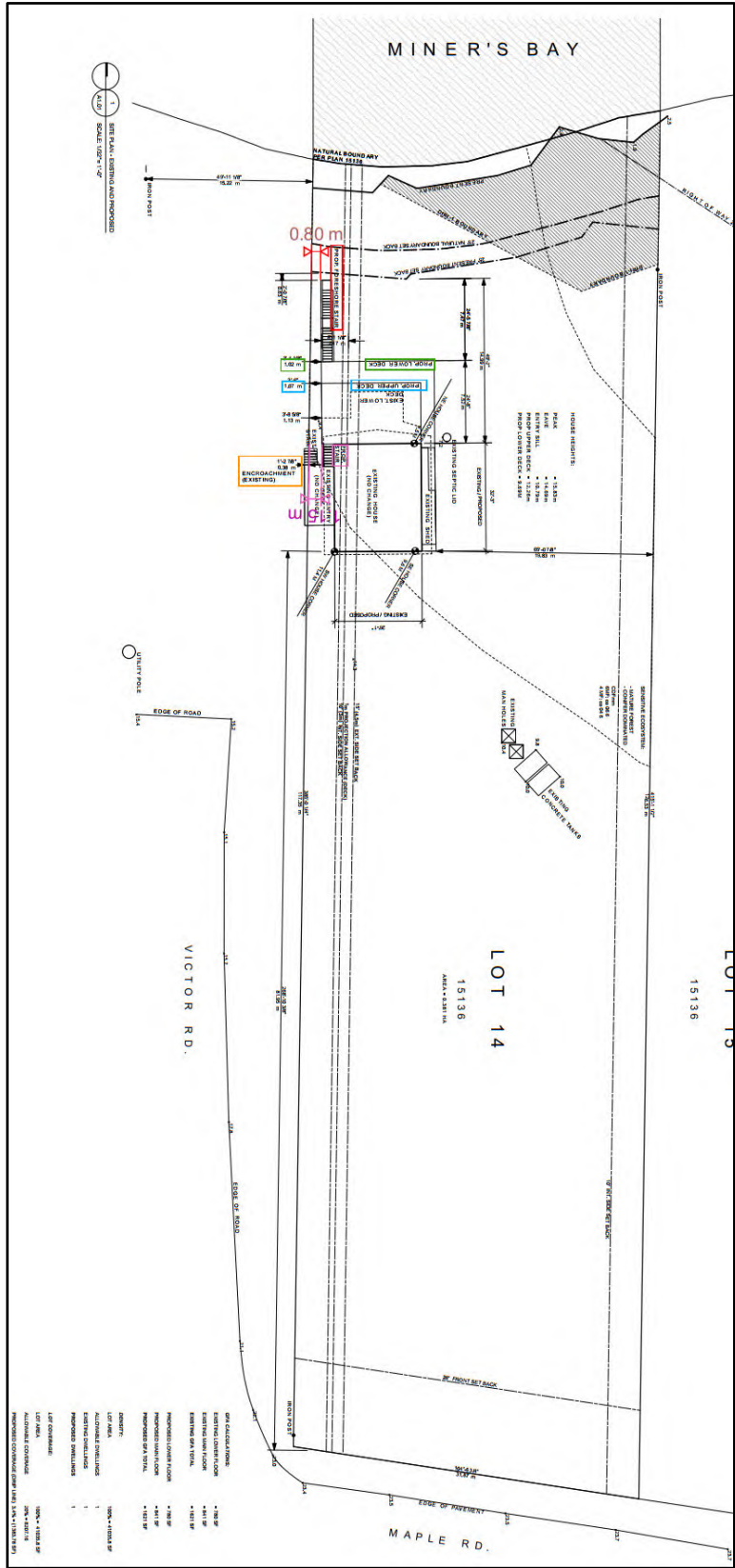


Moderate-Low Risk Steep Slopes

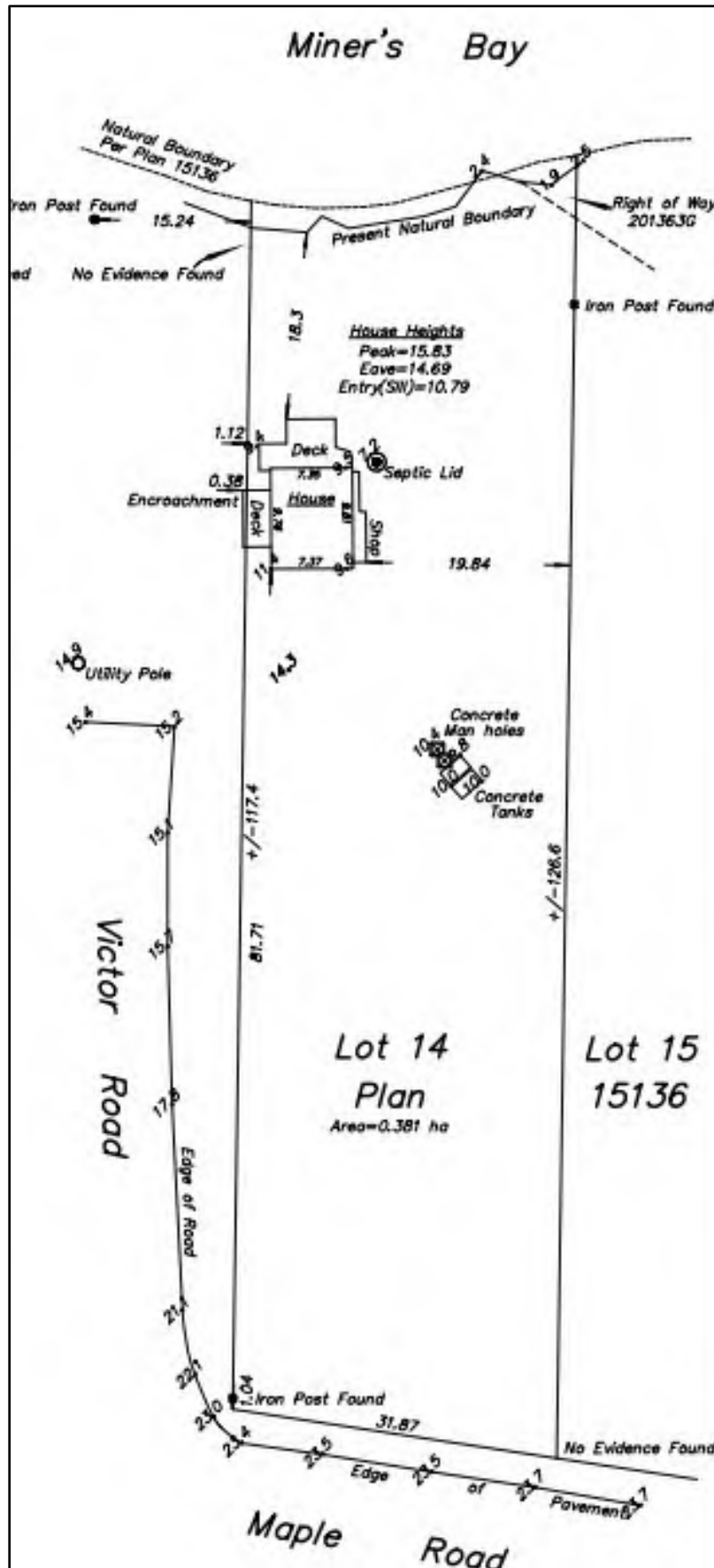
	<p style="text-align: center;">Steep Slope Hazard</p>  <p>2026-06-15, 2:58:20 p.m.</p> <ul style="list-style-type: none"> Property Boundaries Civic Address Contours 2m Index Contour Intermediate Contour High Risk Moderate Risk Low Risk <p style="text-align: right; font-size: small;"> 1:1,459 0 65 130 260 ft 0 20 40 80 m Source: Esri, Vector, Earthstar Geographics, and the GIS User Community Sources: Esri, TerraStar, Geonovis, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community Islands Trust Islands Trust GIS Department </p>
Archaeological Sites	Mapping indicates a known archaeological site and archaeological potential along the shoreline of the property. The applicant has been provided information on the process to apply for a permit with the BC Archaeology Branch and what is permitted based on the <i>Heritage Conservation Act</i> .
Climate Change Adaptation and Mitigation	No anticipated increase in green-house gas emissions or risk of sea-level rise associated with the proposed variance.
Shoreline Classification	Low Rock / Boulder
Shoreline Data in TAPIS	Low Rock / Boulder

ATTACHMENT 2 – MAPS, PLANS, PHOTOGRAPHS

2.1 SITE PLAN



2.2 SURVEY



2.3 PHOTOGRAPHS – MAY 12, 2026



NEW DECK AND ENTRY STAIRS, LOOKING EAST



NEW DECK AND ENTRY STAIRS, LOOKING SOUTH

PHOTOGRAPHS – JUNE 16, 2026



PROPERTY ENTRY, LOOKING NORTH-EAST FROM VICTOR ROAD



ENTRY DECK, LOOKING NORTH ALONG PROPERTY LINE



LOWER DECK AND FORESHORE ACCESS STAIRS FOUNDATION, LOOKING NORTH-EAST



VICTOR ROAD, OCEAN ACCESS LOOKING NORTH

Attachment 3

Islands Trust
Victoria Office
200-1627 Fort Street
Victoria BC V8R 1H8

May 19, 2026

Regarding: Development variance permit application for: 435 Victor Rd, V0N 2J2, Mayne Island (Lot 14, Section 12, Mayne Island, Cowichan District, Plan 15136)

EVAN CREEDON (THE "APPLICANT") IS APPLYING FOR A DEVELOPMENT VARIANCE PERMIT FOR THE FOLLOWING:

1. Relaxation of a side lot setback requirement for the retention of an existing entry deck.
2. Relaxation of approximately 2.5m to a side lot setback requirement for proposed construction of an upper floor deck.
3. Relaxation of approximately 2.5m to a side lot setback requirement for proposed construction of a lower floor deck.
4. Relaxation of approximately 2.5m to a side lot setback requirement for proposed construction of a stair to foreshore.
5. Relaxation of approximately 3m to a side lot setback requirement for proposed exterior stair to access the proposed upper deck.

PROJECT NARRATIVE, BASIS FOR APPLICATION:

- A. The existing single family dwelling was constructed in 1969 (estimated). The existing house, entry, deck, upper deck, and lower deck are located within the 4.5m exterior side lot setback (*MAYNE ISLAND LAND USE BYLAW No. 146 (195-2026) 5.1 Settlement Residential (SR) Zone*).
- B. There is no proposed change to the floor area, footprint, or entry location of the existing house.
- C. The proposed construction includes the replacement and extension of the upper and lower floor decks of the house. The proposed decks match the projection of the existing decks into the side lot setback. The deck replacement includes a new exterior stair to access the upper deck from the existing entry deck, the proposed stair maintains the original side lot setback projection.
- D. The proposed construction includes a new foreshore stair that matches the existing projection into the side lot setback as noted in item C.

UNDUE OR UNNECESSARY HARDSHIP:

The location of a portion of the existing house and decks within the side lot setback regulation prevents any improvements to the building and structures under the "LAND USE BYLAW No. 146"

BYLAW REFERENCES:

MAYNE ISLAND LAND USE BYLAW No. 146 (195-2026)
5.1 Settlement Residential (SR) Zone
Siting and Size
(8) The minimum setback for any building or structure is:
(a) 8 metres (26 feet) from any front or rear lot line;
(b) 3 metres (10 feet) from any interior side lot line;
(c) **4.5 metres (15 feet) from any exterior side lot line.**

MAYNE ISLAND LAND USE BYLAW No. 146 (195-2026)
PART 3 GENERAL REGULATIONS
3.3 Siting and Setback Regulations
(6) The following features may project into a required setback area:
(a) steps, eaves and gutters, cornices, sills, chimneys, or other similar features, provided that they do not project more than 1 meter into the required setback area or 0.5 metres in the case of a side yard setback of 3.0 metres or less;
(b) **balconies, decks and sun shades, provided that they do not project more than 1 meter into the required setback area;**

EVAN CREEDON
OWNER(S) NAME



SIGNATURE

DATE

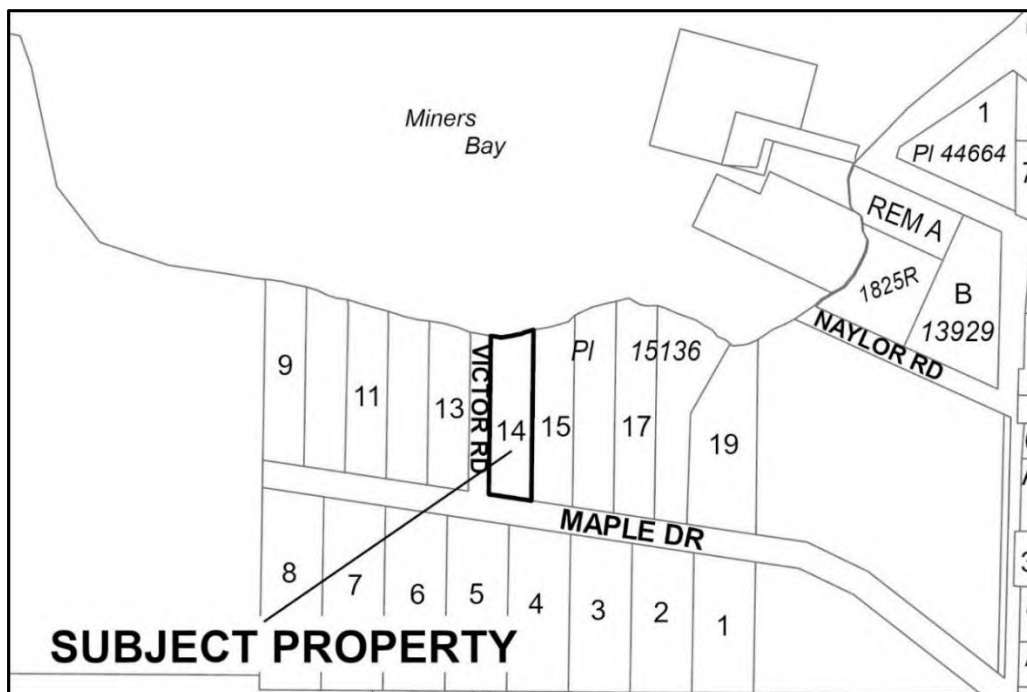
May 19th 2026

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

- Relaxing the 4.5 metre exterior lot line setback to permit an existing deck and allow the construction of a new two-storey deck with an access stairway and a new foreshore stairway within the exterior lot line setback.

The property is located at **435 Victor Road, Mayne Island** and is legally described as LOT 14, SECTION 12, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 15136 (PID: 004-181-816).

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 **June 8, 2026** and continuing up to and including **June 19, 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 pm, **June 19, 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 pm** on **June 29, 2026** at the **Mayne Island Agricultural Hall, 430 Fernhill Road, Mayne Island**.

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



Attachment 5

PROPOSED
MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20260219

To: Evan Creedon

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

LOT 14, SECTION 12, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 15136
(PID: 004-181-816)

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

- a) Subsection 5.1 (8) (c) which states that *the minimum setback for any building or structure is 4.5 metres (15 feet) from any exterior side lot line* is relaxed for the following existing and proposed structures:
 - i. Existing entry deck within 0.0 metres of lot line;
 - ii. Proposed upper floor deck within 1.07 metres of the exterior lot line;
 - iii. Proposed lower floor deck within 1.02 metres of the exterior lot line;
 - iv. Proposed foreshore stairs within 0.80 metres of the lot line;
 - v. Proposed exterior stairs for upper deck access within 1.15 metres of the lot line.

The development shall be consistent with Schedule 'A' which is attached to and form part of this permit.

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

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

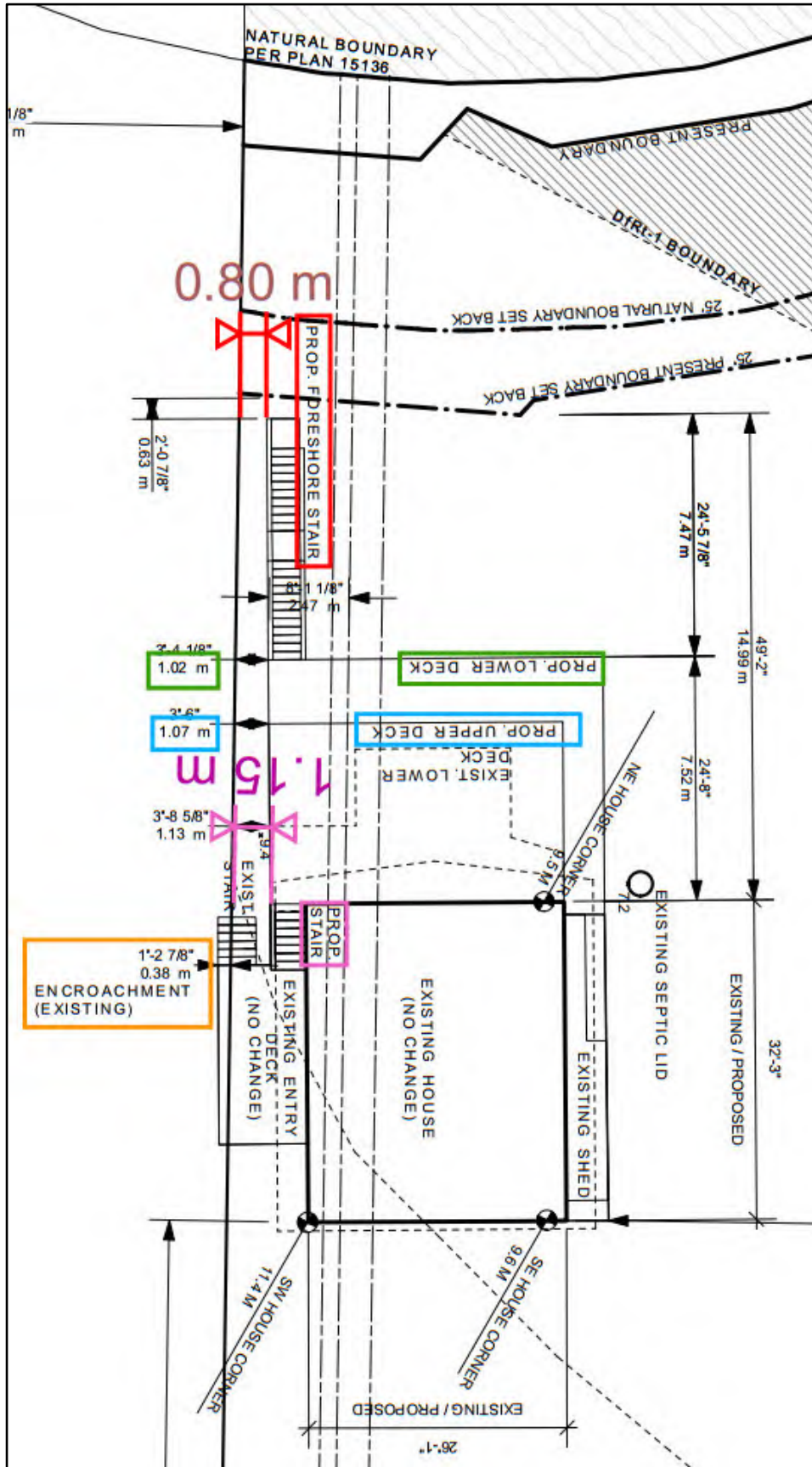
Deputy Secretary, Islands Trust

Date of Issuance

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

MAYNE ISLAND LOCAL TRUST COMMITTEE
 DEVELOPMENT VARIANCE PERMIT
 PLDVP20260219

SCHEDULE 'A'



Attachment 6

From: [REDACTED]
Sent: Friday, June 12, 2026 10:35 AM
To: Bruce Belcher
Subject: RE. PLDVP20260219

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Bruce,

I am writing in response to the notice I received regarding the Development Variance Permit application for 435 Victor Road, Mayne Island (Lot 14, Section 12, Mayne Island, Cowichan District, Plan 15136). I am the owner of the adjoining Lot 13 to the west.

Although I will not be able to attend the Trust Committee meeting on June 29th, I wanted to place on record my support for this variance request. We are in favour of the owner's desire to make improvements to an aging structure, which we believe is in the best interest of both the adjoining properties and the surrounding area.

Given that the existing residence was constructed many years ago in non-compliance with current setback requirements, we do not see a reasonable alternative to granting this variance permit in order to allow the necessary improvements to proceed.

Please feel free to contact me by email or by phone at [REDACTED] if you have any questions.

Sincerely,

Jason Erwin

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

Print Date: June 18, 2026

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260219	Evan Creedon	5/14/2026	[004-181-816] 435VICTOR RD	A development variance permit application for siting of decks and stairs in a setback.

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Local Trust Committee	Email Applicant of LTC Meeting

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
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 F2027
 Invoices posted to Month ending April 2026

645 Mayne	Invoices posted to Month ending April 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65050-645	LTC "Executive Expense on LTC's"	2,642.00	0.00	2,642.00
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,090.00	217.12	872.88
65210-645	LTC - Local Exp - APC Meeting Expenses	210.00	0.00	210.00
65220-645	LTC - Local Exp - Communications	1,120.00	0.00	1,120.00
TOTAL LTC Local Expense		<u>5,062.00</u>	<u>217.12</u>	<u>4,844.88</u>
Projects				
TOTAL Project Expenses		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



Islands Trust

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.



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 MARCH 17, 2026 BOARD MEETING

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

- The ITC Board Chair rose and reported that it has approved spending of up to \$5,000 from the Land Securement budget to support a potential nature reserve securement in the Lasqueti Island Local Trust Area.
- The ITC Board requested staff to allocate undesignated donations received in the 2025-26 fiscal year to the Property Management Fund to support management of Islands Trust Conservancy protected areas.
- The ITC Board requested staff to notify the Lasqueti Island Local Trust Committee that ITC's interests are unaffected by proposed Bylaw No. 107, Lasqueti Island.
- The ITC Board requested staff to notify the Island Planner for Denman Island that approval of Bylaws 256 and 257 is endorsed by the ITC Board on the basis that the proposed bylaws brings the Official Community Plan and zoning into alignment with the conservation purpose of the subject properties and adds another layer of protection from development.
- The ITC Board accepted the conservation proposal submitted by Marilyn Walker to place a Natural Area Protection Tax Exemption (NAPTEP) covenant on approximately 2.5 ha of a Salt Spring Island property.
- The ITC Board requested staff to forward the ITC quarterly update to Trust Council local trust committees, and Bowen Island Municipality for the Conservancy Report agenda item, following its receipt at Trust Council.
- There is a joint Executive Committee/ITC Board meeting on April 15, 2026.
- The next Islands Trust Conservancy Board meeting is May 12, 2026.

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/>



ISLANDS TRUST CONSERVANCY

ISLANDS TRUST CONSERVANCY REPORT TO TRUST COUNCIL 2025-2026 - 4th Quarter Update

COMPLETED SINCE LAST REPORT (January - March 2026)	PLANNED FOR FIRST QUARTER 2026-27 (April - June 2026)
1. STRATEGIC PLANNING/ADMINISTRATION/OPERATIONS	
<p>Personnel/Staffing: Continued recruitment for</p> <ul style="list-style-type: none"> • Covenant Management Specialist • Communications Specialist • Administrative Assistant 	<p>Personnel/Staffing: Onboard new</p> <ul style="list-style-type: none"> • Covenant Management Specialist • Communications Specialist • Administrative Assistant
<p>ITC Five-Year Plan development: Developed a logic model and work plan Updated project charter Prepared and delivered engagement letters to First Nations and conservation partners Hosted an Information Session with interested First Nations (Feb. 19th)</p>	<p>ITC Five-year Plan development: Establish cooperative engagement framework and commence engagement with First Nations interested in involvement with development of Five-year Plan</p>
<p>ITC Board support: Hosted January 20th and March 17th ITC Board meetings Hosted January 30th ITC Board special meeting Began re-appointment process for provincially appointed board members Submitted referral response to Trust Council on the draft Policy Statement</p>	<p>ITC Board support: Host May ITC Board meeting Host special ITC Board meeting for ITC audit report findings Continue to support board member re-appointment process</p>
<p>Financial Management Continued to support the Board in reviewing and refining its budget request and business cases through review cycle Submitted revised budget to Committee of the Whole and Trust Council Prep for financial statement process</p>	<p>Financial Management Complete financial statement process and support the annual audit process. Implement budget Begin budget planning for 2027/28</p>
<p>ITC Policies: Continued policy review/update project</p>	<p>ITC Policies: Continue policy review/update project Engage with First Nations on identifying policy gaps and improvements</p>

As of March 2026, the Islands Trust Conservancy protects 115 conservation properties, 34 nature reserves and 81 covenants (29 of which have NAPTEP certificates)



ISLANDS TRUST CONSERVANCY

**ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

<p>SAR Program: Continued negotiation of a conservation agreement between Environment and Climate Change Canada (ECCC)</p> <p>Received a \$26,000 grant from Tree Canada to support the recovery of species and ecosystems at risk at Mt Tuam Protected Area</p> <p>Continued facilitating Species at Risk Program evaluation</p> <p>Completed collation and mapping of ITC SAR data (Co-op student project)</p> <p>Developed and presented a Stewardship Education Webinar on Species at Risk</p> <p>Presented on ITC Species at Risk Program to the Regional Planning Committee in February</p> <p>Co-organized and hosted an in-person meeting for 40 Priority Places Program grant recipients</p> <p>Completed Q3 reporting to funder for ECCC Priority Places Species at Risk Program</p> <p>Investigated SAR monitoring research proposals for 26/27 fiscal year</p> <p>Presentation to ITC Board ‘SAR Program Highlights’ at March meeting</p> <p>Continued collaboration with Planning Services to develop products, training, and support materials about species and ecosystems at risk</p>	<p>SAR Program: Complete final report to ECCC for Species at Risk (SAR) Program</p> <p>Investigate and implement SAR monitoring research proposals for 26/27 fiscal year</p> <p>SAR Program administrative wrap-up</p> <p>Plan with Protected Areas Management Team to prioritize species at risk work post ECCC funding.</p>
<p>Software Updates:</p> <p>Data Management System/GIS: Investigated procurement options for GIS specialist/firm to design a data management system to integrate into existing GIS systems.</p> <p>Field Technology Tools and Applications: Assessed new tools and features and provided feedback to GIS team</p> <p>Securement Applications Portal: Ongoing revisions, staff training, and procedure development for Islands Trust Applications Portal</p>	<p>Software Updates:</p> <p>Data Management System/GIS: Contract GIS specialist/firm to design a data management system to integrate into existing GIS’s systems.</p> <p>Field Technology Tools and Applications: Provide feedback to mapping team about application re-launch</p> <p>Work with mapping team to prepare software and database for 2026 field work season</p> <p>Securement Applications Portal: Ongoing revisions, staff training, and procedure development for the Islands Trust Applications Portal</p>

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ISLANDS TRUST CONSERVANCY

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2025-2026 - 4th Quarter Update**

<p>Other: Attended meeting with Tsawout First Nation (January)</p>	<p>Other: TBD</p>
<p>2. COVENANT AND PROPERTY SECUREMENT PROJECTS</p>	
<p>Conservation Planning Began developing a project plan for Regional Conservation Plan evaluation</p> <p>Collaborated with Planning Services to identify gaps in ecological data and analyses</p> <p>Updated conservation proposal forms with revised waiver of confidentiality, and information about First Nations referrals</p> <p>Continued securement negotiations on ~27 ha of land for ITC nature reserve (1 Galiano, 1 Salt Spring)</p> <p>Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring)</p> <p>Continued discussions related to enquiries about conservation options for three properties (1 Salt Spring, 1 Hornby, 1 Saturna).</p> <p>Ongoing review of applications for three land donations (Salt Spring, Lasqueti, Denman) and 1 NAPTEP (Salt Spring)</p>	<p>Conservation Planning Prepare project charter for multi-year Regional Conservation Plan evaluation and revision</p> <p>Board review and decision on three conservation proposals.</p> <p>Continue negotiations on existing conservation proposal projects</p>
<p>3. COVENANT AND PROPERTY MANAGEMENT</p>	
<p>Protected Area Monitoring: Presented nature reserve and covenant monitoring results and recommendations from 2025 monitoring season to ITC Board</p> <p>Issued reports with notice of compliance/non-compliance and stewardship recommendations to covenant landholders</p> <p>Collaborated with management groups to address concerns observed on nature reserves</p> <p>Collaborated with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants.</p> <p>Reviewed annual monitoring program and implemented improvements for 2026 season.</p>	<p>Protected Area Monitoring: Continue addressing concerns observed on nature reserves.</p> <p>Continue to collaborate with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants.</p> <p>Commence 2026 monitoring season</p>

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ISLANDS TRUST CONSERVANCY

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2025-2026 - 4th Quarter Update**

<p>Protected Area Management Projects: Reviewed annual reports from management groups and contractors implementing management projects in ITC protected areas</p> <p>Finalized list of priority projects for 2026-27</p> <p>Worked with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.</p>	<p>Protected Area Management Projects: Implement third year of three-year service contracts for management activities in ITC nature reserves.</p> <p>Commence procurement processes for priority projects for environmental monitoring, species-at-risk conservation, ecosystem stewardship, infrastructure maintenance, and other management needs</p> <p>Continue work with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.</p>
<p>Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves.</p> <p>Continued policy development for management planning, risk management, and signage.</p>	<p>Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves until March 2027.</p> <p>New policies in review for management planning, risk management, and signage.</p>
<p>Technology Improvements: Worked with GIS staff on updates and improvements to FieldMaps app based on user feedback during 2025 field season.</p> <p>Continued to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications.</p> <p>Trial Survey123 as a replacement for paper monitoring forms.</p>	<p>Technology Improvements: Complete work with GIS staff to ensure updates to FieldMaps have been made and trialed.</p> <p>Roll out Survey123 for official use in Monitoring Program if trial is successful.</p> <p>Continue to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications.</p> <p>Continue to explore remote monitoring solutions and related policy development.</p>
<p>Other: Continued policy review, drafting of new policies, and revision of outdated policies.</p>	<p>Other: Continue policy review/drafting/update.</p>
<p>4. COMMUNICATIONS AND OUTREACH</p>	
<p>NOTE: Support on priority communications projects this quarter was provided by a contractor while the Communications Specialist position is vacant. Many communication-related activities are pending until a new Communications Specialist is onboarded.</p>	
<p>Social Media: Weekly social media posts & engagement across all ITC platforms</p> <p>Launch of strategic giving WillPower campaign for 2026</p>	<p>Social Media: Weekly social media posts & engagement across all ITC platforms - Launch Reflections from the Field in spring 2026 to highlight field work, Winter Heron features on social media</p>

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ISLANDS TRUST CONSERVANCY

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REPORT TO TRUST COUNCIL
2025-2026 - 4th Quarter Update**

	Ongoing strategic giving WillPower campaign posts
News Releases: None	News Releases: TBD
Publications: Designed and delivered digital & physical ITC Holiday Cards to donors and other key stakeholders Published end-of-year ITC eNews Published Giving Tuesday ITC eNews Issued <i>Caring for Your Conservation Covenant</i> newsletter to covenant landholders ITC FOLKLIFE Ad circulation in next issue of the magazine	Publications: Publish Winter Heron Newsletter Publish Winter ITC eNews
Outreach: None	Outreach: None
Events: None	Events: Host celebration for one new nature reserve and one new NAPTEP covenant on Salt Spring Island
Reports: None	Reports: Prepare for ITC 2025/26 Annual Report
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Donor Relations: Stewardship of donors and advisors (ongoing) Reviewed and updated donor members in contract relationship database Received and processed donations – sent thank you letters and issued charity tax receipts Met with several potential donors interested in legacy giving Tour of S’ul-hween X’pey (Elder Cedar) Nature Reserve with legacy donor	Donor Relations: Stewardship of donors and advisors (ongoing) Receive and process donations – send thank you letters and issue charity tax receipts Follow up with potential donors interested in legacy giving
Strategic Giving: Continued WillPower Campaign seeking bequests of conservation lands or conservation funds Calls with two professional advisors Updated pledged bequests	Strategic Giving: Continue WillPower Campaign seeking bequests of conservation lands or conservation funds Review effectiveness of WillPower Campaign

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ISLANDS TRUST CONSERVANCY

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<p>Fund Management: Continued review of Opportunity Fund Guidelines</p>	<p>Fund Management: Review donation Policy and other fund guidelines Develop Fund Management Policy</p>
<p>Other: Developed draft Opportunity Fund application form Developed grant-needs spreadsheet Researched external grant opportunities (ongoing) Reviewed donation policies and fund guidelines Developed legacy and conservation print ad for Folklife Magazine</p>	<p>Other: Research external grant opportunities (ongoing)</p>