Hornby Island Local Trust Committee
Regular Meeting Agenda

Date:	April 1, 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 - 11:50 AM

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES 11:50 AM - 12:00 PM

   6.1 Local Trust Committee Minutes dated February 12, 2016 for Adoption 4 - 12

   6.2 Section 26 Resolutions-without-meeting - none

   6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES 12:00 PM - 12:45 PM

   7.1 Follow-up Action List dated March 23 , 2016 13 - 15

   7.2 Heritage Designation - Leaf House and Ford Family Heritage Orchard

   7.2.1 Staff Report dated April 1, 2016 16 - 18

   7.3 Letter dated March 1 2016 to Chair Busheikin from Minister of Transportation and Infrastructure regarding Service Levels for Hornby Island 19 - 20

8. DELEGATIONS

9. CORRESPONDENCE

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

10. APPLICATIONS AND REFERRALS

11. LOCAL TRUST COMMITTEE PROJECTS 12:45 PM - 1:10 PM

11.1 Communications Strategey - Letter Mailout - for discussion

12. BREAK 1:10 PM - 1:25 PM

13. REPORTS 1:25 PM - 2:00 PM

13.1 Work Program

13.1.1	Top Priorities Report dated March 23, 2016	21 - 21
13.1.2	Projects List Report dated March 23, 2016	22 - 23
13.1.3	Hornby LTC 2014-2018 Term Goal Setting Session	24 - 26
13.1.4	Work Program - Suggestions for Discussion	27 - 28

13.2 Applications Report dated March 23, 2016 29 - 30

13.3 Trustee and Local Expense Report dated February, 2016 31 - 31

13.4 Adopted Policies and Standing Resolutions 32 - 32

13.5 Local Trust Committee Webpage

13.6 Chair's Report

13.7 Trustee Reports

13.8 Electoral Area Director's Report

13.9 Trust Fund Board Report - March 2016 33 - 35

14. NEW BUSINESS 2:00 PM - 2:30 PM

14.1 Annual Meeting with Ministry of Transportation regarding Roads - for discussion

14.2 Temporary Sitng of Caravans - for discussion

14.3 Marine Protection - for discussion

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Friday, June 10, 2016 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC

16. TOWNHALL 2:30 PM - 2:40 PM

17. CLOSED MEETING 2:40 PM - 2:50 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)(d) for the purpose of considering adoption of In-Camera Meeting Minutes dated June 4, 2015 and November 20, 2015 and that the recorder and staff attend the meeting.

17.2 Recall to Order

17.3 Rise and Report

18. ADJOURNMENT 2:50 PM - 2:50 PM

Hornby Island Local Trust Committee
Minutes of Regular Meeting

Date: February 12, 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 There was one (1) member of the public – am
There were no members of the public - pm

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:30 am. She introduced herself, Local Trustees, Planner and Recorder. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

7.2 Memorandum dated February 3, 2016 regarding Coastal Douglas-Fir and Associated Ecosystems Conservation Partnership
11.1.2 Memorandum dated February 3, 2016 regarding 2016/2017 LTC Project Budgets
14.3 Planning for March, 2016 Trust Council on Hornby Island

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

Tony Quin advised that a local committee is in the process of exploring the possibility of protecting the Ford's Cove Orchard and Leaf House properties as a Heritage Conservation Area. He provided information including the following points:

- Comox Valley Regional District (CVRD) may be a source of funding based on eligibility requirements;
- The committee will discuss preparing a statement of significance documenting the historic values of the property;
- There will be a management plan associated with the project; and
- Registration of a conservation covenant by a Local Government will be a requirement and he suggested that the Islands Trust might be the appropriate body to register the covenant as they provide land use regulations for this area.

Trustees discussed the value of this project and possible next steps.

HO-2016-001
It was MOVED and SECONDED,
that staff be requested to provide a report to the Hornby Island Local Trust Committee with respect to potential roles of the Islands Trust in contributing to the protection of the Ford's Cove Orchard and Leaf House (within the Mount Geoffrey Provincial Park) as a Heritage Property.

CARRIED

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated November 20, 2015 for Adoption

By general consent the Local Trust Committee meeting minutes of November 20, 2015 were adopted.

6.2 Section 26 Resolutions-Without-Meeting Report dated February 1, 2016

Received.

6.3 Advisory Planning Commission Minutes – none

A Trustee noted that the Advisory Planning Commission currently has three members and suggested that it might be advisable to increase the membership. Local Trust Committee (LTC) members inquired if advertising is a requirement in the process of encouraging expressions of interest and Planner Milne responded that he will investigate and report back.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated February 1, 2016

Planner Milne presented the Follow-up Action List, provided updates, and responded to questions that arose. He indicated that he has experienced difficulty in his efforts to initiate contact with K'omoks First Nation staff to discuss environmental mapping. Trustee Law offered to provide Planner Milne with information that might be helpful.

7.2 Memorandum dated February 3, 2016 regarding Coastal Douglas-Fir and Associated Ecosystems Conservation Partnership (CDFCP)

Planner Milne presented the memorandum which provides the Statement of Cooperation for the CDFCP for the LTC's information.

Trustees discussed possible approaches to utilize the information provided by the CDFCP. The following possible strategies were considered:

- Education of the public as an initial step to evaluate whether more protection is needed;

- Providing this information as a part of the Land Stewardship focus in the current Communication Strategy project; and
- Adding the Coastal Douglas-Fir and Associated Ecosystems to the Projects List to examine regulations that might relate to the management of the issues.

8. DELEGATIONS – none.

9. CORRESPONDENCE

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

9.1 Letter dated November 23, 2015 to Trustee Busheikin from BC Ferries regarding Route 22

Trustees discussed the correspondence received in response to the LTC's request that BC Ferries analyze the possible extension of the peak season on the Hornby Island route. The following points were noted:

- A Trustee observed that he has received feedback that community members are incurring expense as a result of the service change and loss of sailings and that it is having a negative economic impact;
- A response to this letter, continuing to request improved service, was suggested as an approach to prompt BC Ferries to explore the issue in more depth;
- Asking the Hornby/Denman Ferry Advisory Committee (H/D FAC) to assist with further advocacy might be advisable as they have been in the process of compiling information such as examples of impacts; and
- The Executive Committee has recently written a letter to Minister Todd Stone on this issue and their active participation in this proposed response would not be requested at this time.

HO-2016-002
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee forward the letter from BC Ferries dated November 23, 2015 to the Hornby/Denman Ferry Advisory Committee and to the Islands Trust Council Executive Committee for information.

CARRIED

Chair Busheikin offered to forward the letter from BC Ferries to the H/D FAC, with a request for their assistance in advocating further on this issue.

The LTC requested that this activity be added to the Follow-up Action List.

10. APPLICATIONS AND REFERRALS

10.1 Pesticide Use Permit Application (Ministry of Environment, Ecosystems Protection and Sustainability Branch)

10.1.1 Email Response dated December 9, 2016 from SMC Consulting

Received.

By general consent agenda item 11.2 was moved to follow 10.1

Trustee Allen declared a possible conflict of interest due to his employment at the Hornby Island Co-op and left the meeting at 12:25 pm.

11.2 Bylaw No. 150

Bylaw No. 150 cited as "Hornby Island Land Use Bylaw No. 150, 2014" - for consideration of adoption.

HO-2016-003
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee adopt Bylaw No. 150 cited as "Hornby Island Land Use Bylaw No. 150, 2014".

CARRIED

Trustee Allen returned to the meeting at 12:27 pm.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Communication Strategy

11.1.1 Staff Report dated January 28, 2016

Planner Milne presented the memorandum regarding the implementation of Bylaw Nos. 149 and 150 Post Adoption Communication Strategy and including a Project Charter for the LTC's consideration.

Trustees discussed various possible communication options and the following points were noted:

- Planner Milne will prepare a Power Point presentation for a Community Open House outlining the changes in the Official Community Plan (OCP), Land Use Bylaw (LUB), and Riparian Areas Regulation;
- Advertising venues for the Open House will be considered once the costs associated with the pamphlets has been established;
- Website enhancements were suggested to publicize changes resulting from the OCP and LUB review. These might include options for economic opportunities; information on small lots, larger lots, public areas, and agricultural areas; highlighting available resources and including links; and adding a Frequently Asked Questions (FAQ) section. Planner Milne requested that Trustees forward to him a list of questions received for inclusion in the FAQ section;
- Social media protocol was discussed, with Trustees providing links for information when requested, is being considered an option;

- Creation of two pamphlets: 1) Housing Options, focusing on new policies and regulations and enabling policies that may not be known, such as Co-ops, and 2) Land Stewardship. Trustees will work with Planner Milne on the layout;
- Chair Busheikin will share the newcomer package she has compiled for distribution to Denman Island realtors as an example for Hornby Island use; and
- Planner Milne will check with Planner Brzozowski to review a Sustainable Building Development brochure for possible use and requested that Trustees send him ideas and suggestions for this project.

11.1.2 Memorandum dated February 3, 2016 regarding 2016/2017 LTC Project Budgets

Trustees reviewed the memorandum to consider revisions to its 2016/2017 LTC budget.

HO-2016-004
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee request a revision to the draft 2016/2017 Project Budget submission to include $3,600 for the Official Community Plan and Land Use Bylaw Communications Strategy.

CARRIED

HO-2016-005
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee adopt the draft Post Adoption Communication Strategy Project Charter.

CARRIED

12. BREAK

By general consent the meeting was recessed at 1:10 pm and reconvened at 1:29 pm.

13. REPORTS

13.1 Work Program

13.1.1 Top Priorities Report dated February 1, 2016

Planner Milne presented the Top Priorities report and noted that with the adoption of the OCP and LUB bylaws, there is now an opportunity to designate a new item as a Top Priority.

Trustees discussed the projects that might be advanced to the Top Priority List at this time.

HO-2016-006
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee Top Priority List be amended by:
a) removing "Official Community Plan and Land Use Bylaw Review";
b) placing "Communication Strategy for Revised Official Community Plan and Land Use Bylaw" as No. 2; and
c) adding "First Nations Relationship Building" as No. 3.

CARRIED

HO-2016-007
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee request a revision to the draft 2016/2016 Project Budget submission to include $1,500 for First Nations Relationship Building".

CARRIED

Trustees acknowledged that BC Ferries is planning terminal facility upgrades, including at Shingle Spit, and suggested that it might further First Nations relationship building to suggest that BC Ferries consult with K'omoks First Nation in this regard.

HO-2016-008
It was MOVED and SECONDED,
that the Chair be requested to write to BC Ferries to request that they consult with K'omoks First Nation with respect to including information at any ferry terminal providing service to Hornby and Denman Islands in conjunction with the proposed facilities upgrade, and that the letter be copied to the K'omoks First Nation.

CARRIED

13.1.2 Projects List Report dated February 1, 2016

Trustees reviewed the Projects List and considered updates.

HO-2016-009
It was MOVED and SECONDED,
that the Projects List be amended by removing the item with respect to relationship building with K'omoks First Nation and adding an item: "Coastal Douglas-Fir and Associated Ecosystem Conservation".

CARRIED

13.1.3 Hornby LTC 2014-2018 Term Goal Setting Session

Received.

13.1.4 Work Program - Suggestions for Discussion

Received.

13.2 Applications Report dated February 1, 2016

Trustees requested that the report consistently include the property address for their information.

13.3 Trustee and Local Expense Report dated January, 2016

Trustees reviewed the LTC Expense Summary Report for invoices posted to month ending January, 2016.

13.4 Adopted Policies and Standing Resolutions

A Trustee indicated a desire to discuss Resolution No. HO-IC-2015-003.

Trustee Law declared a potential conflict of interest due to an interest in the property being discussed and left the meeting at 1:55 pm.

LTC members noted that the resolution is scheduled to expire prior to the next LTC meeting and discussed an extension of the resolution maturity.

HO-2016-010
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee amend the expiration date of Resolution HO-IC-2014.001 to September 30, 2016.

CARRIED

Trustee Law returned to the meeting at 1:58 pm.

13.5 Local Trust Committee Webpage

There were no changes requested.

13.6 Chair's Report

Chair Busheikin reported on the following:

- She attended the Local Government Leadership Academy conference;
- Executive Committee activities included sending a letter to BC Ferries that included a request to extend the Peak Season schedule and addition of an extra sailing in the mid-day gap on the Hornby Island route;
- The deadline for the Salt Spring Adaptation Strategy has been extended;
- A speaker has been confirmed for the First Nations Relationship Building session at Trust Council in March and the budget adoption will be an item on the agenda for consideration.

13.7 Trustee Reports

Trustee Allen reported on the following:

- He attended the Trust Council in December; and
- He attended the meeting with K'omoks First Nation last week.

Trustee Law reported on the following:

- He has been involved as a liaison in the BC Parks Ecosystem Management Program in Helliwell Park and described the potential infrastructure development that is being considered for Tribune Bay Park;
- He attended an Islanders Secure Land Association Open House and reported on the status and possible changes under consideration;
- He attended a Community Action Solutions Together meeting and outlined some of the community issues that were discussed;
- He will be attending a meeting to consider housing and rental housing issues, participating in a role to advise of possible resources;
- He reported on community interest in exploring possible options to protect the property adjacent to Tribune Bay Park; and
- He attended the Understanding the Village workshop.

13.8 Electoral Area Director's Report – none.

13.9 Trust Fund Board Report dated November, 2015

Received.

14. NEW BUSINESS

14.1 Land Use Consultation for Radio Communication Utilities

14.1.1 Memorandum dated January 25, 2016

LTC members considered the memorandum addressing the establishment of consultation policy or guidelines for radio communication utilities, and the value of an Islands Trust-wide consultation policy was acknowledged.

HO-2016-0011
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee requests Trust Council to explore the option of a Trust-wide policy on land use consultation for radio communication utilities.

CARRIED

14.2 Annual Comox Valley Regional District Meeting with Denman/Hornby Local Trust Committees

14.2.1 Letter dated January 6, 2016 from Debra Oakman, CAO

Planner Milne advised that CVRD has proposed a date of October 20, 2016 as a possible date for the annual meeting with Denman/Hornby Island LTCs. Trustees confirmed their agreement with the suggested date.

14.3 Planning for March, 2016 Trust Council on Hornby Island

Trustees discussed possible presentations, meal options, and activities to engage the Local Trustees attending the March, 2016 Trust Council meeting to be held on Hornby Island.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for April 1, 2016 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC

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

16. TOWNHALL – none.

17. CLOSED MEETING - none

18. ADJOURNMENT

By general consent the meeting was adjourned at 2:30 pm.

_____
Laura Busheikin, Chair

Certified Correct:

_____
Vicky Bockman, Recorder

Islands Trust

Print Date: March 23, 2016

Follow Up Action Report

Hornby Island

25-Apr-2014

No.	Activity	Responsibility	Target Date	Status
1	**HO-2014-020-** that the Hornby Island Local Trust Committee direct staff to proceed with the implementation of the Riparian Areas Regulation Implementation project as described in the endorsed Project Charter.	Rob Milne		On Going

02-Oct-2015

No.	Activity	Responsibility	Target Date	Status
1	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.	Rob Milne		On Going
1	Staff to initiate a communications strategy for the revised Official Community Plan and Land Use Bylaw focusing on communications with respect to housing opportunities, economic opportunities, regulations and best practices with respect to building and land development and contact with Hornby Island realtors.	Rob Milne		On Going

20-Nov-2015

No.	Activity	Responsibility	Target Date	Status
1	That a new budget item be established under Projects for the Hornby Island Local Trust Committee with respect to Official Community Plan/ Land Use Bylaw/ Riparian Areas Regulation post-adoption Communication Strategy and that the $1,640.59 remaining in the Riparian Areas Regulation budget be applied to this line item.	Rob Milne		On Going

Follow Up Action Report

1	Staff to seek information from the BC Assessment Authority with respect to current number of properties and dwellings by type on Hornby Island and to obtain information on the number of Homeowners Grants provided to property owners on Hornby Island	Rob Milne		On Going

12-Feb-2016

No.	Activity	Responsibility	Target Date	Status
1	Staff to provide a report with respect to potential roles of the Islands Trust in contributing to the protection of the Fords Cove Orchard and Leaf House (within the Mount Geoffrey Provincial Park) as a Heritage Property.	Rob Milne		Done
1	That the Chair be requested to write to BC Ferries to request that they consult with Komoks First Nation with respect to including information at any ferry terminal providing service to Hornby and Denman Islands in conjunction with the proposed facilities upgrade, and that the letter be copied to the Komoks First Nation.	Rob Milne		Done
1	That Debra Oakman, CVRD CAO be advised that the HOLTC agrees to the proposed October 20, 2016 date for the next joint IT/CVRD meeting to be held at 10am at the CVRD offices.	Rob Milne		Done
1	That the Hornby Island Local Trust Committee request a revision to the draft 2016/2017 Project Budget submission to include $3,600 for the Official Community Plan and Land Use Bylaw Communications Strategy.	Rob Milne Ann Kjerulf		On Going
1	That the Hornby Island Local Trust Committee request a revision to the draft 2016/2016 Project Budget submission to include $1,500 for First Nations Relationship Building.	Rob Milne Ann Kjerulf		On Going
1	That the Projects List be amended by removing the item with respect to relationship building with Komoks First Nation and adding an item: Coastal Douglas-Fir and Associated Ecosystem Conservation.	Rob Milne		Done

Follow Up Action Report

STAFF REPORT

For Meeting of: April 1, 2016 **File No.:** 3030-01

To: Hornby Island Local Trust Committee

From: Rob Milne, M.C.I.P.
Island Planner
Local Planning Services

Re: Heritage Protection for Fords Cove Orchard and Leaf House

Owner: BC Parks

PURPOSE:

This report provides an update on staff's exploration of the implementation of heritage protection for the Ford's Cove Orchard and Leaf House, located within Mount Geoffrey Provincial Park.

BACKGROUND:

At the Febraury 12, 2016 meeting of the Hornby Island Local Trust Committee (LTC) the following motion was adopted:

> **HO-2016-001**
> that staff be requested to provide a report to the Hornby Island Local Trust Committee with respect to potential roles of the Islands Trust in contributing to the protection of the Ford's Cove Orchard and Leaf House (within the Mount Geoffrey Provincial Park) as a Heritage Property.

The Leaf House and Ford family heritage orchard are located on the north side of Central Road at the intersection of Bond Road. During a town hall session at the February 12, 2016 LTC meeting a delegation raised the matter of protection for these features. It was noted that:

- The Comox Valley Regional District (CVRD) may be a source of funding based on eligibility requirements;
- A local committee will discuss preparing a statement of significance documenting the historic values of the property;
- There will be a management plan associated with the project; and
- Registration of a conservation covenant by a Local Government will be a requirement and it was suggested that the Islands Trust (Local Trust Committee) might be the appropriate body to hold the covenant as it is the land use authority for this area.

ANALYSIS

The authority for an LTC to exercise heritage protection powers is found in Part 15 of the *Local Government Act*. Section 30, "Heritage Conservation" of Part 4, "Local Trust Committees", which states in part:

> ***30*** *(1) Subject to this section, each local trust committee has, in respect of its local trust area, all the powers and authority of a local government under Part 15 of the Local Government Act.*
>
> *(2) Subject to this section and for the purposes of subsection (1), Part 15 of the Local Government Act, as it applies to regional district boards, applies to local trust committees.*
>
> *(3) As an exception to section 27 in relation to a heritage designation bylaw of a local trust committee under section 611 of the Local Government Act,*
>
> *(a) the local trust committee must, by request delivered to the secretary, refer the bylaw to the trust council for approval in accordance with section 16, and*
>
> *(b) the bylaw has no effect until it is approved by the trust council.*

In the context of the Leaf House and the heritage orchard, the implementation of heritage protection will require the mutual cooperation of the Islands Trust, through Trust Council, and the Comox Valley Regional District. In the first instance, the LTC must bring forth a heritage designation bylaw to the CVRD Board to designate the features and area as a heritage site, which would also subsequently require approval by Trust Council. The specific contents of that bylaw will largely depend on the "statement of significance", which would be prepared by a local citizens group in alignment with the publication *"Guidelines for Writing Effective Statements of Significance"* issued by the BC Heritage Branch.

The CVRD adopted the Hornby Island Heritage Conservation Service Establishment Bylaw No. 317 in April, 2014. This bylaw establishes a maximum requisition as, "*the greater of $100,000 or $0.25 per $1,000 applied to the net taxable value of land and improvments*". Staff has asked the CVRD to provide an estimate of the funding which may be available though this service.

The land in question is within the Escarpment Provincial Park managed by BC Parks. BC Parks is aware of this initiative and BC Parks staff, Peggy Burfield and Derek Moore, organized a meeting in the fall of 2015 to discuss this initiative. BC Parks' approval and willingness to be involved in the heritage designation process will be required for this initiative to move forward. Staff had not contacted BC Parks staff at the time of writing this report.

ISSUES SUMMARY:

There are a number of issues that need to be considered to advance this initiative. The first of these is defining the parameters of the proposed heritage protection. This would include a determination of the heritage values of the Leaf House which was builit in 1970. As well, for the purposes of a heritage designation bylaw, the actual area which would be the subject of the designation would have to be defined, most likely by an explanatory plan which would require a ground survey and plan prepared by a Registered BC Land Surveyor. As well a management plan for "post designation" decisions and activites would need to be prepared.

The heritage values of the Leaf House and the Ford Family orchard would be determined by the statement of significance, which should not involve significant costs. The preparation of a plan

for the area to be designated does have the potential to incur some significant costs. The CVRD Manager of Planning Services agrees that any funds accumulated through the CVRD Hornby Island Heritage Conservation Service might be used to mitigate those costs but noted that their use would require the support of the Electoral Area Director and Board ofthe Regional District.

In order for a draft heritage designation bylaw to be prepared, a "post designation" management plan would need to be prepared. This plan would guide decision making and actions related to the ongoing protection of heritage features. The heritage designation bylaw would address those activities.

NEXT STEPS:

Although BC Parks staff has not yet been contacted, past events have indicated their interest and willingness to advance the heritage designation process. Discussions with CVRD staff have also indicated an interest and willingness to move this process forward. There remain, however, a number of steps that must be addressed, such as preparing a statement of significance, and quantifiying the costs for the surveyed plan needed to define the area to be protected.

Staff notes that at this time this initiative has not been identified as a LTC project or priority and as such does not currently have a supporting budget.

RECOMMENDATION:

THAT the Hornby Island Local Trust Committee add Heritage Protection for Ford's Cove and Orchard House to its Projects List.

Prepared and Submitted by:

March 10, 2016

Rob Milne, Island Planner — Date

Concurred in by:

Ann Kjerulf

March 14, 2016

Ann Kjerulf, Regional Planning Manger — Date

BRITISH COLUMBIA

RECEIVED
MAR 07 2016
ISLAND TRUST
NORTHERN OFFICE

March 1, 2016

Laura Busheikin, Chair
Hornby Island Local Trust Committee
Islands Trust
700 North Road
Gabriola Island BC V0R 1X3

Reference: 251542
Your File: 6930-20

Dear Laura Busheikin:

Re: BC Ferries and Hornby Island

Thank you for your letter and attachment following up on my previous correspondence regarding BC Ferries' service to Hornby Island. Please accept my apologies for the lateness of this reply.

The Province has had to make some hard decisions, including service reductions on low usage sailings, in order to further its vision of connecting coastal communities in an affordable, efficient and sustainable manner. These service level changes now form the minimum service levels for each route. As you are likely aware, BC Ferries has worked with the Ferry Advisory Committee for Denman and Hornby Islands to establish a schedule that would achieve the anticipated savings from the reductions, consistent with those announced during the 2013 ferry engagement process.

I recognize you would like to determine the net savings that resulted from the service reductions undertaken in 2014. As you can appreciate, it is difficult to determine the actual net savings as that calculation involves some factors that cannot be measured, such as forgone revenue from the cancelled sailings. Under these circumstances, BC Ferries will have to determine if they can provide the information you have requested.

As such, I am pleased to see that you have written Mike Corrigan, BC Ferries President and CEO, about this matter. I suggest that you work directly with BC Ferries to determine if they see any opportunities to increase their net revenues by offering additional service.

.../2

Ministry of Transportation and Infrastructure

Office of the Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Thank you again for taking the time to write.

Sincerely,

Todd G. Stone
Minister

Copy to: Mike Corrigan, President and CEO
BC Ferries

Islands Trust

Top Priorities

Hornby Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Riparian Areas Regulation mapping and implementation. To include Development Approval Information bylaw as per approved Project Charter	Project charter revised at April 25, 2014 LTC meeting. Draft DAI bylaw to be presented at May, 15/2015 LTC meeting	03-Feb-2012	Rob Milne	31-Dec-2012
1	Relationship building with Komoks First Nation		12-Feb-2016	Laura Busheikin Tony Law Alex Allen	
2	Communication Strategy for Revised Official Community Plan and Land Use Bylaw		14-Nov-2014	Rob Milne	

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Projects

Hornby Island

No.	Description	Activity	R/Initiated
1	Review of home occupation regulations to allow the rental of accessory building space to a non-resident of the property for commercial use.		
1	Review of environmentally sensitive areas OCP map schedule (D2) as a stand alone mapping project or addition to the community profile; and 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
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.		07-Jun-2013
1	Inventory and assessment of beach access and other unopened road allowances		12-Jul-2013
1	Information and education with respect to the marine environment and shoreline protection		07-Feb-2014
1	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.		
1	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.		
1	Conduct a consultative process for the Ford Cove area		

Islands Trust

Projects

Hornby Island

No.	Description	Activity	R/Initiated
1	Support collaborative planning process for Public Use area.		27-Mar-2015
1	Coastal Douglas Fir and associated ecosystem conservation		12-Feb-2016
1	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
3	GHG Emissions Reduction	Facilitate community communications regarding greenhouse gas emissions in collaboration with community organizations.	03-Feb-2012
3	Review of vacation home rental regulations by 2017		13-Sep-2013

Hornby Island Local Trust Committee

2014-2018 TERM GOAL SETTING SESSION

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.

SUMMARY NOTES FROM FEBRUARY 27, 2015 SESSION

Trustee Responses to "Wish List" Brainstorm

- Improve relationships with First Nation
- Engage with K'omoks First Nation
- Strengthen and maintain relationship with K'omoks First Nation
- Encourage more community engagement with LTC issues
- Improve 2-way communications with community
- Identify communication avenues to engage our community in LTC (IT)
- Engage the community in Trust work and issues
- Provide information to community on shoreline & marine protection issues
- Provide information to community on "building & development" issues and processes
- Provide information to community on OCP & LUB & especially on targeted topcis in revie3w: housing & economic opportunities
- Address discrepancy between "legal" density and multiplicity of "non legal" dwellings providing necessary housing

- 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)

<u>"What Else" List:</u>

- Address home occupation use on non-resident lot

<u>Draft Long-Range LTC Goals for the 2014-2018 Term</u>

- 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

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; Planning; 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 (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; Consultation; Planning; Regulatory changes?	Begin with scoping out possible approaches? 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; Planning; Regulatory changes?	Re-prioritize in response to expressions of community interest?
10.	Conduct a consultative process for the Ford Cove area	Consultation; Planning; 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 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; 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; Mapping; Amend OCP? Communications	

Tony Law – 21 September 2015

Applications

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2016.3	Dixon Lake Properties Ltd. **Planner:** Lisa Webster-Gibson	01-Feb-2016	PID: 001-034-367 Proposed dance studio/flex space for offspring

Planning Status

Status Date:

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2016.4	Grass Roots Land Corporation/Deer Leap Farms Ltd. **Planner:** Lisa Webster-Gibson	09-Feb-2016	PID: 023-812-753 Building seasonal residence with view to using it as full time residence in the future.

Planning Status

Status Date:

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2013.1	Zaharko Land Surveying Inc. **Planner:** Marnie Eggen	13-Jun-2013	4115 Roburn Road, Hornby Island 2 lot subdivision, Section 946 Local Government Act

Planning Status

Status Date: 08-Jan-2016
Staff reviewing draft covenant.

Status Date: 31-Aug-2015
HO-DVP-2013.2 issued.

Status Date: 29-Jun-2015
PLA issued by MOTi

Islands Trust

Applications

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2014.1	Mason, Peter	02-Jul-2014	To create 2 parcels under sec. 946

Planner: Teresa Rittemann

Planning Status

Status Date: 16-Mar-2016

No change in status

Status Date: 03-Feb-2015

File remains on Hold. No change in status.

Status Date: 15-Oct-2014

MOTI issued a PLNA on Oct. 15, 2014. If applicant has not resolved issues within a year, MOTI will close file. Follow up with MOTI after one year for next steps.

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2016.1	BLANCHARD, EVELYN	23-Feb-2016	PID: 000-000-604 Creating two lots from one

Planner: Lisa Webster-Gibson

Planning Status

Status Date:

Islands Trust

LTC EXP SUMMARY REPORT F2016

Invoices posted to Month ending February 2016

635 Hornby	Invoices posted to Month ending February 2016	Budget	Spent	Balance
65000-635	LTC "Trustee Expenses"	750.00	491.86	258.14
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,500.00	2,511.83	-11.83
65210-635	LTC - Local Exp - APC Meeting Expenses	750.00	157.54	592.46
65220-635	LTC - Local Exp - Communications	300.00	607.55	-307.55
65230-635	LTC - Local Exp - Special Projects	750.00	1,087.02	-337.02
TOTAL LTC Local Expense		4,300.00	4,363.94	-63.94
Projects				
73001-635-3009	Hornby RAR	2,500.00	859.41	1,640.59
TOTAL Project Expenses		2,500.00	859.41	1,640.59

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	**It was MOVED and SECONDED,** 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; 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 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.
2.	September 19, 2014	HO-IC-2014-001	Amend Expiration date of Resolution No. HO-043-2013	**During Rise and Report in the regular business meeting Chair Graham reported the following resolution:** **HO-IC-2014-001** **It was MOVED and SECONDED,** that the Hornby Island Local Trust Committee amend the expiration date of Resolution No. HO-043-2013 to September 30, 2015.
3.	October 2, 2015	HO-IC-2015-003	Amend Expiration date of Amending Resolution No. HO-IC-2014.001	**During Rise and Report in the regular business meeting Chair Busheikin reported the following amendment to resolution HO-IC-2014.001:** **HO-IC-2015-003** **It was MOVED and SECONDED,** that the Hornby Island Local Trust Committee amend the expiration date of Resolution HO-IC-2014-001 to March 31, 2016.
4.	February 12, 2016	HO-2016-010	Amend Expiration date of Amending Resolution No. HO-IC-2014.001	**HO-2016-0010** **It was MOVED and SECONDED,** **that the Hornby Island Local Trust Committee amend the expiration date of Resolution HO-IC-2014.001 to September 30, 2016.**

Trust Fund Board Report
to Local Trust Committees and
Bowen Island Municipality
March 2016

Denman Island

- **Settlement Lands**
  The Trust Fund Board has agreed to share costs with the Denman Conservancy Association with respect to developing a covenant and management plan for the "Settlement Lands". The Board has policy that allows for cost sharing with covenant applicants where there is financial need. The Board recognizes the complexity of the issues involved on this particular property and acknowledges the exceptional contributions that the DCA have made to the acquisition and management of protected areas on Denman.

- **Cross-Island Trail**
  Islands Trust Fund staff participated in an on-site meeting to look at options for where the cross-island trail will be located in the vicinity of the Lindsay-Dickson Nature Reserve. While the Board has agreed in principle to a possible route using an existing trail in the nature reserve, the Board is not in favour of using an undisturbed right of way adjacent to the nature reserve. ITF will continue to work with regional district planning staff and community representatives to identify the optimal trail location.

- **Denman Island Park and Protected Area**
  The Islands Trust Fund is seeking an arrangement with the Province to ensure on-going protection of an ecologically sensitive area of the Crown land adjacent to Inner Island Nature Reserve that has been incorporated into the Denman Island Park. The Province has rejected the option of a conservation covenant and has instead suggested a Partnership Agreement for monitoring the stream and beaver pond. ITF will be contacting BC Parks to discuss such an agreement.

- **Inner Island Nature Reserve**
  The Islands Trust Fund is participating in the investigation of a trespass involving cutting of nine large trees in the nature reserve and adjacent Provincial Park reported last month

- **Morrison Marsh**
  The Islands Trust Fund is talking with BC Parks about rerouting the trail connecting with Boyle Point Provincial Park to avoid trespass over private property.

Thetis Island

- **Fairyslipper Forest**
  The acquisition of this property and other land on Thetis Island continues to be a priority of the Islands Trust Fund, working closely with our partners Thetis Island Nature Conservancy and Cowichan Community Land Trust. ITF has submitted a comprehensive application to Environment Canada's Habitat Stewardship Program for Species at Risk. If successful, this along with the pledges and contributions generated by the dynamic fundraising program could enable

the completion of the first significant protected areas on Thetis Island. If this land is acquired the next step would be development of a Management Plan to ensure protection of the identified values and to address management objectives, such as signage and public access. The management planning process will be carried out in consultation with the community.

Salt Spring Island

- **Manzanita Ridge Nature Reserve**
  The Trust Fund Board approved the addition of an appendix which forms part of the management plan for the Manzanita Ridge Nature Reserve. The reserve is owned by the Salt Spring Island Conservancy. TFB co-holds a conservation covenant on the property with the Salt Spring Island Local Trust Committee. The new appendix clarifies public access issues. These issues do not relate to the terms of the covenant.

- **Property management activities**
  Work on Salt Spring Island properties has included placing covenant boundary marker posts (to better define the areas for monitoring and in case of violations), replacing the beach access stairs and topping danger trees at the Ruby Alton Nature Reserve. Activities to implement the McFadden Creek Nature Reserve Management Plan have begun.

Galiano Island

- **Galiano Island Conservancy – Opportunity Fund grant**
  The Trust Fund Board approved an Opportunity Fund grant of $2,000 to the Galiano Conservancy Association for costs associated with legal review of a sustainable forestry covenant on Galiano Island. This grant will support the development of covenants as a tool to balance resource management and conservation objectives.

- **Property management activities**
  Work has included invasive plant removal, native species plantings and a cormorant nesting survey at Trincomali Nature Sanctuary, trail maintenance at Vanilla Leaf Land Nature Reserve and invasive alien species control for Laughlin Lake Nature Reserve

Bowen Island

- **NAPTEP**
  The Islands Trust Fund is implementing an outreach plan to promote the Natural Area Protection Tax Exemption Program (NAPTEP) to property owners on Bowen Island. A briefing has been provided to Bowen Island Municipal Council on the communication program and addressing a concern about the distribution of any recapture charges. An information session was held on Bowen on March 2nd, and a webinar hosted March 8th.

- **Fairy Fen Nature Reserve**
  Trail rerouting work has taken place to avoid disturbance of a sensitive area.

Property Management Activities on other Islands

- **Lasqueti**
  A survey and trespass restoration work was carried out at the Mount Trematon Nature Reserve. Boxes are being installed for hooded mergansers at the John Osland Nature Reserve.

- **Penders**
  Interpretive panels are being developed for the kiosk installed at Medicine Beach Nature Sanctuary.
- **Gabriola**
  Trail and driveway maintenance and invasive plant removal are being carried out at the Elder Cedar Nature Reserve.
- **Mayne**
  The revision of the Horton Bayviary Nature Reserve Management Plan has been completed and approved by all parties of the conservation covenant.

Trust Fund Board Membership

Julie Glover, a provincially-appointed member of the Trust Fund Board since 2012, recently completed her second term. The second term of Dereck Atha, who has been a member since 2010, expires in June. The term of our other appointed member, Ron Bertrand, concludes in 2018.

The Trust Fund Board has up to three appointed members. Appointments are made by the Minister of Community Sport and Cultural Development. Interested individuals must apply to the Board Resourcing and Development Office (BRDO) online at http://www.brdo.gov.bc.ca/apply.asp. A vacancy is advertised for three weeks on the BRDO website. ITF will also post the vacancy on its own website, and has the option of running an ad in island newspapers. At the end of the advertising period, it is understood that the Trust Fund Board will be provided with a list of applicants and can provide its own recommendation to BRDO.

Species at Risk

The Islands Trust Fund has provided input to the Ministry of Forests, Lands and Natural Resource Operations on the development of implementation plans for Northern Goshawks and Marbled Murrelets. We also provided input to the Canadian Wildlife Service for the management plan process for Band-tailed Pigeon and Great Blue Heron.

Coastal Douglas-fir and Associated Ecosystems Conservation Partnership

The Trust Fund Board, as a partner agency of the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP), has agreed to submit a funding proposal to the Real Estate Foundation of BC and to hold funds on behalf of the CDFCP, and if the proposal is successful, to support its ongoing work to protect ecosystems. We are pleased to be in a position to offer this service.

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