



Mayne Island Local Trust Committee

Regular Meeting Agenda

Date: July 20, 2026
Time: 1:00 pm
Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
200-1627 Fort Street
Victoria BC V8R 1H8

		Pages
1.	CALL TO ORDER	1:00 PM - 1:10 PM
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”		
2.	TERRITORIAL ACKNOWLEDGEMENT	
3.	RISE AND REPORT - In-Camera Meeting of June 29, 2026	
Chair Elliott will rise and report adoption of the January 26, 2026 in camera meeting minutes and that the Local Trust Committee requested staff to bring back policy amendments on the Bylaw Enforcement and Compliance Policy.		
4.	APPROVAL OF AGENDA	
5.	PUBLIC PARTICIPATION PERIOD	1:10 PM - 1:25 PM
6.	COMMUNITY INFORMATION MEETING - None	
7.	PUBLIC HEARING - None	
8.	MINUTES	1:25 PM - 1:35 PM
8.1	Local Trust Committee Minutes Dated June 29, 2026 (for Adoption)	3 - 10
8.2	Section 26 Resolutions-without-meeting Report - None	
8.3	Advisory Planning Commission Minutes - None	
9.	BUSINESS ARISING FROM THE MINUTES	
9.1	Follow-up Action List Dated July 2026	11 - 12
10.	DELEGATIONS	

11.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
12.	APPLICATIONS AND REFERRALS	1:35 PM - 1:45 PM
12.1	Saturna Island Local Trust Committee Referral for Draft Bylaw No. 146 (for Response) (attached)	13 - 16
13.	LOCAL TRUST COMMITTEE PROJECTS	
14.	REPORTS	1:45 PM - 2:00 PM
14.1	Work Program Reports (attached)	
14.1.1	<u>Active Projects Report Dated July 2026</u>	17 - 17
14.1.2	<u>Future Project List Report Dated July 2026</u>	18 - 18
14.2	Applications Report Dated July 2026 (attached)	19 - 20
14.3	Trustee and Local Expense Report Dated May 2026 (attached)	21 - 21
14.4	Adopted Policies and Standing Resolutions (attached)	22 - 25
14.5	Local Trust Committee Webpage	
14.6	Chair's Report	
14.7	Trustee Report	
14.8	Electoral Area Director's Report	
14.9	Islands Trust Conservancy Report - None	
15.	NEW BUSINESS	2:00 PM - 2:30 PM
15.1	Local Trust Committee Compliance and Enforcement Policy - Staff Report (attached)	26 - 33
16.	UPCOMING MEETINGS	
16.1	Next Regular Meeting Scheduled for August 31, 2026 at the Mayne Island Agricultural Hall, Mayne Island	
17.	CLOSED MEETING - None	
18.	ADJOURNMENT	2:30 PM - 2:30 PM

Mayne Island Local Trust Committee

Minutes of Regular Meeting

Date: June 29, 2026
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

Staff Present: Mary Storzer, Regional Planning Manager (electronic)
Bruce Belcher, Planner 2
Warren Dingman, Manager Bylaw Compliance & Enforcement (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were 18 members 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 asked if meetings can be held in the evening.

A Trustee replied that due to travel requirements of the Chair and staff, and need to incur staff overtime, evening meetings are cost prohibitive.

Several members of the public spoke to the short-term vacation rental Temporary Use Permit application and the following comments were noted:

- Excess water is being used and the operation is doing a lot of laundry
- The owners do not live on the property
- If people are abiding by the rules, it should not be an issue to own property and generate income from it, the operators should be able to rent within the regulations and receive a permit to do so
- A petition opposing the permit was signed by immediate and close neighbours, there have been fires during fire ban season, excess water use, noise, parking issues,

increased traffic, late arrival of guests, lights on at night, very early departures, garbage left behind on the lawn, and loss of enjoyment of property

- The burden is on neighbours to report bylaw contraventions and many have not because the Temporary Use Permit is supposed to be issued for a finite period
- There has been no rationale stated for applying for the permit
- A Temporary Use Permit is supposed to be temporary
- The most important aspect of permit approval should be comments and concerns provided by neighbours
- The operation impacts established tourist accommodations nearby, there was not a need to permit a short-term vacation rental through a Temporary Use Permit and doing so serves to undermine the long-term rental market
- There is support for short-term rentals operating as a home-based business with owners on site but not owner absent operations
- Short-term vacation rentals are good for the island economy but users need to follow the rules
- Local residents can also cause fire, noise, light, garbage, and parking issues
- Lot size should be considered for commercial businesses operating in a residential neighbourhood

The Local Trust Committee provided the following replies:

- Members of the public can make a bylaw complaint and all complaints are investigated
- The Local Trust Committee has not opted into provincial regulations; therefore, the vacation rental does not need to be the primary residence of the operator
- The rationale submitted by the applicant was that they sought a permit and the Local Trust Committee is obligated to consider every application that comes before them

5. COMMUNITY INFORMATION MEETING - None

6. PUBLIC HEARING - None

7. MINUTES

7.1 Local Trust Committee Minutes Dated April 27, 2026 (for Adoption)

The following amendment to the minutes was presented for consideration:

Page 6 of the minutes in item 13.7 correct spelling to Peter Askin.

By general consent the Mayne Island Local Trust Committee meeting minutes of April 27, 2026 were adopted as amended.

7.2 Section 26 Resolutions-without-meeting Report - None

7.3 Advisory Planning Commission Minutes - None

8. BUSINESS ARISING FROM THE MINUTES

8.1 Follow-up Action List Dated June 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 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 551 (for Response)

MA-2026-038

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw No. 551.

CARRIED

11.2 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 552 (for Response)

MA-2026-039

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw No. 552.

CARRIED

11.3 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 553 (for Response)

MA-2026-040

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw No. 553.

CARRIED

11.4 Salt Spring Island Local Trust Committee Referral for Proposed Bylaw No. 554 (for Response)

MA-2026-041

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee respond to the Salt Spring Island Local Trust Committee that interests are unaffected by proposed Bylaw No. 554.

CARRIED

11.5 North Pender Island Local Trust Committee Referral for Draft Bylaws 240 and 241 (for Response)

MA-2026-042

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 240 and 241.

CARRIED

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

Planner Belcher summarized the staff report and highlighted the following:

- The Local Trust Committee had previously deferred consideration of the application
- Additional correspondence has been received of which seven stated opposition and one stated support of the application
- The water usage records have been received from the applicant and use is not outside of the level of use determined by the water district

The applicant was in attendance and spoke to the application. The following comments were recorded:

- They have not received any formal complaints with exception of a barking dog incident which was resolved within 20 minutes
- Water use records consistently show less use than that of immediate neighbours
- The permit does not allow guests to use any sort of outdoor fire and they were not notified of this incident
- They acknowledge housing shortages are prevalent; however, the property would not be put into the rental market if the permit was not renewed
- The property was rented a total of 62 days the previous calendar year; however, the home is also used by family and friends throughout the summer months
- There is an on-island contact residing full time
- One debris pile consists of yard waste which they are in the process of hiring someone to remove, and the other is debris located in the wood shed and it is burned in season
- They might consider a no pets clause
- They would be open to adding privacy screening

Discussion ensued and the following comments were noted:

- The property is in close proximity to others
- There are many non-permitted vacation rentals in operation and the applicant is commended for applying for a permit and conforming to the guidelines and regulations
- There were no complaints at time of first renewal and there have been no bylaw complaints; however, when the application came forward the Local Trust Committee has received several complaints

- If this was a new application it might not have been approved due to lack of privacy and proximity to neighbours
- The applicant has tried to address concerns; however, cumulative impacts need to be considered
- The applicant asked the Local Trust Committee to consider a six-month permit to lessen impact on those that have vacation reservations

MA-2026-043

It was MOVED and SECONDED

that Mayne Island Local Trust Committee not approve issuance of Temporary Use Permit PLTUP-2026-0124.

DEFEATED

MA-2026-044

It was MOVED and SECONDED

that Mayne Island Local Trust Committee approve issuance of Temporary Use Permit PLTUP-2026-0124 for a period of six months ending December 31, 2026.

CARRIED

11.7 MA-PL-RZ-2025-0305 (BC Ferries) - Bylaw No. 200 - Consideration of Adoption - Staff Report

Planner Belcher noted the bylaw was being returned to the Local Trust Committee for consideration of final adoption. There were no questions or comments.

MA-2026-045

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 adopted.

CARRIED

11.8 MA-PL-DVP-2026-0219 (Creedon) - Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to relax the exterior side lot line setback for an existing deck and new construction of deck and stair access as well as new foreshore stair access
- The replacement and extension of existing structures, and construction of new stair access, will maintain the same projection into the exterior lot line setback
- Public notification resulted in receipt of one letter in support of the application

The applicant was in attendance and spoke to the application.

Discussion ensued and it was clarified the bylaw allows stairs into the natural boundary to the sea setback but the proposed stairs do not extend into this boundary.

MA-2026-046

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0219.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS - None

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated June 2026

Received for information.

13.1.2 Future Project List Report Dated June 2026

Discussion ensued regarding the prioritization and rationale of projects for the benefit of an incoming Local Trust Committee and the following observations were noted:

- Foreshore and marine zoning remain a priority
- The requirement for cisterns was addressed through the Land Use Bylaw amendment as part of the housing project
- First Nation Reserve Land access to water and power might be a general policy should opportunity arise to enable access through change of zonings
- Review of lot coverage maximums relates to establishing a maximum size of accessory buildings as large lots would, by default, allow very large structures
- A local government can create a register of heritage structures and cultural heritage areas
- The revision of home occupation regulations with respect to contractor yards refers to clarifying that home occupations are intended for the occupant of the property

MA-2026-047

It was MOVED and SECONDED

that Mayne Island Local Trust Committee request staff to provide options for education in the Trust Area specifically on foreshore uses towards reviewing policy and zoning regulations for foreshore and marine uses in the Trust Area.

CARRIED

MA-2026-048

It was MOVED and SECONDED

that Mayne Island Local Trust Committee request staff work with local Trustees to identify and clarify potential amendments to the Land Use Bylaw and projects identified in the Future Projects report for the next meeting.

CARRIED

13.2 Applications Report Dated June 2026

Received for information.

13.3 Trustee and Local Expense Report Dated April 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 attendance at the Trust Council meeting and provided meeting highlights.

13.7 Trustee Report

Trustee Maude noted the passing of long-term resident Moe McLeod and spoke to the McLeod family's contributions to the community.

Trustee Dodds reported Mayne Island's participation in the annual Participaction event, attendance at Trust Council, and spoke to the fallow deer issue.

13.8 Electoral Area Director's Report - None

13.9 Islands Trust Conservancy Report Date March 2026

Received for information.

14. NEW BUSINESS - None

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for July 20, 2026 at the Mayne Island Agricultural Hall, Mayne Island

MA-2026-049

It was MOVED and SECONDED

that the next regular meeting for the Mayne Island Local Trust Committee scheduled for July 20, 2026 be held electronically.

CARRIED

16. CLOSED MEETING (Distributed Under Separate Cover)

16.1 Motion to Close Meeting

MA-2026-050

It was MOVED and SECONDED,

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

CARRIED

The meeting was recessed at 3:09 p.m. and adjourned following the in-camera meeting.

16.2 Recall to Order

The meeting was not recalled to order.

16.3 Rise and Report

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

17. ADJOURNMENT

By general consent the meeting was adjourned at 3:36 p.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Mayne Island

29-Jun-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 7.1 Minutes Dated April 27, 2026 adopted as amended - Amendment of 'Peter Askin' name spelling page 6 of minutes.	Emily Bryant	Target: 13-Jul-2026	In Progress
100%	2 11.1 Mayne LTC responded interests unaffected for Salt Spring Island Proposed Bylaw No. 551. Staff to provide response to referral.	Jas Chonk	Target: 13-Jul-2026	Completed
100%	3 11.2 Mayne LTC responded interests unaffected for Salt Spring Island Proposed Bylaw No. 552. Staff to provide response to referral.	Jas Chonk	Target: 13-Jul-2026	Completed
100%	4 11.3 Mayne LTC responded interests unaffected for Salt Spring Island Proposed Bylaw No. 553. Staff to provide response to referral.	Jas Chonk	Target: 13-Jul-2026	Completed
100%	5 11.4 Mayne LTC responded interests unaffected for Salt Spring Island Proposed Bylaw No. 554. Staff to provide response to referral.	Jas Chonk	Target: 13-Jul-2026	Completed
100%	6 11.5 Mayne LTC responded interests unaffected for North Pender Island Draft Bylaws 240 and 241. Staff to provide response to referral.	Jas Chonk	Target: 13-Jul-2026	Completed
100%	7 11.6 Mayne Island LTC approved issuance of permit PL-TUP-2026-0124 for a period of 6 months, until December 31st 2026. Staff to issue permit with the specific dates permitted.	Bruce Belcher Jas Chonk	Target: 13-Jul-2026	Completed
0%	8 11.7 Mayne Island Local Trust Committee adopted Bylaw No. 200 cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2025". Staff to complete the adoption and consolidation of the LUB.	Bruce Belcher Jas Chonk	Target: 13-Jul-2026	In Progress

Follow Up Action Report

Mayne Island

29-Jun-2026

Progress	Activity		Responsibility	Dates	Status
100%	9	11.8 Mayne Island Local Trust Committee approved issuance of Development Variance Permit PL-DVP-2026-0219. Staff to issue the permit and inform bylaw enforcement of the file status.	Bruce Belcher Jas Chonk	Target: 13-Jul-2026	Completed
20%	10	13.1.2 The Mayne LTC requested that staff provide options for education in the Trust Area specifically on foreshore uses and potentially to review policy and zoning regulations for foreshore and marine uses in the Trust Area.	Bruce Belcher	Target: 13-Jul-2026	In Progress
20%	11	13.1.2 Mayne Island Trustees to work with staff to identify and clarify potential amendments to the Land Use Bylaw and projects identified in the Future Projects list for the next meeting.	Bruce Belcher David Maude Jeanine Dodds Tobi Elliott	Target: 13-Jul-2026	In Progress
100%	12	15.1 Mayne Island LTC meeting scheduled for Jul 20, 2026 to be rescheduled as an electronic meeting.	Emily Bryant Lisa Millard	Target: 13-Jul-2026	Completed

DATE OF MEETING: July 20, 2026

File No.: SA-BL-146
(BE Technical AMD
Project)

TO: Mayne Island Local Trust Committee
FROM: Jas Chonk, Legislative Clerk, Southern Team
SUBJECT: Referral: Draft Bylaw No. 146

PURPOSE

The Saturna Island Local Trust Committee has referred draft Bylaw No. 146 cited as “Saturna Island Land Use Bylaw No. 119, 2018, 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 project including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Saturna Island Projects webpage: <https://islandstrust.bc.ca/island-planning/saturna/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 Saturna Island Local Trust Committee that interests are unaffected by draft Bylaw No. 146.
- 2. If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Mayne Island Local Trust Committee recommend to the Saturna Island Local Trust Committee that draft Bylaw No. 146 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 Saturna Island Local Trust Committee that draft Bylaw No. 146 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 Saturna Island Local Trust Committee that draft Bylaw No. 146 not proceed for the following reasons:
 - *[list reasons]...*

Submitted By:	Jas Chonk, Legislative Clerk	July 3, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

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

Island: Saturna Island Local Trust Area Bylaw No.: 146 Date: July 3, 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.

Bylaw Enforcement Technical Amendment Project

PURPOSE OF BYLAW:

To update the Saturna Island Land Use Bylaw No. 119 (LUB) and the Bylaw Infractions Investigations Bylaw No. 30 to require 30 days' notice for entry to properties subject to bylaw enforcement investigation.

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

GENERAL LOCATION:

Saturna Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

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

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

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner
Contact Info: Tel: 250-405-5194
Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Federal Agencies

Provincial Agencies

Non-Agency Referrals

Regional Agencies

Capital Regional District – Building Inspection
Island Health
Saturna Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

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

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation – 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

Saturna Island Local Trust Area

(Island)

(Signature)

(Date)

146

(Bylaw Number)

(Name and Title)

(Agency)

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. *Foreshore Education and Marine zoning*

Responsible

Date Received

To provide education on foreshore uses and climate change adaptation and review policy and zoning regulations for foreshore and marine uses

24-Jun-2024

2. *Groundwater and Cistern Implementation*

Responsible

Date Received

To review after housing project implementaton

26-Jan-2026

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

Responsible

Date Received

Narissa Chadwick

24-Feb-2025

4. *Review of lot coverage maximums*

Responsible

Date Received

Narissa Chadwick

24-Feb-2025

5. *Protection of Heritage Structures*

Responsible

Date Received

Narissa Chadwick

28-Apr-2025

6. *revise home occupation regs with respect to contractor yards (need clarification)*

Responsible

Date Received

28-Jul-2025



Mayne Local Trust Committee

Open Applications

Report

Print Date: July 9, 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	

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	

Mayne

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

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20250060	Neil Piller	2/5/2025	0 HORTON BAY RD	A Group application for a Temporary Use Permit to store marine dock floats in Horton Bay during the winter storm season.
Planner	Status	Most Recent Completed Activity		
Bruce Belcher	Local Trust Committee	Record LTC Decision/Update FUAL		

Islands Trust
LTC EXP SUMMARY REPORT F2027
Invoices posted to Month ending May 2026

645 Mayne		Invoices posted to Month ending May 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	295.95	794.05
65210-645	LTC - Local Exp - APC Meeting Expenses		210.00	0.00	210.00
65220-645	LTC - Local Exp - Communications		1,120.00	70.00	1,050.00
TOTAL LTC Local Expense			<u>5,062.00</u>	<u>365.95</u>	<u>4,696.05</u>
Projects					
TOTAL Project Expenses			<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2026-017 (Standing) MayneLiner Advertising 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.	Carried	26-Jan-2026
2021-011 (Standing) Advisory Planning Commission - Re-appointments and Expression of Interest Advertisement that the Mayne Island Local Trust Committee request that prior to expiration of Advisory Planning Commission members terms of office, staff write to commissioners asking if they wish to be re-appointed and also advertise for expressions of interest for new commissioners	Carried	25-Jan-2021

Standing Resolutions Log

Mayne Island

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

that the Mayne Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:

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

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

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2018-049 (Standing) Cannabis Retail Referrals - Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee. - The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. - The public consultation process shall be determined by the local trust committee after initial review of the proposal. - However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - o Name of the applicant and a description of the proposal in general terms - o The location of the proposed establishment and the subject site - o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered. - o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - o How public comments may be submitted to the local trust committee	Carried	24-Sep-2018
2012-000 (Standing) Special Occasion Liquor License Referrals That where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property where Mayne Island Land Use Bylaw 146, 2008 permits public assembly uses, such as halls, recreation facilities or restaurants, and where it can be determined that the organization or applicant have had no issues related to parking or past complaints for the preceding three years, staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration.	Carried	01-Feb-2012

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.



DATE OF MEETING: July 20, 2026
TO: Mayne Island Local Trust Committee
FROM: Warren Dingman, Manager of Bylaw Compliance and Enforcement
Southern Team
SUBJECT: Mayne Island Local Trust Committee Bylaw Compliance and Enforcement Policy

RECOMMENDATION

- 1. That the Mayne Island Local Trust Committee adopt the amended Mayne Island Local Trust Committee Bylaw Compliance and Enforcement Policy.**

REPORT SUMMARY

The purpose of this report is to present an amended Bylaw Compliance and Enforcement Policy document for consideration by the Local Trust Committee.

BACKGROUND

The original policy document was adopted in November 2024 and there have been no amendments to date. The current assessment is that the policies have worked well, however, staff are now recommending amendments that will assist Bylaw Officers in addressing community concerns about the storage of derelict vehicles, storage of waste, unsightly premises, and residential uses on non-residential properties.

Amendments are also recommended to the minimum notice period for inspections in order to better enable the scheduling of inspections in a timely fashion. The proposal is to reduce the notice period from 14 days to 7 days and the policy still states that Bylaw Officers will request mutually agreeable times for site inspections.

The issue of non-permitted residential uses, such as the residential use of recreational vehicles or travel trailers, in commercial zones has been raised by the public, and by written complaint, and there is an amendment to the policy that would permit enforcement to proceed in those cases.

A policy has been added stating that investigations will focus on specific alleged contraventions outlined in complaints, unless there is an immediate risk to health and safety or the environment.

In Part B, the Screening Officer Policy has been amended to allow the Regional Planning Manager to screen all bylaw violation notices issued by all bylaw officers, including the Bylaw Enforcement Manager. This will address concerns of bias when disputants believe that the Bylaw Enforcement Manager has been involved in the decision to issue a bylaw violation notice and then is required to act as a screening officer for a disputed violation notice.

PROPOSED AMENDMENTS

The following amendments are proposed for the Bylaw Compliance & Enforcement Policy and all of the sections are highlighted in the attached policy.

- (1) 4.3.3 The unlawful dwelling is located in a non-residential zone.
- (2) 4.5 Enforcement on violations related to disposal or storage of waste or recyclable materials or storage of vehicles, derelict vehicles, or vehicle parts is authorized without a written complaint.
- (3) 4.6 Unsightly properties will be reported to the Capital Regional District Bylaw Enforcement Department.
- (4) 5.2 Bylaw Enforcement Officers will request mutually agreeable times to arrange site inspections and provide minimum of 7 days notice despite section 2.3 of the LUB.
- (5) 5.3 In compliance with Trust Council Bylaw Compliance and Enforcement Policy 5.1, investigations will focus on the specific alleged bylaw contraventions outlined in the complaint unless other observations pose an immediate risk to public health, safety, or the environment.
- (6) Part B 1 Regional Planning Manager. In respect to Bylaw Violation Notices issued by all Bylaw Officers, including the Bylaw Enforcement Manager, the Regional Planning Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of Bylaw No. 156, 2011;

RATIONALE FOR RECOMMENDATION

Staff are presenting amendments to the current Bylaw Compliance & Enforcement Policy that are intended to address current compliance and enforcement issues on Mayne Island, and to approve the overall effectiveness of bylaw compliance and enforcement efforts.

ALTERNATIVES

The Local Trust Committee may reject any of the proposed amendments and there is the option to proceed no further on the current work.

- 1. That the Mayne Island Local Trust Committee direct staff to proceed no further with work on the policy document.

Submitted By:	Warren Dingman, Manager of Bylaw Compliance and Enforcement	July 10, 2026
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Attachments

- 1. Proposed Mayne Island Bylaw Compliance and Enforcement Policy

PROPOSED

Mayne Island Local Trust Committee Bylaw Compliance & Enforcement Policy

Bylaw Compliance & Enforcement Policy No. 1, effective November 25, 2024.

Bylaw Compliance & Enforcement Policy No. 1, Amendment 1

Purpose

To establish policies and procedures for bylaw compliance and enforcement in the Local Trust Area in accordance with the adopted Trust Council Policies contained in Policy 5.5.1., and that are within the authority of the Local Trust Committee to enforce, and to ensure that policies and procedures are efficient, transparent, reasonable, and consistent with local community standards.

PART A

1.0 Application

This policy will apply to the Mayne Island Local Trust Area and the enforcement of all applicable regulatory bylaws.

2.0 Definitions & Abbreviations

BEN – Bylaw Enforcement Notice

LUB – Land Use Bylaw

LTC – Local Trust Committee

Minor structure – any structure that does not require a building permit, and that is not located in a development permit area or located within any other environmentally sensitive area

Respondent – a property owner whose property is subject to a bylaw enforcement complaint

Health & Safety concerns – fire, unsafe construction, hazards relating to steep slopes or cliffs, or the dumping of sewage

Vexatious - complaints that are made in bad faith or for retaliatory purposes or that are considered frivolous, may be considered vexatious; or repeated complaints that form a part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process

3.0 References

Islands Trust Act section 28:

Enforcement of bylaws

28 (1) For the purposes of enforcing its bylaws and section 32 of this Act, a local trust committee has all the power and authority of a regional district board.

PROPOSED

Mayne Island Land Use Bylaw No. 146 Section 2.3

(1) The Islands Trust Bylaw Enforcement Officer or any other person designated by the Islands Trust to administer this Bylaw is authorized to enter, at any reasonable time, upon any property that is subject to regulation under this Bylaw, for the purpose of inspecting and determining whether the regulations, prohibitions and requirements are being met.

Trust Council Policy 5.5.1

Policies adopted by the Islands Trust Council to support the object of the Islands Trust to preserve and protect the trust area and its unique amenities and environment for the benefit of residents of the trust area and of the province generally by ensuring compliance with Local Trust Committees' Bylaws.

4.0 Priorities

- 4.1** The Islands Trust Act grants the LTC the power and authority to enforce its bylaws and the LTC also has discretion to adopt priorities for enforcement or to defer enforcement.
- 4.2** There will be no enforcement against unlawful short term vacation rentals (STVR) except in the following circumstances:
 - 4.2.1 There is no resident owner or operator on the property;
 - 4.2.2 There are non-permitted dwellings used for the STVR without a resident owner being present on the property;
 - 4.2.3 There is a complaint made by a representative of an improvement district and it concerns overuse of water;
 - 4.2.4 There is a written complaint by owners or residents in the immediate neighbourhood about bona fide nuisance issues such as noise or parking congestion related to the STVR.
 - 4.2.5 There is evidence that the STVR is causing an overuse of the septic system.
- 4.3** Enforcement will be deferred against unlawful dwellings unless one of the following circumstances exists:
 - 4.3.1 There is a complaint from an immediate neighbour;
 - 4.3.2 Or there is a referral from an agency responsible for health and safety issues.
 - 4.3.3 The unlawful dwelling is located in a non-residential zone.
- 4.4** There will be deferred enforcement on any non-permitted or unlawfully sited outhouses.
- 4.5** Enforcement on violations related to disposal or storage of waste or recyclable materials or storage of vehicles, derelict vehicles, or vehicle parts is authorized without a written complaint.
- 4.6** Unsightly properties will be reported to the Capital Regional District Bylaw Enforcement Department.

PROPOSED

5.0 Inspection

- 5.1 At the start of any investigation, Bylaw Enforcement Officers will determine if entry is necessary to investigate the alleged contravention or if the investigation can be conducted from a public road or other lands.
- 5.2 Bylaw Enforcement Officers will request mutually agreeable times to arrange site inspections and provide minimum of 7 days notice despite section 2.3 of the LUB.
- 5.3 In compliance with Trust Council Bylaw Compliance and Enforcement Policy 5.1, investigations will focus on the specific alleged bylaw contraventions outlined in the complaint unless other observations pose an immediate risk to public health, safety, or the environment.
- 5.4 Investigations into health and safety issues and matters that may cause adverse environmental impact and result in irreversible damage are a priority and may be investigated without notice pursuant to section 2.3 of the LUB.
- 5.5 Holders of temporary use permits will be held accountable for any violations of their Permit. Bylaw Enforcement Officers may enter properties between the hours of 9:00 am and 5:00 pm, on any day, without prior consultation with the holder of a Temporary Use Permit for the purpose of investigating a complaint.
- 5.6 If a respondent has indicated that they will work towards compliance, and have agreed on a time to comply, a site inspection will only be conducted to confirm compliance.
- 5.7 If a respondent provides photographic evidence, a survey, or a professional report that confirms compliance, a site inspection is not required.

6.0 Enforcement Procedures

- 6.1 If a bylaw contravention is confirmed, and there is no agreement on a deadline for compliance, there will be notice in writing, and Respondents will be given a minimum of 90 days to comply. Notice may also be given that enforcement action will be escalated if there is no compliance at the deadline, and this may include the use of the BEN system or a request for legal action.
- 6.2 Bylaw Enforcement Officers can use their discretion to consider any reasonable request for time to comply from Respondents, but the term cannot be for more than one year.
- 6.3 If there are contraventions in environmentally sensitive areas, or development permit areas, or if there is a risk to health and safety, there will be a demand for the Respondent to cease the use or activity immediately.
- 6.4 Respondents will be given a Bylaw Warning Notice with a minimum of 45 days to comply before a Bylaw Violation Notice is issued, unless there are health and safety concerns, or contraventions in environmentally sensitive areas.
- 6.5 Bylaw Violation Notices will not be issued more than once per week unless authorized by the Manager of Bylaw Compliance and Enforcement.

7.0 Closing Files

- 7.1 If the identity of a complainant cannot be confirmed during the course of an investigation, or if a complainant used a false name, the file will be closed.

PROPOSED

- 7.2** If the contravention is for a minor structure that has only received one written complaint, the file can be closed.
- 7.3** If it is unreasonable for a Respondent to comply, whether due to specific circumstances or finances, Bylaw Enforcement Officers or the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file.
- 7.4** If a contravention has been identified that is subject to deferred enforcement by the LTC, the file can be closed unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety.
- 7.5** If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file unless there is work in a development permit area, or work in an environmentally sensitive area, or there are health and safety concerns.

8.0 Frivolous, Repeat or Vexatious Complaints

- 8.1** If a decision is made to not act upon a complaint that is considered frivolous, repeat, or vexatious, the complainant will be advised of the decision, the reason for it, and may be advised of the circumstances under which it may be reconsidered.

9.0 Communications

- 9.1** When a file is opened and an investigation commenced, respondents will be advised of the Trust Council Policy that authorized the opening of the file and that an investigation has commenced.
- 9.2** Respondents will receive as much information about complaints against their properties as possible without revealing the identity of the complainant.
- 9.3** If there are questions or concerns regarding individual files, Trustees or the LTC will communicate with the Manager of Bylaw Compliance and Enforcement.
- 9.4** The Manager of Bylaw Compliance and Enforcement will arrange public information and education sessions regarding bylaw enforcement when appropriate and time permitting.

10.0 Reporting

- 10.1** The LTC will receive regular reporting on open files where investigations have been completed, and the reporting will state whether or not enforcement or legal action of any kind is recommended.
- 10.2** The Manager of Compliance and Enforcement will report to the LTC any concerns, trends, or issues with enforcement that they believe the LTC needs to be aware of.
- 10.3** The Manager of Compliance and Enforcement will maintain the Bylaw Enforcement Policy and will report to the LTC if amendments are recommended or required.

PROPOSED

PART B

Bylaw Enforcement Notice Bylaw Screening Officer's Powers and Duties Policy

Appointment of Screening Officers

Pursuant to section 7.2 of the Mayne Local Trust Committee Bylaw Enforcement Notification Bylaw No. 156, 2011 the persons holding the following positions are appointed as screening officers:

- 1) Regional Planning Manager;
- 2) Bylaw Enforcement Manager; and
- 3) Bylaw Enforcement Assistant

Screening Officer Powers and Duties

The powers and duties of the screening officer are contained in section 7.3 of the bylaw. However, it is the direction of the Local Trust Committee that these powers and duties only are carried out in respect to each of the above positions as follows:

- 1) **Regional Planning Manager.** In respect to Bylaw Violation Notices issued by all Bylaw Officers, including the Bylaw Enforcement Manager, the Regional Planning Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of Bylaw No. 156, 2011;
- 2) **Bylaw Enforcement Manager.** In respect to Bylaw Violation Notices issued by Bylaw Enforcement Officers the Bylaw Enforcement Manager, acting as Screening Officer, may exercise all of the powers and duties in Section 7.3 of Bylaw No. 156, 2011;
- 3) **Bylaw Enforcement Assistant.** In respect to Bylaw Violation Notices issued by the Bylaw Enforcement Manager and Bylaw Enforcement Officers the Bylaw Enforcement Assistant, acting as Screening Officer, may exercise only those powers and duties in Section 7.3(1) and 7.3(2) of Bylaw No. 156, 2011.

Authorized Reasons to Cancel Bylaw Violation Notices

The Screening Officer may cancel a Bylaw Violation Notice if satisfied that one or more of the following reasons exist:

1. The contravention did not occur as alleged.
2. The contravention no longer exists.
3. The Bylaw Violation Notice was issued to the wrong person.
4. The Bylaw Violation Notice was not completed properly.

PROPOSED

5. The issuance of the Bylaw Violation Notice did not adhere to established Trust Council or LTC policies.
6. It is unreasonable for the person to pay the penalty.
7. An exception specified in the bylaw or related enactment or LTC Standing Resolution exists.
8. A permit exists or has been obtained that authorises the alleged contravention.
9. There is poor likelihood of success at adjudication for the Local Trust Committee the following reasons:
 - a. The evidence is inadequate to show a contravention;
 - b. Incorrect information was relied upon in issuing the Bylaw Violation Notice;
 - c. The disputant intends to challenge the bylaw with a legal argument that is ill suited to the adjudication process or the legal arguments are too complicated to be decided by an adjudicator.
10. It is not in the public interest to proceed to adjudication for one of the following reasons:
 - a. The bylaw has changed since the Bylaw Violation Notice was issued and now authorizes the contravention;
 - b. An LTC resolution has deferred enforcement on the specific contravention;
 - c. The LTC has closed the file;
 - d. The offence occurred because of a circumstance that made it unreasonable for the person to comply with the bylaw.