



Hornby Island Local Trust Committee

Regular Meeting Agenda

Date: March 31, 2017
Time: 10:30 am
Location: Room to Grow
2100 Sollans Road, Hornby Island, BC

	Pages
1. CALL TO ORDER	10:30 AM - 10:30 AM
<i>"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</i>	
2. TOWN HALL AND QUESTIONS	10:30 AM - 11:45 AM
3. APPROVAL OF AGENDA	11:45 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 January 27, 2017 for Adoption	4 - 14
6.2 Section 26 Resolutions-without-meeting Report dated March 20, 2017	15 - 15
6.3 Advisory Planning Commission Minutes - none	
7. BUSINESS ARISING FROM MINUTES	12:00 PM - 12:20 PM
7.1 Follow-up Action List dated March 22, 2017	16 - 18
7.2 Mount Geoffrey Draft Parks Plans - Memorandum	19 - 19
7.3 Provincial Private Moorage Policy Update January 2017 - Memorandum	20 - 24
8. DELEGATIONS	
9. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
10. BREAK	12:20 PM - 12:35 PM

11.	APPLICATIONS AND REFERRALS	12:35 PM - 12:55 PM	
11.1	HO-OTH-2016.1 TELUS Antenna Siting Proposal - verbal update		
11.2	HO-SUB-2017.1 Hoerburger - Fowler Road Closure Referral - Staff Report		25 - 33
12.	LOCAL TRUST COMMITTEE PROJECTS	12:55 PM - 1:25 PM	
12.1	Relationship Building with K'omoks First Nation - verbal update		
12.2	Vacation Home Rentals Policy Review - verbal update		
13.	REPORTS	1:25 PM - 2:00 PM	
13.1	Work Program		
13.1.1	<u>Top Priorities Report dated March 22, 2017</u>		34 - 34
13.1.2	<u>Projects List Report dated March 22, 2017</u>		35 - 36
13.1.3	<u>Hornby LTC 2014-2018 Term Goal Setting Session</u>		37 - 39
13.1.4	<u>Work Program - Suggestions for Discussion</u>		40 - 41
13.2	Applications Report dated March 22, 2017		42 - 42
13.3	Trustee and Local Expense Report dated January, 2017		43 - 43
13.4	Adopted Policies and Standing Resolutions		44 - 44
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 - February, 2017		45 - 46
14.	NEW BUSINESS	2:00 PM - 2:30 PM	
14.1	Comox Valley Regional District Regional Growth Strategy Referral - Memorandum		47 - 47
14.2	Shoreline Protection Material - Memorandum		48 - 48
14.3	Herring Fishery - discussion		
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for May 5, 2017 at 11:30 am at New Horizons, 1765 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)(a) Advisory Planning Commission Appointments and (d) adoption of In Camera Minutes dated December 2, 2016 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: January 27, 2017

Location: New Horizons
1765 Sollans Road, Hornby Island, BC

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

Staff Present Aleksandra Brzozowski, Island Planner
Marnie Eggen, Island Planner
Rob Milne, Island Planner
Miles Drew, Bylaw Enforcement Manager
Vicky Bockman, Recorder

Others Present: Approximately twenty (20) members of the public – am
Approximately ten (10) members of the public - pm

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:33 am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations. She welcomed the public and introduced Trustees, staff and the recorder.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. TOWN HALL AND QUESTIONS

Comments regarding the Sea Breeze Liquor License application included the following:

- Concern was expressed regarding noise in the neighbourhood from Sea Breeze events and support for the recommendations in the resolution passed at the last meeting;
- Support of the application and acknowledgement of the economic benefit that the Sea Breeze provides; and
- Support for the license change noting that weddings provide important economic benefits including employment.

Comments regarding the proposed TELUS antenna included the following:

- Hornby Island is valued for its natural experience and as a wireless refuge;
- Discouragement of more cell communication;
- Antenna may provide more than local service coverage which does not concur with the Official Community Plan (OCP);
- Opposition based on health concerns, dangers from possible tower fire or collapse;

- Proposed site is in close proximity to the Elder Housing property;
- The location of the proposed antenna tower is not a compatible land use with the nearby Beulah Creek regeneration area;
- Concern regarding that it might be a dangerous temptation to youth in the area to climb the tower;
- Concern that further technology will be added to the tower in the future without consultation;
- Lack of ability for individuals to decline coverage if it is installed;
- Potential reduction in property values;
- Those working in the Co-op and Gas Bar have not been notified of the proposal; and
- Suggestion that a separate meeting be advertised and held to facilitate the ability for everyone to share their feelings on this matter.

4. COMMUNITY INFORMATION MEETING – none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated December 2, 2016 for Adoption

By general consent the Local Trust Committee meeting minutes of December 2, 2016 were adopted.

By general consent the meeting was recessed at 12:38 pm and reconvened at 12:44 pm.

By general consent agenda item 7.1 was moved to follow item 6.1.

7. APPLICATIONS AND REFERRALS

7.1 HO-LCB-2016.1 Sea Breeze Lodge - Staff Report

Planner Eggen presented the Staff Report that requests that the Local Trust Committee (LTC) reconsider the Sea Breeze liquor licence change application in order to provide an opportunity for the proponent to comment and to review additional information that has been received from the applicant and comments from the public since the application was presented at the December LTC meeting. She reported that since the last submission, a total of 39 comments were received from the public with 33 supportive and six unsupportive, citing noise and negative impacts.

Chair Busheikin invited the proponent to speak regarding the application.

Steven Bishop commented and the following key points were noted:

- He acknowledged the supportive comments from members of the public that have been received since the re-advertisement of the opportunity to comment.
- He observed that this application is being requested to conform to the regulations and noted the economic benefits that weddings provide the community.

- He indicated his willingness to work with neighbours to reduce noise and other possible negative impacts and noted that closing will be at midnight versus 1:00 am, he has requested the placement of a speed sign on Ostby Road, designated drivers are employed to reduce traffic and guests are asked to respect neighbours.
- He addressed concerns regarding the occupancy load by noting that there is no plan to increase seating capacity which is significantly lower than the maximum allowed.
- He did note that dancing on the outside deck would be an important consideration for the wedding business.

Trustees considered the additional information provided and observed that the earlier closing time and willingness to work with neighbours would be elements to help mitigate neighbours' concerns.

HO-2017-001

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee reconsider motion HO-2016-051.

CARRIED

HO-2017-002

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to inform the Liquor Control and Licensing Branch that it has considered application HO-LCB 2016.1 (Sea Breeze Lodge) for a "food-primary entertainment endorsement" to allow patron participation entertainment and recommends that the endorsement only be issued if the following conditions are met:

1. The licence is amended to specify that entertainment only take place within the restaurant building and not outdoors such as on patios;
2. Entertainment and the serving of liquor ends no later than 12:00 am and preferably at 11:00 pm on days of the week other than Saturday (to reduce the potential for after-midnight disturbance in the neighbourhood on consecutive nights);
3. The Liquor Control and Licensing Branch is satisfied that entertainment will only take place in association with, and secondary to, the serving of food in accordance with the requirements of a food-primary licence and the zoning of the restaurant building for restaurant use only; and
4. The Liquor Control and Licensing Branch is satisfied that the applicant has taken reasonable measures to prevent disturbances, including those emanating from patrons on or leaving the premises, as reported by residents under the existing license;

And provides the following comments:

- A. Noise from existing activities is already a concern in the neighbourhood. The proposed endorsement could generate more noise in that music provided for dancing tends to be louder than music provided for listening. Dancing can also generate more high-spirited behaviour with resulting increase in noise.
- B. Weddings taking place at Sea Breeze provide valued economic benefits for the community. However, these events need to be managed well to maintain the rural character of that part of the island.

- C. If an endorsement enables patron participant entertainment, i.e., dancing, it would be desirable to have continuing monitoring to ensure that dancing remains secondary to food service.

During discussion Trustees acknowledged that new information has been received subsequent to the December 2, 2016 meeting that warrants reconsideration of the resolution.

DEFEATED

By general consent the meeting was recessed at 1:10 pm and reconvened at 1:18 pm.

Trustees considered possible responses to the Liquor Control and Licensing Branch.

HO-2017-003

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to inform the Liquor Control and Licensing Branch that it has considered application HO-LCB 2016 (Sea Breeze Lodge) for a “food-primary entertainment endorsement” to allow patron participation and recommends that the endorsement be issued; and provides the following comments:

1. A number of neighbourhood residents have expressed concerns about late night noise. This will be significantly addressed by events ending at midnight rather than 1:00 am. They could be further addressed by Sea Breeze hosting a meeting with neighbours to identify measures to further reduce noise impact.
2. Community impacts include the considerable positive benefits resulting from events hosted at Sea Breeze including employment, provision of goods and services and accommodation, and participants patronizing local businesses.

In speaking to the motion, Trustee Law indicated that it was unfortunate that all the information had not been available previously; however, he now feels comfortable making this decision based on new information that has been provided.

CARRIED

By general consent agenda item 9 was moved to follow item 7.1.

9. DELEGATIONS

9.1 Grant Scott, Conservancy Hornby Island

Grant Scott, on behalf of Conservancy Hornby Island, gave a presentation to illustrate the importance of the marine environment around Hornby Island and to draw attention to its limited protection. He indicated that the goal of this project is to collect information, provide education on the issues and reach out to other organizations with a goal of developing a Hornby Island Marine Use Plan. He suggested that

meetings on this topic, including with First Nations and Islands Trust, might assist in encouraging government bodies to assist with the process.

Trustees suggested that Conservancy Hornby Island might come to an LTC meeting to request that advocacy efforts for specific issues be placed on the work program and indicated that the Association of Vancouver Island and Coastal Communities might be of some assistance in this venture.

By general consent agenda item 7.2 was moved to follow item 9.1.

7.2 HO-OTH-2016.1 TELUS Antenna Siting Proposal - Staff Report

Planner Brzozowski presented the Staff Report outlining the draft consultation work plan and draft notification package for the microwave antenna tower proposal from TELUS. She provided information on process and options.

Trustees considered opportunities to enhance public information on this proposal, options for presenting consideration of alternative tower locations to the proponent, and discussed how comments regarding health concerns can be relayed to proper authorities in the process.

HO-2017-004

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee endorse the consultation work plan for the HO-OTH-2016.1 (TELUS) antenna tower proposal subject to the following conditions:

1. A pre-meeting between TELUS representatives and Local Trust Committee;
2. A public community meeting being held as part of the consultation process;
3. That public notices be posted in both the Grapevine and Hornby Tribune;
4. That TELUS address Official Community Plan policies 5.5.3, 5.5.4, and 5.5.5; and
5. That TELUS provide full information to the public about the purposes, projected uses and potential future uses of the proposed tower.

CARRIED

6.2 Section 26 Resolutions-without-meeting Report dated January 18, 2017

Received.

6.3 Advisory Planning Commission Minutes - none

8. BUSINESS ARISING FROM MINUTES

8.1 Follow-up Action List dated January 18, 2017

Planner Brzozowski presented the List and provided an update on the K'omoks Relationship Building initiative. She reported that the Islands Trust Senior

Intergovernmental Policy Advisor has arranged a meeting on this activity and will report to the LTC on the outcome of that meeting and next steps that might be pursued.

By general consent agenda item 12.1 was moved to follow item 8.1.

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Community Housing Amendments - Island Secure Land Association (ISLA) Community Housing Project

12.1.1 Staff Report

Planner Milne presented the Staff Report and outlined Bylaw No. 154 amending the Land Use Bylaw (LUB) in response to the change in the community housing ownership model proposed by ISLA. He recommended a community Open House hosted by ISLA and attended by one Trustee be conducted rather than a Community Information Meeting as these changes do not affect the location, purpose, potential density or use of the lands, and the community is aware of the circumstance and is supportive.

Trustees considered the definition of community housing and discussed possible changes to increase the understanding of affordable housing for clarity.

HO-2017-005

It was MOVED and SECONDED,

that draft Bylaw No. 154 cited as Hornby Island Land Use Bylaw, 2014, Amendment No. 2, 2016 be amended by adding the following words in the Definition of Community Housing after the words housing agreement: "for affordable and special needs housing".

CARRIED

HO-2017-006

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee has reviewed the Directives Only Policy Checklist and confirmed by resolution that Bylaw No. 154 cited as Hornby Island Land Use Bylaw, 2014, Amendment No. 2, 2016, as amended, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

HO-2017-007

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 154 cited as Hornby Island Land Use Bylaw, 2014, Amendment No. 2, 2016, as amended, be read a first time.

CARRIED

HO-2017-008

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request the applicant to schedule an Open House meeting regarding Bylaw No. 154 cited as Hornby Island Land Use Bylaw, 2014, Amendment No. 2, 2016.

CARRIED

8.2 Standing Resolution regarding Bylaw Enforcement - Follow Up - Staff Report

Trustee Law declared a potential conflict of interest due to an interest in a property being discussed and left the meeting at 3:14 pm.

Bylaw Enforcement Manager Drew presented the Staff Report which recommends rescinding a Standing Resolution and removing “Home Occupation Review” from the Projects List as the need no longer exists, adopting a new Standing Resolution regarding unlawful dwellings, and that consideration be given to initiating a review of the related issue of housing density regulations.

Trustee Allen and Chair Busheikin discussed the recommendations and suggested that the issue of a housing density review might be considered when reviewing the Top Priorities list.

HO-2017-009

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee rescind Standing Resolution HO-043-2013.

CARRIED

HO-2017-010

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee remove “Home occupation review” from the Projects List.

CARRIED

HO-2017-011

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee adopt the following Standing Resolution:

1. That whereas the Hornby Island Local Trust Committee intends to facilitate a community process to review residential density to address community housing needs, which may result in amendments to the Official Community Plan and Land Use Bylaw, it is resolved that related enforcement actions against properties identified as:
 - a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road);
 - b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and
 - c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St. Johns Point Road)shall be held in abeyance;
2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Hornby Island Land Use Bylaw No. 150 and the Hornby Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice; and
3. That unless the Hornby Island Local Trust Committee extends the effective period, this enforcement policy expires on October 31, 2018 or when the residential density review project is complete, whichever is the sooner.

CARRIED

Trustee Law returned to the meeting at 3:21 pm.

10. CORRESPONDENCE - none

11. BREAK - none

12.2 Vacation Home Rentals Policy Review - Draft Project Charter

12.2.1 Staff Report

Planner Brzozowski outlined the Staff Report that presents the draft Project Charter for the Vacation Home Rental Review project and presents suggested next steps for recruiting up to three additional Advisory Planning Commission (APC) members.

Trustees reviewed the draft Project Charter and considered possible options for APC recruitment approaches. They discussed the value of placing the Project Charter on the Hornby Island webpage to enable any community members potentially interested in joining the APC to view the scope of this project.

HO-2017-012

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee endorse the draft Project Charter for the Vacation Home Rental Review project.

CARRIED

HO-2017-013

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee pursue targeted recruitment for up to three additional members for the Advisory Planning Commission in support of the Vacation Home Rental Review project.

CARRIED

12.3 Relationship Building with K'omoks First Nation - verbal update

An update on this initiative was discussed at agenda item 8.1.

13. REPORTS

13.1 Work Program

13.1.1 Top Priorities Report dated January 18, 2017

Trustees reviewed the Top Priorities and discussed the option of placing a fourth item on the list to address a Housing Density Review. They noted that one Top Priority item is nearing completion and suggested that at its completion, consideration might be given to moving the Housing Density Review from the Projects List to the Top Priority List.

13.1.2 Projects List Report dated January 18, 2017

Received.

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 January 18, 2017

Received.

13.3 Trustee and Local Expense Report dated November, 2016

Received.

13.4 Adopted Policies and Standing Resolutions

Received.

13.5 Local Trust Committee Webpage

Trustees requested that the Vacation Home Rental Review Project Charter be placed on the webpage.

13.6 Chair's Report

Chair Busheikin reported on the following:

- Executive Committee work in progress includes preparations for the next Trust Council Meeting sessions that will be held on Gabriola Island;
- There is no new information available yet on the Salt Spring Island referendum;
- An update on Trust Area Services staffing was provided; and
- She is participating in an on-line course through UBC regarding Reconciliation and First Nations issues.

13.7 Trustee Reports

Trustee Law reported on the following:

- Attendance at an operations meeting with BC Ferries and the possibility of some schedule improvement on Route 22;
- Attendance at a Hornby Island Residents and Ratepayers Association committee meeting on housing that is considering ways to facilitate rental housing; and,
- Working in a non-trustee role to assist in organizing a workshop on understanding First Nations reconciliation issues.

Trustee Allen reported that he attended Trust Council in December.

13.8 Electoral Area Director's Report - none

13.9 Trust Fund Board Report - none

14. NEW BUSINESS

14.1 Shoreline Protection Material - Memorandum

Planner Brzozowski reported that a shoreline protection information guide "Your Marine Waterfront Guide: a guide to protecting your property while promoting healthy shorelines" is available, advised of the cost, and solicited input on the LTC's interest in arranging for hard copies.

HO-2017-014

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request five hard copies of the 48-page guide entitled "Your Marine Waterfront Guide: a guide to protecting your property while promoting healthy shorelines".

CARRIED

14.2 Information for New Home Buyers – discussion

Trustee Law advised that he has reviewed the draft letter with information developed for distribution to new residents and property owners with the Islands Trust Communications Specialist and the Senior Intergovernmental Policy Advisor and sought input on options for next steps.

HO-2017-015

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to prepare documents to be inserted into copies of "A Place in the Islands" to be distributed to new home buyers on Hornby Island.

CARRIED

14.3 Provincial Private Moorage Policy Update January 2017 - Memorandum

This item was deferred to the next meeting agenda.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for March 31, 2017 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 3:55 pm.

Laura Busheikin, Chair

Certified Correct:

Vicky Bockman, Recorder



Islands Trust

Hornby Island

Print Date: March 20, 2017

Resolutions Without Meeting

Resolution #	Action	Resolution Description	Resolution Date
2017-03	In Favour	"That the Hornby Island Local Trust Committee March 31, 2017 meeting be rescheduled to commence at 10:30 am".	10-Mar-2017

Follow Up Action Report

Hornby Island

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

14-Oct-2016

Activity	Responsibility	Target Date	Status
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. Update: to begin after March 31, 2017 to allow for targeted recruitment for APC, as per resolution HO-2017-013 .	Marnie Eggen Penny Hawley		On Going

02-Dec-2016

Activity	Responsibility	Target Date	Status
HO-LCB-2016.1 (Sea Breeze Lodge): LTC requested staff to inform LCLB that it has considered the application and that recommends food-primary entertainment endorsement be issued if conditions are met. Update: Application was re-considered at Jan 27, 2017 LTC meeting and the LCB was informed of the revised decision.	Marnie Eggen		Done
Komoks Relationship Building: Staff be requested to develop an Event Plan with respect to Hornby and Denman LTCs working together for an initial Komoks community and First Nation long-term, sustainable relationship building event. Staff to also discuss environmental mapping (ecosystems, eel grass, forage fish) KFN staff as a step in relationship-building.	Marnie Eggen		On Going

Follow Up Action Report

27-Jan-2017

Activity	Responsibility	Target Date	Status
Telecommunications Tower Proposal from TELUS Staff to inform the proponent of the following comments/conditions on their consultation work plan: ·Meeting between TELUS representatives and Local Trustees; ·A public community meeting being held as part of the consultation process; ·That public notices be posted in both the Grapevine and Hornby Tribune; ·That TELUS address Official Community Plan policies 5.5.3, 5.5.4, and 5.5.5; ·That TELUS provide full information to the public about the purposes, projected uses and potential future uses of the proposed tower.	Aleksandra Brzozowski	31-Mar-2017	Done
Staff to request the applicant to schedule an Open House meeting regarding Bylaw No. 154 cited as Hornby Island Land Use Bylaw, 2014, Amendment No. 2, 2016.	Rob Milne	31-Mar-2017	Done
Rescind Standing Resolution HO-043-2013.	Becky McErlean	31-Mar-2017	Done
Remove Home occupation review from the Projects List.	Aleksandra Brzozowski	28-Feb-2017	Done

Follow Up Action Report

Adopt the following Standing Resolution:

1. That whereas the Hornby Island Local Trust Committee intends to facilitate a community process to review residential density to address community housing needs, which may result in amendments to the Official Community Plan and Land Use Bylaw, it is resolved that related enforcement actions against properties identified as:

a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road);

b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and

c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St.Johns Point Road) shall be held in abeyance;

2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Hornby Island Land Use Bylaw No. 150 and the Hornby Island Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice; and

3. That unless the Hornby Island Local Trust Committee extends the effective period, this enforcement policy expires on October 31, 2018 or when the residential density review project is complete, whichever is the sooner.

Becky McErlean

28-Feb-2017

Done

Order five hard copies of the 48-page guide entitled Your Marine Waterfront Guide.

Aleksandra Brzozowski

31-Mar-2017

Done

Staff to prepare documents to be inserted into copies of A Place in the Islands to be distributed to new home buyers on Hornby Island.

Aleksandra Brzozowski
Wil Cottingham

31-Mar-2017

Done

The agenda item regarding the Provincial Private Moorage Policy Update is postponed to the next meeting agenda.

Becky McErlean
Marnie Eggen

31-Mar-2017

Done



File No.:

DATE OF MEETING: March 31, 2017

TO: Hornby Island Local Trust Committee

FROM: Marnie Eggen, Island Planner
Northern Team

SUBJECT: BC Parks – Mount Geoffrey Escarpment Park Draft Management Plan &
CVRD - Mount Geoffrey Nature Park and Crown Land Trails Draft Master Plan

PURPOSE

BC Parks and the Comox Valley Regional District (CVRD) have worked together to prepare draft plans for the provincial and regional parks that protect Mount Geoffrey on Hornby Island and are seeking comments from the Hornby Island Local Trust Committee (LTC). The deadline for submission of agency comments is March 22, 2017; however, staff have confirmed with BC Parks and the CVRD that a submission from the Hornby Island LTC can be received after the March 31, 2017 LTC meeting.

The LTC is requested to visit the websites links below for the draft plans and background information:

- BC Parks – Mount Geoffrey Escarpment Park Draft Management Plan:
www.env.gov.bc.ca/bcparks/planning/mgmtplns/mt-geoffrey-esc/mt-geoffrey-escarpment-mp.html
- CVRD - Mount Geoffrey Nature Park and Crown Land Trails Draft Master Plan:
www.comoxvalleyrd.ca/EN/main/community/parks-trails/current-projects/mount-geoffrey-park-plan.html

BACKGROUND

BC Parks is developing a new management plan while the CVRD is updating its 1998 park master plan for Mount Geoffrey Regional Nature Park. BC Parks and the CVRD have also sought input on the Crown land trails east of the park, which are managed by the CVRD in cooperation with the Regional Parks Committee of the Hornby Islands Residents and Ratepayers Association.

These plans aim to describe the vision for these lands and provide park managers with guidance to protect the ecological, cultural and recreational values of Mount Geoffrey into the future. The draft plans are the result of extensive public consultation and review by the Mount Geoffrey Planning Committee and both CVRD and BC Parks staff over several years.

NEXT STEPS

Subsequent to the LTC meeting, staff will provide comments from the LTC to BC Parks and CVRD.

Submitted By:	Marnie Eggen, MCIP, RPP Island Planner	March 8, 2017
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	March 8, 2017



DATE: January 24, 2017
TO: Local Trust Committees (Northern Region)
FROM: Ann Kjerulf, MCIP, RPP
Northern Team
SUBJECT: Provincial Private Moorage Policy Update

PURPOSE

The Ministry of Forests, Lands and Natural Resource Operations (FLNRO) has recently amended its private moorage policy to no longer require applications for private moorage (i.e. docks) in certain locations and under certain conditions. These are now authorized as 'General Permissions'.

However, applications will continue to be required in 'Application-Only Areas' (see attached West Coast and South Coast Region Private Moorage Application-Only Area maps). In 'Application-Only Areas', all proposed new private docks, regardless of size, will continue to be subject to review and decision under the *Land Act*, and all proponents of new private docks will be required to submit an application to FrontCounter BC. However, tenure replacements for existing docks within 'Application-Only Areas', which meet the terms and conditions of a General Permission, will fall under the new General Permission policy and as such will not require an application and statutory decision.

Denman, Hornby, and Lasqueti Islands and the North Pender Associated Islands south of Piers and Moresby Islands, are excluded from the 'Application-Only Areas' and private moorage is permitted under the General Permission policy (with no application to FLNRO or referral to Islands Trust). Correspondence from FLNRO indicates their staff will be carrying out of a review of the 'Application-Only' areas with the intention of applying the General Permission provision to a larger area over the coming months.

Please note the changes to the Private Moorage policy do not affect local government zoning or bylaws. Local zoning bylaw requirements must be met regardless of location. Prospective dock owners must continue to ensure compliance with local zoning bylaws.

The Private Moorage Policy and supporting documents are available on the Province of BC website:
<http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crownland-uses/residential-uses/private-moorage>.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 24, 2017
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ATTACHMENTS

1. Letter from FLNRO to UBCM (January 17, 2017)
2. South Coast Region Private Moorage Application-Only Areas Map
3. West Coast Region Private Moorage Application-Only Areas Map



Date: January 17, 2017

Gary MacIsaac, Executive Director
Union of British Columbia Municipalities
525 Government Street
Victoria, BC V8V 0A8
(Sent by e-mail)

Re: Notice of amendments to the Private Moorage Program

To local government members:

The purpose of this letter is to advise you of recent changes to the Provincial Private Moorage Land Use policy that provides direction on the authorization of residential docks.

The Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) has made changes to the private moorage program that will reduce red-tape and streamline administration, while maintaining public safety and environmental standards.

Effective January 17, 2017 more residential docks will be eligible to be authorized under a “General Permission” rather than an application-driven Crown land tenure. The General Permission will grant authority for a residential dock, subject to a dock owner complying with a set of specific conditions. These conditions have been established to avoid environmental impacts and interference with the public and other stakeholders, as well as to provide a high level of certainty that the dock will satisfy provincial and federal legislation. Some of the key requirements include:

- the dock owner must be the owner or lessee of the property fronting the foreshore where the dock is sited;
- the dock is not located in an area designated as being environmentally sensitive, or overlapping with other authorizations or Crown land reserves;
- the dock is not in a designated “application-only area” (i.e. where special circumstances dictate that all private moorage proposals require submission of an application);
- the dock is built to a specified standard and within set size limits; and
- the dock is constructed and placed to not unduly impede public access and to avoid impacts to neighbouring property owners.

**Ministry of Forests,
Lands and Natural
Resource Operations**

Land Tenures Branch

Mailing Address:
PO Box 9352
Victoria BC V8W 9M1

Phone: 250 387-6730
Fax: 250 356-6791

Docks that do not satisfy the conditions of the General Permission will require an application for a tenure, which will be subject to the standard ministry application review process, currently in place.

The policy changes expand the applicability of the private moorage General Permission which was introduced in 2008 and previously only applied to certain types of freshwater docks. The new policy now provides for moderately-sized docks, and docks located in marine waters to be eligible for general permission, subject to meeting all required conditions.

The changes to the private moorage policy do not affect local government zoning or bylaws. Prospective dock owners must continue to adhere to all local government requirements.

The rules and regulations of the Water Sustainability Act, including compliance with “works in and about a stream (waterbody)”, and those of other agencies, such as Federal Fisheries and Oceans Canada, and Transport Canada – Navigable Waters program, will continue to apply to all docks whether covered under a General Permission or not.

For further details of the Private Moorage Policy, as well as, the full list of conditions and requirements of the General Permission, please refer to the following website:
<http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/residential-uses/private-moorage>

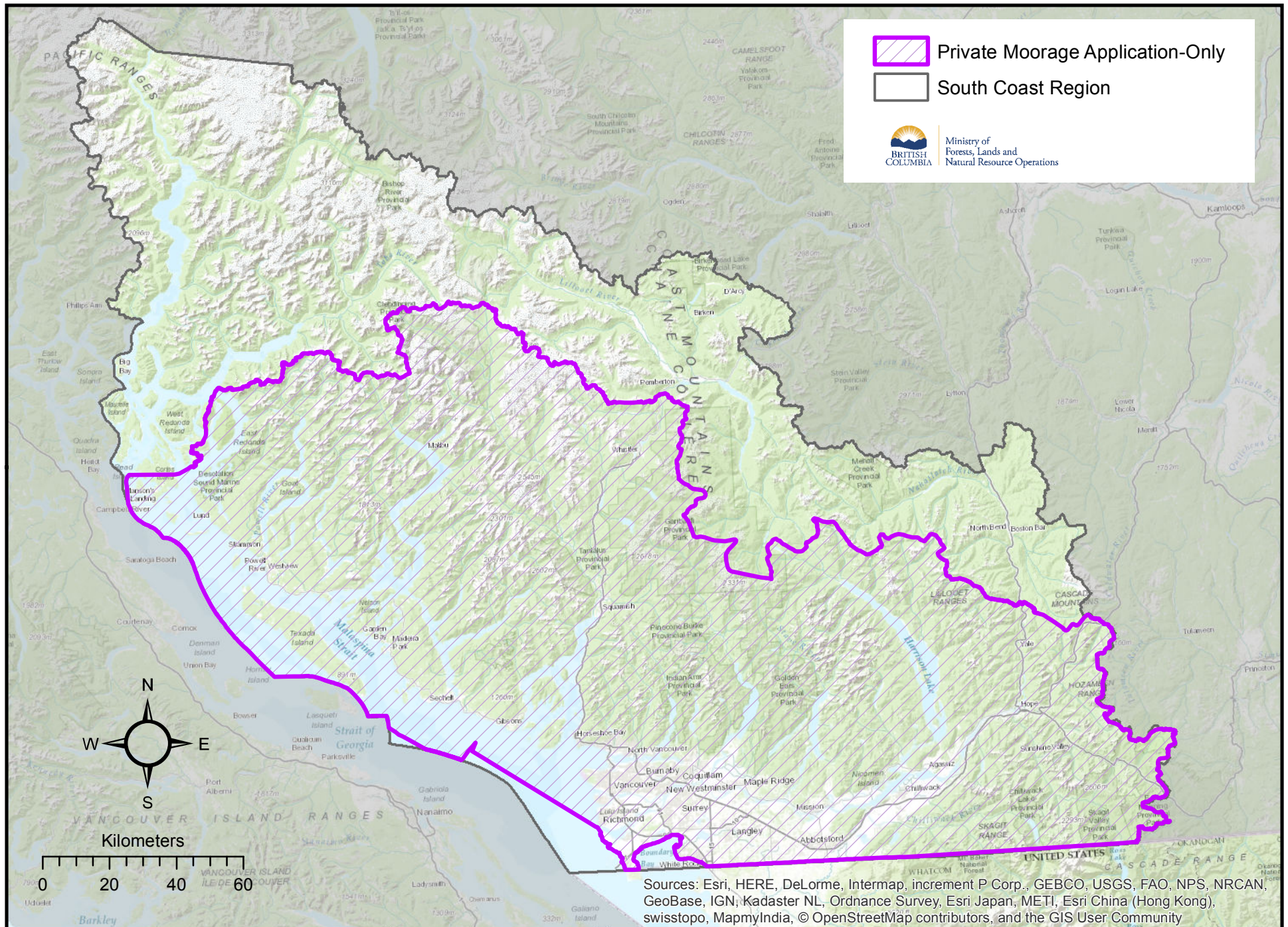
If you have questions or would like further information on how this may affect docks in your area please contact FrontCounter BC at: <http://www.frontcounterbc.gov.bc.ca/contact/>.

Sincerely,

Greg Kockx, Manager
Land Tenures Branch
Ministry of Forests, lands and Natural Resource Operations

E-mail: Greg.Kockx@gov.bc.ca

South Coast Private Moorage Application-Only Areas: January 2017



MFLNRO - West Coast Region

Private Moorage Application Only Area

Legend

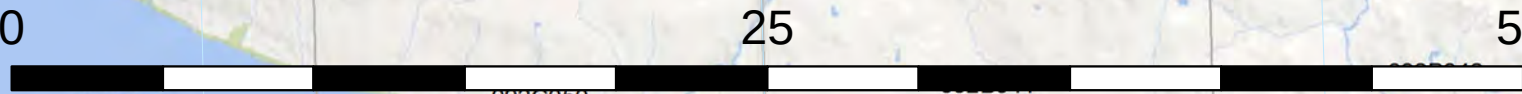
Private Moorage Application Only Area

MFLNRO - West Coast Region

Mapsheet Grid (1:20,000)

Private Moorage Application Only Area Description :

The natural boundary beginning at Englishman River Estuary (Parksville) and running south along the east coast of Vancouver Island to the Goldstream Estuary (Goldstream Park) and protruding up the left half of Sannich Inlet towards the middle of Satellite Channel including Piers Island and all the southern Gulf Islands.



Kilometers



File No.: HO-SUB-2017.1 (Hoerburger)

DATE OF MEETING: March 31, 2017
TO: Hornby Island Local Trust Committee
FROM: Linda Prowse, Planner 1
Northern Team
COPY: Marnie Eggen, Island Planner
SUBJECT: Subdivision (lot consolidation) and Road Closure Referral
Applicant: Hoerburger Land Surveyors
Location: 4555 – 4575 Fowler Road, Hornby Island

RECOMMENDATION

1. That the Hornby Island Local Trust Committee request staff to inform the Ministry of Transportation and Infrastructure that it does not support the closure of Fowler Road, as the proposal is inconsistent with the Hornby Island Official Community Plan.
2. That the Hornby Island Local Trust Committee request staff draft amendments to Hornby Island Fees Bylaw No. 32 to incorporate a processing fee for Ministry of Transportation and Infrastructure Road Closure Referrals.

REPORT SUMMARY

The Hornby Island Local Trust Committee (LTC) is asked to consider a referral from the Ministry of Transportation and Infrastructure (MOTI) of an application to partially close Fowler Road. If approved, the road closure would facilitate a further application to MOTI for a subdivision to consolidate three existing parcels and the closed road portion into two new lots. Staff has determined that the closure of Fowler Road would be inconsistent with the Hornby Island Official Community Plan (OCP).

BACKGROUND

The subject properties (4555 and 4575 Fowler Road) and proposed road closure area are shown in Figure 1. The Fowler Road/Ostby Road intersection (2012 Google image) is shown below (east of the road closure area).

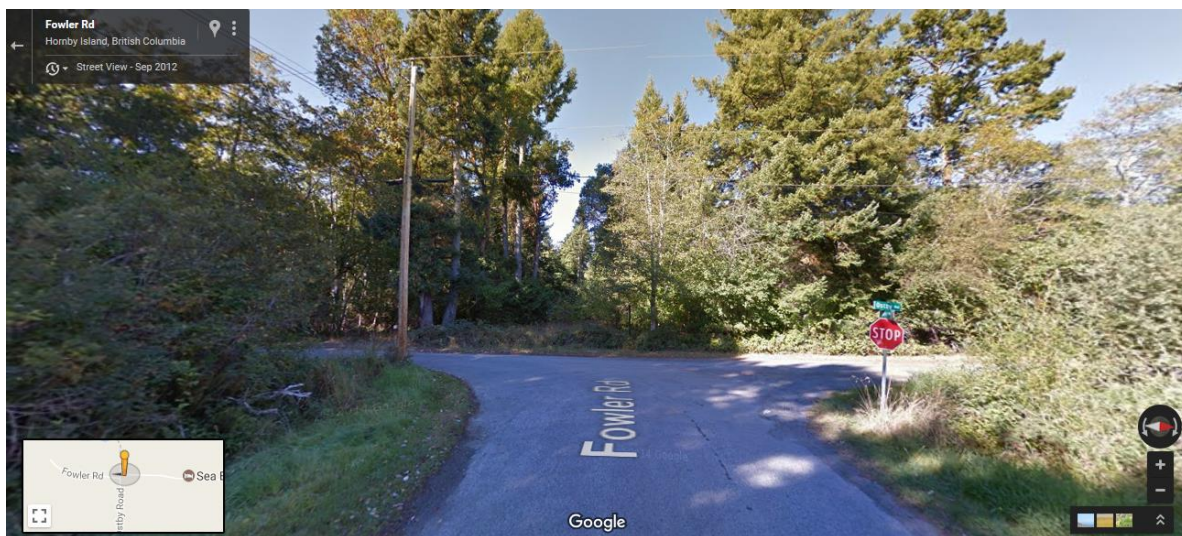
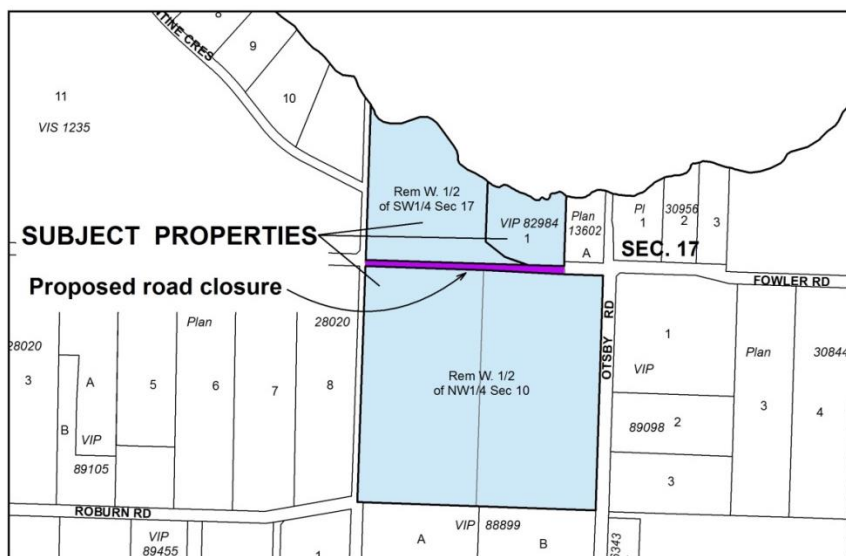


Figure 1: Location of subject properties and proposed road closure



Two existing lots (5.23 hectares and 1.5 hectares), are bordered by the sea to the north and the undeveloped Fowler Road right of way to the south. The third existing lot (15.38 hectares) is bordered by the undeveloped Fowler Road right of way to the north and two Large Lot (R2) lots to the south.

For information only, should the application to MOTI for the road closure be approved, the applicant intends to apply for a subdivision to consolidate the three existing lots into two new lots as shown in Figure 2.

Figure 2: Anticipated Future Subdivision (via lot consolidation) to Create Lots A and B



ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

The Islands Trust Policy Statement (ITPS) includes the following statements which are relevant to the application:

Agriculture – Directive Policy

4.1.7 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.

Agriculture – Recommendation

4.1.10 Trust Council encourages the Ministry of Transportation to ensure that, where a road must sever agricultural land to provide access to lands beyond, the road is built to the minimum standard necessary to service that land.

Transportation and Utilities - Recommendation

5.3.9 Trust Council encourages the Ministry of Transportation and local communities to work together through a public consultation process to evaluate and modify road construction and road system proposals to encompass the environmental, economic and social values of the community.

Hornby Island Official Community Plan:

The subject properties are located in the OCP Agricultural (AG) Land Use Designation. The OCP contains a number of applicable policies and objectives as noted in Attachment 1. Two key policies guiding consideration of this referral are 5.8.6 (c) and 5.8.6(k) as follows:

5.8.6 The Ministry of Transportation and Infrastructure and B.C. Hydro are requested to:

- c) retain unused road dedications as greenways and, where appropriate, as pedestrian and bicycle trails for access to beaches, Crown land, parks and other trails and roads;
- k) provide written referrals to the Local Trust Committee with respect to any proposed works on roads, right-of- ways, water accesses and unopened road allowances;

Islands Trust rarely receives referrals on proposed road closures. However, policy 5.8.6(k) requests that MOTI “provide written referrals to the Local Trust Committee”. Furthermore, the OCP contains a variety of policies respecting the significance of undeveloped public and forested areas, including undeveloped road rights-of-way, with respect to facilitating pedestrian movement throughout Hornby Island. While undeveloped, the proposed Fowler Road closure area extends between Ostby Road and Mary Road and represents a public linkage in the Hornby Island road and trail network.

The proposed road closure is contrary to Hornby Island OCP policies relating to retaining unused road right of ways in their natural state, and/or to be used as greenways, and trails for both pedestrians and bicycles or potential roads for vehicles. Park and protected area advocacy policies also encourage MOTI to help maintain undeveloped road access routes and keep them in their natural state. An additional park and protected area policy includes keeping suitable land that contributes to a community trail network that connects residential areas.

Notably, OCP agricultural objectives encourage large parcels to remain intact and to ensure that MOTI road development does not compromise agricultural land or forest areas, which appear to support the proposal. However, OCP policies must be considered collectively and when the other policies respecting undeveloped roads, parks and forested areas, and pedestrian connectivity are factored, staff are obligated to recommend that the road closure not be approved.

Hornby Island Land Use Bylaw No. 150, 2014

Three subject properties are zoned Agriculture 1 (A1) according to the Hornby Island Land Use Bylaw (LUB). The following LUB regulation is most pertinent to this road closure referral/lot consolidation.

- **6.8 Split or Hooked Lots**
(1) No additional lot which is divided into two or more portions by a highway or another lot may be created by subdivision.

Section 6.8(1) does not allow split lot subdivisions, therefore a subdivision to create two larger lots from the existing three lots and road closure area could not occur unless the road closure is first approved by MOTI. Section 6.8 of the LUB could also be varied by the LTC via a Development Variance Permit.

Agricultural Land Reserve:

The subject properties and proposed road closure area are located within the Agricultural Land Reserve.

Issues and Opportunities

Consistency with Guiding Policies

OCP agricultural policies do support retaining large parcels of land in support of agricultural productivity. This could be interpreted to mean that the consolidation of parcels to create larger parcels would also be supported. However, as previously stated, OCP policies must be considered collectively and staff have determined that, because of this, the proposal is contrary to the OCP.

Alternative Road Closure and New Road Dedication

As an alternate to formal road closure, Section 6.8(1) could be varied by the LTC through a Development Variance Permit, as noted. However, the applicant has informed staff that the property owners' main objective is to have the undeveloped road right of way closed. The owners feel that if the undeveloped Folwer Road right of way is developed, this would negatively impact their properties and lives. The applicant has suggested to staff that if the road closure is not approved by MOTI, he may submit a new application for a road closure which also proposed a new, undeveloped public road be dedicated at the south end of proposed Lots A and B, as shown in Figure 3.

Figure 3: Alternative Road Closure Application with New Public Road Dedication



This alternative proposal would likely be more consistent with the Hornby Island OCP. However, staff have not undertaken a detailed analysis as this is not the referral under consideration. Notwithstanding, the LTC may choose to offer comments to the applicant regarding this alternative in the event that the LTC follows the staff recommendation to not support the current road closure proposal.

Consideration of Undeveloped Rights-of-Way for Public Recreation or Conservation

Staff note that the LTC may, in the future, wish to engage MOTI and community members regarding the use of undeveloped road rights-of-way and potential recreational or conservation uses for these areas; this could be part of a comprehensive parks and trails planning exercise.

Referral Processing Fees

The Islands Trust does not require an application fee for the proposed road closure referral, but will require a subdivision application fee for the proposed lot consolidation. Staff note that considerable time and effort go into reviewing any referral and preparing a corresponding staff report for LTC consideration. Staff recommend that the Hornby Island Fees Bylaw No. 32 be updated to include a fee for processing MOTI Road Closure Referrals.

Consultation

As this is considered a minor referral from MOTI, staff do not believe that consultation beyond the LTC is deemed necessary. To note, MOTI subdivision referrals are routinely reviewed by staff, without consideration by the LTC, as they are deemed to be technical in nature and do not warrant political input. This referral is being brought to the attention of the LTC in accordance with the strict wording of OCP Policy 5.8.6(k). Members of the public due have an opportunity to comment either prior to or at the LTC meeting when this referral will be considered.

Rationale for Recommendation

Staff are recommending that the LTC not support the application for the closure of Fowler Road due to the proposal being contrary to the Hornby Island OCP. Staff are also recommending that the Hornby LTC consider amending the Fees Bylaw in order to incorporate a fee for reviewing road closure referrals, particularly as the OCP directs that these be considered by the LTC.

ALTERNATIVES

1. Request further information

The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should be advised to describe the specific information needed and the rationale for this request.

2. Recommend Approval of the Road Closure

The LTC may elect to support the closure of the road and recommend approval. Suggested resolution wording would be as follows:

That the Hornby Island Local Trust Committee has determined that the closure of Fowler Road would not be contrary to the Hornby Island Official Community Plan, and request that staff inform the Ministry of Transportation and Infrastructure of its support for the road closure application.

NEXT STEPS

Staff will forward the LTC resolution regarding the road closure to MOTI. Should the LTC wish to amend its fees bylaw, staff will prepare an amendment bylaw for an upcoming LTC meeting.

Submitted By:	Linda Prowse Planner 1	March 17, 2017
Concurrence:	Stefan Cermak Regional Planning Manager	March 20, 2017

ATTACHMENTS

1. Attachment 1 – Applicable OCP Policies

ATTACHMENT # 1 – APPLICABLE OCP POLICIES

HORNBY ISLAND OFFICIAL COMMUNITY PLAN

Environmentally Sensitive Areas

Policies

3.2.8 Connectivity of relatively undisturbed natural areas should be maintained wherever possible including between the shore and the interior forested uplands.

Parks and Protected Areas

Objectives

(3) To encourage a system of walking, bicycling and horseback trails, with minimal development, through forested areas, to and from parks and across and around the island.

Policies

3.3.2 The following areas are suitable for acquisition, dedication, and preservation and are identified as candidates for parks or protected areas:

- b) land that contributes to a community trail network that connects residential areas;
- e) land that provides low impact recreational opportunities for the community and visitors;
- f) areas of undeveloped lands;

Advocacy Policies

3.3.9 Owners of properties on which there are established public trails and appropriate organizations are encouraged to work together to achieve the long term protection of the trails through covenants or other means.

3.3.12 The Ministry of Transportation and Infrastructure is requested to:

- a) work with the Local Trust Committee to develop a plan for all water accesses, unopened road allowances and other such properties under the Ministry's jurisdiction on Hornby Island;
- d) maintain the unopened road allowances in their natural state, prevent unpermitted alienation by adjacent land owners and discourage overnight camping by means of signage.

3.3.17 Community organizations and land owners are encouraged to work together using available tools such as covenants and easements to secure and extend the existing network of trails according to the Parks and Trails plan.

Roads

Objectives

The objectives of this subsection are:

- (1) to maintain the rural character of roads on the Island;
- (2) to ensure safe, convenient transportation routes that do not encourage excessive speed;
- (3) to encourage safe bicycle and pedestrian travel as an alternative to vehicle use; and
- (4) to establish scenic/heritage road designations for unique and valued roadways and the appropriate consultative process when improvements are to be undertaken.

Policies

5.8.3 Shared accesses onto roads from private driveways should be encouraged and subdivision layouts should be designed to consolidate access points.

5.8.4 A linked network of trails for non-motorized vehicle travel, including cycle paths, should be established through Crown lands, Parks, highways dedications, and private-land by easements or agreements.

Advocacy Policies

5.8.6 The Ministry of Transportation and Infrastructure and B.C. Hydro are requested to:

- c) retain unused road dedications as greenways and, where appropriate, as pedestrian and bicycle trails for access to beaches, Crown land, parks and other trails and roads;
- j) work with the Local Trust Committee and community organizations to develop a trails and greenways plan and establish local stewardship arrangements for water accesses and unopened road allowances;
- k) provide written referrals to the Local Trust committee with respect to any proposed works on roads, right-of- ways, water accesses and unopened road allowances;
- l) refer any disposition of road allowances to the Local Trust Committee;

5.8.8 The Ministry of Transportation and Infrastructure is requested to ensure that road development does not compromise agricultural land or significant forest areas.

6.4.1 Agriculture

Objectives

The objectives of this subsection are:

- (1) to support continuing agricultural use of land and associated activities;
- (3) to encourage retention of large parcels of land for agriculture

6.4.2 Additional Policies for Land in the Agricultural Land Reserve

Objectives

The objectives of this subsection are:

- (1) to retain land with potential for agriculture;
- (2) to ensure that agricultural land in the land reserve is not degraded; and
- (3) to enable accessory uses that are compatible with farming and the preservation of agricultural land

6.6.1 Outdoor Recreation

Objectives

The objectives of this subsection are:

- (1) to retain the traditional accesses to shoreline, beach areas, crown land, trails, parks, and viewpoints



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 Tony Law Alex Allen Ann Kjerulf	
2	Housing amendments	Review of community housing definition and setback requirements for the 8.3A, Community Housing zone of Bylaw No. 150 Prepare draft amending bylaw	10-Jun-2016	Rob Milne	
3	Vacation rentals review	Develop a TOR for APC review of vacation home rentals Prepare staff report	10-Jun-2016	Ann Kjerulf	

**Projects****Hornby Island**

Description	Activity	R/Initiated
Environmentally sensitive areas	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
Residential density review	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
Beach access inventory	Conduct an inventory and assessment of beach access and other unopened road allowances	12-Jul-2013
Marine / shoreline protection information and education	Provide information and education to the public with respect to the marine environment and shoreline protection	07-Feb-2014
Groundwater protection and water conservation tools	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.	
Farm policy and regulatory review	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.	
Ford Cove Consultation	Conduct a consultative process for the Ford Cove area	
Public Use area planning	Support collaborative planning process for Public Use areas	27-Mar-2015
Coastal Douglas Fir and associated ecosystem conservation		12-Feb-2016



Projects

Hornby Island

Description	Activity	R/Initiated
Communication with residents/owners	Identifying opportunities to provide information to new residents and property owners with respect to Islands Trust, Official Community Plan and Land Use Regulations	14-Oct-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.

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 topics in review: 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)

"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

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



Islands Trust

Subdivision

Print Date: January 18, 2017

Applications

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2016.1	BLANCHARD, EVELYN	23-Feb-2016	PID: 000-000-604 Section 514 subdivision to provide residence for a relative. Creating two lots from one

Planner: Teresa Ritemann

Planning Status

Status Date: 10-Jan-2017

No change in status.

Status Date: 07-Jun-2016

Revised referral report sent to MOTI. Applicant would need to rezone their property as subdivision does not meet current zoning bylaws.

Status Date: 25-May-2016

PLNA sent by MOTI. File reassigned to planner TR.

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: 10-Jan-2017

Applicant has entered into Cost Recovery with IT. RWM in progress to have HO LTC decide to have Chair sign Covenant. Applicant's lawyer submitted Letter of Undertaking to register covenant when ready.

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

Islands Trust
LTC EXP SUMMARY REPORT F2017
Invoices posted to Month ending January 2017

635 Hornby	Invoices posted to Month ending January 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-635	LTC "Trustee Expenses"	750.00	880.36	-130.36
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,750.00	1,798.81	951.19
65210-635	LTC - Local Exp - APC Meeting Expenses	500.00	157.54	342.46
65220-635	LTC - Local Exp - Communications	1,000.00	484.72	515.28
65230-635	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>4,750.00</u>	<u>2,441.07</u>	<u>2,308.93</u>
Projects				
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
TOTAL Project Expenses		<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.	Feb 28, 2017	HO-O43-2013	Enforcement Actions related to rentals of Accessory buildings by non-residents	1. THAT whereas the Hornby Island Local Trust Committee intends to facilitate a community process to review residential density to address community housing needs, which may result in amendments to the Official Community Plan and Land Use Bylaw, it is resolved that related enforcement actions against properties identified as: a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road); b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St. Johns Point Road) shall be held in abeyance; 2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Hornby Island Land Use Bylaw No. 150 and the Hornby Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice; and 3. That unless the Hornby Island Local Trust Committee extends the effective period, this enforcement policy expires on October 31, 2018 or when the residential density review project is complete, whichever is the sooner.



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality February 2017

Regional Conservation Plan – LTC input

The Regional Conservation Plan guides the work of the Islands Trust Fund. The Plan's objectives and goals shape how we pursue our mission based on good science, the regional context and the resources available. Our current five year plan – extended for a further two years – will conclude this year. We are pleased to report that most of its goals have been, or are about to be, achieved.

The Trust Fund Board has approved the project charter for developing a new Regional Conservation Plan. This time, we are looking at a ten year plan with action items being developed and reviewed every two to three years. First steps include background research and preliminary consultations with trustees, partners and planners over the spring. We very much welcome the input of local trust committees and Bowen Island Municipality. We will be in touch with a formal way to provide feedback, but feel free to contact us for more information or send us your ideas informally.

New Board Member: Robin Williams

At our February meeting we welcomed a new Board member appointed by the Province: Robin Ashley Williams. Robin is a resident of Salt Spring Island who has been very actively involved in his community. Prior to his retirement, Mr. Williams was the President and Owner of Rombus Digital Systems and Ashley Fraser Technologies. Active in his community, Robin is the elected Chair for the Capital Regional District (CRD) Salt Spring Island Transportation Commission. He brings a range of expertise and experience that will be of great value to the Board. We are now back up to our full complement of six members.

Moore Hill, Thetis Island - New Nature Reserve

We are excited to announce the acquisition of a new 21 hectare nature reserve of unspoiled waterfront forest on Thetis Island. Moore Hill forms one of the highest peaks on Thetis and features sandstone cliffs with caves that provide bat habitat. This hill is ecologically rich and is culturally significant to the Penelakut Tribe. The acquisition involved an Ecological Gift from the former owner, a significant private donation, a major grant and partnership with Cowichan Community Land Trust and the Thetis Island Nature Conservancy.

Fairyslipper Forest campaign

This project is moving into its crucial final fund-raising stage. Thetis Islanders have already provided huge support through donations and pledges, so the balance required to close the purchase will likely have to be found from off-island sources. To that end, applications have been submitted to appropriate funding agencies. Deep appreciation is due to Lisa Gordon and everyone who contributed to her retirement campaign which raised \$3,000 towards the Fairyslipper Forest acquisition.

Summary of Current Island-by-Island Activities

Bowen

Bowen Island Conservancy has just completed site remediation work in the David Otter Nature Reserve and installed a new sign. ITF staff are working with a contractor to revise the management plan for the Singing Woods Nature Reserve.

Denman

The Islands Trust Fund Manager and the Director of Trust Area Services met recently with staff of the Ministry of Forests, Lands and Natural Resources to explore options for the protection of provincially managed parcels on Denman Island that have identified conservation values.

Gabriola

A survey of Western Screech Owls is being carried out during February in the Elder Cedar Nature Reserve. We are waiting to hear about potential funding to cover the cost of a boardwalk around the iconic large western redcedar. Two new signs for the entry points are being created to remind visitors about leashing dogs. A management plan for Burren's Acres Nature Reserve has been approved and posted to the ITF website.

Galiano

Restoration activities including tree planting plus weeding of last year's planting are taking place in March in the Trincomali Nature Reserve.

Gambier

Gambier Island Conservancy will be carrying out restoration work in the Long Bay Wetlands Nature Reserve. This will involve planting and caging new western redcedar seedlings in the old gravel pit and in the areas that have been previously logged.

Lasqueti

A Species at Risk survey on all three Lasqueti Island nature reserves has begun. The revision of the management plan for the Kwel Nature Reserve is underway.

Salt Spring

The Trust Fund Board approved a conservation covenant on Salt Spring Island to be held with the Salt Spring Island Conservancy.

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

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Fund itfmail@islandstrust.bc.ca



MEMORANDUM

File No.: 3445-30
(CVRD Referrals)

DATE OF MEETING: March 31, 2017
TO: Hornby Island Local Trust Committee
FROM: Ann Kjerulf, Regional Planning Manager
Northern Team
COPY: Marnie Eggen, Island Planner
SUBJECT: Comox Valley Regional District Regional Growth Strategy

PURPOSE

Pursuant to s. 452 of the [Local Government Act](#), Comox Valley Regional District (CVRD) staff have contacted the Islands Trust to advise that the CVRD Board will consider whether its Regional Growth Strategy (RGS) will be reviewed for possible amendment (see attachment).

Staff note that pursuant to s. 36(3) of the [Islands Trust Act](#), "A regional district board must not adopt a regional growth strategy under Part 13 of the *Local Government Act* that applies to any part of the trust area, and for these purposes sections 430 (1) and 433 (2) of that *Act* do not apply."

Staff believe that it would be beneficial to ensure that the CVRD is aware of s. 36(3) of the *Islands Trust Act* as they may not be familiar with this legislation. Furthermore, this may influence how the CVRD Board proceeds with possible amendments to its RGS.

Respecting the March 31, 2017 deadline for comments, staff have responded to the CVRD, highlighting s. 36(3) of the *Islands Trust Act* and requesting that both the Denman and Hornby Island Local Trust Committees be consulted should amendments be contemplated by the CVRD Board (see attachment).

NEXT STEPS

No action is required at this time. However, staff would forward additional comments to the CVRD if requested.

Submitted By:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	March 17, 2017
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ATTACHMENT

1. Letter from CVRD staff dated March 2, 2017
2. Referral Response from Islands Trust dated March 20, 2017



Memorandum

700 North Road Gabriola Island BC V0R 1X3

Telephone **250. 247-2063** FAX: 250. 247-7514

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

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

Date December 18, 2016 File Number 3030-01
General

To Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee

From Aleksandra Brzozowski
Island Planner
Northern Office

Re New Resource Material regarding shoreline protection information for property owners

This memorandum provides information to Northern Region Local Trust Committee (LTCs) on a recently produced shoreline protection information guide.

Your Marine Waterfront Guide

Islands Trust Staff and the Green Shores for Homes – BC Pilot Project (GSH-BC) Advisory Group have coordinated an additional written resource for waterfront properties in BC. *Your Marine Waterfront: a guide to protecting your property while promoting healthy shorelines (Canadian Edition)* is a modified version of a Washington Department of Fish and Wildlife (WDFW) guide, aimed to provide waterfront property owners with detailed information on how to assess a site's waterfront features and vulnerabilities, as well as provide information about design techniques to soften shorelines.

The original version of this guide was possible due to a grant from the United States Environmental Protection Agency and was budgeted at \$50,000; the opportunity to modify this resource for the BC context at no further cost is very much appreciated by the Green Shores for Homes - BC Pilot Project. Furthermore, staff at the WDFW modified the changes pro bono, a commitment for which the GSH-BC Advisory Group is particularly grateful.

The 48-page guide is available on the Islands Trust website at <http://www.islandstrust.bc.ca/media/341720/your-marine-waterfront-canadian-edition-final-web-version.pdf> (large file - 12MB). Please advise staff should you wish to post a link to this resource on your LTC website.

If the LTC wishes to arrange for hard copy printing of the guide, please advise staff of how many copies would be needed. The Thetis and Gambier LTCs as well as the Local Planning Committee have committed funds to hard copy printing; slight economies of scale are possible with a grouped print run. Printing estimates cost the guide at approximately \$10/guide.