



Islands Trust

A NOTICE OF A BUSINESS MEETING OF **THE HORNBY ISLAND LOCAL TRUST COMMITTEE**
to be held at 12:30 PM on Friday, March 16, 2012
New Horizons, 1765 Sollans Road, Hornby Island, BC

AGENDA

		Page No.	Approx. Time
1.	CALL TO ORDER		12:30 am
2.	APPROVAL OF AGENDA		
3.	Mimulus Biological Consultants Presentation - Stream Mapping on Hornby Island		
4.	MINUTES		2:00 pm
4.1	Local Trust Committee Meeting Minutes dated February 3, 2012 – <i>for adoption</i>	1-8	
4.2	Section 26 Resolutions Without Meeting Log dated March 7, 2012 - attached	9	
4.3	Advisory Planning Commission Minutes - <i>none</i>		
5.	BUSINESS ARISING FROM MINUTES		2:10 pm
5.1	Follow-up Action List dated March 7, 2012 – <i>attached</i>	10-11	
6.	CORRESPONDENCE <i>“Correspondence specific to an active development application and/or project will be received by the Hornby Island Local Trust Committee when that application or project is on the Agenda for Consideration”</i>		
6.1	Post Public Hearing Correspondence for Bylaw No. 142 and Bylaw No.143 - <i>attached</i>	12-15	
7.	TRUSTEES’ REPORT		2:15 pm
8.	CHAIR’S REPORT		
9.	DELEGATIONS		
10.	TOWN HALL SESSION		2:30 pm
11.	APPLICATIONS AND PERMITS		

	BREAK		2:45 pm
12.	LOCAL TRUST COMMITTEE PROJECTS		3:00 pm
12.1	HO-OCP-2009.1 (Official Community Plan and Land Use Bylaw Review) Staff Memorandum dated March 7, 2012 - <i>attached</i>	16-19	
12.2	HO-RZ-2012.1 (Vacation Home Rental Regulation) Staff Report dated March 5, 2012 – <i>attached for consideration</i>	20-29	
13.	REPORTS		4:00 pm
13.1	Work Program Reports Top Priorities and Projects List Report dated March 7, 2012 - <i>attached</i>	30-31	
13.2	Applications Log Report dated March 7, 2012 - <i>attached</i>	32-34	
13.3	Trustee and Local Expenses		
13.3.1	Expenses posted to January 23, 2012 - <i>attached</i>	35	
13.3.2	Expenses posted to February 23, 2012 - <i>attached</i>	36	
14.	NEW BUSINESS		4:10 pm
14.1	Memorandum dated February 21, 2012 to Local Trustees from David Marlor, Director of Local Planning Services regarding A Strategic Approach to Islands Trust Communications - <i>attached for discussion</i>	37-39	
15.	BYLAWS		
16.	ISLANDS TRUST WEBSITE		
16.1	Hornby Page - <i>attached</i>	40-41	
17.	NEXT BUSINESS MEETING DATE Friday, April 27, 2012 at 12:30 pm at New Horizons, 1765 Sollans Road, Hornby Island, BC		
18.	ADJOURNMENT		4:30 pm

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

DRAFT

**MINUTES OF THE HORNBY ISLAND LOCAL TRUST COMMITTEE BUSINESS
MEETING
HELD AT 11:00 AM, FEBRUARY 3, 2012
IN THE HORNBY ISLAND COMMUNITY HALL
CENTRAL ROAD, HORNBY ISLAND, BC**

<u>PRESENT:</u>	David Graham	Chair
	Tony Law	Local Trustee
	Alex Allen	Local Trustee
	Sonja Zupanec	Island Planner
	Chris Jackson	Regional Planning Manager
	Katherine Vogt	Minute Taker

There were two members of the public in attendance.

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:10 am and welcomed newly elected Trustee Alex Allen.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus with the following amendment:

- Item 14 " BYLAWS " will follow item 11 " LOCAL TRUST COMMITTEE REPORTS;" then item 12 " REPORTS " will follow item 14
- Item 13.4 " Communications " will be added under 13 " NEW BUSINESS "

3. MINUTES

3.1 Local Trust Committee Meeting Minutes dated February 3, 2012

The minutes were adopted by consensus, with the following amendments:

- Page 3, item 6, second paragraph, first sentence, replace "at" with "of"
- Page 3, item 6, second paragraph, second sentence, replace "Council" with "meeting"

3.2 Section 26 Resolutions Without Meeting Log dated January 24, 2012-

There were no comments.

3.3 Advisory Planning Commission Minutes - none

4. **BUSINESS ARISING FROM MINUTES**

4.1 *Follow-up Action List dated January 24, 2012 - attached*

Planner Zupanec reviewed the follow up action list. The committee discussed the referral of Draft Bylaw No. 90 cited as "Hornby Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 144, 2011". to the Advisory Planning Commission.

HO-001-2012

It was **MOVED** and **SECONDED** that the resolution of October 19, 2011 to send Draft Bylaw No. 90 cited as "Hornby Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 144, 2011". to the Advisory Planning Commission be rescinded.

CARRIED

5. **CORRESPONDENCE**

Correspondence specific to an active development application and/or project will be received by the Hornby Island Local Trust Committee when that application or project is on the agenda for consideration.

None.

6. **TRUSTEES' REPORT**

Trustee Allen spoke about his experiences as a new Trustee.

Trustee Law reported that he had attended a Simon Fraser University invitational dialogue on The Future of Energy on Salt Spring Island which included a discussion about the BC Hydro smart meter program.

Trustee Law reported that he had been informed by the Provincial Health Officer that the BC Centre For Disease Control is doing a thorough review of health studies relating to smart meters and will be issuing a report in March, 2012

Trustee Law reported that BC. Ferries had conducted a presentation and discussion about proposed cable ferry service between Denman and Vancouver Islands. They will be holding a meeting on Denman Island to provide an update which may include information about requests for proposals and an independent review of feasibility work possibly this month.

Trustee Law reported that the Ferry Advisory Committee Chairs had received a briefing from the BC Ferry Commissioner about his report and will have a telephone meeting with him on February 7, 2012 to get further clarification and will be meeting with the Minister of Transportation and Infrastructure on February 29, 2012. The Chairs have issued a news release and have written to the Minister stating their position on the report.

Trustee Law reported that he had talked with the new provincial Project Manager for the Environmental Assessment process for the proposed Raven Underground Coal Mine. There is still work to be done to finalize the application information requirements and relevant working group members will be contacted to review outstanding issues.

7. CHAIR'S REPORT

Chair Graham reported that he had attended a Local Government Leadership Council in Parksville over a two and a half day period and that it was a positive experience. Also, that he had recently chaired the Gabriola and Gambier Local Trust Committee Meetings.

8. DELEGATIONS

None

9. TOWN HALL MEETING

There were two members of the public present. Fred Hunt congratulated the Local Trustees on their recent election successes.

Fred Hunt stated that he and Christine Hunt had come to express their concerns about delaying consideration of Bylaw No.142 and Bylaw No. 143 and that they were pleased to see these items had been added to the agenda. They were hoping that the Local Trust Committee could take a "middle - road" approach to the issue of vacation rentals because Hornby Island was unique.

10. APPLICATIONS AND PERMITS

None

11. LOCAL TRUST COMMITTEE PROJECTS

None

14. BYLAWS

14.1 Hornby Island Local Trust Committee Bylaw No. 142 (Vacation Home Rentals) cited as "Hornby Island Official Community Plan Bylaw No. 104, 2002, Amendment No. 1, 2011." - for consideration of adoption

Trustee Allen stated that many residents were unhappy with the final vacation home rentals bylaws due to declining tourism sales volume on Hornby Island and the trend towards event tourism. Visitors of various

workshops and retreats need a place to stay, so why limit vacation rentals to the winter months.

Chair Law stated that he wanted to allow for greater flexibility regarding vacation home rentals by adopting Bylaw No.142; focusing on the potential for adjustment to Bylaw No. 143; and utilizing existing enforcement policy.

HO-002-2012

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee adopt Bylaw No.142 (Vacation Home Rentals) cited as "Hornby Island Official Community Plan Bylaw No. 104, 2002, Amendment No. 1, 2011."

CARRIED

- 14.2 *Hornby Island Local Trust Committee Bylaw No. 143 (Vacation Rentals) cited as "Hornby Island Land Use Bylaw No. 86, 1993, Amendment No. 1, 2011". - for consideration of adoption*

Planner Zupanec noted that if substantial changes would be made to Bylaw No. 143, that its second reading should be rescinded by the Local Trust Committee and that a new bylaw be resolved, drafted and presented to the public for consultation. Planner Zupanec expressed uncertainty as to whether the pith and substance of Bylaw No. 143 would be altered by any of the changes proposed for it in the ensuing discussion.

Chair Graham noted that a substantial amount of work by the community had already gone into Bylaw No. 143.

Trustee Law remarked that flexibility with vacation home rentals could be accommodated by bylaw enforcement policy because if a resident was not advertising, they could rent out their dwelling at any time of the year. In such a case their business would be through word of mouth rather than a commercial operation.

Trustee Allen agreed with the need for greater flexibility regarding vacation home rentals.

Regional Planning Manager Jackson suggested that the Hornby Island Local Trust Committee could adopt Bylaw No. 143 as it stood and then draft an amending bylaw to accommodate changes that would increase the bylaw's flexibility.

Trustee Allen and Trustee Law agreed that it would be better to adopt Bylaw No. 143 and then add amendments to it rather than open up the entire Bylaw No. 143 for revision.

HO-003-2012

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee adopt Bylaw No. 143 (Vacation Home Rentals) cited as, "Hornby Island Land Use Bylaw No. 86, 1993, Amendment No. 1, 2011".

CARRIED

Chair Graham called a brief recess at 12:30 pm and reconvened at 12:35 pm.

HO-004-2012

It was **MOVED** and **SECONDED** that the Hornby Island Trust Committee request staff to draft a bylaw to amend the Hornby Island Land Use Bylaw by:

1. deleting existing regulation 3.23.1; and
2. adding a regulation that would:
 - a) specify that vacation home rentals be allowed during any one period of not more than five consecutive months in a twelve month period and not more than five calendar months in any calendar year; and
 - b) specify that a vacation home rental may be conducted at any time of the year in a dwelling provided that an owner or tenant is occupying another legal dwelling on the property; and
 - c) add an information note for regulation 3.23.2 to provide more clarity.

CARRIED

HO-005-2012

It was **MOVED** and **SECONDED** that staff be requested to make the proposed amending bylaw to address vacation home rentals available for consideration of first reading by resolution without meeting, and that staff be requested to schedule a public hearing for the draft bylaw.

CARRIED

Chair Graham called a brief recess at 12:54 pm and reconvened at 1:00 pm.

HO-006-2012

It was **MOVED** and **SECONDED** that staff be requested to prepare a draft bylaw enforcement policy and communications strategy with respect to vacation home rentals for consideration by the Local Trust Committee at its next business meeting.

CARRIED

12. REPORTS

12.1 *Work Program Reports*

12.1.1 *Memorandum dated January 20, 2012 – attached*

12.1.2 Top Priorities and Projects List Report dated January 24, 2012

Planner Zupanec recommended that the Vacation Home Rentals Regulation Review be maintained as a top priority in the Hornby Island Local Trust Committee Top Priorities List and that the Official Community Plan and Land Use Bylaw Review be maintained as a second priority.

Planner Zupanec provided an update of the third priority, Riparian Areas Regulation mapping and implementation project, stating that Mimulus Consulting had been contracted in late December of 2011 to map Ford Creek and portions of the Beluah Creek watersheds. A mail-out notification and factsheet was sent out to those property owners who could be proximally affected by this watershed activity. A report was prepared in January, 2012 by the contracting company, but new funds would need to be made available for the consultant to present her report to the Hornby Trust Committee.

HO-007-2012

It was **MOVED** and **SECONDED** that the top priorities of the Hornby Island Local Trust Committee Work Program be 1. Vacation Home Rentals Regulation Review, 2. Official Community Plan and Land Use Bylaw Review and 3. Riparian Areas Regulation Mapping and Implementation.

CARRIED

HO-008-2012

It was **MOVED** and **SECONDED** that the Projects List for the Local Trust Committee be: 1. Development Procedures Bylaw, 2. Continuing Relationship Building with K'omoks First Nation, 3. Greenhouse Gas Emissions Reduction Communications, and 4. Communications Strategy for Revised Official Community Plan and Land Use Bylaw.

CARRIED

12.2 Application Log - report dated January 24, 2012

Planner Zupanec noted that the Development Permit for Hornby Island Resort Ltd. (The Thatch) was being delayed significantly due to their application for subdivision of their parking lot being unfeasible with current regulations.

Trustee Law expressed that there had recently been over a dozen requests for land subdivisions on Hornby Island.

12.3 Trustee and Local Expenses - Expenses posted to December 21, 2011

HO-009-2012

It was **MOVED** and **SECONDED** that up to five hundred dollars be utilized from the Hornby Island Local Trust Committee's Special Project Account to enable a presentation by a Mimulus consultant at the March meeting on watershed mapping in conjunction with RAR requirements.

CARRIED

13. NEW BUSINESS

13.1 *Proposed Local Trust Committee Meeting Schedule 2012*

HO-010-2012

It was **MOVED** and **SECONDED** that the Hornby Island Trust Committee adopt the proposed business meeting schedule for 2012:

Friday March 16, 2012
Friday April 27, 2012
Friday June 1, 2012
Friday July 6, 2012
Friday September 21, 2012
Friday October 12, 2012
Friday November 23, 2012.

CARRIED

13.2 *Governance Meeting with Comox Valley Regional District Director and Hornby Island Residents and Rate Payers Association Executive - for discussion*

There was some discussion about the Hornby Island Trustees exploring ways to bring about greater youth involvement in Islands Trust issues.

13.3 *Advisory Planning Commission Orientation - for discussion*

Trustee Law expressed that he would like to find out how the Advisory Planning Commission would prefer to work so that the Hornby Island Local Trust Committee could better manage referrals to them.

Planner Zupanec noted that an orientation could be managed as a stand-alone session or coincided with an upcoming referral.

13.4 *Communications*

Trustee Law stated that he wanted to look at making better use of electronic communications between Trustees and other individuals and agencies. He noted that in the past, trustees collected their own e-mail lists but that perhaps it would be more efficient to have such information centralized as an information subscription for all trustees.

Trustee Allen expressed that many local residents do not have access to the internet and that there could be more targeted and accessible print advertising of the Local Trust Committee meeting times and dates.

Planner Zupanec suggested a sandwich board type of sign to announce upcoming Hornby Island Local Trust Committee Business Meetings, noting that there was money in the budget to commission such a sign. Alternately, residents could go to the Hornby Web Page on the Islands Trust website for the latest information. This website provides a subscription service to the Hornby Web Page, and that web page provides a section for the Trustees' Report, so it was up to users of the service to seek the information available.

HO-011-2012

It was **MOVED** and **SECONDED** that staff be directed to post reports prepared by the Hornby Island Local Trustees following each meeting under latest news on the Hornby Island Local Trust Committee Webpage.

CARRIED

HO-012-2012

It was **MOVED** and **SECONDED** that up to two hundred dollars be utilized from the Hornby Island Local Trust Committee Miscellaneous Account for the creation of a sandwich board to advertise meetings.

CARRIED

15. ISLANDS TRUST WEBSITE

15.1 *Hornby Page*

Planner Zupanec stated that a revamped Islands Trust Website should be completed by March, 2012.

16. NEXT BUSINESS MEETING DATE

The next business meeting date for the Hornby Island Local Trust Committee will be on Friday, March 16, 2012 at 12:30 PM at New Horizons, 1765 Sollans Road, Hornby Island, BC.

17. ADJOURNMENT

The Local Trust Committee adjourned the meeting by consensus at 2:26 pm.

Recorder

Chair

RWM From: January 25, 2012 To: March 07, 2012

Hornby Island

Resolution #	Action	Resolution Description	Resolution Date
2012-01	In Favour	"That the Hornby Island Local Trust Committee give first reading to Draft Bylaw No. 145 cited as "Hornby Island Land Use Bylaw No. 86, 1993, Amendment No. 1, 2012".	Feb 17, 2012



Islands Trust

Print Date: Mar-07-2012

Follow Up Action Report w/ Target Date

Hornby Island Dec-15-2010

No.	Activity	Responsibility	Target Date	Status
1	GHG and RAR Budgets - proposed Climate Change pamphlet to be considered and staff asked upon completion of draft to contract for formatting and printing of pamphlet. RAR budget to be reconsidered at next LTC meeting.	Chris Jackson		On Going

Jun-01-2011

No.	Activity	Responsibility	Target Date	Status
1	HO-OCP-2009.1 (OCP and LUB review project) Resolution: Request staff to flag the following issues arising from the Islands Trust Food Security report for the OCP/LUB review: farm worker housing; amenity zoning policy; community food storage facilities; shared equipment storage facilities. Resolution (2010):LTC expresses interest in Toby Islet, Norris Rocks and Flora Islet being rezoned from Rural Residential to Park as part of the OCP and LUB review process and request staff to prepare a report on the conservation values of the islets and to consult with their owners. Consider Ron McMurtrie's comments regarding septic fields expressed in his Oct 17, 2010 email when drafting the proposed LUB.	Sonja Zupanec		On Going

Sep-21-2011

No.	Activity	Responsibility	Target Date	Status
1	Meeting with K'omoks Indian Band - reschedule.	Courtney Simpson Sonja Zupanec	Nov-30-2011	On Going

Feb-03-2012

No.	Activity	Responsibility	Target Date	Status
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1	HOLTC standing resolution: staff be requested to post trustee reports following each meeting under 'latest news' on the HOLTC webpage.	Sonja Zupanec		Done
1	Update HOLTC webpage with updated content and trustee report.	Sonja Zupanec	Feb-10-2012	Done
1	HOLTC Resolution to adopt the proposed meeting schedule: March 16, April 27, June 1, July 6, Sept 21, Oct 12 and Nov 23. No meeting on June 27th as per proposed meeting schedule.	Theresa Vieau	Feb-10-2012	Done
1	HOLTC Resolution: Adoption of bylaws 142 and 143. Consolidate bylaws and post to website. Request staff to draft a bylaw to amend 143 with changes made by resolution Feb 3, 2012. Staff to return draft bylaw by RWM for consideration of first reading and schedule a public hearing. Staff to prepare a draft bylaw enforcement policy and communications strategy with respect to VHR for consideration by the LTC for March meeting.	Miles Drew Jacquie Hill Sonja Zupanec	Feb-17-2012	On Going
1	Staff to coordinate and facilitate APC orientation with first referral in 2012.	Sonja Zupanec	Mar-30-2012	On Going
1	HOLTC resolution to spend up to \$200 from HOLTC miscellaneous account for the creation of a sandwich board to advertise HOLTC meetings.	Tony Law	Mar-30-2012	On Going
1	HOLTC Resolution authorizing up to \$500 from special projects account be used for time/travel costs for a presentation by Mimulus consultants for the March LTC meeting on stream mapping on Hornby Island.	Sonja Zupanec	Mar-30-2012	On Going

Sonja Zupanec

From: Tony Law
Sent: July-13-11 11:25 AM
To: Jon O'Riordan
Cc: Sonja Zupanec
Subject: RE: Short Term Rental Policy



Hi Jon:

I note from the subject line that your message is about vacation rentals.

I have forwarded your message unread to staff for response as members of the local trust committee cannot receive and consider any new comments and information with respect to proposed bylaws after the closure of a Public Hearing.

Please note that at recent meetings the Hornby Island Local Trust Committee has indicated its intention, if/when the proposed bylaws are adopted, to:

- a) consider adoption of a bylaw enforcement policy that would direct enforcement activities to only address vacation home rentals that are overtly problematic while allowing others to continue.
- b) carry out a communications strategy to provide clear information to residents and property owners regarding the regulations and the enforcement policy.

Please also note, the Hornby Island Land Use Bylaw which has been in place since 1993 does not include vacation rentals as a permitted use in residential and agricultural zones. All those property owners who have been carrying out this use up to now have been doing so without this activity being permitted in land use regulations. Bylaw enforcement activities have been suspended for a number of years while the local trust committee has worked slowly and carefully with the community and planning staff to find a way to address this issue.

Hope to see you sometime over the summer.

Take care,

Tony Law



Tuesday, June 28, 2011

Attention: Hornby Island Local Trust Committee

Re: Short Term Vacation Rental

*Fax received after
Tue 27-4pm cutoff for
written submissions
received at Northern
Office.*

Dear Committee Members;

We are writing to express our concerns with the proposed amendments to the existing Hornby Island Official Community Plan and proposed changes to the Land Use Bylaw. We have written previously on April 18th, 2011.

With respect to changes to the OCP we are concerned that these changes are excessively driven by the Committee and not by the "community" as the name would suggest. The existing Policy 8.5.2.11 seems to us to be an adequate reflection of community goals and values with respect to STVRs and provides a suitably broad and inclusive framework for the wide variety of situations and circumstances in which STVRs take place. As such we oppose the deletion of this policy without full community review and rewrite of the OCP.

With respect to the proposed amendments contained in section "8.5.3 Vacation Home Rentals" the overall objectives seem fair and inclusive. However, Policy 8532 which lays out parameters for regulations to which VHRs should be subject are potentially very limiting and have the potential to be quite unfair depending on ones circumstances. The policies suggest regulations with too many ambiguous definitions that will exclude some homeowners and not others, based on how these terms are defined. For example, (a) "require a level of continuous occupancy that allows ... awareness of the local community... through a vacation experience". This is at once, very ambiguous and potentially extremely restrictive. Or, (c) which puts too much stake into what exactly is meant by "normal residential use". Like 'beauty', normal is often very much in the eyes of the beholder. Again, too many ambiguous terms that could potentially be used to be extremely restrictive, exclusive and unfair. By creating this list of policies the process of VHRs is rendered far more complex and bureaucratic than it needs to be. Each ambiguous definition leads to more terms, more definitions, more policies, more regulations and ultimately more cost to administer and enforce.

The proposed changes to the Land Use Bylaw in our view is even more restrictive and draconian, imposing excessive regulation and restriction on an activity, which the community embraces and indeed depends on to support the very 'sustainable development' to which the amendments of both the OCP and the LUB allude.

The proposed changes do not seem to reflect the character of Hornby Island, a community in our experience, which manages to maintain freedom and individuality and balance this with social, ecological and community responsibility, without the heavy hand of bureaucracy and regulation. We oppose the proposed bylaws nos. 142 and 143 as currently written.

Sincerely,

Robin SydneySmith and Deirdre Hay
3260 Gunpowder Trail, Hornby Island.



K'ómoks First Nation

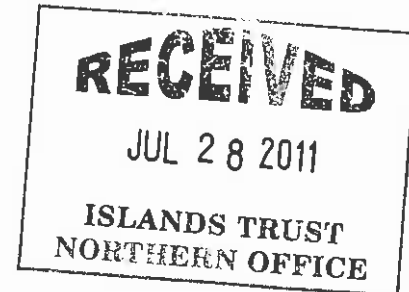
3320 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053

RECEIVED AFTER
PUBLIC HEARING

July 21, 2011

Mr. Peter Luckham, Chair
Denman Island Local Trust Committee
Islands Trust
700 North Road
Gabriola Island, BC V0R 1X3

Ms. Louise Bell, Chair
Hornby Island Local Trust Committee
Islands Trust
700 North Road
Gabriola Island, BC V0R 1X3



Dear Mr. Luckham and Ms. Bell:

Re: Denman Island and Hornby Island Official Community Plan Proposed Amendments

The Supreme Court of Canada made it clear that both provincial and the federal governments owe a fiduciary duty of utmost good faith to consult with the First Nations with respect to our lands and resources. This consultation must at a minimum be in good faith with the intention of substantially addressing the concerns of the First Nations whose lands are at issue. The courts have also confirmed that government is obliged to make an initial assessment of our rights and must not only engage in meaningful consultation, but also must seek an accommodation of our interests which include cultural and economic ones.

The K'ómoks First Nation has Aboriginal Rights and Title in our traditional territory. There is an abundance of archaeological evidence of our occupation of this area since time immemorial, prior to contact, and in light of that evidence we expect your government will be scrupulous in addressing our concerns. We have, in particular:

- a) The right to exclusive use and occupation of the lands;
- b) The right to choose to what use the land will be put;
- c) Economic rights.^[1]

Each of these aspects of our rights need to be accommodated. Because of the strength of our claims where we have concerns we are entitled to deep consultation aimed at finding satisfactory solutions, including participation in the decision making process where that is appropriate. We have the right to require your government to show us how our concerns were addressed in its decision making processes, and give us written reasons to that effect.^[2] We have the right to be consulted in a meaningful way with respect to any proposed OCP, rezoning or development permit, in good faith and addressing our concerns, at all levels of decision making concerning lands within our traditional territory.

We have been in contact with your staff on the proposed amendments to the Denman Island Official Community Plan.

^[1] Delgamuukw v. BC (1997) 3 SCR 1010 at paragraph 166.

^[2] Haida Nation v. British Columbia (Minister of Forests), [2004] 3 S.C.R. 511 at para. 44.

K'ómoks First Nation have still not received the appropriate zoning amendment and Denman Island OCP amendment for the Comox Bar and Henry Bay tenures in the Denman Island Trust Area. We have also not received a response letter to our Temporary Use Permit application.

The full support of all Local Trust Committees and the Islands Trust is required, particularly regarding economic measures and the future sustainability of our Nation. K'ómoks First Nation are therefore not able to approve any amendments to any Islands Trust planning documents until our issues on Denman Island have been fully resolved.

The interests of K'ómoks First Nation cannot be hampered or limited in any way by the requirement for permits on lands or waters that are part of our Traditional Territory.

We understand that the Official Community Plans are currently under review. We anticipate that our concerns will be fully addressed as the amendment process proceeds and look forward to our meeting with the Denman and Hornby Islands Local Trust Committees on September 12th, 2011.

Sincerely,


Ernie Hardy
Chief

cc. David Marlor, Director Local Planning Services Islands Trust
Linda Adams, CAO, Islands Trust
Lisa Gordon, Director, Trust Area Services, Islands Trust
Chris Jackson, Regional Planning Manager (Northern Office) Islands Trust
Courtney Campbell, Denman Island Planner, Islands Trust
Sonja Zupanec, Hornby Island Planner



Memorandum

12.1

700 North Road Gabriola Island BC V0R 1X3

Telephone **(250) 247-2063** FAX: (250) 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date March 6, 2012 File Number HO-OCP-2009.1 (OCP and LUB review)

To Hornby Island Local Trust Committee

From Sonja Zupanec, MCIP
Island Planner
Local Planning Services

Re Status of OCP and LUB targeted review project

The OCP and LUB targeted review project commenced in early 2009. A draft OCP (v 2 April 2011) and draft LUB (v2 May 2010) have been publicly available on the Hornby webpage of the Islands Trust website for some time. Please refer to the Hornby webpage for a chronological list of relevant project reports, memos, meetings and notices: <http://www.islandstrust.bc.ca/ltc/ho/default.cfm>

This project is currently #2 on the LTC Work Program Top Priorities List, following the vacation home rental regulation review. The OCP/LUB review is a critical work program priority for this term. Staff have prepared a 'Project Charter' outlining the recommended approach to re-commencing the review since a significant amount of time has passed since any new information has been brought forward to the community and a new Trustee and Chair form the LTC.

The LTC is being asked to endorse a Project Charter that reflects the LTC's objectives for the OCP/LUB review, building on the extensive work and consultation that has occurred over the last three years. This document will inform and guide staff's technical review, consultation and project management to completion.

Sonja Zupanec

Enclosure (2)

copy: Chris Jackson, Regional Planning Manager

Purpose A targeted review of the Hornby Island Official Community Plan (OCP) and Land Use Bylaw (LUB) to ensure that policies and regulations conform to applicable statutory requirements, law and recognized planning principles, practices and conventions.

Background The OCP/LUB review project is the second priority of the LTC work program, following the vacation home rental regulation review. In early 2009 the LTC sent a notice to all property owners soliciting input on key target areas for review and determined the focus was 1) Community Housing; 2)Economic Opportunities. The LTC endorsed a `Terms of Reference: Principles and Process’ in November 2009 which is incorporated in this Project Charter. Public consultation was conducted in April 2010. The project was put on hold during the vacation home rental review process.

Objectives

- Adoption of OCP and LUB that are consistent with each other and the Islands Trust Policy Statement.
- Ongoing notification and effective engagement with property owners and residents.

In Scope

- Existing use and density provisions to be maintained unless deemed to be out-dated or not applicable.
- Housekeeping amendments identified by staff and trustees.
- Development Permit Area designation for protection of the natural environment, energy efficiency or water conservation may be considered.
- Consistency of proposed new zoning regulations with policies and objectives of OCP.
- Consistency with *Riparian Areas Regulation* requirements where necessary.
- Reformatting the LUB for increased readability.

Out of Scope

- Vacation home rental regulations.
- Sensitive ecosystem mapping.
- Increased density or significant new permitted uses.
- Applications to amend the OCP while review is in progress.

Budget		
Item		Cost
Consultation		
Legislative Process		
Advertising		
Total		

Critical Success Factors

- Stay within reasonable budget
- LTC/staff provides clear and timely communication of project and opportunities for input to residents and property owners
- Cooperative, respectful environment
- Executive Committee Support

Links & Dependencies

- LTC meeting schedule as basic framework for deliverables; community information meetings.
- Victoria mapping department for draft mapping schedules.
- Referral agency response turn-around.
- Island planner workload.

Project Team	
Name/Project Role	
Sonja Zupanec/Island Planner	
I.T. Victoria Mapping Department	
Hornby LTC	
Jacquie Hill/Planning Clerk	
Legislative Process	

Interest Groups	
Name	Representing
Property owners and residents	Hornby Island
K’omoks Indian Band	First Nations
Comox Valley RD	Regional District
Advisory Planning Commission	Residents
MOTI; VIHA; Others	Referral Agencies
Executive Committee	Islands Trust

Workplan Overview	
Deliverable/Milestone	Targeted Completion
Release of draft LUB	Summer 2012
Consultation with residents and private property owners on draft regulations and zones	Summer—Winter 2012
Early Referral to APC and other agencies prior to 1st reading	Winter 2013
1st reading of draft bylaw—agency and First Nation referrals	Spring 2012
Community Information Meetings/Public Hearing; revisions and further readings	Summer 2013
Submission to Executive Committee/Minister of CSRD	Fall 2013
Consideration of adoption of LUB	Winter 2013

Risk Assessment				
Risk	Proba-bility	Im-pact	Response Strategy	Residual Risk
LTC efforts focused on other regional or trust wide work program items.	Med	High	Maintain LUB review project as work program priority #1 until final adoption.	Low
Unable to meet deliverable dates due to aggressive timelines.	Med	High	Detailed planning, clear roles and responsibilities of team members.	Low
Development Permit Area or Development Approval Information Bylaw linkages result in LTC requesting further consultation and delays to LUB review.	Med	High	Detailed communication and consultation strategy to clarify intent of DPA and DAI development and implications for the OCP and LUB.	Med
Property owner discourse over private property rights or implications of land use regulations being proposed.	Low	Med	Clear communications; ample opportunity for public review of draft regulations	Low
Unable to meet deliverable dates due to interruption in staff appointments	High	High	RPM contingency plan to secure relief staff for 2013 leave of planner	Low

HORNBY ISLAND OFFICIAL COMMUNITY PLAN AND LAND USE BYLAW PROJECT

TERMS OF REFERENCE: PRINCIPLES AND PROCESS

ENDORSED BY HORNBY ISLAND LOCAL TRUST COMMITTEE [November 16, 2009]

The following principles, objectives and consultation procedures have been endorsed by the Hornby Island Local Trust Committee to guide the process of a targeted review of the Official Community Plan and Land Use Bylaw for Hornby Island:

General Principles:

1. To advance the Object of the Islands Trust.
2. To implement the Islands Trust Policy Statement objectives, including:
 - a) Preservation and Protection of ecosystems;
 - b) Stewardship of resources;
 - c) Sustaining of island character and communities
3. To ensure that policies and regulations conform to applicable statutory requirements, law and recognized planning principles, practices and conventions.
4. To respect and recognize the unique goals, needs and circumstances of Hornby island residents, land owners and visitors.
5. To recognize the roles and interests of First Nations, other agencies and stakeholders.

Specific Objectives:

6. OCP provisions should address all applicable Islands Trust Policy Statement provisions and provide reasons where policies are not applicable.
7. Existing overall use and density provisions should be maintained except where existing permitted uses and densities are clearly out-dated or inapplicable to the specific circumstances.
8. Housekeeping amendments, consolidations and revisions identified by staff and trustees shall be considered as part of this process.
9. Increased density or significant new permitted uses should not be considered as part of this process, except where there are long-standing, small-scale non-conformities, where there is an inconsistency with another objective or policy or to implement another specific objective of this review. Such amendments should instead be considered by application.
10. New development permit area designations for protection of the natural environment, energy efficiency or water conservation may be considered where the administration of development permit areas is feasible.
11. Amendments to objectives, policies and regulations may be considered to address:

- a) Community housing (including secondary dwelling units)
 - b) Economic opportunities
 - c) Visitor accommodation
- provided any proposed amendments are compatible with objectives and policies to address greenhouse gas emission reduction.

12. All existing and proposed new zoning regulations should be consistent with the policies and objectives of the OCP.

13. Draft bylaws are to be prepared by staff and reviewed and endorsed by the LTC.

14. Applications for amendments to the Official Community Plan will not be considered after the endorsement of the Terms of Reference by the LTC and until a revised Official Community Plan is adopted. Exceptions may be considered for applications involving minor site specific amendments.

Consultation process:

15. Property owners and residents should be contacted by mail and given the opportunity to directly provide input.

16. Staff should meet with any group of owners or residents who desire to have direct input on the development of policies and regulations.

17. Staff may also gather input on specific issues through use of surveys or other means of data gathering.

18. Upon recommendation by staff the LTC will provide direction on holding community information meetings, forums or topic specific focus groups at which any member of the public would have the opportunity to attend and provide input.

19. The LTC should send early referrals of draft bylaws to applicable agencies prior to consideration of First Reading.

20. The Hornby Island Advisory Planning Commission (APC) shall be requested to participate in reviewing draft bylaws; engaging in public discussions and providing recommendations and interim reports to the HOLTC as required, following the endorsement by the LTC of an APC Project Terms of Reference.

21. Staff shall, from time to time, prepare and distribute newsletters or other information material providing owners with information on the Islands Trust, the bylaw process and updates on the project, and these newsletters shall be reviewed and endorsed by the LTC prior to distribution and available on the Hornby Island webpage of the Islands Trust website.

22. Draft bylaws are to be made available for community input on the Hornby Island webpage of the Islands Trust website at each stage in the process.



STAFF REPORT

Date March 5, 2012

File No.: HO-RZ-2012.1

To: Hornby Island Local Trust Committee
For meeting of March 16, 2012

From: Sonja Zupanec
Island Planner
Northern Team

Copy: Chris Jackson, Regional Planning Manager

Re: Vacation Home Rentals Proposed Bylaw 145

SUMMARY:

The purpose of this staff report is to provide the Hornby Island Local Trust Committee (LTC) with an update on the status of Proposed Bylaw No. 145 (Vacation Home Rental Regulation).

On February 3, 2012 the Hornby Island Local Trust Committee (LTC) adopted Bylaws 142 and 143 (Vacation Home Rental Regulations) to allow vacation home rentals on Hornby Island.

The Official Community Plan (OCP) and Land Use Bylaw (LUB) are now consolidated to reflect the bylaw amendments and are available on the Hornby webpage of the Islands Trust website.

Also during the February 3, 2012 business meeting the LTC directed staff to prepare an amending bylaw to amend the Hornby Island Land Use Bylaw in order to expand the period of time in a year that the vacation rental use is permitted from May to September to any five consecutive calendar months. Proposed Bylaw 145 is attached and was given first reading by Resolution Without Meeting (RWM) on February 17, 2012.

PROPOSED BYLAW NO. 145:

The proposed bylaw would amend LUB regulation 3.23.1 which currently limits the vacation home rental use to the months of May to September, with a proposed regulation to expand the use to five consecutive calendar months in any calendar year. The proposed bylaw would also permit a vacation rental to be occupied anytime provided the owner or tenant is residing in another lawful dwelling on the lot while the vacation home rental is occurring.

AGENCY REFERRALS:

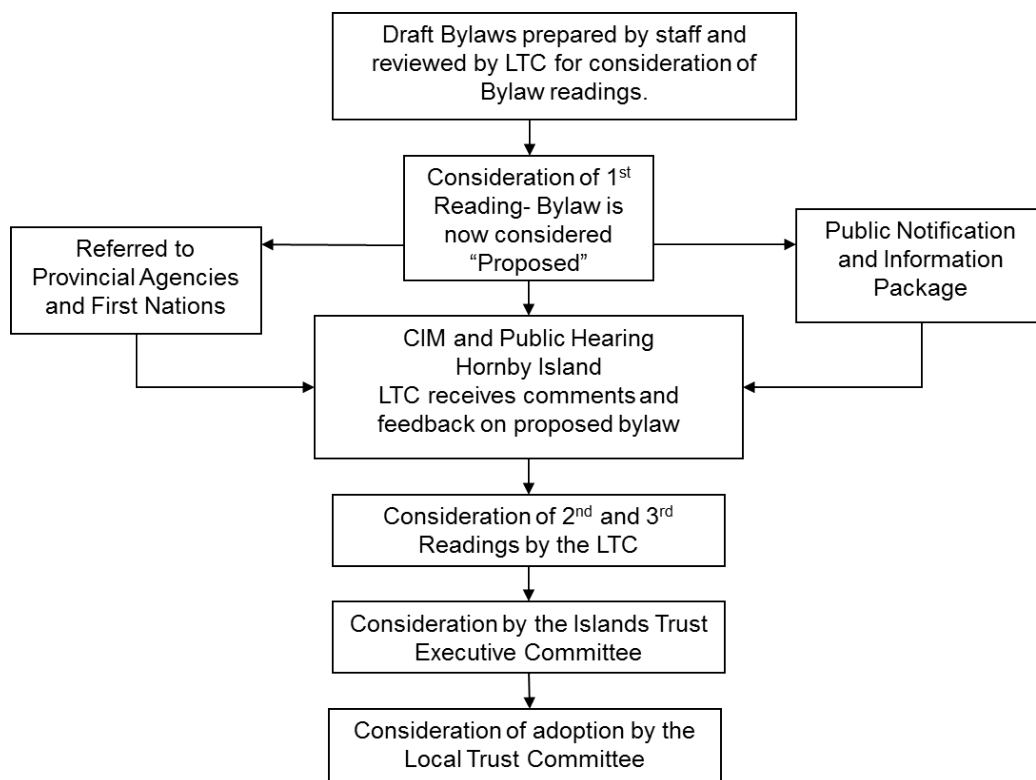
Proposed Bylaw No. 145 has been referred to the Bylaw Enforcement Officer of the Islands Trust for comment. No other agencies have been contacted as comments were provided on Bylaws 142 and 143 indicating limited agency interests being affected by the proposed regulations.

TRUST POLICY STATEMENT CHECKLIST:

A copy of the policy statement checklist is attached for Proposed Bylaw No. 145. The proposed bylaw is consistent with the checklist.

NEXT STEPS:

A Community Information Meeting (CIM) and public hearing are being scheduled for Friday April 27th, 2012. Notification of the proposed date and time of the CIM and hearing will be advertised in two consecutive editions of the local paper as well as on the Co-op notice board and the Islands Trust website. The following diagram illustrates the next steps in the Proposed Bylaw:



Submitted by:

Sonja Zupanec, MCIP

Island Planner

March 5, 2012

Attachments:

1. Proposed Bylaw No. 145
2. Islands Trust Policy Statement Checklist

PROPOSED

Hornby Island Local Trust Committee

BYLAW NO. 145

**A BYLAW TO AMEND THE HORNBY ISLAND LAND USE BYLAW TO REGULATE VACATION
HOME RENTALS**

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. Hornby Island Land Use Bylaw No. 86, 1993 is amended as shown on Schedule 1 attached to and forming part of this bylaw.
2. This bylaw may be cited as "Hornby Island Land Use Bylaw No. 86, 1993, Amendment No. 1, 2012".

READ A FIRST TIME THIS	17th	DAY OF	February	20 12
PUBLIC HEARING HELD THIS	-	DAY OF	-	20 1X
READ A SECOND TIME THIS	-	DAY OF	-	20 1X
READ A THIRD TIME THIS	-	DAY OF	-	20 1X
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	-	DAY OF	-	20 1X
ADOPTED THIS		DAY OF		20 1x

SECRETARY

CHAIRPERSON

Hornby Island Local Trust Committee

Bylaw No. 145

Schedule 1

1. Hornby Island Land Use Bylaw No. 86, 1993 is amended by:
 - a. Amending Part **3.0 GENERAL REGULATIONS – VACATION HOME RENTAL USES** as follows:
 - i. Deleting the regulation “3.23.1 A dwelling unit may only be occupied by paying guests during the months of May, June, July, August and September.” and replacing with:

“3.23.1 A dwelling unit may only be occupied by paying guests during one period of not more than five consecutive calendar months in a twelve month period and involving not more than five calendar months in any calendar year.”
 - ii. Adding a new regulation directly after 3.23.1:

“3.23.2 Despite 3.23.1, a dwelling unit may be occupied by paying guests at any time, provided that an owner or tenant is residing in another lawful dwelling on the lot while the vacation home rental is occurring.”
 - iii. Renumbering subsequent regulations 3.23.2 to 3.23.6 accordingly.



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Hornby Bylaw 145 and File No: HO-RZ-2012.1

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

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

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

N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.
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PART V: Policies for Sustainable Communities

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

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

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



Top Priorities

Hornby Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Vacation Home Rentals - Regulations Review	Staff to develop an enforcement and communications policy; draft an amendment for Bylaw 143 to permit greater flexibility for use of VHR during any consecutive five month period.	Feb-03-2012	Miles Drew Sonja Zupanec	Apr-30-2012	On Going
2	Official Community Plan and Land Use Bylaw Review	Targetted review and update of the OCP and LUB.	Feb-03-2012	Sonja Zupanec		On Going
3	Riparian Areas Regulation mapping and implementation.		Feb-03-2012	Sonja Zupanec	Dec-31-2012	On Going



Projects

Hornby Island

No.	Description	Activity	Received/Initiated	Status
1	Development Procedures Bylaw	<i>Consider options prepared by staff for amending the development procedures bylaw to include requirements for posting of signs on property with respect to significant applications.</i>	Feb-03-2012	On Going
2	Continue relationship building with K'omoks Indian Band.		Feb-03-2012	On Going
3	GHG Emissions Reduction	<i>Facilitate community communications regarding greenhouse gas emissions in collaboration with community organizations.</i>	Feb-03-2012	On Going
4	Communications strategy for revised OCP and LUB		Feb-03-2012	On Going

Applications w/ Status - Hornby Island Status: Open

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
HO-ALR-2012.1	(Remi Savoie)	Feb-21-2012	to create a 1.01 ha parcel under section 946 for family member

Planner: Marnie Eggen

Planning Status

Development Permit

File Number	Applicant Name	Date Received	Purpose
HO-DP-2011.1	Hornby Island Resort Ltd (The Thatch)	Sep-22-2011	year round 50 seat restaurant and pub, liquour store, managers suite and 15 visitor accommodation strata units

Planner: Sonja Zupanec

Planning Status

Status Date: Dec-30-2011

Applicant advised that DVP is required for height and setbacks.

Status Date: Oct-11-2011

Staff review of SUP requirements - contact with architect regarding setbacks; floor area; parking and siting questions

Status Date: Sep-28-2011

Staff review of DP and report preparation

Rezoning

File Number	Applicant Name	Date Received	Purpose
HO-RZ-2012.1		Feb-06-2012	

Planner:

Planning Status

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2010.2	Ron Tuele Planner: Marnie Eggen	Apr-29-2010	

Planning Status

Status Date: Jun-21-2011

Forwarded covenant to applicant for acceptance

Status Date: Jun-16-2011

Rcv'd reviewed covenant from legal counsel

Status Date: Jun-14-2011

Letter to MOTI requesting RAR Assessment Report based on new information and revised PLA

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2011.3	Cohan - Hornby Island Resort Planner: Sonja Zupanec	Nov-15-2011	To subdivide C7 zoned parking lot from the R3 zoned parent lot.

Planning Status

Status Date: Dec-02-2011

Applicant advised that options are limited and a rezoning would be required based on plans submitted. Requested to be informed of next steps.

Status Date: Nov-22-2011

Applicant contacted and given recommendation to amend application to a lot line adjustment and revise dimensions to correspond to C7 zone boundaries.

Status Date: Nov-18-2011

Preliminary review and zoning boundary query sent to Victoria GIS office

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2012.1	Christian & Karin Weixelbaumer & Ristau Planner: Linda Prowse	Feb-23-2012	4200 Roburn Road Subdivision to create 2 parcels

Planning Status

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2011.11	Hornby Island Resorts Ltd. (The Thatch) Planner: Marnie Eggen	Sep-22-2011	Commercial Building, Triplex and Duplexes, Pump House and Water Cistern

Planning Status

Status Date: Oct-03-2011

Pending outcome of DP and DVP.

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2011.13	5405 Jerow Road Planner: Marnie Eggen	Dec-06-2011	construct a cottage

Planning Status

Status Date: Dec-06-2011

Requested further information

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File Number	Applicant Name	Date Received	Purpose
HO-SUP-2012.3	James Tanner	Jan-31-2012	SYZYG CO-OPERATIVE COMMUNITY Two Storey Home, Garage and Power Shed

Planner: Marnie Eggen

Planning Status

Status Date: Feb-09-2012

Application incomplete. Requested further information from applicant.

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2012.4	Bert & Gillian Rainey & Parson	Feb-28-2012	8225 Anderson Drive Accessory Building

Planner: Linda Prowse

Planning Status

From: Nancy Roggers
Sent: January-25-12 7:27 AM
To: Alex Allen; David Graham; Sonja Zupanec; Tony Law; Becky McErlean
Cc: Cindy Shelest; Craig Elder
Subject: Hornby expense report - Jan/12

		Budget	Spent	Balance
Invoices posted to JAN 23, 2012				
635 Hornby	65000 Trustee Expense	1,300.00	847.09	452.91
635 Hornby	65200 LTC Meetings	3,200.00	2,544.89	655.11
	65210 APC Meetings	300.00		300.00
	65220 Communications	400.00	348.90	51.10
	65230 Special Projects	500.00		500.00
	65240 Miscellaneous	200.00		200.00
	TOTAL LTC Local Expense	4,600.00	2,893.79	1,706.21
635 Hornby	72300 OCP/LUB Expense	8,000.00	4,706.12	3,293.88

Thanks!

Nancy Roggers
 Finance Officer

Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island* communities, culture and environment

From: Nancy Roggers
Sent: February-23-12 1:39 PM
To: Hornby Island Local Trust Committee; Becky McErlean
Cc: Cindy Shelest
Subject: Hornby expense report - Feb/12

		Budget	Spent	Balance
Invoices posted to FEB 23, 2012				
635 Hornby	65000 Trustee Expense	1,300.00	847.09	452.91
635 Hornby	65200 LTC Meetings	3,200.00	2,544.89	655.11
	65210 APC Meetings	300.00		300.00
	65220 Communications	400.00	348.90	51.10
	65230 Special Projects	500.00		500.00
	65240 Miscellaneous	200.00		200.00
	TOTAL LTC Local Expense	4,600.00	2,893.79	1,706.21
635 Hornby	72300 OCP/LUB Expense	8,000.00	4,706.12	3,293.88

Thanks!

Nancy Roggers
 Finance Officer

Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving island communities, culture and environment

Please consider the environment before printing this email.



Memorandum

Date February 21, 2012

To Local Trustees

From David Marlor
Director of Local Planning Services

Re A Strategic Approach to Islands Trust Communications

In order to assist local trust committees with enhancing communications and public engagement, Trust Area Services, with input from Local Planning Services, prepared the attached guidelines; these guidelines have been approved by the Executive Committee.

These guidelines will become part of the tool kit planners may use when generating staff report recommendations for projects that would benefit from a communications plan. Staff will include recommendations on communications using the guidelines at appropriate times, for example, at the start of a larger project or initiative that is expected to generate considerable public interest.

Regional Planning Managers will discuss this template in more detail at an upcoming Local Planning Services meeting to to determine the best approach to incorporating the guidelines into the planning process.

David Marlor
Director of Local Planning Services

pc Executive Committee
Linda Adams, CAO
Lisa Gordon, DTAS
Regional Planning Managers



GUIDELINES: A STRATEGIC APPROACH TO LOCAL TRUST COMMITTEE COMMUNICATIONS

Approved by Executive Committee August 2011

Value of a Communications Strategy for Local Trust Committees

A Communication Strategy is an essential planning tool to help coordinate communication activities by:

- Ensuring all communications focus proactively on Islands Trust's priorities, goals and objectives in a clear, timely and cost-effective way
- Ensuring roles & responsibilities are clear and consistent, ideally guided by policy
- Harnessing and focusing combined efforts to prevent duplication, avoid unintended conflicts and to make the most of existing opportunities (e.g. partnership with other agencies)
- Minimizing last-minute demands (crisis management)
- Anticipating public reaction before launching projects

Communications strategy framework - six standard questions to answer for all LTC projects

1. Goals: Define the project's communications goals and objectives.

- Goals are broad, general statements about what you need to address
- Objectives are SMART: Specific, Measurable, Achievable, Realistic, Timely
- Clearly defining these elements makes it much easier to identify key messages

Questions that help define goals:

- Why are we doing this project?
- What is the risk of not doing the project?
- How will the project promote the object/mandate?
- What do we already know and what do we need to find out to succeed?
- What is the problem and what needs to change to solve the problem?
- Is the solution a change in regulation, policy or behaviour? E.g. If the problem is erosion, is a soil bylaw the only solution or are there other ways to change the behaviour that leads to erosion?

2. Audience: Who do you want to reach?

- Target audiences
- Internal (Trustees, senior staff, front line staff)
- Other agencies affected (Regional Districts, First Nations, Provincial, Federal)
- External (e.g. voters, seniors, media, community organizations and leaders)
- What do you know about the audience? What do they think of your program or service?

3. Messages: What do you want to say to each audience?

- What motivates your audience – Benefits – what's in it for me?
- What stops your audience - Barriers?
- Frame your message to emphasize benefits and overcome barriers.

- What is your call-to action? You are trying to change the audience's current state in some way. Are you asking them to share their opinions, participate in a debate, to support something, or just to be aware of something that they have little choice about?
 - Crafting your messages
 - o Make it easy to remember in easy, simple terms
 - o Use captivating information – vivid and personal
 - o Use stories and metaphors to engage your audience
 - o Use two-sided vs. one-sided message – recognize other viewpoints
4. Methods: How will you reach people? Different audiences have different objectives and need different approaches. Consider finding a well-respected expert or community member(s) to offer testimonials in support of your project.
5. Resources: Who will do what, when and at what cost?
6. Evaluation: Did they did get it? Were there misinterpretations? Was there backlash? How can we improve next time? How can we share what we learned with other staff / trustees?

SAMPLE Communication Action Plan

Project: _____

Launch Date: _____

Methods	Person responsible	Cost	Content Focus / Key message	Audience	Due Date (e.g. for approval)	Publication Date
E-mail						
Direct mail						
News release						
Paid ad (Paper / TV / Radio)						
Letter to editor / editorial						
Web page						
Article for newsletter						
Brochure						
Social media						
Poster / bulletin board						
Annual report						
Public meeting						



Islands Trust

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

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Population (2011):

Approximately 958

Size:

2,990 hectares (7,388 acres)

Location:

31 kilometres south-east of Courtenay on Vancouver Island.

[Land Use Planning](#)
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Hornby Island Local Trust Committee

Latest News

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

March 2012

- [Mimulus Consulting to present findings of the Hornby Island Stream Mapping Report on Friday March 16, 2012 at 12:30 pm. New Horizons](#)

February 2012

- [Vacation Home Rental Bylaws No. 142 and No. 143 were adopted by the Hornby Island Local Trust Committee on February 3, 2012](#)
- [Trustee Report - February 2012](#)

Committee Links

[Committee Home](#)
[Trustee Membership](#)
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[Meetings Schedule](#)
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[Associated Islands](#)
[Land Use Application Forms](#)

Hornby Island Local Trust Committee Projects

Official Community Plan and Land Use Bylaw Review

- **Discussion Documents for April, 2011 Community Information Meeting:**
 - [Draft Hornby OCP Revisions April 2011](#)
 - [Draft Schedule B \(April 2011\) - Land Use Designations](#)
 - [Schedule C - Land Status and Road Designations](#)
 - [Schedule D2 - Environmentally Sensitive Areas](#)
 - [Draft Schedule E \(April 2011\) - Development Permit Areas](#)
 - [Schedule F - Hazard Areas](#)
- [OCP/LUB Project Terms of Reference - November 2009](#)
- [Staff Report - March 2011](#)
- [Staff Report - December 2010](#)
- [Staff Report - October 2010](#)
- [Staff Report - September 2010](#)
- [Staff Report - July 2010](#)
- [Staff Report - March 2010](#)
- [Staff Report - February 2010](#)
- [Staff Report - September, 2009](#)

Vacation Home Rentals

- [Summary and Proposed Bylaws 142 and 143 re Vacation Home Rentals for May 21 Community Information Meeting](#)
- [Discussion Document for April 2011 Community Information Meeting](#)
- [Staff Report - March 21, 2011](#)
- [Staff Report - December 15, 2010 STVR Enforcement Policy](#)
- [Staff Report - September 2010](#)
- [Staff Report - August 2010](#)
- [Staff Report - July 2010](#)
- [Draft Bylaws Permitting and Regulating Short Term Vacation Rentals on Hornby Island 2010](#)
- [Early Referral Letter to Agricultural Land Commission, April 2010](#)
- [Staff Report - March 2010](#)
- [Staff Report and Appendix - December 2009 \(HO-OCP-2009.2\)](#)

- [Staff Report - October 2009 \(HO-OCP-2009.2\)](#)
- [Staff Memo - September 2009](#)
- [Short-term Vacation Rental Staff Report - July 2009](#)
- [Short-term Vacation Rental Survey - Final Results](#)
- [For Discussion: A Proposal For Permitting and Regulating Vacation Rentals](#)
- [Short Term Vacation Rental Staff Report - July 2008](#)

Island Information and Reports

- [Hornby Island Local Trust Committee Submission Regarding Water Act Modernization](#)
- [Hornby Island Community Profile](#)
- [Building on Hornby Island \(October 2009\)](#)
- [Living on Hornby Information Pamphlet \(October 2009\)](#)
- [Hornby Island DRAFT Build Out Map, December 2008](#)
- [Final Report - Results of the Groundwater Geochemistry Study on Hornby Island by D. Allen and M. Suchy April 2002](#)
- [Heart of the Island - A Report on Hornby Vacant Crown Land, 2000](#)

Climate Change Action

- [Staff Report - March 2010](#)
- [Preliminary Climate Change Initiative Report - October 2009](#)
- [Climate Wise Islands Program](#)
- [Newsletter - 2009](#)
- [Fact Sheets](#)
- [Minutes - November 2, 2010](#)
- [Community Information Meeting Notes - November 15, 2009](#)
- [Proposed Bylaw No. 139](#)

Ecosystem Mapping

- [Hornby Island Ecosystem Map 2001](#)

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Applications

HO-RZ-2009.2 (Hornby Island Resort Ltd. - The Thatch)

- [Staff Report dated December 2, 2010](#)
- [Staff Report dated July 2010](#)
- [Staff Report dated June 2010](#)
- [Staff Report dated March 2010](#)
- [Staff Report dated November 2009](#)

Professional Reports

- [Payne Engineering Report dated January 2009](#)
- [Rezoning Submission dated May 2009](#)
- [Baseline Archaeology Letter dated January 2010](#)

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Hornby Island Local Trust Committee Work Program

- [Top Priorities](#)

Housing

- [Housing Needs Assessment on Hornby and Denman Island - Final Report](#)
- [Secondary Housing on Hornby Island - Staff Report June 2008](#)
- [Enabling Secondary Accommodation Units on Hornby Island](#)
- [Hornby Island Advisory Housing Committee Report - 2004](#)

K'omoks First Nation

- [K'omoks Treaty Process - Message from Trustees](#)
- [Hornby Island Local Trust Committee Submission to Negotiations Division Ministry of Aboriginal Relations and Reconciliation on Vacant Crown Land on Hornby Island in connection with the K'omoks First Nation Treaty Negotiation, September 2008](#)