



ADOPTED

Mayne Island Local Trust Committee Minutes of Regular Meeting

Date: January 26, 2026
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

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

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

Others Present: There were 14 members of the public present.

1. CALL TO ORDER

Chair Elliott called the meeting to order at 1:30 .p.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. TOWN HALL AND QUESTIONS

There were no comments from members of the public.

5. COMMUNITY INFORMATION MEETING

5.1 Mayne Island Housing Project - Proposed Bylaws 196 and 197

Chair Elliott noted details about proposed Bylaw Nos. 196 and 197 have been discussed at several Local Trust Committee Meetings, through public notification, and an article in the MayneLiner and invited the public to ask questions they may have regarding the proposed bylaws.

The following questions, answers and comments were noted:

- A member of the public representing ten water districts, which encourage water conservation and rain water collection, noted there is lack of information about how much water is available in the aquifers and a study of

water sustainability should be done before an increase in housing is supported

- Island Planner Chadwick indicated work had been done on freshwater recharge on the island and expanded housing opportunities have been identified to be located in proximity to aquifers
- A Trustee clarified that a shift from ground water to rain water collection had been prioritized as part of the project
 - The proposed flexible housing area will have a very limited number of dwellings
 - The project provides opportunities for more housing but this does not necessarily mean the housing will be built, and should there be high uptake the Local Trust Committee can determine to not allow further builds
- The bylaw does not specify the use of the water that is gleaned from the rain water collection and this could result in cisterns on lots that are not being used for water, yet they would still be in compliance with the bylaw; they also noted that the costs of equipment and engineering fees required, to have rainwater qualify as potable use are very high
 - The Planner noted there is opportunity to provide direction that the stored water must be plumbed into the home
 - The purpose of the cistern is to offset the use of the water that is coming from the well
 - The decision to not specify the use of the cistern was due to the affordability issues
- The concept of the flex housing is that smaller units will be built and whatever can be done to facilitate the housing project should be supported
 - A Trustee stated the concept for the flex housing is that the foot prints would be smaller and the assumption is that tiny homes require less water
- An individual calculated the rainwater collection achieved from a 2000 square foot roof space is 32,000 imperial gallons of water a year and; they subsequently installed storage for 12,000 gallons which provided water solely for garden use; whereas a 200 square foot tiny home would collect approximately 3,200 imperial gallons of water per year which would be less than what the use requires
 - A Trustee replied the specification for the size of cistern was made with the expectation that amount of water would be collected at a minimum
- Who is going to provide education to the public regarding water collection and use?
 - Islands Trust provides some information and the Capital Regional District has a lot of educational resources
- Rain water, as the only source of water, can be successful
- How is it ensured a rainwater system has been put in place?
 - The building permit for new construction will not be issued unless the rain water catchment system is in place
- One can plumb a cistern to the toilet for non potable use and a gravity system can be used

- The Planner noted a requirement for the rain water system to be connected to the house can be looked at as an amendment to the bylaw at a later date
- Does the requirement apply to all new builds?
 - The bylaw amendment states a building permit for a lot outside of a community water system shall not be issued for a new dwelling or secondary suite larger than 1000 square feet unless a 18,000 litre capacity cistern is located on the property
 - A smaller capacity cistern will be required for dwellings less than 1000 square feet
 - A building permit review is done before it goes to the Capital Regional District
 - The Planner noted that the requirement applies in all zones outside of community water systems and the term “community water systems” could be removed
- If a major renovation to an existing home requires a building permit will the property owner require cisterns?
 - The amendment, as written, specifies new dwellings only
- The building code specifies that construction during renovation in excess of a certain percentage is considered a new build, and then all systems need to be upgraded; a large addition would also be considered a new build
 - The Planner noted the bylaw identifies a new dwelling or secondary suite and if the definition is reconsidered, this would need be done in conjunction with the Capital Regional District which can be explored when the project moves to the next phase
- The water districts specify levels of water use during drought season with restrictions per level, is this something that would be prescribed for the flex zoning housing?
 - There is a limit to what the land use bylaw can regulate; how water is used becomes an education piece
- There was a suggestion to have tours of homes that are using different types of water catchment and uses
- There is a requirement for an operating permit when one adds houses onto a well
 - This information needs to be provided by the Capital Regional District
- Is there a guarantee that the housing won't be short term rentals?
 - Yes, and bylaw compliance and enforcement deals with this issue
- What is the maximum size of flex housing?
 - The Planner clarified the concept is based on less lot coverage than what is currently used and there is a formula included to ensure the built footprint is smaller. The combined maximum for all units is based on the size of the lot and the total footprint is significantly less than what is allowed outside of the flex housing zone. The Bylaw uses a table to specify total square footage based on a range of lot sizes
- A Trustee mentioned the Local Trust Committee set more restrictive limits if development is too much, but that typically does not occur

- A Trustee noted Islands Trust has a long record of removing density and Mayne has previously removed significant density from Bennet Bay
- Can this project be stepped back now and the pace slowed down?
 - A Trustee replied a pilot project has been done, there is already a flex housing area, and the project was taken on to explore what housing could be and should be, and this is the final aspect of enabling a variety of different changes to allow for different types of housing

5.2 PL-RZ-2025-0305 (BC Ferries) - Draft Bylaw No. 200

There were no questions from the members of the public.

6. PUBLIC HEARING

6.1 Mayne Island Housing Project - Proposed Bylaws 196 and 197

6.1.1 Recess for Public Hearing

The meeting was recessed at 2:49 p.m.

6.1.2 Recall to Order

The meeting was recalled to order at 3:32 p.m.

7. MINUTES

7.1 Local Trust Committee Minutes Dated September 29, 2025 (for Adoption)

By general consent the Mayne Island Local Trust Committee meeting minutes of September 29, 2025 were adopted.

7.2 Local Trust Committee Record of Public Hearing Dated September 29, 2025 (for Receipt)

Received for information.

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

Received for information.

7.4 Advisory Planning Commission Minutes - None

8. BUSINESS ARISING FROM THE MINUTES

8.1 Follow-up Action List Dated Jan 2026

Received for information.

9. DELEGATIONS - None

10. CORRESPONDENCE

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

10.1 Don Barthel re Bylaws 196 and 197 (MayneLiner Article)

Received for information.

11. APPLICATIONS AND REFERRALS

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

The Local Trust Committee had no questions or comments for the applicant or Planner.

MA-2026-001

It was MOVED and SECONDED,

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

CARRIED

11.2 Galiano Island Local Trust Committee Referral for Proposed Bylaws 292 and 293 (for Response)

MA-2026-002

It was MOVED and SECONDED,

That Mayne Island Local Trust Committee respond to the Galiano Island Local Trust Committee that interests are unaffected by proposed Bylaws 292 and 293.

CARRIED

11.3 Galiano Island Local Trust Committee Referral for Proposed Bylaws 294 and 295 (for Response)

MA-2026-003

It was MOVED and SECONDED,

That Mayne Island Local Trust Committee respond to the Galiano Island Local Trust Committee that interests are unaffected by proposed Bylaws 294 and 295.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Mayne Island Housing Project – Proposed Bylaws 196 and 197- Staff Report

Discussion ensued and the following comments were noted:

- It is possible to recommend how rain water collection be used; however, this would be challenging to enforce
- It was suggested that all new builds be required to have rain water collection

MA-2026-004

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee direct staff to amend Bylaw No.196 “4 and 8” related to Policy 2.1.1.3 to add “f) exclude water service areas”

CARRIED

MA-2026-005

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee directs staff to amend 2.5 of Bylaw No. 197 under “3.15 Cistern Requirements (1) and (2)” remove “for a lot outside a community water system”.

CARRIED

Discussion ensued regarding a future minor project or educational piece focussed on a strategy on water management, ground water, and cistern implementation.

Island Planner Chadwick provided a summary on amendments made to the Bylaw.

MA-2026-006

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaw No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No.1, 2025” be amended to update population projections, build out numbers and add a section on housing needs as detailed in the attached draft bylaw.

CARRIED

MA-2026-007

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaw No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No.1, 2025” be read for the second time, as amended.

CARRIED

MA-2026-008

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaw No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No.1, 2025” be read for the third time.

CARRIED

MA-2026-009

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaw No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No.1, 2025” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

MA-2026-010

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaw No.196 cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No.1, 2025” be forwarded to the Ministry of Municipal Affairs for approval.

CARRIED

MA-2026-011

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaws No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” be amended to address inconsistency related to cistern size as shown in the attached draft bylaw.

CARRIED

MA-2026-012

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaws No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” be read for the second time as amended.

CARRIED

MA-2026-013

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaws No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” be read for the third time.

CARRIED

MA-2026-014

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee Bylaws No. 197 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

13. REPORTS

13.1 Work Program Reports

13.1.1 Active Projects Report Dated Jan 2026

Received for information.

13.1.2 Future Project List Report Dated Jan 2026

Received for information.

MA-2026-015

It was MOVED and SECONDED,

that Future Projects Item No. 2 be amended to read “ground water and cistern implementation” and be moved up to item No. 1 on the Future Projects List.

CARRIED

13.2 Applications Report Dated Jan 2026

Received for information.

13.3 Trustee and Local Expense Report Dated Nov 2025

Received for information.

13.4 Adopted Policies and Standing Resolutions

13.4.1 Standing Policies and Resolutions - Staff Memo

A Trustee noted that they did not think any of the items listed in Standing Resolution 2020-022 had been undertaken and it was noted that many of the items are within Trust Area Services purview. Chair Elliott stated she will bring the item up for discussion at Executive Committee.

The staff report notes several standing resolutions are redundant due to the adoption of the Bylaw and Compliance Bylaw.

MA-2026-016

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee amend its Policies and Standing Resolutions by rescinding resolutions 2022-012, 2017-028, 2017-027, and 2016-055.

CARRIED

MA-2026-017

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request that in addition to the notification methods required in Public Notification Bylaw No. 199, staff be requested to publish public hearing notices in the MayneLiner.

CARRIED

13.5 Local Trust Committee Webpage - None

13.6 Chair's Report

Chair Elliott reported the following:

- Attended Regional Planning Committee meeting to review business cases coming from Local Trust Committees and reviewed a memo regarding criteria for evaluating appropriate minor projects for Local Trust Committees
- Attended Financial Planning Committee meeting to review the draft fiscal budget with focus on reducing the budget

- Attended Executive Committee meeting and hosted a presentation by Cowichan Tribes staff on ways on approaching conversations on working with First Nations on mutual items of interest

13.7 Trustee Report

Trustee Dodds reported the following:

- The Fallow Deer Committee held two open houses during which updates on hunting rights were discussed
- Attended Community Builders Forum on housing
- Did a podcast with Shelter Now member on the topic the housing
- Attended Trust Council in December

Trustee Maude reported the following:

- Busy Christmas season of community events
- Recognized the passing of Luke Bowles who was a volunteer firefighter and used to work at the bakery

13.8 Electoral Area Director's Report - None

13.9 Islands Trust Conservancy Report - None

14. NEW BUSINESS - None

15. UPCOMING MEETINGS

15.1 Draft 2026-2027 LTC Meeting Schedule - Request for Decision (for Adoption)

MA-2026-018

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule with the amendment of a start time at 1:00 p.m.

CARRIED

15.2 Next Regular Meeting Scheduled for February 23, 2026 at the Mayne Island Agricultural Hall, Mayne Island at 1:00 p.m.

MA-2026-019

It was MOVED and SECONDED,

that Mayne Island Local Trust Committee request staff to reschedule the next regular meeting scheduled for February 23 2026 at the Mayne Island Agricultural Hall, Mayne Island to commence at 1:00 p.m.

CARRIED

16. TOWN HALL

There were no comments from members of the public.

17. CLOSED MEETING (Distributed Under Separate Cover)

17.1 Motion to Close Meeting

MA-2026-020

It was MOVED and SECONDED,

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

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

AND that the recorder and staff attend the meeting.

CARRIED

The meeting was recessed at 4:42 p.m.

17.2 Recall to Order

The meeting was adjourned at 5:00 p.m. following the in-camera portion of the meeting.

17.3 Rise and Report

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

18. ADJOURNMENT

By general consent the meeting was adjourned at 5:00 p.m.

Tobi Elliott, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder