Mayne Island Local Trust Committee

Regular Meeting Revised Agenda

Date:	August 31, 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. APPROVAL OF AGENDA

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 July 20, 2026 (for Adoption) 3 - 7

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 Aug 2026 8 - 9

9. DELEGATIONS

10. CORRESPONDENCE

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

11. APPLICATIONS AND REFERRALS 1:35 PM - 2:10 PM

11.1 MA-PL-TUP-2025-0060 (Island Marine Construction) - Staff Report (attached) 10 - 30

11.2 MA-PL-DVP-2026-0324 (Gates) - Staff Report (attached) 31 - 45

12. LOCAL TRUST COMMITTEE PROJECTS 2:10 PM - 2:25 PM

12.1 Mayne Island Housing Project - Proposed Bylaws 196 and 197 - Consideration of Adoption - Staff Report (attached) 46 - 63

13. REPORTS 2:25 PM - 2:40 PM

13.1 Work Program Reports (attached)

13.1.1 Active Projects Report Dated Aug 2026 64 - 64

13.1.2 Future Project List Report Dated Aug 2026 65 - 65

13.2 Applications Report Dated Aug 2026 (attached) 66 - 68

13.3 Trustee and Local Expense Report Dated June 2026 (attached) 69 - 69

13.4 Adopted Policies and Standing Resolutions (attached) 70 - 73

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 - None

14. NEW BUSINESS

14.1 Proposed Draft 2027/28 LTC Operating Budgets - Staff Report (attached) *74 - 78*

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for November 30, 2026, Electronic Meeting

16. CLOSED MEETING - None

17. ADJOURNMENT 2:40 PM - 2:40 PM

Mayne Island Local Trust Committee

Minutes of Regular Meeting

Date: July 20, 2026
Location: Electronic Meeting

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

Staff Present: Bruce Belcher, Planner 2
Warren Dingman, Manager, Bylaw Compliance and Enforcement
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were no 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. RISE AND REPORT - In-Camera Meeting of June 29, 2026

Chair Elliott reported that during the June 29, 2026 in-camera meeting the Local Trust Committee adopted the January 26, 2026 in camera meeting minutes and requested staff to bring back policy amendments on the Bylaw Compliance and Enforcement Policy.

4. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

5. PUBLIC PARTICIPATION PERIOD

There were no members of the public present.

6. COMMUNITY INFORMATION MEETING - None

7. PUBLIC HEARING - None

8. MINUTES

8.1 Local Trust Committee Minutes Dated June 29, 2026 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of June 29, 2026 were adopted.

8.2 Section 26 Resolutions-without-meeting Report - None

8.3 Advisory Planning Commission Minutes - None

9. BUSINESS ARISING FROM THE MINUTES

9.1 Follow-up Action List Dated July 2026

Discussion ensued and the following comments were noted:

- Item 10: the Planner will prepare and circulate a report on the Keats Island Shoreline Development Permit Area for the incoming Local Trust Committee's information and consideration of a minor project
- Item 11: There is potential to review the number and size of accessory structures permitted within various zones and to look at excluding short-term vacation rentals in specific zones

10. DELEGATIONS - None

11. CORRESPONDENCE

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

12. APPLICATIONS AND REFERRALS

12.1 Saturna Island Local Trust Committee Referral for Draft Bylaw No. 146 (for Response)

MA-2026-051
It was MOVED and SECONDED,
that Mayne Island Local Trust Committee respond to the Saturna Island Local Trust Committee that interests are unaffected by draft Bylaw No. 146.
CARRIED

13. LOCAL TRUST COMMITTEE PROJECTS – None

14. REPORTS

14.1 Work Program Reports

14.1.1 Active Projects Report Dated July 2026

Received for information.

14.1.2 Future Project List Report Dated July 2026

It was noted that, following the election, the incoming Local Trust Committee might benefit from more detail regarding potential future projects and the following updates to the Future Projects list were discussed:

- Item 1: Circulate Keats Island Foreshore Development Permit Area details
- Item 2: Cisterns are now required for any new builds but size and location of the cisterns should be defined

- Item 3: this topic is not within the jurisdiction of the Local Trust Committee and can be removed
- Item 4: Add consideration of the number and size of outbuildings per lot size and rename the topic to "Review of Lot Coverage and Accessory Structures Maximums"
- Item 5: Identify heritage structures for information of residents and potentially create a heritage register
- Item 6: Look at definitions of contractor yard and home occupation, specify what kind of yard can operate in a residential zone, and note that policy is to ensure that home owners operate the business and property is not leased for commercial operation

MA-2026-052
It was MOVED and SECONDED,
that Mayne Island Local Trust Committee request staff to remove Item No. 3 First Nation Reserve Land access to water and power from the Future Projects Report.

CARRIED

14.2 Applications Report Dated July 2026

Received for information.

14.3 Trustee and Local Expense Report Dated May 2026

Received for information.

14.4 Adopted Policies and Standing Resolutions

Received for information.

14.5 Local Trust Committee Webpage - None

14.6 Chair's Report

Chair Elliott reported attendance at an Executive Committee meeting and the Southern Gulf Island Forum and upcoming attendance at a Committee of the Whole meeting and Islands Trust Conservancy Board meeting.

14.7 Trustee Report

Trustee Dodds reported attendance at a Fallow Deer Society meeting and noted new hunting regulations will be forthcoming and attendance at the annual Church Fair.

Trustee Maude reported popularity of island activities including the Island Car Show and recent Quilter's Show.

14.8 Electoral Area Director's Report - None

14.9 Islands Trust Conservancy Report - None

15. NEW BUSINESS

15.1 Local Trust Committee Compliance and Enforcement Policy - Staff Report

The Bylaw Compliance and Enforcement Manager summarized the staff report which recommends amendments to the Bylaw Compliance and Enforcement Policy to address concerns about storage of derelict vehicles, storage of waste, unsightly premises, residential uses on non-residential properties, minimum notice period for inspections, and policies that will state investigations will focus on specific alleged contraventions outlined in complaints unless there is an immediate risk to health and safety or environment, and that a Regional Planning Manager can also act as a screening officer.

Discussion ensued and the following comments were noted:

- Policy 4.5 regarding enforcement on violations related to disposal or storage of waste or recyclable materials should be investigated through written complaint only
- There is support for pro-active enforcement on the storage of vehicles

MA-2026-053
It was MOVED and SECONDED,
that proposed amendment to the Mayne Island Bylaw Compliance and Enforcement Policy listed under subsection 2) 4.5 be changed to "Enforcement on violations related to the storage of vehicles, derelict vehicles, or vehicle parts is authorized without a written complaint".

CARRIED

MA-2026-054
It was MOVED and SECONDED,
that Mayne Island Local Trust Committee adopt the amended Mayne Island Local Trust Committee Bylaw Compliance and Enforcement Policy as amended.

CARRIED

16. UPCOMING MEETINGS

16.1 Next Regular Meeting Scheduled for August 31, 2026 at the Mayne Island Agricultural Hall, Mayne Island

MA-2026-055
It was MOVED and SECONDED,
that Mayne Island Local Trust Committee request staff change the August 31, 2026 meeting to be held electronically.

CARRIED

17. CLOSED MEETING – None

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:06 p.m.

_____

Tobi Elliott, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

Print Date: August 24, 2026

Follow Up Action Report

Mayne Island

20-Jul-2026

Progress		Activity	Responsibility	Dates	Status
100%	1	8.1 Local Trust Committee Minutes Dated June 29, 2026 Adopted as presented.	Emily Bryant	Target: 10-Aug-2026	Completed
100%	2	12.1 The Mayne Island LTC responded interests unaffected to Saturna Island Local Trust Committee Referral for Draft Bylaw No. 146. Staff to provide response to referral.	Emily Bryant Jas Chonk	Target: 03-Aug-2026	Completed
100%	3	14.1.1 Staff to update the Active Projects Report.	Bruce Belcher	Target: 10-Aug-2026	Completed
100%	4	14.1.2 Staff to update the Future Project List by doing the following: Item 1: Add Keats Island DPA for future circulation related to potential Shoreline DPA. Item 2: Cistern size and location to be defined. Item 3: Remove item regarding First Nation Reserve Land access to water and power, add to technical amendments tracking list as potential amenity zoning topic. Item 4: Add review of total accessory buildings and accessory building floor area. Change topic name to "Review of Lot Coverage and Accessory Structures Maximums". Item 5: Identify heritage structures for information, explore options for creating heritage registry. Item 6: Future technical amendment and revision of contractor yard and home occupation definition and regulations.	Bruce Belcher	Target: 03-Aug-2026	Completed
100%	5	16.1 Staff to reschedule Mayne Island LTC Regular meeting for August 31, 2026 to Electronic.	Emily Bryant	Target: 03-Aug-2026	Completed

Follow Up Action Report

Mayne Island

20-Jul-2026

Progress		Activity	Responsibility	Dates	Status
0%	6	15.1 Local Trust Committee Compliance and Enforcement Policy amended by changing subsection 4.5 to "Enforcement on violations related to storage of vehicles, derelict vehicles, or vehicle parts is authorized without a written complaint". - Approved as amended, staff to make the approved amendments and complete adoption of the policy.	Warren Dingman	Target: 03-Aug-2026	In Progress

STAFF REPORT

File No.: PL-TUP-2025-0060

DATE OF MEETING:	August 31, 2026
TO:	Mayne Island Local Trust Committee
FROM:	Bruce Belcher, Planner 2 Southern Team
COPY:	Mary Storzer, Regional Planning Manager
SUBJECT:	PL-TUP-2025-0060 Applicant: Neil Piller Location: Horton Bay

RECOMMENDATION

1. **That the Mayne Island Local Trust Committee approve issuance of PL-TUP-2025-0060 for a period of three (3) years.**

REPORT SUMMARY

The purpose of this report is to bring the Temporary Use Permit (TUP) application back to the Mayne Island Local Trust Committee (LTC) for consideration regarding the proposal to allow the winter storage of up to nine marine dock floats within a designated 10,000 ft^2 (929 m^2) area in Horton Bay offshore from Mayne Island.

BACKGROUND

The TUP application is returning to the Mayne LTC for consideration following revisions to the proposed location of the TUP area based on the following motion carried by the LTC at the September 29, 2025 regular meeting:

> **MA-2025-061**
> **It was Moved and Seconded,**
> that Mayne Island Local Trust Committee defer TUP-2025-0060 until there is a formal response from the Capital Regional District following the meeting of the Southern Harbours Commission, that concerns regarding eelgrass from the Mayne Island Conservancy are addressed, the concern about the repositioning of the location is addressed, and that the interference of mooring buoys is addressed.
>
> **CARRIED**

The September 29, 2025 staff report associated with this application along with related correspondence be found at the following link:
https://islandstrust.bc.ca/island-planning/mayne/current-applications/

The applicant has chosen a new location for the floats to address the specific requests from the Mayne LTC. This included meeting the conditions from the Capital Regional District Southern Harbours

Commission (Attachment 4) who recommended approval of the TUP subject to the following three conditions:

1. The floats do not impede navigation in Horton Bay and around the CRD docks at Anson Road;
2. The floats are securely anchored at all four corners to the ocean floor;
3. That the floats meet all Transport Canada regulations for navigation.

A condition that the floats have lighting installed to ensure visibility after dark was discussed, but this condition was not agreed upon by the Harbours Commission.

The applicant has worked with Transport Canada staff to confirm that the new location is in compliance with navigational requirements. The permit area has been shifted east to allow for the required clearance of 50 metres from the Anson Road Dock. Transport Canada staff confirmed that the new location should not hinder navigation to and from the dock. The applicant has also updated the application to include anchors for all four corners as identified in the CRD conditions. This has been included in the Islands Trust draft TUP.

The location in relation to eelgrass habitat was also considered through initial consultation with the Mayne Island Conservancy. The location chosen would not impact eelgrass habitat based on the Mayne Island Conservancy's eelgrass summary report mapping. The proposed permit location is shown in Figure 1. The proposed designated area for the permit is 10,000 ft^2 (929 m^2) in area, the nine floats occupy a total area of about 3000 ft^2 (278 m^2). The additional space provides adequate room for the floats to move within the designated area without leading to non-conformity with the permit, however with the new permit condition that all four corners of the combined floats must be anchored the floats movement will be reduced. Any siting outside of the designated area would be non-compliant with the LUB and subject to further enforcement.

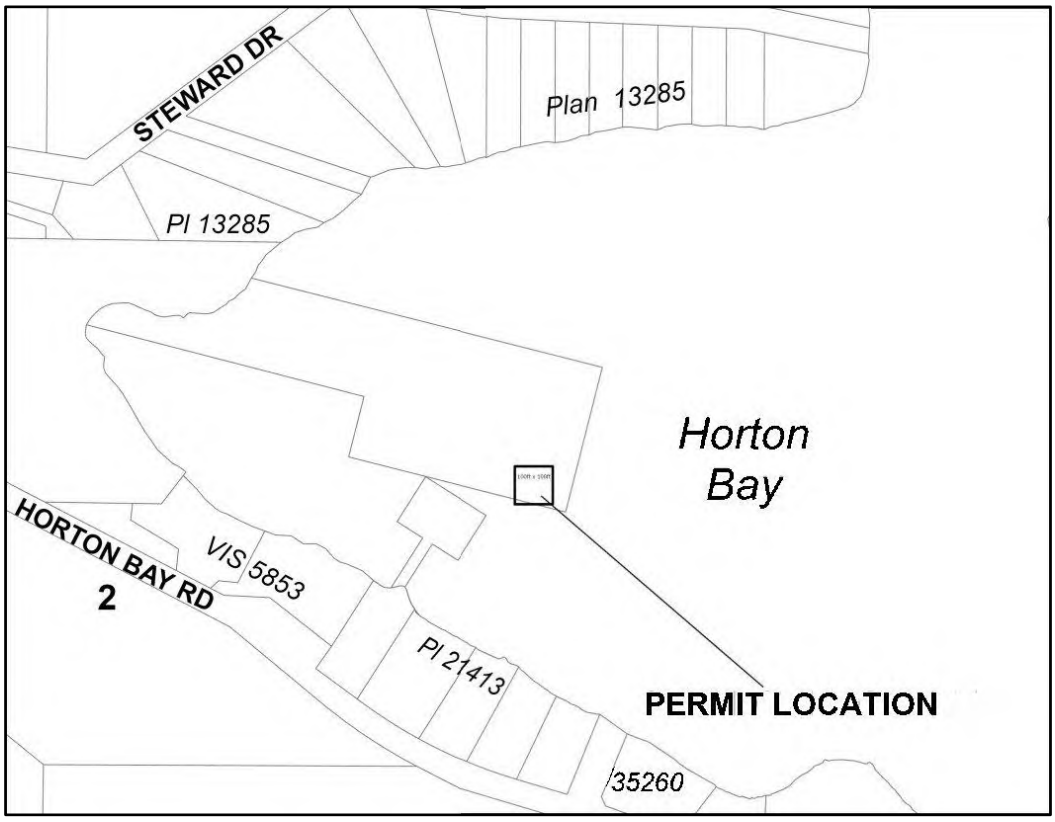


Figure 1: Proposed Float Location

The storage of the floats in Horton Bay is seasonal, and the proposed permit incorporates this aspect of the application. The draft permit defines the use as between the months of October and April, which accounts for the winter storm season. Storage of the floats outside of this designated time period would be a violation of the permit and subject to further enforcement.

The notice and draft permit are included as Attachment 5 and 6. Islands Trust staff conducted a site visit in Horton Bay on January 20, 2026 with Transport Canada Staff, photos associated with the site visit are included in Attachment 2.

ANALYSIS

Official Community Plan:

The proposed permit location is not located within a development permit area. The following OCP policy is relevant to this application:

- **4.2.1.6** Private floats, docks or wharves shall be permitted by zoning only for owners of land adjacent to the shoreline of the water area subject to the zone.

The proposed float location is contrary to the OCP Policy 4.2.1.6 since the siting is not adjacent to the owners' properties. The TUP conditions address this policy by only permitting the storage of the floats during the winter and the floats would only be permitted as storage and not to be actively used within this time period.

The TUP application is generally consistent with Section 2.9 (which contains TUP guidelines) of the Mayne Island OCP Bylaw No. 144. Staff's review of the TUP guidelines is included as Attachment 3.

Land Use Bylaw:

The proposed permit location is zoned **Water Moorage (W2)**. The purpose of this zone is to provide for and regulate accessory private moorage on the foreshore and marine waters adjacent to Mayne Island.

The W2 zone permits the following uses:

- Marine navigational aids;
- Docks, accessory to the residential use of an upland lot or lots abutting the natural boundary of the sea.

The Mayne Island Land Use Bylaw No. 146, 2008 (LUB) includes the following definitions:

> "Dock" means a marine-based structure, or set of structures, generally consisting of a pier, ramp, float, and supporting structures, which is used for the non-commercial wharfage of vessels in association with the permitted use of the adjacent upland.
>
> "Float" means a floating non-roofed structure that is used as a landing or wharfage place for watercraft and which is free to rise and fall with sea level change and, for all conditions of tidal change, does not rest on the sea floor.

As the siting of the docks is not associated with an adjacent upland property, the siting and use is not permitted within the current zoning regulations. The TUP would temporarily allow the siting and use to be permitted.

Temporary Use Permit:

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

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

Issues and Opportunities

According to the float owners the proposed use has been ongoing within Horton Bay for at least thirty years. Despite non-compliance with the LUB, there has been little public opposition to the winter storage of the floats until recent years when Horton Bay has seen an increase in floats, derelict boats, and garbage associated with this activity washing up on the foreshore. The winter storage of the floats does not appear to be a nuisance within Horton Bay, and the storage of the floats is not associated with any active use of the floats. Islands Trust bylaw enforcement has received one complaint related to the winter storage of the floats.

The TUP is specific to the storage of the floats in a location where that is not permitted for non-residents. The storage of the floats during the winter months is not considered a commercial use since the floats would only be permitted to be stored in Horton Bay with no further permissions included in the permit.

If the TUP is issued, the owners would need to apply for approval with the Transport Canada Navigation Protection Program (NPP) and a license of occupation from the Province of BC for the use of Crown Land. The Federal process is related to the safety and access to navigable waters for transport and recreation. The NPP application cannot be completed without permission of the local government. The TUP would allow the owners to proceed with the Federal and Provincial processes that require local government approval to continue.

If the TUP is refused then the float siting in Horton Bay during the winter storm season would remain illegal and subject to further enforcement and removal.

Circulation

The draft permits were re-circulated to surrounding property owners and residents on August 14, 2026. The notification period will end on August 25, 2026. All responses received will be sent to the LTC and addressed at the meeting.

Three correspondence letters were received in response to the initial notification for the September 29, 2025 LTC meeting. The letters are included on the current applications page of the Islands Trust website: https://islandstrust.bc.ca/island-planning/mayne/current-applications/

At the September 29, 2025 Mayne LTC meeting public comments included concerns about the activity being commercial in nature, questions regarding the jurisdiction of the Islands Trust for marine uses, concerns about the floats posing a hazard to the foreshore and the Anson Road Dock access.

First Nations

There are no known archaeological sites or archaeological potential within the proposed permit area. 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 resolutions on page 1 be supported for the following:

- Staff consider the proposal to be in line with the TUP objectives while meeting the applicable TUP guidelines outlined in Section 2.9 of the OCP.
- The proposed use would not compromise future or current uses within Horton Bay.
- The use has been occurring for many years without concerns, and there appears to be minimal environmental impacts associated with the use.
- The TUP provides the opportunity for the proposed use to be tested for compatibility prior to beginning a process to rezone the water zone to outright permit the use.

ALTERNATIVES

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

1. **Approve for a different time period**

   The LTC may opt to approve the permit for a shorter period. Recommended wording for the resolution is as follows:

   That the Mayne Island Local Trust Committee approve issuance of PL-TUP-2025-0060 for a period of _____ year(s).

2. **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 ….

3. **Deny the application**

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

   That the Mayne Island Local Trust Committee refuse application PL-TUP-2025-0060.

Submitted By:	Bruce Belcher, Planner 2	August 20, 2026

Concurrence:	Mary Storzer	August 20, 2026

ATTACHMENTS

1. Site Context
2. Maps, Plans, Photographs
3. TUP Guidelines Checklist
4. CRD Harbours Commission Referral Response
5. Notice
6. Draft Temporary Use Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	N/A
PID	N/A
Civic Address	N/A
Lot Size	N/A

LAND USE

Current Land Use	Water Moorage
Surrounding Land Use	Water Moorage

HISTORICAL ACTIVITY

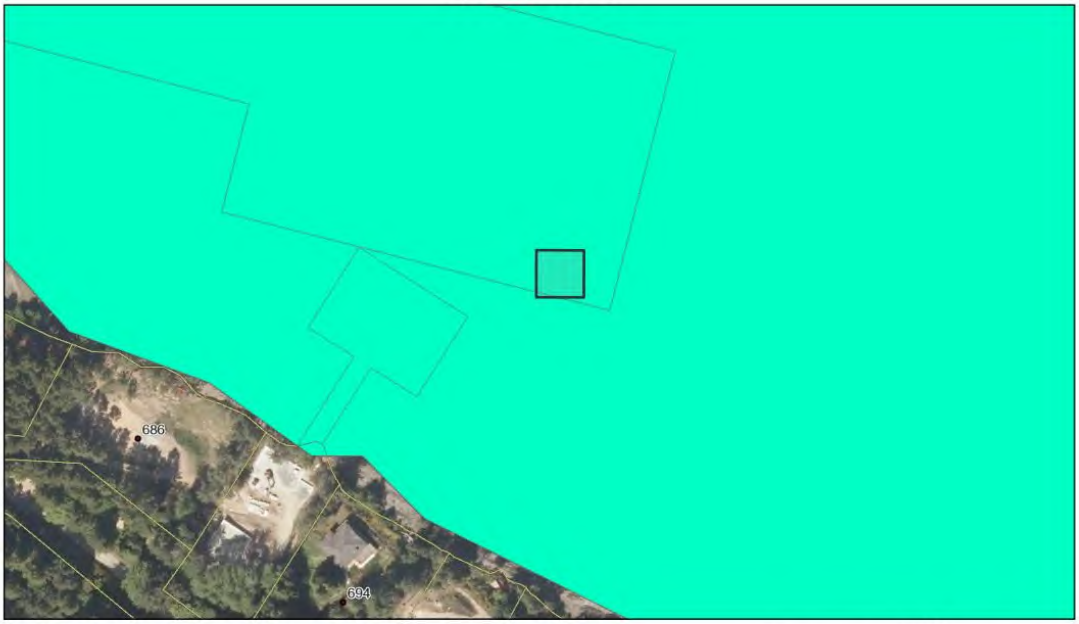
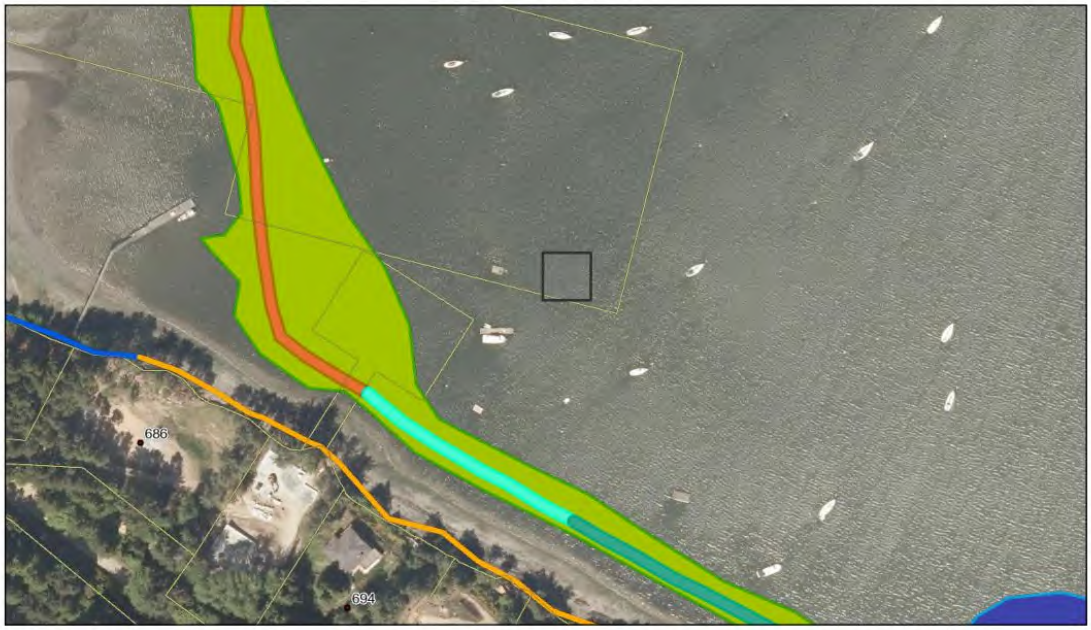
File No.	**Purpose**
N/A	

POLICY/REGULATORY

Official Community Plan Designations	N/A
Land Use Bylaw	**Water Moorage – W2**
Other Regulations	N/A
Covenants	N/A
Bylaw Enforcement	MA-BE-2023.1 - Non-Permitted Use In Water Moorage Zone

SITE INFLUENCES

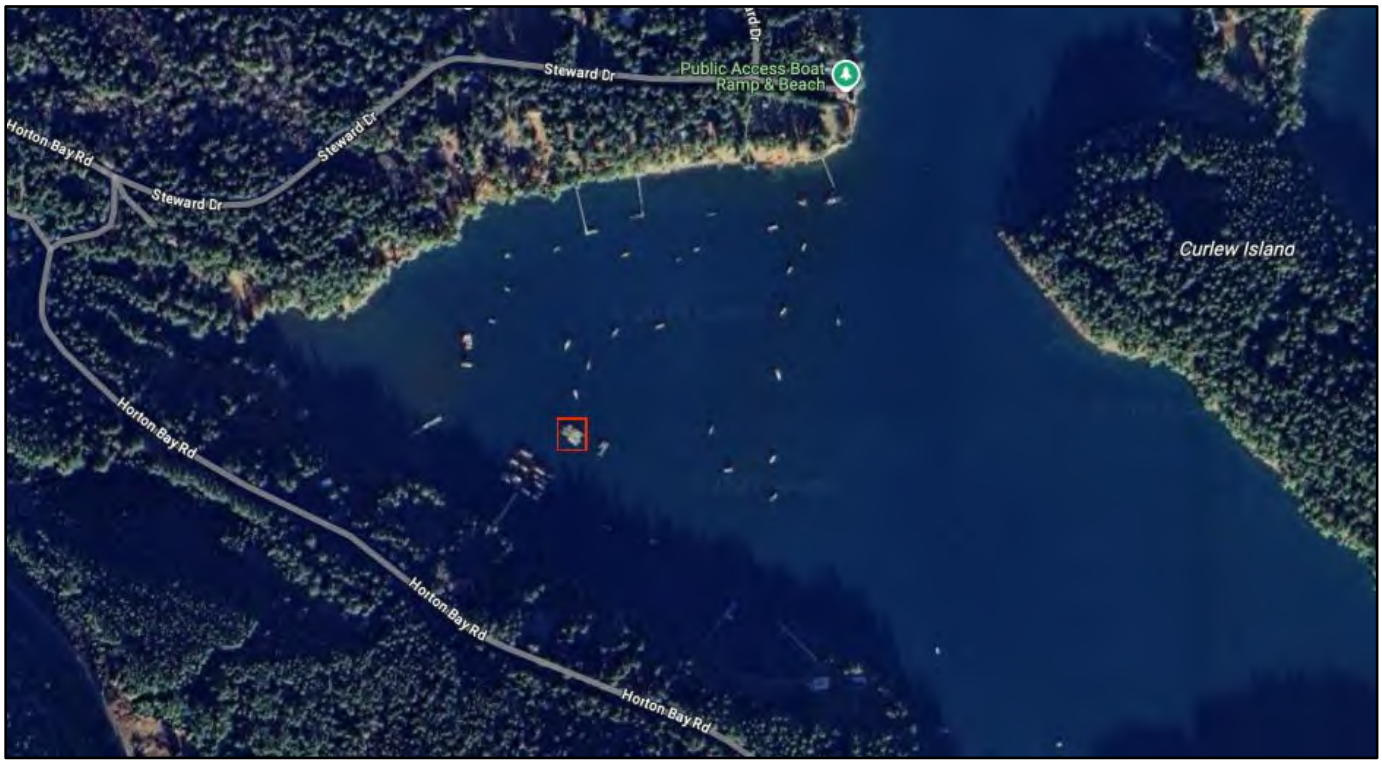
Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	Southern Resident Orca Whale – Critical Habitat

	Species at Risk 
Sensitive Ecosystems	Moderate Bull Kelp Beds, Eelgrass Shoreline Presence (Flat, Continuous) Marine Environment 
Hazard Areas	N/A
Archaeological Sites	No archaeological potential or known archaeological sites on subject permit location. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should

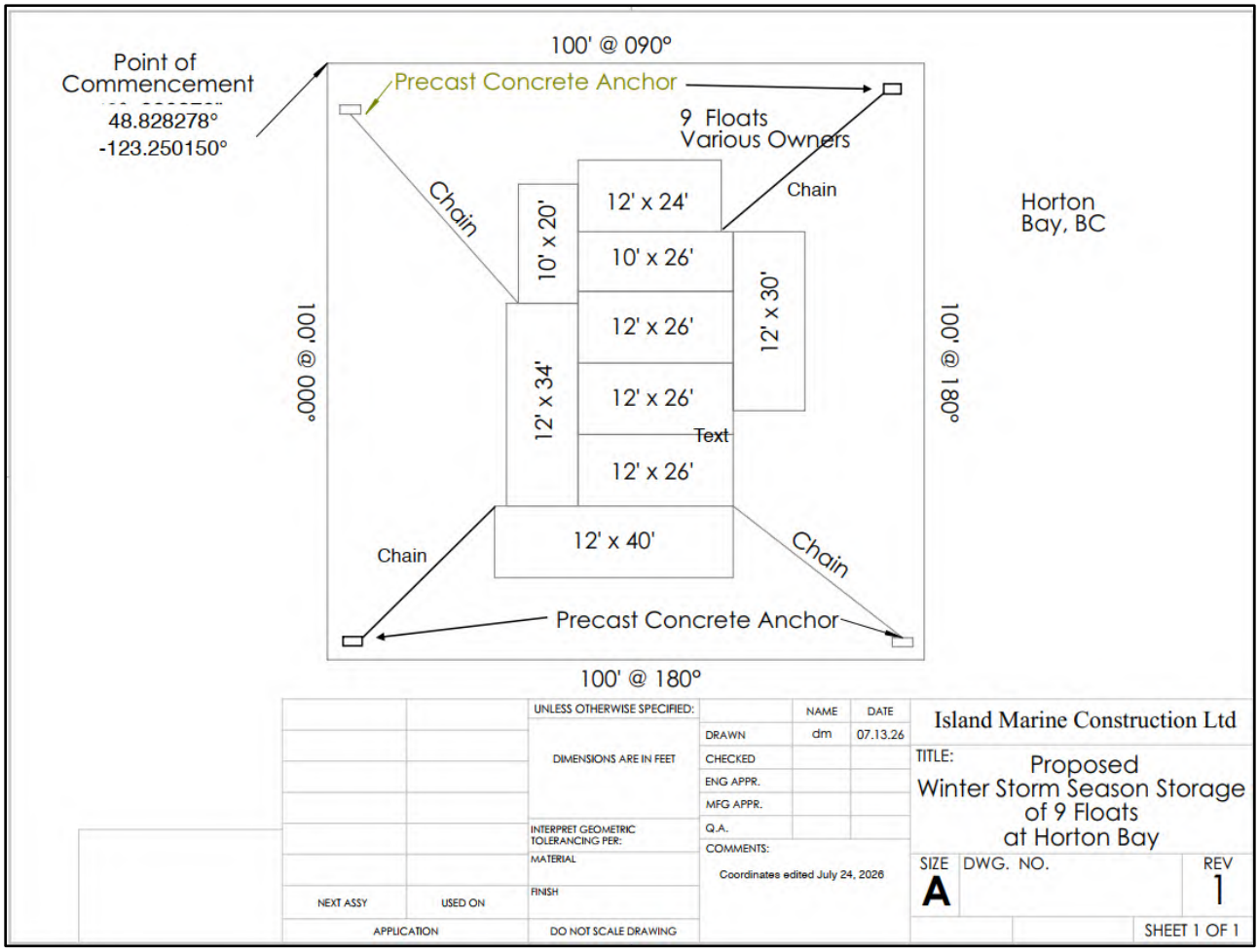
	be aware that thereis still a chance that the lot may contain previously unrecordedarchaeological material that is protected under the Heritage ConservationAct. If such material is encountered during development, all work shouldcease and Archaeology Branch should be contacted immediately as aHeritage Conservation Act permit may be needed before furtherdevelopment is undertaken. This may involve the need to hire a qualifiedarchaeologist to monitor the work
Climate Change Adaptation and Mitigation	No anticipated increase in GHG emissions associated with application.
Shoreline Data in TAPIS	Pebble/Sand Beach (within 150 m)

ATTACHMENT 2 – MAPS, PLANS, PHOTOGRAPHS

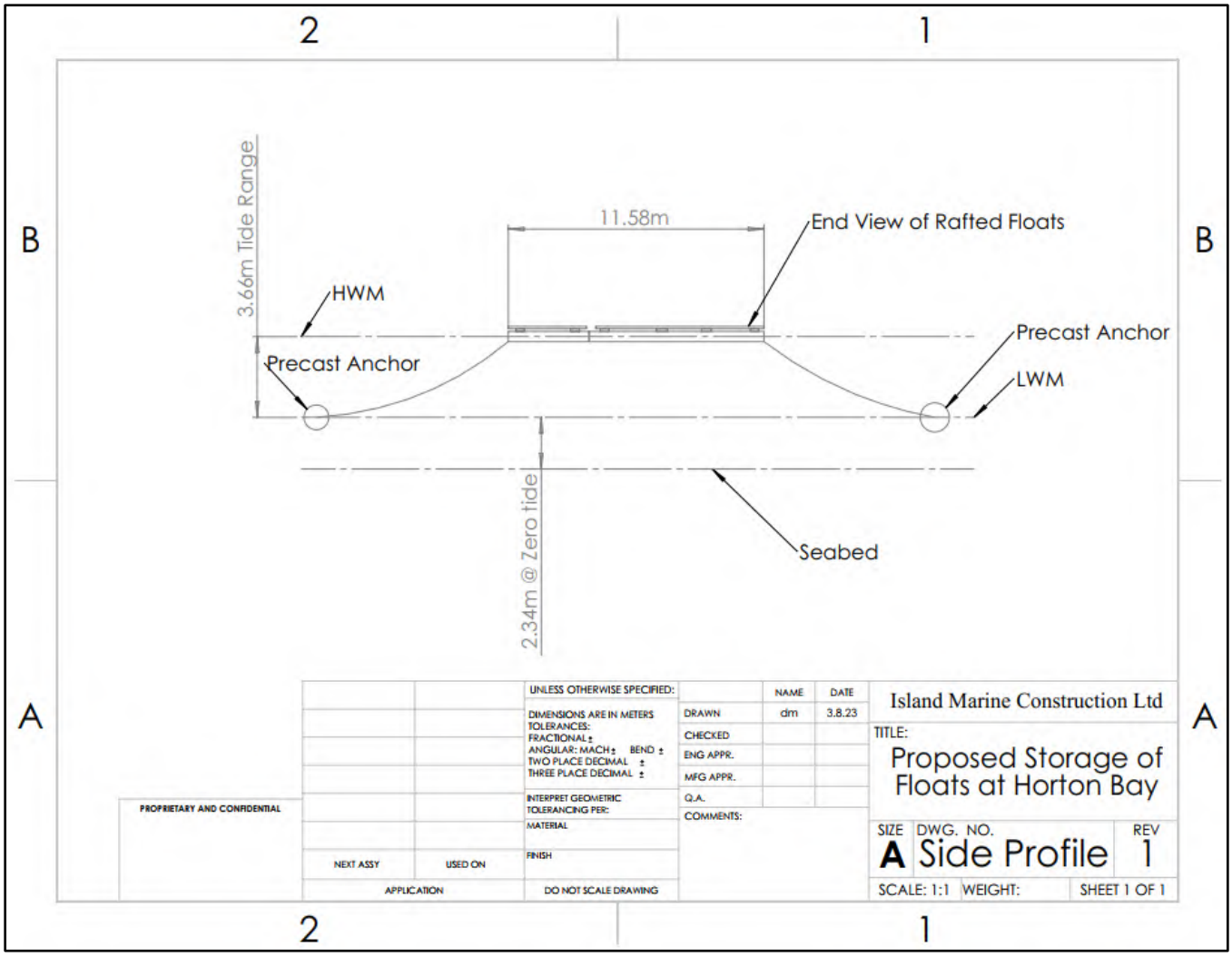
2.1 HORTON BAY DOCKS, AERIAL VIEW



2.2 FLOAT STORAGE PLAN



2.3 ELEVATION PLANS



2.4 PHOTOS



VIEW OF FLOATS, LOOKING NORTH FROM CRD DOCK (SEP. 2025)





VIEW OF FLOATS TAKEN FROM THE WATER, LOOKING NORTH AND SOUTH TOWARDS CRD DOCK (JAN. 2026)



ATTACHMENT 3 –TEMPORARY USE PERMIT GUIDELINES

Guideline	Complies	Comments
2.9.1.1 Permits can be issued for any period up to three years and could be considered for renewal once for any further period up to three years.	Yes	**Staff Comments**: Proposed permit would allow use to continue for three years.
2.9.1.2 Permitted uses should be consistent with the policies of the designation and the provisions of 2.9.1.	Yes	**Staff Comments**: Proposed use would be a test of the compatibility of the proposed land use, which may not have been anticipated, with existing uses.
2.9.1.3 Permitted uses should not preclude or compromise future permitted uses on the affected lot.	Yes	**Staff Comments**: Proposed use can be removed following permit expiry.
2.9.1.4 Uses should not be allowed if they conflict with any ongoing planning policies or programs.	N/A	**Staff Comments**:
2.9.1.5 Sand and gravel removal and processing, and asphalt plants shall be subject to a permit if they exceed 50 truck loads in any given year.	N/A	**Staff Comments**:
2.9.1.6 Permit conditions must make reference to measures dealing with the following points: a) general activity levels that will not create any disturbance apparent beyond the property's boundaries; b) adequate landscape buffering or distance separation to adjacent lots; c) provision of off-street parking spaces consistent with regulatory bylaws; d) reclamation measures that will restore the permit area to suitability for its designated primary use; and e) adequate supervision of the site.	N/A	**Staff Comments**:
2.9.1.7 In addition, permit conditions should outline operational plans, including hours and days of operation and staffing to ensure compatibility with the neighbourhood and may include an undertaking for restoration of the site and a security deposit to guarantee performance of the conditions.	N/A	**Staff Comments**:
2.9.1.8 Review of applications should include consideration of smart growth principles.	N/A	**Staff Comments**:

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Attachment 4

CAPITAL REGIONAL DISTRICT REFERRAL RESPONSE FORM

Referral Title/No.: Mayne Island PLTUP20250060
To: Islands Trust **Date:** 10/10/2025

	Comments
Corporate Services	Choose an item. Please add more detailed comments if applicable
Electoral Area Services	Approval recommended subject to conditions The Southern Gulf Islands Harbours Commission recommends approval of Temporary Use Permit PLTUP20250060, subject to the following conditions: 1. The floats do not impede navigation in Horton Bay and around the CRD docks at Anson Road; 2. The floats are securely anchored at all four corners to the ocean floor; 3. Lighting to be installed to ensure visibility of the floats after dark. 4. That the floats meet all Transport Canada regulations for navigation. The Mayne Island Parks and Recreation Commission reviewed this and recommends: Approval subject to the following conditions 1 - 3 as set out by the SGI Harbours Commission. Note that the Harbours Commission had four conditions, but we did not agree with the condition of lights at night. Justine Starke, Senior Manager Southern Gulf Islands Administration
Executive Services	Choose an item. Please add more detailed comments if applicable
Finance & Technology	Choose an item. Please add more detailed comments if applicable
Housing, Planning & Protective Services	No comments Regional Planning & Transportation has reviewed this referral. There are no implications for the Regional Growth Strategy. No other comments at this time. **Noah Brotman** Research Planner | Regional Planning & Transportation
Infrastructure and Water Services	Choose an item. Choose an item. Please add more detailed comments if applicable
Parks, Recreation & Environmental Services	Choose an item. Please add more detailed comments if applicable

Corporate Services
Legislative Services
Information Services
Legal and Risk Management
First Nations Relations
Real Estate & Facilities Management

Electoral Area Services
Water Wastewater Services Operations
Southern Gulf Islands Administration
Salt Spring Island Administration
Juan de Fuca Administration
Building Inspection

Executive Services
People Safety and Culture
Corporate Communications and Engagement
Corporate Initiatives and Administration

Finance & Technology
Arts and Culture
Financial Services
Corporate Finance
Technology and Digital Transformation

Housing, Planning & Protective Services
Regional Planning and Transportation
Health and Capital Planning Strategies
Regional Housing
Protective Services

Infrastructure and Water Services
Watershed Protection
Infrastructure and Water Services
Business Support Services
Water Infrastructure Operations
Infrastructure Planning and Engineering
Wastewater Infrastructure Operations
Corporate Capital Project Delivery Services
Corporate Asset and Maintenance

Parks, Recreation & Environmental Services
Environmental Innovation
Environmental Protection
Environmental Resource Management
Panorama Recreation
Regional Parks
SEAPARC

NOTICE
PLTUP20250060
MAYNE ISLAND LOCAL TRUST COMMITTEE

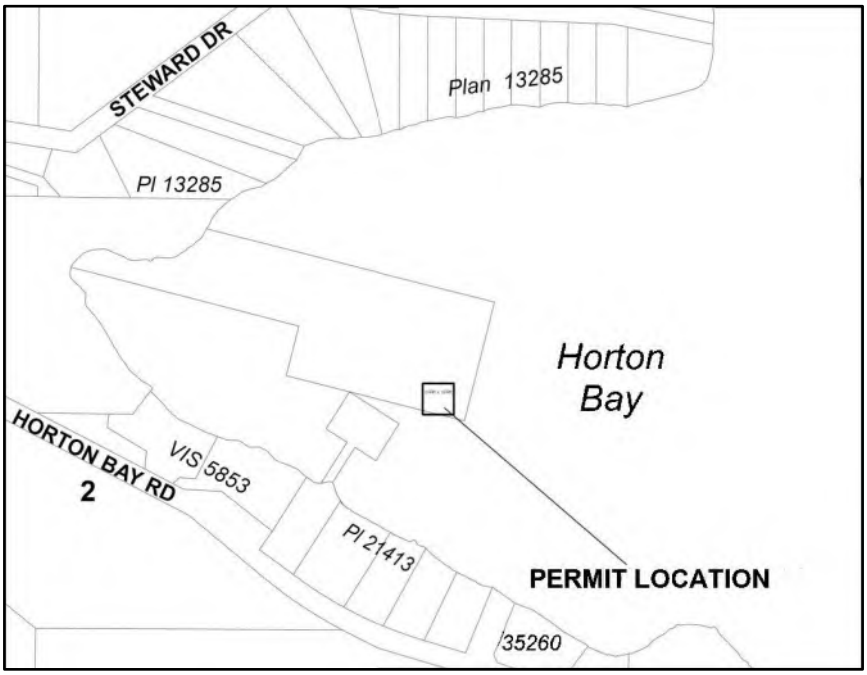
Attachment 5

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Mayne Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit. The proposed permit would apply to the DISTRICT LOT 575, COWICHAN DISTRICT and a portion of the unsurveyed land covered by water being the bed of Horton Bay, Cowichan District.

- The purpose of the Temporary Use Permit is to allow for the annual seasonal storage (October-April) of nine (9) marine dock floats within a designated location in Horton Bay.

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

The location of the permit location 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 **August 14, 2026** and continuing up to and including **August 25, 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, **August 25, 2026**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the electronic business meeting starting at **1:00 pm** on **August 31, 2026**.

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

Jas Chonk, Deputy Secretary

PROPOSED

Attachment 6

MAYNE ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20250060

Horton Bay

To: Neil Piller

1. This Permit applies to the land described below:

   a) DISTRICT LOT 575, COWICHAN DISTRICT
   b) Unsurveyed land covered by water being the bed of Horton Bay, Cowichan District

2. This Permit is issued for the purpose of permitting the applicant to conduct the following use as described:

   a) Storage of up to nine (9) marine dock floats within the designated location identified in Schedule 'A' and Schedule 'B'.

3. The Permit is subject to the following conditions:

   a) Float storage is only permitted between the months of October to April.
   b) No float storage is permitted outside of the specified dates.
   c) No float storage is permitted outside of the designated location as identified in Schedule 'A' and Schedule 'B'.
   d) The combined float structure shall be securely anchored at all four corners to the ocean floor to precast concrete anchors as shown in Schedule 'A'.

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

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

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

_____
Deputy Secretary, Islands Trust

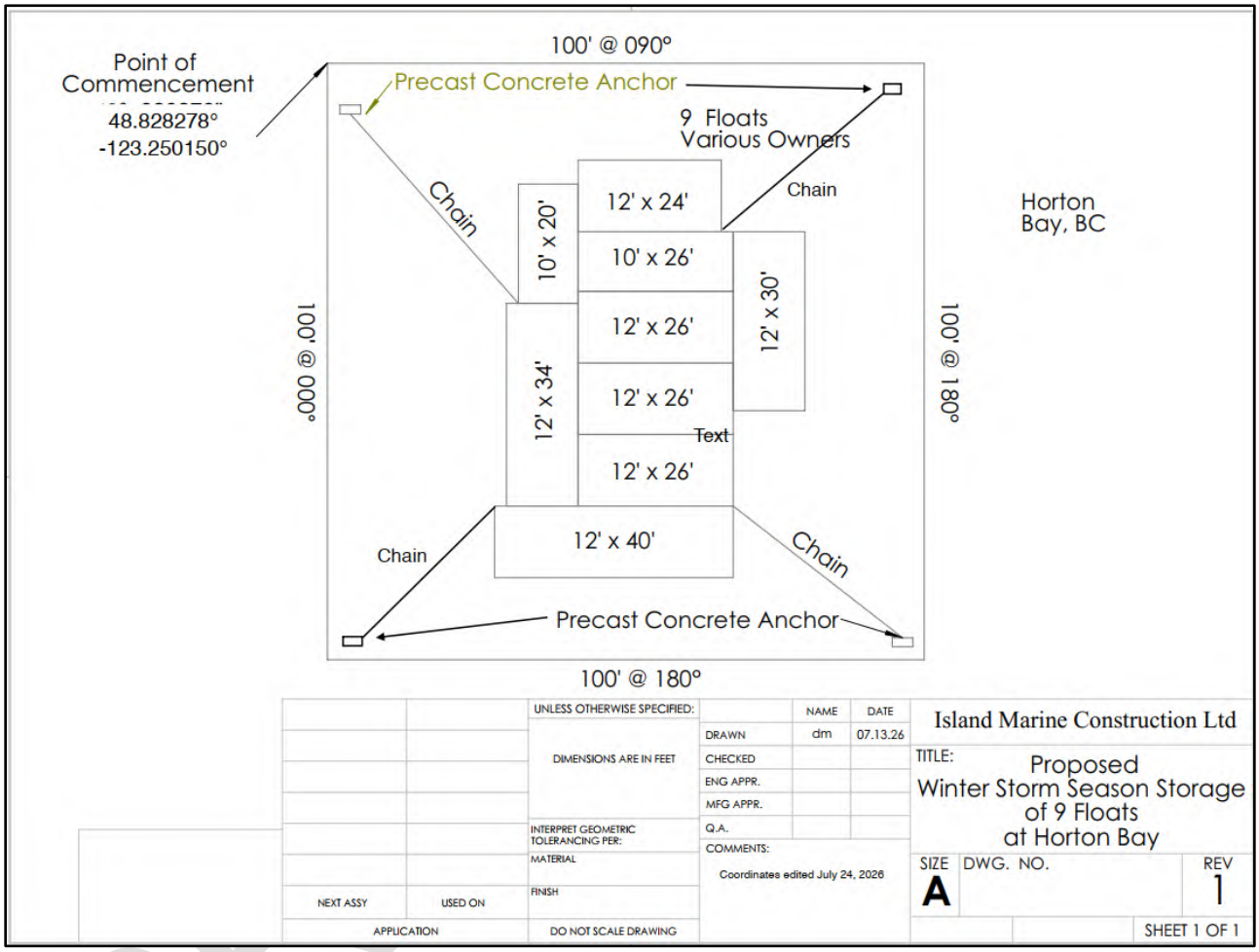
_____
Date Issued

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE

PLTUP20250060

SCHEDULE 'A'

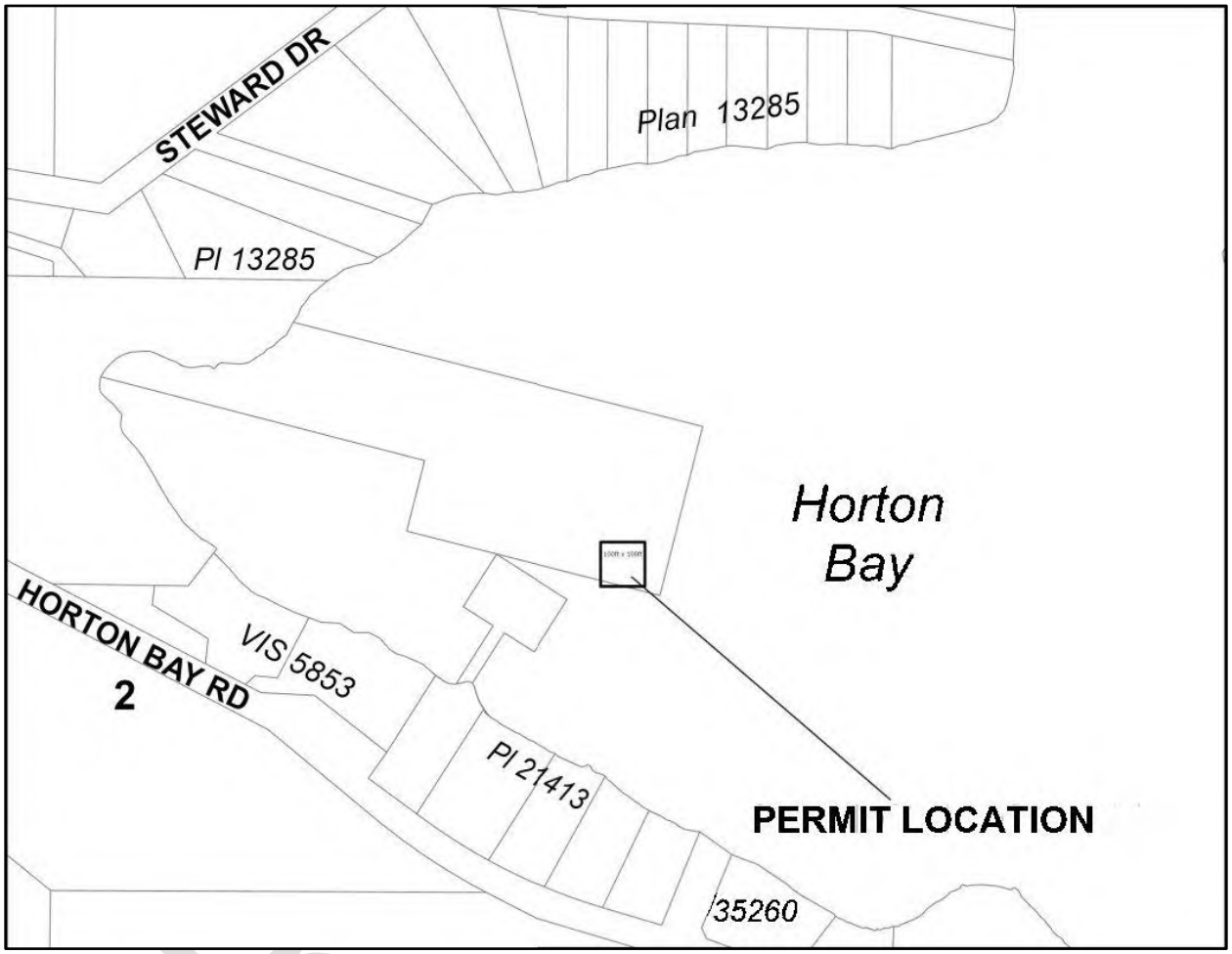


PRO

MAYNE ISLAND LOCAL TRUST COMMITTEE

PLTUP20250060

SCHEDULE 'B'



PR

STAFF REPORT

File No.: PL-DVP-2026-0324

DATE OF MEETING:	August 31, 2026
TO:	Mayne Island Local Trust Committee
FROM:	Bruce Belcher, Planner 2 Southern Team
COPY:	Mary Storzer, Regional Planning Manager
SUBJECT:	PL-DVP-2026-0324 Applicant: Peter Suter and Joanne Gates Location: 637 Edith Point Road, Mayne Island

RECOMMENDATION

1. **That the Mayne Island Local Trust Committee approve issuance of Development Variance Permit PL-DVP-2026-0324.**

REPORT SUMMARY

The purpose of this report is to consider a new Development Variance Permit (DVP) to relax the 8-metre front lot line setback to permit the siting of an existing deck entry built to access the existing dwelling.

RATIONALE FOR VARIANCE

The applicant's rationale for the setback variance is to bring the recently constructed deck entrance into compliance with the Mayne Island Land Use Bylaw No. 146, 2008 (LUB). The deck entrance was constructed after the Registered Onsite Wastewater Practitioner designed the septic connection for the dwelling to the Georgina Improvement District community sewer system that required a holding tank to be placed in front of the existing deck to enable gravity flow from the dwelling. The holding tank is required to be protected from ultraviolet radiation; therefore, the owners chose to build a wood cover that was flush to the existing deck and could be used as an entrance while also protecting the holding tank. The applicant has provided a letter detailing the rationale for a variance, included as Attachment 3.

BACKGROUND

The applicant submitted the DVP application following a referral from the Capital Regional District building inspector who determined that the deck entrance structure was sited within the setback and would require a variance. The proposed variance to the LUB is as follows:

a) Subsection 5.1 (8)(a) which states that *the minimum setback for any building or structure is 8 metres (26 feet) from any front or rear lot line* is varied to permit the siting of an existing deck structure of within 1.2 metres of the front lot line.

The subject property is located at 637 Edith Point Road, which is an oceanfront property on the north side of Mayne Island facing the Strait of Georgia. The property is zoned Settlement Residential (SR) and is 0.08 hectares, roughly 800m^2, in total area. The property has an existing single-family dwelling that was constructed with a building permit issued in 2018. The property adheres to the maximum 20% lot coverage regulation; the total lot coverage including the deck area is roughly 17%. The existing rip-rap/ rock retaining wall along the front lot line was established on the property near the time of subdivision when the road was developed.

A copy of the notice and draft permit are included as Attachments 4 and 5. Staff conducted a site visit on August 17, 2026 and photos of the site are included in Attachment 2.

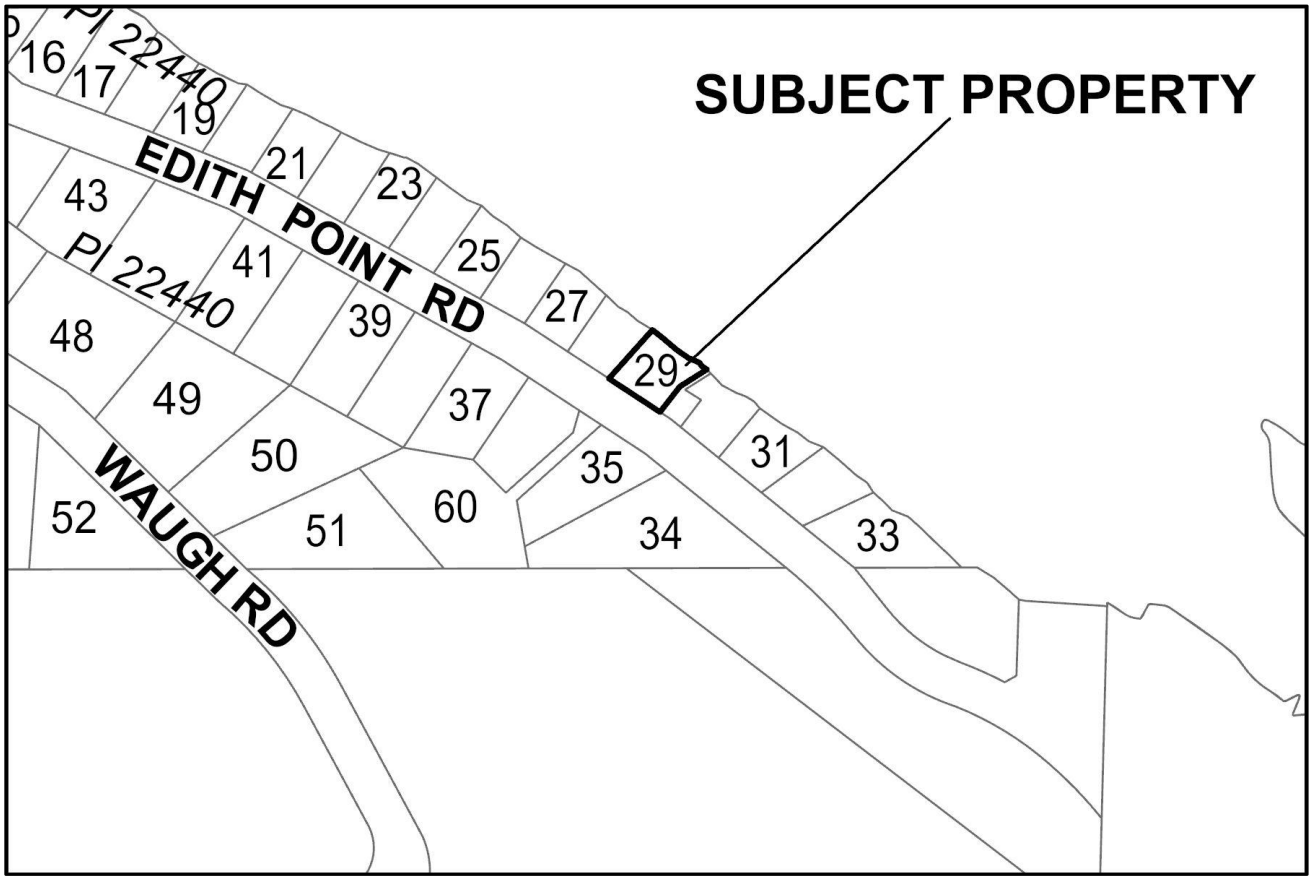


Figure 1: Subject Property Location

ANALYSIS

Intent of Regulations being varied

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

- Limiting the visual impact of development to adjacent properties;
- Establishing consistent development patterns within a local area;
- Maintaining rural character;

- Establishing certainty with respect to development by maintaining consistent development 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 development 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 impacts on the views of neighbouring properties since the deck structure is built at the road elevation. The proposed variance is not considered a hazard to the public roadway given the siting and elevation as well as the low traffic associated with Edith Point Road. A variance permit would bring the structure into compliance with the Islands Trust regulations and would allow for the completion of the CRD building permit. If the DVP is not approved the applicant may submit an application to the Board of Variance.

Circulation

The draft permit was circulated to surrounding property owners and residents on August 14, 2026. The notification period will end on August 25, 2026.

At the time of writing there have been two letters received in support of the application. The correspondence is included as Attachment 6. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

First Nations

The subject property has no known archaeological sites and has not been identified as having archaeological potential. 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, based on the requirements to protect the septic holding tank;

- The variance would not result in new impacts or hazards to adjacent properties or the public roadway;

- There have been two responses to the public notification for the draft permit from neighbouring properties, both in support of the proposed variance.

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 submit a Board of Variance application. Recommended wording for the resolution is as follows:

   That the Mayne Island Local Trust Committee refuse application PL-DVP-2026-0324.

Submitted By:	Bruce Belcher, Planner 2	August 20, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	August 20, 2026

ATTACHMENTS

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

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 29, SECTION 15, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22440
PID	003-234-266
Civic Address	637 Edith Point Road, Mayne Island
Lot Size	0.08 hectares

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential and Marine

HISTORICAL ACTIVITY

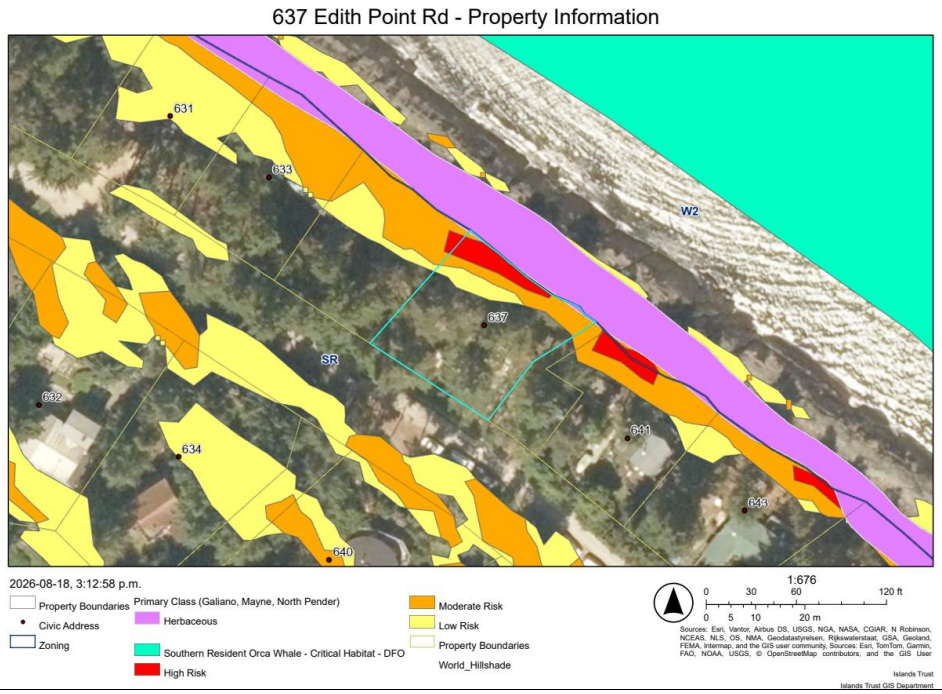
File No.	**Purpose**
MA-BP-2018.11	Building permit for principal dwelling.

POLICY/REGULATORY

Official Community Plan Designations	Settlement Residential No Development Permit Areas on subject property
Land Use Bylaw	Settlement Residential - SR
Other Regulations	N/A
Covenants	N/A
Bylaw Enforcement	N/A

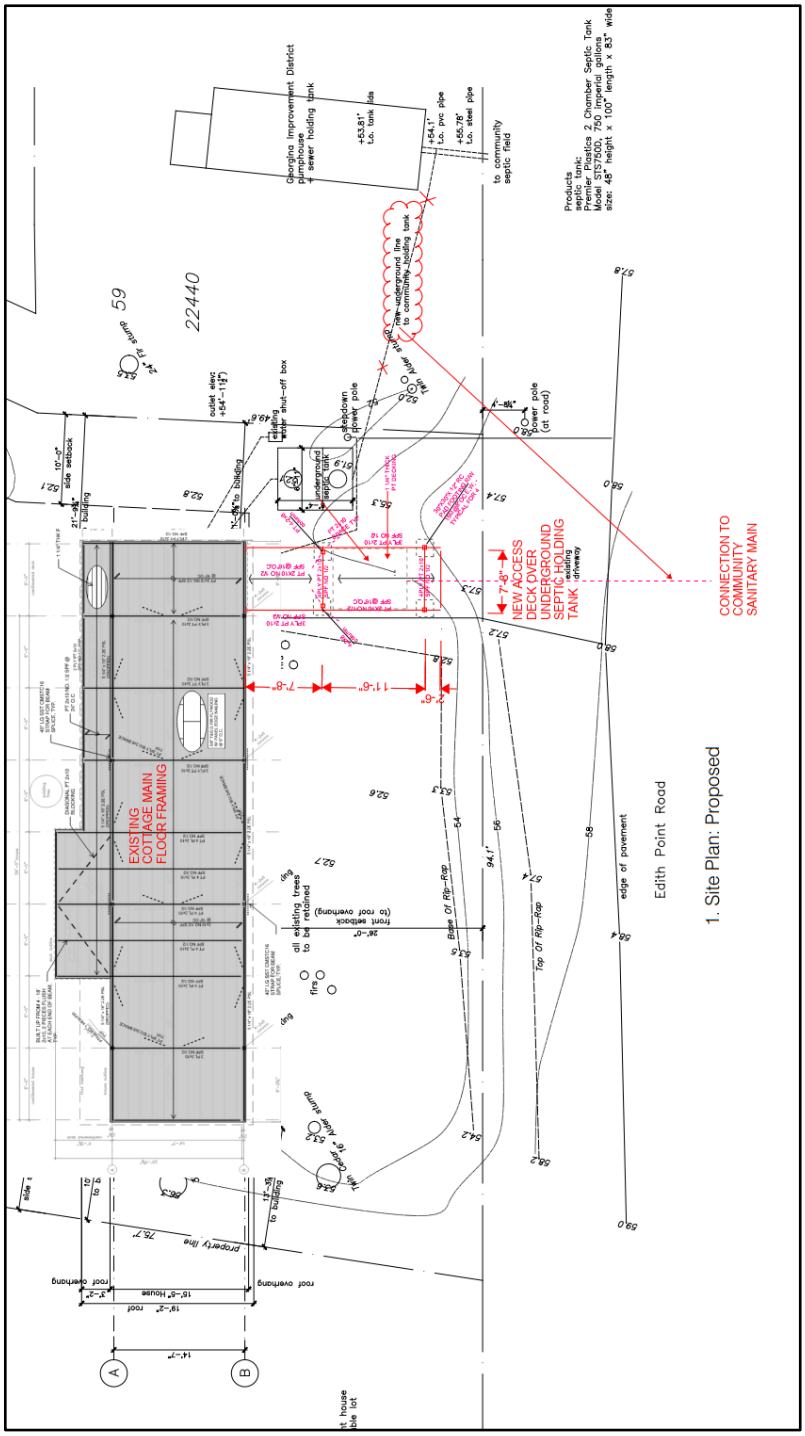
SITE INFLUENCES

Islands Trust Conservancy	The application has no considerations for the Islands Trust Conservancy
Regional Conservation Strategy	This application has no considerations for the Regional Conservation Plan.
Species at Risk	N/A
Sensitive Ecosystems	Herbaceous Sensitive Ecosystem along shoreline

	
Hazard Areas	Low, Moderate, High risk steep slopes along the shoreline
Archaeological Sites	The property is not mapped to have a known archaeological site or archaeological potential. The applicant has been provided information on when a permit is required and the process to apply for a permit with the BC Archaeology Branch and what is permitted based on the *Heritage Conservation Act*.
Climate Change Adaptation and Mitigation	Proposed variance has no implications related to an increase in green house gases or climate change adaption.
Shoreline Classification	Low Rock Boulder
Shoreline Data in TAPIS	Low Rock Boulder

ATTACHMENT 2 –PLANS, PHOTOGRAPHS

2.1 SITE PLAN



2.4 Site Photos (August 17, 2026)



Edge of Deck entrance structure, Looking west



Edge of Deck Entrance structure, Looking North



EXISTING RIP-RAP/ ROAD RETAINING WALL, LOOKING WEST



DECK ENTRANCE STRUCTURE, LOOKING NORTH

31 July 2026

637 Edith Point Road, Mayne Island - Development Variance Permit Application

Project Narrative

Please find this application for a Setback Variance due to Hardship for the entrance deck/ required holding tank/ uv tank cover in the Front Setback, this per ROWP design requirements of Septic Connection and Holding Tank.

Our property is at 637 Edith Point Road, Mayne Island and is defined by an existing rip-rap rock edge against the road with a height varying from about 5' to 7'. Our cabin is raised on posts, so as to bring the floor level to the road elevation.

Within this setting, the ROWP designed septic connection from the Georgina Improvement District (GID) community sewer system to the required holding tank, and then to the house placed the tank directly in front of the Existing Deck to enable gravity flow from the cabin to the holding tank, and then to the GID community sewer system.

We were instructed to protect the required yellow plastic holding tank from uv radiation, and to do this, a wood cover was built to protect the tank. This was able to be flush to the existing deck, and thus also serve as an entrance deck.

In summary, an 8' wide x 22' length setback variance for this deck extension/ required holding tank uv cover is requested. Please find additional documents included in this application.

Thank you for consideration of this request,
Peter Suter and Joanne Gates, Owners.

NOTICE
PLDVP20260324
MAYNE ISLAND LOCAL TRUST COMMITTEE

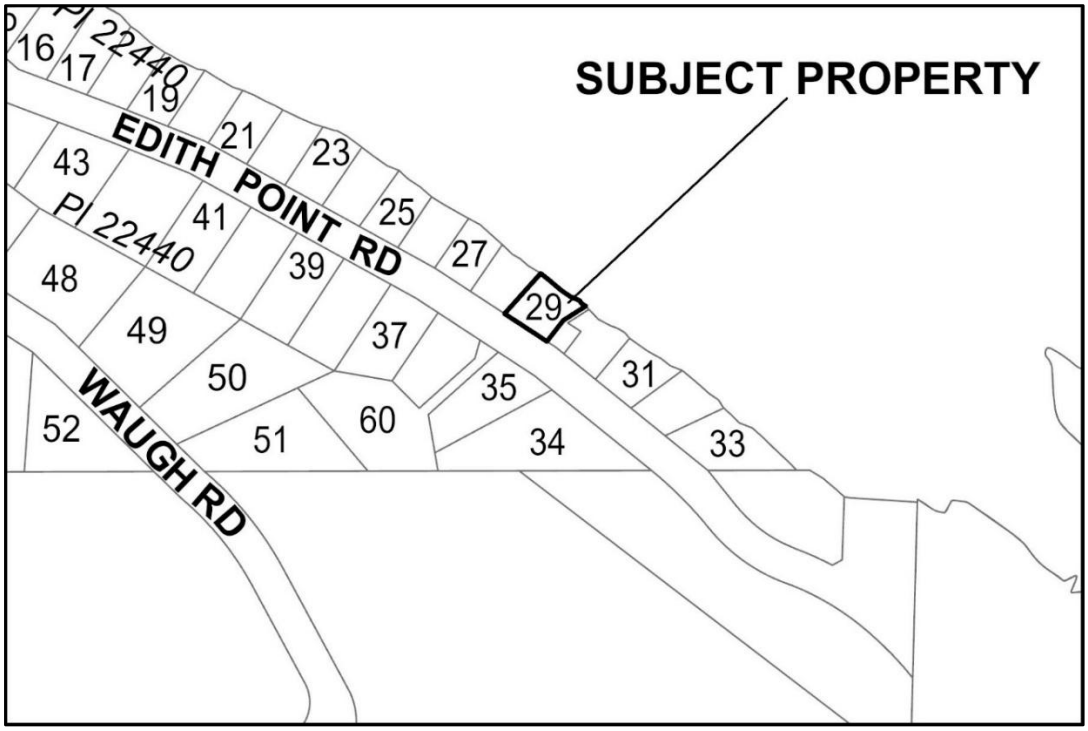
Attachment 4

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:

- Relaxation of the front lot line setback from the 8-metre minimum requirement to 1.2 metres to permit the siting of an existing deck structure built for access to an existing dwelling.

  The property is located at **637 Edith Point Road** and is legally described as LOT 29, SECTION 15, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22440
  (PID: 003-234-266)

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 **August 14, 2026** and continuing up to and including **August 25, 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, **August 25, 2026**.

The Mayne Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the electronic business meeting starting at **1:00 pm** on **August 31, 2026**.

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

Jas Chonk, Deputy Secretary

PROPOSED **Attachment 5**

MAYNE ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20260324

To: Peter Suter & Joanne Gates

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

   LOT 29, SECTION 15, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 22440
   (PID: 003-234-266)

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

   a) Subsection 5.1 (8)(a) which states that *the minimum setback for any building or structure is 8 metres (26 feet) from any front or rear lot line* is varied to permit the siting of an existing deck structure of within 1.2 metres of the front lot line.

   The development shall be consistent with Schedule 'A', which is attached to and forms 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.

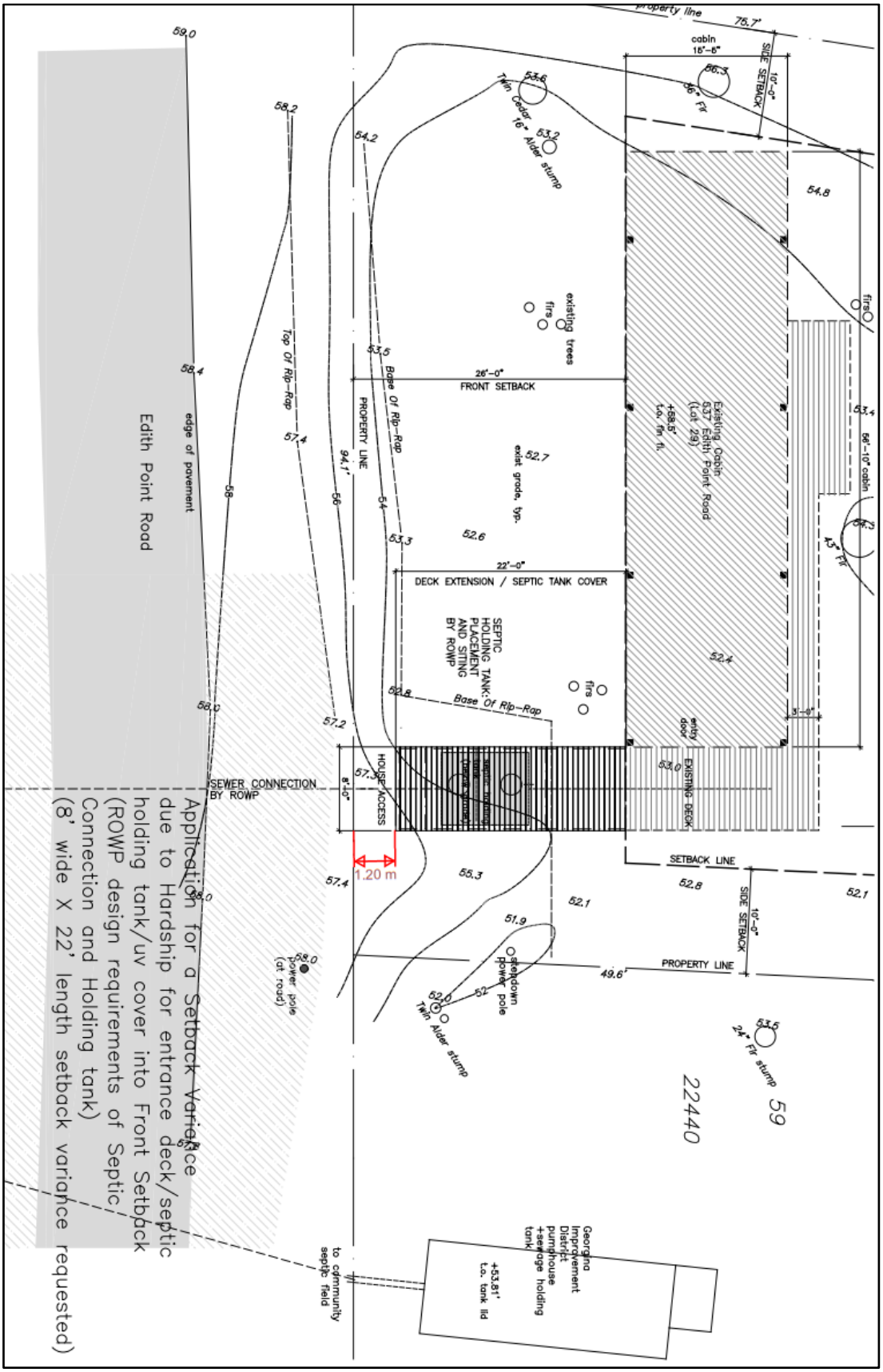
AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS ##th DAY OF [MONTH], [YEAR].

_____
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
PLDVP20260324
SCHEDULE 'A'



Attachment 6

From: christina mackie [redacted]
Sent: Monday, August 17, 2026 6:43 AM
To: SouthInfo <SouthInfo@islandstrust.bc.ca>; Bruce Belcher <bbelcher@islandstrust.bc.ca>
Cc: chris Panton [redacted]
Subject: Response to notice PLVD20260324 Relaxation of front setback to 637 Edith Point (lot 29)

Response to notice PLVD20260324 Relaxation of front setback to 637 Edith Point (lot 29)

Dear Bruce Belcher,

We are the owners of [redacted] to 637 Edith Point Road.

1. We have no objections at all to the deck structure at the front of 637 as outlined in PLVD20260324

2. The deck design is in keeping with the street frontage and the building at 637 which sits very well in the landscape and is a good example of current architectural thought.

3. The walkway deck being at the same level as the road does not obstruct views from the street or obstruct views of the sea through the trees.

4. The walkway to the entrance of 637 is topographically similar to a built-up car driveway which would be allowed.

Yours sincerely,

Christina Mackie and Chris Panton

Laura Colpman & Mark Robinson
[redacted]
Mayne Island, BC, V0N 2J1

August 17, 2026

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

Attn: Bruce Belcher, Planner 2

Re: Development Variance Permit Application PLDVP20260324 (637 Edith Point)

Dear Bruce Belcher and Members of the Mayne Island Local Trust Committee,

We are writing to express our full support for the proposed Development Variance Permit regarding the property located at 637 Edith Point Road.

As the owners and residents of the neighboring property at [redacted], we have reviewed the application to vary the Mayne Island Land Use Bylaw No. 146. We have absolutely no objections to the relaxation of the front lot line setback from the 8.0-metre minimum requirement to 1.2 meters to permit the siting of the existing deck structure.

The existing deck provides necessary and safe access to the dwelling, fits naturally within the character of our neighborhood, and does not negatively impact our property, views, or privacy.

We respectfully request that the Local Trust Committee approve the resolution allowing for the issuance of this Development Variance Permit ahead of the August 25, 2026 deadline.

Thank you for your time and for considering our input on this matter.

Sincerely,

Laura Colpman & Mark Robinson

[redacted]

STAFF REPORT

File No.: 2023 Housing Options – Phase 2

DATE OF MEETING:	August 31, 2026
TO:	Mayne Island Local Trust Committee
FROM:	Bruce Belcher, Planner 2 Southern Team
COPY:	Mary Storzer, Regional Planning Manager
SUBJECT:	Mayne Island Housing Options Project (Phase 2) – Proposed Bylaws No. 196 and 197

RECOMMENDATION

1. **That the Mayne Island Local Trust Committee Bylaw No. 196 cited as "Mayne Island Official Community Plan No. 144, 2007, Amendment No. 1, 2025" be adopted.**

2. **That the Mayne Island Local Trust Committee Bylaw No. 197 cited as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025" be adopted.**

REPORT SUMMARY

The purpose of this report is to present Bylaws 196 and 197 for consideration of final adoption following Executive Committee and Minister approval.

BACKGROUND

The Housing Options Project, Phase 2 was initiated in 2023. It has involved the development of the Mayne Island Housing Action Plan, staff analysis of environmental and demographic conditions, and community meetings and informal public engagement contributing to the development of the housing related amendments to the OCP and LUB proposed in Bylaws No. 196 and 197. Additional background related to these bylaws, including staff reports, is available on the Islands Trust website:
https://islandstrust.bc.ca/island-planning/mayne/projects/

Rationale for Recommendation

The Islands Trust Executive Committee granted approval of Bylaw No. 196 and 197 at the February 25, 2026 Executive Committee meeting. Bylaw No. 196 then received approval from the Minister of Housing and Municipal Affairs on July 9, 2026. Following Executive Committee and Minister approval, the Mayne Island Local Trust Committee may adopt the bylaws.

ALTERNATIVES

1. **Proceed no further**

   That the Mayne Island Local Trust Committee proceed no further with the proposed Bylaws No. 196 and 197 cited as "Mayne Island Official Community Plan No. 144, 2007, Amendment No. 1, 2025" and "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025" respectively.

Submitted By:	Bruce Belcher, Planner 2	August 20, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	August 20, 2026

ATTACHMENTS

1. Bylaw No. 196
2. Bylaw No. 197

PROPOSED

Attachment 1

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 196

A BYLAW TO AMEND MAYNE ISLAND OFFICIAL COMMUNITY PLAN
BYLAW NO. 144, 2007

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

1. CITATION

This Bylaw may be cited for all purposes as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2025".

2. SCHEDULES

Mayne Island Official Community Plan Bylaw No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

3. SEVERABILITY

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

READ A FIRST TIME THIS	29TH	DAY OF	SEPTEMBER	2025.
PUBLIC HEARING HELD THIS	26TH	DAY OF	JANUARY	2026.
READ A SECOND TIME THIS	26TH	DAY OF	JANUARY	2026.
READ A THIRD TIME THIS	26TH	DAY OF	JANUARY	2026.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	25TH	DAY OF	FEBRUARY	2026.
APPROVED BY THE MINISTER OF HOUSING AND MUNICPAL AFFAIRS THIS	9TH	DAY OF	JULY	2026.
ADOPTED THIS	_____	DAY OF	_____	20____

_____ _____

CHAIR SECRETARY

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 196

SCHEDULE 1

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

1. Section 1.1.3 is amended by renaming the Section as "Population Projections, Build Out and Housing Needs".

2. Section 1.1.3 is amended by removing paragraphs 2, 3, and 4 and replacing with the following:

"**Population Projections**

Mayne Island has an area of approximately 2,300 hectares (5,750 acres). The permanent population in 2021 was 1,304, resulting in a population density of approximately one person per 1.76 hectares (4.4 acres).

Population change over the past two decades has been uneven. The population increased by 27% between 2001 and 2006, declined by 4% between 2006 and 2011, and declined further by 11% between 2011 and 2016. This was followed by a significant 37% increase between 2016 and 2021, likely influenced by COVID-19–related migration.

Population projections for 2030 and 2045 were developed using four methods: linear regression, logarithmic regression, regional step-down, and constant growth rate, all based on census data from 2001 onward. The linear and logarithmic regression methods project a population of approximately 1,320 in 2030 (about 1% growth from 2021) and approximately 1,525 in 2045 (about 17% growth), representing an annual growth rate of roughly 0.65%.

The regional step-down method, which applies Mayne Island's share (21%) of Southern Gulf Islands electoral area growth, projects a population of approximately 1,315 in 2030 and 1,500 in 2045, equating to a 15% increase from 2021 and an annual growth rate of approximately 0.58%.

The constant growth rate method, based on the average annual growth rate from 2001 to 2021 (approximately 1.98%), projects a population of approximately 1,550 in 2030 and 2,075 in 2045. However, this method is considered an outlier, as it is heavily influenced by the unusually large population increase between 2016 and 2021, which is unlikely to be sustained. The linear and logarithmic projections are therefore considered more realistic for long-term planning.

Build Out

As of January 2026, there were approximately 1,529 lots that permit residential use, of which about 1,285 were developed. Most vacant lots (approximately 200) are located within Settlement Residential zones. Estimated future subdivision potential across residentially zoned lands (including Rural, Agricultural, and Upland zones) could add approximately 164 additional lots to support market housing, for a total potential of about 1,693 residential lots. Based on the current average household size of 1.8 persons, full-time occupation of all residential lots would result in a population of approximately 3,050 people.

Housing Needs

The BC Provincial Government requires all local governments in BC to consider its' most recent Housing Needs Report and housing information when amending OCPs. Based on the Islands Trust Housing Needs Assessment prepared by Urbanics Consultants Ltd in 2025, the projected housing need in the next 5 years is 110 units and in the next 20 years is 330. This calculation is based on portion of growth projections for the Capital Regional District. Given challenges with this data as well as groundwater limitations and focus on preserving and protecting the environment on the Island, the provision of housing should focus on the type of housing that is needed most.

A limited rental supply, rising property costs, and a growing proportion of residents on fixed or lower incomes has contributed to housing insecurity. The portion of households experiencing core housing need (70 as indicated in 2021 Census), and projected population growth, combined with demographic aging, points to increasing demand for more diverse, accessible, and affordable non market housing options. Market conditions and affordability challenges limit the ability of existing housing supply to meet community needs.

Essential services further shape land use planning decisions. Mayne relies primarily on groundwater for water supply, which is sensitive to seasonal variation and drought conditions."

3. Policy 2.1.1.2 is amended by deleting it and replacing it with the following:
"In general, residential density shall be:
   a) one dwelling per lot, and on parcels greater than 0.6 hectares one additional dwelling for each additional 0.6 hectares; or
   b) in designated flexible housing areas, up to three dwellings per lot provided total floor area does not exceed a maximum prescribed in zoning; and
      i. one accessory cottage, limited by floor area, on parcels over an area prescribed in zoning; or
      ii. one secondary suite per lot outside of designated flexible housing areas, or
      iii. on larger lots: one accessory cottage and one secondary suite per lot."

4. Policy 2.1.1.3 is amended by deleting it and replacing it with:
   "Flexible Housing is intended to provide housing options by permitting two or more small dwellings on a parcel as an alternative to a single large dwelling. Regulations shall designate areas within which flexible housing may be permitted and establish overall floor area limits and the number of additional dwellings based on lot area. Areas designated for Flexible Housing should exclude:
   a) waterfront lots
   b) archaeological and cultural heritage sites
   c) sensitive ecosystems
   d) steep slope or other hazardous areas
   e) areas of critical aquifer recharge
   f) exclude water services areas"

5. Policy 2.1.1.6 is amended by adding "Sections 2.1.6 and…" so that it reads:
   "Affordable housing is encouraged through joined or multiple housing units which may be considered by site specific rezoning of a parcel subject to compliance with Sections 2.1.6 and 2.10 (Amenity Zoning Guidelines) of this Plan."

6. Deleting Policy 2.1.1.10 in its entirety.

7. Policy 2.1.4.2 is amended by deleting it and replacing it with the following:
   "In general residential density shall be:
   a) one dwelling per lot, and on parcels greater than 10 hectares one additional dwelling for each additional 10 hectares; or
   b) in designated flexible housing areas, up to three dwellings per lot provided total floor area does not exceed a maximum prescribed in zoning; and
      i. one accessory cottage, limited by floor area, in respect of each dwelling on parcels over an area prescribed in zoning; or
      ii. one secondary suite per lot outside of designated flexible housing areas on smaller lots, or
      iii. on larger lots outside of designated flexible housing areas: one accessory cottage in respect of each principle dwelling and one secondary suite per lot."

8. Policy 2.1.4.3 is amended by deleting it and replacing it with the following:
   "Flexible Housing is intended to provide housing options by permitting two or more small dwellings on a parcel as an alternative to a single large dwelling. Regulations shall designate areas within which flexible housing may be permitted and establish overall floor area limits and the number of additional dwellings based on lot area. Areas designated for Flexible Housing should exclude:
   a) waterfront lots
   b) archaeological and cultural heritage sites
   c) sensitive ecosystems
   d) steep slope or other hazardous areas
   e) areas of critical aquifer recharge

f) exclude water services areas"

9. Policy 2.1.4.4 is amended by inserting "Sections 2.1.6 and..." so that it reads:
"Affordable housing is encouraged through joined or multiple housing units which may be considered by site specific rezoning of a parcel subject to compliance with Sections 2.1.6 and 2.10 (Amenity Zoning Guidelines) of this Plan."

10. Policy 2.1.4.12 is deleted in its entirety.

11. Policy 2.1.5.10 is amended by inserting "...or cottage" so that it reads:
"One secondary suite, limited in size, contained wholly within a dwelling unit may be permitted per parcel. On parcels less than 4 hectares: a secondary suite shall not be permitted on the parcel if a cottage has been constructed; and a cottage shall not be permitted on the parcel if a secondary suite has been constructed. A rainwater catchment and storage system shall be required prior to the construction of a secondary suite or cottage."

12. By adding the following new policies as Section 2.1.6 Affordable, Seniors and Special Needs Housing:
"2.1.6 Affordable, Seniors and Special Needs Housing

Background

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

Objectives

The objectives of this section are:

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

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

Policies

2.1.6.1 The policies in this section are applicable to lands in any Land Use designation except Agriculture, Park, and Resource Conservation, except where otherwise stated.

2.1.6.2 Consideration may be given to applications from not-for-profit organizations, government agencies, or First Nations to rezone land to a higher density where the additional density is restricted to housing for moderate and low income persons. Such applications shall:

a) be limited to a maximum of 10 additional units
b) be located in proximity to services and amenities
c) demonstrate sufficient potable water and wastewater disposal capacity
d) not be located in areas containing sensitive ecosystems, or of cultural or archaeological significance
e) minimize site impacts through attached or clustered units
f) be managed by a not-for-profit organization, First Nation body, or an agency and rents, prices, or tenure are secured through a housing agreement, and
g) be consistent with the amenity zoning or density transfer policies of this plan.

2.1.6.3 Consideration may be given to applications to rezone land in any Land Use Designation in which residential uses are a permitted principal use to permit boarding homes for Special Needs residents or Seniors.

2.1.6.4 Consideration may be given to applications in any Land Use Designation in which residential uses are a permitted principal use to rezone land for clustered, small unit housing where:

a) units consist of tiny homes, including tiny homes on wheels or manufactured homes
b) units are constructed to the BC Building Code, or CSA standards for manufactured homes, or equivalent
c) units are anchored to the ground, connected to a source of potable water, and connected to an approved wastewater system
d) units shall not exceed a maximum floor area of 50m2
e) the total floor area of units shall not exceed any maximum dwelling floor area for that zone.
f) communal facilities are provided, such as laundry or common rooms
g) the development would not be located in areas containing sensitive ecosystems or of cultural or archaeological significance
h) the land is located within one kilometre of the boundary of the Miners Bay Commercial Core or an area designated for the use on Schedule to this Plan.

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

13. Policy 2.4.1.9 is amended by inserting "…or detached residential units…" so that it reads: "In addition to principal commercial uses, in appropriate locations second-storey residential dwelling units or detached residential units may be permitted in order to provide a mix of housing types and to encourage residences closer to services and amenities."

14. Policy 2.4.1.11 is amended by deleting the word "one" and inserting "residential uses" so that it reads:
"All properties within the Miners Bay Commercial Core should be permitted residential uses."

15. Section 2.4.1 is amended by adding a new policy 2.4.1.14 as follows: "2.4.1.14 Employee accommodation may be required as a condition of a rezoning resulting in a significant change in use or increase in density."

16. Section 2.6.1 is amended by inserting a new policy 2.6.1.5 as follows: "2.6.1.5 Zoning may permit residential uses in suitable locations", and renumbering the remaining policies 2.6.1.6 - 2.6.1.11.

17. By adding the following new policies to Section 2.7.1, and renumbering the remaining policies 2.7.1.3 – 2.7.1.8:
"2.7.1.1 Park Uses shall be the principal permitted use
2.7.1.2 Accessory uses, buildings and structures, including accessory residential uses, may be permitted in suitable locations specified in zoning"

18. Policy 2.7.2.3 is amended so that it reads: "The principal use shall be park use, and accessory uses, buildings or structures, including accessory residential uses, may be permitted in suitable locations specified in zoning."

19. By adding the following new policy as 2.9.1.9:
"2.9.1.9 In addition, permit conditions for the residential use of tiny home on wheels or recreational vehicle shall include measures dealing with the following:

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

g) The permit should attach a plan requiring the tiny home on wheels or recreational vehicle to be sited in a specified location."

20. Section 2.10.2, article xi) is amended so that it reads: "the provision of moderate income, affordable, non-market rental, and special needs housing."

PROPOSED

Attachment 2

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 197

A BYLAW TO AMEND MAYNE ISLAND LAND USE BYLAW NO. 146, 2008

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

1. Citation

   This bylaw may be cited for all purposes as "Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025".

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

   2.1 Section 1.1 – Definitions, is amended by inserting the definition 'Accessory residential unit':
   "Accessory residential unit" means a dwelling unit, either in a detached building or within a portion of a building, on the same lot as a non-residential principal use.

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

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

   2.4 Section 3.9 – Use of Recreational Vehicles, is amended by deleting and replacing Subsection 3.9(1) so that it reads:
   "(1) The temporary use of a recreational vehicle as a dwelling prior to the construction of a permanent dwelling on the same lot is permitted on all lots where residential use is permitted subject to:

   (a) a building permit being issued for a permanent dwelling on the property and the building permit remaining in effect;
   (b) the occupancy of a recreational vehicle not exceeding two years;
   (c) connection to a wastewater system consistent with the provisions of the *Public Health Act*;
   (d) the provision of a domestic water supply; and
   (e) compliance with the use, density and siting requirements of the land use bylaw for dwellings and cottages."

   2.5 Part 3 is amended by inserting the following new section as Section 3.15 – Cistern Requirements:
   "3.15 Cistern Requirements
   (1) A building permit shall not be issued for a new dwelling or secondary suite larger than 93 square metres (1001 square feet) unless a cistern (or combination of cisterns) for the storage of freshwater having a total capacity of at least 18,000 litres (3959 gallons) is located on the property.

(2) A building permit shall not be issued for a new dwelling or secondary suite 93 square metres (1001 square feet) or smaller unless a cistern (or combination of cisterns) for the storage of freshwater having a total capacity of at least 13,640 litres (3000 gallons) is located on the property."

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

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

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

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

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

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

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

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

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

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

(a) On lots having an area of 1.2 ha (3 acres) or greater, and not exceeding 5 hectares (12.355 acres), three dwellings and a cottage are permitted if the total combined floor area of all dwellings and cottages does not exceed 436 m2 (4750 square feet).

(b) A building permit shall not be issued for any dwelling additional to one dwelling and a cottage on a lot within the shaded area on Schedule "E", unless the additional dwelling is equipped with a freshwater catchment system and cisterns for the storage of rainwater with a minimum cistern capacity of 13640 litres (3000 gallons) for each additional dwelling 93 square metres (1001 square feet) or smaller.

(c) A building permit shall not be issued for any dwelling additional to one dwelling and a cottage on a lot within the shaded area on Schedule "E", unless the additional dwelling is equipped with a freshwater catchment system and cisterns for the storage of rainwater with a minimum cistern capacity of at least 18,000 litres (4755 gallons) for each additional dwelling larger than 93 square metres (1001 square feet).

(d) Despite subsection 3.9 (1), recreational vehicles and tiny homes on wheels are not permitted dwellings or cottages for the purposes of this subsection.

(e) Only one dwelling unit may be used for bed and breakfast home occupation per lot.

(f) No dwellings may be used for short term vacation rentals, and on lots 0.6 hectares (1.5 acres) or greater only one cottage may be used for short term vacation rental, consistent with Section 3.6."

2.10 Section 5.6 – Upland (UP) Zone, is amended by inserting the following new Subsection 5.6 (3.1) that reads:
"(3.1) One secondary suite is permitted per lot subject to section 3.13."

2.11 Article 5.10(1)(h) is amended by deleting "dwelling" and inserting "residential" and deleting "for the accommodation of the owner, operator, or employee of a permitted principal use" so that it reads:
"(h) Accessory residential unit"

2.12 Subsection 5.10(2) is amended by deleting "dwelling" and inserting "residential" so that it reads:
"(2) One principal building accommodating one principal use and one accessory residential unit per lot."

2.13 Subsection 5.10(3) is amended by deleting "dwelling" and inserting "residential" so that it reads:
"(3) The maximum number of accessory buildings, other than an accessory residential unit, utility shed, or woodshed is 4."

2.14 Subsection 5.10(6) is amended by deleting "dwelling" and inserting "residential" so that it reads:
"(6) The maximum height for any principal building or accessory residential unit is 9 metres (29.5 feet)."

2.15 Subsection 5.10(7) is amended by deleting "dwelling" and inserting "residential" so that it reads:
"(7) The maximum height for any accessory building or structure, other than an accessory residential unit, is 5 metres (16.4 feet)."

2.16 Subsection 5.10(13) is amended by inserting "one" and deleting "dwelling" and inserting "residential" to Site Specific Regulation (1) for Site-Specific Zone C3(a) so that it reads:
"(1) Despite 5.10(1) the only permitted uses at these locations are repair shops, machine shops, accessory retail sales, and one accessory residential unit."

2.17 Article 5.11(1)(f) is amended by deleting "dwelling" and inserting "residential" and deleting "for the accommodation of the owner, operator, or employee of a permitted principal use" so that it reads:
"(f) Accessory residential unit"

2.18 Subsection 5.11(2) is amended by deleting "dwelling" and inserting "residential" so that it reads:
"(2) One principal building accommodating one principal use and one accessory residential unit per lot."

2.19 Subsection 5.11(3) is amended by deleting "dwelling" and inserting "residential" so that it reads:
"(3) The maximum number of accessory buildings, other than an accessory residential unit, utility shed, or woodshed is 4."

2.20 Subsection 5.11(7) is amended by deleting “dwelling” and inserting “residential” so that it reads:

“(7) The maximum height for any principal building or accessory residential unit is 9 metres (29.5 feet).”

2.21 Subsection 5.11(8) is amended by deleting “dwelling” and inserting “residential” so that it reads:

“(8) The maximum height for any accessory building or structure, other than an accessory residential unit, is 5 metres (16.4 feet).”

2.22 Article 5.13(1)(d) is amended by deleting “dwelling” and inserting “residential” and deleting “for the accommodation of the owner, operator, or employee of a permitted principal use” so that it reads:

“(d) Accessory residential unit”

2.23 Subsection 5.13(2) is amended by deleting “dwelling” and inserting “residential” so that it reads:

“(2) One principal building accommodating one principal use and one accessory residential unit per lot.”

2.24 Subsection 5.13(3) is amended by deleting “dwelling” and inserting “residential” so that it reads:

“(3) The maximum number of accessory buildings, other than an accessory residential unit, utility sheds, or woodsheds is 4.”

2.25 Article 5.13(6)(b) is amended by deleting “dwelling” and inserting “residential” so that it reads:

“(b) 5 metres (16.4 feet) from any interior side lot line, or 3 metres (9.8 feet) for an accessory dwelling residential unit.”

2.26 Subsection 5.13(8) is amended by deleting “dwelling” and inserting “residential” so that it reads:

“(8) The maximum height for any principal building or accessory residential unit is 9 metres (29.5 feet).”

2.27 Subsection 5.13(9) is amended by deleting “dwelling” and inserting “residential” so that it reads:

“(9) The maximum height for any accessory building or structure, other than an accessory residential unit, is 5 metres (16.4 feet).”

2.28 Subsection 5.13(16) is amended by deleting “and” and inserting “and one accessory residential unit” to Site Specific Regulation (1) for Site-Specific Zone I1(b) so that it reads:

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

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

2.30 Section 5.14 is amended by inserting the following new subsection as Subsection 5.14 (2.1) that reads:

"(2.1) One accessory residential unit per lot."

2.31 Subsection 5.14 (4) is amended by inserting "or accessory residential unit" so that it reads:

"(4) The maximum height for any principal building or structure, or accessory residential unit, is 9 metres (29.5 feet)."

2.32 Subsection 5.14(7) is amended by inserting "and one accessory residential unit" to Site Specific Regulation (1) for Site-Specific Zone S1(a) so that it reads:

"(1) Despite 5.14(1), the only uses permitted in this location are clubs, halls and recreation facilities, and one accessory residential unit."

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

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

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

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

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

(a) each well has been constructed in accordance with the Groundwater Protection Regulation;
(b) each well has been constructed in accordance with Subsections 8.11(6), 8.11(7) and 8.11(8);
(c) each well has sufficient available groundwater to provide the daily required volume of potable water for the permitted domestic uses on each lot in accordance with Table 1;
(d) each well for which a water licence has not been issued has sufficient available groundwater volume for all permitted non-domestic, non-agricultural, non- park, non-conservation area principal uses for each lot at the permitted density of use; and
(e) includes recommendations for mitigation measures, if applicable, to ensure long-term sustainable yield of the drilled well.

TABLE 1 DOMESTIC POTABLE WATER SUPPLY STANDARDS FOR SUBDIVISION	
USE	**VOLUME (litres per day)**
Per lot (including one dwelling)	2000
ach additional permitted dwelling and cottage per lot	2000

(5) Where the potable water is proposed to be supplied to lots in a subdivision by drilled wells, for any well where a water licence has not been issued the applicant for subdivision must also provide written certification under seal of a hydrogeologist:

(a) results of a water quality analysis, completed by an accredited laboratory;
(b) plan of the proposed subdivision indicating the location where each water sample was taken;
(c) a statement that the water samples upon which the water quality analysis was performed were unadulterated samples taken from the locations indicated on the plan;
(d) confirmation, based on the accredited laboratory water quality analysis, that each proposed water supply source is potable, or can be made potable, with a treatment system; and
(e) confirmation, based on the accredited laboratory water quality analysis of chloride concentrations, that each drilled well is not likely to be affected by the intrusion of saline groundwater or sea water in accordance with the Province of British Columbia guidance documents.

(6) Where a water license has not been issued and where potable water is proposed to be supplied to lots in a subdivision by a drilled well, a pumping test shall be carried out on each well in a proposed subdivision by:

(a) pumping groundwater, at a constant rate, for a minimum period of 12 hours; and
(b) withdrawing the total daily required volume specified in Subsection 8.11(4) over a maximum period of 24 hours; and
(c) monitoring groundwater levels continuously during the pumping test and during the recovery period.

(7) Where potable water is to be supplied by a drilled well a sounding tube or wellhead port must be installed to enable the insertion of water level monitoring equipment.

(8) Drilled wells used for the purposes of subdivision must not be located within 50 metres of the natural boundary of the sea.

(9) If the daily required volume of potable water cannot be supplied in accordance with Subsection 8.11(1) or if the certification in Articles 8.11(4)(c) and 8.11(4)(d) cannot be made, the Approving Officer may nonetheless approve the subdivision provided that the applicant grants a s.219 covenant to the Mayne Island Local Trust Committee and the Capital Regional District that restricts the

development of the subdivision to the uses or density of the uses for which a certification has been made under Subsections 8.11(1) or 8.11(4).

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

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

(12) For the purposes of subdivision, alternative potable water supplies including, but not limited to, shallow dug wells, rainwater catchment and desalination are not permitted sources of potable water.

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

2.34 Schedule E is updated to expand flexible housing zoning.

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.

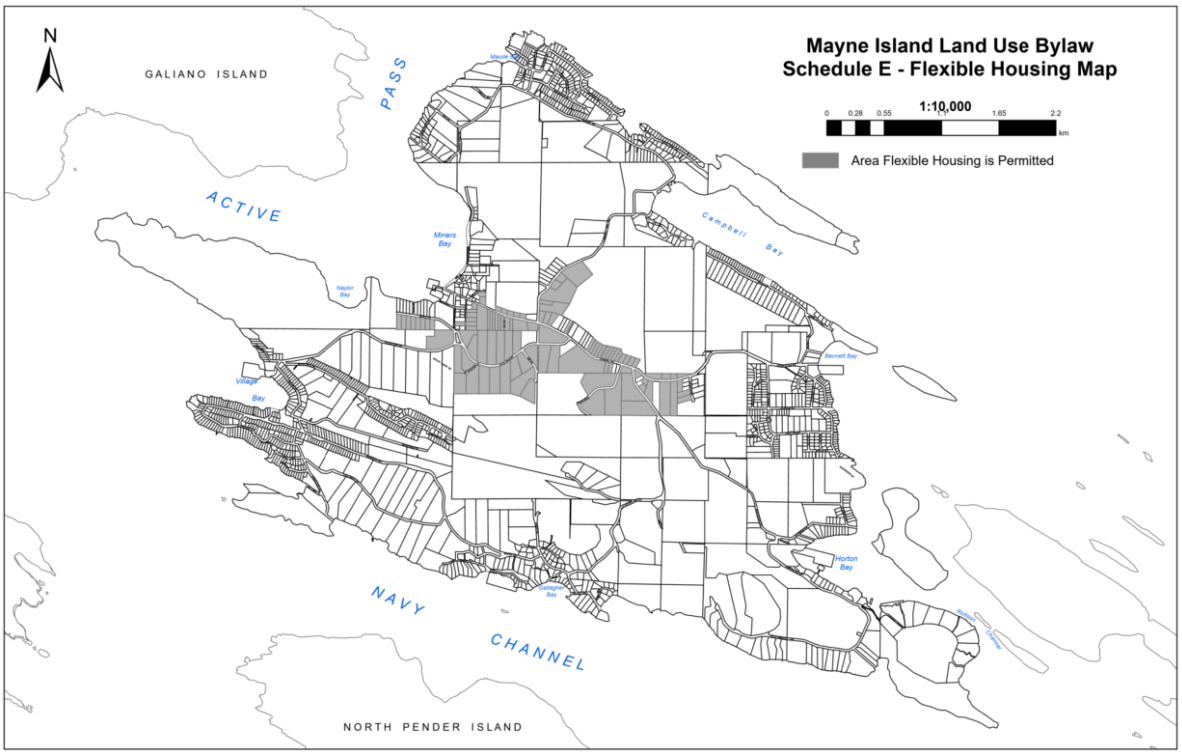
READ A FIRST TIME THIS	29TH	DAY OF	SEPTEMBER	2025.
PUBLIC HEARING HELD THIS	26TH	DAY OF	JANUARY	2026.
READ A SECOND TIME THIS	26TH	DAY OF	JANUARY	2026.
READ A THIRD TIME THIS	26TH	DAY OF	JANUARY	2026.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	25TH	DAY OF	FEBRUARY	2026.
ADOPTED THIS	_____	DAY OF	_____	20____

_____ _____

CHAIR SECRETARY

MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 197

Schedule E (Flexible Housing Areas Map)



Print Date: August 24, 2026

Follow Up Action List

Active Projects Report

Mayne Island

1. *Major Project - Housing Options - 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 - Completed - Adoption - Aug 31	Narissa Chadwick	Rec'd: 30-Jan-2023 Target: 31-Aug-2026

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. Consider Gambier LTC DPA for future circulation related to potential Shoreline DPA.		24-Jun-2024

2. *Groundwater and Cistern Implementation*	Responsible	Date Received
Cistern size and location to be defined		26-Jan-2026

3. *Review of Lot Coverage and Accessory Structures Maximums*	Responsible	Date Received
		24-Feb-2025

4. *Protection of Heritage Structures*	Responsible	Date Received
Identify heritage structures for information, explore options for creating heritage registry		28-Apr-2025

5. *Revise home occupation regs with respect to contractor yards (need clarification)*	Responsible	Date Received
Future technical amendment revision of contractor yard and home occupation definition and regulations		28-Jul-2025

Mayne Local Trust Committee
Open Applications
Report

Print Date: August 24, 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
PLDVP20260324	Joanne Gates	7/31/2026	637 EDITH POINT RD, MAYNE ISLA	Please find this application for a Setback Variance due to Hardship for the entrance deck/ required holding tank/ uv tank cover in the Front Setback, this per ROWP design requirements of Septic Connection and required Holding Tank - an 8' wide x 22' length setback variance for this deck extension/ required holding tank uv cover is requested.

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

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260318	Brian Wills	7/29/2026	438 MARINE DR, MAYNE ISLAND,	Application for a variance for siting of a deck in a setback

Planner	Status	Most Recent Completed Activity
Bruce Belcher	Local Trust Committee	Generate LTC Public Notice

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

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	Generate Staff Report

Islands Trust

LTC EXP SUMMARY REPORT F2027

Invoices posted to Month ending June 2026

645 Mayne	Invoices posted to Month ending June 2026	Budget	Spent	Balance
LTC Local				
65050-645	LTC "Executive Expense on LTC's"	2,642.00	603.28	2,038.72
65200-645	LTC - Local Exp - LTC Meeting Expenses	1,090.00	547.97	542.03
65210-645	LTC - Local Exp - APC Meeting Expenses	210.00	0.00	210.00
65220-645	LTC - Local Exp - Communications	1,120.00	140.00	980.00
TOTAL LTC Local Expense		5,062.00	1,291.25	3,770.75
Projects				
TOTAL Project Expenses		0.00	0.00	0.00

Islands Trust

Print Date: August 24, 2026

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2026-017 (Standing)	**Carried**	**26-Jan-2026**
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.		
2021-011 (Standing)	**Carried**	**25-Jan-2021**
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		

Islands Trust

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.

Islands Trust

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
2018-049 (Standing)	**Carried**	**24-Sep-2018**

Cannabis Retail Referrals

- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee.
- The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical.
- The public consultation process shall be determined by the local trust committee after initial review of the proposal.
- However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information:

o Name of the applicant and a description of the proposal in general terms
o The location of the proposed establishment and the subject site
o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered.
o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application
o How public comments may be submitted to the local trust committee

2012-000 (Standing)	**Carried**	**01-Feb-2012**

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.

Standing Resolutions Log

Mayne Island

Resolution Number	Action	Date
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.

REQUEST FOR DECISION

To:	Local Trust Committees	**For the Meeting of:**	August 31, 2026
From:	Finance and Employee Services	**Date Prepared:**	July 14, 2026

SUBJECT: **Proposed Draft 2027/28 LTC Operating Budgets – Mayne Island**

RECOMMENDATION:

That the Mayne Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.

DIRECTOR, FINANCIAL AND EMPLOYEE SERVICES COMMENTS:
Seeking early input from local trust committees (LTCs) on their proposed draft operating budgets for the upcoming fiscal year ensures planned operating activities of the LTC are appropriately captured and funded. This approach brings the LTC budget processes into alignment with other Trust-legislated bodies, as well as Trust Council's policy on budget process.

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1 PURPOSE:

To seek input and endorsement from the LTCs on their proposed draft operating budgets.

LTCs are asked to consider both their project budget needs (reviewed under a separate agenda item), **as well as** their operating expense budget needs (the subject of this RFD), in accordance with Trust Council's policy, in this and future budget cycles. This approach provides an opportunity for LTCs to be directly involved in setting budgets for all their areas of oversight and ensures appropriate consideration of actual future plans for the LTC.

2 BACKGROUND:

Trust Council's Budget Process policy states the following:

> *"Local trust committees (LTCs) are asked to provide their project needs and review their local trust committee expense budgets, passing any resolutions required to adopt/modify their budget proposals."*

In recent history, LTCs have appropriately submitted budget requests for projects, but have omitted submissions for operating expense budgets. In the absence of these submissions, Islands Trust Financial and Employee Services staff have drafted LTC operating budgets for inclusion in Trust Council's draft budgets. Figures have been based on historical spending trends for each LTC, plus anticipated changes in LTC operations or activity levels as

communicated to Financial and Employee Services staff via the Planning Services department.

Planning Services staff prepare draft funding request business cases for major LTC projects; these are reviewed under separate agenda item(s). Financial and Employee Services staff have prepared proposed draft LTC operating expense budgets, which have been refined by Planning Services staff as needed to reflect actual known plans of the LTC. The proposed draft LTC operating expense budget amounts (attached) have been developed based on the following:

BUDGET LINE	**PAYS FOR**	**METHODOLOGY**
Trustee Expenses	Travel and other reimbursable expenses for local trustees on LTC business, trustee training/conference attendance associated with the role on the LTC.	Based on recent spending trends for recurring costs, increased by estimated **3%** for inflation. No amounts for training have been included in the proposed draft budget attached, as budget requests for local trustee training must be submitted to the budget cycle by way of resolution and training request form for specific identified training needs. See TC Policy 6.12.1 Trustee Training/Conference s 1.3.
Executive Committee on LTC	Travel expenses for LTC Chairs to participate in LTC business, such as LTC meetings, public hearings, and CIMs.	Amounts are **set by Executive Committee**, based on spending trends for the current year, increased by an estimated **3%** for inflation. This budget line is challenging to budget for in an **election year** when it is not known where new LTC chairs may be travelling from in the new term. This line is presented to the LTC for their information as LTC operations impact this budget.
LTC Meeting Expenses	Travel expenses for staff attending LTC meetings, public meeting notices, meeting venue rental, and contracted minute taker costs where applicable.	Based on recent spending trends for LTC meetings, and the estimated number of LTC meetings to be held next fiscal year. **Election years** can see disruptions to regular meeting schedules; however, it is assumed the number of meetings will remain stable despite potential changes in scheduling for outgoing/incoming trustees.

APC Meeting Expenses	Travel expenses for staff attending APC meetings, public meeting notices, meeting venue rental, contracted minute taker costs where applicable.	Amounts are set by **RPMs,** based on actual number of planned APC meetings - RPMs to inform Finance and Employee Services or amend the draft budget before presenting to LTCs, increased by ***3%*** for estimated inflation.
Local Exp: Communications	Cost of Trustee communications in local publications, where applicable.	Based on recent spending trends, increased by **3%** for estimated inflation.

LTCs should be aware of, and pay attention to, the following Trust Council policies, as identified in section 4 of this policy, to inform their budget discussions.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: LTC involvement in setting their operating budgets as well as project budgets reduces the risk of budget amounts being misaligned with planned LTC activities.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Planning Services staff will forward the LTC's proposed draft budget requests, amended as necessary, to Financial and Employee Services staff by **September 4th** each year, for incorporation in Islands Trust Council's draft budget. Financial Planning Committee and Trust Council will review and endorse the requests in the consolidated draft budget for Islands Trust Council approval.

FIRST NATIONS RELATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

Policy 6.3.1 Budget Process
Policy 6.3.2 Special Property Tax Requisition
Policy 6.12.1 Trustee Training/Conference
Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services – to be mindful of the impact of staff overtime and to schedule regular business meetings accordingly

RESPONSE OPTIONS

Recommendation (Resolution):

"That the Mayne Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget."

Alternative:
The LTC may direct changes to the proposed draft 2027/28 LTC operating budget prior to submission. The LTC should specify the changes, and the following resolution is suggested:

"That the Mayne Island Local Trust Committee submit the revised draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget."

5 ATTACHMENT:
Proposed Draft 2027/28 LTC Operating Budget (include prior years current actuals and budget for comparative purposes)

Prepared By:	**Derek Cockburn, Director, Financial & Employee Services**
Reviewed By:	**Stefan Cermak, Director, Planning Services/ July 14, 2026**
Approved By:	**Rueben Bronee, CAO / July 17, 2026**

Mayne Island Local Trust Committee - LTC Operating Budget Request										
Fiscal Year:	**2027-28**		**In $**							
Account #	**Description**	**Account includes these expenses**	**2023-24 Actual Spending**	**2024-25 Actual Spending**	**2025-26 Actual Spending**	**2026-27 Approved Budget (and year-to-date ~spent)**	**Recommended 2027-28 Budget Request**	*$ Change*	*% Change*	*Comments*
66500-665	Trustee Expenses	*Local trustees (not Chair) travel to conferences/ meetings with outside organizations approved by resolution, office supplies, etc.*	-	-	-	-	-	-	*0%*	
65050-610	EC on LTC	*All Chair costs for travel to meetings of the LTC including PH and CIM*		1,674	1,258	2,642	2,790	*148*	*5%*	EC sets budget - do NOT override
65200-665	LTC Meeting Expenses	*All travel by Planning staff to attend Meetings, minute taking, meeting ads, and Hall rental*	1,953	1,332	2,135	1,090 (687.69)	1,120	*30*	*3%*	
65210-665	APC Meeting Expenses	*Minute taking, ads for members, and Hall rental*	288	159	84	210 (0)	220	*10*	*5%*	
65220-665	Communications	*Trustee summary, notes and communications to the public that go into publications*	928	966	1,158	1,120 (140)	1,150	*30*	*3%*	
Totals			**3,169**	**4,131**	**4,635**	**5,062**	**5,280**	*218*	*4%*	