HORNBY ISLAND
LOCAL TRUST COMMITTEE
AGENDA

Revised – August 31, 2011

AGENDA
Business Meeting
Wednesday, August 3, 2011 at 12:15 pm
In the New Horizons
1765 Sollans Road, Hornby Island, BC

		Page No.	Approx. Time
1.	**CALL TO ORDER**		12:15 pm
2.	**APPROVAL OF AGENDA**		
3.	**MINUTES**		
3.1	Local Trust Committee Community Information Meeting Notes dated June 28, 2011– *for receipt*	1-5	
3.2	Local Trust Committee Public Hearing Record dated June 28, 2011– *for receipt*	6-9	
3.3	Local Trust Committee Meeting Minutes dated June 29, 2011– *for adoption*	10-27	
3.4	Section 26 Resolutions Without Meeting - *none*		
3.5	Advisory Planning Commission Minutes - *none*		
4.	**BUSINESS ARISING FROM MINUTES**		12:35 pm
4.1	Follow-up Action List dated July 26, 2011 – *attached*	28-29	
4.2	Meeting with K'omoks First Nation – *verbal update*		
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"*		
6.	**TRUSTEES' REPORT**		
7.	**CHAIR'S REPORT**		
8.	**BYLAWS**		
8.1	Proposed Bylaw No. 141 cited as ""Hornby Island Land Use Bylaw No. 86, 1993, Amendment No. 1, 2010" – *for consideration of adoption*	30-33	
9.	**DELEGATIONS**		
10.	**TOWN HALL SESSION**		1:15 pm

DRAFT

**NOTES OF THE HORNBY ISLAND COMMUNITY INFORMATION MEETING
ON PROPOSED BYLAWS NO. 142 AND 143
VACATION HOME RENTAL REGULATIONS
HELD AT 7:30 PM, JUNE 28, 2011
IN THE NEW HORIZONS
1765 SOLLANS ROAD, HORNBY ISLAND, BC**

PRESENT:	Louise Bell	Chair
	Fred Hunt	Local Trustee
	Tony Law	Local Trustee
	Brodie Porter	Island Planner
	Sonja Zupanec	Island Planner
	Vicky Bockman	Minute Taker

There were thirty-three (33) members of the public in attendance.

1. CALL TO ORDER

The Chair called the meeting to order at 7:32 pm. She welcomed the public and acknowledged that the meeting is taking place in the traditional territory of the Coast Salish First Nations. Chair Bell introduced the Local Trustees, Island Planners and Minute Taker.

Chair Bell explained that the purpose of the Community Information Meeting is to provide an opportunity for the public to ask questions and to clarify the proposed amendments to Bylaws 142 and 143 which address Official Community Plan policy changes and Land Use Bylaw regulations for vacation home rentals. She advised that the meeting would continue as long as necessary to ensure that all questions have been answered.

2. COMMUNITY INFORMATION MEETING

2.1 Summary of Bylaws

Planner Porter explained that generally, the function of the proposed bylaw amendments is to allow for vacation home rentals as a permitted land use and to address potential impacts of vacation home rentals.

He stated that the proposed amendment to Bylaw 142 provides policy guidance to the Local Trust Committee on vacation home rental (VHR) issues. He summarized the proposed changes to the bylaw and noted that there is a new section which provides for Temporary Use Permits as an option for operators who wish to operate in some manner outside of the VHR model. He explained that the amendment also includes a provision for the Local Trust Committee to monitor the rate of use of VHR development as it is the responsibility of the Local Trust Committee to ensure that there is an adequate supply of residential housing on Hornby Island.

Planner Porter explained that the proposed amendment to Bylaw 143 provides land use regulations to provide standards for VHRs. He outlined the proposed amendments and explained the requirements and limitations which are intended to ensure that the practice does not exceed normal residential characteristics.

2.2 Question Period

Chair Bell announced that the Community Information Meeting (CIM) would be followed by a Public Hearing. She stated that it is important that the audience ask questions during the CIM to understand the proposed bylaws as the bylaws will not be clarified during the Public Hearing. She explained that the purpose of the Public Hearing is to allow the public the opportunity to address their positions on the proposed bylaws to the Local Trust Committee.

Chair Bell opened the meeting to questions from the public.

Allison Campbell asked what sewage standards will have to be met and what an operator will have to do to comply with those standards.

Planner Porter explained that the regulation only applies to lots designated within the area of Aquifer 1A on Schedule D1 of the Official Community Plan. He explained that the sewage disposal system must be capable of providing adequate sewage treatment for residential and VHR use. He stated that a VHR operator will be required to obtain a written statement to that effect from a person authorized, as defined in the Public Health Act.

Allison Campbell asked how much such a sewage inspection would cost.

Planner Porter replied that the cost could vary depending on the house size and nature of the system.

Care Snowden asked if the Chair would recuse herself based on her election platform against vacation home rentals on Hornby Island.

Chair Bell responded that she would not. She said that she has heard this statement before and that it is false.

Mike Tarbotton asked if a septic system would need to be reassessed to qualify for VHR operations if it was approved many years ago. He asked what would happen if it did not meet current standards and what would be the consequences.

Planner Porter clarified that the proposed bylaw does not state that the system must be in accordance with current regulations, but rather that it must be capable of providing adequate sewage treatment for residential use and for the proposed VHR use.

Judith Lawrence asked that the audience refrain from making personal remarks about those running the meeting and that there be no applause.

Russell Roy asked how Aquifer 1A relates to the issue of septic systems.

Planner Porter responded that Aquifer 1A is the only area that would require proof of an adequate septic disposal system for VHR operation. He said that Aquifer 1A defines an area that has been identified by the provincial government as being an area that is vulnerable to contamination and water shortages, is highly developed and highly sensitive.

Carol Quin asked what the allowed VHR density per dwelling would be for a lot of less than one hectare.

Planner Porter replied that if the VHR is located on a lot of less than one hectare that no more than two beds per bedroom and not more than three bedrooms would be allowed for VHR accommodations. He confirmed that this applies to the entire island while the sewage system requirement is limited to the Aquifer 1A area.

Carol Quin asked what water supply requirements apply to the Aquifer 1A area.

Planner Porter responded that the Official Community Plan strongly encourages water catchment and storage for VHRs in this area, however there are no requirements.

Judi Stransman asked how the Local Trust Committee intends to monitor the rate of use of VHR development and at what frequency would the monitoring occur.

Planner Porter stated that the policy is general and does not specify a particular time frame or methodology. He explained that the Local Trust Committee has a responsibility to ensure there is adequate housing on Hornby Island and said that various studies might be undertaken to provide a basis for monitoring such as forecasts of population growth.

Mike Tarbotton asked for clarification of policy 6.5.3.8 as he does not consider VHR use to be a commercial use as stated.

Planner Porter explained that because there is a service provided and payment received for those services, that a commercial relationship between the homeowner and the renter exists and that the intent of the policy is to give recognition to that fact.

Elke Jarchow asked why policy 6.5.3.8 refers to “monitor rate of use” as opposed to “evaluate rate of use”.

Planner Porter responded that the term “monitor” is descriptive of the way that the Local Trust Committee must follow the rate of use as opposed to “evaluate” which represents assessing the situation during a point in time.

Allison Campbell asked why the proposed amendments refer to the whole island as residential when actually residential areas are commonly mixed with businesses nearby.

Planner Porter stated that the current bylaws do allow for home occupations on residential properties so there will be entrepreneurial occupations within residential areas and those undertakings exist all over the island.

Elke Jarchow asked where in proposed Bylaw 142 there is a reference supporting the need for regulation 3.23.2 in proposed Bylaw 143, which states that a dwelling unit may only be occupied by one group of paying guests during a period of seven consecutive days.

Planner Porter stated that policy 6.5.3.2 a) speaks to promoting a level of stay that allows the visitor to experience Hornby Island and that 6.5.3.2 e) refers to ensuring that the residential appearance of a property is not altered by the VHR. He said that some management of the frequency of use is required so that the VHR is comparable to residential character.

Elke Jarchow asked if it is considered better to have, for example, Group A for 30 days and then Group B for 30 days rather than a group stay for 60 days.

Planner Porter explained that occupancy for 30 days or less is a VHR while more than 30 days is a residential tenancy use. These amendments only speak about VHR use and residential occupancy is discussed elsewhere in the existing bylaws. He said that a group could stay for only one night but that another group could not come the next night.

Ross Muirhead asked if since Vancouver Island Health Authority (VIHA) has jurisdiction over water and sewage then would it not be outside the jurisdiction of this bylaw to include provisions for water and sewage.

Planner Porter responded that VIHA has responsibility for installation of new sewage disposal systems and to act if there is a health emergency. He said that the intent of the bylaw is to allow a land use of VHRs and also to ensure that it meets current provincial regulations in those situations that are not a health emergency. He added that the Local Trust Committee is encouraging, not regulating, water catchment and storage.

Carol Quin asked if Temporary Use Permits (TUP) are an option for some circumstances.

Planner Porter responded that these bylaws allow for VHR land use and if a landowner wants to provide a visitor accommodation that does not fit these options, the TUP enables an application for consideration. He said that the process would include contacting neighbours and that approved TUPs would be effective for three years with a three-year renewal possible for a total of six years.

Judy Cross stated that policy 6.5.3.8, which states that the Local Trust Committee should monitor the rate of use of VHR development, puzzles her and asked if it the job of the Islands Trust to ensure there are houses for sale.

Planner Porter replied that the Local Trust Committee has a responsibility under provincial legislation to monitor the availability of housing, not to intervene in the marketplace, but to examine the housing stock.

Elspeth Armstrong asked if it is a requirement to check with neighbours prior to issuing a TUP as a part of the process.

Planner Porter responded that when reviewing TUP applications provincial legislation requires that the Local Trust Committee notify neighbours in the process.

Elspeth Armstrong asked if during that process neighbours disagree with the application, is it possible that the TUP would not be approved.

Planner Porter responded that the legislation requires that neighbours be contacted in order for them to have an opportunity to voice their opinion. The decision would be a responsibility of the Local Trust Committee, as are all land use decisions.

3. TRUSTEE COMMENTS

As there was a general desire of the public to proceed to the Public Hearing, the Chair consented and as a result, there were no Trustee comments at this time.

4. ADJOURNMENT

The Chair adjourned the meeting at 8:26 pm.

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Minute Taker

DRAFT

HORNBY ISLAND LOCAL TRUST COMMITTEE
PUBLIC HEARING RECORD
REGARDING

PROPOSED BYLAW NO. 142 CITED AS "HORNBY ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 104, 2002, AMENDMENT NO 1 2011"
AND
PROPOSED BYLAW NO. 143 CITED AS "HORNBY ISLAND LAND USE BYLAW 86, 1993, AMENDMENT NO. 1 2011"

HELD AT 8:00 PM ON TUESDAY, JUNE 28, 2011
AT NEW HORIZONS
1765 SOLLANS ROAD, HORNBY ISLAND, BC

PRESENT:	Louise Bell	Chair
	Fred Hunt	Local Trustee
	Tony Law	Local Trustee
	Brodie Porter	Island Planner
	Sonia Zupanec	Island Planner
	Vicky Bockman	Recorder

There were thirty-three (33) members of the public in attendance.

Chair Bell called the meeting to order at 8:28 pm. She read the opening statement and stated that no further submissions would be received by the Local Trust Committee after the conclusion of the Public Hearing.

Planner Porter summarized the Notice of Public Hearing and stated that the Notice of Public Hearing had been posted in two editions of the local newspaper and that the documents had been made available to the public in various locations. He stated that no further written or oral submissions will be received after the conclusion of the Public Hearing. He summarized the government agency referrals and responses to the proposed bylaw amendments which have been received.

Chair Bell outlined the rules for making a submission and opened the floor to submissions from the public.

Larry Pierce, 6160 Central Road – Stated his opposition to both proposed bylaws. He said that the community has told the Local Trust Committee that they do not want regulations. He disagreed with the Island Trust position that the present vacation home rental usage is illegal.

Jennifer Armstrong, 5065 Little Tribune Bay – Expressed her disagreement with regulations that limit months of rental and number of beds, stating that vacation home rentals should be allowed in the off season. She requested further legal advice be sought and said these amendments will negatively impact the economics of the island and benefit the commercial establishments.

Elspeth Armstrong, 5455 Porpoise Crescent – Said the community has expressed their preference to see vacation home rentals allowed as a home occupation and questioned the legal decision determining that they are presently illegal. She expressed disagreement with limiting the months of operation from May to September.

Judi Stransman, 8230 Central Road – Stated that the proposed amendments to Bylaws 142 and 143 should be redrafted and that they are unenforceable. She said that she believes the Islands Trust is against vacation home rentals and is attempting to stop commercial activity in residential zones.

Jan Bevan, 4590 Northwind Trail – Spoke in favour of both bylaws, saying that proposed Bylaws 142 and 143 are the best attempt yet to create a solution that accommodates the residential laws and balances the economic need of local residents to rent to tourists. She stated she feels the allowed rental period of from May to September is long but understands the rationale for keeping the residential status for seven months.

Karen Ross, 3895 Shingle Spit Road – Stated she has concerns with three policies in this proposal: 1) limiting the rental period to five months which does nothing to increase the residential housing stock, 2) limiting rentals to seven days as people will come for a week in the summer but not in the winter and 3) limiting the rental capacity of larger parcels to only eight people.

Care Snowden, RR1 Central Road – Said these amended bylaws could create a class of people who cannot afford their own properties. She said these bylaws go against the wishes of the community.

Carol Quin, 4950 Seawright Road – Stated that this is a fairly reasonable solution to the vacation home rental issue, balancing the mandate of the Islands Trust to preserve and protect the environment and now communities, concerns about water and sewage, and the real economic benefit to allowing vacation home rentals. She said that it might be beneficial to have more discussion about details such as the seasonal limitations.

Judy Cross, 3518 Strachan Road – Objects to the top-down revision of the Hornby Island Official Community Plan and Land Use Bylaw, counting the number of beds and bedrooms, and the intrusive nature of Islands Trust. She said these projects are expensive for taxpayers.

Jennifer Armstrong, 5065 Little Tribune Bay – Said that if these proposed bylaws go through there will not be a community of working people on Hornby because many of these people are renting homes from September to June from homeowners who rent the houses out during the summer and live elsewhere during the rest of the year. She said that these bylaws will make it impossible for working people to rent because it states that homes cannot be rented from October to April.

Chair Bell requested a point of clarification from staff to speak to the idea of renting.

Planner Porter explained that the term “vacation home rental occupancy” refers to a visitor staying for a short period of time, versus renting to live for 30 days or more. He said that if someone wishes to occupy a home from October to April and rent it, it is a residential use of the property and is fine. However if one wants to use it for shorter

periods of time for a vacation home rental from October to April the bylaws do not allow it as that is a time for residential use of the property.

Jennifer Armstrong, 5065 Little Tribune Bay – She said that when she got married on Hornby during the off season many of her friends and family who did not wish to stay at the commercial resorts stayed at vacation home rentals and that would not be possible with these proposed amendments. She said these amendments are changing the spirit of the community.

Larry Pierce, 6160 Central Road – Presented his point of view as a farmer, saying that most farmers need another source of income and that as Hornby Islanders do not have the option of supplementing income from off island sources, these amendments are attacking farming.

Elspeth Armstrong, 5455 Porpoise Crescent – Pointed out that the Hornby community has done an exceptional job of preserving and protecting the environment and that the community would continue to look after their water resources without these amendments. She said that the water aquifers have not been adequately researched and that a family living year around on Hornby probably uses more water than visitors during a few weeks in the summer. She said that these bylaws are intrusive and perhaps we have not reached the point that they are necessary.

Stefan Vanicek, 5540 Harvey – Said that this bylaw is subjective and that enforcement will be selective. He said that the purpose seems to be make everyone live in a situation that is illegal in order to control them.

Jane Talbot, 5540 Harvey Road – Said her biggest problem with these bylaws is that there will be selective bylaw enforcement. She said reasons for putting these amendments in place should be clear and transparent and she would like to know how many complaints about vacation home rentals have actually been received.

Cory Roy, 3380 Gunpowder Trail – Said that if the issues are not researched to learn that there is actually nothing wrong, and if the few complaints that exist are not investigated and followed up on then passing bylaws will not change the practice. She recommended that the Trust listen to the opinions of the community and leave it the way it is, allowing self-regulation, accountability to neighbours and operating at a high standard.

Jane Talbot, 5540 Harvey Road – Quoted a statement from Trudeau: “The State has no business in the bedrooms of the nation”.

Care Snowden, RR1 Central Road – Said that most vacation home rental operators she knows make very limited income from their operations, much of which goes to pay for the portion of the taxes that go to Island Trust and for alternative medicines. She said that this proposal is a direct assault on their potential to continue to remain and exist on Hornby.

Christa Yeomans, 1660 Lea Smith Road – Said that the bylaws should not go through and that Temporary Use Permits have a negative effect and should not be included in the bylaws.

Chair Bell explained that at this point in the hearing when there appears to be no additional speakers that it is the practice of the Chair to call three times for further submissions. She reminded those present that after the third call she will close the hearing and there will be no further opportunities to hand in a written submission. She advised that this is the time to do so if desired.

Chair Bell asked three times if there were any further submissions. Hearing none, Chair Bell closed the Public Hearing at 9:45 pm.

Chair Bell advised those present that there will be a meeting of the Local Trust Committee at 10:15 am on June 29, 2011 at Joe King Park.

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Recorder Date

DRAFT

MINUTES OF THE HORNBY ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING
HELD AT 10:15 AM, JUNE 29, 2011
AT THE JOE KING CLUBHOUSE
CENTRAL ROAD, HORNBY ISLAND, BC

PRESENT:	Louise Bell	Chair
	Fred Hunt	Local Trustee
	Tony Law	Local Trustee
	Brodie Porter	Island Planner
	Sonja Zupanec	Island Planner
	Vicky Bockman	Minute Taker

There were three (3) members of the public in attendance.

1. CALL TO ORDER

The Chair called the meeting to order at 10:18 am. She welcomed the public and acknowledged that the meeting is taking place in the traditional territory of the Coast Salish First Nations. Chair Bell introduced the Local Trustees, Island Planners and Minute Taker.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus, with the following amendments:

- Add item 10.1.1, Revised HO-SUB-2010.9 Draft 946 Covenant
- Add item 11.2, Correspondence dated June 13, 2011 from Michelle Easterly regarding Hornby Island Resort Ltd. Rezoning Application
- Add item 13.5, Summer Residents Meeting
- Add item 13.6, Community Stewardship Awards

3. MINUTES

3.1 Local Trust Committee Special Meeting Minutes dated May 21, 2011

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

- Page 9, fifth paragraph: remove the first sentence
- Page 9, fifth paragraph, new first sentence: change text from “She explained…” to “Chair Bell explained…”

3.2 Local Trust Committee Meeting Minutes dated June 1, 2011

The minutes were adopted by consensus.

3.3 Local Trust Committee Special Meeting Minutes dated June 14, 2011

The minutes were adopted by consensus.

3.4 Section 26 Resolutions Without Meeting Log dated June 21, 2011

Chair Bell presented the Section 26 Resolutions Without Meeting Log dated June 21, 2011.

3.5 Advisory Planning Commission Minutes

None.

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated June 21, 2011

Planner Zupanec presented the Follow-up Action List dated June 21, 2011. She reported that a date has not been finalized for the meeting with K'omoks Nation and that a mid to late September date is likely.

Chair Bell noted that the meeting will be held in coordination with the Denman Island Local Trust Committee and advised that they have identified September 20, 2011 as their first choice for the meeting, with the second choice being September 16, 2011 and third option being September 12, 2011.

5. CORRESPONDENCE

5.1 Letter dated May 26, 2011 to Denman Opposes Coal from Environmental Assessment Office regarding Public Consultation Approach Conceptual Plan, Proposed Raven Underground Coal Project

Received.

5.2 Letter dated June 6, 2011 from Louise Bell to Environmental Assessment Office and Canadian Environmental Assessment Agency regarding Environmental Assessment of Proposed Raven Underground Coal Mine

Received.

6. TRUSTEES' REPORT

Trustee Hunt acknowledged that this will be the last Hornby Island Local Trust Committee meeting that Planner Porter will attend and he expressed his appreciation for the valuable assistance that Planner Porter has provided over the past few months.

Trustee Law also thanked Planner Porter for his help and said that he has developed a deep appreciation for Planner Porter's level of skills that have assisted the Local Trust Committee in their work.

Trustee Law provided an update of BC Ferries matters. He reported that he participated in a telephone meeting of a Union of British Columbia Municipalities committee to strategize on ferry fares and other issues. He stated that there should be an update on the October ferry closure later this month. He reported that BC Ferries has issued a press release highlighting the fact that alcohol consumption is not permissible on the ferries or in terminals which will be distributed at the Buckley Bay Terminal.

Trustee Law reported on his work with the Comox Valley Standing Committee of Homelessness and Housing, stating that the work of that committee is now over and that terms of reference have been drafted for an ongoing task force. He stated that his purpose for being involved with this group was to ensure that the island's voice was heard in this issue and an expression of interest for future involvement may be relevant. There was discussion of the possible continuation of Trustee Law's involvement with the task force. Chair Bell expressed support for his continued participation should he desire to do so and Trustee Law responded that he will address the possibility at the next regularly scheduled Local Trust Committee meeting.

Trustee Hunt reported that he participated in a recent event, Community Action Solutions Together, which provided an opportunity for 16 Hornby Island organizations to collaboratively share information about various successes and challenges that are being experienced. He said that it was a valuable forum and may be held again in November for a full day.

Trustee Law reported that following up on a meeting from last summer, he and Trustee Hunt facilitated a meeting of different organizations on Hornby Island to discuss summer safety issues.

Trust Hunt asked Planner Zupanec if there was an update on the negotiations with K'omoks Nation. Planner Zupanec stated that she did not have any current information. She said that she would research the matter and would bring an update to a future Local Trust Committee meeting.

7. CHAIR'S REPORT

Chair Bell preceded her report by adding her thanks to retiring Island Planner Porter and expressed her appreciation for his help with difficult issues during Planner Zupanec's absence.

Chair Bell reported that the Executive Committee had met twice since the last Local Trust Committee meeting and that business at those meetings included reviewing material for the Islands Trust Council meeting of June 14-16, 2022. She reported that further work included direction to the Chair to write various letters regarding the proposed shipping of oil in the Salish Sea, oil spill response preparedness in the Islands Trust Area and to request Geographic Response Plans for the Islands Trust Areas. She stated that the marine safety strategy work is continuing.

Chair Bell reported that the Trust Council met on Denman Island June 14-16, 2011. She said that three program sessions were: a presentation by the Denman Island Marine Stewardship Committee, a presentation on carbon credits and a presentation describing two conservation/residential developments on Cortes Island.

Chair Bell stated that the Trust Council selected the six recipients for the 2011 Community Stewardship Awards at the June meeting. She said that the Hornby New Clinic Committee had been selected as one of the recipients and that the award would be presented sometime this summer.

Chair Bell reported that three Natural Area Protection Tax Exemption Program certificates were issued – two to landowners of Hornby Island, which constitute the first two such certificates for the Denman/Hornby area, and a third to a North Pender Island landowner. She said that the two certificates on Hornby are contiguous and will result in a protected area of just under five hectares.

Chair Bell stated that Trust Council also made a number of action decisions including:

- to write to the British Columbia Minister of Transportation and Infrastructure advocating for provincial support to stabilize BC Ferries fares on the minor routes
- to write to the provincial and federal environmental assessment offices expressing concern about the proposed Raven Underground Coal Mine
- to write to BC Hydro requesting better consultation with island communities on the proposed use of smart meters in residential areas on the islands.

Chair Bell advised that the next Executive Committee meeting is tentatively scheduled for July 5, 2011 in Victoria.

8. DELEGATIONS

None.

9. TOWN HALL SESSION

Chair Bell cautioned members of the public to refrain from speaking to the contents of Bylaws 142 and 143, explaining that the process is now post public hearing.

Mick Mahony said that he attended the Public Hearing last night. He expressed his disappointment with some of the community's comments that he heard at that meeting which he felt were somewhat ill-informed, somewhat paranoid and included personal attacks. He congratulated the Chair on being firm and fair and the Trustees for "turning the other cheek" during the meeting. He encouraged the Local Trust Committee to keep up the good work.

10. APPLICATIONS AND PERMITS

10.1 HO-SUB-2010.9 (Costello) Draft 946 Covenant

Planner Zupanec stated that the applicant's lawyers have requested changes to the Covenant and the revised version of the Covenant has been included as a late item in the agenda for discussion.

10.1.1 Revised HO-SUB-2010.9 (Costello) Draft 946 Covenant

Planner Zupanec presented the revised draft 946 Covenant for the HO-SUB-2010.9 (Costello) property and identified the changes to the document. She stated that there are changes which indicate that the applicant has acquired a new mortgage in order to pay off funds owed to Islands Trust Council. She stated that recital E has been expanded to articulate all the uses and although it appears to be acceptable, there are technical issues that need to be clarified. She said there are other minor changes such as numbering errors that are being corrected and the new draft Covenant has expanded the language which outlines the five-year expiration of the agreement. She clarified that the statement that "the Owner shall use the New Parcel for only residential use" also includes accessory uses.

Planner Zupanec said that staff will be reviewing the document again with the applicant as well as with Islands Trust legal counsel to confirm that all is in order. She asked for determination as to who will sign the document so that, when ready, it can move forward.

HO-046-2011 It was **MOVED** and **SECONDED** that the Chair of the Hornby Island Local Trust Committee be designated to sign the Section 946 Covenant with Joan Costello once it is finalized.

CARRIED

10.2 HO-SUB-2010.2 (Tuele) Draft 946 Covenant

Planner Zupanec stated that the HO-SUB-2010.2 (Tuele) draft 946 Covenant is being presented for Local Trust Committee review and indicated that there have been no concerns with this draft document to report. Planner Zupanec requested a signatory be designated.

HO-047-2011 It was **MOVED** and **SECONDED** that the Chair of the Hornby Island Local Trust Committee be designated the signatory for the Section 946 Covenant regarding the Tuele HO-SUB-2010.2.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 HO-OCP-2009.2 Vacation Home Rental

Planner Porter reported that all members of the Local Trust Committee attended the Public Hearing last night and have had an opportunity to review all written submissions that were submitted, other than one which the Chair had not seen. The submission was presented to the Chair who reviewed the document.

Planner Porter provided general observations for consideration arising from the June 28, 2011 Public Hearing:

- In response to comments concerning who should be voting on bylaws, Islands Trust structure and the Executive Committee, he stated that the provincial government has established the Islands Trust structure and it is the duty of the Trustees to fulfill those duties as established.

- Regarding comments that perhaps these bylaws are not needed and self-regulation would be preferred, he commented that the province provides that the Local Trust Committee must work with the community to develop regulations. He said that the current bylaws do not address vacation home rentals and since that is a use raised in the community as desirable the Local Trust Committee must address the issue. He added that the current Official Community Plan addresses vacation home rentals as a home occupation but this is not enacted in the Land Use Bylaw.

- Concerning comments that advocated for no change to the existing bylaw, he said that the existing bylaw does not address vacation home rentals and is silent on the issue, therefore does not permit the use. He said that, as opposed to the comments made at the meeting that this is the opinion of only one lawyer, in fact it is the collective opinion of staff, bylaw enforcement staff and legal counsel.

- The position raised about not changing the existing bylaws puts operators in a difficult position as it means they could not operate and would be subject to enforcement. He suggested that this is not the position that the community was meaning to advocate.

- Regarding comments about permitting vacation home rentals as a home occupation, he said it is important to recognize that this is an option, however staff did not suggest this approach as vacation home rental does not fit the model of home occupation. He said that in a home occupation the owner resides on the property while the operation is undertaken whereas in a vacation home rental the owner leaves to undertake the operation. He said that changing the

definition of home occupation to allow vacation home rentals might negatively affect other home occupations.

- Concerning comments about limiting the operation to the period of May to September having a negative impact on the local economy, he said that the proposed approach is attempting to allow for vacation home rentals while recognizing the need for management of the residential properties by use of a time restriction. He added that there are other forms of accommodations, resorts and bed and breakfasts that are generally available on Hornby Island during the off season so it is possible for visitors to stay during that time frame. He suggested that some operators may wish to consider operating as a bed and breakfast if they reside on the property.

- Regarding comments made that restrictions on tenting are unnecessary, he said that practical considerations should apply but there needs to be certainty and measurable standards to ensure a manageable level. He suggested that a bylaw enforcement policy might be a useful tool to allow for leeway.

- In response to concerns of regulating the number of beds and bedrooms, he said that this provides certainty to operators and to the Islands Trust. He added that the numbers proposed are equivalent to those provided for in bed and breakfast operation regulations and that the community has provided input about what it feels is appropriate for those. He said that if, over time, there is reason to change these limits that vacation home rental and bed and breakfast levels should both be examined.

Discussion ensued about the post public hearing process and what comments and correspondence may be considered in deliberations.

11.1.1 Public Hearing Submissions

There was discussion about the possibility of responding to misunderstandings that became evident in some of the public hearing submissions and it was determined that input from public hearings is received but generally not responded to. Planner Porter suggested that after the process is concluded a communications event might be planned as a useful tool to help correct misunderstandings.

Chair Bell invited comments from the Trustees in response to the Public Hearing prior to moving into discussion to determine if action will be taken on the bylaws at this meeting.

Trustee Hunt said that he was surprised by the general tone of the Public Hearing given the amount of time spent in community consultation and previous feedback that had suggested that this approach would be well accepted. He said this underscores how important the communication aspect is and the complex

nature of the issue. Overall, he said that he was struck by comments asking why the amendments are being proposed, when the two primary issues he indicated needed to be addressed when he ran for Trustee in the 2008 election were updating the Official Community Plan/Land Use Bylaws and Vacation Home Rentals and that he interpreted his election to be supportive of those work programs.

Trustee Hunt stated that the number of people who have commented demonstrates how important the issue is to the community, both to those who benefit financially and for the visitors. He added that vacation home rentals need to be addressed in the Land Use Bylaw as not doing so would leave operators conducting an operation that is not a permitted use. He addressed the expressed concern and misconception that this proposal is being driven by the Executive Committee, stating that there is a need to recognize that the desire has been to create a "made on Hornby" solution and that this approach is a locally produced proposal, addressing Hornby's needs and addressing them as fairly as possible.

Trustee Law noted that some people at the Public Hearing had not been involved previously and that this was the first opportunity for them to express their perspectives. He said that some stated they would like to leave things the way they are, however, that would not achieve their objective because it is not a permitted use according to the advice the Local Trust Committee has been given. He stated that there is a need to provide clarity that this is a well-established activity that is generally supported by the community and said that he is not comfortable that an activity, as such, is not supported by the Hornby Island legislation.

Trustee Law said that he has heard concerns, however believes that the best way to achieve the goal that is desired is to proceed with the proposed bylaws which are intended to implement the spirit of the Official Community Plan (OCP) by allowing the vacation home rental use. He said that his personal goal has been to find a way to permit vacation home rental use that is similar to bed and breakfast regulations, balancing all the various interests and concerns. He said that as a measure to provide some comfort to those with concerns about over-regulation, he would like to suggest some changes to the proposed regulations and to consider adding a new policy in the OCP that identifies a need to review the regulations in a specified time.

Trustee Hunt said that the Local Trust Committee has been doing due diligence to meet statutory requirements and to address concerns heard over the years to stop the worst case scenarios. He said that even though there are some who are

unhappy with the proposed bylaws, he feels that it is on the right track and it needs to be remembered that there may be some who have concerns with vacation home use that have not expressed their views.

Chair Bell agreed that the disappointing tone and personal attacks at the Public Hearing were unfortunate. She said that the Local Trust Committee has heard from many people and has heard that there is a need to address the situation. She stated that there are inconsistencies between the Official Community Plan and Land Use Bylaw on vacation home rental use, that the Trustees have an obligation and that now is the time to provide leadership.

Chair Bell noted that of the 33 people who attended the Public Hearing, very few addressed the bylaw and there was a relatively small number who had concerns about the specifics of the proposed bylaws with some of those participating expressing appreciation for the work that has been done. She said that she concluded that this did not represent a groundswell against the proposal but rather demonstrated that the concerns were more with the process. She stated that concerns that were expressed about limiting vacation home rental accommodations to the May to September time period did not recognize that other options are available to visitors who wish to visit in the off season.

Chair Bell expressed disappointment with the comments that were made about the process being an Executive Committee, top-down directive. She reiterated that bylaws need to be consistent with the objectives of the Islands Trust which are expanded and interpreted by the Policy Statement. She said that she is sorry that more people did not attend the meeting, but that it was the responsibility of the Local Trust Committee to consider the comments and submissions that they did receive.

Trustee Law said that he wanted it to be clear that the Local Trust Committee has never received any comments or direction from the Executive Committee as to how to approach this issue. He stated that there had been consultation with the community early in the term regarding issues to address in the Official Community Plan review and reported that the responses requesting the consideration of the subject of vacation home rentals had been high, providing a mandate to work on the issue. He said that it has been a difficult but important issue to resolve in order to provide clarity and certainty to the community.

General discussion followed on standards for advertising public hearings.

11.2 Correspondence dated June 13, 2011 from Michelle Easterly regarding Hornby Island Resort Ltd. Rezoning Application

Received.

Chair Bell recessed the meeting at 12:02 pm. The meeting was reconvened at 12:10 pm.

The Local Trust Committee decided to consider agenda item 14 Bylaws at this time.

14. BYLAWS

14.1 Proposed Bylaw No. 142 cited as "Hornby Island Official Community Plan Bylaw No. 104, 2002, Amendment No 1 2011."

Trustee Law suggested that there be a specific review time frame added to the proposed bylaw and recommended a five-year benchmark. There was general discussion about that possibility and it was determined that it would be beneficial to include a new policy with this intention.

HO-048-2011 It was **MOVED** and **SECONDED** that proposed Bylaw 142 be amended by inserting a new Policy 6.5.3.9 in Section 4 Schedule A as follows "The Local Trust Committee should consider reviewing with the community the regulations for vacation home rentals after they have been in place for five years."

CARRIED

Trustee Law noted that as this is a new set of regulatory conditions and there is some uncertainty in the community, it will be valuable to review how it is working after implementation.

There was general discussion of Policy 6.5.3.8 in response to the public comments received and it was determined that simplification of the policy in order to focus on the intent would be beneficial.

HO-049-2011 It was **MOVED** and **SECONDED** that Policy 6.5.3.8 of Section 4 Schedule A of proposed Bylaw 142 be amended by deleting the second sentence in the policy.

CARRIED

There was discussion of Policy 6.5.3.2 e) in response to comments heard at the Public Hearing and Trustee Law suggested that expanding the terminology to ensure the retention of general residential ambiance might be useful. It was also noted that the phrase short-term vacation rental was not consistent with current terminology.

HO-050-2011 It was **MOVED** and **SECONDED** that Policy 6.5.3.2 e) of Section 4 Schedule A of proposed Bylaw 142 be amended by inserting "and character" after "appearance" and replacing "short-term rental unit" with "vacation home rental use".

CARRIED

14.2 Proposed Bylaw No. 143 cited as "Hornby Island Land Use Bylaw 86, 1993, Amendment No. 1 2011"

The Local Trust Committee discussed regulation 1.b.i.3.2.15 which prohibits overnight accommodation in tents in response to comments made at the Public Hearing. Trustee Law suggested adding text attempting to capture the fact that numerous tents and trailers are not desired but that if a child staying with a family in a vacation home rental wishes to sleep in a tent that it would be allowed. The implications of this suggestion were considered.

HO-051-2011 It was **MOVED** and **SECONDED** that regulation 1.b.i.3.2.15 of proposed Bylaw 143 be amended by adding "other than one tent used by persons for whom accommodation is provided within a dwelling unit during the vacation home rental use".

There was discussion on the motion.

Trustee Hunt questioned if allowing more than one tent might be acceptable.

Chair Bell noted that tents have been implicated in concerns raised by the community so she would not be supportive of allowing multiple tents in the bylaw. She suggested that perhaps this issue could be considered with the five-year review.

Trustee Law advised that this resolution is attempting to address community concerns that the proposed bylaw constitutes over-regulation of an activity.

Planner Porter suggested that enforcement of this proposal would be hard to accomplish and observed that enforcement of one tent being allowed would be relatively easy however if it must be determined who is in the tent, the amendment might create difficulty and additional costs.

Trustee Hunt replied that as worded, this proposal would not be encouraging recreational tenting activity.

Chair Bell stated that it is necessary to look at the implications of the regulations and acknowledge that bylaws will not be acceptable to everyone.

HO-052-2011 It was **MOVED** and **SECONDED** that the resolution be laid on the table.

CARRIED

There was discussion of possible additional changes to the proposed bylaw amendments in response to community input.

Trustee Law suggested a possible change to proposed regulation 3.23.1, which permits vacation home rental use from May to September, in order to allow more flexibility. General discussion ensued including associated enforcement challenges.

Chair Bell commented that an option for those who wish to operate legitimately during the off season would be to apply for a Temporary Use Permit. She added that there are resorts and bed and breakfast operations which operate during the off season, providing accommodations for visitors. She commented that vacation home rentals represent a commercial use in residential areas and that having seven months of residential use is important.

Planner Porter added that the current proposed regulation creates certainty to neighbouring residents as to which months the vacation home rentals will be in operation.

Trustee Hunt stated that there is a need from time to time during the off season but he would expect that the commercial operators and bed and breakfast operations could provide adequate accommodations so while this is sensitive, he does not believe that it discourages visitors to Hornby in the off season.

Trustee Law said that he appreciates the discussion as he felt the responsibility to examine the possibility and added that perhaps it can be revisited in the future after the new regulations have been in effect for some period of time.

Discussion followed on the proposed sign requirements with Trustee Law observing that signage is useful on small lots but may not be as relevant on large properties. Discussion included the purpose of the signs, possible appearance of inequity as some properties would require a sign and others would not, the uncertainty as to how many properties this would affect, and the preference to enact a regulation that is easy to manage.

Trustee Law said that he has not heard a significant number of comments on this issue and did want to discuss the possible change however was willing to accept the regulation as currently proposed.

Trustee Hunt proposed changing the text of regulation 3.23.2 to clarify the intent.

HO-053-2011 It was **MOVED** and **SECONDED** that regulation 3.23.2 of Section 1.b.ii of Schedule 1 of proposed Bylaw 143 be replaced with the following “During a period of seven (7) consecutive days a dwelling unit may be occupied by only one group of paying guests.”

CARRIED

HO-054-2011 It was **MOVED** and **SECONDED** that resolution ***HO-051-2011*** be taken from the table.

CARRIED

Planner Porter stated that he considered changing the proposed amendment to be unwise on a technical level. Planner Zupanec suggested that a bylaw enforcement policy might be an approach to address the issue rather than changing the proposed amendment.

Trustee Hunt stated that the main intent was to provide some comfort to people whose children want to stay in tents and to address over-regulation criticism however stated that perhaps bylaw enforcement policy would be the preferred way to approach the issue.

Chair Bell said she would like this Local Trust Committee to address a bylaw enforcement policy concerning vacation home rentals and asked what the timing might be for that to occur.

Planner Zupanec stated that generally after adoption of a proposed bylaw amendment that the Bylaw Enforcement Policy would become the number one priority.

The vote was called on Resolution HO-051-2011.

HO-051-2011 It was **MOVED** and **SECONDED** that regulation 1.b.i.3.2.15 of proposed Bylaw 143 be amended by adding "other than one tent used by persons for whom accommodation is provided within a dwelling unit during the vacation home rental use".

FAILED
The vote was unanimous

Trustee Law proposed suggestions for a Bylaw Enforcement Policy for vacation home rentals and it was the consensus that this might be an important way to address some of the concerns that are being heard from the community.

The process of discussion of the proposed Bylaw Enforcement Policy, post public hearing, was considered and Planner Zupanec stated it might be preferable for her to prepare a communication strategy with Bylaw Enforcement Coordinator Drew which can be presented if/when the bylaws are adopted.

Chair Bell suggested that the Local Trust Committee take this advice and that the proposed Bylaw Enforcement Policy be brought back for consideration when the two bylaws are considered for final adoption.

HO-055-2011 It was **MOVED** and **SECONDED** that proposed Bylaw No. 142 cited as "Hornby Island Official Community Plan Bylaw No. 104, 2002, Amendment No 1 2011" be read a second time as amended.

CARRIED

Trustee Hunt commented that this has been a lengthy process that has involved a lot of discussion and staff reports and reflects the importance of the issue in the Hornby community both from the point of view of those wishing to rent their homes on an occasional basis the community having rental homes in

their neighbourhoods, and visitors being able to enjoy the accommodations that are made available. He said that balancing the different viewpoints has been a difficult process as they have often been in conflict. He commented that he hopes that this proposed amended bylaw reflects the discussions and the importance to the community of vacation home rentals. He offered his thanks to Trustee Law and Chair Bell for their guidance through this challenging process and to staff for their assistance.

Trustee Law stated that it has not been easy to find a framework that addresses the relationship that Hornby has with vacation home rentals and that takes into account all the perspectives, issues and consequences that need to be considered. He said that he believes that all options that can be taken have been examined thoroughly and that the one that is fair and balanced and reflects the short-term needs of the community has been taken.

HO-056-2011 It was **MOVED** and **SECONDED** that proposed Bylaw No. 142 cited as "Hornby Island Official Community Plan Bylaw No. 104, 2002, Amendment No 1 2011" be read a third time as amended.

CARRIED

HO-057-2011 It was **MOVED** and **SECONDED** that proposed Bylaw No. 142 cited as "Hornby Island Official Community Plan Bylaw No. 104, 2002, Amendment No 1 2011" be submitted to the Secretary of Islands Trust for consideration of approval by the Executive Committee.

CARRIED

HO-058-2011 It was **MOVED** and **SECONDED** that proposed Bylaw No. 142 cited as "Hornby Island Official Community Plan Bylaw No.104, 2002, Amendment No 1 2011" be submitted to the Minister of Community, Sport and Cultural Development for approval.

CARRIED

HO-059-2011 It was **MOVED** and **SECONDED** that proposed Bylaw No. 143 cited as "Hornby Island Land Use Bylaw 86, 1993, Amendment No. 1 2011" be read a second time as amended.

CARRIED

HO-060-2011 It was **MOVED** and **SECONDED** that proposed Bylaw No. 143 cited as "Hornby Island Land Use Bylaw 86, 1993, Amendment No. 1 2011" be read a third time.

CARRIED

HO-061-2011 It was **MOVED** and **SECONDED** that proposed Bylaw No. 143 cited as "Hornby Island Land Use Bylaw 86, 1993, Amendment No. 1 2011" be submitted to the Secretary of Islands Trust for consideration of approval by the Executive Committee.

CARRIED

12. REPORTS

12.1 Islands Trust Council - Strategic Plan 2008 - 2011

Chair Bell asked if there were any comments on the Islands Trust Council Strategic Plan. Trustee Law commented that it was as a result of reviewing this plan that he had thought that it would be appropriate to discuss the Riparian Area Regulations on Hornby Program in today's meeting agenda.

12.2 Work Program Reports
Top Priorities Report and Projects List Report dated June 21, 2011

Planner Zupanec presented the Top Priorities Report and Projects List Report stating that there were no changes in the report.

Trustee Law suggested that when the Riparian Area Regulations are discussed, it can be determined how it may apply to this report.

12.3 Applications Log Report dated June 21, 2011

Planner Zupanec summarized the Applications Log and provided an update on the Downes Point Agricultural Land Reserve application stating that it has received Agricultural Land Commission approval.

12.4 Trustee and Local Expenses

12.4.1 Expenses posted to May 19, 2011

There were no comments.

12.4.2 Expenses posted to June 20, 2011

Trustee Law noted that the Trustee Expenses were high, most likely due to attendance of the Community Information Meetings in Vancouver and Victoria.

Planner Porter affirmed that at a prior Local Trust Committee meeting it had been resolved that all vacation home rental expenses were to be debited to the Official Community Plan/Land Use Bylaw expense account and that this had been discussed with the Finance Officer.

13. NEW BUSINESS

13.1 Riparian Area Regulations

Trustee Law presented a Preliminary Information Report on Fish-bearing Creeks on Hornby Island that he had prepared as a starting point for discussion. The information provides mapping from The Habitat Atlas of the Comox Valley Regional District and GPS mapping of Beulah Creek by a local resident in the absence of watershed mapping. The information also includes

local knowledge of fish-bearing creeks and possible riparian areas and he stated that he would like to connect the community and local knowledge with the process from the beginning. There was discussion of how this might be accomplished.

Chair Bell stated that the Riparian Area Regulations work involves both potentially fish and non fish-bearing aspects and suggested that a staff report might be of assistance to the Local Trust Committee. Planner Zupanec said that the process of how to address applications is currently being determined and she offered to bring information to a future meeting for clarity.

13.2 Term Review

Trustee Hunt said that it had been suggested that a Term Review would be of benefit to indicate to the community and future Trustees what has been accomplished during the term. He asked for clarification as to structure and procedure to produce this review.

Planner Zupanec stated that it is standard practice at the end of term for staff to complete a Term Review Staff Report in October.

Trustee Law suggested that input from the Trustees would be useful and that the review might include other activities that the Trustees have been engaged in as well.

13.3 Climate Change Communications

Trustee Law said that he and Trustee Hunt have created communication outline material and have been seeking the right forum to present it. He suggested it might be a good idea to work together with other organizations to create a focus.

Trustee Hunt noted that September 24, 2011 has been identified as a date for Moving Planet, a rally for solutions to climate change, and that it might be an appropriate time to present the material.

Design assistance and funding possibilities were discussed.

13.4 Bylaw Referral - Executive Islands Area Bylaw Nos. 27 (Official Community Plan) and 28 (Land Use bylaw)

Chair Bell provided introductory remarks on this process. She stated that she noticed that both zones W1 (Marine General) and W2 (Marine Protection) allow shellfish aquaculture and that she will ask the Executive Committee to review that permitted use. She said it might be possible to request that aquaculture not already in tenure not be included as a permitted use.

Trustee Hunt requested clarification of item 3.2 Prohibited in All Zones item (14) Short-term vacation accommodation.

Chair Bell responded that this item will be corrected as there is, in fact, an established short-term vacation accommodation on Winchelsea Islands.

Chair Bell requested advice from the Island Planner as to whether interests of the Hornby Island Local Trust Committee are affected by the draft Official Community Plan and Land Use Bylaw for the Executive Islands Area. Planner Zupanec replied that she does not believe they are.

HO-062-2011 It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee request staff to indicate that the interests of the Hornby Island Local Trust Committee are unaffected by the draft Official Community Plan and Land Use Bylaw for the Executive Islands Area.

CARRIED

13.5 Summer Residents Meeting

Trustee Law said it is usual to have a Summer Residents Meeting that can address many topics and that it is appreciated by the community. It was agreed that this meeting would be held and Planner Zupanec said that she will research venues for the meeting.

Chair Bell advised caution regarding any discussion of the post public hearing bylaws at that meeting.

13.6 Community Stewardship Awards

Planning for the presentation of the Community Stewardship Award that will occur on August 3, 2011 was discussed included the agenda, invitations and advertising of the presentation.

The Local Trust Committee requested staff to amend the August 3, 2011 agenda so that the Trustees' Report and Chair's Report follow the Approval of Agenda and then were followed by the presentation of the Community Stewardship Award.

15. ISLANDS TRUST WEBSITE

15.1 Hornby Page

The following changes were requested for the Hornby page of the Islands Trust website:

- post the amended Bylaws 142 and 143 once they have been amended
- post in the Latest News section the Community Stewardship Award presentation which will occur at 12:30 pm on August 3rd

16. NEXT MEETING DATE

The next business meeting will take place on Wednesday, August 3, 2011 at 12:15 pm in New Horizons, 1765 Sollans, Hornby Island, British Columbia.

Planner Zupanec advised that she will not be at the meeting and Chair Bell will ask the Regional Planning Manager to attend.

There will be a Summer Residents Meeting which is tentatively scheduled for August 7, 2011 from 10:00 am to 12:00 pm with the venue to be announced.

Trustee Law stated that it might be useful for one or both of the Local Trustees to attend the Executive Committee meeting to answer questions or provide information and Chair Bell agreed. Trustee Hunt will send an email expressing interest in attending and requesting the date for the meeting.

17. ADJOURNMENT

Chair Bell adjourned the meeting at 3:39 pm.

_____ _____

Minute Taker Chair

Print Date: Jul-26-2011

Islands Trust

Follow Up Action Report w/ Target Date

Hornby Island
Dec-15-2010

No.	Activity	Responsibility	Target Date	Status
10	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

Feb-18-2011

No.	Activity	Responsibility	Target Date	Status
7	Meeting with K'omoks Nation - Hornby LTC agrees that a meeting with KFN should be held in coordination with Denman LTC in June or September on Denman Island; that Denman and Hornby LTCs share the costs; that the meeting be posted and held as joint LTC meetings; that the public are allowed to attend to view; that food be provided to LTCs and KFN; and that a gift be considered for KFN. Staff asked to further explore arrrangments.	Courtney Campbell Sonja Zupanec		On Going

Mar-23-2011

No.	Activity	Responsibility	Target Date	Status
3	A resolution that no enforcement be carried out on vacation home rentals for the rest of this term unless a new vacation home renal enforcement policy is adopted was tabled.	Miles Drew Brodie Porter		On Going

Apr-27-2011

No.	Activity	Responsibility	Target Date	Status

1	HO-SUB-2010.9 (Costello) HOLTC resolution granting 10% frontage waiver and requesting staff to enter into a cost recovery agreement with applicant for the preparation of a S. 946 covenant with the HOLTC.	Sonja Zupanec	May-06-2011	Done

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

Jun-29-2011

No.	Activity	Responsibility	Target Date	Status
1	Book special summer meeting of HOLTC for August 7th 10 am on Hornby. Agenda to be determined with T.Law and F. Hunt.	Becky McErlean Theresa Vieau	Jul-22-2011	On Going
1	August 3 HOLTC agenda to be changed to have Stewardship Awards right after Chair/Trustee Reports. Add 'Community Stewardship Awards Presentation' and info to website under latest news.	Becky McErlean Sonja Zupanec	Aug-03-2011	On Going
1	Staff to provide LTC with latest update on RAR for Hornby applications.	Sonja Zupanec	Aug-03-2011	On Going

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 141

****

A BYLAW TO AMEND THE HORNBY ISLAND LAND USE BYLAW NO. 86, 1993

****

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

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

AND WHEREAS the Hornby Island Local Trust Committee wishes to amend the Hornby Island Land Use Bylaw No. 86, 1993;

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

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

1. CITATION

   This Bylaw may be cited for all purposes as “Hornby Island Land Use Bylaw No. 86, 1993, Amendment No. 1, 2010.”

2. SCHEDULES

   Hornby Island Land Use Bylaw No. 86, 1993 is amended as shown on Schedule A, attached to and forming part of this bylaw.

3. SEVERABILITY

   If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME this	7th	day of	July	, 2010.
PUBLIC HEARING HELD this	24th	day of	August	, 2010.
READ A SECOND TIME this	11th	day of	May	, 2011.
PUBLIC HEARING WAIVED this	11th	day of	May	, 2011.
READ A THIRD TIME this	14th	day of	June	, 2011.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST this	5th	day of	July	, 2011.
ADOPTED this		day of		, 201X.

SECRETARY **CHAIR**

HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 141

SCHEDULE A

1. Section 2.0 DEFINITIONS of the Hornby Island Land Use Bylaw No. 86, 1993 is amended by replacing the definition for "visitor accommodation unit" which currently reads:

   "visitor accommodation unit means a lodge, resort, hotel, or motel room or any other room or set of rooms used to provide for a rental charge temporary overnight accommodation of not more than 4 consecutive weeks to transient guests;"

   with the following text:

   "visitor accommodation unit means commercial accommodation sited on a property zoned for commercial use that consists of the temporary rental of a room or set of rooms for not more than four (4) consecutive weeks to traveling public whose permanent domicile or home life is elsewhere;"

2. Section 5.0 PARKING REGULATIONS of the Hornby Island Land Use Bylaw No. 86, 1993 is amended by replacing Section 5.5 which reads:

   "5.5 All required motor vehicle parking spaces must be located:

   5.5.1 on the same lot as the use for which they are provided; or

   5.5.2 on another lot within 100 m (328 ft) of the use, provided that a restrictive covenant in favour of the Hornby Island Trust Committee is registered against the other lot restricting the use of the lot or a portion of it to motor vehicle parking in compliance with the requirements of this bylaw with respect to the lot on which the use is located, and the owners of the two lots execute and register in the Land Title Office an easement agreement satisfactory to the Hornby Island Trust Committee securing the use of the parking spaces for the owner of the lot on which the use is located."

   with the following:

   "5.5 All required motor vehicle parking spaces must be located:

   5.5.1 on the same lot as the use for which they are provided; or

   5.5.2 on another lot within 100 metres (328 ft) of the use, provided that:

   5.5.2.1 a restrictive covenant in favour of the Hornby Island Trust Committee is registered against the other lot restricting the use of the lot or a portion of it to motor vehicle parking or zoning restricts the use of the lot or a portion of it to motor vehicle parking in compliance with the requirements of this bylaw with respect to the lot on which the use is located;
   5.5.2.2 the owners of the two lots execute and register in the Land Title Office an easement agreement satisfactory to the Hornby Island Trust Committee securing the use of the parking spaces for the owner of the lot on which the use is located; and
   5.5.2.3 the owner of the lot that provides the parking spaces grants a statutory right of way to the Hornby Island Local Trust Committee for right of access for public parking ."

3. Section 9.16 COMPREHENSIVE COMMERCIAL (C3) ZONE (Hornby Island Resort) of the Hornby Island Land Use Bylaw No. 86, 1993 is amended by replacing with the following text:

"9.16 COMPREHENSIVE COMMERCIAL (C3) ZONE (Hornby Island Resort)

PERMITTED USES

9.16.1 The following uses are permitted, subject to the regulations set out in this Section and Part 3.0, and all other uses are prohibited:

- 9.16.1.1 Retail, including liquor sales;
- 9.16.1.2 Pub;
- 9.16.1.3 Restaurant;
- 9.16.1.4 Office;
- 9.16.1.5 Accessory uses including visitor accommodation units accessory to a pub use; residential use of visitor accommodation units, provided the visitor accommodation unit contains only one kitchen and is capable of being used for human habitation by one or more individuals living in common occupancy as a single domestic unit; and residential use.

PERMITTED BUILDINGS, STRUCTURES AND DENSITY

9.16.2 A maximum of fifteen visitor accommodation units are permitted on property described as Lot B, Section 4-A, Hornby Island, Nanaimo District, Plan 24913.

9.16.3 Despite section 3.2.3 accessory buildings and structures on property described as Lot B, Section 4-A, Hornby Island, Nanaimo District, Plan 24913 may include the occupancy of a maximum of one accessory residential dwelling unit attached to a building used for a pub or restaurant and the occupancy of accessory visitor accommodation units for human habitation.

9.16.4 Lot coverage must not exceed 40% of any lot.

SITING AND SIZE

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

- 9.16.5.1 6.0 metres from a front lot line;
- 9.16.5.2 6.0 metres from a rear lot line;
- 9.16.5.3 15.0 metres from and 1.5 metres above the natural boundary of the sea;
- 9.16.5.4 3.0 metres from an interior side lot line; and
- 9.16.5.5 6.0 metres from an exterior side lot line.

9.16.6 On property described as Lot B, Section 4-A, Hornby Island, Nanaimo District, Plan 24913 the following shall apply:

- 9.16.6.1 Despite 9.16.5.3 the setback for a restaurant/pub shall be 0.0 metres from the natural boundary of the sea.
- 9.16.6.2 The maximum floor area of each visitor accommodation unit and any accessory dwelling unit shall be 93 square metres (1000 square feet).
- 9.16.6.3 The minimum seating capacity of a pub shall be fifty (50) indoor seats.
- 9.16.6.4 The maximum floor area of all buildings including the area of any accessory dwelling unit and excluding the floor area of visitor accommodation units shall not exceed 465 square metres (5000 square feet).

9.16.7 Where fill is used to achieve the elevation required in Section 9.16.5.3, no portion of the fill slope may be less than 15 metres from the natural boundary of the sea.

MINIMUM LOT SIZE

9.16.8 No lot having an area less than 1 hectare may be created by subdivision.

PARKING AND SCREENING REGULATIONS

9.16.9 Motor vehicle parking spaces must be provided for all permitted uses in accordance with Part 5.0 of this bylaw.

9.16.10 Outdoor storage and parking areas must be screened in accordance with Part 6.0 of this bylaw."

Islands Trust

Preserving Island communities, culture and environment

Our Provincial Mandate

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

– Islands Trust Act

Islands Trust Council - Strategic Plan 2008-2011

Adopted: September, 2009 – Updated: May24, 2011

The Trust Area

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

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

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

Our Council

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

A Strategic Plan for our 2008-2011 term

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

Goal 1 Ecosystem Preservation and Protection

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

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

Goal 2 Stewardship of Island Resources

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

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

Goal 3: Sustain Island Character and Healthy Communities

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

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

Goal 4 Organizational Effectiveness

Our island communities need effective and efficient government services:

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

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

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

Goal 1: Ecosystem Preservation and Protection…

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status changes since last TC meeting
1.1 To identify and protect riparian areas	1.1.1 Implement Riparian Area Regulations throughout the Trust Area	**FY 2009/10** 1.1.1.1 Review watershed mapping by UBC	LPC	Funded by 09/10 program budget	By whether watershed mapping contract is complete.	Complete
		FY 2010/11 & 2011/12 1.1.1.2 Obtain MOE designation of RAR watersheds	LPC	Funded by base budget	By whether MOE designation of RAR watersheds is complete	Designation for 11 LTAs in progress
		FY 2010/11 1.1.1.3 Establish application processing procedures compliant with RAR	LPC	Funded by base budget	By whether all applications are processed compliant with RAR	Complete
		FY 2010/11 & 2011/12 1.1.1.4 Develop bylaws re RAR requirements, subject to MOE's RAR designation	LTCs***/BIM*	Funded by program budget	By whether all islands are RAR compliant through bylaw development	*One* island is RAR compliant through bylaw development. Model staff report to LTCs is with planners.
		FY 2010/11 & 2011/12 1.1.1.5 Develop communications materials about RAR for use in LTC meetings	LPC	Funded by program budget	By whether staff have developed RAR communications materials	QEP presentation made to Trust Council in Sept 2010. *Presentations to LTCs underway*
		FY 2010/11 & 2011/12 1.1.1.6 Utilize RAR communication materials in LTC meetings	LTCs***	Funded by program budget	By whether LTCs have utilized RAR communications materials	Underway
	1.1.2 Integrate riparian area protection into Regional Conservation Plan	**FY 2009/10 & 2010/11** 1.1.2.1 Within the Regional Conservation Plan, set targets and develop implementation plan for riparian area protection where mapping is completed.	TFB**	Funded by base budget	By whether the 2011-2015 Regional Conservation Plan and implementation plan is complete	Complete
		FY 2011/12 1.1.2.2 Implement riparian area protection strategy	TFB**	Subject to funding	To be determined (by objectives set in RCP)	Not started
		1.1.2.3 Mapping of non-RAR watercourses and riparian areas	TFB**	Subject to funding	By whether mapping of non-RAR watercourses and riparian areas is complete	Not started
1.2 To improve the identification and protection of biodiversity,	1.2.1 Continue improvements to mapping data (i.e. ecosystem maps)	**FY 2009/10** 1.2.1.1 Complete DEM acquisition & implementation programs for Trust Area	LPC	Funded by 09/10 program budget	By whether DEM program is complete	Complete
		FY 2010/11 & 2011/12 1.2.1.2 Complete SEM acquisition and implementation programs for Trust Area	LPC	Funded by program budget	By whether SEM program is complete	On track for completion this term
		FY 2009/10	TFB**	Funded by	By whether mapping is finalized	Complete

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environmentally sensitive areas and significant natural sites, features and landforms		1.2.1.3 Finalize TEM mapping for Howe Sound		09/10 program budget		
	1.2.2 Develop 2011-2015 Regional Conservation Plan (RCP)	**FY 2009/10 & 2010/11** 1.2.2.1 Complete first draft of RCP	TFB**	Funded by 09/10 program budget	By whether first draft is complete	Complete
		FY 2010/11 1.2.2.2 Community consultation re RCP	TFB**	Funded by base budget	By whether consultation has been completed	Complete
		1.2.2.3 Finalize RCP	TFB**	Funded by base budget	By whether plan is finalized	Complete
		FY 2011/12 1.2.2.4 Implement RCP	TFB** LTCs***	May be subject to funding	By whether plan has been implemented	Council planning session *complete* *LPS and TFB staff working together on methods to implement RCP.*
	1.2.3 Protect sensitive and significant land through land use planning decisions	**2008-2011 term** 1.2.3.1 Optimize opportunities to protect land	LTCs***/BIM*	Funded by base budget	By the hectares of land that have been protected	Awaiting opportunities and LTC decisions. (e.g. Denman Provincial Park). LTCs are developing relevant OCP policies on several islands.
	1.2.4 Monitor and enforce LTC conservation covenants	**FY 2009/10 & 2010/11** 1.2.4.1 Establish management plan for LTC conservation covenants	LPC	Funded by base budget	By whether a management plan has been finalized	Covenant inventory complete. Covenant monitoring report to Trust Council in Mar/11.
		FY 2011/12 1.2.4.2 Implement management/monitoring program for LTC conservation covenants	LPC	Funded by base budget	By whether the management plan has been funded and implemented	Not started *On LPC work program*
	1.2.5 Improve protection & planning for 'executive' islands	**FY 2009/10** 1.2.5.1 Develop work program for 'Executive' Islands	EC LPS	Funded by base budget	By whether a work program for Executive Islands protection has been approved.	Complete
		FY 2010/11 & 2011/12 1.2.5.2 Develop new bylaws for 'Executive' islands	EC LPS	*Funded by 11/12 program budget*	By whether new bylaws have been developed.	*OCP drafts under review*
	1.2.6 Finalize Crown land profiles (including ID of environmentally sensitive areas, etc.)	**FY 2009/10 & 2010/11** 1.2.6.1 Finalize Bowen and Gambier profiles	TPC	Funded by program budget	By whether Bowen and Gambier Crown land profiles are complete	Bowen – pending Parks Canada proposal Gambier – scope under review

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37	1.2.7 Expand NAPTEP program to entire Islands Trust Area	**FY 2009/10** 1.2.7.1 Approach Comox Valley RD	TPC	Funded by base budget	By whether Comox Valley RD has been formally contacted to discuss NAPTEP	Complete
		FY 2010/11 1.2.7.2 Roll out to Comox Valley RD	TFB**	Funded by 10/11 program budget	By whether NAPTEP program is in place in Comox Valley RD.	Complete
		FY 2010/11 1.2.7.3 Approach Powell River RD	TPC	Funded by base budget	By whether Powell River RD has been formally contacted to discuss NAPTEP	Complete Outreach begun
	1.2.8 Seek legislative change to NAPTEP to expand to island municipalities	**FY 2009/10 & 2010/11** 1.2.8.1 Monitor/advocate with MCRD re legislative changes for 2010	EC	Funded by base budget	By whether legislative changes have been made.	Complete
		FY 2011/2012 1.2.8.2 Roll out on Bowen (develop tax impact models, agreements & revised promotional materials)	TAS / TFB**	*Funded by 11/12 program budget*	By whether NAPTEP is in place in Bowen Island Municipality	*Not started*
	1.2.9 Acquire land for conservation	**FY 2009/10 & 2010/11** 1.2.9.1 Complete Fairy Fen Crown land Acquisition (Bowen)	TAS / TFB**	Funded by base budget	By whether Fairy Fen Crown land has been acquired.	Complete
		FY 2010/11 & 2011/12 1.2.9.2 Initiate action on Lasqueti Crown land acquisition	TFB**	Funded by donors	By whether funding is in place for acquisition.	Pending TFB priorities for Crown land acquisition
		1.2.9.3 Initiate FN consultation re Lasqueti Crown land acquisition (if acquisition funding in place).	TAS / TFB**	Funded by base budget	By whether consultation is complete	*On hold*
	1.2.10 Develop and implement plans to ensure safety and ecological integrity of protected areas	**FY 2009/10** 1.2.10.1 Hire property manager	TFB**	Funded by base budget	By whether property manager has been hired	Complete
		FY 2010/11 & 2011/12 1.2.10.2 Implement high priority management recommendations from Risk Management Assessment	TFB**	Funded by base budget	By the number of high priority risk management tasks completed	*Complete*
		FY 2010/11 & 2011/12 1.2.10.3 Implement medium and low priority management recommendations from Risk Management Assessment	TFB**	Funded by base budget and donors	By the number of medium and low priority risk management tasks completed	Completed 9 out of 10 medium priority tasks
1.3 To reduce	1.3.1 Make Islands Trust organizational	**FY 2009/10** 1.3.1.1 Collect data regarding organizational GHG emissions	TAS	Funded by 09/10 program budget	By whether data have been collected	Complete

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greenhouse gas emissions	operations carbon neutral by 2012	**FY 2009/10** 1.3.1.2 Develop strategy to reduce GHG or purchase offsets.	TAS	Funded by 09/10 program budget	By whether a strategy has been developed	Complete
		FY 2009/10 to 2011/12 1.3.1.3 Implement the staff education program and GHG reduction strategies and actions related to transportation, building energy use, and paper consumption set out in our 2008 Corporate Climate Action Plan	ADMIN	Funded by base budget	By whether the 2008 Corporate Climate Action Plan has been implemented.	In progress
		FY 2011/12 1.3.1.4 Develop policy regarding carbon neutrality and purchase of carbon offsets	TAS, FPC	Funded by 11/12 budget	By whether a policy regarding carbon neutrality and carbon offset purchase is complete	Initial research and training begun. Council workshops planned for June 2011 *and draft policy planned for Sept 2011*
		FY 2012/13 1.3.1.5 Purchase carbon offsets for remaining corporate emissions	ADMIN	Subject to funding (12/13 budget)	By whether IT operations are carbon neutral.	Not started. Pending policy development
		FY 2012/13 1.3.1.6 Initiate on-going corporate emissions reporting	ADMIN	Subject to funding (future budgets)	By whether we have a program for on-going reporting of corporate emissions.	Initial planning started
	1.3.2 Provide information on community GHG emissions for each island	**FY 2010/11 & 2011/12** 1.3.2.1 Finalize community GHG emissions inventories	TPC, LPC	GB LTA *funded by* 11/12 budget	By whether GHG emissions inventories have been prepared for each LTA/IM.	Complete except for GB LTA assoc islands
		1.3.2.2 Review inventories at Trust Council workshop	TPC, LPC	Funded by 09/10 program budget	By whether Council has reviewed GHG emission inventories.	Complete
		FY 2010/11 1.3.2.3 Establish and fund a strategy for ongoing reporting of community GHG emissions	TPC	May be subject to funding	By whether we have developed and funded an on-going strategy to report community GHG emissions.	Complete (Province will provide 2007 baseline + 2010 and every 2 years thereafter)
		FY 2012/13 1.3.2.4 Evaluate and respond to 2012 provincial reports regarding GHG emissions	LPC	Subject to funding (12/13 budget)	By whether community GHG emissions reductions are reducing	Not started
	1.3.3 Recommend emission reduction targets and provide model policies	**FY 2009/10** 1.3.3.1 Hold Council workshop on GHG emission reduction, with advice about targets and a 'menu' of model policies and actions for inclusion in OCPs	TPC	Funded by 09/10 program budget	By whether we have held a Trust Council workshop and provided recommended targets, model policies and actions by Sept 09.	Complete

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39	and actions for consideration in island OCP amendments	**FY 2009/10** 1.3.3.2 Develop communications tools to assist LTCs in including GHG emission reduction targets, policies and actions in OCPs.	TPC	Funded by 09/10 program budget	By whether communications tools have been distributed to LTCs.	Complete
	1.3.4 Amend OCPs to include emission reduction targets, policies and actions (TPAs)	**FY 2009/10** 1.3.4.1 LPS staff to attend ministry workshops for planners re TPAs	LPS	Funded by base budget	By whether relevant staff have attended workshops	Complete
		1.3.4.2 Develop a Trust-wide work program to include targets, policies and actions for GHG emission reduction in all island OCPs by legislated deadline (May 31/10)	LPC	Funded by base budget	By whether LTCs and BIM have focused work programs to include targets, policies and actions for GHG emission reduction in their OCPs.	Complete
		FY 2010/11 & 2011/12 1.3.4.3 Establish targets, policies, and actions in OCPs by legislated deadline (May 31/10)	LTCs***/BIM*	*Completion funded by base budget*	By whether all OCPs have been amended to include GHG emission reduction targets, policies and actions by May 31/10	Targets, policies and action included in eighteen OCPs submitted for ministerial approval. One planned for 11/12.
	1.3.5 Foster energy-efficient communities through land use planning decisions	**FY 2009/10** 1.3.5.1 Develop relevant information on a Trust-wide basis that will serve all LTCs	LPC	Funded by program budget (09/10 budget)	By whether we have developed tools to assist LTCs/IMs in reducing GHG emissions through land use decisions	Complete
		FY 2010/11 1.3.5.2 Consider the inclusion of the information provided by the LPC into appropriate bylaws and processes	LTCs***/BIM*	Funded by 10/11 program budget	By whether GHG emission reduction is achieved in LTC land use decisions	All future OCP reviews must address GHG emissions reduction
	1.3.6 Foster energy efficient communities through public education	FY 2009/10 1.3.6.1 Place relevant links on IT website	TAS	Funded by base budget	By whether relevant links are on IT website	Webpage complete Addition of new links on-going
		FY 2010/11 1.3.6.2 Develop new public education tools in addition to website.	LTCs***	Funded by program budget	By whether new public education tools have been funded and developed	GHG Communications Plan being implemented regionally. Staff training re GHG emission reduction scenarios complete
		FY 2011/12 1.3.6.3 Continue development of new public education tools	TPC *and LTCs****	*Subject to grant funding*	*By whether new public education tools have been funded and developed*	*In progress. Salt Spring Climate Action Plan to June TC*

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Goal 2: Stewardship of Island Resources...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
2.1 To increase the sustainability and quality of freshwater resources	2.1.1 Include new policies and regulations as OCPs and LUBs are amended	**FY 2009/10** 2.1.1.1 Provide trustees and planning staff with Groundwater Bylaws Toolkit	TAS	Funded by base budget	By whether Groundwater Bylaws Toolkit has been circulated.	Complete
		FY 2009/10 2.1.1.2 OCP/LUB reviews underway on selected islands	LTCs***	Funded by 09/10 program budget	By the number of LTCs/IM with new policies and regulations for protection of freshwater resources	Reviews continuing in 10/11
		FY 2010/11 & 2011/12 2.1.1.3 OCP/LUB reviews underway on selected islands	LTCs***	Funded by program budget		Reviews underway or planned to begin in *11/12*
		FY 2010/11 & 2011/12 2.1.1.4 Advocate for provincial regulation of island groundwater	TAS	Funded by base budget	By whether submissions to the provincial review have been made	First and second submissions complete
2.2 To establish reliable, adequate and sustainable funding for TFB to meet Regional Conservation Plan goals and stewardship requirements for protected lands	2.2.1 Identify and implement strategies for long-term funding	**FY 2009/10 & 2010/11** 2.2.1.1 Analyze options and develop a long term funding strategy	TFB**	Funded by 09/10 program budget	By whether a strategy has been adopted	Compete
		2.2.1.2 Prepare implementation plan including the development of a business case in support of the long-term funding strategy	TFB**	Funded by 10/11 program budget	By whether the implementation plan and business case have been developed	Received advice from Province to focus on specific properties and on building public profile
		FY 2010/11 and beyond 2.2.1.3 Execute the implementation plan. Evaluate and adjust plan as required – Develop strategy for name change	TFB**	*Funded by base budget*	In early stages: by whether initial reaction to the long-term funding strategy is positive. Later on: by whether we have secured source(s) of long-term funding.	Action Plan to TFB to include seeking champions and identifying specific properties to acquire *Council has endorsed name change request*
		FY 2011/12 2.2.1.4 Seek legislative change re new name	TFB**	Funded by base budget	By whether legislation has been changed	*Briefing prepared. Two meetings held with ministry staff. Likely to be delayed.*
		FY 2012/13 2.2.1.5 Implement name change strategy IF any required legislative change is in place	TFB	Subject to funding	By whether a name change strategy has been implemented	Not started
2.3 To advance the stewardship of coastal areas and marine shore lands	2.3.1 Provide stewardship information about waterfront lands to community members	**FY 2009/10** 2.3.1.1 Host a landowner workshop on one island	TFB**	Funded by base budget	By whether one workshop has been hosted	Complete (workshop on Pender held)
		FY 2009/10 & 2010/11 2.3.1.2 Update website links regarding existing shoreline stewardship information	TPC	Funded by base budget	By whether website links have been updated	Content being developed in cooperation with TFB and LPS

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		FY 2011/12 2.3.1.3 Circulate stewardship information to shoreline property owners	LPC	Subject to budget or grants	By whether stewardship information has been circulated	See item 2.3.2.4
	2.3.2 Develop and implement new land use planning tools for shoreline and marine protection	**FY 2009/10** 2.3.2.1 Develop integrated shoreline and watershed protection mapping for one island to assist OCP process (joint UBC/IT project)	LPC	Funded by 09/10 program budget	By whether mapping is complete	Complete
		FY 2009/10 to 2011/12 2.3.2.2 Thetis Island LTC – consider the use of integrated shoreline & watershed protection into OCP review process	LTC***	Funded by program budget	By whether OCP has been amended to include new forms of protection	Background shoreline research complete OCP review underway
		FY 2010/11 2.3.2.3 Provide recommendations to the Trust Council regarding a Trust –wide adoption of an integrated shoreline & watershed protection approach for OCP processes	LPC	Funded by base budget	By whether recommendations have been provided to TC.	Complete
		FY 2011/12 2.3.2.4 Initiate Green Shores for Homes project: Extend integrated shoreline & watershed protection approach to Islands Trust Area	EC LTC***/BIM*	External and internal funding in place	By whether integrated shoreline and watershed protection mapping is complete	*Contracts and partnerships in place for integrated shoreline mapping project* *Greenshore for homes steering committee, technical committee and technical advisory committee established.*

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Goal 3: Sustain Island Character and Healthy Communities…

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
3.1 To support socio-economic diversity of island communities	3.1.1 Support/restore socio-economic diversity through land use planning strategies about affordable/accessible/appropriate housing	**FY 2009/10** 3.1.1.1 Provide recommendations and guidance for LTCs with respect to relevant options for land use planning decisions to advance affordable housing	LPC	Funded by 09/10 program budget	By whether recommendations/guidance has been provided.	Complete
		FY 2010/11 & 2011/12 3.1.1.2 Consider implementing land use planning decisions to advance affordable housing	LTCs***	Funded by program budget	By the number of LTCs have implemented land use planning decisions regarding affordable housing.	Being taken into consideration in current OCP reviews. *SSI affordable housing strategy adopted.*
		FY 2011/12 3.1.1.3 Measure and report on island housing affordability	TAS / LPS	TBD	TBD	Completed for SSI&GB May be included in indicators program
	3.1.2 Support local food security	**FY 2009/10** 3.1.2.1 Support public education by creating IT resource webpage (e.g. with SSI area farm plan) and encouraging community gardens	TAS / LPS	Funded by base budget	By whether IT resource webpage with food security links have been created	Complete
		FY 2009/10 3.1.2.2 Provide trustees with current BC documents about local government's role in food security	TAS	Funded by base budget	By whether relevant documents have been provided to trustees	Complete
		FY 2010/11& 2011/12 3.1.2.3 Complete a second area farm plan (Denman)	LTC***	Initially funded by 10/11 programs budget. *Completion funded by 11/12 program budget*	By whether a second area farm plan is complete	Denman Agricultural Strategy posted on-line. Matching funding received.
		FY 2010/2011 3.1.2.5 Trust Council workshop about local government role in food security	TPC / LPC	Funded by base budget	By whether a workshop has been held	Complete. Council endorsed recommendations Dec/10
		FY 2011/12 3.1.2.6 Amend internal protocols to address food security	EC	Funded by base budget	By how many protocols have been amended to address food security	Not started
	3.1.3 Include new policies and regulations about food security in OCPs and LUBs as they are reviewed	**FY 2009/10 to 2011/12** 3.1.3.1 Address in OCP reviews underway on selected islands	LTC***	Funded by program budget	By the number of LTCs/IMs with new policies and regulations related to food security	Food security toolkit complete OCP/LUB reviews underway

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3.2 To minimize the impact of climate change upon islands and communities	3.2.1 Research and communicate about expected climate change impacts	**FY 2009/10** 3.2.1.1 Apply for funding	TPC	N/A	By whether funding has been obtained.	No funding sources identified
		FY 2011/12 3.2.1.2 Conduct Trust Area vulnerability assessment and risk assessment (part of adaptation planning framework) and communicate results	TPC	Funded by base budget	By whether assessments have been completed	Not started. Provincial studies may be sufficient. Some staff training underway.
	3.2.2 Develop climate change adaptation plan	**FY 2011/12** 3.2.2.1 Initiate implementation of existing adaptation planning framework, including establishment of Adaptation Planning Working Group	TPC LPC	Subject to funding (grant or partnership with others)	TBD	Not started. May be delayed.
		FY 2012/13 3.2.2.2 Continue implementation of adaptation planning framework.	TPC LPC	Subject to funding	TBD	Not started. May be delayed.
	3.2.3 Integrate climate change adaptation into land use planning and regulatory decisions	**FY 2012/13** 3.2.3.1 Continue implementation of adaptation planning framework	LTCs***/BIM*	Subject to funding	TBD	Not started. May be delayed.
3.3 To cultivate community engagement and participation in land use planning	3.3.1 Develop new tools and strategies to encourage community engagement in land use planning processes	**FY 2009/10** 3.3.1.1 Develop new tools and strategies to encourage community engagement in land use planning processes	LPC	Funded by base budget	By whether information about new tools and strategies has been circulated to trustees and staff.	'World Café demo held during June TC Staff training planned Info circulated as part of Climate Wise Islands materials and regarding sensitive ecosystems. Sensitive ecosystems webpage developed
		FY 2010/11 & 2011/12 3.3.1.2 Consider new tools and strategies to encourage community engagement in land use planning processes	LTCs***	Funded by base budget	TBD	Developing public portal for IT mapping data Affordable housing webpage planned Food security toolkit complete
	3.3.2 Enable greater diversity of trustee candidates	**FY 2009/10** 3.3.2.1 Develop process and budget for review of trustee remuneration	FPC	Funded by base budget	By whether a process has been designed and a budget approved	Complete
		FY 2010/11 3.3.2.2 Complete review of trustee remuneration	FPC	Funded by 10/11 programs budget	By whether a review is complete	Complete

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		FY 2010/11 3.3.2.3 Develop policy regarding trustee remuneration	FPC	Funded by base budget	By whether trustee remuneration policy has been developed	Complete
		FY 2011/12 3.3.2.4 Amend Trustee Remuneration bylaw in accordance with policy	FPC	*Funded by 11/12 base budget*	By whether a trustee remuneration bylaw has been adopted in accordance with policy	*Remuneration bylaw adopted and funded – to take effect Dec/11*
3.4 To foster good relations with First Nations	3.4.1 Develop a strategic approach to First Nations relations	**FY 2011/12** 3.4.1.1 Develop a First Nations Relationship Strategy and Policy– identify overlapping interests, treaty process schedules, priorities and resource requirements for protocol agreements, referral practices, etc.	EC	*Funded by 11/12 program budget*	By whether a strategy has been completed	*Not started*
		FY 2012/13 3.4.1.2 Acquire or identify sufficient staff capacity to implement First Nations Relationship Strategy and Policy	EC	Subject to budget (12-13 budget)	By whether sufficient staff capacity(or work program adjustment/training) has been identified and/or acquired to implement strategy	Not started

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Goal 4: Organizational Effectiveness…

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
4.1 To provide services on an increasingly effective basis	4.1.1. Develop cost effective bylaw enforcement tools	**FY 2009/10 & 2010/11** 4.1.1.1 Establish a Bylaw Dispute Adjudication System for the Islands Trust	LPC	Funded by base budget	By whether a Bylaw Dispute Adjudication System is established.	*Orders-in-Council* approved by province for *all trust areas, except EC as an LTC.* Ministerial approval of North Shore agreement received
		FY 2009/10 to 2011/12 4.1.1.2 Consider bylaw amendments to allow Bylaw Dispute Adjudication System	LTCs***	Funded by base budget	By the number of islands where a Bylaw Dispute Adjudication System is in place	*Two* LTCs have given 3rd reading to implementing bylaw. Model bylaw *received by LPC*.
	4.1.2 Organizational review and improvements to corporate secretary/legislative services functions	**FY 2009/2010** 4.1.2.1 Review responsibilities and capacity in existing positions re: corporate services and consider establishment of corporate secretary/ legislative services (records management, FOIPP, administrative procedural certainty and consistency, policies, legislation, inter-agency agreements and elections)	EC / MGMT	Funded by base budget	By whether the review is complete and presented to EC	Complete
		FY 2010/11 4.1.2.2 Hiring, orientation and transfer of functions from senior managers to legislative services manager position	MGMT	Funded by base budget	By whether a new position has been created/filled and functions transferred	Complete
		FY 2010/11 & 2011/12 4.1.2.3 Develop strategies for further improvement of corporate secretary/legislative services functions	MGMT	Funded by base budget	By whether there is a greater capacity and consistent delivery of corporate secretary/legislative services functions and a greater capacity for delivery of core services by senior managers.	Improvements underway
	4.1.3 Seek alternate forms of funding (i.e. grants)	**FY 2009/10** 4.1.3.1 Develop and implement policy and procedures for seeking funding and awards.	TAS	Funded by base budget	By whether a policy is in place and implemented (e.g. on-line data base)	Complete Grant revenue is now 10 times that in 2008/09
	4.1.4 Improve records management systems	**FY 2009/10 to 2011/12** 4.1.4.1 Develop records management procedures 4.1.4.2 Staff/trustee training 4.1.4.3 Destroy unneeded records	ADMIN	*Funded by 11/12 program budget*	By whether records management bylaw and manual is in place By whether staff/trustee training is complete	*Bylaw approved by Trust Council.* Training and implementation underway.

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

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
					By whether unneeded records have been culled	
		FY 2011/12 4.1.4.4 Develop and implement auditing of records handling 4.1.4.5 Evaluate and revise 4.1.4.6 Evaluate RM software	ADMIN	Funded by base and program budgets	By whether RM procedures are in place	Not started
		FY 2012/13 4.1.4.7 Purchase RM software 4.1.4.8 Incorp. RM software procedures 4.1.4.9 Staff training on new procedures	ADMIN	Subject to budget and staffing (12/13 budget)	By whether software has been purchased and procedures incorporated. By whether staff have been trained.	Not started
	4.1.5 Develop new TC/LPC/FPC/TPC meeting procedure bylaw regarding electronic meetings	**FY 2009/10** 4.1.5.1 Amend TC meeting procedure bylaw or committee Terms of Reference as necessary	EC	Funded by base budget	By whether bylaw and/or committee terms of reference have been amended.	Complete
	4.1.6 Develop new TFB meeting procedure bylaw regarding electronic meetings	**FY 2009/10 and 2010/11** 4.1.6.1 Prepare and adopt amendments to meeting procedure bylaw	TFB**	Funded by base budget	By whether the meeting procedure bylaw has been adopted	Complete
	4.1.7 Ensure Trust Council policies are current and consistent	**FY 2009/10** 4.1.7.1 Amend administrative fairness policies	EC	Funded by base budget	By whether administrative fairness policies have been reviewed and amended.	Three policies amended in 2009.
		FY 2010/11& 2011/12 4.1.7.2 Select policies for review and amendment	EC	Funded by base budget	By whether selected policies have been reviewed and amended.	Review of policies begun.
		FY 2010/11 & 2011/12 4.1.7.3 Develop and implement a regular maintenance schedule for Islands Trust Council Policy Manual and Procedures Manual	EC	Funded by base budget	By whether the Islands Trust Policy Manual is being regularly maintained to keep policies current and consistent	Initial inventory in development.
	4.1.8 Review of devt application fee levels and cost recovery mechanisms	**FY 2011/12** 4.1.8.1 Develop terms of reference and identify budget and data needs for review of application fees	FPC / LPC	Funded by base budget	By whether terms of reference has been developed and any necessary budget and data needs have been identified.	*Joint FPC/LPC task force approved by Trust Council Mar/11. Terms of Reference approved by EC.*

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2011/12 4.1.8.2 Review of application fees, development of amendments to model fees bylaw and related policies	FPC / LPC	Funded by base budget	By whether application fees and cost recovery mechanisms have been reviewed, policies have been amended and a model fees bylaw has been developed.	Not started *Joint Task Force appointed and Terms of Reference approved*
		4.1.8.3 Adoption of amended fees bylaws	LTCs***	Funded by base budget	By whether all LTCs have adopted amended fees bylaws	Not started. May be delayed.
4.2 To encourage recognition and support of the Island Trust object in policies and programs of other levels of government and agencies	4.2.1 Advocacy to influence other levels of government (federal/provincial/RD)	**FY 2009/10** 4.2.1.1 Maintain existing levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits)	EC	Funded by base budget	By whether current levels of advocacy are maintained.	EC meeting with provincial government re PMFL Act. UBCM resolution re ferries. EC attendance at UBCM Chair correspondence
		FY 2010/11 to 2012/13 4.2.1.2 Maintain enhanced levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits) with a high priority on marine advocacy.	EC	Funded by base budget	By whether enhanced levels of advocacy are maintained, and progress is made in protection of the marine environment	UBCM workshop and resolutions complete re derelict vessels and NMCA. More frequent Chair correspondence. Meeting with provincial agencies. Enhanced advocacy re marine issues approved by Trust Council
		FY 2010/11 4.2.1.3 Repeat 2004 Ipsos Reid poll regarding public support for preservation and protection of Islands Trust Area	EC	Funded by base budget	By whether the 2004 Ipsos Reid poll has been repeated	*Complete*
4.3 To promote understanding and support of the Islands Trust and its object in island communities	4.3.1 Develop new tools to communicate about organizational successes	**FY 2009/10 to 2011/12** 4.3.1.1 Finalize Indicators Program reports	TPC	Funded by base budget	By whether Indicators Program reports are complete	Staff meeting and trustee survey complete. Agricultural indicators complete. Economic dependency *complete*. Housing is next.
		4.3.1.2 Develop plans/strategies/related budgets for new communications tools	EC	Funded by base budget.	TBD	Considering use of social media – staff training on-going. Some pilot projects underway.
		FY 2011/12 4.3.1.3 Implement new communication tools. Add Advocacy sections to web-site	EC	*Funded by 11/12 program budget*	TBD	Marine advocacy page complete Further work pending website upgrades.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.3.2 Develop new tools to communicate about the history and role of the Islands Trust	**FY 2009/10 & 2010/11** 4.3.2.1 Develop presentations for delivery at TC meetings/LTC meetings/professional conferences in 2009 (35 anniversary)	EC	Funded by base budget	By whether presentations have been created/delivered	Complete
		FY 2010/11 & 2011/12 4.3.2.2 Develop video re interviews with former trustees	EC	Subject to external funding	By whether funding is received and a video is created	Funding approved Video history project advisory group meetings underway – *script development in process*
	4.3.3 Develop new tools and use plain language to communicate to communities about relevance of land use planning and conservation	**FY 2009/10 – 2011/12** 4.3.3.1 Continue delivering approved communications strategy	EC	Funded by base budget	By whether approved priorities are delivered	On track (e.g. e-news, annual reports) Nineteen staff attended a 'plain language' webinar
		FY 2009/10 4.3.3.2 Develop presentation/display for use at public meetings to explain the linkage between GHG emissions and land use/conservation	EC	Funded by base budget	By whether a presentation has been developed and delivered	Complete
	4.3.4 Review and redesign website	**FY 2009/10** 4.3.4.1 Develop plans and strategies and related budgets	EC	Funded by base budget	By whether a plan and related budget is in place to review and redesign website	Initial plans and budget estimates complete.
		FY 2010/11 4.3.4.2 Develop business case and proposed budget	EC	Funded by base budget	By whether a business case and proposed budget is complete	Complete
		FY 2011/12 4.3.4.3 Review and redesign website	EC	*Funded by 11/12 program budget*	By whether website has been reviewed and redesigned	*Staff meetings on-going. Public survey complete. Request for Proposal in development*
	4.3.5 Develop new tools to enhance administrative fairness practices	**FY 2009/10** 4.3.5.1 Hold legal session and develop checklist for trustees	EC	Funded by base budget	By whether a legal session and checklist have been prepared	Complete
		4.3.5.2 Develop staff checklist and hold staff workshop regarding administrative fairness	EC	Funded by base budget	By whether a staff checklist and workshop are complete	Complete

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2011/12 4.3.5.3 Develop focused training for orientation of new trustees in December 2011	EC		Funded by base budget	By whether new trustee orientation session includes a focus on administrative fairness	Not started
	4.3.6 Review and update Islands Trust Policy Statement	**FY 2010/11 & 2011/12** 4.3.6.1 Initial scoping of Policy Statement review topics and process	TPC (PSSC)		Funded by base budget	By whether an initial scoping exercise is complete	Topic review inventory to Dec 2010 Trust Council. Task Force final report at June 2011.
		FY 2011/12 4.3.6.2 Preliminary research and design of review process	EC	TPC	Subject to external grants	By whether preliminary research is complete and review process has been designed	Proposed review process *approved* by Council Mar/11 as part of gas tax funding proposal
		FY 2012/13 4.3.6.3 Public, agency and First Nations consultation regarding Policy Statement update and development of draft amendments	EC	TPC	Subject to budget (12/13 budget) or external grants	By whether consultation is complete and draft amendments prepared	Not started
		FY 2013/14 4.3.6.4 Adoption of revised Policy Statement bylaw	EC	TPC	Subject to budget (13/14 budget)	By whether an amended Policy Statement bylaw is adopted	Not started

Abbreviations:

ADMIN – Administrative Services
BIM – Bowen Island Municipality
DEM – Digital Ecosystem Mapping
EC – Executive Committee
FN – First Nations
FPC – Financial Planning Committee
FY – Fiscal Year
GHG – Green House Gases
ID -- identification
IM – Island Municipality
IT – Islands Trust
LPC – Local Planning Committee
LPS – Local Planning Services
LTA – Local Trust Area
LTC – Local Trust Committee
LUB – Land Use Bylaw
MCSC – Ministry of Community and Rural Development
MGMT – Management Team
NA – Not Applicable
NAPTEP – Natural Area Protection Tax Exemption Program
OCP – Official Community Plan
PSSC – Policy Statement Sub Committee
PMFL – Private Managed Forest Land
RAR – Riparian Area Regulations
RCP – Regional Conservation Plan
RD – Regional District
RFD – Request for Decision document
RM – Records Management
SEM – Sensitive Ecosystem Mapping
SSI – Salt Spring Island
TAS – Trust Area Services
TEM – Terrestrial Elevation Mapping
TBD – To Be Determined
TC – Trust Council
TFB – Trust Fund Board
TPA – Targets, Policies and Actions (re GHG emission reduction)
TPC–Trust Programs Committee
UBC – University of British Columbia
UBCM – Union of BC Municipalities

For more information, contact

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Islands Trust Council
email: smalcolmson@islandstrust.bc.ca
telephone 250.247.8078

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Islands Trust
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Visit our website at
www.islandstrust.bc.ca

Colour Key for fourth column:

Colour	Potential committee/unit/body taking lead for strategy/activity				
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)				
	Trust Programs Committee or Trust Area Services staff		Financial Planning Committee/Administrative Services staff		
	Executive Committee/CAO's office		Management team		Trust Fund Board or Islands Trust Fund staff

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Islands Trust

Top Priorities

Hornby Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Vacation Home Rentals - Regulations Review	Staff to develop an enforcement policy and address STVRs in the OCP review	Sep-14-2009	Brodie Porter	Sep-30-2011	On Going
2	Official Community Plan and Land Use Bylaw Review	Targetted review and update of the OCP and LUB.	Sep-14-2009	Brodie Porter		On Going

Islands Trust

Projects

Hornby Island

No.	Description	Activity	Received/Initiated	Status
1	Preparing information material on land use regulations for new property owners to Projects List as a new item		Mar-17-2008	On Going
2	Having a Siting and Use Permit review meeting coordinated with Denman Local Trust Committee and staff; and to use that as an opportunity to plan outreach material for our permits" as item # 8.		Sep-08-2006	On Going

Applications w/ Status - Hornby Island Status: Open

Applications

Rezoning

File Number	Applicant Name	Date Received	Purpose
HO-RZ-2009.2	Hornby Island Resort Ltd. **Planner:** Sonja Zupanec	Sep-10-2009	Pub, restaurant accommodation, office space, moorage - would like to rebuild after the summer opertion of 2010.

Planning Status

Status Date: Jul-05-2011

BL 141 approved by EC. To LTC for final consideration.

Status Date: May-11-2011

BL 141 amended and publlic hearing waived. Notifications in process.

Status Date: Dec-15-2010

Report tabled on applicant's progress to comply with LTC requirements

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2010.1	Helen Grond **Planner:** Linda Prowse	Apr-08-2010	to create two parcels under Section 946 of the Local Government Act

Planning Status

Status Date: Mar-28-2011

Waiting to receive registered Sec 946 covenant

Status Date: Mar-17-2011

Final letter of approval sent to MOTI

Status Date: Dec-10-2010

Signed section 946 covenant sent to surveyor with instructions to send us the signed covenant and subdivision plan

when registered at lto

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-2010.9	Peter Mason **Planner:** Sonja Zupanec	Sep-28-2010	To create 2 parcels

Planning Status

Status Date: Jul-01-2011

S.946 covenant drafted and returned to applicant for approval.

Status Date: Apr-27-2011

holtc granted waiver; dvp; cra for covenant

Status Date: Dec-24-2010

Contacted surveyor by phone requesting more information.

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2011.1	Joan & David Harris/Wiseman **Planner:** Linda Prowse	Dec-23-2011	3 lot Boundary Adjustment

Planning Status

Status Date: May-19-2011

Referral Response sent to Ministry of Transportation, Applicant and LTC

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2011.2	Dan Bowen Consulting Services (4583 Central Rd)	Jun-10-2011	To create 2 parcels

Planner: Sonja Zupanec

Planning Status

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2011.10	Neil & Jennifer Fawcett & Haines **Planner:** Marnie Eggen	Jul-13-2011	Storage and Sleeping Cabin

Planning Status

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2011.7	Reid and Laura Carter **Planner:** Marnie Eggen	Jun-03-2011	A single family dwelling to replace the 2 storey dwelling that exist now

Planning Status

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2011.9	Steven Armstrong **Planner:** Marnie Eggen	Jul-14-2011	Workshop and Residence

Planning Status

From: Nancy Roggers
Sent: July-28-11 2:05 PM
To: Brodie Porter; Fred Hunt; Louise Bell; Sonja Zupanec; Tony Law; Becky McErlean
Cc: Craig Elder
Subject: Hornby expense report - July/11

		Budget	Spent	Balance
Invoices posted to JULY 26, 2011				
635 Hornby	65000 Trustee Expense	1,300.00	103.11	1,196.89
635 Hornby	65200 LTC Meetings	4,600.00	1,475.61	3,124.39
	65210 APC Meetings			-
	65220 Communications		228.90	(228.90)
	65230 Special Projects			-
	65240 Miscellaneous			-
	TOTAL LTC Local Expense	**4,600.00**	**1,704.51**	**2,895.49**
635 Hornby	72300 OCP/LUB Expense	8,000.00	5,512.18	2,487.82

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.

Islands Trust Fund

Memorandum

200-1627 Fort St Victoria BC V8R 1H8
Telephone **(250) 405-5186** FAX: (250) 405-5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
itfmail@islandstrust.bc.ca www.islandstrustfund.bc.ca

Date	August 3, 2011	File Number	HO-NAP-2011.3
To	Hornby Island Local Trust Committee		
From	Nuala Murphy, A/Ecosystem Protection Specialist, Islands Trust Fund		
Re	Information Item for Proposed NAPTEP Covenant on the Howard property in the Hornby Island Local Trust Area		

Background Information

The Islands Trust Fund has received a Natural Area Protection Tax Exemption Program (NAPTEP) application from Karin Fischer to covenant approximately 5.5 ha (13.6 acres) of her land (see Maps 1-4) on Hornby Island. As per NAPTEP policy, the Hornby Island Local Trust Committee is being advised of this application as an information item.

The Trust Fund Board agreed to hold the covenant on this property at its July 21, 2011 meeting. The application will be presented to Trust Council at its September 13-15, 2011 meeting for consideration. At this time, Trust Council will approve a Natural Area Exemption Certificate, decline a Natural Area Exemption Certificate or request more information regarding the application. Approvals will be subject to a conservation covenant being registered on the land title and a baseline report that are satisfactory to Trust Fund Board staff.

The Trust Fund Board currently holds no NAPTEP covenants in the Hornby Island Local Trust Area, but two are currently in Phase 2 of the process. Further information on the NAPTEP program can be obtained from the Islands Trust website at www.islandstrust.bc.ca.

Property Information

Property Description: PID 001-383-698, Lot 5, Section 2, Hornby Island, Nanaimo District, Plan 29474.
Property size: 6.74 ha (16.64 acres) (according to BC Assessment)
Proposed covenant size: approximately 5.5 ha (13.6 acres) (see Map 4).

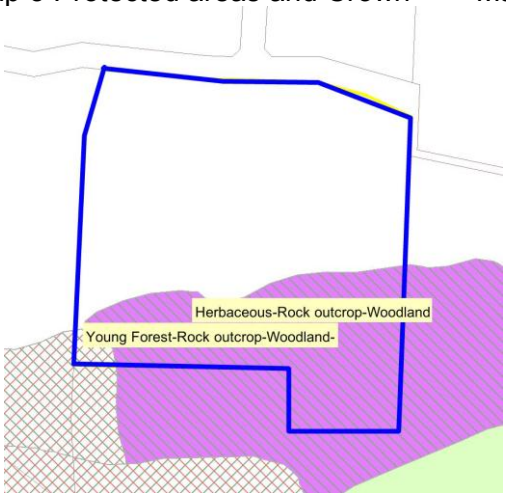
Property notes: The southern end of the Fischer property contains a Garry oak meadow. The majority of the Garry oak trees are on the neighbours property and are protected at this time with a restrictive covenant. There is some exposed bedrock on a few steep rock faces but otherwise there is herbaceous cover of moss, lichens and grasses. Camas, chocolate lilies, white fawn lilies and shooting star are in particular abundance in the small wetter meadow portions. There are seeps present running in several locations. The forest area in the North half of the property was logged in the 1950's but retains many standing veteran Douglas-firs. It is adjacent to the Knott property (Myra Power NAPTEP Covenant) that is also applying for a NAPTEP covenant and makes a link to the Crown Land to the North (see Map 3)

Map 1. Fischer Property Location Map

Map 2. Fischer Property, Air Photo

Map 3 Protected areas and Crown

Map 4 Proposed Covenant Area- all but inner red outline



Map 5 SEM

NAPTEP Natural Values & Amenities

The natural values of the proposed covenant area, according to the NAPTEP Regulations, are listed below. Values were determined by evaluating the application submitted by the property owners and using information collected on a March 1, 2011 site visit.

1. Mature Forest Ecosystem (NAPTEP Regulation Section 2(a)):

The southern portion of the property contains terrestrial herbaceous and woodland ecosystems as seen on Map 5 and details below in 2. The northern portion of the property is second growth forest, but has some remnant old trees. The stand appears to be healthy and, given 10 years, will become mature forest.

2. Areas that are relatively undisturbed by human activity and are key habitat for rare native plant species or plant communities (NAPTEP Regulation Section 2(b)):

There is a herbaceous ecosystem of Cladina- Wallace's Selaginella with rock outcrops and Douglas-fir shoreline pine- Arbutus Woodland (Map 5). There is also an area in the south west corner that is part of a Garry Oak- Ocean spray woodland and contains native grasses, and associated spring flowers.

3. Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging (NAPTEP Regulation Section 2(c)):

The property contains potential habitat for the Sharp-tailed Snake, a red-listed species. Many birds have been spotted in the proposed covenant area including Pileated woodpecker, Yellow-rumped Warbler, Raven, Ruby-crowned Kinglet, Bald Eagle and the Northern Flicker.

Islands Trust Fund

Memorandum

200-1627 Fort St Victoria BC V8R 1H8
Telephone **(250) 405-5186** FAX: (250) 405-5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
itfmail@islandstrust.bc.ca www.islandstrustfund.bc.ca

Date	August 3, 2011	File Number	HO-NAP-2011.4
To	Hornby Island Local Trust Committee		
From	Nuala Murphy, A/Ecosystem Protection Specialist, Islands Trust Fund		
Re	Information Item for Proposed NAPTEP Covenant on the Howard property in the Hornby Island Local Trust Area		

Background Information

The Islands Trust Fund has received a Natural Area Protection Tax Exemption Program (NAPTEP) application from Thomas Knot to covenant approximately 4.6 ha (11.4 acres) of his land (see Maps 1-4) on Hornby Island. As per NAPTEP policy, the Hornby Island Local Trust Committee is being advised of this application as an information item.

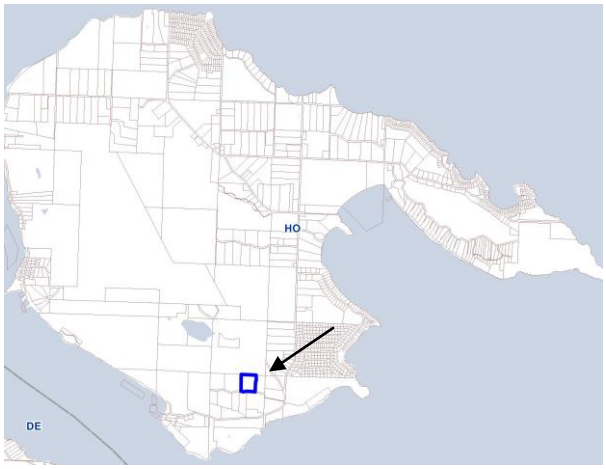
The Trust Fund Board agreed to hold the covenant on this property at its July 21, 2011 meeting. The application will be presented to Trust Council at its September 13-15, 2011 meeting for consideration. At this time, Trust Council will approve a Natural Area Exemption Certificate, decline a Natural Area Exemption Certificate or request more information regarding the application. Approvals will be subject to a conservation covenant being registered on the land title and a baseline report that are satisfactory to Trust Fund Board staff.

The Trust Fund Board currently holds no NAPTEP covenants in the Hornby Island Local Trust Area, but two are currently in Phase 2 of the process. Further information on the NAPTEP program can be obtained from the Islands Trust website at www.islandstrust.bc.ca.

Property Information

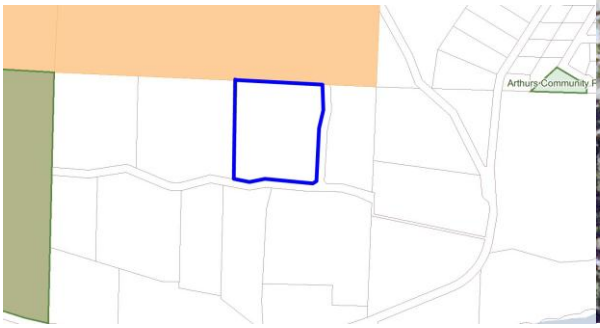
Property Description: PID 001-383-671, Lot 3, Section 2, Hornby Island, Nanaimo District, Plan 29474.
Property size: 5.4 ha (13.3 acres) (according to BC Assessment)
Proposed covenant size: approximately 4.6 ha (11.4 acres) (see Map 4).

Property notes: This property is a Douglas-fir–salal forest with a number of Western Red Cedar trees connecting the Crown land to the north with the Garry Oak grove and meadow (a portion of which is on the neighbouring Fischer property) on the outer edge of the eastern ridge of Mt. Geoffrey. There is a seasonal spring where groundwater surfaces before going down the eastern end of the ridge.



Map 1. Knott Property Location Map

Map 2. Knott Property, Air Photo



Map 3 Protected areas and Crown

Map 4 Proposed Covenant Area- all but inner red outline

NAPTEP Natural Values & Amenities

The natural values of the proposed covenant area, according to the NAPTEP Regulations, are listed below. Values were determined by evaluating the application submitted by the property owners and using information collected on a March 1, 2011 site visit.

1.Mature Forest (NAPTEP Regulation Section 2(a)):

The property is second growth forest, but has many remnant old trees. The stand appears to be healthy and, given 10 years, will become mature forest.

2. Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging (NAPTEP Regulation Section 2(c)):

There are many resident birds in the proposed covenant area including Pileated and Hairy woodpeckers, robins, towhees, brown-creeper, hummingbirds. Ravens, Bald eagles and Turkey vultures frequent the area. Deer move through the Crown lands, the lower Strachan Valley and Ford Creek through this property and to the Garry Oak meadows located on the Fischer property. Does give birth on the property and their fawns socialize and feed there. Frogs gather and breed in a small pond that is part of the grey water system and newts and garter snakes are also residence of the area.

Population:
Approximately 1,074

Size:
2,990 hectares (7,388 acres)

Location:
31 kilometres south-east of Courtenay on Vancouver Island.

Land Use Planning
Related Planning Services
Related Resources
Trust Area Mapping
Related Links

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.

July 2011

- Vacation Home Rental OCP Amendment Proposed Bylaw No. 142 (2nd and 3rd Reading)
- Vacation Home Rental LUB Amendment Proposed Bylaw No. 143 (2nd and 3rd Reading)
- Notice of Special Local Trust Committee meeting on August 7, 2011

May 2011

- Notice of Community Information Meeting regarding Vacation Home Rentals May 21, 2011
- Summary and Proposed Bylaws 142 and 143 re Vacation Home Rentals for May 21 Community Information Meeting

April 2011

- Notice of Hornby Island Short Term Vacation Rentals and Official Community Plan Community Information Meetings April 2, 4 and 6, 2011
- Discussion Documents for Short Term Vacation Rentals and Official Community Plan Community Information Meetings

March 2011

- Hornby Island Local Trust Committee Special Meeting March 29, 2011

December 2010

- Hornby Island Local Trust Committee Business Meeting Schedule - 2011

October 2010

- 2007 Community Energy and Emission Inventory Reports (CEEIs) now available
- New Islands Trust GHG Emission Inventories webpage posted

August 2010

- Tax-Incentive to Conserve Land Arrives on Denman and Hornby

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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

Committee Links
Committee Home
Trustee Membership
Contact Trustees
Contact Planning Staff
Planning Bylaws
Administrative Bylaws
Meetings Schedule
Meeting Agendas
Meeting Minutes
Resolutions-Without-Meeting
Associated Islands
Land Use Application Forms

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 Vancation 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 Pamplet (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
- Commujity 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

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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

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11. APPLICATIONS AND PERMITS - none

12. LOCAL TRUST COMMITTEE PROJECTS - none

13.	**REPORTS**		1:30 pm
13.1	**Islands Trust Council - Strategic Plan 2008 – 2011 updated May 24, 2011-** *attached*	34-49	
13.2	**Work Program Reports**		
	Top Priorities Report and Projects List Report dated July 26, 2011 - *attached*	50-51	
13.3	**Applications Log**		
	Report dated July 26, 2011 - *attached*	52-54	
13.4	**Trustee and Local Expenses**		
13.4.1	2012/13 Budget Preparations		
13.4.2	Expenses posted to July 26, 2011 - *attached*		
14.	**NEW BUSINESS**		2:00 pm
14.1	HO-NAP-2011.3 (Fischer-Natural Area Protection Tax Exemption Program) Memorandum dated August 3, 2011 – *attached for information*	55-57	
14.2	HO-NAP-2011.4 (Knot-Natural Area Protection Tax Exemption Program) Memorandum dated August 3, 2011 – *attached for information*	58-59	
14.3	Tribune Bay – Discussion of Adjacent Property		
14.4	Greenhouse Gas Emissions Communications		
15.	**ISLANDS TRUST WEBSITE**		
15.1	Hornby Page - *attached*	60-62	

16. NEXT BUSINESS MEETING DATE

- Special Business Meeting - Sunday, August 7, 2011 at 10:00 am in Room to Grow, Hornby Island Community School, 2100 Sollans Road, Hornby Island, BC
- Regular Business Meeting – Wednesday, August 31, 2011 at 12:15 pm at Joe King Clubhouse, Central Road, Hornby Island, BC

17. ADJOURNMENT 2:30 pm

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