



MAYNE ISLAND LOCAL TRUST COMMITTEE

BUSINESS MEETING AGENDA TO COMMENCE AT 1:00 P.M., NOVEMBER 1, 2010 AT THE MAYNE ISLAND AGRICULTURAL HALL 430 FERNHILL ROAD, MAYNE ISLAND, B.C.

***Approximate** time is provided for the convenience of the public only and is subject change without notice.

	Page #	*Time Approx
1. CALL TO ORDER		
2. APPROVAL OF AGENDA		1:00 pm
2.1 Additions/Deletions		
2.2 Questions from public on Agenda Items		
3. COMMUNITY INFORMATION MEETING - none		
4. PUBLIC HEARING		1:05 pm
4.1 Proposed Bylaw No. 149		
4.2 Proposed Bylaw No. 150		
4.3 Proposed Bylaw No. 152		
5. PREVIOUS MEETINGS		
5.1 Local Trust Committee Minutes for Adoption	1	1:35 pm
5.1.1 Minutes of October 4, 2010 Business Meeting (attached)		
5.2 Public Hearing Records and Community Information Meeting Notes - none		
5.3 Section 26 Resolutions-without-meeting - none		
5.4 Advisory Planning Commission and Housing Options Task Force - none		
6. BUSINESS ARISING FROM THE MINUTES		1:45 pm
6.1 Follow-up Action Report (attached)	8	
7. DELEGATIONS - none		

8.	CORRESPONDENCE (attached) [correspondence received concerning applications and/or projects is considered with the application]	11	
8.1	Mary Cooper (MIWSS) letter dated August 26, 2010 re: Salt Water Intrusion Assessment on Mayne Island -- Staff recommends that the LTC - see memo under item 12.2 HOTF Budget Request		
9.	APPLICATIONS, PERMITS, BYLAWS AND REFERRALS		2:00 pm
9.1	MA-DP-2010.1 (McDougall) (attached) (AF)	12	
9.2	MA-RZ-2010.1 (Rosen and Associates) (attached) (AF)	29	
10.	LOCAL TRUST COMMITTEE PROJECTS (RK)		2:45 pm
10.1	Proposed Bylaw No. 149 - for further consideration (attached)	45	
10.2	Proposed Bylaw No. 150 - for further consideration (attached)	49	
10.3	Proposed Bylaw No. 152 - for further consideration (attached)	52	
11.	REPORTS		2:55 pm
11.1	Work Program Reports – for information		
	11.1.1 Mayne Island Local Trust Committee Work Program - Report dated October, 2010 (attached)	55	
	11.1.2 Excerpt from the 2008-2011 Trust Council Strategic Plan (attached)	58	
11.2	Applications Report – for information		
	11.2.1 Mayne Island Applications Report dated October, 2010 (attached)	66	
11.3	Bylaw Enforcement Report - will be in camera		
11.4	Expense/Budget Reports – for information		3:00 pm
	11.4.1 Trustee and Local Expenses - none		
	11.4.2 2010-2011 LTC Budget (attached)	70	
	11.4.3 Draft 2011 – 2012 Budget Requests (attached)	71	
11.5	Adopted Policies and Standing Resolutions (attached) – for information	81	
11.6	Mayne Island LTC Web Page (attached)	84	
11.7	Chair’s Report		
11.8	Trustee Report		

- 12. NEW BUSINESS**
- 12.1 Upcoming Meetings**
- 12.1.1 Next Business Meeting – Monday,
December 20, 2010 at 1:00 pm., at the
Mayne Island Agricultural Hall
- 12.1.2 Development Permit Area Workshop - to be
announced
- 12.2 Mayne Island Housing Options Task Force
Budget Request** (attached) **86** 3:15 pm
- 12.3 Development Permits and the requirement for
completion** – discussion
- 12.4 BC Hydro 2010/2011 Woodpole Test and Treat
Program** (attached) **88**
- 13. MOTION TO CLOSE MEETING** 3:40 pm
- THAT, pursuant to Section 90(1)(f) of the Community
Charter, the Mayne Island Local Trust Committee resolves
to close the meeting to the public for the purpose of
considering Bylaw Enforcement and further that Planner
Robert Kojima, Planner Alison Fox; Bylaw Enforcement
Coordinator Miles Drew and Recording Secretary Lina
Beaudet remain present.(distributed under separate cover)
- 14. RECALL TO ORDER**
- 14.1 Rise and Report from Closed Meeting**
- 15. TOWN HALL MEETING** 4:00 pm
- 16. ADJOURNMENT**

**MINUTES OF THE MAYNE ISLAND
LOCAL TRUST COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 4, 2010, AT 1:00 P.M.
AT THE MAYNE ISLAND AGRICULTURAL HALL, MAYNE ISLAND, BC.**

PRESENT: Gary Steeves Chair
Jeanine Dodds Local Trustee
Colin Shew Local Trustee
Alison Fox Planner
Lina Beaudet Recording-Secretary

Fourteen (14) members of the public were in attendance.

1. CALL TO ORDER

The Chair called the meeting to order at 1:00 p.m.

2. APPROVAL OF AGENDA

2.1 Additions/Deletions

The agenda was adopted by consensus.

2.2 Questions from public on Agenda Items

Resolution MA-LTC-62-10

It was Moved and Seconded that the letter from the Mayne Island Integrated Water System Society, dated August 26, 2010, be added to the agenda under item 8.2.

CARRIED

3. COMMUNITY INFORMATION MEETING

None

4. PUBLIC HEARING

None

5. PREVIOUS MEETINGS

5.1 Local Trust Committee Minutes for Adoption

5.1.1 Minutes of September 20, 2010 Business Meeting

Under item 11.8 Trustees Report, strike all after “offered” and add “in recognition of land donation from Tracey Derosie, Barry Wilks and Don Derosie, for park use”

Resolution MA-LTC-63-10

It was Moved and Seconded that the minutes of the Mayne Island Local Trust Committee business meeting of September 20, 2010, be adopted as amended.

CARRIED

5.2 Public Hearing Records and Community Information Meeting Notes

5.2.1 Notes of September 20, 2010 Community Information Meeting

There were no changes to the Notes of September 20, 2010 Community Information Meeting.

5.3 Section 26 Resolutions-without-meeting

None

5.4 Advisory Planning Commission and Housing Options Task Force

5.4.1 Minutes of September 8, 2010 Advisory Planning Commission Meeting

The Minutes of The Advisory Planning Commission meeting of September 8, 2010 were received for information.

6. BUSINESS ARISING FROM THE MINUTES

6.1 Follow-up Action Report

The follow-up action report dated September 24, 2010, was reviewed.

7. DELEGATIONS

None

8. CORRESPONDENCE

- 8.1 A. Johnson-Mayne Island Conservancy Society letter dated September 20, 2010 re: Funding Request

Resolution MA-LTC-64-10

It was Moved and Seconded that the Mayne Island Local Trust Committee provides funding of up to \$200.00 upon receipt of a report from the Mayne Island Conservancy Society on the Covenants Workshop to be held on October 30, 2010.

CARRIED

- 8.2 Mary Cooper-Mayne Island Integrated Water System Society

Resolution MA-LTC-65-10

It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to make recommendations to the Committee on the monetary value of a report to be produced by the Mayne Island Integrated Water System Society on salt water intrusion testing of Mayne Island's wells.

CARRIED

9. APPLICATIONS, PERMITS, BYLAWS AND REFERRALS

- 9.1 MA-RZ-2010.1 (Trent) – Draft Bylaw No. 154 (LUB Amendment)

At the request of the Applicant, the agenda item was deferred to the November regular meeting of the Mayne Island Local Trust Committee (MILTC).

- 9.2 MA-DVP-2010.4 (Suzanne Macvey)

Resolution MA-LTC-66-10

It was Moved and Seconded that Mayne Island Local Trust Committee Development Variance Permit MA-DVP-2010.4 (Macvey/Lancaster) be issued.

CARRIED

- 9.3 Trust Fund Board Regional Conservation Plan 2011-2015 – referral for comment

The Trustees of the MILTC appreciated the detailed information provided in the report, and will advise the Trust Fund Board directly should they have specific comments.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Riparian Area Regulations Implementation – Dr. Clough Consulting Report

DR Clough Consulting report dated August 13, 2010, prepared on behalf of landowners was received at the Islands Trust office and forwarded to the Ministry of Environment. The item will be brought back on the agenda, when the comments from the Ministry are received.

11. REPORTS

11.1 Work Program Report

11.1.1 Mayne Island Local Trust Committee Work Program – Report dated September, 2010

The Mayne Island Local Trust Committee Work Program Report dated September 24, 2010, was reviewed.

11.1.2 Excerpt from 2008-2011 Trust Council Strategic Plan

The Islands Trust Council Strategic Plan 2008-2011 updated September 21, 2010, was reviewed.

11.2 Applications Reports

11.2.1 Mayne Island Applications Report dated September, 2010

The Applications Report dated September 24, 2010, was reviewed.

11.3 Bylaw Enforcement Report

None

11.4 Expenses/Budget Reports

11.4.1 Trustee and Local Expenses

The report dated September 28, 2010, was reviewed.

11.4.2 2010-2011 LTC Budget

The MILTC 2010-2011 budget was reviewed.

11.5 Adopted Policies and Standing Resolutions

Report attached for information.

11.6 Mayne Island LTC Web Page

The MILTC web page was reviewed, and staff instructed on the changes.

11.7 Chair's Report

The Chair gave a verbal report on the Union of BC Municipalities conference that took place recently. Points of interests for the MILTC were the verbal commitment to address the issue of derelict vessels by year-end, the fast ferry testing in Navy Channel has been turned down, thanks to the effective advocacy of the Islands Trust, and the cargo transfer of gypsum in Navy Channel will now be done through a tube.

11.8 Trustees Report

No items to report.

12. NEW BUSINESS

12.1 Upcoming Meetings

12.1.1 Next Business Meeting

The next Mayne Island Local Trust Committee business meeting will be held on Monday, November 1, 2010, at 1:00 p.m., at the Mayne Island Agricultural Hall.

12.1.2 Public Hearing

The next Mayne Island Local Trust Committee Public Hearing will be held on Monday, November 1, 2010, at the Mayne Island Agricultural Hall.

12.2 Draft LTC Meeting Schedule for 2011

Resolution MA-LTC-67-10

It was Moved and Seconded that the regular meetings of the Mayne Island Local Trust Committee for 2011, be scheduled at 1:00 p.m., February 7, March 7, April 4, May 2, June 6, July 4, September 19, October 3, November 7, and December 19, at the Mayne Island Agricultural Hall.

CARRIED

12.3 BC Hydro 2010/2011 Woodpole Test and Treat Program

Resolution MA-LTC-68-10

It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to request BC Hydro staff make a presentation at a future meeting of the Local Trust Committee and postpone any treatments until after that presentation.

CARRIED

12.4 Mt Parke Park Drainage

Resolution MA-LTC-69-10

It was Moved and Seconded that Mayne Island Local Trust Committee direct staff to draft a letter to be signed by the Chair of the Mayne Island Local Trust Committee to the Ministry of Transportation and Infrastructure regarding the Mount Parke Park drainage problem.

CARRIED

Copy of the letter should be forwarded to the Southern Gulf Islands CRD Director; to the Director of Parks, to Tracey Cooper, Murry Cowell and Ian Dow.

13. **TOWN HALL MEETING**

Don McDougall informed the Trustees that their property located at 568 Fernhill Road has received its commercial access, in exchange of no left turn which would be indicated by six signs. The Ministry of Transportation and Infrastructure recognized the danger of the area, where Montrose joined Fernhill, and intends to cut the road to address this safety issue. He commended the amendments to the OCP via Bylaw 151, which shows support for the agricultural industry on Mayne Island.

Glenda Johnson expressed her surprise at this project; she thought that it was part of the Mayne Island OCP to respect the natural contour?

The Chair pointed out that at the end of the day, the Ministry of Transportation and Infrastructure have the decision power, although they will notify the Islands Trust and allow comments.

Ron Willick pointed out that Mayne Island told the Ministry of Transportation and Infrastructure that the location was a safety issue, consequently cannot now say do nothing, it has to proceed.

The Chair added that the MILTC could not disagree to work to be done for safety reasons, but could ask that the work be done with the least damage to the environment. The Ministry has safety standards and they must address the issue.

15. ADJOURNMENT

Resolution MA-LTC-70-10

It was Moved and Seconded that the meeting be adjourned at 3.20 p.m.

CARRIED

RECORDER

CHAIR



Islands Trust

Follow Up Action Report w/ Target Date

Print Date: Oct-22-2010

Mayne Island Oct-22-2008

No.	Activity	Responsibility	Target Date	Status
1	MA-DP-2004.1 – Staff to continue to monitor until landscaping complete and letter of credit released	Miles Drew		On Going

Dec-07-2009

No.	Activity	Responsibility	Target Date	Status
2	Staff directed to prepare a bylaws contravention and penalty schedule for the Land Use Bylaws under the jurisdiction of the Local Trust Committee to be included in the Islands Trust Council Bylaw Notice Enforcement Bylaw for consideration at the next LTC meeting.	Miles Drew	Feb-01-2010	On Going

Jul-05-2010

No.	Activity	Responsibility	Target Date	Status
14	Staff to proceed with community consultation process on implementing SEM mapping: information sheets - Done landowner letter - Done presentation, workshop - Scheduled media information	Robert Kojima	Nov-01-2010	On Going

Sep-20-2010

No.	Activity	Responsibility	Target Date	Status
2	Minutes of HOTT received. Post to website once adopted by committee.	Kathy Jones		On Going

4	MA-RZ-2010.1 (Trent) Staff directed to prepare a draft bylaw for a site specific amendment to the W2 zone to allow a structure for erosion protection on the foreshore.	Alison Fox Kathy Jones	Done
5	MA-SC-2005.1 (Mayne Inn) - LTC approved the release of the covenant for Strata Lot 2. Chair of the LTC was designated to sign the release forms.	Alison Fox Gary Steeves	Done
8	Staff directed to prepare a briefing on the possibility of using teleconferencing for LTC meetings.	Alison Fox	On Going

Oct-04-2010

No.	Activity	Responsibility	Target Date	Status
1	Minutes of September 20, 2010 business meeting adopted as amended. Make changes as per minutes of October 4, 2010 meeting and post to website.	Sharon Lloyd-deRosario		Done
2	Community Information Meeting notes received.	Sharon Lloyd-deRosario		Done
4	Purchase a report on the October 30, 2010 covenants workshop from the Mayne Island Conservancy Society for the amount of \$200.00 to be paid upon receipt of the report.	Alison Fox Nancy Rogers		On Going
5	Staff to report back regarding request for funds from Mayne Island Integrated Water Systems Society with a recommendation regarding the amount of money available to support the salt water intrusion study.	Alison Fox		Done
6	MA-DVP-2010.4 - Issue permit	Kathy Jones		Done
7	Mayne Island Webpage - remove reports under Climate Change Action, all 2009 APC minutes, and Land Use Bylaw review bylaws and staff reports. Transfer "Rainwater Availability and Household Water Consumption for Mayne Island" report to Mayne Island Integrated Water Systems Society website (send to Mary Cooper).	Kathy Jones		Done
8	2011 Meeting Schedule adopted as presented.	Sharon Lloyd-deRosario		On Going
9	Staff directed to contact Tara McCormick of BC Hydro to arrange a presentation at an LTC on Mayne Island for the Woodpole Test and Treat program.	Alison Fox Clare Frater		Done

10 Staff to write an advocacy letter regarding the Mount Parke drainage issue on behalf of the LTC to be signed by the Chair to MOTI. Letter should be addressed to Bob Webb, and cc'd to the Coastal Region Manager from MOTI, Lloyd Rushton of CRD, MLA Murray Coell, and the property owners (Ian Dow)

Alison Fox

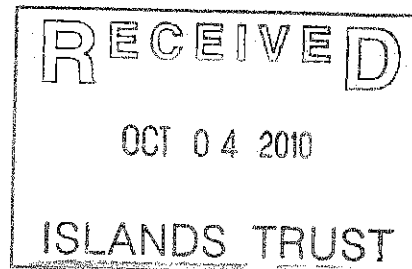
On Going

MAYNE ISLAND INTEGRATED WATER SYSTEMS SOCIETY
 mayneisland.com/water



Jeanine Dodds, Trustee
 Colin Shew, Trustee
 c/o Islands Trust
 1627 Fort St, Suite 200,
 Victoria, BC, V8R 1H8

Thursday, August 26, 2010



Dear Jeanine and Colin,

As you are likely aware, Mayne Island Integrated Water Systems Society has undertaken a salt water intrusion assessment on Mayne Island in an endeavour to locate areas on the island that are feeling the stress of contamination caused by salt water intrusion.

We are attempting to focus on coastal wells and wells within an interior ring inland from those wells at the outset. We also wish to know how far inland the sphere of influence reaches from a well that has sodium problems.

We are initially attempting to keep the assessment low key and basic until we learn where we have to focus our energies and finances. We are currently testing for TDS, iron and manganese and locating the well by GPS. We will repeat the tests again in the spring, and re-test the problem areas again next fall, as well as expand the testing as we deem necessary. When pinpointed, we plan further tests to decipher if the sodium is natural to the area, or if it is intrusion based. MB Labs has indicated a willingness to work with us on this phase of the testing when the time comes.

We will be graphing and mapping our results.

We have guaranteed confidentiality to our well owners, referencing them on maps and graphs by general area. If they sign our release, we will then be free to identify specific wells.

Integrated Water feels this information has value to the Islands Trust and planning for the future of our Island.

We are hoping that you would agree with us, and would be interested in assisting us by funding a report. For this stage, our report would cover our initial findings and general areas of concern. We would contact you again regarding the next phase when we decide on its exact parameters.

If you have any questions, please don't hesitate to contact us.

A handwritten signature in black ink, appearing to read "Mary Cooper".

Regards, Mary Cooper, Chair,
 MIIWSS
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STAFF REPORT

Date: October 21, 2010 **File No.:** MA-DP-2010.1

To: Mayne Island Local Trust Committee
For November 1, 2010 LTC Meeting

From: David Marlor, MCIP
Regional Planning Manager

CC: Alison Fox, Planner 2

Re: **Application for a Development Permit – Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070**

Owner: Don and Shanti McDougall
Applicant: Same as above
Location: Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070,
PID: 001 864 653

Final Report

THE PROPOSAL:

The owners have recently been issued a Temporary Use Permit for the retail sale of food items in an existing building on the referenced property. The owners are applying to add a 76.6 square metres extension onto the existing 109.2 square metres building for loading, walk-in cooler, walk-in freezer, staff and repack area, washroom and janitor closet. The application includes modifications to the existing structure by removing one of the bay doors on the east side and replacing with a window and adding a roof over the main entrance.

DEVELOPMENT PERMIT PROCESS

Section 919.1 of the *Local Government Act* allows local trust committees (via the *Islands Trust Act*) to establish development permit areas for the following reasons:

- (a) *protection of the natural environment, its ecosystems and biological diversity;*
- (b) *protection of development from hazardous conditions;*
- (c) *protection of farming;*
- (d) *revitalization of an area in which a commercial use is permitted;*
- (e) *establishment of objectives for the form and character of intensive residential development;*

(f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;

(g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;

(h) establishment of objectives to promote energy conservation;

(i) establishment of objectives to promote water conservation;

(j) establishment of objectives to promote the reduction of greenhouse gas emissions.

In order to use development permit areas, local trust committees must first establish in the Official Community Plan the area to which the development permit area applies and the justification for the development permit area. Either in the Official Community Plan, or in the Land Use Bylaw, the local trust committee must establish predetermined guidelines so landowners and developers know what they need to do to obtain a development permit.

On Mayne Island, commercially zoned properties have been designated for the establishment of objectives for the form and character of commercial development (option (e) in the list above). The Official Community Plan contains a map showing the properties that are subject to the development permit area, the justification, conditions under which a permit is not required and guidelines that need to be met to obtain a permit.

Because the guidelines were written to address many situations, some of the guidelines will not apply to every application. In this case, the Staff Report will indicate where the guidelines do not apply and if the reason is not obvious, will specify the reason. There is often some room for interpretation within the guidelines and therefore, the degree to which the application meets specific guidelines is usually determined by the expected impact of the proposed development. For example, a new commercial development on bare land would probably require significant controls on landscaping, parking layout, building form, lighting and other such features, whereas a development that is a modification of the existing building might be mainly concerned with the visual effects of that modification and landscaping and parking (already largely in place) will be secondary issues.

A development permit cannot be used to prohibit a use that is permitted in the land use bylaw (or in this case, by a valid Temporary Use Permit); therefore, provided that the applicant has reasonably met the requirements of the relevant guidelines, the Local Trust Committee has no choice but to issue the Permit. The Local Trust Committee may request changes to the development permit conditions or even require additional conditions, provided all of those conditions are directly addressing one or more of the guidelines. The Local Trust Committee cannot impose conditions in the development permit that are not addressed in the guidelines.

Because the development permit area is established in the Official Community Plan and the guidelines are predetermined, there is no opportunity for public input; development permits are not circulated to adjacent residents and public comment is not invited. The Local Trust Committee may send the development permit to the Advisory Planning Commission for comment; however, the Advisory Planning Commission can only provide advice to the Local Trust Committee on whether or not the application is consistent with the relevant guidelines.

To assist the Local Trust Committee, Staff reviews the guidelines and provides recommendations on the types of conditions that should be included in the Permit. Staff will also draft a Permit for your consideration.

Development permits are issued by a resolution of the Local Trust Committee. Once issued, work on the development must begin within two years otherwise the permit lapses. Once work has begun, unless phasing or timing were incorporated into the guidelines and from there as

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Official Community Plan

The subject property is designated as a “Development Permit Area to Define the Form and Character of Commercial, Visitor Accommodation and Industrial Development”. A checklist of the development permit area guidelines as they apply to this application is attached as Attachment 1.

Land Use Bylaw

The property is regulated by the site-specific zoning Service Commercial C3(a). The following Articles define the site specific regulations:

- 5.10(13)(1): Despite 5.10(1) the only permitted uses at these locations are repair shops, machine shops, accessory retail sales, and accessory dwelling unit.
- 5.10(13)(2): The maximum floor area of buildings used for repair shops and machine shops is 140 m² (1507 ft²), of which a maximum of 5 m² (54 ft²) may be used for the retail sale of articles not used directly in the repair of vehicles and machines.

Temporary Use Permit (TUP)

Temporary Use Permit MA-TUP-2010.1 permits the property to be used for retail sale of food items. The TUP limits the retail sale of food items to the area within the existing building as specified in schedules A and B attached to the TUP Permit.

The TUP also limits the location and number of signs; one sign located on the front property line and one sign mounted on the building are permitted under the TUP. The TUP further states that signs shall conform to the Sign Regulations outlined in Part 6 of the Mayne Island Land Use Bylaw No. 146, 2008.

The TUP requires that six parking stalls (more than the number required by the Land Use Bylaw for the existing building) be provided substantially in the location shown on Schedule "A" attached to the TUP.

The TUP was issued on August 24, 2010 and is valid for 18 months from the date of issuance (the Permit will expire on February 24, 2012). The applicant has the option to make an application to renew the Permit.

Highway Access

Under the Transportation Act, all commercial uses require an access permit from the Ministry of Transportation and Infrastructure. This requirement was included as a condition of the Temporary Use Permit. An access permit, with conditions, was issued by the Ministry of Transportation and Infrastructure.

Sensitive Ecosystems and Hazard Areas:

The Mayne Island Sensitive Ecosystems Mapping project did not identify any sensitive ecosystems on this property, nor were any hazard areas identified on this property.

Archaeological Sites:

Based on information from the provincial Remote Access to Archaeological Data (RAAD), there are no archaeological sites on this property.

Notwithstanding the foregoing, and by copy of this report, the owners are advised that the unearthing of any archaeological resource should be reported to the Archaeological Branch.

Covenants:

There are no covenants registered on the title of the subject property.

STAFF COMMENTS:

The following section will review the application against the development permit area guidelines. As the use is permitted (by Temporary Use Permit), provided the application meets the guidelines, the Local Trust Committee cannot refuse to issue the Permit. As the guidelines are listed in detail in Attachment 1 along with brief Staff comments on whether or not the application is in compliance or whether or not the guidelines apply to the application, the following section will deal with those areas that require attention or a condition in the Permit

Guideline 1

Guideline 1 has 12 sub-guidelines that all deal with general building design details, including building massing, siting, types of material used and location and screening of mechanical equipment. Sub-guideline 1(12) deals with creating outdoor spaces to encourage social gathering.

As the addition is an extension to an existing ex-industrial building, the form of the materials and roof line are designed to complement the existing structure. The addition will continue the existing finish used on the existing building.

For consistency with sub-guidelines 1(1) through 1(10) inclusive, and sub-guideline 1(12) the Permit should include a condition that the addition be located as shown on the site plan and the finishing materials be consistent with the character of the existing building.

For consistency with Sub-guideline 1(11) the Permit should include a condition that any mechanical equipment be located in a way so they are not visible to the public or adjacent properties, or screened from view from the public and adjacent properties by a solid fence or landscaping. The site plan supporting the application includes a loading area on the west of the building. The extension would result in the building being located 5.0 metres from the west property boundary (the minimum permitted by the Land Use Bylaw). Vehicles accessing the loading area would be within the setback area. For clarity, this is not a zoning issue, but it is a potential impact on the adjacent property. Given the limited area between the building and the lot line, for consistency with Sub-guideline 1(11) in regard to loading docks, the Permit should include a condition that the loading area be screened from the adjacent residential property by a solid fence that is a minimum of 1.5 metres in height.

Guideline 2 and 3

Guidelines 2 and 3 apply only to visitor accommodation and industrial buildings. These guidelines are not applicable to this application.

Guideline 4

Guideline 4 contains 10 sub-guidelines dealing with landscaping. Sub-guideline 4(4), 4(5) and 4(8) do not apply to this application as the situations described do not exist.

The applicant proposes to retain all of the existing vegetation with the exception of a small amount close to the building to permit the extension. The application also includes additional planting in the area between the front property line and the driveway and in the area in front of the building. In both instances, the intent of the landscaping is to soften the visual appearance of the building consistent with the guidelines.

For consistency with Sub-guidelines 4(1) to 4(3) inclusive the Permit should include a condition requiring the retention of existing vegetation generally on the property and the provision of vegetative landscaping in the area between the driveway and the front property line and the area in front of the building (both areas to be identified on the site plan).

For consistency with sub-guidelines 4(6) and 4(7) the Permit should require that any vegetative planting consists of indigenous vegetation or other non-invasive vegetation suitable for the local environment.

Sub-guideline 4(9) requires screening to be completed within 12 months of the issuance of an occupancy permit. Once an occupancy permit has been issued, the only means to ensure that landscaping and screening is completed is to hold security and not release that security until receipt of conformation that the work has been completed. Given the minor nature of the screening and landscaping, Staff recommends that the screening and landscaping be required to be completed before the issuance of an occupancy permit. Alternatively, if screening is not required to be completed before the issuance of an occupancy permit, then security should be required.

For consistency with Sub-guideline 4(9) the Permit should require a condition that landscaping must be completed before the issuance of an occupancy permit by the Building Inspector.

Sub-guideline 4(10) states that security in the amount of 125% of the estimated cost of landscaping is required. Given the scale of the landscaping and the condition that landscaping must be completed prior to issuance of an occupancy permit, this requirement is not recommended. Should the LTC decide to include a requirement for security, the applicant would have to have qualified professional provide an estimate of the cost of the landscaping. Based on this, Permit conditions would include requirement for the landscaping security and conditions under which the security would be released.

Guideline 5

Guideline 5 contains seven sub-guidelines dealing with parking layout. The parking layout will generally be as permitted on the site plan that will be attached to the Permit.

For consistency with sub-guideline 5(1), 5(3), 5(4) the site plan, showing the parking layout, as submitted should be attached to the Permit.

For consistency with Sub-guideline 5(2) the Permit should contain a condition that the parking area is clearly signed.

Sub-guidelines 5(5) and 5(6) do not apply as the situations do not exist.

For consistency with Sub-guideline 5(7) the Permit should include a condition that a bicycle rack is provided on the property for visitors and employees.

Guideline 6

Guideline 6 contains three sub-guidelines dealing with lighting.

For consistency with sub-guidelines 6(1) to 6(3) inclusive, the Permit should contain a condition that lighting must be low intensity and aimed at walkways, driveways and signs using low mounted fixtures, and should not shine directly onto adjacent properties.

Guideline 7

Guideline 7 contains three sub-guidelines dealing with signs.

For consistency with sub-guidelines 7(1) to 7(3) the Permit should include a condition that one free-standing sign is to be located as shown on the attached site plan and one sign is permitted attached to the side of the building.

Guideline 8

Guideline 8 deals with variances to the land use bylaw. No variances are proposed in the application; therefore, this guideline does not apply.

Temporary Use Permit Considerations

The site plan shows one free-standing sign on the property; however this sign is located roughly six metres further back than that shown on the site plan attached to MA-TUP-2010.5 (TUP). The TUP provision is simply reiterating the requirements of the zoning bylaw and offers no further restriction other than to identify the location of the sign. Given this, the location of the sign as shown in the development permit site plan is acceptable and the provisions of the development permit would prevail over those of the TUP in respect to form and character considerations.

The site plan is consistent with the site plan included in the temporary use permit with the exception of the different location shown for the free-standing sign.

The TUP limits the “retail sale of food items” to the area within the “existing building as specified in schedules A and B”. The extension is for the provision of loading docks, storage, staff room, janitorial and washrooms and is not for the retail sale of food items. Therefore, the extension is not adding any area to the food selling floor; however, the extension will allow all of the existing building to be used for food selling by providing other locations for necessary storage areas.

Land Use Bylaw

Consistency with Land Use Bylaw

The development permit application contains no request for variances. The building extension is consistent with the siting and height requirements in the land use bylaw.

Floor Space Ratio

The land use bylaw requires a floor space ratio limitation of 0.25 in the C3(a) zone. The lot is 0.348 hectares, which would permit a maximum floor area of 870 square metres. With the extension, the building will be 185.8 square metres (a floor area ratio of 0.05%).

Screening Requirements in Commercial Zones

The land use bylaw requires a 1.5 metres screen between the commercial use and adjacent residential lots. This screen must be provided in the form of existing vegetation that provides a complete and permanent visual screen between the uses being separated, or a row of drought-tolerant evergreen plants that will attain the required height, planted and maintained continuously so as to provide a complete and permanent visual screen between the uses being separated or a solid wood fence or brick or stone wall.

The permit condition should include similar wording as the land use bylaw for the type of screen to be provided.

Parking Requirements

The Land Use Bylaw requires one parking stall per 30 square metres for retail use buildings. For the extended building, the number of parking stalls required is 6.19 (which under the Land Use Bylaw regulations is rounded to seven). The Temporary Use Permit was originally issued for 6 parking spaces intending to increase the number of parking spaces from that required by the Land Use Bylaw for the size of the original building. For consistency with the intent of the Temporary Use Permit, consistency with the Land Use Bylaw, and for consistency with the development permit area guidelines, the site plan should indicate seven parking stalls and all seven should be marked by signs.

The TUP requires that all parking stalls conform to the design standards of the Land Use Bylaw. The Land Use Bylaw requires that each parking stall be 2.75 metres wide and 6.25 metres long with a maneuvering aisle for angled parking of 5.5 metres wide. These dimensions should be noted on the site plan.

Compliance if TUP Lapses

Should the TUP lapse or not be renewed by the Local Trust Committee, the uses and restrictions in the C3(a) zone would once again be in effect. The C3(a) zoning limits the maximum floor area of a building used for repair shops and machine shops (the only principal permitted uses on the property) to 140 square metres. Should the Permit lapse or not be renewed, the expanded building could not be used for the permitted uses listed in the C3(a) zone without a variance.

DRAFT DP CONDITIONS:

The attached draft Permit contains conditions based on the above discussion. A development permit should be issued that contains the following:

1. A site plan and elevations drawing showing:
 - a. the location of the building extension, including dimensions and floor area
 - b. elevations of all four sides of the building as proposed with the extension including height dimensions
 - c. the location of seven parking stalls including dimensions of the parking stalls and maneuvering aisles that are consistent with the Land Use Bylaw Parking Regulations.
 - d. area to contain screening of the loading area; and

- e. area in which existing vegetation is to be retained.
- 2. A condition that all mechanical equipment, transformers and meters be screened from view.
- 3. A condition that the loading area be screened from the adjacent property and that such screening is consistent with the Land Use Bylaw screening requirements.
- 4. A condition that natural vegetation be retained where possible.
- 5. A condition that landscape screening to provide a visual break or barrier be provided between the driveway and front lot line.
- 6. A condition that landscaping be provided in front of the existing building to soften the visual impact of the building.
- 7. A condition that all landscaping is to be a mix of indigenous drought-tolerant trees and shrubs.
- 8. A condition that parking areas and maneuvering aisles be surfaced with permeable material.
- 9. A condition that a bicycle rack be provided (as most bicycle racks are designed for 4 bicycles, this should be stated as a requirement in the Permit).
- 10. A condition that parking areas must be signed as such.
- 11. A condition that one freestanding sign and one building mounted sign are permitted consistent with the elevation drawings and site plan and that the size of signs must conform to the Land Use Bylaw requirements.
- 12. A condition that signs must not be backlit or equipped with flashing, oscillating or moving lights or beacons.
- 13. A condition that lighting must be low intensity and aimed at walkways, driveways and signs using low mounted fixtures.
- 14. A condition that lighting must not shine directly on adjacent properties or roadways.
- 15. A condition that prior to receiving an occupancy permit, the applicant provides a report from a qualified landscape architect or other professional with similar qualifications that the landscaping has been completed in accordance with this Permit.

RECOMMENDATIONS:

THAT MA-DP-2010.1 (McDougal) BE ISSUED.

Prepared and Submitted by:

David Marlor, MCIP
Regional Planning Manager

October 22, 2010
Date

Appendix 1

Form and Character Development Permit Checklist

File No: MA-DP-2010.1 (McDougall)

Proposed Development: Extension to Building

Guideline	Complies		Comments
	Yes	No	
Guideline 1: For Retail Commercial Where an application involves retail commercial buildings or structures, which are buildings and structures designed and intended for commercial uses other than for visitor accommodation, the building form and character should adhere to the following guidelines:			
1) Buildings and other structures should utilize existing topography and vegetation to be sited in a manner that is relatively unobtrusive and blends into the surrounding landscape.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extension is at rear and side of existing building
2) Buildings should be designed and sited with the main entrance oriented to the front lot line or to the main point of entry from the road.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing building entrance is at the side – no new main entrances proposed in the extension.
3) Building form and character should be similar to the scale, mass and character of adjacent non-commercial properties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building is small, no larger than an average single family dwelling.
4) Building mass should be appropriately proportioned. in comparison to building height by limiting building frontage length in relation to building height.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extension is at rear and side and does not change frontage of building.
5) Building mass should be softened by the use of small-scale elements such as windows, panels, entrances and other detail features in order to avoid monotony in design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New windows and doors proposed are consistent with the building
6) Buildings should not be designed with blank walls presenting an aspect to the highway or to highly visible areas; features such as garage doors and windowless facades should be minimized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extension is at the rear and side and does not change the frontage. Design changes will minimise garage doors.
7) Buildings giving the impression of strip development should not be considered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8) Natural materials should be incorporated into the design of buildings with construction materials and styles relating to the vernacular style of coastal architecture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Materials used in the extension are consistent with the materials used in the existing building.
9) Architectural variety should be provided through the use of pitched roofs, dormers and similar features.10) New buildings should be sited in a manner that results in minimal disturbance to existing vegetation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited ability to introduce architectural variety due to size and function of the building extension. Extension is lower than existing building height and roof pitch is designed to complement the existing roof.
10) New buildings should be sited in a manner that results in minimal disturbance to existing vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	n/a

Guideline	Complies		Comments
	Yes	No	
11) In order to reduce noise elements such as roof top mechanical equipment, shipping and loading areas, exterior storage areas, transformers, and meters should be screened from public view as effectively as possible through the use of any combination of landscaping, solid fencing and building design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No equipment shown on application drawings. A condition of the permit will be that equipment be screened from view.
12) Social gathering should be encouraged by creating spaces such as porches, patios and gardens that are visible and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	n/a – not appropriate given the scale and single function of the development and access limitations imposed by MOT. Open space at front should be maintained for visitors to the property but not to encourage social gathering.
Guideline 2. Visitor Accommodation – does not apply to this application			
Guideline 3. Industrial Buildings – does not apply to this application			
Guideline 4. Landscaping All applications should include landscaping adhering to the following guidelines:			
1) A landscape plan prepared by a professional such as a landscape architect should: <ul style="list-style-type: none"> I. provide supporting documentary evidence pertaining to landscape specifications, irrigation requirements, planting lists (highlighting indigenous species), cost estimates, and the total value of the work; II. identify existing vegetation by type and identify areas which are to be cleared; III. provide for the landscape treatment of the frontage of the site which abuts onto existing or future public roads; IV. provide for vegetative buffers along lot lines; V. identify how landscape treatment will avoid the use of herbicides, pesticides and fungicides. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit conditions will require that existing vegetation be retained. No clearing of vegetation is required for the extension. Landscaping planting features will be required as conditions of the Permit to provide planting in front of the building to soften the frontage impact and to provide planting near the road frontage between the driveways. Conditions will require native drought-tolerant plants.
2) Existing site topography and landscape features, and indigenous vegetation should be retained wherever possible. Significant existing indigenous vegetation within all setback areas should be preserved (i.e. wetlands and mature wooded areas). Significant existing indigenous vegetation within the buildable area of the site should be preserved wherever possible through careful and innovative site design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit conditions will require that existing vegetation be retained. No clearing of vegetation is required for the extension.
3) An adequate landscaped strip should be provided along all roads. The width and extent of this buffer strip should be established based on the overall useable site area of the parcel, the extent of existing vegetation, the provision for adequate access and visual clearances, and any zoning requirements for landscape screening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscaping planting features will be required as conditions of the Permit to provide planting in front of the building to soften the frontage impact and to provide planting near the road frontage between the driveways. Conditions will require native drought-tolerant plants.

Guideline	Complies		Comments
	Yes	No	
4) Landscaped strips or appropriate buffering should be provided adjacent to the boundary of the Agricultural Land Reserve, along abutting residential properties and adjacent to watercourses.	<input type="checkbox"/>	<input type="checkbox"/>	n/a
5) Any storage areas on the property facing public roadways should have adequate landscape screening or the provision of other screening consistent with the overall character of the site and with the other guidelines in this section.	<input type="checkbox"/>	<input type="checkbox"/>	n/a
6) Proposed new plantings should consist of indigenous vegetation or other non-invasive vegetation suitable for local environmental conditions; buffer planting using massing of indigenous trees and shrubs is encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Conditions will require indigenous and/or other non-invasive trees and shrubs along the property line between the driveways.
7) Appropriate planting should be used to soften building massing, to break up parking areas and to provide screening along lot lines. It is not intended that plantings form a full-height visual screen around the whole site and screen all buildings from view; planting should reduce and soften the apparent scale and mass of buildings, provide screens, and create breaks in a building façade or at building corners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional planting will be required as a condition of the Permit along the front of the building to soften apparent the scale and massing of the building.
8) New drainage swales and detention basins should be planted with materials that will assist in the treatment of storm water runoff and that are also complementary to the surrounding natural vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	n/a – no new swales or detention basins planned.
9) All landscaping and screening should be completed within 12 months of an occupancy permit being issued and should meet or exceed the British Columbia Society of Landscape Architects and British Columbia Nursery Trades Association standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A condition of Permit will require that all conditions of the Permit be completed prior to issuance of an occupancy permit.
10) The application should include a security, in the form of an irrevocable letter of credit for 125% of the value of the quoted landscaping cost.	<input type="checkbox"/>	<input type="checkbox"/>	Given the scale of planting and requirement that planting be completed prior to occupancy, Staff recommend that security deposit is not required.
Guideline 5. Parking Layout			
All applications should provide a parking layout plan, adhering to the following guidelines:			
1) Large impervious and surfaced parking areas should be avoided. Parking should be provided through smaller parking areas evenly dispersed throughout the development and separated with planted landscaped areas. Porous or permeable surfaces should be used where practical and impervious surfaces should be minimized and swales and open ditches should be installed rather than curb and gutter systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A total of six parking stalls are provided on the east side of the property. Surfacing material is not indicated; however, the Permit may contain a condition that surfacing be permeable.
2) Visitor parking spaces should be clearly identified and provided within the development. Tree planting is encouraged in and around parking areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A condition of the Permit will require parking signage. Planting in the parking area will be a condition of the Permit.
3) Parking should be located at the sides or rear of buildings wherever feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Given the site topography constraints, parking at the rear and side is not possible. Parking is located in front and to the side.

Guideline	Complies		Comments
	Yes	No	
4) Development should provide for and clearly identify pedestrian circulation areas, preferably with different paving and/or landscaping treatment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Intent of development is to keep as much in natural state as possible. A driveway provides access for pedestrians and automobiles.
5) All significant paved parking areas should be included within the context of any storm water plan and incorporate oil/water separators.	<input type="checkbox"/>	<input type="checkbox"/>	n/a – there are six parking spaces that will be on permeable surface.
6) The shared use of a common access between businesses is encouraged. The number of accesses should be limited to the number required for traffic safety.	<input type="checkbox"/>	<input type="checkbox"/>	n/a Access through adjacent business not an option. MOT access permit granted for limited access off of road.
7) All new development should include provision for bicycle parking or storage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provision of a bicycle rack will be included in the Permit.
Guideline 6. Lighting			
Lighting proposed as part of an application for a new building or overall site development should adhere to the following guidelines:			
1) Lighting for walks and parking areas should be small in scale and used to illuminate signs, displays and pedestrian paths.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No lighting indicated in application. Permit will require lighting consistent with this guideline.
2) High intensity lighting in parking lots and along roadsides is discouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No lighting indicated in application. Permit will require lighting consistent with this guideline.
3) Security and other lighting should not be placed so as to shine directly onto residential or agricultural properties or to reduce the effectiveness of any landscaped buffer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No lighting indicated in application. Permit will require lighting consistent with this guideline.
Guideline 7. Signs			
Signs should adhere to the following guidelines:			
1) Each site should have no more than one freestanding sign, located on the same lot as the development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MA-TUP-2010.1 One 4 X 5 sign located on the property line; DPA application shows sign located further back on the property.
2) One sign should be installed for each business premise. All signs should be integrated into the overall design of the building and should not extend above the top wall of a building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MA-TUP-2010.1 allows one sign attached to the building and one free-standing sign.
3) Signs should not be backlit or equipped with flashing, oscillating or moving lights or beacons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit guideline will require signs to be consistent with this guideline.
Guideline 8. Variance			
The LTC may consider variances to siting or size regulations where the variance may result in closer adherence to the guidelines in this section.			
Are any variances proposed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



MAYNE ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT MA-DP-2010.1

To: Don and Shanti McDougall

1. This Development Permit applies to the land described below:
Lot 2, Section 8, Mayne Island, Cowichan District, Plan 17070
2. This Development Permit authorizes the construction of an extension and alteration to an existing building with the following conditions:

General

- (a) Construction of the extension and alterations to the building are to be in accordance with the site plan shown on Sheet Number A-1, "Siteplans", dated 10/22/10 and prepared by Irving Pitcher Architects, attached to and forming part of this Permit as Schedule "A", and with the elevations shown on Sheet Number A-2, "Floorplans and Elevations", dated 10/22/10 and prepared by Irving Pitcher Architects, attached to and forming part of this Permit as Schedule "B".
- (b) Materials used in the finish of the addition must be consistent with the character of the materials used in the existing building.

Mechanical and Loading Area

- (c) All mechanical equipment, transformers and meters are to be screened from view.
- (d) The loading area on the west side of the building is to be screened from the adjacent residential property using solid fence at least 1.5 metres in height and extending from the south projection of the building extension to the northern most extent of the building. The screening must comply with Section 3.8 of the Mayne Island Land Use Bylaw No. 146, 2008.

Landscaping and Screening

- (e) All existing vegetation on the property between the driveway and the front lot line, between the loading area and the west lot line and south of the building is to be retained.
- (f) Vegetative landscaping is to be planted in the area shown on Schedule "A" as "Landscaping Area 1" to complement existing vegetation and to provide a visual buffer between the road and the building. Landscaping in this area is to be a mix of indigenous drought-tolerant trees and shrubs.
- (g) Vegetative landscaping is to be planted in the area shown on Schedule "A" as "Landscaping Area 2" to complement existing vegetation and to soften the visual impact of the building. Landscaping in this area is to be a mix of indigenous drought-tolerant trees and shrubs.
- (h) Screening of the property from the adjacent residential uses on adjoining lots (on the west and south boundaries) is to be consistent with Section 5.10(12) of the Mayne Island Land Use Bylaw No. 146, 2008.

Parking Layout

- (i) Parking and manoeuvring aisles and driveways are to be substantially in accordance with Schedule "A". Surfacing of parking areas, manoeuvring aisles and driveways is to be permeable.
- (j) One bicycle rack, capable of holding a minimum of four bicycles, must be provided.

Signs

- (k) Signs must be posted indicating the location of the parking area.
- (l) One free-standing sign is permitted located substantially in accordance with Schedule "A".
- (m) One sign attached to the side of the building is permitted
- (n) Total combined area of the two signs must not exceed 4.0 square metres consistent with Section 6.5 of the Mayne Island Land Use Bylaw No. 146, 2008.
- (o) No sign may be backlit, or equipped with flashing, oscillating or moving lights or beacons.

Lighting

- (p) Lighting must be low intensity and aimed at walkways, driveways and signs using low mounted fixtures. Lighting must not shine directly on adjacent properties or roadway.

Confirmation

- (q) Before issuance of an Occupancy Permit by the Building Inspector, the applicant must provide written confirmation from a qualified landscape architect or professional with similar qualifications that the screening and landscaping has been completed in accordance with 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.

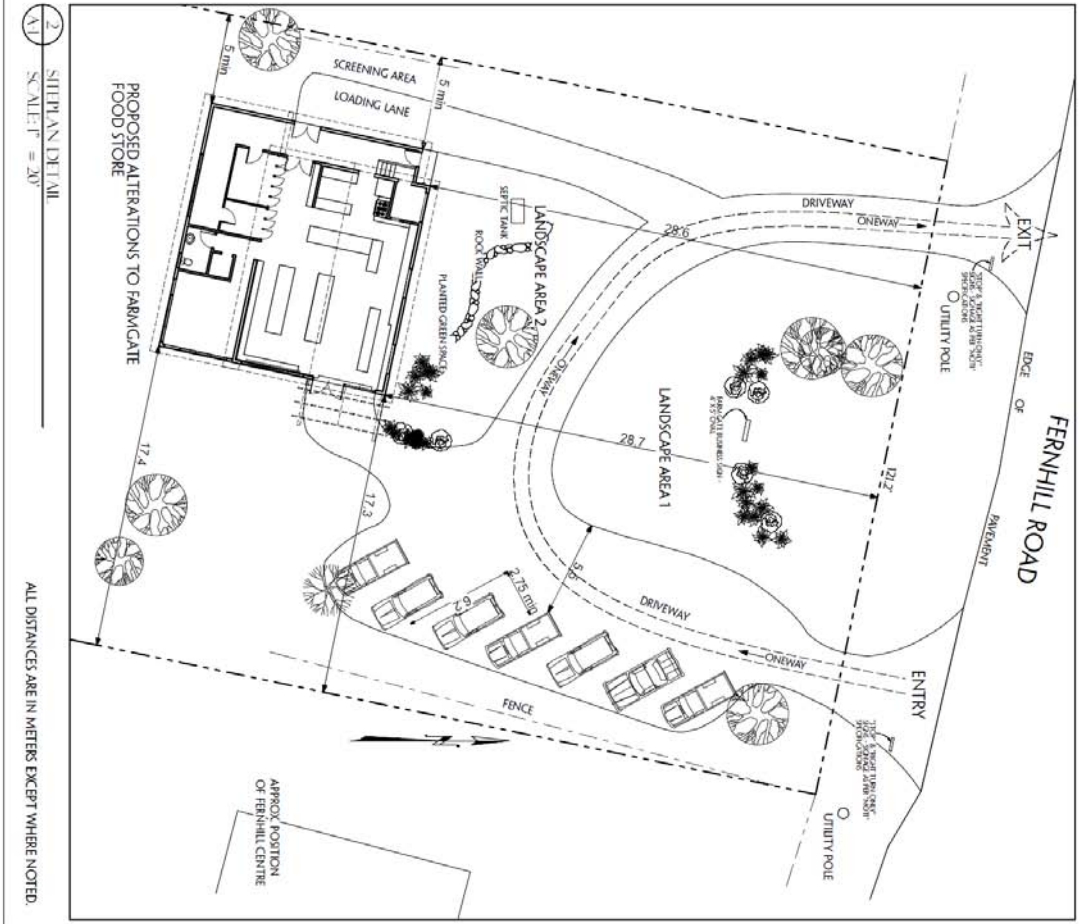
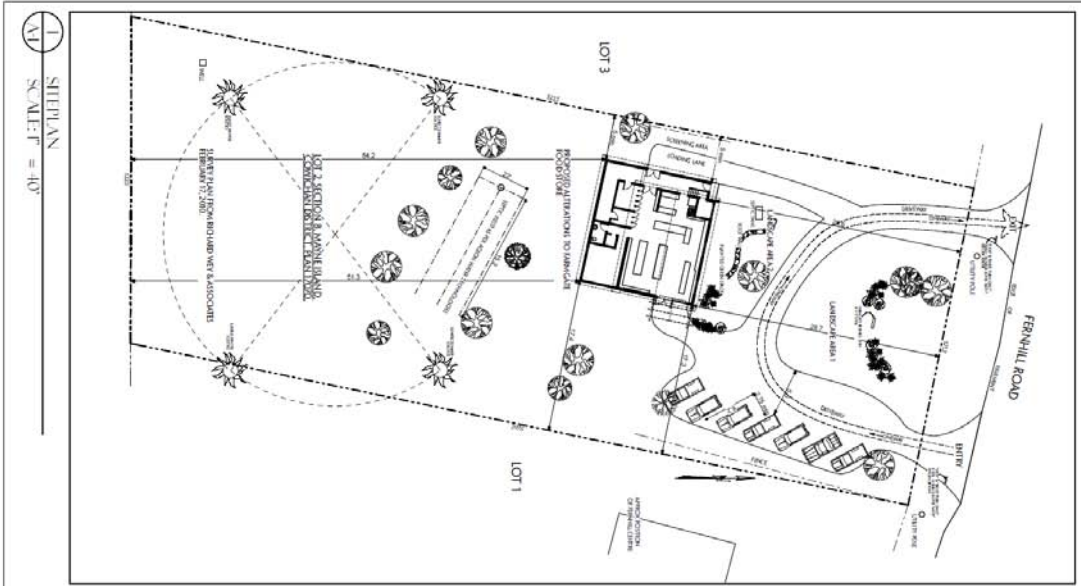
AUTHORIZING RESOLUTION PASSED BY THE MAYNE ISLAND LOCAL TRUST COMMITTEE THIS ____ day of ____, 20__.

Deputy Secretary, Islands Trust

Date Issued

IF THE DEVELOPMENT HEREIN IS NOT COMMENCED BY THE ____ DAY OF _____, 20__ THIS PERMIT AUTOMATICALLY LAPSES.

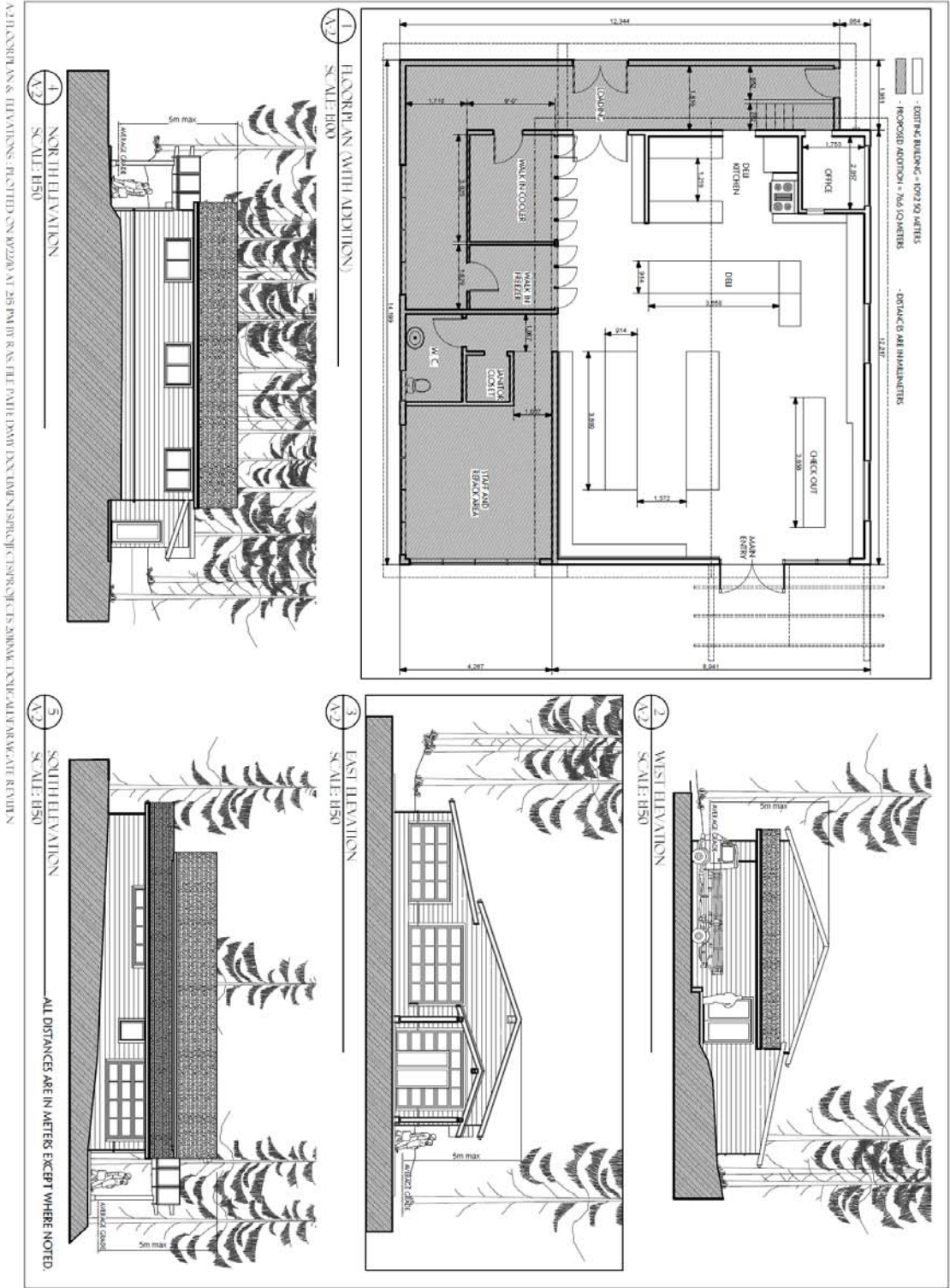
MAYNE ISLAND LOCAL TRUST COMMITTEE
 DEVELOPMENT PERMIT MA-DP-2010.1
 Schedule "A"



ALL DISTANCES ARE IN METERS EXCEPT WHERE NOTED.

SHEET NUMBER: A-1	DRAWING: R.A.S.	ISSUE DATE: 10/22/10	SITEPLANS	IRVING FITCHER ARCHITECTS <small>1000 WESTERN AVENUE, SUITE 200 VANCOUVER, BC V6C 2R8 TEL: 604-681-1111 FAX: 604-681-1112</small>

MAYNE ISLAND LOCAL TRUST COMMITTEE
 DEVELOPMENT PERMIT MA-DP-2010.1
 Schedule "B"



IRVING FITCHER ARCHITECTS <small>1000 FERNHILL ROAD, MAYNE ISLAND, BC V0N 2J0 TEL: 250.938.2222 FAX: 250.938.2223 WWW.IRVIINGFITCHER.COM</small>	FARMGATE FOOD STORE DEVELOPMENT PERMIT APPLICATION	
	DON & SHANTI MCDUGALL 568 FERNHILL ROAD, MAYNE ISLAND, BC V0N 2J0	
SCALE: AS NOTED A-2	FLOORPLAN & ELEVATIONS	ISSUE DATE: 10/22/10 PREPARED BY: R.A.S. CHK'D BY: R.A.S.



STAFF REPORT

October 20, 2010

File No.: MA-RZ-2010.1
Bylaws No. 154 and
155

To: Mayne Island Local Trust Committee
For the November 1, 2010 LTC Meeting

From: Alison Fox
Planner 2

CC: David Marlor
Regional Planning Manager

Re: Application to amend W2 zone to permit a seawall

Owner: Al & Lynne Trent
Applicant: Michael Rosen & Associates
Location: Lot 8, Section 6, Mayne Island, Cowichan District, Plan 22057 (513 Dalton Drive)

THE PROPOSAL:

The applicant is seeking a rezoning to amend the Mayne Island Land Use Bylaw (LUB), No. 146, 2008, in order to include a sea wall as a permitted use within the W2 zone. The subject structure, a sea wall comprising of boulders and fill, was constructed in 1998/ 99 in reaction to a landslip which occurred on the foreshore of the site in 1995 or 1996, prior to the purchase of the property by the Trents in 1997. In the spring of 2009, the structure was partially deconstructed and scaled back from the sea in an effort to mitigate Islands Trust concern regarding its siting, obstruction of public access to the foreshore, and the manner in which it was constructed without sufficient permitting.

The applicant has also applied for a licence of occupation for the structure with the Integrated Land Management Bureau (ILMB); however the ILMB has suspended the application until proper zoning for such a structure is in place. In addition, the applicant has applied for a Development Variance Permit (DVP) to vary the setback of the structure from the natural boundary of the sea. The DVP application will apply to the upland portion of the structure and will be dealt with through a separate process. This application will only deal with the portion of the structure located on the Crown foreshore, below the natural boundary of the sea.

At the meeting on September 20, 2010, the Mayne Island Local Trust Committee directed staff to draft a bylaw for a site specific amendment to the Mayne Island Land Use Bylaw No. 146 that would permit a seawall in this location. This bylaw has been drafted and is attached to this staff report as Draft Bylaw No. 154. During the drafting of this bylaw, staff determined that an OCP amendment was also required. The applicant has now applied for an OCP amendment, and this has been drafted and is attached to this staff report as Draft Bylaw No. 155. This report

examines the draft bylaws for compliance with the Trust Policy statement, and provides some options for further consideration.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

There are several policies and provisions within the Islands Trust Policy Statement Bylaw No. 17, 2003 that pertain to this file. A completed copy of the Policy Statement Directives Only Checklist is attached to this report.

Section 3.4 Coastal and Marine Ecosystems

Commitments of Trust Council:

3.4.2 It is Trust Council's policy that marine areas be protected and coastal zone management principles be defined in consultation with agents of the government of British Columbia, the government of Canada, Crown corporations, municipalities, regional districts, nongovernmental organizations, property owners and occupiers.

Directive Policies

3.4.4 Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas

3.4.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

4.5 Coastal Areas and Marine Shorelands

Commitments of Trust Council

4.5.3 It is the position of Trust Council that development, activity, buildings and structures should not result in a loss of significant marine or coastal habitat, or interfere with natural coastal processes.

4.5.4 It is the position of Trust Council that development, activity, buildings or structures should not restrict public access to, from or along the marine shoreline.

Directive Policies

4.5.10 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.

Official Community Plan

The OCP contains provisions for Marine Resources. These are outlined in Articles 4.2.1 "Coastal Waters and Foreshore" and 4.2.2 "Public Access to the Foreshore".

The OCP states that "The foreshore, the land between the highest tide and the lowest tide, is public land managed by the Provincial Government. While the Crown is not bound by local bylaws, any occupiers of this land must comply with the bylaws. A foreshore concern in the Mayne Island Trust Area is the erosion effects due to passage of B.C Ferry Services Inc ships in Active Pass." The objectives of 4.2.1: Coastal Waters and Foreshore are:

1. to protect coastal areas from pollution

2. to ensure that any use of coastal waters and foreshore does not result in permanent damage to the natural systems, and
3. to limit the impact of foreshore uses on adjacent uses and on the visual appearance of the shoreline.

The relevant OCP policies pertaining to Coastal Waters and Foreshore are:

- 4.2.1.1 Marshes, bluffs and beaches along the coast shall be protected from the impacts of development by ensuring foreshore zoning protects against disruption of the natural systems and pollution.
- 4.2.1.2 Ensure that there are adequate setbacks from the natural boundary of the sea for all development.
- 4.2.1.3 All uses of coastal waters and foreshore areas shall be regulated by zoning to ensure adequate separation between potentially conflicting uses.
- 4.2.1.4 Public recreational use of the foreshore shall be given priority over other foreshore uses.
- 4.2.1.5 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 OCP states that “Public access to foreshore is important in the Mayne Island Local Trust Area for local recreational purposes”. The objectives of Article 4.2.2 Public Access to the Foreshore are:

1. to protect foreshore access for public use,
2. to ensure an adequate number of beach accesses; and,
3. to ensure access to all boaters at all tides and all weather with the construction of a dock, ramp and pumpout station constructed at the Anson road beach access.

One OCP policy is associated with Public Access to the Foreshore:

- 4.2.2.1 In areas covered by water, commercial use shall be permitted only if it will not disrupt traditional swimming beaches, or navigation, and will not create pollution.

Land Use Bylaw

The foreshore is zone **Water Moorage (W2)**. The purpose of the Water Moorage Zone is to provide for and regulate accessory private moorage on the foreshore and marine waters adjacent to Mayne Island. This application seeks to amend the permitted uses in the W2 zone. The following regulations are relevant to this application:

5.21(1) The following uses are permitted, subject to the regulations set out in this Section and the general regulations, and all other uses are prohibited:

- (a) Marine navigational aides;
- (b) Docks, accessory to the residential use of an upland lot or lots abutting the natural boundary of the sea.

For certainty, no building may be constructed or erected on any dock and no commercial or industrial use may be conducted on any structure in the W2 zone.

5.21(2) The maximum height of any structure is 5 metres (16.4 feet), as measured from the ordinary high water mark.

STAFF COMMENTS:

The DVP for the upland portion of the seawall will be brought forward at a future meeting. The draft bylaws and the rezoning application pertain only to the portion of the wall on the foreshore.

The evaluation of the proposal against the Islands Trust Policy Statement and the OCP has been made on this basis.

Policy 4.2.1.1 of the OCP states that foreshore zoning should protect against disruption of natural systems. As the wall will interfere with natural coastal processes, rezoning the foreshore to allow it would be contrary to this policy of the OCP. Therefore, a new policy 4.2.1.1 has been included in Draft Bylaw No. 155 that would allow this application and other similar applications to proceed. The draft policy states that applications for foreshore protection may be considered on a case by case basis, and that they should be accompanied by a geotechnical report outlining the need for the proposed structure to protect existing structures, any hazards or interruption of geohydraulic processes that may arise from the proposed modifications, and the cumulative effect of stabilization works along the drift sector where works are proposed.

The wording of the amendment has been drafted specifically to accommodate applications such as the Trent's where existing structures could be at risk from erosion. The LTC could consider amending the draft bylaw to be more permissive in order to accommodate situations where features other than existing structures are at risk from erosion. If the LTC wishes to proceed in this direction, staff recommends using wording along the lines of "consider applications from property owners on a case by case basis to provide protection of existing structures, uses or features from foreshore erosion" and "the need for the proposed modification to protect existing structures, uses or features".

In addition to the case-by-case provisions, the draft policy also states that the LTC may consider amending its bylaws to allow foreshore protection structures to be regulated through development permits. This provision was included due to the LTC's current work program item for a Shoreline Development Review.

Staff remains of the opinion that the application as submitted does not adequately provide sufficient evidence of the extent of foreshore erosion nor that a seawall is the most appropriate measure to control the erosion; however, the bylaws have been drafted in a manner that allow them to be consistent with the Trust Policy Statement and that would allow the Local Trust Committee to proceed with the bylaws. The Trust Policy Statement Directives Only Checklist is attached to this staff report.

The LTC has a number of options at this stage including:

1. Direct Staff to hold a Community Information Meeting to obtain community feedback;
2. Refer the draft bylaws to the Advisory Planning Commission;
3. Direct staff to revise the draft bylaws;
4. Give first reading to the draft bylaws and direct staff to schedule a public hearing; or
5. Reject the application and proceed no further.

As the Advisory Planning Commission has already reviewed the application, and as the previous direction from the Local Trust Committee appeared to support receiving community input, Staff recommends that if the Local Trust Committee is satisfied with the bylaws in their current form, that they direct staff to schedule a Community Information Meeting on the bylaws.

RECOMMENDATIONS:

THAT The Mayne Island Local Trust Committee direct Staff to schedule a Community Information Meeting for Draft Bylaws No. 154 and No. 155.

Prepared and Submitted by:



October 22, 2010

Date

Concurred in by:

David Marlor, MCIP

Regional Planning Manager

October 22, 2010

Date

DRAFT

BYLAW NO. 154

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:

A. Schedule A of Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No 146, 2008” is amended as follows:

1. Section 5.21 is amended by adding a new Subsection 5.21(3) as follows:

“Site Specific Regulations

(3) The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter reference the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

Column 1	Column 2	Column 3
Site-Specific Zone	Location Description	Site Specific Regulations
W2(a)	The foreshore adjacent to Lots 7, 8 and 9, Section 6, Mayne Island, Cowichan District, Plan 22057	(1) In addition to the uses permitted in 5.21(1), a rock retaining wall is permitted in this location.”

B. Schedule B of Bylaw No. 146, cited as “Mayne Island Land Use Bylaw No 146, 2008” is amended as follows:

- 1. The existing “Inset” is amended to read “Inset A”.
- 2. A new “Inset B” is inserted for the location described above which maps the W2(a) zone as shown on Plan No. 1 which is attached to and forms part of this bylaw.

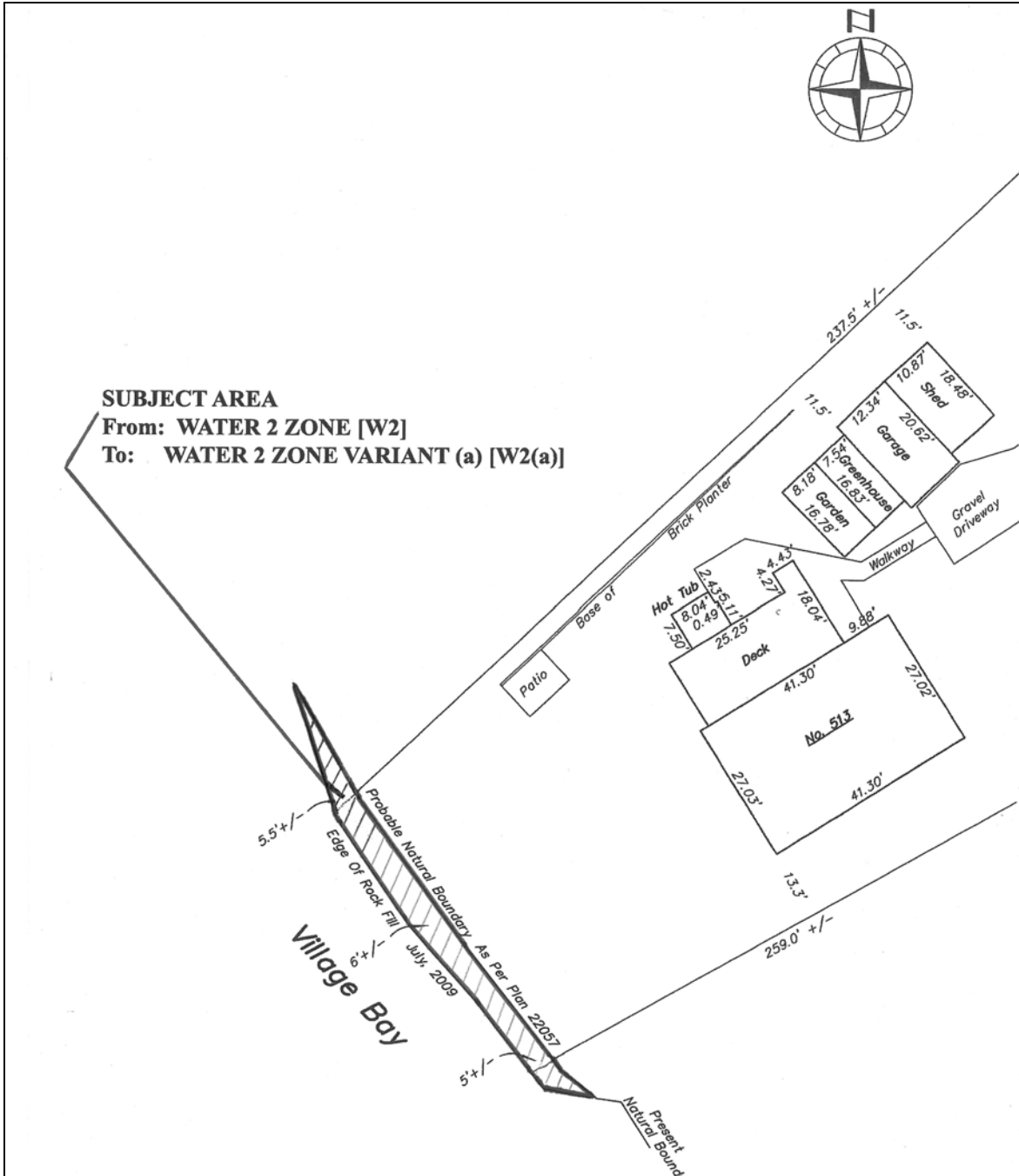
C. This bylaw may be cited for all purposes as the “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2010”.

READ A FIRST TIME THIS	DAY OF	20
	DAY OF	20
PUBLIC HEARING HELD THIS	DAY OF	20
READ A SECOND TIME THIS	DAY OF	20
READ A THIRD TIME THIS	DAY OF	20
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	DAY OF	20
ADOPTED THIS	DAY OF	20

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 154

Plan No. 1



MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW No. 155

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

WHEREAS the Mayne Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Mayne Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Mayne Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*,

AND WHEREAS the Mayne Island Local Trust Committee wishes to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007;

AND WHEREAS the Mayne Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Mayne Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 4, 2010.”

2. SCHEDULES

- a. Schedule A (Policy Document) of Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this amending 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.

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 155

SCHEDULE 1

Schedule A (Policy Document) of Mayne Island Official Community Plan No. 144, 2007 is amended by:

1. Inserting a new policy 4.2.1.2 as follows:

“Despite policy 4.2.1.1, the Local Trust Committee may:

- a) amend its bylaws to allow erosion protection structures to be regulated through development permits; and
- b) consider on a case by case basis applications from property owners to provide protection of existing structures from foreshore erosion. Such applications should be evaluated upon specific site conditions, the requirement for erosion protection, and the proposed method of protection. The use of Green Shores principles is encouraged in the design of new erosion protection works. Softer means such as vegetative stabilization, upland drainage control, biotechnical measures, beach enhancement and anchor trees are preferred over hard structural solutions such as riprap, concrete groins and seawalls. Applications for erosion protection structures should include a report prepared by a Professional Engineer with experience in geotechnical engineering or a Professional Geoscientist which describes the proposed modification and shows:
 - i) the need for the proposed modification to protect existing structures.
 - ii) if any natural hazards, erosion, or interruption of geohydraulic processes may arise from the proposed modification including at sites on other properties or foreshore locations.
 - iii) the cumulative effect of shoreline stabilization works along the drift sector where the works are proposed.”

and renumbering policies 4.2.1.2 through 4.2.1.14 accordingly.



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: **Bylaw Nos. 154 and 155 (MA-RZ-2010.1)**

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✗ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A** if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
✓	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
✓	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
N/A	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
✓	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address

		opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
N/A	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address

		the identification of acceptable locations for the disposal of solid waste.
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CONSISTENT	NO.	DIRECTIVE POLICY
N/A	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

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PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW No. 149

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

WHEREAS the Mayne Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Mayne Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Mayne Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*,

AND WHEREAS the Mayne Island Local Trust Committee wishes to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007;

AND WHEREAS the Mayne Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Mayne Island Local Trust Committee enacts in open meeting assembled 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, 2009.”

2. SCHEDULES

a. Schedule A (Policy Document) of Mayne Island Official Community Plan No. 144, 2007 is amended as indicated on Schedule 1, attached to and forming part of this amending 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 20th day of September , 2010.

PUBLIC HEARING HELD this day of , 20__.

READ A SECOND TIME this day of , 20__.

READ A THIRD TIME this day of , 20__.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this
day of , 20__.

APPROVED BY THE MINISTER OF COMMUNITY AND RURAL DEVELOPMENT this
day of
, 20__.

ADOPTED this day of , 20__.

SECRETARY

CHAIRPERSON

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 149

SCHEDULE 1

1. Schedule A (Policy Document) of Mayne Island Official Community Plan No. 144, 2007 is amended by:

a. Inserting the following as a new policy 2.1.1.9:

“2.1.1.9 Consideration may be given to applications where the transfer of density would result in land containing sensitive ecosystems being protected. Consideration of any such application shall comply with the policies in Section 2.11 (Density Transfer Provisions) of this Plan.”

b. Inserting the following as a new policy 2.1.3.7:

“2.1.3.7 Consideration may be given to applications where the transfer of density would result in land containing sensitive ecosystems being protected. Consideration of any such application shall comply with the policies in Section 2.11 (Density Transfer Provisions) of this Plan.”

c. Deleting policy 2.1.4.10 in its entirety and replacing it with the following:

“2.1.4.10 Consideration may be given to applications where the transfer of density would result in land containing sensitive ecosystems being protected or where development potential on lands designated Upland would be transferred to contiguous land in the Rural designation. Consideration of any such application shall comply with the policies in Section 2.11 (Density Transfer Provisions) of this Plan.”

d. Deleting policy 2.1.5.6 in its entirety and replacing it with the following:

“2.1.5.6 Consideration may be given to applications where the transfer of density would result in land containing sensitive ecosystems being protected or where development potential on land designated Upland would be transferred to contiguous land in the Rural designation. Consideration of any such application shall comply with the policies in Section 2.11 (Density Transfer Provisions) of this Plan.”

e. Policy 2.11.1 is amending by re-numbering it as 2.11.2 and by inserting the phrase “Applications not involving sensitive ecosystems that would result in” at the beginning of the first sentence.

f. Policy 2.11.2 is amending by re-numbering it as 2.11.3 and by inserting the phrase “Applications not involving sensitive ecosystems that would result in” at the beginning of the first sentence.

g. Policy 2.11.3 is amending by re-numbering it as 2.11.4.

h. Section 2.11 (Density Transfer Provisions) is amended by inserting the following as a new Policy 2.11.1 following the title:

“The LTC may consider applications that would result in the transfer of development potential, with no net change in density, from environmentally sensitive areas, lands that are hazardous, areas where development would result in excess infrastructure, or on lands that have cultural, historical, resource, agricultural or landscape significance, while supporting the clustering of development potential in areas more suitable for development.

2.11.1 In considering an application that would result in the transfer of density from an area containing sensitive ecosystems the LTC should address the following criteria:

- a) applications should demonstrate that a transfer of development potential would result in preservation of sensitive ecosystems as identified and classified on Schedule F.
- b) applications should demonstrate the overall unsuitability of the sending area for the zoned development potential and the overall suitability of the proposed receiving area for an increase in development potential.
- c) development potential may be decreased on land in any of the following designations:
 - i) Settlement Residential
 - ii) Rural Residential
 - iii) Rural
 - iv) Upland
- d) increased development potential may be considered on adjacent or nearby lands in the same designation or on adjacent or nearby lands in the Rural designation.
- e) In the case where an application is approved, the following should be considered where appropriate:
 - i) amending the zoning on all or part of the land to reflect the reduced density; and,
 - ii) re-designating and rezoning the land containing the sensitive ecosystem to Resource Conservation; and
 - iii) placing a s. 219 covenant on the land, stipulating that the subject land may not be subdivided and may only be used for public purposes, environmental protection, or park.”

PROPOSED**MAYNE ISLAND LOCAL TRUST COMMITTEE
BYLAW No. 150**

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

WHEREAS the Mayne Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Mayne Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Mayne Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*,

AND WHEREAS the Mayne Island Local Trust Committee wishes to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007;

AND WHEREAS the Mayne Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Mayne Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2009."

2. SCHEDULES

- a. Schedule A (Policy Document) of Mayne Island Official Community Plan No. 144, 2007 is amended as indicated on Schedule 1, attached to and forming part of this amending 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 20th day of September , 2010.

PUBLIC HEARING HELD this day of , 20__.

READ A SECOND TIME this day of , 20__.

READ A THIRD TIME this day of , 20__.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this
day of , 20__.

APPROVED BY THE MINISTER OF COMMUNITY AND RURAL DEVELOPMENT this
day of
, 20__.

ADOPTED this day of , 20__.

SECRETARY

CHAIRPERSON

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 150

SCHEDULE 1

1. Schedule A (Policy Document) of Mayne Island Official Community Plan No. 144, 2007 is amended by:

- a. Amending policy 2.10.1 by inserting the word “voluntary” between the first instance of “a” and “community” and by inserting the following phrase after the word parcel at the end of the sentence:

“in any designation other than Public Service, Park or Resource Conservation”

- b. Amending policy 2.10.2 by inserting the following phrase at the end of (a) following the word “land”:

“containing sensitive ecosystems as classified and identified on Schedule F,”

- c. Amending policy 2.10.3 by deleting the phrase “through amenity zoning”, replacing the word “granted” with “donated” and by inserting the following after the last sentence:

“The LTC should consider the following criteria in assessing such applications:

- a) where the proposal involves the donation of land, the number of additional dwellings or lots permitted should not exceed:
 - i) the equivalent of the area being donated divided by the average lot area, or where the zone has no average lot area, the minimum lot area. Any fractional amount which is equal to or greater than half the minimum or average lot area should be considered as a full density unit; or
 - ii) one dwelling or lot where the area being donated is less than one half of the average lot area, or where the zone has no average lot area, less than one half the minimum lot area.
- b) additional density should take the form of residential lots or dwellings;
- c) development should:
 - i) be sited away from sensitive ecosystems,
 - ii) minimize visual impacts,
 - iii) mitigate potential natural hazards,
 - iv) implement sustainable development practices; and
 - v) not adversely impact adjacent properties.
- d) where appropriate, such an application may be considered in conjunction with an application to transfer density under the provisions of Section 2.11.
- e) as it is intended that applications should be for relatively modest increases in density, the Local Trust Committee should not consider applications in which more than 10 additional dwelling units are proposed in exchange for a community amenity.”

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE BYLAW No. 152

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

WHEREAS the Mayne Island Local Trust Committee is the Local Trust Committee having jurisdiction on and in respect of the Mayne Island Local Trust Area, pursuant to the Islands Trust Act;

AND WHEREAS Section 29 of the *Islands Trust Act* gives the Mayne Island Local Trust Committee the same power and authority of a Regional District under Part 26, except sections 932 to 937 and 939, of the *Local Government Act*,

AND WHEREAS the Mayne Island Local Trust Committee wishes to amend the Mayne Island Official Community Plan Bylaw No. 144, 2007;

AND WHEREAS the Mayne Island Local Trust Committee has held a Public Hearing;

NOW THEREFORE the Mayne Island Local Trust Committee enacts in open meeting assembled as follows:

1. CITATION

This Bylaw may be cited for all purposes as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2010.”

2. SCHEDULES

- a. Mayne Island Official Community Plan No. 144, 2007 is amended as shown on Schedule 1, attached to and forming part of this amending 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 20th day of September , 2010.

PUBLIC HEARING HELD this day of , 2010.

READ A SECOND TIME this day of , 2010.

READ A THIRD TIME this day of , 2010.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this
day of , 2010.

APPROVED BY THE MINISTER OF COMMUNITY AND RURAL DEVELOPMENT this
day of , 2010.

ADOPTED this day of , 2010.

SECRETARY

CHAIRPERSON

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 152

SCHEDULE 1

1. Mayne Island Official Community Plan No. 144, 2007 is amended by deleting Schedule F (Map of Environmental Resources and Sensitive Areas) in its entirety and replacing it with Schedule F (Mayne Island Sensitive Ecosystem Mapping - Airphoto 2005), a 48" x 36" colour map schedule, attached to and forming part of this amending bylaw.



Top Priorities

Mayne Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Sensitive Ecosystem Mapping Implementation	<ol style="list-style-type: none"> 1. Amend OCP amenity zoning and density transfer policies to include protection of sensitive ecosystems - Bylaws 149 and 150 2. Amend OCP Schedule F to replace with current sensitive ecosystem map - Bylaw 152 3. Adopt DPA map schedule based on SEM - Bylaw 153 4. Adopt DPA provisions for protection sensitive ecosystems - Bylaw 153 5. Develop and implement consultation and education program for development permits - ON-GOING 6. Amend fees bylaw to reduce fees for sensitive ecosystem development permit applications 	Jun-07-2010	Robert Kojima	Mar-31-2011	On Going

2	OCP Follow-up:	<ol style="list-style-type: none"> 1. Determine applicability of RAR to Mayne watercourses and implement RAR for applicable streams 2. Develop scope of work for shoreline development review project 	Jun-09-2010	Robert Kojima	Mar-31-2011	On Going
	1. Implement RAR					
	2. Shoreline Development Review					

3 Development Approval Information Bylaw	<ol style="list-style-type: none"> 1. Draft DAI bylaw specific to Mayne requirements 2. LTC review of DAI Bylaw 3. Forward DAI draft to Trust Council for adoption 	Jun-07 -2010	Robert Kojima	Mar-31 -2011	On Going
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Islands Trust

Projects

Mayne Island

No.	Description	Activity	Received/Initiated	Status
1	Map Raptor nests	Finalize mapping and develop options for protection	Feb-02-2009	On Going
2	Geological Hazard protection	Develop mapping for Mayne, consider options for implementation	Feb-02-2009	On Going
3	Climate Change Adaptation	Consider regulatory changes and implementation of new DPA authority	Mar-02-2009	On Going
4	Mayne Island Housing Options Task Force	Explore options for various types of housing on Mayne Island	Jun-07-2010	On Going



Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

“to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia”

– Islands Trust Act



Islands Trust Council - Strategic Plan 2008-2011

Adopted: September, 2009 – Updated: Sept. 21, 2010

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and unique natural environment of the islands in the Strait of Georgia and Howe Sound have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council is made up of the 26 locally-elected officials of the Trust Area who are responsible for land use decisions in their island communities. Our Council has a unique mandate from the province to protect the unique environment and amenities of the islands. It meets quarterly to make decisions about overall policy, staff resources and budget. Our current Council was elected for a 3-year term during BC Local General Elections in November 2008. The current term will end in December 2011.

A Strategic Plan for our 2008-2011 term

Since December 2008, we have worked hard to identify the most important goals for the current term. By identifying these goals and developing a strategic plan to achieve them, we can focus finite resources and measure progress. Through adoption of a Strategic Plan, we have confirmed the following focus areas for our 2008-2011 term:

Goal 1 Ecosystem Preservation and Protection

We can create a legacy for the future by preserving and protecting the most significant parts of our natural environment:

- We will identify and protect our most significant riparian areas.
- We will improve the identification and protection of island biodiversity, as well as our most sensitive environments, and significant natural areas.
- We will work to reduce greenhouse gas emissions, both by managing our internal operations and by fostering energy-efficient communities in our land use decisions.

Goal 2 Stewardship of Island Resources

We will work to steward island resources, and to ensure that the scale, rate and type of development is compatible with the maintenance of island ecosystems.

- We will use land use planning tools to address the sustainability and quality of freshwater resources.
- We will support initiatives to achieve reliable, adequate and sustainable funding for the Trust Fund Board, our conservation land trust.
- We will take steps to advance good management of coastal areas, by encouraging landowner stewardship and by considering new planning tools.

Goal 3: Sustain Island Character and Healthy Communities

We recognize that the health of our communities is improved if our islands are safe and secure, if there is strong public involvement in decision-making, and if we accommodate people of differing age groups and income levels.

- We will work to support and restore socio-economic diversity with strategies for affordable, accessible and appropriate community housing.
- We will work to understand and minimize the negative effects that climate change could have on island communities.
- We will cultivate community engagement and participation in land use planning.

Goal 4 Organizational Effectiveness

Our island communities need effective and efficient government services:

- We will continue our work to provide services on an increasingly cost-effective basis.
- We will encourage recognition and support of the Islands Trust object by our communities and by other agencies and levels of government.

(Italics indicate significant changes since last Trust Council meeting; shaded text represents actions in past and future years)

* See last page for key to abbreviations used in this document

**EXCERPT FROM 2010
STRATEGIC PLAN**

**AS APPROVED AT SEPTEMBER
2010 TRUST COUNCIL**

Goal 1: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
To identify and protect riparian areas	Implement Riparian Area Regulations throughout the Trust Area	FY 2009/10 Review RAR mapping by UBC	LPC	Funded by 09/10 program budget	By whether RAR mapping contract is complete.	Complete
		FY 2010/11 & 2010/11 Develop bylaws re RAR requirements, subject to RAR mapping completion	LTCs/BIM*	Funded by 09/10 program budget	By whether all islands are RAR compliant through bylaw development	Two islands are RAR compliant RAR stream mapping complete for all southern islands Application processing procedures compliant with RAR for all islands
		FY 2010/11 Develop communications materials about RAR for use in LTC meetings	LPC	Funded by 10/11 program budget	By whether staff have developed communications materials	Funding allocation approved by Council in June
To improve the identification of protection of biodiversity, environmentally sensitive areas and significant natural sites, features and landforms	Continue improvements to mapping data (i.e. ecosystem maps) Protect sensitive and significant land through land use planning decisions Monitor and enforce LTC conservation covenants	FY 2009/10 Complete DEM acquisition & implementation programs for Trust Area	LPC	Funded by 09/10 program budget	By whether DEM program is complete	Complete
		FY 2010/11 & 2011/12 Complete SEM acquisition and implementation programs for Trust Area	LPC	Funded by 10/11 program budget	By whether SEM program is complete	Dependent on TEM, which is now complete. On track for completion this term
		2008-2011 term Optimize opportunities to protect land	LTCs/BIM*	Funded by base budget	By the hectares of land that have been protected	Awaiting opportunity. (Denman bylaws adopted). Relevant OCP policies in development on several islands
		FY 2009/10 & 2010/11 Establish management plan for LTC conservation covenants	LPC	Funded by base budget	By whether a management plan has been finalized	Covenant inventory complete. Covenant monitoring approach reviewed by LPC in August.
		FY 2010/11 Management/monitoring program for LTC conservation covenants	LPC	Funded by base budget	By whether the management plan has been funded and implemented	Not started

<p style="text-align: center;">To reduce greenhouse gas emissions</p>	<p>FY 2009/10 May/June – LPS staff to attend ministry workshops for planners re. TPAs</p>	LPS	Funded by base budget	By whether relevant staff have attended workshops	Complete
	<p>Sept 2009 Develop a Trust-wide work program to include targets, policies and actions for GHG emission reduction in all island OCPs by legislated deadline (May 31/10)</p>	LPC	Funded by base budget	By whether LTCs and BIM have focused work programs to include targets, policies and actions for GHG emission reduction in their OCPs.	Complete
	<p>Jan to May 2010 Establish targets, policies, and actions in OCPs by legislated deadline (May 31/10)</p>	LTCs/BIM*	Funded by 09/10 and 10/11 program budgets. Additional funding may be available through grants	By whether all OCPs have been amended to include GHG emission reduction targets, policies and actions by May 31/10	Targets, policies and action included in seventeen OCPs submitted for ministerial approval. Two OCPs are delayed.
	<p>FY 2009/10 Develop relevant information on a Trust-wide basis that will serve all LTCs</p>	LPC	Funded by program budget (09/10 budget)	By whether we have developed tools to assist LTCs/LIMs in reducing GHG emissions through land use decisions	Complete
	<p>FY 2010/11 Consider the inclusion of the information provided by the LPC into appropriate bylaws and processes</p>	LTCs/BIM*	Funded by 10/11 program budget	By whether GHG emission reduction is achieved in LTC land use decisions	OCP/LUB reviews underway for several islands All future OCP reviews must address GHG emissions reduction
<p>Amend OCPs to include emission reduction targets, policies and actions (TPAs)</p>					
<p>Foster energy-efficient communities through land use planning decisions</p>					

Goal 2: Stewardship of Island Resources...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
To increase the sustainability and quality of freshwater resources		FY 2009/10 OCP/LUB reviews underway on selected islands	LTCs	Funded by 09/10 program budget	By the number of LTCs/IM with new policies and regulations for protection of freshwater resources	Reviews continuing in 10/11
		FY 2010/11 & 2011/12 OCP/LUB reviews underway on selected islands	LTCs	Funded by 10/11 program budget		Reviews underway or planned to begin in 10/11
To advance the stewardship of coastal areas and marine shore lands		FY 2009/10 Develop integrated shoreline and watershed protection mapping for one island to assist OCP process (joint UBC/IT project)	LPC	Funded by 09/10 program budget	By whether mapping is complete	Complete
		FY 2009/10 and 2010/11 Thetis Island LTC – consider the use of integrated shoreline & watershed protection into OCP review process	LTC	Funded by 09/10 & 10/11 program budget	By whether OCP has been amended to include new forms of protection	Background shoreline research almost complete OCP review underway
Page No. 62	Develop and implement new land use planning tools for shoreline and marine protection	FY 2010/11 Provide recommendations to the Trust Council regarding a Trust – wide adoption of an integrated shoreline & watershed protection approach for OCP processes	LPC	Funded by base budget	By whether recommendations have been provided to TC.	RFD with recommendations to Trust Council in Sept 2010
		FY 2011/12 Initiate Green Shores for Homes project: Extend integrated shoreline & watershed protection approach to Islands Trust Area	EC LTC/BIM*	Subject to funding	By whether integrated shoreline and watershed protection mapping is complete	Funding applications in process

* Depends upon decisions of the Bowen Island Municipal Council

** Depends upon decisions of the Trust Fund Board

Goal 3: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
<p>To support socio-economic diversity of island communities</p>	<p>Support/restore socio-economic diversity through land use planning strategies about affordable/accessibile/appropriate housing</p>	<p>FY 2009/10 Provide recommendations and guidance for LTCs with respect to relevant options for land use planning decisions to advance affordable housing</p> <p>FY 2010/11 Consider implementing land use planning decisions to advance affordable housing</p> <p>FY 2011/12 Measure and report on island housing affordability</p>	<p>LPC</p> <p>LTCs</p> <p>TAS LPS</p>	<p>Funded by 09/10 program budget</p> <p>Funded by 10/11 programs budget</p> <p>TBD</p>	<p>By whether recommendations/guidance has been provided.</p> <p>By the number of LTCs have implemented land use planning decisions regarding affordable housing.</p> <p>TBD</p>	<p>Complete</p> <p>Task Force will continue in 10/11 to provide assistance to LTCs regarding implementation</p> <p>Completed for SSI&GB May be included in indicators program</p> <p>Webpage now live. UBCM funding approved for seniors' community garden project</p>
	<p>Support local food security</p>	<p>FY 2009/2010 Support public education by creating IT resource webpage (e.g. with SSI area farm plan) and encouraging community gardens</p> <p>FY 2010/2011 Support completion of a second area farm plan (Denman)</p> <p>FY 2011/2012 Complete a second area farm plan (Denman)</p> <p>FY 2010/2011 Trust Council workshop about local government role in food security</p> <p>FY 2009/10 & 2010/11 Reviews underway on selected islands</p>	<p>LTC</p> <p>LTC</p> <p>TPC LPC</p> <p>LTC</p>	<p>Funded by base budget</p> <p>Funded by 10/11 programs budget</p> <p>Subject to funding (11/12 budget)</p> <p>Funded by base budget</p>	<p>By whether IT resource webpage with food security links have been created</p> <p>By whether a second area farm plan is started</p> <p>By whether a second area farm plan has been completed</p> <p>By whether a workshop has been held</p>	<p>Started. Matching funding received</p> <p>Not started</p> <p>Scheduled for Sept 2010</p>
	<p>Include new policies and regulations about food security in OCPs and LUBs as they are reviewed</p>	<p>FY 2011/2012 Continue implementation of adaptation planning framework.</p> <p>FY 2012/2013 Continue implementation of adaptation planning framework</p>	<p>LPC</p> <p>LPC</p>	<p>Subject to funding</p> <p>Subject to funding</p>	<p>TBD</p> <p>TBD</p>	<p>Food security toolkit in preparation OCP/LUB reviews started</p> <p>Not started. May be delayed.</p> <p>Not started</p>
	<p>Develop climate change adaptation plan</p> <p>Integrate climate change adaptation into land use</p>	<p>Not started. May be delayed.</p>	<p>LPC</p>	<p>Subject to funding</p>	<p>TBD</p>	<p>Not started</p>

* Depends upon decisions of the Bowen Island Municipal Council

** Depends upon decisions of the Trust Fund Board

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
<p>To cultivate community engagement and participation in land use planning</p>	<p>planning and regulatory decisions</p>					
	<p>Develop new tools and strategies to encourage community engagement in land use planning processes</p>	<p><u>FY 2009/10</u> Develop new tools and strategies to encourage community engagement in land use planning processes</p>	<p>LPC</p>	<p>Funded by base budget</p>	<p>By whether information about new tools and strategies has been circulated to trustees and staff.</p>	<p>World Café demo held during June TC Staff training planned Info circulated as part of Climate Wise Islands materials and regarding sensitive ecosystems. Sensitive ecosystems webpage developed</p>
		<p><u>FY 2010/11</u> Consider new tools and strategies to encourage community engagement in land use planning processes</p>	<p>LTCs</p>	<p>Funded by base budget</p>	<p>TBD</p>	<p>Developing public portal for IT mapping data Affordable housing webpage planned Food security toolkit under development</p>

Goal 4: Organizational Effectiveness...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS	
To provide services on an increasingly effective basis	Develop cost effective bylaw enforcement tools	FY 2009/10 & 2010/11 Establish a Bylaw Dispute Adjudication System for the Islands Trust	LPC	Funded by base budget	By whether a Bylaw Dispute Adjudication System is established.	Regulatory adjustments approved by province for several islands. Agreement approved by Trust Council Mar 10. Awaiting ministerial approval	
		FY 2009/10 & 2010/11 Consider bylaw amendments to allow Bylaw Dispute Adjudication System	LTCs	Funded by base budget	By the number of islands where a Bylaw Dispute Adjudication System is in place	Bylaw drafting in progress	
	Review of development application fee levels and cost recovery mechanisms	FY 2010/11 Develop terms of reference and identify budget and data needs for review of application fees	FPC	LPC	Funded by base budget	By whether terms of reference has been developed and any necessary budget and data needs have been identified.	Not started
		FY 2011/12 Review of application fees, development of amendments to model fees bylaw and related policies	FPC	LPC	Subject to budget (11/12 budget)	By whether application fees and cost recovery mechanisms have been reviewed, policies have been amended and a model fees bylaw has been developed.	Not started
	Adoption of amended fees bylaws		LTCs	Subject to budget (11/12 budget)	By whether all LTCs have adopted amended fees bylaws	Not started	

Page No. 6

Abbreviations:
 ADMIN – Administrative Services
 BIM – Bowen Island Municipality
 DEM – Digital Ecosystem Mapping
 EC – Executive Committee
 FN – First Nations
 FY – Fiscal Year
 GHG – Green House Gases
 ID – Identification
 IM – Island Municipality
 IT – Islands Trust
 LPC – Local Planning Committee
 LPS – Local Planning Services

LTA – Local Trust Area
 LTC – Local Trust Committee
 LUB – Land Use Bylaw
 MCRD – Ministry of Community & Rural Development
 MGMT – Management Team
 NA – Not Applicable
 NAPTAP – Natural Area Protection Tax Exemption Program
 OCP – Official Community Plan
 PSSC – Policy Statement Sub Committee
 PMFL – Private Managed Forest Land
 RAR – Riparian Area Regulations
 RCP – Regional Conservation Plan
 RD – Regional District

RFD – Request for Decision document
 RM – Records Management
 SEM – Sensitive Ecosystem Mapping
 SSI – Salt Spring Island
 TAS – Trust Area Services
 TEM – Terrestrial Elevation Mapping
 TBD – To Be Determined
 TC – Trust Council
 TFB – Trust Fund Board
 TPA – Targets, Policies and Actions (re GHG emission reduction)
 TPC – Trust Programs Committee
 UBC – University of British Columbia
 UBCM – Union of BC Municipalities

For more information, contact
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 Islands Trust
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Visit our website at
www.islandstrust.bc.ca

Colour Key for fourth column:	
Green	Potential committee/unit/body taking lead for strategy/activity
Yellow	Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality
Blue	Trust Programs Committee or Trust Area Services staff
Orange	Executive Committee/CAO's office
White	Financial Planning Committee/Administrative Services staff
Light Green	Management team
Light Blue	Trust Fund Board or Islands Trust Fund staff

* Depends upon decisions of the Bowen Island Municipal Council
 ** Depends upon decisions of the Trust Fund Board



Islands Trust

Applications w/ Status - Mayne Island Status: Open

Applications

Development Permit

File Number	Applicant Name	Date Received	Purpose
MA-DP-2010.1	Don & Shanti McDougall Planner: Alison Fox	Oct-13-2010	to convert the existing automotive shop into a food store.

Planning Status

Status Date: Oct-14-2010

Sent letter of acknowledgement of receipt of fees and application to applicant. Copied to trustees and forwarded file to planner. Created an electronic file.

Page No.

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
MA-DVP-2009.3	Al & Lynne Trent Planner: Alison Fox	Nov-05-2009	513 DALTON DR To vary section 3.3(3) of the Lan Use Bylaw

Planning Status

Status Date: Jan-22-2010

Owners have applied for a re-zoning to permit this type of structure on the foreshore. Re-zoning and DVP will take place in concurrence.

Status Date: Nov-24-2009

Sent letter to owners and applicant outlining option to vary upland portion of structure, but cannot vary the portion on the foreshore as it is not a permitted use in a W2 zone.

Status Date: Nov-09-2009

Sent letter of acknowledgment of receipt of application and fees to applicant; copied application to trustees and forwarded to Planner

File Number	Applicant Name	Date Received	Purpose
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MA-DVP-2010.3

Roosma Gary & Jennifer
Apr-16-2010

702 WILKES RD To vary the property line to allow for an existing shed which houses an extensive water storage system and pressure pump for a private well.

Planner: Alison Fox

Planning Status

Status Date: Sep-03-2010

Spoke with applicant. He is looking at resolving the encroachment by cutting back the corner of the building, as the neighbour will not agree to a boundary adjustment.

Status Date: May-11-2010

The shed in question is over the side lot line by 0.16m and cannot be moved or reconfigured. Have spoken with the applicant about a boundary adjustment as a DVP would not solve the issue. The owner is considering this and will inform staff of his decision.

Status Date: Apr-28-2010

Sent a letter of acknowledgement of receipt of fees and application to applicant; copied file to trustees and forwarded file to planner.

Rezoning

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2010.1	Michael Rosen & Associates	Jan-13-2010	513 DALTON DR To amend the LUB, Sec. 3.3(3) to permit the use of structures required for erosion protection within the required 7.6 m. setback area. And OCP Amendment.

Planner: Alison Fox

Planning Status

Status Date: Oct-13-2010

Received additional \$1100.00 for the cost of the OCP Amendment; sent letter of acknowledgement of receipt of fee to the applicant

Status Date: Sep-20-2010

LTC resolution directing staff to prepare draft bylaw

Status Date: Sep-09-2010

APC minutes received. Memo to LTC completed for Sept 20, 2010 meeting.

File Number	Applicant Name	Date Received	Purpose
MA-RZ-2010.2	Don & Shanti McDougall	Mar-23-2010	568 FERNHILL RD To amend the LUB, section 5.10(1) C3A by changing to C1 5.8 Settlement Residential.

Planner: Alison Fox

Planning Status

Status Date: Sep-08-2010

Applicant requested that application not be included on Sept 20, 2010 LTC agenda

Status Date: Jul-07-2010

LTC directed staff to work with applicants and Ministry of Transportation and Infrastructure to figure out if MOTI will issue a Highways Access Permit for the property. No further direction was given. At the beginning of the meeting Trustee Dodds read out a statement in which she fully removed herself from any further proceedings regarding this file.

Status Date: Jun-08-2010

Staff report was deferred to July 5th MILTC meeting in order to avoid confusion regarding TUP and RZ concurrent applications.

Subdivision

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2007.1	Cedar Valley electric Ltd Planner: Alison Fox	Nov-01-2007	408 Campbell Bay Road - 7 lot subdivision

Planning Status

Status Date: Sep-22-2010

Attempted to contact applicant to determine status of application. Phone number no longer in service. Contacted MOTI to find out status of application. Waiting to hear back.

Status Date: Jul-27-2009

PLA received

Status Date: Mar-06-2009

Received email from MoTI stating that they have not yet issued PLA as they are waiting for updated perc. test data from VIHA

File Number	Applicant Name	Date Received	Purpose
MA-SUB-2008.1	Richard Wey & Associates Planner: Alison Fox	Mar-06-2008	to create an 8 lot subdivision at Glen Echo

Planning Status

Status Date: Feb-26-2010

Applicant contacted planning staff: working to finalize subdivision, may approach LTC for additional proof of potable water covenant

Status Date: Aug-19-2009

covenant executed

Status Date: Jul-22-2009

Applicant will provide letter of undertaking and executed copies of covenant

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
MA-TUP-2010.2	Geoffrey & Lina Siverns & Beaudet Planner: Alison Fox	Oct-15-2010	Transfer, storage and shipping of discarded goods and materials.

Planning Status

Status Date: Oct-18-2010

Sent a letter of acknowledgment of receipt of fees and application to applicant. Copied to trustees and forwarded file to planner.

Mayne LTC Local Expense Budget Allocations – 2010/2011

			Budget
65200	LTC Meetings		
		Room Rental 10@ \$30	\$300
		LTC Special Meetings 4 @ \$50	\$200
		Minute-taker 14 @ \$150	\$2100
		Special meeting ads 4@\$50	\$200
		Total LTC Mtgs	\$2800
65210	APC meetings		
		Room Rental 4 @ \$15	\$60
		Minute-taker 4 @ \$150	\$600
		Total APC meetings	\$660
65220	Communications		
		Website 1 @\$60	\$60
		Advertising 4@ \$100	\$400
		Total Communications	\$460
65230	Special Projects		
		MIIWS 1@\$500	\$500
		Other 2 @ \$500	\$1000
		Total Special Projects	\$1500
65240	Miscellaneous		
		Contingency	\$380
	Total LTC Expense		\$5800

Summary:

The attached forms provide the rationale and basic breakdown of funding for each item. The following is a summary for convenience:

EC as an LTC	New or Continuation	Amount
1. OCP and LUB Development	Continuation	\$5,000
<i>EC as an LTC total</i>		<i>\$5,000</i>
Galiano	New or Continuation	Amount
1. OCP Review	Continuation	\$20,000
2. LUB Review	New	\$10,000
3. LUB on-Going Amendments	Continuation	\$5,000
4. Water Study – Phase 2	Continuation	\$10,000 (Strategic Plan)
<i>Total Galiano Total</i>		<i>\$45,000</i>
Mayne	New or Continuation	Amount
1. Housing Options Task Force	New	\$2,000
2. RAR DPAs	Continue Program	\$3,000 (Strategic Plan)
3. Shoreline Development Review	New	\$10,000 (Program)
4. Raptors Nest Protection	New	\$5,000 (Program)
5. Geological Hazard Mapping	Continue Program	\$8,000 (Program)
<i>Total Mayne Total</i>		<i>\$28,000</i>
North Pender	New or Continuation	Amount
1. Associated Islands OCP/LUB Update	New	\$4,000
2. Shoreline Development Review	New	\$10,000 (Program)
<i>Total North Pender</i>		<i>\$14,000</i>
Saturna	New or Continuation	Amount
1. RAR DPA	Continue Program	\$3,000 (Strategic Plan)
2. SEM Implementation	Continue Program	\$3,000 (Strategic Plan)
3. Eastpoint Water Protection DPA	Continuation	\$5,000 (Strategic Plan)
4. Geological Hazard Mapping	Continue Program	\$10,000 (Program)
<i>Total for Saturna</i>		<i>\$21,000</i>
South Pender	New or Continuation	Amount
1. OCP Review	Carry-over	\$10,000
2. SEM Implementation	Continue Program	\$3,000 (Strategic Plan)
3. Raptors Nest Protection	Carry-over	\$4,000 (Program)
4. Geological Hazard Mapping	Continue Program	\$3,000 (Program)
<i>Total for South Pender</i>		<i>\$20,000</i>
General	New or Continuation	Amount
1. General Project Fund	New	\$10,000 (program)
2. General LUB Amendments Fund	New	\$10,000 (program)
<i>Total for General</i>		<i>\$20,000</i>
Total Initial Request for Southern Region		\$153,000

Pc

ISLANDS TRUST

2011/2012 BUDGET

OCP BUDGET SUBMISSION

LTC: ____Mayne____

Activity (eg. OCP or LUB)	Detailed Description and Cost Detail	Total Cost Estimate
Housing Options (Mayne)	Provide support to Mayne task force to consider and implement task force recommendations <ul style="list-style-type: none">• Public meeting, mailouts \$2,000 Note: Listed as a Project for LTC, currently not on top priority list, may be moved up next year	\$2,000

Please include sufficient detail that the description is easily understood without additional explanation.

The Cost Detail is to provide the Financial Planning Committee a sense of what elements make up the total cost. For example:

- \$500 Meeting costs
- \$5000 Consultant
- \$1000 Report preparation

Total \$6,500

Please forward this form to Mac Fraser by Thursday September 30, 2010

ISLANDS TRUST

2011/2012 BUDGET

STRATEGIC PLAN BUDGET REQUEST

Operational Unit: Local Planning

Strategic Plan Item	Estimated Budget	Description of Activities for 2011/12 (and budget detail)
Consider implementing land use planning decisions to advance affordable housing	\$15,000	Continuation of the Community Housing Task Force including funding for consultants to assist with implementation work of Affordable Housing Tool Kit and Seniors Housing Strategy
Develop bylaws re: RAR requirements, subject to RAR mapping completion	\$3,000 (\$6,000 with Mayne – see notes)	<p>RAR DPA amendments (Saturna and Mayne).</p> <p>RAR mapping completed for all southern islands – one small stream is subject to RAR on Saturna.</p> <p>To develop DPAs for RAR watersheds on Saturna Island based on work already completed. Mapping completed. Template DPAs already drafted for other LTCs.</p> <ul style="list-style-type: none"> • Public process including mailouts and advertising and information packages \$3,000 <p>Note: Mayne RAR is on hold pending MOE decision on third party assessment of RAR watersheds – work may be completed this year; if not, funding next year should include Mayne.</p>

		<p>Note: Listed as a Project for LTC, currently not on top priority list, may be moved up next year</p> <p>Note: North Pender in progress and expected to complete this year; Galiano to be completed as part of OCP review. No RAR on South Pender.</p>
Protect sensitive and significant land through land use planning decisions	\$6,000	<p>SEM Implementation (Saturna and South Pender)</p> <p>Implement SEM mapping by OCP amendment to include maps, policy amendments and/or public education</p> <ul style="list-style-type: none"> Public process including mailouts and advertisements \$3,000 x 2 LTCs <p>Note: Listed as a Project for LTCs, currently not on top priority lists, may be moved up next year</p>
To increase sustainability and quality of freshwater resources – include new policies and regulations as OCPs and LUBs are amended	\$5,000	<p>Water Protection DPA (Saturna)</p> <p>Develop a new development permit area to protect Eastpoint neighbourhood aquifers.</p> <ul style="list-style-type: none"> Public process including advertisements and mailouts \$3,000 Legal review \$2,000 <p>Note: currently a top priority of LTC</p>
To increase sustainability and quality of freshwater resources – include new	\$10,000	Water Study – Phase 2 (Galiano)

policies and regulations as OCPs and LUBs are amended		<p>Funding approved in 2010/11 budget for an undefined study of water issues on Galiano Island. Funding. Review and implement recommendations from Phase 1</p> <ul style="list-style-type: none"> • Consultant contract \$10,000 <p>Note: Listed as a Project for LTC, currently not on Top Priority list, may be moved up next year</p>
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		\$5,000

The approved Strategic Plan is located on the LAN at:

<G:\EXEC\Council\Strategic Planning\2010\2010 09 04 Strategic Plan Sept 2010 update with potential amendments.doc>

Please forward this form to Craig Elder by Tuesday October 19, 2010

ISLANDS TRUST

2011/12 BUDGET

PROGRAM SUBMISSION

Operational Unit: LPS - Southern Team

Program Title	Description and Rationale – including budget breakdown	Total Cost Estimate
LUB Misc. amendments (Galiano)	<p>Separate to the LUB review submitted on OCP/LUB form, there are a number of amendments required to the existing LUB that will be required prior to the completion of the review. This process has begun and funding would support continuation.</p> <ul style="list-style-type: none">• Public process – CIMs and PH, including advertising \$4,000• Legal reviews - \$1,000 <p>This is separate to the Southern Team – LUB housekeeping below due to the fact the process is carry-over from this year and nature of some amendments require additional funding.</p> <p>Note: Top priority of LTC</p>	\$5,000
Southern Team – general projects fund	<p>Funding to accommodate misc. LTC projects that arise during the year. These are usually small projects that require funding to hold a meeting, a legal review, advertising or other small expense. Funding would be used as required for to support work for five LTCs. Recommend that this funding be made part of the base budget.</p> <ul style="list-style-type: none">• 5 LTCs, one CIM/PH each at \$2,000 per LTC	\$10,000
Southern Team – LUB Housekeeping	Specific budget to fund on-going LUB amendment updates for all	\$10,000

amendments	<p>five LTCs.</p> <ul style="list-style-type: none"> • 4 LTCs, one CIM/PH each at \$2,000 per LTC, plus legal review as necessary 	
Shoreline Development Review (Mayne and North Pender)	<p>Comprehensive review and new approach to managing upland and shoreline development. Involve review of OCP policies in this area, review of literature including Green Shores and incorporation of sensitive ecosystems (upland and foreshore).</p> <ul style="list-style-type: none"> • Consultants \$5,000 x 2 LTCs • Meetings and mailouts \$5,000 x 2 LTCs <p>Note: Top Priority of LTC</p>	\$20,000
Raptors Nest Protection (Mayne and South Pender)	<p>Work to locate and map raptor nests in advance of development of regulation to protect. Work funded this fiscal on Saturna but LTC has not directed staff to undertake work this fiscal due to other priorities</p> <ul style="list-style-type: none"> • Mayne - GPS and contractor \$5,000 • South Pender – carry over funding for this fiscal to next fiscal \$4,000 <p>Note: Listed as a Project for both LTCs, currently not on top priority lists, may be moved up next year</p>	\$9,000
Geological Hazard Mapping (Mayne, South Pender and Saturna)	<p>Develop maps of hazard areas on Mayne Island and incorporate into the OCPs (required content).</p> <ul style="list-style-type: none"> • Consultant to report on hazard areas Mayne \$5,000 • Consultants to report on hazard areas on Saturna \$10,000 (higher estimate for Saturna due to more unknowns than on Mayne) • No major consultants work expected on South Pender 	\$24,000

	<ul style="list-style-type: none"> Public process including mailouts and meetings \$3,000 x 3 LTCs <p>Note: Listed as a Project for all three LTCs, currently not on top priority lists, may be moved up next year</p> <p>Note: may be opportunities to partner with Parks Canada for Saturna geological hazard mapping work.</p>	
Housing Options (Mayne)	<p>Provide support to Mayne task force to consider and implement task force recommendations</p> <ul style="list-style-type: none"> Public meeting, mailouts \$2,000 <p>Note: Listed as a Project for LTC, currently not on top priority list, may be moved up next year</p>	\$2,000
National Park Zoning (Saturna)	<p>Bring Saturna zoning into alignment with National Park. Saturna is the last island to consider such amendments.</p> <ul style="list-style-type: none"> Public process including advertising and mailouts \$3,000 <p>Note: Listed as a Project for LTC, currently not on top priority list, may be moved up next year</p>	\$3,000

In the Rational section, please provide a dollar/activity breakdown that adds up to the Total Cost Estimate, so the Financial Planning Committee can understand how the total was calculated.

If the program item is a multi-year program, indicate which year 2011/12 is in the overall program (eg. Year 2 of 5), and the estimated total cost of the program.

Please forward this form to Craig Elder by Tuesday October 19, 2010

Mayne Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

Updated: November 2, 2009

No	Meeting Date	Resolution No.	Issue	Policy and Description
1.	October 1, 2007	MA-LTC-70-07	Guidelines for Use When Considering Funding for Reports	The MILTC has adopted a policy establishing the set of guidelines the LTC should employ when purchasing a report for LTC and public use.
2.	November 2, 2009	MA-LTC-90-09	STVRs Bylaw Enforcement	<p>1. THAT given finite resources available for enforcement activities and in order to ensure the most effective results for enforcement activities STVRs that have one or more of the following characteristics will be subject to enforcement:</p> <ol style="list-style-type: none"> 1. They are advertised on the internet, newspapers or other media; 2. They are not managed by the property owner; 3. More than one dwelling on the lot is simultaneously made available for STVR 4. While the property is rented persons are permitted to stay in tents or trailers; 5. There are issues related to health and safety; 6. There is a written complaint by owners or residents of two properties about bona fide serious nuisance issues such as noise or parking congestion related to the STVR 7. The owner of the property uses more than one property on Mayne Island as a STVR. <p>2. THAT nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Mayne Island Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.</p>

Attach to Agenda with the Standing Policies Report
only when there is a request for financial support

**GUIDELINES FOR MAYNE ISLAND LTC TO USE WHEN
CONSIDERING FUNDING FOR REPORTS**

**Adopted by Resolution MA-LTC-70-07 at the regular meeting of
October 1, 2007.**

ISSUE: What guidelines should an LTC employ when purchasing a report for LTC and public use?

BACKGROUND:

Islands Trust financial policy provides that an LTC cannot sponsor an event, even a community non-profit venture. LTC's can, however, purchase goods and services which are of benefit to the LTC and, by extension, the community it serves. Therefore, LTC's have supported worthwhile conferences, workshops and the like by purchasing a report on conference issues, proceedings, findings and recommendations.

In order that LTC's receive value for their purchases, the Mayne Island LTC has raised the issue outlined above. It has asked that guidelines be considered for use in evaluating future opportunities to purchase reports on a wide variety of subjects related to LTC mandates.

CONSIDERATIONS:

There are a number of factors or considerations an LTC might need to entertain. These considerations are cited below in an order which range from "fundamental" to "consequential".

1. Does the LTC have the budgetary capacity to consider the opportunity to purchase a conference report or proceeding?
2. Is the subject matter germane to the work and/or mandate of the LTC?
3. If the answers to 1 and 2 above are in the affirmative, the LTC may wish to consider requirements for the report they agree to purchase.

GUIDELINES

If the LTC decides to purchase a conference report or proceedings, it may require that reporting guidelines below be met as a condition of purchase.

These guidelines are:

1. The full proceedings of the conference or workshop are preferred.
2. If full proceedings are not produced or available the report to the LTC should include:
 - (a) The agenda of the conference or workshop
 - (b) A list of presenters and the topics they represented
 - (c) A summary of each topic discussed
 - (d) A copy of all papers presented at the conference
 - (e) A list of all recommendations made by the conference (if not cited in the papers or summary of each topic)
 - (f) A summary of any follow-up actions identified by the conference
 - (g) A copy of any contact list or referral resources generated by the conference,.
3. If only a narrative report is produced, the narrative should include or address the information sought in (a) to (g) above.

It is hoped that the guidelines above will ensure that the LTC will receive all relevant information generated by the conference or workshop.



Islands Trust

Preserving **island** communities, culture and environment.

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Population:

Approximately 1,112

Size:

2,334 hectares (5,767 acres)

Location:

19.7 kilometres east of the Swartz Bay ferry terminal on Vancouver Island.

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Mayne Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Mayne Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

October 2010

- [Mayne Island Notice of Public Hearing - November 1, 2010](#)
- [2007 Community Energy and Emission Inventory Reports \(CEEIs\) now available](#)
- [New Islands Trust GHG Emission Inventories webpage posted](#)

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Mayne Island Local Trust Committee Projects

General

- [Mayne Island Integrated Water System Society Report - May 1, 2010](#)
- [Short Term Vacation Rentals - Information Notice](#)
- [Mayne 2030 A Panel Discussion and Community Dialogue - Sponsored by Resilient Mayne Initiative](#)
- [Summary of Bald Eagles Nesting Results - December 2009](#)
- [Bylaw Enforcement Policy for Short Term Vacation Rentals in Residential Zones Staff Report - November 2, 2009](#)
- [Staff Memo - Mayne Inn Water Tank](#)

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Sensitive Ecosystem Mapping

Bylaws

- [Proposed Bylaw 149](#)
- [Proposed Bylaw 150](#)
- [Proposed Bylaw 152 - Draft Schedule F](#)
- [Draft Bylaw No. 153 - Draft Schedule C](#)

Staff Reports

- [Staff Report - January 16, 2009](#)
- [Staff Report - January 22, 2009](#)
- [Staff Report - June 2009](#)
- [Staff Report - October 2009](#)
- [Staff Report - May 2010](#)
- [Staff Report - June 2010](#)
- [Staff Report - September 2010](#)

Maps and Fact Sheets

- Sensitive Ecosystem: [Map](#) | [Project Background](#) | [Methods](#)
- [How to Read a Sensitive Ecosystems Map](#)
- Cliff Ecosystems: [Map](#) | [Fact Sheet](#)
- Freshwater Ecosystems: [Map](#) | [Fact Sheet](#)
- Herbaceous Ecosystems: [Map](#) | [Fact Sheet](#)
- Riparian Ecosystems: [Map](#) | [Fact Sheet](#)

Committee Links

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- Woodland Ecosystems: [Map](#) | [Fact Sheet](#)
- Wetland Ecosystems: [Map](#) | [Fact Sheet](#)
- Intertidal Ecosystems: [Map](#) | [Fact Sheet](#)

Other Important Ecosystems

- [Mature Forest Ecosystem Fact Sheet](#)
- [Young Forest Ecosystem Fact Sheet](#)

Links

- [Sensitive Ecosystem Mapping Webpage](#)
- [Sensitive Ecosystem Mapping Standard](#)

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Riparian Area Regulations

- [Swell Environmental Consulting Report \(February 16, 2010\) \(Complete Report 12 MB\)](#)
- For convenience this report has been divided into the following parts:
 - [Part 1](#)
 - [Part 2](#)
 - [Part 3](#)
 - [Part 4](#)
- [Notice of March 17, 2010 Special Meeting](#)
- [Staff Report - March 20, 2009](#)
- [Staff Report - May 15, 2009](#)
- [Staff Report - September 17, 2009](#)
- [Provincial Riparian Area Regulations](#)
- [Map of Ministry of Environment Designated Watersheds](#)
- [2007 - Stream Survey Report](#)

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Memorandum

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information@islandstrust.bc.ca www.islandstrust.bc.ca

Date October 22, 2010 File Number MA/08-A

To Mayne Island Local Trust Committee

From Alison Fox
Planner 2
Local Planning Services

Re Local Expense Budget Requests

A number of requests have been made recently for funds from the Mayne Local Trust Committee's Local Expense Budget. The most recent requests cannot be fulfilled from the funds remaining in the expense budget without compromising the ability of the LTC to conduct regular business. The two current requests are as follows:

- A yet to be determined sum of money to purchase a report from the Mayne Island Integrated Water Systems Society on its Salt Water Intrusion Assessment project.
- \$3008.00 to cover the cost of meetings, surveys, and community meetings of the Housing Options Task Force.

The table below shows the budget and money spent to October 19, 2010, as well as an estimate of funds required for regular business items until March 31, 2010.

	Item	Budget	Spent	Required to Mar 31, 2010	Remaining
65200	LTC Meetings	2800.00	1169.51	1300.00	330.49
65210	APC Meetings	660.00	218.47	300.00	141.53
65220	Communications	460.00	230.00	200.00	30.00
65230	Special Projects	1500.00	700.00	200.00	600.00
65240	Miscellaneous	380.00	0	0	380.00
	Total	5800.00	2317.98	2000.00	1482.02

Based on the estimate, \$1482.02 will remain to fund special items and projects. The minute taker and meeting space rental for the Housing Options Task force has not been included in the regular expenses, and therefore will need to be taken out of this amount.

As fully granting the above requests will not be possible, the LTC must decide which items are priorities and how much of the remaining funds they are willing to dedicate to these requests.

pc

Mayne Island Housing Options Task Force Budget Request

July 5, 2010 to March 31, 2011

This budget assumes that the Mayne Island Local Trust Committee will provide a recorder as outlined in the Mayne Island Housing Options Task Force terms of reference. Also, Carol Munro, an independent consultant specializing in evaluation, planning and research is offering her assistance pro-bono to the Mayne Island Housing Options Task Force. Carol has 15 years consulting experience working with nonprofit, municipal, provincial and federal agencies. Her time is limited but will be most appreciated to ensure our work is of the highest possible quality.

Budget Item	Requested	Approved
Regular Meeting rental	\$160	
Community Participation Meeting rental (two, half days)	\$100	
Survey: Survey Monkey \$200 Addressed mail distribution regular letter for 1,200 stamps \$770 1,500 (3 packages) Envelopes \$38.00 Collation of results (hard copies submissions will need to be input into survey monkey) \$100	\$1,108	
Research and data collection	\$200	
Printing: Meeting packages (average of 5 pages) \$200 Survey -1200 copies of 4 page \$500 Final 50 page report (15 copies double-sided coil bound) \$180	\$880	
Community meeting supplies (Felt pens, flipchart paper, sticky dots, tea, coffee and cookies, sound system rental ect.)	\$500	
MayneLiner meeting notice \$60	\$60	
TOTAL	\$3008.00	

Budget prepared by Terrill Welch, Chair, Mayne Island Housing Options Task Force
 Approved by Task Force members with revisions, not to exceed \$3,200.00, as recorded in minutes of September 21, 2010 to be submitted to the Mayne Island Local Trust Committee. Please address any questions or requests for further information to Terrill Welch via email at tawelch@shaw.ca or telephone at 1-250-539-5877

**BC Hydro 2010/11 Woodpole
Test and Treatment Program**

(Attached as separate file)