

# Hornby Island Local Trust Committee

## Regular Meeting Agenda

**Date:** December 2, 2016  
**Time:** 11:30 am  
**Location:** Room to Grow  
 2100 Sollans Road, Hornby Island, BC

### Pages

1. **CALL TO ORDER** 11:30 AM - 11:35 AM  
*"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."*
2. **APPROVAL OF AGENDA**
3. **TOWN HALL AND QUESTIONS** 11:35 AM - 11:45 AM
4. **COMMUNITY INFORMATION MEETING - none**
5. **PUBLIC HEARING - none**
6. **MINUTES** 11:45 AM - 11:50 AM
  - 6.1 Local Trust Committee Minutes dated October 14, 2016 - for Adoption 3 - 11
  - 6.2 Section 26 Resolutions-Without-Meeting - none
  - 6.3 Advisory Planning Commission Minutes - none
7. **BUSINESS ARISING FROM MINUTES** 11:50 AM - 12:00 PM
  - 7.1 Follow-up Action List dated November 23, 2016 12 - 13
8. **DELEGATIONS**
9. **CORRESPONDENCE**  
*Correspondence received concerning current applications or projects is posted to the LTC webpage*
10. **APPLICATIONS AND REFERRALS** 12:00 PM - 12:30 PM
  - 10.1 **Bylaw No. 153** 14 - 16  
 That the Hornby Island Local Trust Committee Bylaw No. 153, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2016 ", be adopted.
  - 10.2 **HO-LCB-2016.1 Seabreeze Lodge - Staff Report - to be distributed**

11. LOCAL TRUST COMMITTEE PROJECTS

12. REPORTS 12:30 PM - 12:45 PM

12.1 Work Program

- |        |                                                       |         |
|--------|-------------------------------------------------------|---------|
| 12.1.1 | <u>Top Priorities Report dated November 23, 2016</u>  | 17 - 17 |
| 12.1.2 | <u>Projects List Report dated November 23, 2016</u>   | 18 - 19 |
| 12.1.3 | <u>Hornby LTC 2014-2018 Term Goal Setting Session</u> | 20 - 22 |
| 12.1.4 | <u>Work Program - Suggestions for Discussion</u>      | 23 - 24 |

12.2 Applications Report dated November 23, 2016 25 - 27

12.3 Trustee and Local Expense Report dated October, 2016 28 - 28

12.4 Adopted Policies and Standing Resolutions 29 - 29

12.5 Local Trust Committee Webpage

12.6 Chair's Report

12.7 Trustee Reports

12.8 Electoral Area Director's Report

12.9 Trust Fund Board Report - none

13. BREAK 12:45 PM - 1:00 PM

14. NEW BUSINESS 1:00 PM - 1:20 PM

14.1 Telecommunications Facility Proposal - Options for Public Consultation Process

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for January 27, 2017 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC

16. TOWNHALL

17. CLOSED MEETING 1:20 PM - 1:35 PM

17.1 Motion to Close the Meeting

*That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) for the purpose of considering: (c) Labour Relations (d) Adoption of In-Camera Meeting Minutes Dated June 10, 2016 and (f) Bylaw Enforcement and that the recorder and staff attend the meeting.*

17.2 Recall to Order

17.3 Rise and Report

18. ADJOURNMENT 1:35 PM - 1:35 PM



## Hornby Island Local Trust Committee Minutes of Regular Meeting

**Date:** October 14, 2016

**Location:** Room to Grow  
2100 Sollans Road, Hornby Island, BC

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

**Staff Present** Rob Milne, Island Planner  
Vicky Bockman, Recorder

**Others Present** Approximately four (4) members of the public

### 1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:21 am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 13.5 Sea Breeze Lodge Application for a Permanent Change to a Liquor Licence
- 13.6 Comox Valley Regional District (CVRD) Meeting Preparation
- 13.7 Ferry Advisory Committee (FAC) Representation
- 3.0 Move to follow 10.1

**By general consent** the agenda was adopted as amended.

### 4. COMMUNITY INFORMATION MEETING - none

### 5. PUBLIC HEARING - none

### 6. MINUTES

#### 6.1 Local Trust Committee Minutes dated August 12, 2016 - for adoption

**By general consent** the Local Trust Committee meeting minutes of August 12, 2016 were adopted.

#### 6.2 Section 26 Resolutions-Without-Meeting Report dated October 4, 2016

Received.

**6.3 Advisory Planning Commission Minutes - none**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List dated October 4, 2016**

Planner Milne presented the report and provided updates. Chair Busheikin pointed out that the first August 12, 2016 activity has been completed and may be removed from the list.

Trustee Law provided an update on the status of the June 10, 2016 activity and solicited input on how to proceed with efforts to further the option for a K'omoks First Nation community presentation. Trustees suggested he contact Islands Trust Senior Intergovernmental Policy Advisor Fiona MacRaild for support.

**8. DELEGATIONS - none**

**9. CORRESPONDENCE - none**

**10. APPLICATIONS AND REFERRALS**

**10.1 Bylaw No. 153**

Planner Milne presented a summary of the purpose of Bylaw No. 153.

**HO-2016-038**

**It was MOVED and SECONDED,**

that Hornby Island Bylaw No. 153 cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2016" be read a third time.

**CARRIED**

**HO-2016-039**

**It was MOVED and SECONDED,**

that Hornby Island Bylaw No. 153 cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2016" be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

**CARRIED**

**3. TOWN HALL AND QUESTIONS**

Ed Hoeppner stated that he has submitted a proposal to the Regional District to build a composting facility at the Hornby Island recycling depot to receive organic residual from individual compost toilets and to process to compost standards. He explained the objectives and requirements and described benefits to the environment and public health that could be achieved through this initiative. He noted that a second purpose of the facility would be to research and reduce chemical contents going into the soil and water table, an issue that is not currently being addressed by the wastewater industry. He

requested Islands Trust support for the project and suggested that it could be a model for other islands in the Trust Area.

Trustees asked questions for clarity and supported writing a letter of support for the project, discussing the initiative at the upcoming CVRD meeting, and working toward Trust-wide support for the program through the Trust Programs Committee.

**HO-2016-040**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Chair be requested to write to the Comox Valley Regional District in support of the proposal for a centralized composting facility to process residual composting toilet organics.

In speaking to his motion, Trustee Law commented that discussion for such a project has been ongoing for many years and he is supportive of the potential for Hornby Island to be a pilot project for other communities in this regard.

**CARRIED**

Trustees discussed protocol and Chair Busheikin indicated that she will draft a letter for Trustees' review.

Peter Wardle stated that he has been in discussion with the owners of the Scott property which is located next to Tribune Bay Park. The purpose is to explore options for use of the property, currently zoned as Agricultural Land Reserve, that would be in the best interest of the community. He noted that he has also had preliminary discussions with the Agriculture Land Commission and BC Parks on this matter. He requested input from the Local Trust Committee (LTC) as to how to engage the community and proceed.

Planner Milne explained that the normal process would involve the proponent obtaining community feedback and bringing a proposal to the LTC for consideration. Trustees identified key Official Community Plan (OCP) objectives and policies that could provide support for this initiative. They encouraged the speaker to follow up with Trustees and staff to discuss possible approaches to explore.

**By general consent** agenda item 13.3 was moved to follow 3.0.

**13.3 Grant Application in Support of Islanders' Secure Lands Association (ISLA)**

Chair Busheikin invited the proponent to speak regarding the ISLA Grant Application.

Daniel Arbour explained that ISLA would like to submit the grant application for CVRD Community Works funds with Hornby Island Residents and Ratepayers Association, Hornby Island Community Economic Enhancement Corporation and Islands Trust as co-proponents to show the support of these organizations. He requested the LTC's consideration of this proposal.

Trustees discussed the possibility of becoming a co-proponent on the grant application. They suggested that as an alternative, providing a specific, supportive letter to the CVRD would be an effective indication of their support.

**HO-2016-041**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee write a letter of support for the request by Islanders' Secure Land Association to the Comox Valley Regional District to allocate Community Works funds to support infrastructure elements of the Beulah Creek project.

**CARRIED**

Trustee Law offered to draft the letter for LTC members' review.

**11. LOCAL TRUST COMMITTEE PROJECTS**

**11.1 Vacation Home Rentals - Advisory Planning Commission Terms of Reference - Staff Report**

Planner Milne outlined the report and requested direction from LTC members to assist in preparation of a Project Charter.

Trustees discussed the Terms of Reference for the Advisory Planning Commission (APC) and the following key items were noted:

- The scope of the Vacation Home Rentals review needs to be focused in a realistic manner, relevant to the work the LTC can do;
- The review might include assessment of cumulative impact, basic information on numbers of operators, how the process is working both from a perspective of requirements and bylaw enforcement process;
- Staff might identify policy or regulatory changes and available tools that could be considered to assist the APC in their review;
- A survey could provide opportunity for input from the community. The APC might assist in the design of the questionnaire; and
- The Planner and Bylaw Enforcement staff might meet with the APC initially to provide information to be considered.

Planner Milne advised that he has accepted another position within the Islands Trust and that this will be the last Hornby Island LTC meeting that he will be attending. Transition of the work on this project to another Planner was discussed.

**By general consent** the meeting was recessed at 1:03 pm and reconvened at 1:21 pm.

**HO-2016-042**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request the Advisory Planning Commission to work with staff to develop a Terms of Reference for a review of the regulations for Vacation Home Rentals in the light of Official Community Plan objectives that would involve:

- A process to obtain community input on Vacation Home Rentals;
- Information on the number and characteristics of Vacation Home Rentals being advertised on Hornby Island;
- Information and perspective of Islands Trust staff on regulatory and bylaw enforcement issues and options;
- A process to involve the community in evaluating options to address issues that emerge from the community and professional input; and
- Development of recommendations to the Local Trust Committee.

Trustee Law spoke to the motion, expressing his gratitude to the APC members' thoughtful responses received regarding the development of appropriate terms of reference for this project.

**CARRIED**

**HO-2016-043**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request staff to work with the Advisory Planning Commission to develop a Project Charter.

**CARRIED**

**12. REPORTS**

**12.1 Work Program**

**12.1.1 Top Priorities Report dated October 4, 2016**

Trustees requested that the activity in Top Priority No. 1 be corrected to read: "Participate in proposed upcoming community meeting".

**12.1.2 Projects List Report dated October 4, 2016**

A Trustee suggested that there is a need to develop information for distribution to new residents and property owners.

**HO-2016-044**

**It was MOVED and SECONDED,**

that the Projects List be amended by adding the following item:  
“Identifying opportunities to provide information to new residents and property owners with respect to Islands Trust, Official Community Plan and Land Use Regulations”.

In speaking to the motion, Trustee Law commented that there have been other forums for this type of information in the past; however, it would be useful for the Local Trust Committee to participate in the discussion.

**CARRIED**

**12.1.3 Hornby LTC 2014-2018 Term Goal Setting Session**

Received.

**12.1.4 Work Program - Suggestions for Discussion**

Received.

**12.2 Applications Report dated October 4, 2016**

Received.

**12.3 Trustee and Local Expense Report dated August, 2016**

Received.

**12.4 Adopted Policies and Standing Resolutions**

A Trustee noted that at the August 12, 2016 meeting, Resolution No. HO-IC-2014.001 was extended by Resolution HO-2016-034 to September 30, 2017, and requested that the report be corrected.

**12.5 Local Trust Committee Webpage**

There were no comments or changes requested.

**12.6 Chair's Report**

Chair Busheikin reported on the following:

- Executive Committee members will be meeting with the Agricultural Land Commission panel for Vancouver Island to discuss process;
- Executive Committee members met with Minister of Transportation to discuss road maintenance issues;
- The Islands Trust Council has approved the Transition Plan for Potential Incorporation of Salt Spring Island and that report is available for public review;

- Executive Committee has been discussing principles, guidelines and possible continuing education sessions regarding First Nations issues; and
- Executive Committee is considering addressing next steps in the Islands Trust visioning exercise for inclusion in the next Trust Council agenda.

## **12.7 Trustee Reports**

Trustee Allen reported on the following:

- Attendance at the last Trust Council meeting; and
- He will be attending the annual CVRD meeting next week to discuss issues of common interest.

Trustee Law reported on the following:

- Attendance at a Conservancy Hornby Island community open house planning meeting on marine issues and working with Islands Trust staff to provide mapping for this use; and
- Attendance at a BC Parks meeting regarding the Helliwell Park restoration project.

## **12.8 Electoral Area Director's Report - none**

## **12.9 Trust Fund Board Report, September, 2016**

Received.

## **13. NEW BUSINESS**

### **13.1 Advertising for Additional Advisory Planning Commission Members - for discussion**

Trustees observed that there are currently three members on the APC and acknowledged that with the upcoming Vacation Home Rental referral, it would be advantageous to re-advertise for expressions of interest in order to increase the number of members if possible.

#### **HO-2016-045**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request staff to advertise to fill vacancies on the Advisory Planning Commission.

During discussion Trustees clarified that there is no need to identify the upcoming referral in the advertisement.

**CARRIED**

### **13.2 Information for Realtors and New Residents - for discussion**

This item was discussed at agenda item 12.1.2.

**13.4 2017 Local Trust Committee Meeting Schedule - for discussion**

Trustees considered the proposed meeting schedule. Chair Busheikin indicated a conflict with the February 3rd date and suggested it be changed to January 27<sup>th</sup>. Trustees concurred with the alternate date.

**HO-2016-046**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee schedule its regular business meetings on the following dates in 2017:

January 27, March 31, May 5, July 7, September 8, November 3.

**CARRIED**

**13.5 Sea Breeze Lodge Application for a Permanent Change to a Liquor Licence**

Planner Milne reported that the Sea Breeze Lodge has applied for a permanent change to a liquor license and presented the options for the LTC's response including no comment, providing comment with community outreach within ninety days or comment allowing the Liquor Control Board to conduct the consultation process.

Trustees discussed the options and expressed a preference to provide a comment at this time, conduct subsequent community consultation, and to forward a resolution to the Liquor Control Board within ninety days.

**HO-2016-047**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee sign the Application for a Permanent Change to a Liquor Licence for Sea Breeze Lodge and forward to the Liquor Control Board, and subsequently conduct public consultations within ninety days, and respond to the Liquor Control Board by resolution.

**CARRIED**

Trustees considered options for public consultation, supporting the printing of a notice in a local publication with the possibility of Local Trustees referencing the issue on social media to enhance community awareness of the opportunity to comment.

**HO-2016-048**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request staff to advertise regarding the Application for a Permanent Change to a Liquor Licence for the Sea Breeze Lodge in the Little Tribune.

**CARRIED**

**13.6 Comox Valley Regional District (CVRD) Meeting Preparation**

LTC members considered possible topics for discussion at the upcoming CVRD meeting, including the ISLA grant application and the composting facility proposal.

**13.7 Ferry Advisory Committee (FAC) Representation**

Trustee Allen indicated his desire to resign as the FAC Representative and Trustee Law offered to assume the role.

**HO-2016-049**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee will accept Trustee Alex Allen's resignation from the Ferry Advisory Committee and appoint Trustee Tony Law as the Ferry Advisory Committee representative.

**CARRIED**

**14. UPCOMING MEETINGS**

**14.1 Next Regular Meeting Scheduled for December 2, 2016 at 11:30 am at New Horizons - 1765 Sollans Road, Hornby Island, BC**

Trustees confirmed the next regular scheduled meeting date, time and location.

**15. TOWNHALL - none**

**16. CLOSED MEETING - none**

**17. ADJOURNMENT**

LTC Members offered their congratulations to Planner Milne for his new employment opportunity at Islands Trust, wished him well, and thanked him for his valuable work during the past years on Hornby Island.

**By general consent** the meeting was adjourned at 2:14 pm.

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Laura Busheikin, Chair

Certified Correct:

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Vicky Bockman, Recorder

## Follow Up Action Report

### Hornby Island

#### 02-Oct-2015

| Activity                                                                                                                                                               | Responsibility | Target Date | Status   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| Staff to initiate contact with the Komoks First Nation staff to discuss environmental mapping (ecosystems, eel grass, forage fish) as a step in relationship-building. | Ann Kjerulf    |             | On Going |

#### 10-Jun-2016

| Activity                                                                                                                                                          | Responsibility | Target Date | Status   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| Trustee Law to contact Komoks First Nation staff to explore options for a community presentation on Hornby Island on Komoks First Nation history on Hornby Island | Tony Law       |             | On Going |

#### 12-Aug-2016

| Activity                                                                                                                                                                                          | Responsibility                                              | Target Date | Status   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------|----------|
| Staff to prepare a report reviewing the community housing definition and setback requirements for the 8.3A, Community Housing zone of Bylaw No. 150; to be accompanied by a draft amending bylaw. | Rob Milne                                                   |             | On Going |
| Standing resolution HO-2016-010 amended by extending the expiration date of resolution HO-IC-2014.001 to September 30, 2017.                                                                      | Miles Drew<br>Becky McErlean<br>Penny Hawley<br>Ann Kjerulf |             | On Going |
| Request copies of all marine resource mapping for Hornby Island LTA. Mapping provided to Trustee Law on October 20th (at CVRD meeting).                                                           | Tony Law                                                    |             | Done     |

#### 14-Oct-2016

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



## Follow Up Action Report

|                                                                                                                                                                                                                                                                                               |                                  |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------|
| Hornby Island Bylaw No. 153 cited as Hornby Island Land Use Bylaw, 2014, was read a third time and a motion adopted that the bylaw be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.<br>Bylaw No. 153 received Executive Committee approval Oct. 26 | Becky McErlean<br>Penny Hawley   | Done     |
| Hornby Island Local Trust Committee Chair to write to the Comox Valley Regional District in support of the proposal for a centralized composting facility to process residual composting toilet organics.                                                                                     | Laura Busheikin<br>Tony Law      | On Going |
| Staff to work with APC on the preparation of a terms of reference for the vacation home rental review and prepare a draft project charter for the review of the LTC.                                                                                                                          | Ann Kjerulf                      | On Going |
| Staff to place an ad seeking expressions of interest for appointment to the APC.                                                                                                                                                                                                              | Becky McErlean<br>Penny Hawley   | Done     |
| Staff to place an ad in the Little Tribune as notice of the Seabreeze application to amend their liquor license to allow for audience participation entertainment.                                                                                                                            | Becky McErlean<br>Penny Hawley   | Done     |
| LTC to send a letter to the CVRD in support of the ISLA request for allocation of funds from the Community Works Fund for the affordable housing development project on Beulah Creek.                                                                                                         | Laura Busheikin<br>Tony Law      | On Going |
| 2017 meeting schedule adopted with one change- Proposed February 3rd meeting moved to January 27th.                                                                                                                                                                                           | Becky McErlean<br>Wil Cottingham | Done     |

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**HORNBY ISLAND LOCAL TRUST COMMITTEE**

**BYLAW NO. 153**

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**A BYLAW TO AMEND THE HORNBY ISLAND LAND USE BYLAW, 2014**

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

1. Bylaw No. 150, cited as “Hornby Island Land Use Bylaw, 2014” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2016”.

|                                                          |                  |        |         |        |
|----------------------------------------------------------|------------------|--------|---------|--------|
| READ A FIRST TIME THIS                                   | 12 <sup>TH</sup> | DAY OF | AUGUST  | , 2016 |
| READ A SECOND TIME THIS                                  | 12 <sup>TH</sup> | DAY OF | AUGUST  | , 2016 |
| PUBLIC HEARING WAIVED THIS                               | 14 <sup>TH</sup> | DAY OF | OCTOBER | , 2016 |
| READ A THIRD TIME THIS                                   | 14 <sup>TH</sup> | DAY OF | OCTOBER | , 2016 |
| APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST |                  |        |         |        |
| THIS                                                     | 26 <sup>TH</sup> | DAY OF | OCTOBER | , 2016 |
| ADOPTED THIS                                             |                  | DAY OF |         | , 2016 |

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**SECRETARY**

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**CHAIRPERSON**

## **Hornby Island Local Trust Committee**

### **Bylaw No. 153**

#### **Schedule 1**

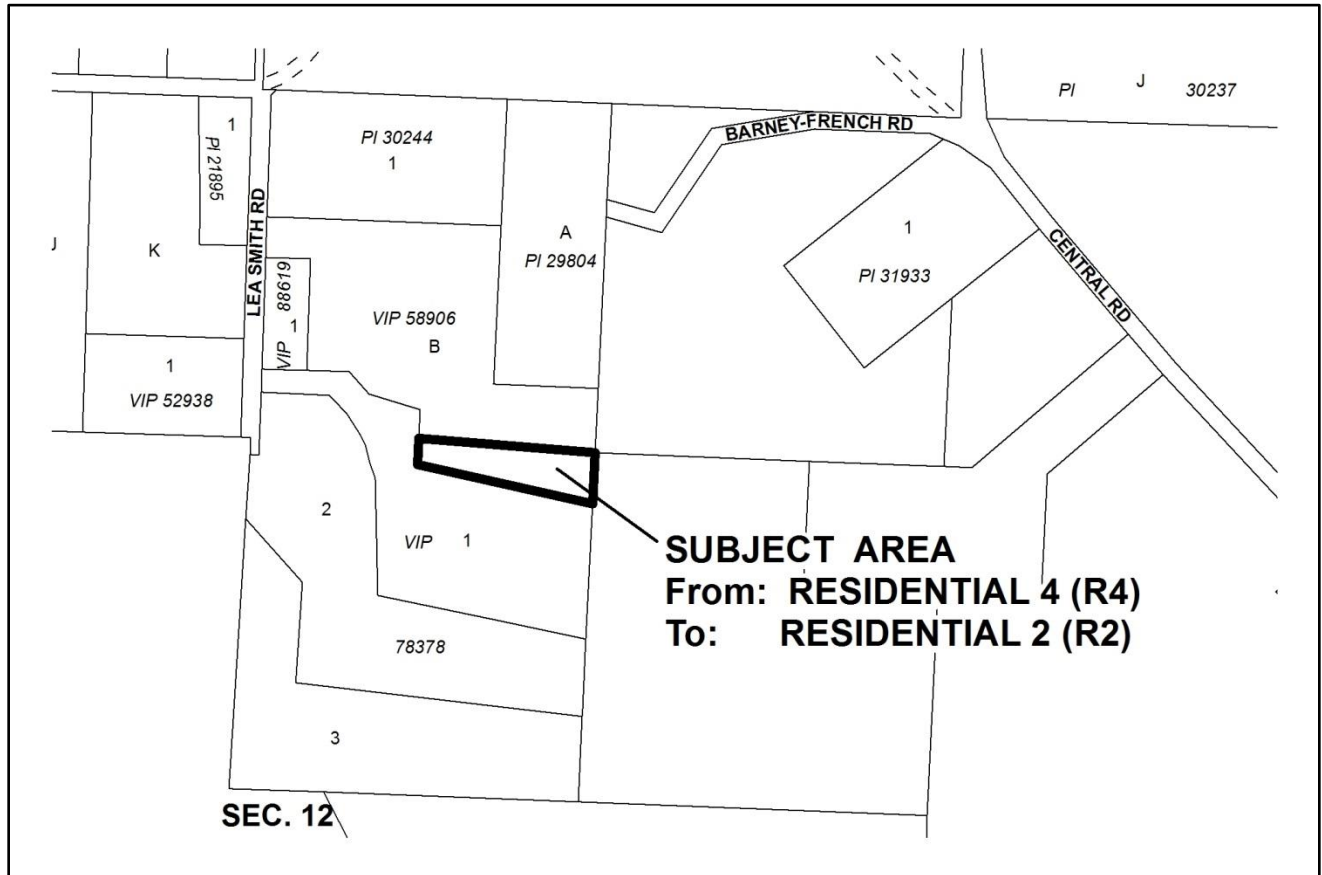
Schedule "A" of Hornby Island Land Use Bylaw No. 150 cited as "Hornby Island Land Use Bylaw No. 150, 2014 is amended as follows:

1. That PART 10, "TEMPORARY USE PERMIT AREAS", Section 10.2 Objectives, Subsection (6) is deleted in its entirety and replaced with:  
  
(6) "to consider allowing detached housing for a relative or caregiver of occupants of the residence as per OCP policy 6.3.5.14 in association with a housing agreement or by such other means as are available to encourage occupancy by a relative or caregiver"
  
2. That Schedule "B"- "Land Use Zoning Map" is amended as follows:
  - a. On the portion of those lands described as Lot B, Section 12, Hornby Island, Nanaimo District, VIP58906 currently zoned "Residential 4 (R4)" the land use zoning is changed to "Residential 2 (R2)" as shown on Plan No.1 attached to and forming part of this bylaw.

# HORNBY ISLAND LOCAL TRUST COMMITTEE

## BYLAW 153

### PLAN No. 1





## Top Priorities

### Hornby Island

| No. | Description                                    | Activity                                                                                                                                              | R/Initiated | Responsibility                                           | Target Date |
|-----|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------|-------------|
| 1   | Relationship building with Komoks First Nation | Participate in proposed upcoming C2C meeting.                                                                                                         | 12-Feb-2016 | Laura Busheikin<br>Tony Law<br>Alex Allen<br>Ann Kjerulf |             |
| 2   | Housing amendments                             | Review of community housing definition and setback requirements for the 8.3A, Community Housing zone of Bylaw No. 150<br>Prepare draft amending bylaw | 10-Jun-2016 | Rob Milne                                                |             |
| 3   | Vacation rentals review                        | Develop a TOR for APC review of vacation home rentals<br>Prepare staff report                                                                         | 10-Jun-2016 | Rob Milne                                                |             |



## Projects

### Hornby Island

| Description                                                                                                                                                                                                                                                                                                    | Activity | R/Initiated |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| Review of home occupation regulations to allow the rental of accessory building space to a non-resident of the property for commercial use.                                                                                                                                                                    |          |             |
| Review of environmentally sensitive areas OCP map schedule (D2) as a stand alone mapping project or addition to the community profile; and<br>Review community profile by adding further information on environmentally sensitive areas and important habitat and including information in Schedule D2 of OCP. |          | 26-Apr-2013 |
| Establish a community process to review residential density to address community housing needs following the completion of the official community plan and land use bylaw reviews.                                                                                                                             |          | 07-Jun-2013 |
| Inventory and assessment of beach access and other unopened road allowances                                                                                                                                                                                                                                    |          | 12-Jul-2013 |
| Information and education with respect to the marine environment and shoreline protection                                                                                                                                                                                                                      |          | 07-Feb-2014 |
| Review approaches to ground water protection and water conservation on Hornby Island including consideration of the Gulf Islands Ground Water Protection Regulatory Tool Kit and the possible use of Development Permit areas for water conservation.                                                          |          |             |
| Develop and implement a project to support accessible opportunities for small-scale farming and address farming activities on non-ALR land involving consultation with relevant agencies and review of applicable policies and regulations.                                                                    |          |             |
| Conduct a consultative process for the Ford Cove area                                                                                                                                                                                                                                                          |          |             |
| Support collaborative planning process for Public Use area.                                                                                                                                                                                                                                                    |          | 27-Mar-2015 |

## Projects

### Hornby Island

| Description                                               | Activity                                                                                                                                                                            | R/Initiated |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Coastal Douglas Fir and associated ecosystem conservation |                                                                                                                                                                                     | 12-Feb-2016 |
| Development Procedures Bylaw                              | Consider options prepared by staff for amending the development procedures bylaw to include requirements for posting of signs on property with respect to significant applications. | 03-Feb-2012 |
| GHG Emissions Reduction                                   | Facilitate community communications regarding greenhouse gas emissions in collaboration with community organizations.                                                               | 03-Feb-2012 |

### OVERVIEW

The Hornby Island Local Trust Committee (LTC) held a 'Goal Setting Session' on February 27, 2015, facilitated by planning staff. The session took about an hour and comprised the following steps:

1. **Wishlist** - A brainstorming of what the three Trustees hoped to get out of the 2014-2018 term. The trustees completed this step independently using post-it notes and then shared their goals.
2. **What Else?** - A review of the current Top Priorities list, the Projects list, and any external requirements and considerations. The LTC identified certain topics and tasks they agreed should be added to the discussion.
3. **Grouping and Filtering** - Reviewing all the individual goals and additional topics and tasks, similar goals and tasks were grouped. Synergies were also considered.
4. **The Goals List** - The LTC established goals for the term. Some were content-related, some were process-related.

The resulting list of goals for the 2014-2018 term represents the result of an initial conversation this LTC had at the start of their term about shared goals. This list can be referred to over time should the LTC find it useful during the course of their term, and can be further refined.

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### SUMMARY NOTES FROM FEBRUARY 27, 2015 SESSION

#### Trustee Responses to "Wish List" Brainstorm

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Improve relationships with First Nation</li> <li>• Engage with K'omoks First Nation</li> <li>• Strengthen and maintain relationship with K'omoks First Nation</li> <li>• Encourage more community engagement with LTC issues</li> <li>• Improve 2-way communications with community</li> <li>• Identify communication avenues to engage our community in LTC (IT)</li> <li>• Engage the community in Trust work and issues</li> </ul> | <ul style="list-style-type: none"> <li>• Provide information to community on shoreline &amp; marine protection issues</li> <li>• Provide information to community on "building &amp; development" issues and processes</li> <li>• Provide information to community on OCP &amp; LUB &amp; especially on targeted topics in review: housing &amp; economic opportunities</li> <li>• Address discrepancy between "legal" density and multiplicity of "non legal" dwellings providing necessary housing</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Review communities appetite for secondary suites and dwellings (affordable housing)
- Support affordable & seniors' housing
- Work on GHG issues
- Work with community entities on implementation of GHG emissions reduction & transportation issues
- Facilitate/support planning process for “public use” area of the Islands Trust
- Work with community groups on commercial zoning/planning areas
- Address emerging housekeeping issues eg. Zoning of Anderson Drive wells
- Update administrative bylaws as required
- Conduct consultative planning process for Fords Cove area
- Review Vacation Rental policies and regs in 2017
- Review residential density with community
- Protect groundwater
- Complete RAR compliance
- Support a vibrant, appropriate local economy (“appropriate” means in line with our mandate & supportive of community goals)

“What Else” List:

- Address home occupation use on non-resident lot

Draft Long-Range LTC Goals for the 2014-2018 Term

- Provide centralized info to community on new policies & opportunities, shoreline protection/development & building processes/considerations
- Strengthen relationship with K’omoks First Nation
- Address home occupation use on non-resident lot
- Engage community
- Address housing/density issues
- Explore how to engage with community on achieving GHG emission reduction
- Address “public use area” planning
- Address planning in Ford Cove
- Address Anderson Drive wells zoning
- Become RAR compliant
- Review vacation rental policies in 2017
- Review administrative bylaws

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## NEXT STEPS

This list can be referred to in amending the LTC Work Program; the Top Priorities and Projects Lists. Weighing potential projects against identified goals can help set priorities.

The LTC can refer to this list of goals throughout the term, especially when projects are completed and a new project can be moved up to the Top Priorities list for staff to begin work on.

## **Hornby Island LTC Work Program**

### **Suggestions for LTC Discussion**

#### **Communication Strategy for Revised Official Community Plan and Land Use Bylaw**

##### **Suggested elements:**

- Communicate with the community at large about housing opportunities identified in the OCP (and seek input that might inform a process to review residential density)
- Communicate with the community at large about economic opportunities identified in the OCP (especially new home occupation regulations, TUPs, provisions for community trades and services and re-zoning applications)
- Provide information on regulations and best practices with respect to building and land development
- Collaborate with other community organizations to provide information on reducing Greenhouse Gas Emissions
- Provide information on shoreline protection and the marine environment
- Meet with Hornby Island realtors to provide information on regulations and policies.

#### **Prioritization of Issues Identified for Possible Future Projects.**

| Rank | Description                                                                                                                                                                        | Type of Project                                   | Comments                                                                                                                   |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1.   | Establish a community process to review residential density to address community housing needs following the completion of the official community plan and land use bylaw reviews. | Consultation;<br>Planning;<br>Regulatory changes? | Kick-started by soliciting community feedback on existing housing policies as part of the OCP/LUB Communications Strategy? |
| 2.   | GHG Emissions Reduction Facilitate community communications regarding greenhouse gas emissions in collaboration with community organizations.                                      | Communications                                    | Include as part of the OCP/LUB Communications Strategy?                                                                    |
| 3.   | Review and update 'Building on Hornby Island' brochure and include HPO information.                                                                                                | Communications                                    | Include as part of the OCP/LUB Communications Strategy?                                                                    |
| 4.   | Information and education with respect to the marine environment and shoreline protection                                                                                          | Communications                                    | Include as part of the OCP/LUB Communications Strategy?                                                                    |
| 5.   | Relationship building with K'omoks First Nation including considering content of Official Community Plan as it relates to K'omoks First Nation interests.                          | External relationship building                    | Co-ordinate with Denman Island LTC?                                                                                        |

|     |                                                                                                                                                                                                                                                       |                                                                |                                                                                                                |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 6.  | Review of Siting and Use Permit Bylaw No. 52 regarding applicability to the construction of secondary suites and cottages and research requirements for proof of adequate water and septic capability.                                                | Regulatory changes<br>(Administrative)                         | Required follow-up to new OCP/LUB provisions?                                                                  |
| 7.  | Review of vacation home rental regulations by 2017 Sep-13-2013                                                                                                                                                                                        | Review/amend regulations                                       | Bring forward for adding to the work program in 2016                                                           |
| 8.  | Review approaches to ground water protection and water conservation on Hornby Island including consideration of the Gulf Islands Ground Water Protection Regulatory Tool Kit and the possible use of Development Permit areas for water conservation. | Research;<br>Consultation;<br>Planning;<br>Regulatory changes? | Begin with scoping out possible approaches?<br>Re-prioritize in response to expressions of community interest? |
| 9.  | Develop and implement a project to support accessible opportunities for small-scale farming and address farming activities on non-ALR land involving consultation with relevant agencies and review of applicable policies and regulations.           | Consultation;<br>Planning;<br>Regulatory changes?              | Re-prioritize in response to expressions of community interest?                                                |
| 10. | Conduct a consultative process for the Ford Cove area                                                                                                                                                                                                 | Consultation;<br>Planning;<br>Regulatory changes?              | Re-prioritize in response to expressions of community interest?                                                |
| 11. | Review of home occupation regulations to allow the rental of accessory building space to a non-resident of the property for commercial use.                                                                                                           | Review/amend regulations                                       | Re-prioritize in response to expressions of community interest?                                                |
| 12. | Support collaborative planning process for Public Use area.                                                                                                                                                                                           | Consultation, planning                                         | Re-prioritize in response to expressions of community interest?                                                |
| 13. | Development Procedures Bylaw<br>Consider options prepared by staff for amendments to include requirements for posting signs on property with respect to significant applications.                                                                     |                                                                |                                                                                                                |
| 14. | Inventory and assessment of beach access / unopened road allowances                                                                                                                                                                                   | Research;<br>planning                                          | In collaboration with CVRD and MOTI?                                                                           |
| 15. | Review of environmentally sensitive areas OCP map schedule (D2) as a stand-alone mapping project or addition to the community profile.                                                                                                                | Research;<br>Mapping;<br>Amend OCP?<br>Communications          |                                                                                                                |

*Tony Law – 21 September 2015*



Islands Trust

Print Date: November 23, 2016

## Applications

### Agricultural Land Reserve

| File Number                                                  | Applicant Name                                                           | Date Received | Purpose                                                                                             |
|--------------------------------------------------------------|--------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------|
| HO-ALR-2016.1                                                | Helliwell & Smith Blue Sky Architecture<br><b>Planner:</b> Sonja Zupanec | 11-Apr-2016   | PID: 000-157-503 Construction of house, guest house and garage at 5905 Maclean Road, Hornby Island. |
| <b>Planning Status</b>                                       |                                                                          |               |                                                                                                     |
| <b>Status Date:</b> 07-Jul-2016<br>Pending decision from ALC |                                                                          |               |                                                                                                     |

### Liquor Control Branch

| File Number            | Applicant Name                                       | Date Received | Purpose                                                                            |
|------------------------|------------------------------------------------------|---------------|------------------------------------------------------------------------------------|
| HO-LCB-2016.1          | SEA BREEZE LODGE LTD<br><b>Planner:</b> Marnie Eggen | 14-Nov-2016   | PID: 009-649-506 Civic: 5205 Fowler Road, Hornby Island. Change in liquor license. |
| <b>Planning Status</b> |                                                      |               |                                                                                    |
| <b>Status Date:</b>    |                                                      |               |                                                                                    |

### Subdivision

| File Number                                                                                                                                                                | Applicant Name                                       | Date Received | Purpose                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------|
| HO-SUB-2016.1                                                                                                                                                              | BLANCHARD, EVELYN<br><b>Planner:</b> Teresa Ritemann | 23-Feb-2016   | PID: 000-000-604 Section 514 subdivision to provide residence for a relative. Creating two lots from one |
| <b>Planning Status</b>                                                                                                                                                     |                                                      |               |                                                                                                          |
| <b>Status Date:</b> 17-Nov-2016<br>No change in status.                                                                                                                    |                                                      |               |                                                                                                          |
| <b>Status Date:</b> 07-Jun-2016<br>Revised referral report sent to MOTI. Applicant would need to rezone their property as subdivision does not meet current zoning bylaws. |                                                      |               |                                                                                                          |

## Applications

**Status Date:** 25-May-2016

PLNA sent by MOTI. File reassigned to planner TR.

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

**Planner:** Rob Milne

### Planning Status

**Status Date:** 31-Mar-2016

Referral response completed and sent to MOTI, applicant and HOLTC. Proposed subdivision does not comply with HO LUB regulations.

| File Number   | Applicant Name | Date Received | Purpose                                                                 |
|---------------|----------------|---------------|-------------------------------------------------------------------------|
| HO-SUB-2016.3 | WISEMAN, DAVID | 04-Apr-2016   | PID: 028-737-245 Two lot subdivision on 5020 Fowler Road, Hornby Island |

**Planner:** Marnie Eggen

### Planning Status

**Status Date:** 31-May-2016

Referral complete. Proposal is not compliant with minimum average lot size.

**Status Date:** 04-May-2016

planner reviewing

| File Number   | Applicant Name | Date Received | Purpose                                                                                          |
|---------------|----------------|---------------|--------------------------------------------------------------------------------------------------|
| HO-SUB-2016.5 | PANNELL, BRIAN | 08-Nov-2016   | PID: 001-275-275 5115 Paul Road, Hornby Island, BC. Two lot subdivision, residential for family. |

**Planner:** Teresa Ritemann

### Planning Status

**Status Date:** 17-Nov-2016

Planner discussed application with RPM. Reviewed application under repealed HO LUB No. 86. Subdivision referral report emailed to MOTI, HO LTC, and applicants. Will wait for PLA from MOTI. If subdivision not approved by February 12, 2017, application will need to be re-reviewed under new HO LUB No. 150.

**Status Date:** 10-Nov-2016

Application and fees received Nov 8, 2016 by IT to open this application. File assigned to planner TR

## Applications

**Status Date:** 04-Nov-2016

Urgent letter received by IT from applicant that the application is time sensitive.

***Islands Trust***  
 LTC EXP SUMMARY REPORT F2017  
 Invoices posted to Month ending October 2016

| 635 Hornby                     | Invoices posted to Month ending October 2016 | <u>Budget</u>   | <u>Spent</u>    | <u>Balance</u>  |
|--------------------------------|----------------------------------------------|-----------------|-----------------|-----------------|
| 65000-635                      | LTC "Trustee Expenses"                       | 750.00          | 707.52          | 42.48           |
| <b>LTC Local</b>               |                                              |                 |                 |                 |
| 65200-635                      | LTC - Local Exp - LTC Meeting Expenses       | 2,750.00        | 965.88          | 1,784.12        |
| 65210-635                      | LTC - Local Exp - APC Meeting Expenses       | 500.00          | 0.00            | 500.00          |
| 65220-635                      | LTC - Local Exp - Communications             | 1,000.00        | 396.72          | 603.28          |
| 65230-635                      | LTC - Local Exp - Special Projects           | 500.00          | 0.00            | 500.00          |
| <b>TOTAL LTC Local Expense</b> |                                              | <u>4,750.00</u> | <u>1,362.60</u> | <u>3,387.40</u> |
| <b>Projects</b>                |                                              |                 |                 |                 |
| 73001-635-2004                 | Hornby OCP/LUB                               | 3,600.00        | 840.71          | 2,759.29        |
| 73001-635-4067                 | Hornby First Nations Relations               | 1,500.00        | 0.00            | 1,500.00        |
| <b>TOTAL Project Expenses</b>  |                                              | <u>5,100.00</u> | <u>840.71</u>   | <u>4,259.29</u> |

# Hornby Island Local Trust Committee

## POLICIES AND STANDING RESOLUTIONS

| No | Meeting Date       | Resolution No. | Issue                                                                          | Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|--------------------|----------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | November 22, 2013  | HO-O43-2013.   | Enforcement Actions related to rentals of Accessory buildings by non-residents | <p><b>It was MOVED and SECONDED,</b></p> <p>1. that whereas the Land Use Bylaw and Official Community Plan for the Hornby Island Local Trust area are currently undergoing a community review process which amongst other items includes a review of home occupation AND THAT whereas neither document addresses the rental of accessory buildings for non-commercial use it is resolved that enforcement actions related to the rental of accessory buildings shall be considered to be a low priority;</p> <p>2. that nothing in this enforcement policy should be interpreted as giving permission to any party to violate the Land Use Bylaw and the Hornby Island Trust Committee may change this policy at any time and may give direction to commence enforcement activities without notice; and</p> <p>3. that unless the Hornby Island Local Trust Committee extends the effective period on this enforcement policy it expires on September 30, 2014 or when the Land Use Bylaw and Official Community Plan review is complete, whichever is the sooner.</p> |
| 2. | September 19, 2014 | HO-IC-2014-001 | Amend Expiration date of Resolution No. HO-043-2013                            | <p><b>During Rise and Report in the regular business meeting Chair Graham reported the following resolution:</b></p> <p><b>HO-IC-2014-001</b><br/> <b>It was MOVED and SECONDED,</b><br/> that the Hornby Island Local Trust Committee amend the expiration date of Resolution No. HO-043-2013 to September 30, 2015.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. | October 2, 2015    | HO-IC-2015-003 | Amend Expiration date of Amending Resolution No. HO-IC-2014.001                | <p><b>During Rise and Report in the regular business meeting Chair Busheikin reported the following amendment to resolution HO-IC-2014.001:</b></p> <p><b>HO-IC-2015-003</b><br/> <b>It was MOVED and SECONDED,</b><br/> that the Hornby Island Local Trust Committee amend the expiration date of Resolution HO-IC-2014-001 to March 31, 2016.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4. | August 12, 2016    | HO-2016-034    | Amend Expiration date of Amending Resolution No. HO-IC-2014.001                | <p><b>HO-2016-034</b><br/> <b>It was MOVED and SECONDED,</b><br/> <b>that the Hornby Island Local Trust Committee amend the expiration date of Resolution HO-IC-2014.001 to September 30, 2017.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |