



ADOPTED

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: July 28, 2025
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

Staff Present: Narissa Chadwick, Island Planner
Emily Bryant, Meeting Administrator
Katherine Vogt, Meeting Recorder

Others Present: Kevin Webber, Park Planner, Capital Regional District (CRD)
There were approximately sixteen (16) members of the public present.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 1:31 p.m. She introduced trustees and staff and welcomed members of the public.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. TOWN HALL AND QUESTIONS

Chair Elliott clarified that the Town Hall portion of the current meeting was to provide for any comments or questions from the public regarding any issue outside of the Mayne Island Housing Project.

There were no questions or comments from members of the public.

5. COMMUNITY INFORMATION MEETING

5.1 Mayne Island Housing Project

Island Planner Chadwick reviewed the staff report titled Mayne Island Housing Options Project (Phase 2) Draft Bylaws, dated July 28, 2025. She offered that the Community Information Meeting (CIM) provided an opportunity for members of the

public to provide input on any of the proposed changes to the Mayne Island Official Community Plan (OCP) or Land Use Bylaw (LUB); in particular, that trustees were seeking community input on proposed expansion of areas for flexible housing.

The chair clarified that the CIM allowed members of the public to comment on the draft bylaws prior to their going to First Reading.

Members of the public had the following comments or questions:

- Any new dwelling should be contingent on water collected from rainwater or brought in from off-island so that no new wells are dug and there is no sharing of wells, to protect existing aquifers and water table levels
- The regulation of 3000 gallons per dwelling unit should be increased to ensure sufficient water through the dry season
 - A trustee responded that the current 20% building lot coverage permission is being significantly reduced by the proposed amendments; that increased density is not being proposed for the water district areas; and that some groundwater studies have been done, though more needs to be known
- Future water changes should be considered, as huge changes in surface and groundwater patterns are occurring on the island including saltwater intrusion of wells
- Loss of flowing water of 1000 gallons a day that used to last until August at the Japanese Memorial Gardens is now drying up in May
- In some of the parks, deer trails are shifting the flow of water away from traditional areas while increased browsing of the understory by the deer are reducing adjacent soil water retention
 - The planner clarified for the chair that it is currently not an exclusive requirement that cisterns be the sole source of water for a dwelling, and that there is some hesitancy towards this option due to the unpredictability of water
- A member of the public noted they were using 1200 gallons of water a month for two people in the summer dry period, so, a 3000-gallon cistern would not last through the entire dry period; therefore, the gallon requirement should be increased
- It was cheaper to install 20,000 gallons of water storage than to dig a well
 - The chair noted that excessive trucking of water in summer due to low storage infrastructure contradicts the ecological benefits of rainwater collection
 - A trustee offered that the current 3000-gallon requirement allowed for affordability and accessibility for those homeowners that may be able and willing to develop an affordable extra dwelling or suite on properties that already contained a primary residence and existing well
 - The planner clarified that the 3000 gallons number was in the original Mayne Island bylaws associated with secondary suites; and that on other islands, an 18,000 litre (4755 gallons) cistern capacity was being requested after some study of what cistern sizes were readily available and some study of subsistence use water needs through a two-month dry period; though in reality, water usage rates are highly variable

- A trustee offered that they have a lot of flexibility to revisit water requirements in the future, should conditions change
- It would be beneficial to create reservoirs from existing high-water areas on private properties for the benefit of bringing new people on the island who are necessary to sustain all other vital services and infrastructures
- Are the proposed dwellings big enough to sustain new families?
 - A trustee noted that allowable extra dwelling units are based on a combined floor area of all dwellings formula
 - A secondary suite is a maximum of 1000 square feet
 - In the Flex-zone area, the size of one's principal dwelling will dictate the allowable size of additional dwellings
 - The chair provided an example, on lots that are 3 acres or greater but not exceeding 5 hectares, 3 dwellings and a cottage are permitted if total combined floor area of all cottages and dwellings does not exceed 436 meters squared or almost 5000 square feet
 - The planner noted that one could have one 3000 square foot home and three 500 square foot dwellings
 - A trustee added that these proposed options allow property owners flexibility for building a primary family residence plus providing for extra family members or worker housing, while reducing total building coverage which is currently permitted up to 20%
- Regarding the draft map in the agenda package: Exploring Flexible Housing Zoning Expansion on Mayne Island, what do the grey and blue colors signify?
 - The planner clarified that the grey areas of the map showed what was currently in the bylaw for the flex housing pilot, while the colored blue areas were those being considered for flex housing expansion, and the circles represent distance to amenities
- Why were other areas not considered for flex housing?
 - A trustee responded that areas were chosen for their proximity to amenities such as the school, grocery stores, and transport; and already heavily densified small lot areas were not considered for secondary suites or dwellings due to longstanding pushback from the water districts
 - A trustee offered that if a landowner wished to increase density on a lot outside of the flex zone that they could apply for a Temporary Use Permit (TUP)
- Density per dwelling unit, and not just square footage, needs to be considered when modeling water usage
- How does the community prevent extra dwellings from becoming short-term rentals?
 - The planner responded that this was prohibited in the bylaw; and that periodic scans for illegal activity can be requested by the Local Trust Committee
- Is it possible to put a covenant on affordable housing dwellings that could rescind their permit if they are ever used as short-term rentals, because currently there is not enough control over short-term rentals that do not use public platforms like Airbnb?

- The planner responded that resources currently do not exist for such a covenant; and that the Capital Regional District would need to be involved
- A trustee noted that the new provincial legislation around short-term vacation rentals (STVR)s was very serious with \$60,000 fines for infractions
- How does increasing the housing stock on Mayne Island fit in with the Islands Trust mandate?
 - A trustee responded that shrinking the allowable built footprint on a property and encouraging smaller, more numerous dwellings rather than huge homes is a better more environmentally sustainable housing solution than subdivision
 - A trustee noted that in the first Islands Trust Policy statement of 1975, it was explicitly stated that the welfare of the existing community of people and those that came after them must be a primary concern of the Trust; currently, there are many people on the island who do not have safe, secure housing and may be forced to leave
- What if we cannot fill these cisterns with rain, due to extended dry periods or if the impacts of greater density become untenable?
 - The planner noted that there is flexibility in the Local Government Act to allow local governments to change their zoning to address unexpected future situations
 - A trustee added that the flex areas were not being proposed for already dense areas of Mayne Island; also, that all the water used on a dwelling site is recharged into the land through the septic system; that much of Mayne Islands rainwater after November flows out into the ocean; and that desalination is another option
 - The chair noted that critical groundwater recharge area mapping for future protection has been done by Senior Freshwater Specialist William Shulba; and that rainwater catchment does not deprive groundwater in most areas
- The reality is that most landowners do not have the funds to create housing
- Current water usage impacts should be looked at more broadly
 - A trustee acknowledged that there was huge water demand in the driest time of the year with some water districts struggling with lack of storage and broken lines; a future water workshop and continued dialogue would be very helpful
- What is allowable on Mayne Island for trailers?
 - The planner responded that Mayne Island has traditionally allowed people to live in trailers indefinitely if they were connected to approved water and septic systems; but that this is proposed to change in the new bylaw to needing a Temporary Use Permit (TUP)

The chair recognized that Mayne Island was leading the way in allowing for clustered small unit housing in their Official Community Plan (OCP) under Section 2.1.6.4; and spoke on exciting new developments in developing building permit legal standards for tiny homes.

By general consent the meeting was recessed at 3:01 p.m. and reconvened at 3:08 p.m.

6. PUBLIC HEARING - None

7. MINUTES

7.1 Local Trust Committee Minutes Dated May 26, 2025 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of May 26, 2025 were adopted.

7.2 Section 26 Resolutions-without-meeting Report - None

7.3 Advisory Planning Commission Minutes - None

8. BUSINESS ARISING FROM THE MINUTES

8.1 Follow-up Action List Dated July 2025

Island Planner Chadwick clarified for trustees that Activity Item 6 regarding residence requirements for contractors' yards had been moved to another list.

9. DELEGATIONS

9.1 Stephen Cropper - Miners Bay Farmers Market Society

Stephen Cropper, President of the Miners Bay Farmers Market Society, spoke on his recent email to the Mayne Island Local Trust Committee (LTC), dated July 16, 2025, that requests that the LTC make a minor adjustment to zoning to allow for vendor sales at village fair-style events to be held at the Miners Bay Community Park.

Trustees discussed previous parks issues on Mayne Island and possibilities for future parks activities.

MA-2025-035

It was Moved and Seconded,

that Mayne Island Local Trust Committee requests staff forward the letter from Stephen Cropper, as President of the Mayne Island Miners Bay Farmers Market Society, to the Mayne Island Parks Commission and the Capital Regional District for consideration.

CARRIED

10. CORRESPONDENCE

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

11. APPLICATIONS AND REFERRALS

11.1 MA-RZ-2023.2 (CRD) - Staff Report

The chair thanked Kevin Webber, Capital Regional District Park Planner for his attendance at the meeting.

Island Planner Chadwick presented the staff report, dated July 28, 2025, on the application initiated by the Capital Regional District to rezone their recently acquired 27-hectare St. John Point Park property to accommodate the existing non-farm infrastructure in the park hub which includes an entrance sign, parking area, pump out toilet building and bicycle rack.

Island Planner Chadwick updated that the Agricultural Land Commission had requested that the Park Hub A(a) zone only be applied to that specific portion of the Agriculture Land Reserve (ALR) property that was approved for non-farm use rather than to the entire ALR portion of the property, and that an information note to this effect be added to the bylaw.

- A trustee expressed concern that the ALR portion of the park property was not reflected in the map in the staff report; and expressed preference for having a third zone on the park to reference the non-farm Park Hub site rather than an information note, for future clarity

MA-2025-036

It was Moved and Seconded,

that Mayne Island Local Trust Committee moves that the zoning on proposed Bylaw No. 195 be amended to identify (A) (a) as the portion of the lot that has been approved by the Agriculture Land Commission for non-farm use.

CARRIED

MA-2025-037

It was Moved and Seconded,

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

CARRIED

MA-2025-038

It was Moved and Seconded,

that Mayne Island Local Trust Committee Draft Bylaw 195, as amended, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” be read for a second time.

CARRIED

MA-2025-039

It was Moved and Seconded,

that an information note referencing the Agricultural Land Commission’s Resolution #457/2024 be included in Mayne Islands Local Trust Committee Draft Bylaw 195, as amended, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” upon consolidation.

CARRIED

MA-2025-040

It was Moved and Seconded,

that Mayne Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw 194 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024”, and Bylaw 195 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” are not contrary or at variance with the Islands Trust Policy Statement.

CARRIED

MA-2025-041

It was Moved and Seconded,

that Mayne Island Local Trust Committee request staff to schedule a Public Hearing for Draft Bylaw 194 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024”, and Draft Bylaw 195, as amended, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024”.

CARRIED

By general consent the meeting was recessed at 3:39 pm and reconvened at 3:41 pm

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Mayne Island Housing Project - Staff Report

Island Planner Chadwick referenced the staff report titled Mayne Island Housing Options Project (Phase 2) Draft Bylaws, dated July 28, 2025, noting the following:

- The proposed bylaw amendments were nearing readiness for First Reading; but there were still a few outstanding items highlighted in Attachment 1 for trustee direction
- There is an updated Housing Needs Assessment that will be completed before Second Reading of the bylaws
- A definition of Accessory Residential Unit has been added which is a unit accessory to a non-residential use such as the teachery, for example, and the definition “cottage” has been revised for consistency across the Trust area
- There has been limited feedback from First Nations

Island Planner Chadwick requested trustee feedback for the following items in the Attachment 1 bylaw amendments summary table:

- Require worker housing for significant commercial rezonings
 - Trustees expressed support for this proposal
- Increase flexibility for residential use in commercial areas
 - Trustees had no additional comments or questions for this proposal
- Expand secondary suites permission in suitable areas
 - A trustee noted that currently the water district areas are excluded for extra density; the proposed amendment will now include these areas; and future conversations with water districts would be necessary
 - Trustees requested that this item be removed for now and put on a future Land Use Bylaw Review Work Project

- Permitting additional dwelling units (ADU)s (cottages) on smaller lots was discussed
 - The planner noted that the term “cottage” would be used for the first additional dwelling unit; and the term “accessory dwelling unit” (ADU) would be used for the next ADU; and that the “cottage” language needed to be retained due to existing language in covenants
- Expand flexible housing regulations
 - Island Planner Chadwick referenced the map on page 52 of the agenda package that showed existing flexible housing in grey and proposed expansion area in blue
 - A trustee noted that there did not seem to be any negative feedback from the public at the Community information Meeting for expanding flexible housing
 - The chair suggested improving the language in Policy 2.1.1.3 e) areas of freshwater recharge, to “critical aquifer recharge areas”
- Allowing rezoning for nonmarket housing in more land use designations (school properties, parks, community service) was discussed
 - Island Planner Chadwick noted that this proposal was particularly geared towards community service designations, which include the ambulance station, health centre, and firehall
 - A trustee noted that Mayne Island has a low number of parks
- Review clustered small housing criteria and create a clustered small housing OCP designation/draft model zone for clustered small unit housing
- Develop TUP guidelines for tiny homes/RVs as temporary dwellings
 - Island Planner Chadwick spoke on the ability to rezone up to 10 units with a cluster housing zone designation or a tiny home zone designation
 - A trustee expressed appreciation that these new zone designations were very progressive
 - The planner noted that TUPs would be required for tiny homes or RVs, whereas previously, RVs did not need a TUP
 - The chair noted an inconsistency in minimum cistern capacity requirements which the planner offered to correct
 - A trustee noted that variances for increasing floor area maximums for dwelling units were an option for people with a need for larger homes
 - The planner clarified that any additional dwelling unit above 1 cottage was not permitted for vacation home rental
 - The chair suggested that a chart of housing permissions for various land sizes would be helpful

MA-2025-042

It was Moved and Seconded,

that Mayne Island Local Trust Committee request staff update Bylaw No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2025” and Bylaw No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” as directed at the July 28th, 2025 LTC meeting.

CARRIED

MA-2025-043

It was Moved and Seconded,

that Mayne Island Local Trust Committee request staff return Bylaw No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2025” and Bylaw No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” to the LTC for consideration of first reading.

CARRIED

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated July 2025

Received for information.

13.1.2 Future Project List Report Dated July 2025

Received for information.

13.2 Applications Report Dated July 2025

Received for information.

13.3 Trustee and Local Expense Report Dated May 2025

Received for information.

13.4 Adopted Policies and Standing Resolutions

13.5 Local Trust Committee Webpage

13.6 Chair's Report

Chair Elliott reported the following:

- The Trust Council is meeting tomorrow for a 7-hour special meeting to consider First Reading of the Islands Trust Policy Statement
- The Islands Trust Conservancy executive committee met on July 22, 2025; at which meeting a resolution was made to request that Trust Council prioritize the updating of mapping resources
- The Programs Committee meets on July 30, 2025

13.7 Trustee Report

Trustee Maude reported the following:

- There has been concern over the lack of grass mowing on the shoulders of Mayne Island roads
- The contractor's tractor broke down
- This is creating hazards for small fawns who pop out last minute from the tall grass, people cannot walk on the shoulder, and there is fire risk
- Trustee Boland of Saturna Island is coordinating an upcoming meeting of all the trustees to work with Emcon and the Ministry of Transportation and Transit to hopefully improve road maintenance services for next year

Trustee Dodd reported the following:

- Recent attendance at the wonderful ceremonial unveiling of information plaques being installed at the Georgina Point Lighthouse as part of the Whales Trail project
- Recent attendance at a presentation on clam gardens given by Carl Olsen which revealed that Oyster Bay on the Georgina Point side was a clam garden
- The recently published book "Two Tricksters Find Friendship" by Elder Johnny Aitken and Jess Willows, of Mayne Island, is a highly recommended story based on a friendship between two grade four students

13.8 Electoral Area Director's Report

None

13.9 Islands Trust Conservancy Report Date June 2025

Chair Elliott reported that the Islands Trust Conservancy will be receiving a CRM Software system to improve their database.

14. NEW BUSINESS

14.1 Mayne Island LTC Meeting Procedures Repeal Bylaw No. 198 - Request for Decision

MA-2025-044

It was Moved and Seconded,

that Mayne Island Local Trust Committee give Bylaw No. 198, cited as "Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025", First Reading.

CARRIED

MA-2025-045

It was Moved and Seconded,

that Mayne Island Local Trust Committee give Bylaw No. 198, cited as "Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025", Second Reading.

CARRIED

MA-2025-046

It was Moved and Seconded,

that Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025”, Third Reading.

CARRIED

MA-2025-047

It was Moved and Seconded,

that Mayne Island Local Trust Committee give Bylaw No. 198, cited as “Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025” to the Islands Trust Executive Committee for consideration of approval.

CARRIED

14.2 Mayne Island LTC Public Notification Bylaw No. 199 - Request for Decision

The chair clarified for members of the public that Bylaws No. 198 and No. 199 allows for electronic notice of public meetings; and for notice to be given in unapproved publications.

MA-2025-048

It was Moved and Seconded,

that Mayne Island Local Trust Committee give Bylaw No. 199, cited as “Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025”, First Reading.

CARRIED

MA-2025-049

It was Moved and Seconded,

that Mayne Island Local Trust Committee give Bylaw No. 199, cited as “Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025”, Second Reading.

CARRIED

MA-2025-050

It was Moved and Seconded,

that Mayne Island Local Trust Committee give Bylaw No. 199, cited as “Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025”, Third Reading.

CARRIED

MA-2025-051

It was Moved and Seconded,

that Mayne Island Local Trust Committee give Bylaw No. 199, cited as “Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025”, to the Islands Trust Executive Committee for consideration of approval.

CARRIED

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for September 29, 2025 at the Agricultural Hall, Mayne Island

16. TOWN HALL

None

17. CLOSED MEETING - None

18. ADJOURNMENT

By general consent the meeting was adjourned at 4:39 p.m.

Tobi Elliott, Chair

Certified Correct:

Katherine Vogt, Recorder