



Hornby Island Local Trust Committee

Regular Meeting Agenda

Date: January 25, 2019
Time: 11:30 am
Location: New Horizons
1765 Sollans Road, Hornby Island, BC

	Pages
1. CALL TO ORDER	11:30 AM - 11:30 AM
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."	
2. APPROVAL OF AGENDA	
3. TOWN HALL	11:30 AM - 11:40 AM
4. MINUTES	11:40 AM - 11:45 AM
4.1 Local Trust Committee Adopted Minutes dated September 28, 2018 - for information	4 - 13
4.2 Section 26 Resolutions-without-meeting Report dated January 15, 2019	14 - 14
4.3 Advisory Planning Commission Minutes - none	
5. BUSINESS ARISING FROM MINUTES	11:45 AM - 12:10 PM
5.1 Follow-up Action List dated January 15, 2019	15 - 18
5.2 Letter of Understanding between Comox Valley Regional District (CVRD) - Denman Island and Hornby Island Local Trust Committees	19 - 29
5.3 Parking in a Public Use Zone - verbal update	
6. APPLICATIONS AND REFERRALS	
6.1 HO-DP-2018.3 (Zielinski - 10795 Central Rd) - Staff Report	12:10 PM - 12:20 PM 30 - 45
7. LOCAL TRUST COMMITTEE PROJECTS	12:20 PM - 12:40 PM
7.1 Vacation Home Rental Community Education and Bylaw Compliance Campaign - Memorandum	46 - 48
7.2 Freshwater Workshop - discussion	

8.	DELEGATIONS	
9.	CORRESPONDENCE	12:40 PM - 12:50 PM
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
9.1	Letter dated December 10, 2018 from Mark Wilson, BC Ferries	49 - 49
10.	NEW BUSINESS	12:50 PM - 1:20 PM
10.1	Advisory Planning Commission Appointments and Bylaw - Staff Report	50 - 56
10.2	Notification of Federal Cannabis License Applications - Staff Report	57 - 59
10.3	Coastal Douglas-fir & Associated Ecosystems Toolkit - Staff Report	60 - 62
	http://www.islandstrust.bc.ca/media/346674/cdf-toolkit-final-web.pdf	
10.4	Updated Islands Trust Climate Change Webpages - Briefing	63 - 64
11.	REPORTS	1:20 PM - 1:40 PM
11.1	Trustee Reports	
11.2	Chair's Report	
11.3	Trust Conservancy Reports dated September and November, 2018	65 - 69
11.4	Electoral Area Director's Report	
11.5	Applications Report dated January 15, 2019	70 - 77
11.6	Trustee and Local Expense Report dated November, 2018	78 - 78
11.7	Adopted Policies and Standing Resolutions	79 - 80
11.8	Local Trust Committee Webpage	
12.	Work Program	1:40 PM - 2:00 PM
12.1	Top Priorities Report dated January 15, 2019	81 - 81
12.2	Projects List Report dated January 15, 2019	82 - 82
13.	CLOSED MEETING - none	
14.	UPCOMING MEETINGS	2:00 PM - 2:10 PM
14.1	Next Regular Meeting Scheduled for March 8, 2019 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC	

15. ADJOURNMENT

2:10 PM - 2:10 PM



Hornby Island Local Trust Committee Minutes of Regular Meeting

Date: September 28, 2018
Location: Hornby Island Community Hall
 4305 Central Road, Hornby Island, BC

Members Present: Laura Busheikin, Chair
 Alex Allen, Local Trustee
 Tony Law, Local Trustee

Staff Present: Teresa Ritemann, Island Planner
 Ann Kjerulf, Regional Planning Manager
 Vicky Bockman, Recorder

Others Present: Approximately two (2) members of the public

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Chair Busheikin called the meeting to order at 11:30 am. She acknowledged that the meeting was being held in First Nations territory, welcomed the public, and introduced the Trustees, staff and recorder.

2. APPROVAL OF AGENDA

The following changes to the agenda were presented for consideration:

- Move item 10.1 to follow item 6.1
- Move item 13.2 to follow item 11.1

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

- Members of the public commented that the lack of available staff accommodation affects commercial businesses on Hornby Island, including those in the Ford's Cove Marina area, and requested that the Local Trust Committee (LTC) address this issue either through the identified Project of Ford's Cove Consultation or through another means for a comprehensive review rather than a site-specific manner.
 - A Trustee acknowledged that accommodation for staff is a concern and proposed that the LTC might identify available opportunities to consider addressing the issue.

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

6.1 Local Trust Committee Minutes dated August 3, 2018 for Adoption

By general consent the Local Trust committee meeting minutes of August 3, 2018 were adopted.

10.1 HO-ALR-2018.3 (Fredbeck - Ford's Cove Marina) - Staff Report

Planner Ritemann presented the Staff Report addressing an application for a non-farm (parking) use in the Agriculture 1 zone to accommodate the additional parking required to potentially increase the amount of retail space and/or restaurant capacity on the Ford's Cove Marina property. She advised that the proposed non-farm use is not permitted by the Hornby Island Land Use Bylaw (LUB).

Trustees discussed the application with the following points noted:

- Process and options were discussed;
- The proposed additional parking would only be necessary to accommodate the restaurant if seating more than 28 people at one time;
- Intensification of use of the land generally needs to be considered; however, a Trustee conducted a site visit and did not observe high value for conservation;
- Increased traffic in the area from the proposed restaurant might be of concern to neighbours and a Trustee asked if they have been consulted.

The applicant responded with the following points noted:

- Maintaining the residential density on the lot is desired for possible future use;
- Only one neighbour might be impacted and has not been consulted as factors are considered to mitigate the impact;
- The proposed renovation and expansion to include a restaurant in the building is being considered to make year-around services available to the community;
- Using this Agricultural Land Reserve (ALR) land to accommodate the required parking will have no effect on agriculture and there is no available land outside of the ALR to accommodate this required parking.

A Trustee expressed support for referring the application to the ALC with comments given the context, shape, size and location of the property; noting that parking at Ford's Cove might be considered to be more important to the community than the potential for farming at that location.

HO-2018-050**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request staff to forward application HO-ALR-2018.3 to the Agricultural Land Commission for consideration with the following comments:

- While the Hornby Island Official Community Plan and the Hornby Island Local Trust Committee support the availability of Agricultural Land Commission (ALC) for farming purposes, this particular lot has marginal potential for farming activity because of its small size, its configuration and the fact that residential use is permitted.
- The Hornby Island Fire Chief has expressed concerns about safety at Ford's Cove because of congestion resulting from a high level of visitation from people going for walks, enjoying the scenery, visiting the marina and/or patronizing the businesses, including one of the only two general stores on the island.
- There are limited alternative options to address parking needs in this location.
- Although current zoning for the property in question does not permit the proposed parking use, if the ALC permits the proposed non-farm use, the Hornby Island Local Trust Committee will consider an application to enable parking.

CARRIED**6.2 Section 26 Resolutions-without-meeting Report - None**

6.3 Advisory Planning Commission Minutes - None

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated September 21, 2018

Planner Ritemann provided updates and responded to questions that arose with the following noted:

- Senior Freshwater Specialist Shulba is planning a Forum for the Groundwater Protection Next Step Project. Trustees requested they be contacted for input regarding potential invitees for that Forum.
- Chair Busheikin advised that she has not received drafts of the letters regarding ferry service to be sent from the Chair as outlined in HO-2018-046 and HO-2018-047. She requested they be added to the Follow-up Action Report and coordinated by staff. Trustee Law advised that he will resend a draft to the Chair and staff that he has prepared.
- Chair Busheikin provided an update on the potential K'ómoks First Nation event.

7.2 Local Trust Committee Procedure - Electronic Meetings - Bylaw No. 156 - for adoption

Regional Planning Manager Kjerulf advised that Bylaw No. 156 has received Executive Committee approval and may now be considered by the LTC for adoption.

HO-2018-051

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 156, cited as "Hornby Island Local Trust Committee Meeting Procedure Bylaw No. 156, Amendment No. 1, 2018", be adopted.

CARRIED

7.3 Draft Hornby Island LTC Fees Bylaw No. 157 Amendment - Staff Report

Trustee Allen declared a potential conflict of interest due to his employment at the Hornby Island Co-op and left the meeting at 12:27 pm.

Regional Planning Manager Kjerulf presented the Staff Report, advising of the inclusion of fees for Liquor and Cannabis Regulation Branch applications. She reported that the LTC is requested to consider supporting the review of the LTC fee bylaws by Executive Committee with fees increased as needed to reflect inflation and reduce taxpayer subsidization of applications; and for Executive Committee to make recommendations to the Islands Trust Council to update Policy 5.6.i and the Model Fees Schedule.

HO-2018-052

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 157, cited as "Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be read a first time.

CARRIED

HO-2018-053

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 157, cited as "Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be read a second time.

CARRIED

HO-2018-054

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 157, cited as “Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018”, be read a third time.

CARRIED

HO-2018-055

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 157, cited as “Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

Trustee Allen returned to the meeting at 12:28 pm.

Trustees discussed the proposed review of the Trust Council Model Fees Schedule in relation to Islands Trust Council Policy 5.6.i. They acknowledged that the increasing cost and complexity of the application process needs to be balanced with the possibility that fees that are too high will discourage applications and result in more need for bylaw enforcement actions. They suggested that this might present an opportunity to refine the fees schedule to include a greater variety of applications.

HO-2018-056

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request that the Executive Committee review the Trust Council Model Fees Schedule in relation to Islands Trust Council Policy 5.6.i and current average application processing costs, and make recommendations to the Islands Trust Council to update Policy 5.6.i and the Model Fees Schedule, and consider as part of that review the impact of fee levels on Bylaw compliance.

CARRIED

8. DELEGATIONS - None

9. CORRESPONDENCE - See 13.1.1

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

10. APPLICATIONS AND REFERRALS

10.2 HO-DP-2018.2 (Hornby Island Resort) - Staff Report

Planner Rittemann presented the Staff Report that provides supplemental information to the Staff Report of August 3, 2018 and recommends approval of HO-DP-2018.2 subject to conditions that include plans for landscaping and financial security to ensure completion of the landscape plan.

Trustees discussed the site context and considered that a landscape plan or receipt of security may be out of scale and unnecessary for this proposal.

HO-2018-057

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee amend draft Development Permit HO-DP-2018.2 by removing all conditions and term 7.0 and renumbering accordingly; and that the Hornby Island Local Trust Committee approve issuance of Development Permit HO-DP-2018.2 as amended.

There was discussion of the motion with LTC members in agreement that remediation to a pre-construction state is an important principal; however, consideration of the site-specific circumstance in this case warrants support of the alternate position.

CARRIED

By general consent the meeting was recessed at 12:58 pm and reconvened at 1:15 pm.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Land Use Bylaw Amendments - Verbal Update

Planner Ritemann provided an update on the status of the Land Use Bylaw Amendments Top Priority item. She solicited input from Trustees as to any additional item to be considered for amendment within this project.

Discussion followed on possible additions to the LUB Technical Amendments project with the following noted:

- A Trustee described LUB parking requirements for lots within the Public Use Zone and suggested that an amendment to add parking as a permitted use in all lots in the Public Use Zone might be considered for inclusion in this amendment project to meet community needs in a safe way;
- Planner Ritemann advised that parking as a permitted use may be implied for a commercial property; she will research this further and could add the change to the amendment project if her research determines it to be necessary.

13.2 Parking in Public Use Area

This item was discussed in agenda item 11.1.

HO-2018-058

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to investigate whether parking is presently a permitted use for lots in the Public Use Zone in a way that would enable parking requirements for developments on one lot to be met by utilizing land on another lot within 100 metres in the Zone and if not, to draft amendments to regulations to enable this as a part of the Land Use Bylaw amendments project.

CARRIED

11.2 Vacation Home Rental Community Education & Bylaw Compliance Campaign - Verbal Update

Planner Ritemann provided an update on the status of the development of a “best practices” pamphlet for Vacation Home Rental (VHR) operators.

A Trustee suggested that staff consult with Senior Freshwater Specialist Shulba to discuss the possible addition of information regarding potential Provincial water well registration requirements for VHRs.

11.3 Community Housing - for discussion

11.3.1 Hornby Island Housing, 2018 - Discussion Paper (Trustee Law)

Trustee Law summarized the discussion paper: Hornby Island Housing, 2018, with the following points noted.

- He provided a historical background and pointed out that there has not been uptake of the many additional housing opportunities that have been added to the Official Community Plan.
- He observed that rural lots are the only other opportunity for increasing density to provide additional potential housing opportunities on Hornby Island.
- He suggested that this topic might be addressed next term with the creation of a Project Charter including an In-Scope item that staff research options including an appropriate balance between accessibility and accountability and consultation with the community.

Planner Ritemann advised that it has come to her attention that there is an error on the LUB zoning map affecting the Beulah Creek project that might be corrected at this time with the LUB Technical Amendments project.

HO-2018-059

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to amend the Project Charter for the Land Use Bylaw Amendment Project to include an amendment to the zoning for the Beulah Creek Project from R3 to R3A on the zoning map.

CARRIED

12. REPORTS

12.1 Work Program

12.1.1 Top Priorities Report dated September 21, 2018

HO-2018-060

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Top Priority List be amended by replacing item 4 with the following:

Description: Addressing Housing Needs

Activity: A project to identify, assess and implement housing opportunities, including reviewing residential density on rural lots and considering staff accommodation on commercial lots.

CARRIED

12.1.2 Projects List Report dated September 21, 2018

HO-2018-061

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Projects List be amended by deleting "Environmentally sensitive areas" and replacing it with:

Description: Ecosystem Protection

Activity: Consider potential utilization of the Regional Conservation Plan and the Coastal Douglas Fir Tool Kit.

CARRIED

HO-2018-062**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Residential density review”.

CARRIED**HO-2018-063****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Beach access inventory”.

CARRIED**HO-2018-064****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Marine/shoreline protection information and education” and replacing it with:

Description: Marine Protection

Activity: Ongoing participation in public education, advocacy, and regional processes with respect to the marine environment and shoreline protection.

Trustee Law spoke to the motion, noting that this might include participation in the Baynes Sound Forum with K'ómoks First Nation's review of their Marine Use Plan initiative, and involvement with other groups such as Conservancy Hornby Island.

CARRIED**HO-2018-065****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Farm policy and regulatory review” and replacing it with:

Description: Improving Bylaw Compliance

Activity: Explore with the community and staff, approaches to improve bylaw compliance.

CARRIED**HO-2018-066****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Coastal Douglas Fir and associated ecosystem conservation”.

CARRIED**HO-2018-067****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by adding:

Description: Regulation of Cannabis Production

Activity: A project to identify options for regulating Cannabis production and subsequent amendments to OCP and LUB.

CARRIED

HO-2018-068

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Projects List be amended by deleting "Development Procedures Bylaw".

CARRIED

HO-2018-069

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Projects List be amended by deleting "GHG Emissions Reduction" and replacing it with:

Description: Addressing Climate Change

Activity: Review measures to address climate change including through implementation of OCP policies.

CARRIED

Trustees requested that the Projects List be updated as soon as possible and posted to the Hornby Island webpage.

12.1.3 Hornby LTC 2014-2018 Term Goal Setting Session

Received for information.

12.1.4 Work Program - Suggestions for Discussion

Received for information.

12.2 Applications Report dated September 21, 2018

A Trustee asked for information regarding HO-ALR-2018.1 and Staff suggested that Planner Dubyna be contacted to discuss the application in more detail.

12.3 Trustee and Local Expense Report dated July, 2018

Received.

12.4 Adopted Policies and Standing Resolutions

Trustee Allen proposed that the LTC discuss Standing Resolution HO-2017-011.

Trustee Law declared a potential conflict of interest as the resolution applies to a property in which he has an interest; and he left the meeting at 2:30 pm.

HO-2018-070

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee extend the effective period of Standing Resolution HO-2017-011 to expire on October 31, 2020 or when the Housing Review Project is complete, whichever is the sooner.

CARRIED

Trustee Law returned to the meeting at 2:33 pm.

12.5 Local Trust Committee Webpage

Trustees requested that the updated Projects List be posted to the Hornby Island webpage.

12.6 Chair's Report

Chair Busheikin's report included the following key points:

- She attended the recent Trust Council and provided a summary of some agenda items discussed including potential changes to the *Local Government Act* and a round table on the issue of anchorages; and
- She noted that the 2014-2018 LTC term is coming to a close and expressed her appreciation for the opportunity to have worked in her capacity as a Vice-Chair of the Trust Council, for the privilege of Chairing the Hornby Island LTC and working with the Local Trustees and staff.

12.7 Trustee Reports

Trustee Allen reported on the following:

- Attended the September Trust Council;
- Contacted MLA Scott Fraser regarding the school fire; and
- Commented that he has enjoyed the experience of being a Local Trustee for the past two terms and hoped to be able to continue his work in this capacity.

Trustee Law reported on the following:

- Attended a BC Ferries Operations meeting with discussion including the topics of schedule and vessel changes to address the ongoing significant overload situation, and consideration of possible changes to allow commercial traffic on Dangerous Cargo sailings.

12.8 Electoral Area Director's Report - none

12.9 Trust Conservancy Report dated July, 2018

Trustee Law summarized Trust Conservancy issues and provided an update on changes occurring in staff and Board membership.

13. NEW BUSINESS

13.1 Regulation of Cannabis Production

13.1.1 Email dated September 5, 2018 from R. McCreary

Received.

13.3 2014 - 2018 LTC Term Summary - Staff Report

Trustees thanked staff for this informative Staff Report. They noted that Top Priorities and Projects were discussed and amended in agenda items 12.1.1 and 12.1.2.

HO-2018-071

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee endorse the "Top Priorities List" and "Projects List" as presented on September 28, 2018, for further consideration for by the incoming Hornby Island Local Trust Committee as amended.

CARRIED

13.4 2019 Age-Friendly Communities Grant Program - for Discussion

Website: <https://www.ubcm.ca/EN/main/funding/lgps/age-friendly-communities.html>

Program guide: <https://www.ubcm.ca/assets/Funding~Programs/LGPS/SHSI/afc-2019-program-guide.pdf>

Trustee Allen commented that the Age-friendly Communities 2019 Program provides a grant program to assist in facilitating the creation of age-friendly communities. He

suggested that a seniors' outdoor playground might be a project to pursue under this program.

Trustees discussed the matter with the following noted:

- An overview of the potential project might be presented to the Islands Trust Grants Administrator for discussion;
- Possible approaches might include a joint submission with another LTC, or partnering with a society such as Elder Housing or the Health Care Society; and
- Information gathered from this initial exploration might be brought forward to the next LTC or Resolution Without Meeting for consideration.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for November 30, 2018 at 11:30 am at New Horizons, 1765 Sollans Road, Hornby Island, BC

Trustees confirmed the next regular meeting.

15. TOWNHALL – none

16. CLOSED MEETING

16.1 Motion to Close the Meeting

HO-2018-072

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s.90(1)(d) for the purpose of adoption of *In-Camera* Meeting Minutes dated August 3, 2018 and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 2:55 pm.

16.2 Recall to Order

By general consent the meeting was recalled to order at 2:56 pm.

16.3 Rise and Report

Chair Busheikin reported that in the Closed Meeting, the LTC adopted minutes from the August 3, 2018 *In Camera* meeting.

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:56 pm.

Laura Busheikin, Chair

Certified Correct:

Vicky Bockman, Recorder



Islands Trust

Hornby Island

Print Date: January 15, 2019

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2018-03	In Favour	"THAT the Hornby Island Local Trust Committee Bylaw No. 157 cited as "Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be adopted".	16-Oct-2018
2018-04	In Favour	"That the Hornby Island Local Trust Committee adopt the minutes of its regular business meeting of September 28, 2018."	06-Nov-2018
2018-05	In Favour	"That the Hornby Island Local Trust Committee cancel its regular business meeting scheduled for November 30, 2018."	06-Nov-2018
2018-06	In Favour	"That the Hornby Island Local Trust Committee reimburse Ellen Leslie \$118.51 for meeting expenses incurred in support of the Local Trust Committee freshwater stewardship project."	26-Nov-2018
2018-07	In Favour	THAT the Hornby Island Local Trust Committee schedule its regular business meetings on the following dates in 2019: January 25, March 8, May 24, July 5, September 13, and November 8.	12-Dec-2018

Follow Up Action Report

Hornby Island

02-Dec-2016

Activity	Responsibility	Target Date	Status
Komoks Relationship Building: Staff be requested to develop an Event Plan with respect to Hornby and Denman LTCs working together for an initial Komoks community and First Nation long-term, sustainable relationship building event. Staff to also discuss environmental mapping (ecosystems, eel grass, forage fish) KFN staff as a step in relationship-building.			On Going

01-Dec-2017

Activity	Responsibility	Target Date	Status
Staff to organize two or more community dialogue sessions focused on First Nations and related topics of interest, to be facilitated by Hornby island community members, and to invite First Nations who have asserted rights and title on Hornby Island to participate			On Going

08-Jun-2018

Activity	Responsibility	Target Date	Status
Planning Staff to forward application HO-ALR-2018.1 (Colin) to the ALC with comments, as per the minutes of the 8-Jun-2018 LTC meeting.	Penny Hawley Jaime Dubyna		Done

03-Aug-2018

Activity	Responsibility	Target Date	Status
----------	----------------	-------------	--------

Follow Up Action Report

Staff to amend the Project Charter for the Groundwater Protection Next Step Project as per LTC resolution and implement Project Charter as amended and endorsed.	William Shulba	On Going
--	----------------	----------

Staff to develop a "best practices" pamphlet that VHR operators can use	Teresa Ritemann	31-Oct-2018	Done
---	-----------------	-------------	------

LTC request chair write to the CEO of BC Ferries asking BC Ferries to engage in discussions with the Denman-Hornby Ferry Advisory committee to explore options to ensure that the significant on-going overloads experienced on Route 22 in the summer of 2018 are not repeated in future years (with the letter copied to the Minister of Transportation and Infrastructure, the BC Ferry Commission, the Denman-Hornby Ferry Advisory Committee and the Hornby Island Residents' and Ratepayers' Association).	Teresa Ritemann Wil Cottingham	Done
--	-----------------------------------	------

LTC request chair to write to the Minister of Transportation and Infrastructure asking the Province, in advance of the next performance term of the Coastal Ferry Services Contract, to engage in discussions with the Denman-Hornby Ferry Advisory Committee to explore amending the contracted level of service on Route 22 to address the high level of summer traffic that cannot be met by the present contracted level of service (with the letter copied to the CEO of BC Ferries, Hon Scott Fraser, MLA, the BC Ferry Commission, the Denman-Hornby Ferry Advisory Committee and the Hornby Island Residents' and Ratepayers' Association).	Teresa Ritemann Wil Cottingham	Done
---	-----------------------------------	------

28-Sep-2018

Activity	Responsibility	Target Date	Status
Meeting Procedures Bylaw No. 156 Adopted; consolidate and post to website.	Becky McErlean Ann Kjerulf	12-Oct-2018	Done

Follow Up Action Report

Fees Bylaw No 157 given 1st, 2nd and 3rd reading; forward to the Executive Committee for consideration. Executive Committee approval Oct. 10. Adopted by RWM on Oct. 18. Consolidate and post to website.	Becky McErlean Ann Kjerulf	01-Oct-2018	Done
Forward application HO-ALR-2018.3 (Fredbeck - Ford's Cove Marina) to the ALC (with LTC comments).	Penny Hawley Teresa Rittemann		Done
Application HO-DP-2018.2 (Hornby Island Resort) approved (without conditions). Revise and issue permit.	Becky McErlean Teresa Rittemann		Done
Amend Standing Resolution 2017-011 to extend the effective period of the enforcement policy to October 31, 2020 or when the housing needs project is complete, whichever is sooner.	Teresa Rittemann Wil Cottingham		Done
That the project charter for the land use bylaw amendment project be amended to include a land use bylaw map amendment for the Beulah Creek housing property from R3 to R3A.	Teresa Rittemann		Done
Staff to investigate whether parking is presently a permitted use for lots in the Public Use Zone in a way that would enable parking requirements for developments on one lot to be met by utilizing land on another lot within 100 metres in the Zone and if not, to draft amendments to regulations to enable this as a part of the Land Use Bylaw amendments project	Ann Kjerulf		On Going
Request to Local Planning Committee to review and update Trust Council Model Fees Schedule and Policy 5.6.i (Application Processing Services).	Ann Kjerulf		Done



Follow Up Action Report

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 2350-30

September 20, 2018

Sent email only: rhotsenpiller@islandstrust.bc.ca

Russ Hotsenpiller
CAO Islands Trust
200 1627 Fort Street
Victoria, BC V8R 1H8

Dear Mr. Hotsenpiller:

Re: LOU Between Comox Valley Regional District, Denman & Hornby Island Local Trust Committee

Please find enclosed the Letter of Understanding between the Denman Island Local Trust Committee & the Hornby Island Local Trust Committee and the Comox Valley Regional District for your approval. Ann Kjerulf and I have reviewed and updated this LOU to refresh the language and ensure consistency with current practices.

Please sign and date and return a copy to the Comox Valley Regional District for our records.

Please do not hesitate to contact me at 250-334-6007 or by email at jwarren@comoxvalleyrd.ca should you have any questions.

Sincerely,

J. Warren

James Warren
General Manager of Corporate Services

Enclosure

Cc: Ann Kjerulf

\bk

LETTER OF UNDERSTANDING

between staff for the

**THE DENMAN ISLAND LOCAL TRUST COMMITTEE &
THE HORNBY ISLAND LOCAL TRUST COMMITTEE**

and the

COMOX VALLEY REGIONAL DISTRICT BOARD

SUBJECTS:

- I. PURPOSE**
- II. PRINCIPLES**
- III. CONSULTATIVE PROCESS**
- IV. IMPLEMENTATION**
 - A. Community Planning**
 - 1. Official Community Plans**
 - 2. Land Use Bylaws**
 - 3. Bylaw Enforcement**
 - B. Parkland and School Site Acquisition**
 - 1. Parkland Acquisition**
 - 2. Park Planning**
 - 3. School Site Acquisition**
 - 4. Parks and Recreation Commission**
 - C. Servicing**
 - 1. Service Delivery**
 - 2. Regional Growth Strategy**
 - 3. Service Coordination Agreements**
 - 4. Servicing Plans**
 - D. Administrative Arrangements**
 - 1. Interagency Agreements**
 - 2. Information Sharing**
 - 3. Legislative Initiatives**
 - 4. Conduct of Elections**

Updated: September 17, 2018

ISLANDS TRUST (DENMAN ISLAND AND HORNBY ISLAND LOCAL TRUST COMMITTEES)
AND COMOX VALLEY REGIONAL DISTRICT LETTER OF UNDERSTANDING

LETTER OF UNDERSTANDING

This Letter of Understanding ("Agreement") dated Oct 28 2018 is:

AMONG:

**DENMAN ISLAND LOCAL TRUST COMMITTEE AND
HORNBY ISLAND LOCAL TRUST COMMITTEE**
("Local Trust Committees")

AND:

COMOX VALLEY REGIONAL DISTRICT BOARD
("Regional District Board")
(referred to as the "Parties")

I. PURPOSE

The purpose of this Agreement is to delineate how the Local Trust Committees and Regional District Board will implement the principles stated in the Protocol Agreement dated September 8, 2011 between the Denman Island Local Trust Committee and Hornby Island Local Trust Committee (the "Local Trust Committees") for the Denman Island Local Trust Area and Hornby Island Local Trust Area, (the "local trust areas"), and the Comox Valley Regional District Board respecting Electoral Area A ("electoral area").

II. PRINCIPLES

The Local Trust Committees and Regional District Board agree to the following principles regarding interagency relations:

1. Recognition of each Party's jurisdiction and capabilities with a commitment to promoting a spirit of partnership through joint legislative, policy, program and communication initiatives;
2. Coordination of planning, servicing and growth management activities that are responsive to the needs of the local trust areas and the electoral area of which they are a part;
3. Commitment to share a mutual interest in the object of the Islands Trust, the servicing function of the Regional District Board, and the respective land use planning authority of both Parties; and
4. Cooperation through sharing of information and notification of significant initiatives that may impact the other Party and regular liaison.

III. CONSULTATIVE PROCESS

1. The Parties agree to the establishment of a regular consultative process to foster understanding among respective staff and elected officials.
2. The intent of this Agreement is for both Parties to use best effort, rather than oblige either Party, to affect interagency cooperation within mutually agreeable terms and time-frames.

3. In circumstances where either Party deems that the terms set out in this Agreement are unachievable or inappropriate, these terms may be varied by mutual agreement.
4. Responsibility for the coordination of this Agreement by the respective Parties is assigned to the Chief Administrative Officer of the Regional District Board and the Chief Administrative Officer of the Islands Trust.
5. A meeting of respective staff to review any current issues or Agreement matters may be arranged at the request of either the Chief Administrative Officer of the Regional District Board or the Chief Administrative Officer of the Islands Trust.
6. Where anything is required or permitted to be delivered, or otherwise sent to the Parties or the Islands Trust Council, it shall be delivered to:

Local Trust Committees and Islands
Trust Council
2nd Floor
1627 Fort Street
Victoria, BC V8R 1H8
Attention: Chief Administrative Officer

Regional District Board
600 Comox Road
Courtenay, BC V9N 3P6
Attention: Chief Administrative Officer

7. Each Party will bear the full cost of its own requirements to implement this Agreement unless otherwise provided for in this Agreement or otherwise agreed to, in writing, by both Parties.
8. This Agreement may be amended by agreement, in writing, by the Regional District Board and Local Trust Committees.

IV. IMPLEMENTATION

A. COMMUNITY PLANNING

1.0 Official Community Plans

- 1.1 Each Party shall provide the other Party with the opportunity for input regarding Official Community Plan (OCP) reviews applicable to lands within or adjacent to the local trust areas, to promote the effective coordination of servicing and planning functions of the respective Parties.
- 1.2 Following initiation of an OCP review, applicable to lands within or adjacent to the local trust areas/electoral area, the Party preparing the OCP shall deliver a Notice of Intent outlining the scope, time-frame, and interagency consultation opportunities for the OCP review.
- 1.3 Prior to first reading of an OCP bylaw, applicable to lands within or adjacent to the local trust areas/electoral area, the Party preparing the OCP shall deliver a draft copy of the OCP to the other Party at least 30 days prior to first reading.

- 1.4 Either Party may give written notice requesting that a consultation meeting be conducted review project within 30 days of receipt of the draft OCP.
- 1.5 Following adoption of an OCP bylaw, the Party responsible shall notify the other Party that the bylaw has been adopted.
- 1.6 The obligations referred to in this section are in addition to any statutory obligations that the Parties may have respecting consultation during development of an Official Community Plan (s. 475 of the *Local Government Act*).
- 1.7 The Parties agree to not enact bylaws or undertake works in the local trust areas/electoral area that are inconsistent with the OCP (s. 478 of the *Local Government Act* and s. 35 of the *Islands Trust Act*).

2.0 Land Use Bylaws

- 2.1 Each Party shall provide the other Party with the opportunity for input regarding land use bylaw reviews applicable to lands within the local trust areas/electoral area, following the procedures noted in the Official Community Plans section of this agreement.

3.0 Bylaw Enforcement

- 3.1 The Parties wish to coordinate their activities with respect to bylaw investigation and enforcement within the local trust areas/electoral area.
- 3.2 Each Party shall promptly inform the other Party when information is received regarding a potential contravention of the other Party's bylaw within the local trust areas/electoral area.
- 3.3 Where either Party identifies an activity that it considers a potential contravention of a bylaw of both Parties, and which it considers may be effectively controlled through the enforcement of either bylaw or both bylaws, that Party may request the other Party's participation in a joint enforcement program.
- 3.4 Where either Party receives from the other a request for joint enforcement, that Party shall respond to the request within 30 days.
- 3.5 After an affirmative response to a request for joint enforcement, the Parties shall enter into an agreement regarding procedures, allocation of legal resources, responsibilities, cost sharing, and key activities for the joint enforcement program.
- 3.6 An agreement between the Parties for joint enforcement shall include amendment and termination clauses, and provisions regarding the disposition of costs should either Party wish to terminate the agreement.

- 3.7 Either Party may initiate interagency arrangements whereby one Party may conduct bylaw investigations on behalf of the other Party and at the request of the other Party subject to written conditions agreed to by the signatories of this Agreement.

B. PARKLAND AND SCHOOL SITE ACQUISITION

1.0 Parkland Acquisition

- 1.1 The Parties agree to coordinate their activities with respect to the identification of land suitable for parkland, and the acquisition, development, operation and maintenance of parkland in a manner that is consistent with the object of the Islands Trust and parks plans of the Regional District Board.
- 1.2 The Parties acknowledge that:
- a) The Local Trust Committees have the authority under s. 27 of the *Islands Trust Act* to determine whether an owner of land being subdivided within the local trust areas/electoral area shall provide parkland or money as per s. 510(1) of the *Local Government Act*.
 - b) The Regional District Board is entitled to any land required under s. 510(1) in respect of land being subdivided in the local trust areas/electoral area;
 - c) The Regional District Board is entitled to any money required under s.510(1); and
 - d) Money received by the Regional District Board under s. 510(1) shall be deposited into a reserve fund established for the purpose of acquiring community parkland in the local trust areas/electoral area.
- 1.3 The Regional District Board shall not acquire parkland in the local trust areas/electoral area unless it has first consulted with the Local Trust Committees regarding the proposed acquisition, or otherwise confirmed that the acquisition is consistent with the OCP in effect for the subject lands.

2.0 Parks Planning

- 2.1 When undertaking a parks planning initiative in the local trust areas/electoral area, the Regional District Board shall deliver a Notice of Intent outlining the scope, time-frame, and interagency consultation opportunities to the Local Trust Committees.
- 2.2 During the preparation of a Parks Plan bylaw for the local trust areas/electoral area, the Regional District Board shall ensure that the bylaw is consistent with the applicable OCP.
- 2.3 At least 30 days prior to first reading of a Parks Plan bylaw for the local trust areas/electoral area, the Regional District Board shall deliver a draft copy of the Parks Plan bylaw to the Local Trust Committees, and identify to the Local Trust

Committees the areas in which parkland preservation, acquisition or development is desirable

- 2.4 Following receipt of a draft Park Plan bylaw, the Local Trust Committees may give written notice within 10 days requesting that a consultation meeting be conducted by the Regional District Board.
- 2.5 Following adoption of a Parks Plan bylaw for the local trust areas/electoral area, the Regional District Board shall notify the Local Trust Committees.
- 2.6 Following receipt of a rezoning application that may involve the provision of parkland and prior to first reading of land use bylaw amendments, the Local Trust Committees shall consult with the Regional District Board to confirm the Regional District Board's interests with respect to the proposed parkland.

3.0 School Site Acquisition

- 3.1 Both Parties share an interest in coordinating activities related to the planning and acquisition of school sites within the local trust areas/electoral area and either Party shall notify the other Party of initiatives with the School Board in this regard.
- 3.2 The Parties agree that both Parties shall be involved in any processes related to the planning and acquisition of school sites within the local trust areas/electoral area.

4.0 Parks and Recreation Commission

- 4.1 The Regional District Board shall consult with the Local Trust Committees before establishing a Parks and Recreation Commission within the local trust areas/electoral area.
- 4.2 The Regional District Board may deliver to the Local Trust Committees a notice in writing requesting the Local Trust Committees deal directly with the Commission in the exercise of its rights and obligations of the Parkland Acquisition section of this Agreement.
- 4.3 Where the Regional District Board has delegated part or all of its powers respecting parks to a Parks and Recreation Commission, the Local Trust Committees shall endeavour to consult with that Commission when considering the adoption of bylaws applicable to Regional District parks.

C. SERVICING

1.0 Service Delivery

- 1.1 The Parties agree that the provision of services in the local trust areas and land use planning relating to the provision of such services are matters of great importance to island residents and First Nations, and the Parties agree that early and ongoing consultation on such matters, including consultation with island residents and First Nations, is to be encouraged.
- 1.2 The Regional District Board shall notify the Local Trust Committees when considering providing a new or modified service in a local trust areas/electoral area.
- 1.3 The Local Trust Committees may prepare and deliver to the Regional District Board a written notice requesting the Regional District Board to consider providing a new or modified service in the local trust areas/electoral area, and stating the reason for the request.
- 1.4 The Regional District Board shall consider a request for a new or modified service within the local trust areas/electoral area, and shall, within 60 days of receiving the request, deliver to the Local Trust Committees a notice in writing stating its position with respect to the request.
- 1.5 Prior to initiating a consultation process for a new or modified service in the local trust areas/electoral area, the Regional District Board shall seek input from the Local Trust Committees to develop an appropriate consultation plan.
- 1.6 The Regional District Board shall consult with the Local Trust Committees before deciding whether to provide or modify a service in the local trust areas/electoral area.

2.0 Regional Growth Strategy

- 2.1 Both Parties acknowledge that a Regional Growth Strategy of the Regional District Board must not apply to the local trust areas/electoral area (*Islands Trust Act*, s. 36.3).
- 2.2 During the preparation and adoption of a Regional Growth Strategy, the Regional District Board must consult with the Local Trust Committees as affected local governments per s. 434(1) of the *Local Government Act*, and any consultation plan adopted pursuant to s. 434(2) of the *Local Government Act* must identify the Local Trust Committees as authorities with which the Regional District Board intends to consult.
- 2.3 The Regional District Board must invite the Local Trust Committees to appoint a representative as a member of any intergovernmental advisory committee the Regional District Board establishes in relation to the development and

implementation of a Regional Growth Strategy, except where the terms of reference of such committee are limited to matters unrelated to the local trust areas/electoral area.

- 2.4 Nothing in this Agreement requires the Regional District Board to secure the acceptance of a Regional Growth Strategy by the Local Trust Committees prior to its adoption.
- 2.5 The Regional District Board shall notify the Local Trust Committees following the adoption of a Regional Growth Strategy bylaw.

3.0 Service Coordination Agreements

- 3.1 The Local Trust Committees in cooperation with the Regional District Board may recommend that the Islands Trust Council enter into a Service Coordination Agreement respecting the coordination of Official Community Plans of the Local Trust Committees, the Islands Trust Policy Statement Bylaw of the Islands Trust Council, and services to be provided by the Regional District Board within the local trust areas/electoral area (*Islands Trust Act*, Section 33.1 (1)).

4.0 Servicing Plans

- 4.1 The Parties wish to ensure the effective delivery of services to the local trust areas/electoral area in a manner that is responsive to island community needs and the object of the Islands Trust.
- 4.2 Where a Servicing Plan being prepared by the Regional District Board affects the local trust areas/electoral area, the Regional District Board shall deliver a Notice of Intent outlining the scope, time-frame, and interagency consultation opportunities for the Servicing Plan to the Local Trust Committees.
- 4.3 Where a Servicing Plan being prepared by the Regional District Board affects the local trust areas/electoral area, the Regional District Board shall deliver a copy of the draft Servicing Plan to the Local Trust Committees at least 30 days prior to first reading.
- 4.4 The Local Trust Committees may request that a consultation meeting be conducted by the Regional District Board within 10 days of receipt of the draft Servicing Plan.
- 4.5 The Regional District Board shall notify the Local Trust Committees following the adoption of a Servicing Plan bylaw for the local trust areas/electoral area.

D. ADMINISTRATIVE ARRANGEMENTS

1.0 Interagency Agreements

- 1.1 Each Party shall provide opportunities for the other Party to provide input to or involvement in interagency initiatives with other organizations that impact the activities of the other Party.

ISLANDS TRUST (DENMAN ISLAND AND HORNBY ISLAND LOCAL TRUST COMMITTEES)
AND COMOX VALLEY REGIONAL DISTRICT LETTER OF UNDERSTANDING

- 1.2 Each Party shall refer interagency agreements or initiatives with other organizations that impact the activities of the other Party for comment before concluding such agreements.
- 1.3 Each Party shall provide copies to the other Party of relevant interagency agreements or terms of reference for interagency projects relevant to the local trust areas/electoral area.

2.0 Information Sharing

- 2.1 Where an enquiry or complaint is received by either Party related to a matter within the jurisdiction of, or which may reasonably be of interest to, the other Party, the Party receiving the enquiry or complaint shall inform the other Party.
- 2.2 Copies of studies, plans, reports and other documents prepared or received by either Party, which may reasonably be of interest to the other Party, shall be forwarded to the other Party.

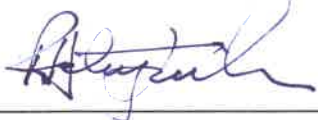
3.0 Legislative Initiatives

- 3.1 Each Party shall inform the other Party of government initiatives that may affect the activities of the other Party within the local trust areas/electoral area.
- 3.2 Each Party shall notify the other Party of government requests to enact legislation that may affect the activities of the other Party.

4.0 Conduct of Elections

- 4.1 The Chief Administrative Officer of the Islands Trust may request that the Regional District Board conduct a local trust committee election..
- 4.2 The Regional District Board will consider such a request and notify the Islands Trust of the Regional District Board's response.
- 4.3 A separate agreement shall be established by the respective Chief Administrative Officers dealing with procedures and cost sharing for the Regional District Board to conduct election proceedings on behalf of the Islands Trust.

Executed on 28 28/18 Under the Authority of:



Russell Hotsenpiller
Chief Administrative Officer

R. Dyson

Russell Dyson
Chief Administrative Officer

ISLANDS TRUST (DENMAN ISLAND AND HORNBY ISLAND LOCAL TRUST COMMITTEES)
AND COMOX VALLEY REGIONAL DISTRICT LETTER OF UNDERSTANDING

Islands Trust
District

Comox Valley Regional



File No.: HO-DP-2018.3 and HO-SUP-2018.11 (Zielinski)

DATE OF MEETING: January 25, 2019

TO: Hornby Island Local Trust Committee

FROM: Jaime Dubyna, Planner 1
Northern Team

COPY: Ann Kjerulf, Regional Planning Manager

SUBJECT: RE: HO-DP-2018.3 and HO-SUP-2018.11 (Zielinski)
Applicant: Rob Zielinski
Location: 10795 Central Road, Hornby Island (PID 004-680-707)

RECOMMENDATION

1. That the Hornby Island Local Trust Committee, under regulation 2.7(1) of the Hornby Island Land Use Bylaw No. 150, 2014, not require a survey plan for application HO-DP-2018.3, as such a plan is not reasonably necessary to confirm that the building addition complies with the siting requirements of Hornby Island Bylaws.
2. That the Hornby Island Local Trust Committee approve issuance of Development Permit HO-DP-2018.3, subject to the following conditions:
 - a) Neon or internally lit signs shall not be permitted.
 - b) Off-street automobile parking shall be provided as required by Hornby Island Land Use Bylaw No. 150, 2014 and shall be adequately screened and unobtrusive, and where possible, located to the rear of the parcel and away from public open spaces and eating places.
 - c) Natural vegetation and trees shall be maintained for screening of parking and storage areas and to enhance the privacy and rural flavour of public open spaces.
 - d) Lighting shall be softer and lower than supplied by mercury vapour lighting towers.
 - e) Lighting alternatives shall not light up adjacent private properties.
 - f) The character of the development shall keep with the rural environment and blend in with the aesthetic qualities of the natural surroundings.
 - g) The form of the development shall incorporate low, small-scale building design with such amenities as public walkways and outdoor open spaces for use by the public, and include sufficient services.
 - h) All buildings shall be finished in natural products such as wood or brick.
 - i) Businesses shall be clustered in order to share in the provision of parking, services, and public facilities and open space.
 - j) Adequate convenient toilet and washroom facilities shall be provided for the number of customers anticipated.
 - k) Universal access design principles shall be incorporated into the built environment to support the provision of equitable access for all abilities.

The subject property is within the Development Permit Area for Commercial Centres, where development requires authorization by the Hornby Island Local Trust Committee (LTC) through the issuance of a Development Permit. The applicant is seeking after-the-fact approval for an accessory building addition, and removal of an existing building. Staff are recommending issuance of the Development Permit subject to conditions.

This application is a result of Bylaw Enforcement HO-BE-2018.8 arising from the owner constructing an addition to an existing accessory building without a Development Permit. The location of the subject property appears in Figure 1 below:

A detailed analysis of the site context is included as Attachment 1; however, a summary of the main points are as follows:

- This application is not contrary to or at variance with the Islands Trust Policy Statement or the Hornby Island Official Community Plan;
- In the Hornby Island Land Use Bylaw (LUB), regulation 2.7(1) Siting Compliance requires that a survey be submitted, unless the LTC determines that the provision of such a plan is not reasonably necessary to establish that the proposed buildings or structures comply with the siting requirements of this or any other Bylaw. Staff conducted a site visit of the property on September 28, 2018 and measured the nearest distance from the addition to the interior side lot line; the distance was found to be greater than 3.96 metres (13 ft.), which complies with the minimum 3.0 metre (9.8 ft.) LUB setback. Staff are recommending that the LTC not require a survey plan as per regulation 2.7(1) of the LUB.
- The subject property is also within the Development Permit Area (DPA) for Commercial Centres, and therefore the guidelines for that DPA apply to this proposal. These guidelines are addressed in greater detail in Attachment 2, and are proposed to be included as conditions of the draft Development Permit (Attachment 3).

Issues and Opportunities

The LTC has on their Projects List, a project to conduct a consultative process for the Ford Cove area. Staff would recommend that the current uses of the commercially-zoned properties in this area be considered during this project, to determine whether or not a comprehensive rezoning and development plan for the area is needed.

Consultation

No consultation is required or recommended for this application.

Rationale for Recommendation

Based on the analysis, Staff have determined that the development is consistent with the DPA guidelines and that the Development Permit should be issued. The staff recommendation is found on page 1 of this report.

ALTERNATIVES

1. Require a Survey Plan

The LTC may require a survey plan prior to making a decision regarding permit issuance. While staff have confidence that the building addition location complies with the LUB, a survey plan would provide absolute certainty of the location. Staff note that the applicant would be responsible for the costs associated with hiring a professional surveyor. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee request that the applicant submit a survey plan for HO-DP-2018.3, prior to the LTC's further consideration of the application.

2. Deny the application

A Development Permit may be denied only if the LTC determines that the development is inconsistent with one or more of the DPA guidelines. The corresponding resolution would be as follows:

That the Hornby Island Local Trust Committee deny application HO-DP-2018.3 for the following reasons [insert reasons].

NEXT STEPS

Should the LTC proceed with staff's recommendations on pages 1 and 2 of this report, staff will issue the Development Permit as well as the Siting and Use Permit for this development.

Submitted By:	Jaime Dubyna, MScP Planner 1	January 11, 2019
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 15, 2019

ATTACHMENTS

1. Site Context
2. Development Permit Guidelines
3. Draft Permit HO-DP-2018.3

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT A, SECTION 2, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 12947 INCLUDING PARCEL A, (DD 405092I) THEREOF
PID	004-680-707
Civic Address	10795 Central Road, Hornby Island
Property Size	1.553 acres (0.63 ha)

LAND USE

Current Land Use	Workshop – home use, storage, business use to support their commercial business (Hornby Island Diving) on adjacent property (PID 005-574-668). House – residential use
Surrounding Land Use	South, West, and North: Commercial; East: Agricultural/Residential

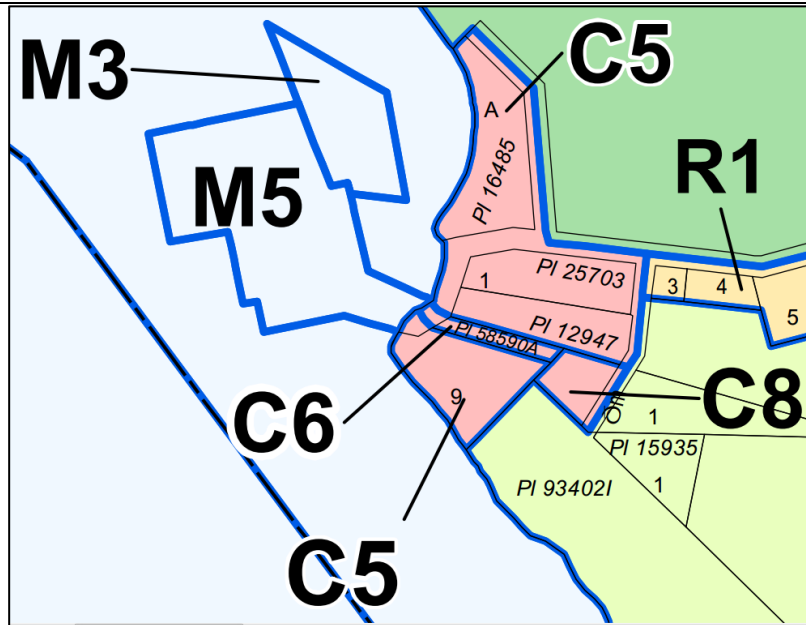
HISTORICAL ACTIVITY

File #	Purpose/Notes
HO-DP-1997.4	No details; file not retrieved from archives.
HO-DP-1998.1	Extension of studio (ground storey) and second bedroom with bathroom (2 nd storey). This DP also satisfied the requirement of a SUP.
HO-DP-2004.1	Construction of a Workshop accessory to residential use to replace existing auxiliary buildings – in conformance with HO-SUP-2004.11; and as many as possible of the existing trees located along the south fence line shall be retained and evergreen trees be inter-planted along the south fence line.
HO-SUP-2004.11	Construction of a Workshop accessory to residential use
HO-SUP-2018.1	Addition to the existing workshop (same as this DP application)
Bylaw Enforcement	HO-BE-2005.1 – CLOSED (siting) HO-BE-2018.8 – OPEN

POLICY/REGULATORY

Islands Trust Policy Statement	This application is not contrary to or at variance with the ITPS.
Hornby Island Official Community Plan No. 149	Land Use Designation: CRG (Commercial/Residential General) Property is fully within the Commercial Development Permit Area, and so a DP is required. See Attachment 2 for a review of the Commercial DP Guidelines. As the proposed development is to add an addition to the existing workshop, relevant excerpts from the OCP are as follows:

	6.5.4 Commercial/Residential General Area The areas identified on Schedule B (Map Designations) as CRG (Commercial/Residential General) are subject to the following objectives and policies. Objectives The objectives of this subsection are: (1) to recognize the historical commercial zoning of this area; and (2) to encourage residential land use for this area with limited or no commercial use in consultation with all of the affected land owners. Policies 6.5.4.1 Zoning regulations should allow for residential use and limited retail and personal service or visitor accommodation. 6.5.4.2 An increased density of residential development may be considered if other commercial land uses currently permitted by zoning are removed from the list of permitted uses in the zone applicable to this area or from a particular property that is subject to the rezoning application. 6.9.1 Development Permits to Define the Form and Character of Commercial Development Objective: To ensure that the form and character of commercial development are compatible with the quiet rural atmosphere of the community and to encourage continuation of that trend and to maintain the island’s rural atmosphere.
Hornby Island Land Use Bylaw No. 150	Regulation 2.7 Siting Compliance (1) Every applicant for a rezoning, a development permit, a temporary use permit or a development variance permit must provide a plan, sometimes referred to as a “survey certificate”, signed by a B.C. Land Surveyor showing the location on the lot of all existing and proposed buildings, structures and sewage absorption fields in relation to lot and zone boundaries, watercourses, wells and the sea, and in relation to other buildings on the lot, unless the Local Trust Committee determines that the provision of such a plan is not reasonably necessary to establish whether the proposed buildings, structures comply with the siting requirements of this or any other Bylaw. Zoning = Commercial 5 – Comprehensive Commercial (C5) Zone (<i>Ford Cove</i>)



Permitted Uses

(1) The following uses are permitted, subject to the regulations set out in this Section and Part 3, and all other uses are prohibited:

- (a) visitor accommodation;
- (b) restaurant;
- (c) retail;
- (d) liquid fuel sales for boats; and
- (e) accessory residential.

Permitted Buildings, Structures and Density

(2) The following buildings and structures are permitted, subject to the regulations set out in this Section and Part 3, and all other buildings and structures are prohibited:

- (a) accessory buildings and structures;
 - (b) a maximum of one accessory residential dwelling unit is permitted per lot;
 - (c) a maximum of six visitor accommodation units are permitted per lot; and
- (3) Lot coverage must not exceed 40%.

Siting and Size

(4) The minimum setback for any building or structure, except for a fence or pump/utility house shall be:

- (a) 6.0 metres from a front lot line;
 - (b) 6.0 metres from a rear lot line;
 - (c) **3.0 metres from an interior side lot line;** and
 - (d) 6.0 metres from an exterior side lot line.
- (5) The floor area of a residential dwelling unit must not exceed 150 m².
- (6) The floor area of a visitor accommodation unit must not exceed 80m².
- (7) The floor area of a restaurant must not exceed 46m² per lot.
- (8) The floor area of a retail stores must not exceed 46m² per lot.
- (9) The total floor area for accessory buildings must not exceed 100 m² per lot.

	Subdivision Lot Area Requirements (11) The minimum lot area is 1.0 hectare. 3.4 Height Regulations (3) Accessory buildings and structures must not exceed a height of 6.0 metres. PART 5: Parking Regulations 5.1 Location (1) All required off-road parking spaces shall be located on the lot on which the use or occupancy in respect of which they are required is located, or on a lot within 100 metres, with appropriate zoning. (2) In the case of a parking space for the disabled, it shall be located at the closest point as is practical to the main entrance to any building containing the use for which the disabled parking space is required. 5.2 Design Standards (1) Each parking space shall be accessible to a highway via a manoeuvring aisle not less than 7.5 metres in width in the case of 90 degree parking; 5.5 metres in width in the case of 60 degree parking; and 3.5 metres in width in the case of 45 degree and parallel parking; and no parking space may abut a highway such that the use of the parking space necessitates reversing a motor vehicle from or onto the highway. If a parking space is accessible directly from a lane the combined length of the parking space and width of the lane shall be at least 12.5 metres. (2) Parking spaces shall be at least 2.5 metres in width and 5.5 metres in length, exclusive of manoeuvring aisles, and have unobstructed vertical clearance of at least 2 metres. Parallel parking spaces shall notwithstanding the foregoing have a length of 7.5 metres. (3) Where more than four parking spaces are provided, other than on a residential lot, the parking area must have a hard, permeable, durable surface such as interlocking bricks or well packed gravel that does not produce dust. (4) Parking spaces in setback areas must not cover more than 40% of that area. (5) No parking area may have a gradient in any direction of more than 10%. 5.3 Calculation (1) Where more than one use is located on a lot, the total number of parking spaces required is the sum of the requirements for the uses calculated separately. (2) Where a particular use is not specifically listed in Table 5.4, the number of parking spaces required for the most similar listed use applies. (3) Where the number of spaces required includes a fraction, the owner or occupier must provide the next highest whole number of parking spaces. 5.4 Number of Off-Street Parking Spaces (1) Every owner of land must provide and maintain on the lot off-road vehicle parking spaces in accordance with Table 5.4.
--	--

Table 5.4 : Number of Off-Street Parking Spaces			
Use of Building or Lot	Minimum Number of Parking Spaces	Minimum number of Parking Spaces for disabled	Minimum Number of Bicycle Parking Spaces (1 rack must secure a minimum of 4 bicycles)
1. dwelling unit	2 per dwelling unit	n/a	n/a
2. secondary suite	1 per secondary suite	n/a	n/a
3. restaurant, pub, cafe	1 per 2 seats	Greater of 1 or 1 per 50 parking spaces	Greater of 1 or 1 per 50 parking spaces
4. bed and breakfast home occupation and vacation home rental use	1 per bedroom used for guest accommodation	n/a	n/a
5. service stations and fire halls	4 plus 2 per service bay or fire truck bay	Greater of 1 or 1 per 50 parking spaces	Greater of 1 or 1 per 50 parking spaces
6. school	1 per employee plus 10 for visitors	Greater of 1 or 1 per 50 parking spaces	Greater of 1 or 1 per 50 parking spaces
7. marinas and boat ramps	1 per 3 berths and 4 per boat ramp or hoist	Greater of 1 or 1 per 50 parking spaces	Greater of 1 or 1 per 50 parking spaces
8. hotel, motel, lodge, resort	1 per visitor accommodation unit	Greater of 1 or 1 per 50 parking spaces	Greater of 1 or 1 per 50 parking spaces
9. community housing	1 per dwelling unit	n/a	n/a
10. home occupation other than a bed and breakfast	1 per two employees plus the number required for the relevant commercial or industrial use	n/a	n/a
11. community hall, church, social hall	1 per 4 seats of meeting assembly room maximum seating capacity	Greater of 1 or 1 per 50 parking spaces	Greater of 1 or 1 per 50 parking spaces
12. industry, equipment storage, building material supply, warehouse	1 per 40 m ² of floor area	Greater of 1 or 1 per 50 parking spaces	Greater of 1 or 1 per 50 parking spaces
13. retail, financial service, personal service, office, post office, library, bakery, museum	1 per 20 m ² of floor area	Greater of 1 or 1 per 50 parking spaces	Greater of 1 or 1 per 50 parking spaces

	Part 9: Development Permit Guidelines 9.1 Development Permit Guidelines for the Commercial Centres (Retail and Visitor Accommodations): (See Attachment 2)
Other Regulations	None identified.
Covenants	None. Legal notations on title are in reference to previous DPs.

SITE INFLUENCES

Islands Trust Conservancy	This proposal does not directly affect an Islands Trust Fund Board (TFB) owned property or conservation covenant, nor directly affects a property adjacent to a TFB owned property or conservation covenant. It also does not pertain to Crown Land. Therefore referral to TFB is not required.
Islands Trust Regional Conservation Plan 2018-2027 ¹	Map 6 (p. 144) "Priority Lands for Conservation in the Islands Trust Area" classifies the subject property as medium priority for conservation.
Species at Risk	TAPIS mapping indicates that approximately half of the property is within a Western Screech Owl habitat (red), including the location for the proposed addition. 
Sensitive Ecosystems	None mapped.
Hazard Areas	None mapped.
Archaeological Sites	None mapped within 100 metres of location for proposed workshop addition; however, known archaeology site DiSe-38 is mapped on the road along Central Road. Notwithstanding the foregoing, and by copy of this report, the applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. If such material is encountered during development, all work should cease and the Archaeology Branch should be contacted immediately as a Heritage Conservation Act (HCA) permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation / Mitigation	This is a DP for an addition to an existing building more than 150 metres from the natural boundary of the sea, so no impacts are anticipated.
Shoreline Classification in TAPIS	Not Applicable
Groundwater Vulnerability	OCP Schedule D2 (Environmentally Sensitive Areas – Aquifers) maps the subject property within an area that is lightly developed and has high vulnerability aquifers.

¹ <http://www.islandstrustfund.bc.ca/media/84722/rcp-final-web-mar-27.pdf>

ATTACHMENT 2 – DEVELOPMENT PERMIT (DP) GUIDELINES FOR THE COMMERCIAL CENTRES (RETAIL AND VISITOR ACCOMMODATIONS) DEVELOPMENT PERMIT AREA

Prior to undertaking any development, subdivision or land alteration, an owner of property within the Commercial Centres (Retail and Visitor Accommodations) Development Permit area shall apply to the Hornby Island Local Trust Committee for a development permit. Development Permits issued in this area should be in accordance with the following guidelines:

	Guideline	Notes
1	The character of each development (including campgrounds) should be in keeping with the rural environment and blend in with the aesthetic qualities of the natural surroundings.	Condition 3.4 i. of proposed Permit
2	The form of the development should incorporate low, small-scale building designs with such amenities as public walkways and outdoor open spaces for use by the public, and include sufficient services.	The bylaw requires that accessory buildings do not exceed 6 metres (19.7 ft). Proposed max. height of new, brown metal roof over existing shed and new addition is 14 ft. = OK. Proposed height complies with bylaw. Condition 3.4 ii. of proposed Permit
3	Natural vegetation and trees should be maintained for screening of parking and storage areas and to enhance the privacy and rural flavour of public open spaces.	Condition 3.2 ii. of proposed Permit
4	In order to minimize light pollution to neighbouring properties, lighting should be softer and lower than supplied by mercury vapour lighting towers, and alternatives that do not light up adjacent private properties shall be required.	Condition 3.3 i. and 3.3 ii. of proposed Permit
5	Off-street automobile parking should be provided as required by bylaw and the Permit should ensure that it is adequately screened and unobtrusive and, if possible, is located to the rear of the parcel and away from public open spaces and eating places.	Condition 3.2 i. of proposed Permit
6	Adequate convenient toilet and washroom facilities should be provided for the number of customers anticipated.	Condition 3.4 v. of proposed Permit
7	Clustering of businesses in order to share in the provision of parking, services, and public facilities and open space should be encouraged.	Condition 3.4 iv. of proposed Permit

8	A landscape plan incorporating natural landscaping should be required.	Existing vegetation was not removed for this addition to building. n/a for this development
9	Neon or internally lit signs should not be permitted.	Condition 3.1 i. of proposed Permit
10	All buildings should be finished in natural products such as wood or brick.	Condition 3.4 iii. of proposed Permit
11	On any lot where residential use is permitted the sequence of construction should be that buildings to be used only for commercial purposes should be constructed prior to any construction of any building that may accommodate residential use, with the exception that one building to be used for commercial purposes that includes one dwelling unit may be constructed, if authorized by zoning regulation, in any sequence of construction on the lot.	Commercial and residential building already constructed = OK.
12	Universal access design principles should be incorporated into the built environment to support the provision of equitable access for all abilities.	Condition 3.4 vi. of proposed Permit



**HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT - HO-DP-2018.3**

TO: Elizabeth Zielinski and Robert Zielinski

1. This Development Permit (the “Permit”) applies to the land described below, and all buildings, structures, and other developments therein:

PID 004-680-707

Lot A, Section 2, Hornby Island, Nanaimo District, Plan 12947 Including Parcel A, (DD 405092I) THEREOF

2. This Permit is for an addition to an existing workshop, as well as the removal of an existing building within the Commercial Development Permit Area. Construction for the addition to the existing workshop shall be in accordance with Siting and Use Permit HO-SUP-2018.11, and is authorized in accordance with the following schedules attached to and forming part of this Permit as signed and dated by the Deputy Secretary of Islands Trust.

Schedule “A” – Site Plan (showing existing buildings including building to be removed)

Schedule “B” – Building Drawing – Elevation

Schedule “C” – Building Drawing – Aerial View

3. The Permit is subject to the following conditions:

3.1 Signage

- i. Neon or internally lit signs shall not be permitted.

3.2 Off-Street Parking & Storage

- i. Off-street automobile parking shall be provided as required by Hornby Island Land Use Bylaw No. 150, 2014, and shall be adequately screened and unobtrusive, and where possible, located to the rear of the parcel and away from public open spaces and eating places.
- ii. Natural vegetation and trees shall be maintained for screening of parking and storage areas, and to enhance the privacy and rural flavour of public open spaces.

3.3 Minimizing Light Pollution to Neighbouring Properties

- i. Lighting shall be softer and lower than supplied by mercury vapour lighting towers.
- ii. Lighting alternatives shall not light up adjacent private properties.

3.4 Design Elements

- i. The character of the development shall keep with the rural environment and blend in with the aesthetic qualities of the natural surroundings.
 - ii. The form of the development shall incorporate low, small-scale building design with such amenities as public walkways and outdoor open spaces for use by the public, and include sufficient services.
 - iii. All buildings shall be finished in natural products such as wood or brick.
 - iv. Businesses shall be clustered in order to share in the provision of parking, services, and public facilities and open space.
 - v. Adequate, convenient toilet and washroom facilities shall be provided for the number of customers anticipated.
 - vi. Universal access design principles shall be incorporated into the built environment to support the provision of equitable access for all abilities.
4. Any alterations requiring a Development Permit and not specifically authorized in this Permit may require a new Development Permit or a Development Permit Amendment.
 5. This Permit is not a Building Permit or a Siting and Use Permit, and does not remove any obligation on the part of the permittee to comply with all other requirements of the Hornby Island Land Use Bylaw No. 150, 2014 including use and density, and to obtain other appropriate approvals necessary for the lawful completion of the proposed development.
 6. The land described herein shall be developed in accordance with the terms, conditions, and provisions of this Permit, and any schedules, plans, and specifications attached to this Permit, which shall form a part thereof.

**AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE
THIS ____ DAY OF ____, 2018.**

Deputy Secretary, Islands Trust

Date of Issuance

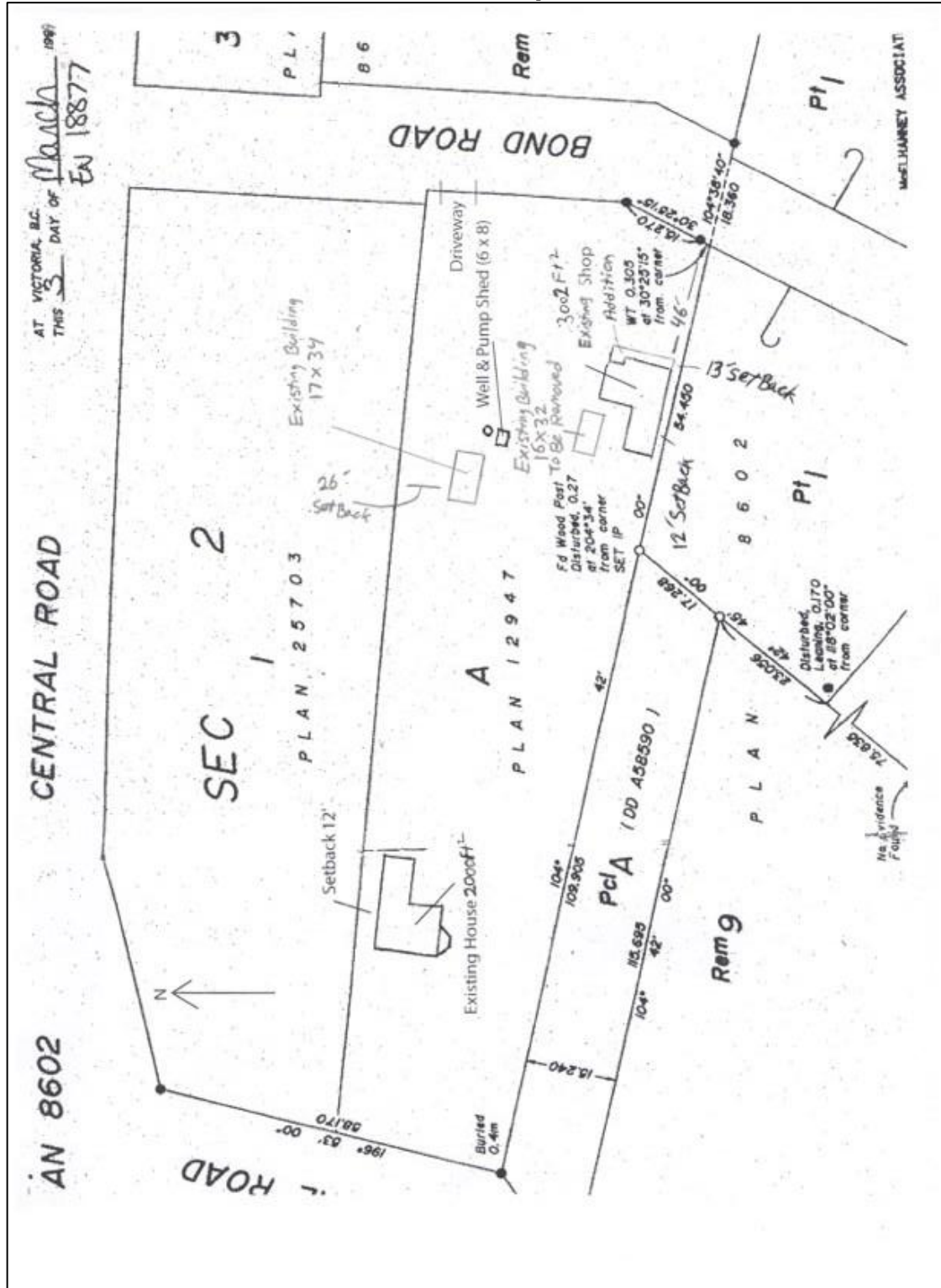
**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF
_____, 2020, THIS PERMIT AUTOMATICALLY LAPSES.**

DRAFT

**HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT HO-DP-2018.3 (ZIELINSKI)**

Schedule "A"

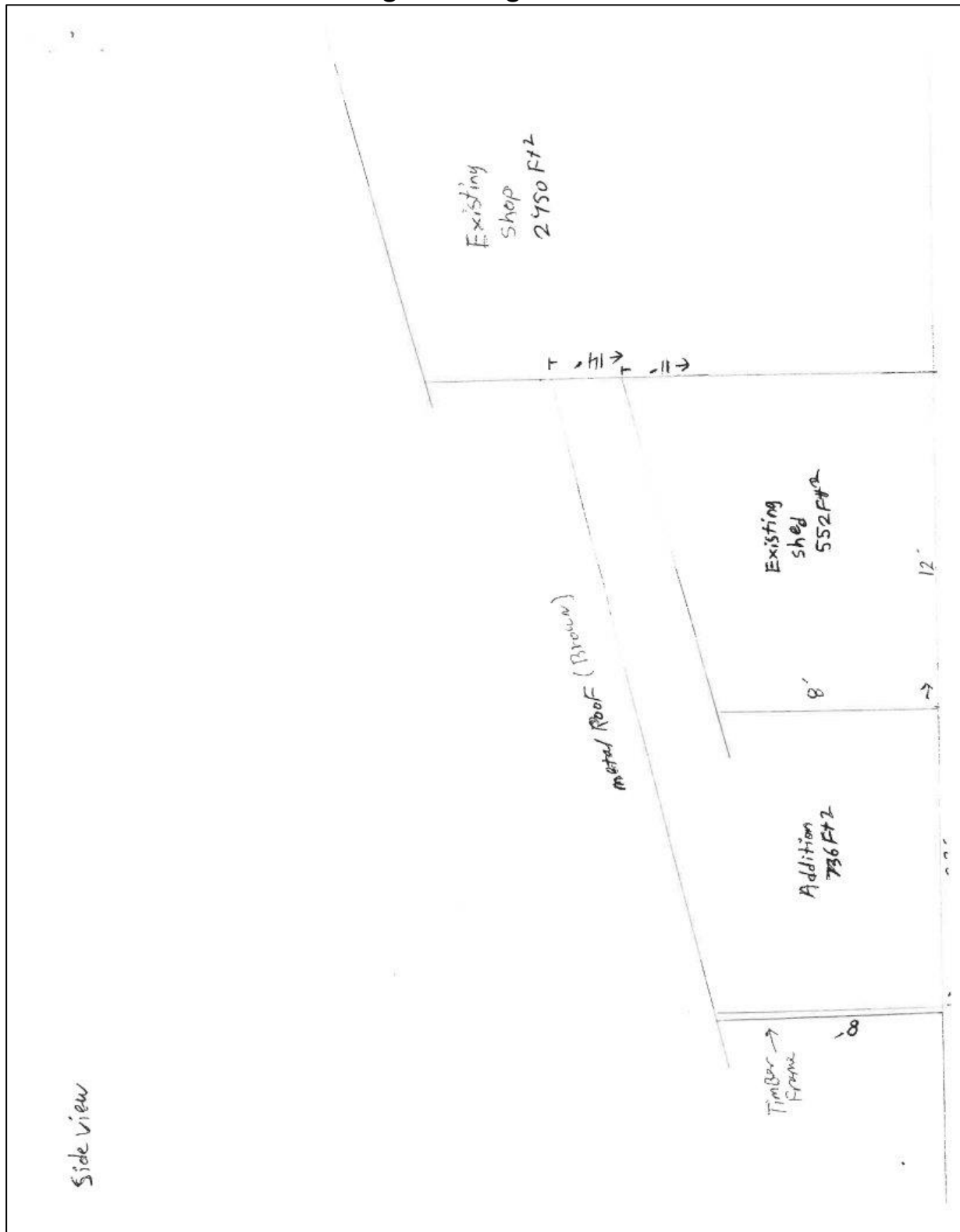
Site Plan (showing existing buildings including building to be removed)



DRAFT

HORNBY ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT PERMIT HO-DP-2018.3 (ZIELINSKI)

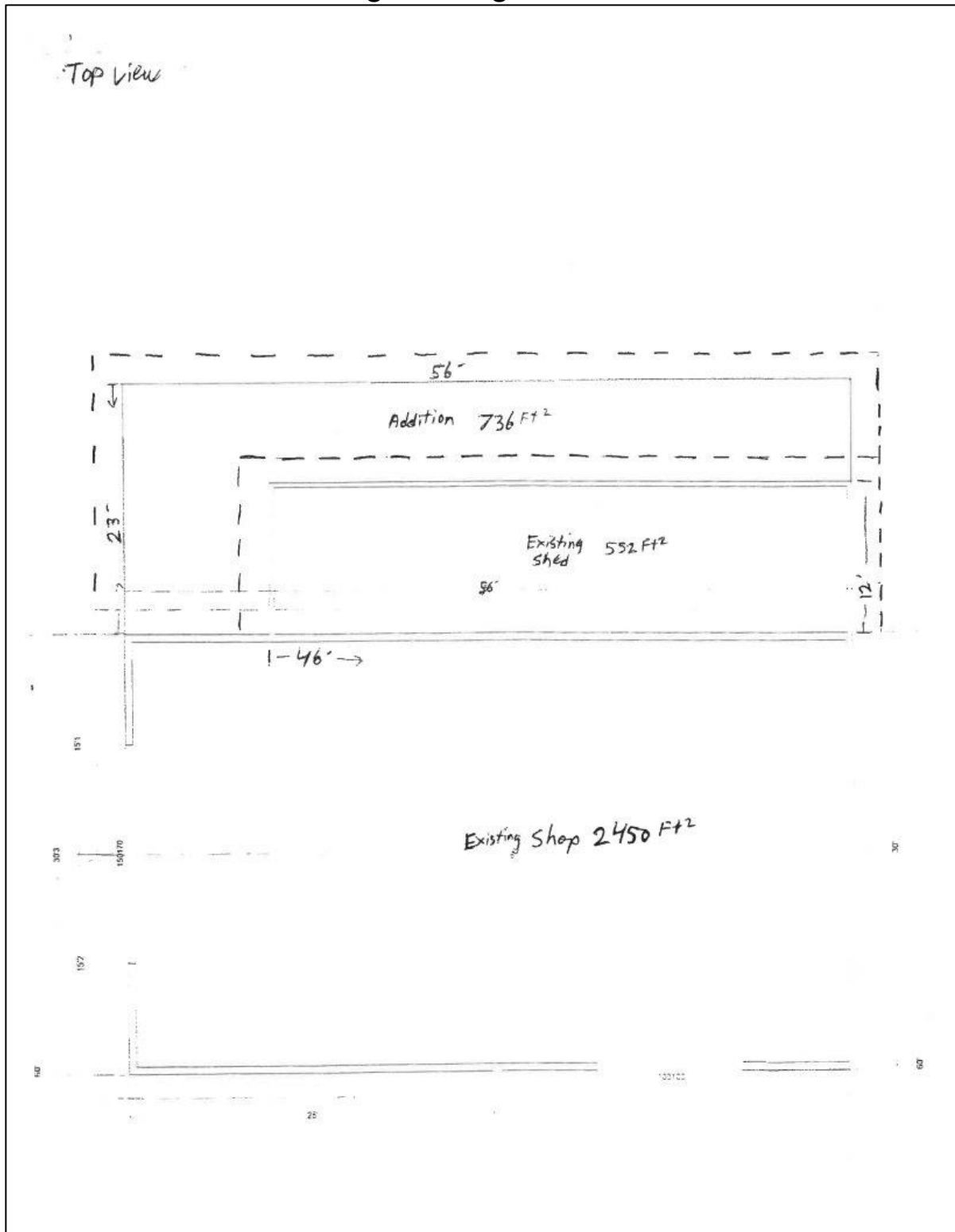
Schedule "B" Building Drawing – Elevation



DRAFT

HORNBY ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT PERMIT HO-DP-2018.3 (ZIELINSKI)

Schedule "C" Building Drawing – Aerial View



MEMORANDUM

File No.: 6500-20 Vacation Home Rental
Education and Bylaw Compliance Campaign

DATE OF MEETING: January 25, 2019
TO: Hornby Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: Update on VHR Education and Bylaw Compliance Campaign Project

RECOMMENDATION

1. That the Hornby Island Local Trust Committee endorse the revised Project Charter v.2 for the Vacation Home Rental Education and Bylaw Compliance Project.

PURPOSE

The Hornby Island Local Trust Committee (LTC) is asked to consider a revised project charter for the Vacation Home Rental (VHR) Education and Bylaw Compliance Project.

DISCUSSION

The VHR Education and Bylaw Compliance Campaign was initiated in April 2018 following completion of the VHR Policy Review Project. The purpose of the current project, as reflected in the attached Project Charter (attachment 1), is *“to undertake an education process to increase community awareness of best practices and regulations with respect VHRs, followed by an enforcement process to address continuing non-compliant operations that exceed VHR regulations, to increase compliance with the existing Hornby Island Land Use Bylaw”* (LUB). Project information, including an FAQ and Best Practices Guide, is available on the Islands Trust website at: <http://www.islandstrust.bc.ca/islands/local-trust-areas/hornby/projects-initiatives/vacation-home-rentals-community-education-and-bylaw-compliance-campaign/>.

To date, all in-scope items have been completed with the exception of *“enforcement of non-compliant VHR operations identified by complaint or advertising”*. It was previously envisioned that this phase of the project would involve identification of non-compliant VHRs, notification letters to non-compliant VHRs, and subsequent bylaw enforcement action as required. Staff are of the opinion that, prior to advancing bylaw enforcement, the LTC should have an opportunity to consider the results of bylaw enforcement research on non-compliant VHRs and evaluate the effectiveness of the existing bylaw enforcement system on Hornby Island in order to facilitate compliance. As such, staff are recommending that the LTC endorse a revised project charter v.2 (attachment 2).

NEXT STEPS

Bylaw enforcement staff would undertake an evaluation of VHR compliance and report back to the LTC at the next regular meeting with results and options to facilitate bylaw compliance.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 9, 2019
---------------	---	-----------------

ATTACHMENTS

1. Project Charter v.1
2. Draft Project Charter v.2

Z:\12 Long Range Planning\06 HO\6500 LTC Work Program\20 Projects (P)\2018 - VHR Education and Compliance Campaign\Staff Reports\2018\2018-11-30\HO-LTC_2019-01-09_VHR-Project_RPT.docx

Vacation Home Rental Community Education and Bylaw Compliance Campaign

— Project Charter v.1

Hornby Island Local Trust Committee

Date: April 27, 2018

Purpose to undertake an education process to increase community awareness of best practices and regulations with respect to Vacation Home Rentals (VHRs), followed by an enforcement process to address continuing non-compliant operations that exceed VHR regulations, to increase compliance with the existing Hornby Island Land Use Bylaw.

Background This campaign is a result of the completion of the VHR Policy Review Project in 2017-2018. The LTC bylaws provide for the regulation of VHRs. The Hornby LTC wishes for an increased community awareness of the existing bylaws, as well as more fair and consistent enforcement of the VHR regulations.

Objectives

- Provide information to VHR operators and the general public about existing VHR regulations, as well as best practices around minimizing water use, waste generation, and potential user nuisances.
- Reduce bylaw enforcement complaints and staff resources to deal with unlawful VHR operators
- Improve balanced enforcement of Vacation Home Rentals and achieve compliance with VHR regulations

In Scope

- Creation/updating of a VHR Campaign webpage
- Communications with VHR marketing platforms
- Communications (information letters) to known VHR operators
- Communications to the general public via local news media and Campaign website
- Preparation of a VHR FAQ document and/or brochure
- Enforcement of non-compliant VHR operations identified by complaint or advertising

Out of Scope

- Community Information Meetings
- OCP or Land Use Bylaw amendments

Workplan Overview

Deliverable/Milestone	Date
Communications with VHR marketing platforms	May 2018
Compile a list of current VHR operators	May-June 2018
Prepare communications media, including create/update VHR Campaign webpage and FAQ/brochure	May-June 2018
Distribute public communications and informational letter to VHR operators	Summer 2018
Bylaw compliance letter to VHR operators	Summer 2018
Bylaw Enforcement of VHRs	January 2019 — ongoing

Project Team

Teresa Ritemann, Planner 2	Project Manager
Ian Cox, Planner 1	Planning Support
Miles Drew	Bylaw Enforcement Support
Wil Cottingham, Office Admin Asst.	Admin Support

Director Approval:

David Marlor

Date: April 10, 2018

LTC Endorsement:

Resolution #: HO-2018-021

Date: April 27, 2018

Budget

Budget Sources: Hornby LTC Special Projects			
Fiscal	Item		Cost
2018-19	Newspaper insert, letter mailouts, brochure production		\$750
	Total		\$750

Vacation Home Rental Community Education and Bylaw Compliance Campaign

— Project Charter v.2

Hornby Island Local Trust Committee

Date: January 25, 2019

Purpose to undertake an education process to increase community awareness of best practices and regulations with respect to Vacation Home Rentals (VHRs), followed by an enforcement process to address continuing non-compliant operations that exceed VHR regulations, to increase compliance with the existing Hornby Island Land Use Bylaw.

Background This campaign is a result of the completion of the VHR Policy Review Project in 2017-2018. The LTC bylaws provide for the regulation of VHRs. The Hornby LTC wishes for an increased community awareness of the existing bylaws, as well as more fair and consistent enforcement of the VHR regulations.

Objectives

- Provide information to VHR operators and the general public about existing VHR regulations, as well as best practices around minimizing water use, waste generation, and potential user nuisances.
- Reduce bylaw enforcement complaints and staff resources to deal with unlawful VHR operators
- Improve balanced enforcement of Vacation Home Rentals and achieve compliance with VHR regulations

In Scope

- Creation/updating of a VHR Campaign webpage
- Communications with VHR marketing platforms
- Communications (information letters) to known VHR operators
- Communications to the general public via local news media and Campaign website
- Preparation of a VHR FAQ document and/or brochure
- Enforcement of non-compliant VHR operations identified by complaint or advertising

Out of Scope

- Community Information Meetings
- OCP or Land Use Bylaw amendments

Workplan Overview

Deliverable/Milestone	Date
Communications with VHR marketing platforms	May 2018
Compile a list of current VHR operators	May-June 2018
Prepare communications media, including create/update VHR Campaign webpage and FAQ/brochure	May-June 2018
Distribute public communications and informational letter to VHR operators	Summer 2018
Evaluate current VHR compliance	February 2019
Staff report to Local Trust Committee on VHR compliance and bylaw enforcement options	March 2019
Bylaw Enforcement of VHRs	March 2019—ongoing

Project Team

Ann Kjerulf, Regional Planning Manager	Project Manager
Bronwyn Sawyer, Planner II	Planning Support
Miles Drew	Bylaw Enforcement
Wil Cottingham, Office Admin Asst.	Admin Support

Budget

Budget Sources: Hornby LTC Special Projects		
Fiscal	Item	Cost
2018-19	Newspaper insert, letter mailouts, brochure production	\$750
	Total	\$750

Director Approval:

David Marlor

Date: April 10, 2018

LTC Endorsement:

Resolution #:

Date: January 25, 2019

British Columbia Ferry Services Inc.
The Atrium
Suite 500, 1321 Blanshard St.
Victoria, BC V8W 0B7
Tel (250) 381-1401
Fax (250) 360-2093
bcferries.com

December 10, 2018

Laura Busheikin, Chair
Hornby Island Local Trust Committee
Islands Trust

Via email: lbusheikin@islandstrust.bc.ca

Dear Laura,

As Mark Collins has noted in his October 16 letter, I have received your suggestions for addressing increasing traffic demand on both routes that serve Denman and Hornby Islands. We are certainly aware of general community concerns and this issue was discussed in depth as recently as the Ferry Advisory Committee meeting held October 29 on Hornby Island.

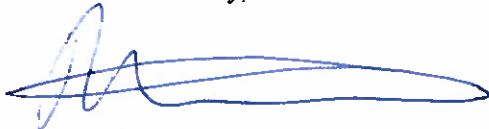
During that FAC meeting, there was a general agreement that finding creative solutions to better meet increasing demand should involve both island communities, and that simply adding a larger vessel to Route 22 would only move a problem from one point to another. Regardless, we confirmed at this meeting that the *Quinitsa* has been earmarked to begin full-time service on the Crofton-Salt Spring Island route in 2019, so it would not be available to consider deploying on Route 22.

In the FAC discussions, we analyzed factors that are affecting demand and potentially contributing to increased travel and traffic. In order to try and find solutions, BC Ferries is going to facilitate a special meeting solely dedicated to this issue. Captain Al de Koninck and Peter Simpson from BC Ferries will meet with FAC members sometime in February 2019. At this meeting, we are encouraging FAC reps to bring forth any ideas from their communities. I ask that any other ideas that you and your communities have be directed to the local FAC members so they can be considered at this meeting.

I know that I am not able to offer you a quick solution but we will continue to operate in shuttle mode with the current vessels serving both routes whenever this can help reduce sailing waits. I also want you to be aware that our Terminal Development Planning process for the Denman and Hornby terminals is progressing towards finding solutions that will improve both the safety and efficiency of the customer experience on the islands. Although this will not address service capacity, it should notably reduce risk, congestion and confusion for customers waiting to board sailings.

Please feel free to reach out directly to me or to Frank Frketich (FAC Chair) if you have any other concerns.

Yours sincerely,



Mark Wilson
Vice President
Strategy & Community Engagement

CC: Frank Frketich, Denman Island – Hornby Island Ferry Advisory Committee Chair



DATE OF MEETING: January 25, 2019
TO: Hornby Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: Advisory Planning Commission Appointments

RECOMMENDATION

1. That the Hornby Island Local Trust Committee request that staff advertise for expressions of interest for the Hornby Island Advisory Planning Commission.
2. That the Hornby Island Local Trust Committee request that staff draft an updated Advisory Planning Commission bylaw for Local Trust Committee consideration.

REPORT SUMMARY

The Hornby Island Local Trust Committee (LTC) is asked to consider recruitment for its Advisory Planning Commission (APC). The APC currently has three members with terms expiring March 31, 2020. The committee may have up to six members. Formal citizen representation on advisory planning commissions adds value and transparency to planning processes.

ANALYSIS

Islands Trust Policy Statement:

A guiding principle of the Islands Trust Policy Statement is that “*open, consultative public participation is vital to effective decision making for the Trust Area.*” Moreover, Commitments of Trust Council include:

- 5.8.1 Trust Council holds that public participation should be part of the decision-making processes of all levels of government
- 5.8.2 It is the position of Trust Council that local trust committees and island municipalities should, in establishing their official community plans and regulatory bylaws, provide opportunities for public input.
- 5.8.3 Trust Council holds that island communities within the Trust Area are themselves best able to determine the most effective local government structure to support their local autonomy and specific community needs within the object of the Islands Trust.

LTCs have a responsibility to ensure that members of the public can participate in planning processes, yet they have the freedom to determine the framework best suited to a particular Local Trust Area.

Local Government Act and Bylaw 91

The authority to establish advisory planning commissions is granted to LTCs through the *Islands Trust Act* and section 461(2) of the *Local Government Act*.

461 (2) A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a regional district director representing the electoral area, on all matters referred to the commission by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.

Advisory planning commissions are intended to advise LTCs specifically on land use matters including Official Community Plans, and proposed bylaws or permits that may be issued under Part 14 (e.g. zoning bylaw amendments or temporary use permits).

Pursuant to section 461, the Hornby Island LTC has adopted Bylaw No. 89 cited as “Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987”, which identifies member composition, terms and roles, and rules for arranging, advertising and conducting commission meetings (Attachment 1).

Staff advise that most other Northern LTC APC bylaws have been updated within the past two years, primarily to reflect the option for professional third-party minute-taking at APC meetings. This provides an opportunity for the APC to focus on its referrals and discussion and also ensures consistency of Islands Trust meeting records. A bylaw update would also contribute to greater consistency in the format of administrative bylaws across the Islands Trust.

Consultation

Openings for APC members could be advertised through the Island Grapevine, Islands Trust website, and trustee networks. The LTC could consider expressions of interest at their next business meeting.

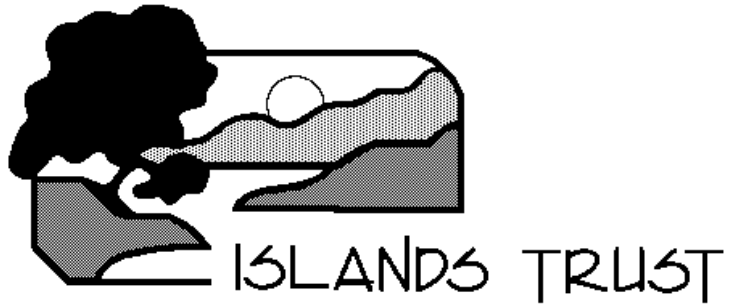
NEXT STEPS

Should the LTC pass the recommended resolutions (page 1), staff will proceed with advertising and bring forward expressions of interest and a draft APC bylaw to the next LTC business meeting.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 9, 2019
---------------	---	-----------------

ATTACHMENTS

1. Bylaw No. 89



HORNBY ISLAND

ADVISORY PLANNING COMMISSION BYLAW NO. 89

AS AMENDED BYLAW HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAWS NO. 99 and 146

NOTE: This Bylaw is consolidated for convenience only and is not to be construed as a legal document.

Consolidated: November 2013

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 89

BL99

A BYLAW TO ESTABLISH AN ADVISORY PLANNING COMMISSION FOR THE HORNBY ISLAND LOCAL TRUST AREA PURSUANT TO THE *MUNICIPAL ACT* AND THE *ISLANDS TRUST ACT*

The Hornby Island Local Trust Committee, being the trust committee having jurisdiction in respect of the Hornby Island local trust area under the *Islands Trust Act*, enacts as follows:

1. **Establishment**

BL99

There is established an Advisory Planning Commission (APC) for the Hornby Island Local Trust Area to advise the Local Trust Committee on all matters respecting land use, community planning, or proposed bylaws and permits, pursuant to the *Municipal Act* that are referred to it by the Local Trust Committee.

2. **Appointment of Members**

(a) The Advisory Planning Commission (APC) consists of not more than six members. Every member must be an elector of the Trust Committee, as defined in Section 1 of the *Municipal Act*, and at least two thirds (2/3) of the members must be residents of the Local Trust Area.

BL146

(b) The Local Trust Committee may, by resolution, appoint members to three-year terms beginning on the date of appointment.

(c) The Local Trust Committee may, by resolution, remove a member at any time.

(d) Where a member resigns or an appointment is otherwise terminated, the Local Trust Committee may appoint a member to serve the balance of the term of the appointment.

(e) The members must, during the first meeting of a calendar year, from among the members, elect a Chairperson, and a Deputy Chairperson to act in the place of the Chairperson in the absence of the Chairperson.

(f) The Deputy Chairperson shall, in the absence of the Chairperson, serve as described in Section 3(b).

(g) In the event that the Chairperson resigns or the Chairperson position is otherwise terminated, the Advisory Planning Commission shall write the Hornby Island Trust Committee to advise them and the Islands Trust shall appoint an interim Chairperson who shall serve until a Chairperson is elected in accordance with Section 2(e).

3. **Roles**

BL99

(a) **Secretary**

- (1) The Local Trust Committee must appoint a Secretary to the Advisory Planning Commission.
- (2) The Secretary is to:
 - i) assist the Chairperson, as required, in arranging meetings of the APC;
 - ii) ensure that proper notification of meetings is given in compliance with this Bylaw;
 - iii) keep legible minutes of all meetings;
 - iv) provide copies of all minutes and recommendations of the APC to the Local Trustees and the Secretary of the Trust;
 - v) maintain financial records and conduct financial transactions with the Islands Trust; and
 - vi) maintain an annual record book of approved minutes to be available to the public upon request and shall provide a copy of minutes when requested upon receipt of a sum of money sufficient to pay the cost of copying those minutes.

BL99

(b) **Chairperson**

- (1) The Chairperson is to:
 - i) receive referrals from the Local Trust Committee and, in response, decide when and where meetings shall be held;
 - ii) ensure proper conduct of all meetings in accordance with the requirements of this Bylaw and the principles of procedural fairness;
 - iii) rule on the existence of a conflict or potential conflict of interest of an APC member when requested to do so; and
 - iv) sign the minutes certifying that they are true and correct after they have been approved by the APC.

4. **Referrals to the Commission**

BL99

- (a) The Trust Committee may by resolution, refer an application for an amendment to the community plan, a bylaw, or a permit, pursuant to the *Municipal Act*, or may refer a proposed bylaw or permit to the Chairperson of the APC with a request for a recommendation.
- (b) The APC must meet, when there is a need to consider a referral, at a duly constituted meeting as defined under this Bylaw and as called by the Chairperson.
- (c) At its first meeting, the Advisory Planning Commission shall select a regular monthly meeting day to consider referrals.

- (d) In the event that no referral is received by the Secretary at least 7 calendar days prior to the date of the next regular meeting, then no meeting need be held.
- (e) A meeting of the APC on any particular referral must be held not more than 30 days after the date of receipt of that referral unless the Local Trust Committee has requested a response by an earlier specified date.
- (f) The Hornby Island Trust Committee may refer a plan or bylaw amendment or permit that has been partially processed and seen at the application stage by the Advisory Planning Commission for additional recommendations if it feels changes to the application warrant the review. In these cases the Advisory Planning Commission may be asked to respond in a briefer than normal time period.
- (g) The Chairperson may call an extraordinary meeting after consultation with the Secretary and all other members of the Advisory Planning Commission to deal with any matter for which a quick response is requested.
- (h) Although the recommendations of the APC must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- (a) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each APC member at least 5 calendar days prior to the regularly scheduled meeting.
- (b) The Secretary must confirm by telephone or note, the date and time of any extraordinary meetings with each member of the APC.
- (c) The Secretary must ensure an applicant is notified of the date, time and place of the APC meeting at which his or her application or proposal will be discussed at least five calendar days prior to the meeting.
- (d) The Secretary must ensure the Local Trustees are notified of each APC meeting at least five days prior to the day of the meeting.
- (e) Where a matter upon which a recommendation has been made is referred back to the Advisory Planning Commission for further comment within a limited time period, the Secretary must notify the Local Trust Committee of an extraordinary meeting. The Secretary may invite the applicant if further information is required at least 2 days prior to the meeting unless the applicant agrees to a lesser notice.

6. Conduct of Meeting

BL99

- (a) All deliberations of the APC must take place in a meeting, and all APC meetings must be open to the public.
- (b) A quorum of the APC is the lesser of three members, or 50% of those appointed.
- (c) The Chairperson is to convene the meeting and may adjourn it from time to time.

- (d) An applicant must be afforded the first opportunity to present his or her proposal and to answer any questions asked by the APC.
- (e) If the applicant or his agent fails to appear and was duly notified as required by this Bylaw, the APC may proceed to reach its recommendation in his absence.
- (f) At the request of any member of the APC, the Chairperson must invite any elected official staff or resource person present at the meeting to comment on the matters before the APC.
- (g) The APC must not receive development proposals and other applications directly from applicants.
- (h) The APC must not consult directly with other government agencies.

7. **Notice of Recommendation**

- (a) If the Local Trustees did not attend an APC meeting, they may require a verbal report from the Chairperson.
- (b) The Secretary must ensure minutes of each meeting of the APC be recorded and approved by the APC at its subsequent meeting.
- (c) The Secretary must ensure a completed referral form recording the response of the APC and a copy of the draft minutes are submitted to the Local Trust Committee and Islands Trust office within seven calendar days of the meeting.
- (d) A recommendation of the APC may be in the form of recorded commentary, in the form of minutes or in the form of a resolution, provided that, where requested, all dissenting opinions are also recorded.

8. **Transition**

- (a) Hornby Island Trust Committee Bylaw No. 76 cited for all purposes as the "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987", is repealed.

9. This Bylaw may be cited as the "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1994".

READ A FIRST TIME THIS 19th DAY OF June , 1995

READ A SECOND TIME THIS 19th DAY OF June , 1995

READ A THIRD TIME THIS 19th DAY OF June , 1995

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS 25th DAY OF
October , 1995

RECONSIDERATION AND FINALLY ADOPTED THIS 8th DAY OF February , 1996

Gordon McIntosh

Graeme Dinsdale

SECRETARY

CHAIRPERSON



DATE OF MEETING: January 25, 2019
TO: Hornby Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
SUBJECT: Notification of Federal Cannabis License Applications

RECOMMENDATIONS

1. That the Hornby Island Local Trust Committee adopt the following standing resolution:
That the Hornby Island Local Trust Committee request that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.
2. That the Hornby Island Local Trust Committee place Regulation of Cannabis Production and Retail Sales on the [Top Priorities/Projects] List.

REPORT SUMMARY

The Hornby Island Local Trust Committee (LTC) is asked to consider adopting a standing resolution with respect to Notices of Intention to Apply for a Cannabis License under the Federal *Cannabis Act* and *Cannabis Regulations*. The recommended resolution is intended to ensure that the LTC is informed of proposed licensed cannabis activities within the Local Trust Area. The LTC is also asked to consider a project in relation to the regulation of cannabis production and retail sales.

BACKGROUND

The new *Cannabis Act and Cannabis Regulations (2018)* set a framework for controlling the production, distribution, sale and possession of cannabis for medical and recreational purposes in Canada. Prior to submitting an application to the federal government (Health Canada), applicants requesting a federal license must provide a written notice to local authorities to inform them of their proposal. The notice must be addressed to a senior official and sent to the following authorities:

- the local government;
- the local fire authority; and
- the local police force or the Royal Canadian Mounted Police detachment that is responsible for providing policing services to that area.

The notice must contain the following information:

- the name of the applicant;
- the date on which the applicant will submit the application to the Minister of Health;
- the type of licence being sought and the activities for which the licence is being sought, while specifying that the activities are to be conducted in relation to cannabis; and
- the address of the site and, if applicable, of each building within the site where the applicant proposes to conduct those activities.

Applicants are required to include a copy of the actual written notices in their application to the federal government. Applicants must indicate the date of each notice, and the name, title and address of the senior official to whom it was addressed.

Current Procedures

At the current time, when staff receive notices from proponents applying for cannabis licences, staff respond to the proponents to confirm applicable land use regulations. Staff would provide information on the process to amend bylaws or apply for variances or permits, if required.

ANALYSIS

Issues and Opportunities

1. **Approval Authority** – Applicants and approved cannabis licence holders are responsible for compliance with the federal *Cannabis Act* and *Cannabis Regulations* as well as compliance with other applicable federal, provincial and territorial legislation, and local government bylaws. For provincial licenses (non-medical cannabis retail sales), the LTC is required to indicate whether or not license issuance is supported. The provincial legislation specifies that local government support is required in order for a license to be issued. However, the Islands Trust is not an approval authority for *federal* cannabis licenses – licenses for either production or sale of medical cannabis. Applicants for federal licenses are required only to provide notification to local governments, local fire departments and law enforcement of their intent to pursue licensing. Notification is not considered confirmation that an application has been submitted or authorized by Health Canada.
2. **Procedures for reporting to the LTC** – The federal *Cannabis Act* and *Cannabis Regulations* do not address if and how local elected officials are to be advised of notices to local authorities received from proponents applying for cannabis licenses. In relation to the Islands Trust, notices need to be submitted to a ‘senior official’ of the local government. As part of their application package to Health Canada, applicants need to advise the federal government of the name, title and address of the senior official to whom the notice was addressed.

If the LTC wishes to be notified of all cannabis-related notices received, staff recommend adopting a standing resolution.

3. **Regulation of Licensed Cannabis Activities** – On August 3, 2018, the LTC adopted a standing resolution to provide a public consultation framework to address potential referrals from the Liquor and Cannabis Regulation Branch (LCRB) for non-medical cannabis retail license applications. The standing resolution provides a framework for processing and consulting the public on referrals for LCRB non-medical cannabis retail license applications. As noted, federal license applications (for production or medical cannabis sales) are not referred to local governments. However, licensees are required to comply with local government bylaws.

The August 3, 2018 staff report suggested that the LTC could pursue Official Community Plan (OCP) and Land Use Bylaw (LUB) amendments, in relation to Cannabis Production and Retail Sales. To date, both the Gabriola and Denman LTCs have identified this as a top priority project, primarily with a view to mitigating the potential for land use conflict and to align with federal and provincial legislation including new regulations for cannabis production in the Agricultural Land Reserve. The Thetis Island LTC and Lasqueti Island LTC have added cannabis production and retail sales regulations to their respective projects lists.

Staff note that the Minister's Bylaw Standards¹ are in the process of being updated and will provide guidance to local governments with respect to adoption of land use regulations regarding cannabis production on agricultural land (e.g. minimum lot size, setbacks, etc.).

Staff also note there are economies of scale that may be achieved when multiple LTCs are undertaking the same type of project in their respective communities. Should the Hornby LTC wish to undertake a similar project, it should be initiated via resolution and added to the projects or top priorities list. An alternative would be to include this in the current Land Use Bylaw (LUB) housekeeping project but the LTC should be aware that the addition of this component may prolong that project.

Rationale for Recommendation

Staff recommend adopting the standing resolution to ensure the LTC is notified of proposed licensed cannabis activities on Hornby Island, and consider initiating a project to consider land use regulations for cannabis production and retail sales – either as a stand-alone Top Priority or future project. The recommendation is noted on page 1 of the staff report.

ALTERNATIVES

1. Include Notices in LTC Agendas

The LTC may consider requesting that notices of proposed federal cannabis licenses be included in LTC agendas, as “correspondence”. These notices would be for information purposes only as the Cannabis Act and Regulations provide no formal avenue for local government input.

That the Hornby Island Local Trust Committee request that Notices of Intention to Apply for a Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust, and included in the next Local Trust Committee regular meeting agenda package.

2. Amend the LUB Amendment Project Charter

As noted, the LTC may elect to amend the LUB Amendment project charter to include regulations for cannabis production and retail sales.

That the Hornby Island Local Trust Committee request that the Land Use Bylaw Amendment Project Charter be amended to include in the list of in-scope activities, regulations for cannabis production and retail sales.

NEXT STEPS

If the LTC concurs with staff's recommendation, the Standing Resolutions list will be updated.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 15, 2019
---------------	---	------------------

¹ Province of BC. Minister's Bylaw Standards. <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/strengthening-farming/local-government-bylaw-standards-and-farm-bylaws>

File No.: Coastal Douglas Fir Tool Kit

DATE OF MEETING: January 12, 2019
TO: Hornby Island Local Trust Committee
FROM: Justine Starke, Island Planner
COPY: Ann Kjerulf, Regional Planning Manager

RECOMMENDATION

THAT the Hornby Island Local Trust Committee consider implementation of the report *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)* as a top priority work program item.

REPORT SUMMARY

This report presents, *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)* for consideration of implementation by the Local Trust Committee. Local Planning Committee (LPC) has developed the attached tool kit for protection of the Coastal Douglas Fir zone and associated ecosystems. There are a number of recommendations for implementation of the tool kit throughout the Islands Trust Area. LPC has requested distribution of the Coastal Douglas Fir Tool Kit to local trust committees with a recommendation to add it as a top priority long range planning project.

BACKGROUND

[Local Planning Committee](#) is a subcommittee of Islands Trust Council with the responsibility for addressing planning needs applicable throughout the Islands Trust Area.

On November 9, 2017, Local Planning Committee moved Coastal Douglas-fir and associated ecosystems as a top priority in accordance with the Trust Council Strategic Plan (2015-18):

- L.1.6.1 Amend land use bylaws to improve protection of high biodiversity areas (LTCs)
- T.1.7.1 Develop a planning tool kit to illustrate how to protect Coastal Douglas-fir and associated ecosystems (LPC).
- L.1.7.1 Use land use planning tools to protect Coastal Douglas-fir and associated ecosystems through land use planning (LTCs).

Staff developed the tool kit and the final report was received by Local Planning Committee on October 11, 2018 when the following resolutions were passed:

LPC-2018-015 It was MOVED and SECONDED, that Local Planning Committee accepts the final Coastal Douglas-fir Toolkit and directs staff to bring the report to Trust Council for consideration of implementation by the 2019-2023 Islands Trust Council. **CARRIED**

LPC-2018-016 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:
a) distribute the Coastal Douglas-fir Toolkit to local trust committees with a recommendation to add it as a top priority long-range planning project;

b) prioritize protection of the Coastal Douglas-fir and Associated Ecosystems and implementation of the Islands Trust Conservancy Regional Conservation Plan in the Islands Trust Council strategic plan for 2019-2023. **CARRIED**

LPC-2018-017 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

c) direct Local Planning Committee to commission mapping of contiguous tracks of the Coastal Douglas-fir zone and associated ecosystems across the Islands Trust Area. **CARRIED**

LPC-2018-018 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

d) request staff to create a strong communications program that will support Islands Trust Conservancy conservation initiatives for Coastal Douglas-fir protection as well as support the land use planning process, with a special focus on communicating the role of Development Permit Areas as a tool for Coastal Douglas-fir protection that permits development.

LPC-2018-019 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

e) request staff to bring recommendations as to how the Natural Areas Property Tax Exemption Program (NAPTEP) can be strengthened to prioritise contiguous tracks of the Coastal Douglas-fir zone and options for increasing communications about NAPTEP. **CARRIED**

LPC-2018-020 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

f) request Trust Area Services staff to continue participating in the Coastal Douglas-fir Conservation Partnership. **CARRIED**

LPC-2018-021 It was MOVED and SECONDED, that Local Planning Committee requests the Islands Trust Council elected for the 2019-2023 term implement the Coastal Douglas-fir Toolkit by undertaking the following:

g) advocate to the Province for additional land use orders protecting Coastal Douglas-fir in the Islands Trust Areas. **CARRIED**

LPC-2018-022 It was MOVED and SECONDED, that Local Planning Committee requests staff undertake mapping of the Coastal Douglas-fir zone and associated ecosystems within the existing budget this term. **CARRIED**

ANALYSIS

The tools available to the Islands Trust can advance protection of the Coastal Douglas-fir zone and associated ecosystems across the Trust Area. Islands Trust and the Islands Trust Conservancy together have the authority to regulate land use, act as a land conservancy, and coordinate with other levels of government. Islands Trust can also work collaboratively with community groups, conservation groups, and individuals to advance a broader set of tools for protection of the CDF Zone. The land use planning powers of local trust committees can be much more effectively used to protect this vulnerable ecosystem.

Objectives for CDF Protection

The policy, regulatory, and legal powers of Islands Trust are nested and can be designed to achieve the following recommended objectives:

- Maintain Contiguous Forest Cover
- Protect and Restore Functioning Ecosystems
- Protect Watershed Ecology
- Honour the Cultural Heritage of Coast Salish Stewardship

The biggest threat to the CDF zone in the Islands Trust is the incremental fragmentation of the forest through rural and residential development. The report suggests a path for Trust Council, the Islands Trust Conservancy, and local trust committees to protect the CDF zone (see the “Ten Essential Steps for Islands Trust to Protect the CDF Zone.” These recommendations are suggested from the position that the best tools are the ones that are easiest to use and are most squarely within the jurisdiction of Islands Trust.

ALTERNATIVES

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

- 1. Add implementation of the report, Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018), to the LTC project list.**

NEXT STEPS

Request staff to bring forward a project charter that proposes scope, timelines, and budget for this work.

Submitted By:	Justine Starke, RPP, MCIP Island Planner	November 27, 2018
Concurrence:	David Marlor, RPP, MCIP Director, Local Planning Services	November 29, 2018

ATTACHMENTS

- Coastal Douglas Fir Zone Tool Kit: <http://www.islandstrust.bc.ca/media/346674/cdf-toolkit-final-web.pdf>

BRIEFING

To: Local Trust Committees/Bowen Island Municipality **For the Meeting of:** Various

From: Clare Frater, Director, Trust Area Services **Date Prepared:** December 20, 2018

SUBJECT: Updated Islands Trust climate change webpages

PURPOSE: To advise local trust committees and Bowen Island Municipality that the Islands Trust climate change webpages have been updated and to encourage dissemination of the climate change resources contained on the page.

BACKGROUND:

On June 20, 2018, the Islands Trust Council passed the following resolution:

That Trust Council request staff to update and improve climate change information on the Islands Trust website and that Local Trust Committees and Bowen Island Municipality be encouraged to disseminate this information to their communities.

Trust Area Services staff have reviewed and updated the information on the Islands Trust climate change webpages:

- <http://www.islandstrust.bc.ca/trust-council/projects/climate-change/> and
- <http://www.islandstrust.bc.ca/trust-council/projects/climate-change/carbon-neutral-operations/>

The Climate Change webpage provides information about the effects of climate change, the role of Islands Trust Area forests in sequestering carbon (equivalent to emissions from 40,000+ cars annually), local and global carbon projections, adaptation information and fact sheets.

Each official community plan in the Islands Trust Area, with the exception of the Piers Island OCP, contains Greenhouse Gas (GHG) reduction targets and associated policies. Local trust committees and Bowen Island Municipality may wish to review these targets as this new term of office gets underway.

The Carbon Neutral Operations webpage provides information about the Islands Trust climate actions since 2012 (via links to the Climate Action Revenue Incentive Program reports).

ATTACHMENT(S):

1. [Islands Trust Fact Sheet: Planning Tools to Reduce Green House Gases](#)

FOLLOW-UP: If local trust committees or Bowen Island Municipality wish to suggest resources or improvements to the climate change webpages, please send them to Andrew Templeton, Communications Specialist at atempleton@islandstrust.bc.ca

Staff will continue to maintain climate change information on the website, and update resources as needed/suggested.

Prepared By: Lisa Wilcox, Acting Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services, December 11, 2018



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality September 2018

Islands Trust Conservancy Staff Changes

Kate Emmings stepped into the role of acting Manager for the Islands Trust Conservancy, filling in for Jennifer Eliason, who is on a temporary assignment with BC Parks until the end of March 2019. Nuala Murphy stepped into the role of acting Ecosystem Protection Specialist, backfilling for Kate Emmings until the end of February 2019. The role of Property Management Specialist is currently vacant and will hopefully be filled by the end of the year. ITC administrative assistant Corlynn Strachan took a temporary assignment with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development; filling in for her until April 2019 is Alexandra Trifonidis.

New Islands Trust Conservancy Board Member

The Islands Trust Conservancy (ITC) board is thrilled to welcome Linda Adams, former Islands Trust Chief Administrative Officer, as a newly appointed board member. Appointed members are selected by the Crown Agency and Board Resourcing Office.

2018-2019 Budget Request

The ITC board considered a business case for ITC staffing and recommended to the Islands Trust Council that the 2019-2020 budget include funding for one new auxiliary Covenant Monitoring and Outreach Specialist position and that financial planning for the 2020-2021 budget include a vision for a new fundraising position.

Approval of Lasqueti Islands Nature Conservancy (LINC) Opportunity Fund Grant

The ITC board awarded a \$4,500 Opportunity Fund grant to LINC for a matching fundraising campaign for the purchase of Salish View on Lasqueti Island. The campaign is set to close in December and approximately \$90,000 is required to complete the protection of 11.61 ha of Coastal Douglas-fir forest.

Regional Conservation Plan Reporting

The ITC board discussed ways to communicate the Regional Conservation Plan to local trust committees, Executive Committee and the Trust Council after the October 2018 election.

New Name: Islands Trust Conservancy

ITC staff provided a verbal update about the Islands Trust Conservancy name change. The new website is active at www.islandstrustconservancy.ca and staff are updating print publications.

Summary of Current Island-by-Island Activities

The ITC board reviewed information and approved the annual covenant and nature reserve monitoring reports.

Denman

Staff finalized the revised management plan for Morrison Marsh Nature Reserve. Invasive species removal and trail clearing, sign installation, and tree caging for forest restoration continue at three ITC nature reserves on Denman.

Lasqueti

The Salish View campaign continues, in partnership with the Lasqueti Island Nature Conservancy (LINC). The ITC board granted LINC a \$4,500 Opportunity Fund grant for a matching fundraising campaign.

Link Island (Gabriola Island Local Trust Area)

The ITC board authorized the Chair to sign a NAPTEP covenant with the landowner and the Nanaimo & Area Land Trust Society for the creation of a new NAPTEP covenant. The 19.3 ha covenant has significant ecological value and is a good model of land conservation under the NAPTEP program.

North Pender Island

The ITC board approved a request from the landholder of the Wallace Point NAPTEP Covenant to widen the driveway to allow for the safe passage of large vehicles.

South Pender Island

The ITC board approved a request from Pender Islands Parks and Recreation Commission to grant a covenant waiver to create new trail sections and close other trail sections to reduce overall trail length. The waiver also permits maintenance of a waterfall viewing platform.

Thetis

Staff are negotiating a conservation covenant for Fairyslipper Forest Nature Reserve with the Thetis Island Nature Conservancy and the Cowichan Community Land Trust. Ecological information is in the process of being collected to inform the covenant baseline report and the management plan for the protected area and a public open house will be held on Thetis Island October 13, 2018.

Please feel free to contact members of the Islands Trust Conservancy or Islands Trust Conservancy staff for more details.

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality November 2018

New Islands Trust Conservancy Board Members and Chair

The Islands Trust Conservancy board has two new members from the new 2019-2023 Islands Trust Council. Doug Fenton, a first-time trustee from Thetis, was elected to sit on ITC and the Board also welcomes Trustee Sue Ellen Fast as the appointed representative of the Islands Trust's Executive Committee. The Conservancy also re-welcomes returning trustee Kate-Louise Stamford, who was elected to the Board for a second term by the Islands Trust Council.

The Islands Trust Conservancy Board is comprised of two islands trustees elected to their positions by the Trust Council; one appointed Islands Trustee from the Trust Council executive and three provincially appointed board members from the islands at large.

The Islands Trust Conservancy Board

Richard “Hoops” Harrison – Saturna Island
Robin Williams – Salt Spring Island
Linda Adams – Salt Spring Island
Doug Fenton – Thetis Island
Sue Ellen Fast – Bowen Island
Kate-Louise Stamford – Gambier Island

At the November 27th meeting, Trustee Stamford was elected by acclamation by the ITC Board as their chair. This position is reviewed on an annual basis.

Islands Trust Conservancy Budget Submission

The Islands Trust Conservancy board received the Islands Trust Conservancy budget for information.

2019 Islands Trust Conservancy Board Meeting Dates

The Islands Trust Conservancy board approved the 2019 meeting schedule.

Regional Conservation Plan Reporting

The Islands Trust Conservancy board discussed ways to communicate the Regional Conservation Plan to local trust committees, the Bowen Island Municipality, Executive Committee and Trust Council.

Incorporation of Regional Conservation Plan into Land Use Planning

The Islands Trust Conservancy board discussed ways to communicate incorporating the Islands Trust Conservancy's 2018-2027 Regional Conservation Plan and associated mapping and data into Official Community Plans, Land Use Bylaws and local planning initiatives and projects and agreed to discuss further strategies for work with local trust committees and the Bowen Island Municipality at its January meeting.

Bylaw Amendment

The Islands Trust Conservancy board directed staff to provide recommendations for revision of Islands Trust Conservancy Bylaw 1 to add options for an alternate chair as there can be extra travel challenges when crossing from the mainland to the Victoria office.

New Name: Islands Trust Conservancy

ITC staff provided a briefing note about the status of the Islands Trust Conservancy name change and budget.

Summary of Current Island-by-Island Activities

Bowen

Trustee Fast reported that New Zealand MP Eugenie Sage came to Bowen Island and requested Islands Trust Conservancy covenant program information.

Denman

The Islands Trust Conservancy board received correspondence from the Cowichan Valley Regional District regarding the Denman Cross Island Trail. Invasive species removal and trail clearing, sign installation, and tree protection for forest restoration continue at three ITC nature reserves on Denman.

Gambier

Public consultation for the updated management plans of three Gambier Island Nature Reserves (Brigade Bluffs, Long Bay Wetland, Mount Artaban) is underway with a public survey and a public, open-house webinar on December 12, 2018.

Lasqueti

The Salish View campaign continues, in partnership with the Lasqueti Island Nature Conservancy (LINC).

Please feel free to contact members of the Islands Trust Conservancy or Islands Trust Conservancy staff for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca

Link Island (Gabriola Island Local Trust Area)

The Islands Trust Conservancy and the Nanaimo Area Land Trust registered a NAPTEP covenant over 19.3 ha of Link Island. The Natural Area Exemption Certificate providing the property tax exemption was registered in October. The covenant has significant ecological value and is a good model of land conservation under the NAPTEP program.

North Pender Island

The Islands Trust Conservancy board received correspondence sent to North Pender LTC from Islands Trust Conservancy staff regarding Medicine Beach Nature Reserve.

Thetis

The Islands Trust Conservancy is negotiating a conservation covenant for Fairyslipper Forest Nature Reserve with the Thetis Island Nature Conservancy and the Cowichan Community Land Trust. Ecological information is being collected for the covenant baseline report and the management plan and a public open house was held on Thetis Island on October 13, 2018. Islands Trust Conservancy staff and Trustee Fenton met with representatives from the Penelakut Tribe, the Thetis Island Nature Conservancy and the Cowichan Community Land Trust to discuss property management on Thetis Island.

Please feel free to contact members of the Islands Trust Conservancy or Islands Trust Conservancy staff for more details.

*Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca*



Islands Trust

Print Date: January 15, 2019

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
HO-ALR-2018.1	Peter Mason Land Surveying Planner: Jaime Dubyna	12-Jan-2018	PID: 023-773-260 Subdivision Civic address: 1150 Central Road, Hornby Island, BC
Planning Status			
Status Date: 27-Sep-2018 Application forwarded to the ALC.			
Status Date: 28-Aug-2018 Applicant submitted letter to amend application to Homesite Severance. To be submitted with package to ALC.			
Status Date: 04-Jul-2018 Planner awaiting confirmation from applicant that they wish to proceed with the original proposal, or to amend application to Homesite Severance in the ALR.			
File Number	Applicant Name	Date Received	Purpose
HO-ALR-2018.2	Hoerbarger Land Surveyors Planner: Bronwyn Sawyer	12-Apr-2018	PIDs: 009-651-268, 009-651-110, 027-126-323 Creating two lots out of three for agricultural purposes. Civic addresses: 1605 Ostby Road, 4555 Fowler Road, 4755 Fowler Road, Hornby Island, BC
Planning Status			
Status Date: 12-Sep-2018 Application transferred to Planner Dubyna.			
Status Date: 03-Aug-2018 LTC consideration of application			
File Number	Applicant Name	Date Received	Purpose
HO-ALR-2018.3	MATTHEW R FREDBECK Planner: Bronwyn Sawyer	15-Aug-2018	PID: 005-575-170 Wants parking on grass surface (no paving) for customers. Civic address: 6260 Bond Rd, Hornby Island, BC V0R 1Z0
Planning Status			

Applications

Status Date: 03-Oct-2018

Planner gave file to Planning Team Assistant to forward application to ALC.

Status Date: 28-Sep-2018

HO LTC passed resolution to forward the application to the ALC with the LTC's comments.

Development Permit

File Number	Applicant Name	Date Received	Purpose
HO-DP-2017.2	Matthew, Jim	17-Aug-2017	Crown leased property; Building new Arts Centre on Sollans Road, Hornby Island.

Planner: Jaime Dubyna

Planning Status

Status Date: 13-Sep-2018

No change in status.

Status Date: 12-Sep-2018

File transferred to Planner TR

Status Date: 15-Aug-2018

Waiting on information from applicant

File Number	Applicant Name	Date Received	Purpose
HO-DP-2018.1	MATTHEW R FREDBECK	21-Mar-2018	PID: 005-574-285. Owner plans to lower floor for handicap access and change roof line to accommodate solar panels. Civic address: 10835 Central Road, Hornby Island.

Planner: Bronwyn Sawyer

Planning Status

Status Date: 13-Sep-2018

No change in status.

Status Date: 28-May-2018

Waiting for info from applicant.

Status Date: 10-Apr-2018

Planner reviewing application.

**Applications**

File Number	Applicant Name	Date Received	Purpose
HO-DP-2018.3	ZIELINSKI, ROBERT	12-Jul-2018	PID: 004-680-707 Demolition and addition to workshop. Civic address: 10795 Central Road, Hornby Island, BC

Planner: Jaime Dubyna**Planning Status****Status Date:** 08-Nov-2018

File transferred to Planner JD.

Status Date: 13-Sep-2018

Waiting for additional information from applicant.

Status Date: 15-Aug-2018

Planner reviewing file

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2017.3	Hoerburger Land Surveying	09-Jun-2017	PID: 027-126-323, 009-651-268, 009-651-110 Civic address: 4555 and 4755 Fowler Road, Hornby Island Consolidation of 3 lots into 2 larger lots to support agricultural operation.

Planner: Bronwyn Sawyer**Planning Status****Status Date:** 12-Sep-2018

Application transferred to Planner Dubyna.

Status Date: 15-Aug-2018

On hold pending result of HO-ALR-2018.2

Status Date: 31-Jan-2018

Waiting on applicants to advise on how they would like to proceed (proposal may change)

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2018.1	MATTHEW R FREDBECK	26-Mar-2018	PID: 005-574-285. Owner plans to lower floor for handicap access and change roof line to accommodate solar panels. Civic address: 10835 Central Road, Hornby Island.

Applications

Planner: Bronwyn Sawyer

Planning Status

Status Date: 13-Sep-2018

No change in status.

Status Date: 28-May-2018

Waiting for info from applicant.

Status Date: 10-Apr-2018

Planner reviewing application.

Rezoning

File Number	Applicant Name	Date Received	Purpose
HO-RZ-2018.1	DAVID P WISEMAN	10-Jan-2018	PID:028-737-245 Rezoning to allow for subdivision Civic address: 5020 Fowler Road, Hornby Island, BC

Planner: Marnie Eggen

Planning Status

Status Date: 13-Sep-2018

No change in status.

Status Date: 12-Sep-2018

File transferred to Planner TR

Status Date: 27-Apr-2018

LTC consideration and resolution to put on hold pending minor technical amendments to LUB

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2018.11	ZIELINSKI, ROBERT	12-Jul-2018	PID: 004-680-707 Demolition and addition to workshop. Civic address: 10795 Central Road, Hornby Island, BC

Planner: Jaime Dubyna

Planning Status

Applications

Status Date: 08-Nov-2018
File transferred to Planner Dubyna.

Status Date: 13-Sep-2018
No change in status.

Status Date: 15-Aug-2018
Planner reviewing file

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2018.12	Hornby Island Fire Hall	31-Jul-2018	Comox Valley Regional District (Crown Prov) Crown Grant License 114434 CL file 1413862 New training centre using 3x40' shipping containers and 2x20' shipping containers

Planner: Jaime Dubyna

Planning Status

Status Date: 11-Oct-2018
Property within DPA 2, requires development permit. Applicant will be submitting DP application.

Status Date: 17-Sep-2018
Planner reviewing application.

Status Date: 12-Sep-2018
File transferred to Planner Dubyna.

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2018.7	BULMER, Grant	04-May-2018	PID: 003-125-777 Building single family dwelling Civic address: 6570 Anderson Road, Hornby Island, BC

Planner: Jaime Dubyna

Planning Status

Status Date: 07-Dec-2018
Planner reviewing revised plans.

Status Date: 07-Dec-2018

Applications

Planner noted to applicant, Section 3.4.2 of the LUB requires that buildings within 100 m of the NB of sea must not exceed 7 m in height. Proposed building is approx. 7.49 m in height and is within 100 m of NB of sea. Options include - relocate proposed building outside of 100 m from NB of sea; reduce height of proposed building; or, apply for a DVP to vary height.

Status Date: 21-Nov-2018

Received copy of building plans as requested.

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2016.2	GROND, HELEN	09-Mar-2016	PID: 028-464-095 Lot 1, Section 12, Hornby Island PID: 018-755-801 Lot B, Section 12, Hornby Island Subdividing two lots into three

Planner: Sonja Zupanec

Planning Status

Status Date: 21-Sep-2018

No change in status.

Status Date: 28-Mar-2018

Covenant registered under CA6702434

Status Date: 02-Jan-2018

Covenant being prepared for signature by LTC representatives and to be registered on title. PLA given. Final letter sent to MOTI

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2017.1	Hoerburger Land Surveying	16-Nov-2016	PIDs: 027-126-323; 009-651-110; 009-651-268. Road closure application. Subdivision to adjust lot lines to follow, via MoTI referral. Civic: 4555 and 4755 Fowler Road, Hornby Island, BC.

Planner: Bronwyn Sawyer

Planning Status

Status Date: 12-Sep-2018

Application transferred to Planner Dubyna.

Applications

Status Date: 15-Aug-2018

On hold pending outcome of HO-ALR-2018.2 and HO-DVP-2017.3

Status Date: 31-Jan-2018

DVP application received. Subdivision file being held in abeyance.

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2017.2	BENJAMIN T LONES	28-Apr-2017	PID: 002-747-774 2 lot subdivision. Civic address: 4685 Central Road, Hornby Island.

Planner:

Planning Status

Status Date: 24-Oct-2018

Update email sent to MOTI and copied to applicant to notify that Planner TR is leaving IT and to correspond through general email until another Planner is assigned.

Status Date: 12-Sep-2018

File transferred to Planner TR

Status Date: 08-Jun-2017

Referral response sent to MOTI

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2018.1	McElhanney Associates Land Surveying	13-Dec-2018	PID: 026-100-932 Two lot subdivision Civic address: 3750 Euston Road, Hornby Island, BC

Planner: Bronwyn Sawyer

Planning Status

Status Date:

Temporary and Industrial Use Permit

File Number	Applicant Name	Date Received	Purpose
HO-TUP-2018.1	Titcomb, Greg	20-Apr-2018	PID: 000-081-973 Seasonal juice production next to fruit stand. Civic address: 6060 Central Road, Hornby Island, BC

Applications

Planner: Jaime Dubyna

Planning Status

Status Date: 11-Oct-2018

Planner advised applicant that submission of a non-farm use application to the ALC would provide clarity in regard to TUP Guideline 6.10.3 which provides, "Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations."

Status Date: 21-Sep-2018

No change in status.

Status Date: 20-Jul-2018

Applicant submitted revised site plan at the request of planner.

Islands Trust
LTC EXP SUMMARY REPORT F2019
Invoices posted to Month ending November 2018

635 Hornby	Invoices posted to Month ending November 2018	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-635	LTC "Trustee Expenses"	750.00	218.94	531.06
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,750.00	1,672.69	1,077.31
65210-635	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-635	LTC - Local Exp - Communications	250.00	205.00	45.00
65230-635	LTC - Local Exp - Special Projects	500.00	118.51	381.49
TOTAL LTC Local Expense		<u>4,000.00</u>	<u>1,996.20</u>	<u>2,003.80</u>
Projects				
73001-635-4067	Hornby First Nations Relations	500.00	160.18	339.82
73001-635-4083	Hornby Short Term Vacation Rental (STRV) Review	750.00	0.00	750.00
TOTAL Project Expenses		<u>1,250.00</u>	<u>160.18</u>	<u>1,089.82</u>

Hornby Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No.	Meeting Date	Resolution No.	Issue	Policy
1.	January 27, 2017	HO-2017-011	Enforcement actions against three specific properties for unlawful dwellings	HO-2017-011 that the Hornby Island Local Trust Committee adopt the following Standing Resolution: 1. That whereas the Hornby Island Local Trust Committee intends to facilitate a community process to review residential density to address community housing needs, which may result in amendments to the Official Community Plan and Land Use Bylaw, it is resolved that related enforcement actions against properties identified as: a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road); b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St. Johns Point Road) shall be held in abeyance; 2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Hornby Island Land Use Bylaw No. 150 and the Hornby Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice; and 3. That unless the Hornby Island Local Trust Committee extends the effective period, this enforcement policy expires on October 31, 2018 or when the residential density review project is complete, whichever is the sooner.
2	April 27, 2018	HO-2018-023	Suspend bylaw enforcement for unlawful Vacation Home Rentals	HO-2018-023 It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following Standing Resolution: “That the Hornby Island Local Trust Committee suspend enforcement actions against unlawful Vacation Home Rentals until January 1, 2019 except where there are issues of health, safety or environmental impact”.
3	August 3, 2018	HO-2018-044	Processing non-medical cannabis retail license	HO-2018-044 It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following Standing Resolution with respect to the processing of non-medical cannabis retail license applications:

				applications	• Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: ○ Name of the applicant and a description of the proposal in general terms ○ The location of the proposed establishment and the subject site ○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered. ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application ○ How public comments may be submitted to the Local Trust Committee.
--	--	--	--	---------------------	--

**Hornby Island**

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Land Use Bylaw Amendments	A Bylaw amendments to address issues with respect to the Public Use Area and MALA in the large lot residential zone and other housekeeping amendments	27-Apr-2018		
2	Groundwater Protection and Water Conservation Project	Project charter, including work plan and budget; consolidation of existing information; required research to address key knowledge gaps; workshop to explain the model; suggestions for next steps including finding potential funding, advocacy/education/coordination with other agencies etc. Review approaches to ground water protection and water conservation on Hornby Island including consideration of the Gulf Islands Ground Water Protection Regulatory Tool Kit and the possible use of Development Permit areas for water conservation	08-Jun-2018	William Shulba	
3	Vacation Home Rental Community Education and Bylaw Compliance Campaign	Implement the Project Charter for the education and compliance campaign.	27-Apr-2018	Miles Drew Teresa Ritemann	01-Jan-2019
4	Addressing Housing Needs	A project to identify, assess and implement housing opportunities including reviewing residential density on rural lots and consider staff accommodation on commercial lots.	28-Sep-2018		



Projects

Hornby Island

Description	Activity	R/Initiated
Ford Cove Consultation	Conduct a consultative process for the Ford Cove area	
Public Use area planning	Support collaborative planning process for Public Use areas	27-Mar-2015
Identification of gravel resources in the OCP	Update mapping as required.	27-Apr-2018
Review RAR with respect to roadside ditches		27-Apr-2018
Marine Protection	Ongoing participation in public education, advocacy and regional processes with respect to the marine environment and shoreline protection	28-Sep-2018
Improving Bylaw Compliance	Explore with the community and staff, approaches to improving Bylaw compliance	28-Sep-2018
Regulation of Cannabis Production	Project to identify options for regulating Cannabis production and subsequent amendments to the OCP and LUB	28-Sep-2018
Ecosystem Protection	Consider potential utilization of the Regional Conservation Plan and Coastal Douglas-fir Toolkit.	28-Sep-2018
Addressing Climate Change	Review measures to address climate change including through implementation of OCP policies	28-Sep-2018