



# Hornby Island Local Trust Committee

## Regular Meeting Agenda

Date: August 14, 2015  
Time: 11:30 am  
Location: Room to Grow  
2100 Sollans Road, Hornby Island, BC

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|                                                                                                         | Pages               |
|---------------------------------------------------------------------------------------------------------|---------------------|
| 1. CALL TO ORDER                                                                                        | 11:30 AM - 11:35 AM |
| 2. APPROVAL OF AGENDA                                                                                   |                     |
| 3. TOWN HALL AND QUESTIONS                                                                              | 11:35 AM - 11:45 AM |
| 4. COMMUNITY INFORMATION MEETING - none                                                                 |                     |
| 5. PUBLIC HEARING                                                                                       |                     |
| 5.1 Recess for Public Hearing                                                                           |                     |
| 5.1.1 <u>Bylaw Nos. 150, 151 and 152</u>                                                                |                     |
| 5.2 Recall to Order                                                                                     |                     |
| 6. MINUTES                                                                                              |                     |
| 6.1 Local Trust Committee Minutes dated July 17, 2015 for Adoption                                      | 4 - 15              |
| 6.2 Section 26 Resolutions-without-meeting Report dated August 4, 2015                                  | 16 - 16             |
| 6.3 Advisory Planning Commission Minutes - none                                                         |                     |
| 7. BUSINESS ARISING FROM MINUTES                                                                        |                     |
| 7.1 Follow-up Action List dated August 4, 2015                                                          | 17 - 18             |
| 8. DELEGATIONS                                                                                          |                     |
| 9. CORRESPONDENCE                                                                                       |                     |
| <i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i> |                     |
| 10. APPLICATIONS AND REFERRALS                                                                          |                     |
| 10.1 HO-DVP-2013.2 (Heinegg & Chalfin - 4115 Roburn Road)                                               |                     |
| 10.1.1 <u>Staff Report dated July 8, 2015</u>                                                           | 19 - 30             |

## **11. LOCAL TRUST COMMITTEE PROJECTS**

### **11.1 Bylaw No. 149**

Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014" - for consideration of third reading, submission to Executive Committee and to the Minister of Community, Sport and Cultural Development for approval.

### **11.2 Bylaw No. 150**

Bylaw No. 150 cited as "Hornby Island Land Use Bylaw No. 150, 2014" - for consideration of third reading and submission to Executive Committee for approval.

### **11.3 Bylaw No. 151 and Bylaw No. 152**

Bylaw No. 151 cited as "Hornby Island Official Community Plan (Hornby Island) Bylaw 149, 2014, Amendment No. 1, 2015" - for consideration of third reading and submission to Executive Committee and to the Minister of Community, Sport and Cultural Development for approval.

Bylaw No. 152 cited as "Hornby Island Land Use Bylaw 150, 2014, Amendment No. 1, 2015" - for consideration of third reading and submission to Executive Committee for approval.

## **12. REPORTS**

### **12.1 Work Program**

12.1.1 Top Priorities Report dated August 4, 2015 31 - 31

12.1.2 Projects List Report August 4, 2015 32 - 33

12.2 **Applications Report dated August 4, 2015** 34 - 36

12.3 **Trustee and Local Expense Report dated July, 2015** 37 - 37

12.4 **Adopted Policies and Standing Resolutions** 38 - 38

12.5 **Local Trust Committee Webpage**

12.6 **Chair's Report**

12.7 **Trustee Reports**

12.8 **Electoral Area Director's Report**

12.9 **Trust Fund Board Report - none**

## **13. NEW BUSINESS**

## **14. UPCOMING MEETINGS**

14.1 **Next Regular Meeting Scheduled for October 2, 2015 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC**

## **15. TOWNHALL**

16. CLOSED MEETING - none

17. ADJOURNMENT



## Hornby Island Local Trust Committee Minutes of Regular Meeting

**Date:** July 17, 2015  
**Location:** Room to Grow  
 2100 Sollans Road, Hornby Island, BC

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

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

**Others Present** Approximately seven (7) members of the public – am  
 Approximately five (5) 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 Request for Decision – Input into Development of the Islands Trust Strategic Plan for 2014-2018
- 9.1 Email from Karen Ross dated July 8, 2015 regarding Very Disappointed-RAR Comments
- 10.2 Denman Island Local Trust Committee Referral Request for Response Regarding Bylaw Nos. 219 and 220 (Pandesign)
- 12.2.1.1 Bylaw No. 149 OCP Update Report
- 14.1 Budget Submissions 2016 – 2017 / Memo dated June 30, 2015 from Aleksandra Brzozowski

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

### 3. TOWN HALL AND QUESTIONS

Janet LeBlancq commented on the Islands Trust sign at the Buckley Bay ferry terminal. She noted that it does not reference Hornby Island and requested that the Local Trust Committee (LTC) write a letter to the Denman Island LTC requesting this change.

Karen Ross objected to the Central Road ditches near her property being included in the Riparian Areas Regulation (RAR) as they are not contiguous with other Central Road

ditches and primarily drain seepage from the adjacent school. She objected to the regulations that exempt institutions and farms but not citizens and that the cost to hire a Qualified Environmental Professional (QEP) is onerous to a property owner. She urged the LTC to hire and fund the services of a QEP to conduct another assessment of the ditches in question.

Donna Tuele expressed her support for the opinions voiced by Karen Ross, stating her belief that these ditches have been included in the Beulah Creek drainage in error.

Janet LeBlancq acknowledged her familiarity with the road and ditches being discussed. She agreed with the opinions being expressed and does not support the inclusion of these Central Road ditches in the RAR.

Jan Bevan agreed that the Islands Trust sign at the Buckley Bay ferry terminal should include a reference to Hornby Island however noted that the sign at that location has information on Denman Island and the sign at Gravelly Bay has information on Hornby Island.

**By general consent the agenda was amended to add: 14.2 Islands Trust Signage.**

**4. COMMUNITY INFORMATION MEETING – none**

**5. PUBLIC HEARING - none**

**6. MINUTES**

**6.1. Local Trust Committee Minutes Dated May 15, 2015 - for Adoption**

The following amendments to the minutes were presented for consideration:

page 10, item 14.7, resolution HO-2015-027, third line: correct “ell” to “eel”

**By general consent** the minutes were adopted as amended.

**6.2. Local Trust Committee Special Meeting Minutes dated June 4, 2015 - for adoption**

**By general consent** the Local Trust Committee Special Meeting minutes of June 4, 2015 were adopted.

**6.3. Section 26 Resolutions-without-meeting Report dated June 29, 2015**

The Report dated June 29, 2015 was received for information.

**6.4. Advisory Planning Commission Minutes - none**

**7. BUSINESS ARISING FROM MINUTES****7.1. Follow-up Action List dated June 29, 2015**

Planner Milne reported on the current status of Action List items.

**7.2. Request for Decision – Input into Development of the Islands Trust Strategic Plan for 2014-2018**

The LTC reviewed the information provided and discussed possible amendments to the Strategic Plan. Trustees expressed concern that the size of the plan might limit the capacity and resources to address and respond to emerging matters brought forward by the community. They suggested addressing First Nations relationships and prioritizing objectives to ensure that a united effort is put forward for issues that are important to communities.

**HO-2015-031**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee recommend to Trust Council that the Strategic Plan – Potential Objectives and Examples of Strategies and Activities for the 2014-2018 Term be amended as follows: By Prioritizing Objectives 1-6.

**CARRIED**

**HO-2015-032**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request its Planner to complete Attachment 3, based on the LTC's work program, and forward it to the Chief Administrative Officer by August 7, 2015.

**CARRIED**

**8. DELEGATIONS - None****9. CORRESPONDENCE**

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

**9.1. Email from Karen Ross dated July 8, 2015 re: Very Disappointed - RAR Comments**

Received.

**10. APPLICATIONS AND REFERRALS****10.1. Denman Island Local Trust Area Bylaw Referral Request for Response Regarding Bylaw Nos. 212 and 213**

The LTC reviewed the Bylaw Referral Request.

**HO-2015-033**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee respond to the Denman Island Local Trust Committee referral of Bylaw Nos. 212 and 213 as follows: "Interests Unaffected by Bylaw".

**CARRIED**

**10.2. Denman Island Local Trust Committee Referral Request for Response Regarding Bylaw Nos. 219 and 220 (Pandesign)**

Planner Milne provided an explanation of the intent of the two bylaws.

**HO-2015-034**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee respond to the Denman Island Local Trust Committee referral of Bylaw Nos. 219 and 220 as follows: "Interests Unaffected by Bylaw".

**CARRIED**

**By general consent** item 11 was moved to follow 12.1.2.

**12. LOCAL TRUST COMMITTEE PROJECTS**

**12.1. Riparian Areas Regulation Implementation**

**12.1.1. Development Approval Information (DAI) - Staff Report dated June 15, 2015**

Planner Milne summarized the Staff Report which outlines revisions to the draft Development Approval Information (DAI) Bylaw, incorporating changes suggested by the LTC at a previous meeting.

Trustees reviewed the proposed Information Notes and confirmed that only such information as is considered relevant for a particular application or activity may be requested. Planner Milne provided examples of possible requirements, noting that the intention is to provide a balanced response and respect the sensibilities of the community.

**HO-2015-035**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee:

- give notice to Trust Council that it intends to forward a Development Approval Information Bylaw for Trust Council's consideration at the regularly scheduled September 2015 Trust Council meeting for the purpose of allowing the Hornby Island Local Trust Committee to obtain information on the anticipated impacts of development permit, temporary use permit and zoning amendment applications; and
- direct staff to prepare a Request for Decision for submission to the Executive Committee.

**CARRIED**

12.1.2. Staff Report dated June 17, 2015 – Riparian Areas Regulation Implementation

Planner Milne presented the Staff Report which provides a summary of responses received from the bylaw referrals for the RAR implementation. He noted that in addition, the Denman Island Local Trust Committee response has been received as “Interests Unaffected “. Planner Milne outlined the options available to address concerns regarding the inclusion of roadside ditches in RAR, discussed the supporting attachments and summarized the recommendations.

Trustees considered the options to address the concerns and recognized that supporting documentation suggested the likelihood that an additional assessment of the ditches would still result in 30 metre Streamside Protection Enhancement Areas (SPEAs).

A Trustee proposed that an exemption to the RAR of a 15 metre setback from a ditch would align with the current watercourse setback requirements in the Land Use Bylaw (LUB) and might provide a better option for property owners. Trustees discussed this and other approaches to consider including the possibility of placing a Review of RAR with a designated timeframe on the Projects List to evaluate the effects of the regulations.

**HO-2015-036**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee give second reading to Bylaw No. 151, cited as “Hornby Island Official Community Plan (Hornby Island) Bylaw 149, 2014, Amendment No. 1, 2015”.

**CARRIED**

**HO-2015-037**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee give third reading to Bylaw No. 151, cited as “Hornby Island Official Community Plan (Hornby Island) Bylaw 149, 2014, Amendment No. 1, 2015”.

**CARRIED**

**HO-2015-038**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee amend Bylaw No. 152, cited as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2015” by adding: “exemption s) Any development more than 15 metres from a stream that is a roadside ditch which does not contain instream habitat for fish according to the Stream Identification Reports prepared for Hornby Island by Madrone Environmental Services (January 2014) and Mimulus Biological Consultants (March 2012).”

**CARRIED**

Prior to the vote Trustee Law spoke to the motion, noting that like Trustee Allen, he also gave consideration to funding a further assessment of the roadside ditches; however, he noted that the correspondence received



from Madrone Environmental Services provided the rationale to take this alternative approach.

**HO-2015-039**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee give second reading to Bylaw No. 152, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2015".

**CARRIED**

**HO-2015-040**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee give third reading to Bylaw No. 152, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2015".

**CARRIED**

**HO-2015-041**

**It was MOVED and SECONDED,**

that a Public Hearing be scheduled for August 14, 2015 for the proposed bylaws.

**CARRIED**

**11. BREAK**

**By general consent** the meeting was recessed at 1:08 pm and reconvened at 1:29 pm.

**12.2. Official Community Plan (OCP) and Land Use Bylaw (LUB) Review**

**12.2.1. OCP Staff Report dated June 24, 2015**

Planner Milne presented the Staff Report, reviewing the outcomes of the Ministry of Community, Sport and Cultural Development consultation with the K'omoks First Nation subsequent to the changes made to Bylaw No. 149 in response to a letter from K'omoks First Nation received in a late referral submission. At this time, the LTC also considered the information provided in agenda item 12.2.1.1 regarding additional changes to the bylaw proposed by Vancouver Island Health Authority (VIHA) in their referral response.

Trustees considered the suggested wording changes which satisfy the provincial Ministry of Justice and examined possible wording alternatives to the Mariculture Note. Discussion followed on the impact of any additional changes to the wording on the timeline of the OCP and LUB review process and it was the consensus to move forward with the wording as recommended.

**HO-2015-042**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee rescind second reading of Hornby Island Official Community Plan Bylaw No. 149, 2014.

**CARRIED**

**HO-2015-043**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee amend Hornby Island Official Community Plan Bylaw No. 149, 2014 by:

- a. Deleting current Section 3.72 and replacing it with the following text:  
*“3.7.2 Development shall be located away from areas of archaeological sites unless authorized by a permit issued under the Heritage Conservation Act.”;*
- b. Deleting the current note following Section 4.3, “Mariculture” and replacing it with the following text:  
*“NOTE: Responsibility for the regulation and licensing of aquaculture in British Columbia is shared by a number of Provincial and Federal Agencies. The Local Trust Committee is committed to working cooperatively with other agencies to address situations where First Nations’ interests in aquaculture may be affected.”;*
- c. Adding an information note directly following the “Background” section of Section 4.5, “Water” which reads as follows:  
*“Note- All shared (commercial and public) wells, cisterns or water supply infrastructure must comply with the requirements of the BC Drinking Water Protection Act.”; and*
- d. Adding an information note directly following the “Background” section of Section 5.1, “Water Supply Systems” which reads as follows:  
*“Note- The Vancouver Island Health Authority (VIHA) will not monitor public water supplies for compliance with the BC Drinking Water Protection Act. Ensuring compliance with this Act is the responsibility of the water supplier with oversight by Island Health Authority.*

**CARRIED**

**HO-2015-044**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee give second reading of Hornby Island Official Community Plan Bylaw No. 149, 2014.

**CARRIED**

**HO-2015-045**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee give third reading of Hornby Island Official Community Plan Bylaw No. 149, 2014.

**CARRIED**

**HO-2015-046**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee waive the Public Hearing and post notice of further consideration of the bylaw at the August 14, 2015 regular meeting of the Local Trust Committee as per Section 893 of the *Local Government Act*.

**CARRIED**

Trustee Law spoke to the motion, noting that waiving a Public Hearing with respect to the OCP is unusual; however he indicated that he is comfortable doing so in this circumstance as these are basically Information Notes which are not changing the regulatory or policy aspects of the OCP.

Discussion followed on a communication plan for the waiving of the Public Hearing.

12.2.1.1. Bylaw No. 149 OCP Update Report

This item was considered with agenda item 12.2.1.

12.2.2. LUB Staff Report dated June 10, 2015

Trustee Allen declared a conflict of interest due to his employment as Manager of the Hornby Island Co-op Gas Bar and left the meeting at 1:58 pm.

Planner Milne presented the Staff Report with an overview of the items being considered with respect to proposed Bylaw No. 150 along with the options for approaching the incorporation of the specific issues into the bylaw. The timeline to final adoption was considered in various scenarios.

The LTC considered the suggested changes. A Trustee provided a historical context of how the reference to liquor sales originally occurred and supported removing these references in the LUB as there are other government processes that regulate liquor licensing with opportunity for community consultation. Trustees were supportive of amending the proposed bylaw with the identified minor changes and discussed Public Hearing options.

**HO-2015-047**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee rescind third reading of Bylaw No. 150, cited as "Hornby Island Land Use Bylaw No. 150, 2014".

**CARRIED**

**HO-2015-048**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee amend Bylaw No. 150, cited as "Hornby Island Land Use Bylaw No. 150, 2014" at second reading as follows:

- a) In part 1.1 (1) add the following definitions:
  - "community trade and services means the creation of artisan products or the provision of services such as personal, business, food preparation, repair and professional services and may include retail sales"; and
  - "hostel means a building that contains individual sleeping units and facilities for cooking, eating and washing in order to provide temporary accommodation for persons such as summer workers, displaced residents and off-season visitors attending events or activities";
- b) In section 8.4 delete: "(9) Land in the R3A zone may not be subdivided";
- c) In Section 8.9 (1) (a) delete the words: "including liquor sales";
- d) In Section 8.11 (1) (a) delete the words: "including liquor sales";
- e) In Section 8.13 (1) (c) delete the words: "excluding liquor sales";
- f) In Section 8.21 (1) add the following use: "(s) hostel"; and
- g) In section 8.21 (9):
  - add Location Descriptions of properties in the PU(a) zone;
  - delete PU(b) site-specific zone;
  - add 8.21 (1) "(e) community trades and services".

**CARRIED**

**HO-2015-049**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee give third reading to Bylaw No. 150, cited as "Hornby Island Land Use Bylaw No. 150, 2014".

**CARRIED**

**HO-2015-050**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee conduct a statutory Public Hearing for consideration of Bylaw No. 150, cited as "Hornby Island Land Use Bylaw No. 150, 2014" on the 14<sup>th</sup> of August, 2015 or the 2<sup>nd</sup> of October, 2015.

**CARRIED**

Trustee Allen returned to the meeting at 2:48 pm.

### 13. REPORTS

#### 13.1. Work Program

##### 13.1.1. Top Priorities Report dated June 29, 2015

The LTC reviewed the Top Priorities Report and there were no changes proposed at this time.

##### 13.1.2. Projects List Report dated June 29, 2015

The LTC reviewed the Projects List Report and there were no changes, additions or deletions at this time.

#### 13.2. Applications Report dated June 29, 2015

Planner Milne presented the Applications Report and provided updates on the status of items.

#### 13.3. Trustee and Local Expense Report dated May, 2015

The LTC reviewed the LTC Expense Summary Report.

#### 13.4. Adopted Policies and Standing Resolutions

Received for information.

#### 13.5. Local Trust Committee Webpage

There were no changes requested at this time.

#### 13.6. Chair's Report

Chair Busheikin reported on her attendance at Executive Committee and CAO Hiring Committee meetings. She identified a variety of topics that will be addressed at the next Trust Council meeting in September. She commented briefly that an office relocation review committee is being formed to consider options.

Trustees suggested that a representative from the Northern Region might be encouraged to participate on the office relocation review committee and that the Executive Committee might be requested to postpone the review until after the completion of the Salt Spring Island incorporation study project.

##### **HO-2015-051**

##### **It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request the Executive Committee to give consideration to recommending to the Islands Trust Council that the office relocation review be postponed until after the outcome of the Salt Spring Island possible incorporation.

**CARRIED**

#### 13.7. Trustee Reports

Trustee Allen commented on the Trust Council meeting held on Galiano Island in June, 2015. He reported on a presentation at that meeting by Mike Corrigan of

BC Ferries and noted that other items of interest included delegations, hearing from San Juan Island councillors, discussion of the Islands Trust vision statement and the consolidation of BC marine operations.

Trustee Law reported that since the last meeting, he facilitated a community discussion on housing and made a subsequent presentation on the topic at the Hornby Island Residents and Ratepayers Association where he suggested that they might form a committee to review housing needs, gaps and advocacy options. He noted that there are some outcomes from the meetings including discussion of possible initiatives. He indicated that he would provide the LTC with a report on the matter for information.

**13.8. Electoral Area Director's Report - none**

**13.9. Trust Fund Board Report - May, 2015**

The Trust Fund Board Report for May, 2015 was received. Trustee Law provided an update, advising that the Lasqueti Crown Land Acquisition initiative involving Qualicum First Nation is moving forward.

**14. NEW BUSINESS**

**14.1. Budget Submissions 2016 – 2017 / Memo dated June 30, 2015 from Aleksandra Brzozowski**

Planner Milne summarized the memorandum requesting budget submissions and provided an analysis of the status of Hornby Island LTC priorities. He indicated that the preliminary project request identified in the report reflects LTC discussion to move forward with communication-related initiatives.

Trustees discussed potential additional initiatives to fund, however, declined to seek budgetary funding for other projects at this time.

**HO-2015-052**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee approve and forward the draft 2016-17 LTC Project Budget submission to Financial Planning Committee as presented.

**CARRIED**

**14.2. Islands Trust Signage**

Chair Busheikin remarked that this item was placed on the agenda to consider a request from a community member to reference Hornby Island on the Islands Trust sign at the Buckley Bay ferry terminal. She commented that the Denman Island LTC has been approached by a group wishing to change and update the sign, and indicated that this request might be coordinated with little effort.

Trustees discussed the matter and concluded that they support the mention of the Hornby Island connection prior to the information relevant to Denman Island on the sign and suggested that a notation of First Nations' interests might also be provided for information.

**HO-2015-053**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request the Denman Island Local Trust Committee give consideration to mentioning Hornby Island in the signage being renewed at Buckley Bay and also to mention that the islands are in the traditional territory of the Coast Salish First Nations.

**CARRIED**

**15. UPCOMING MEETINGS**

**15.1. Next Regular Meeting Scheduled for August 14, 2015 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC**

**16. TOWNHALL - none**

**17. CLOSED MEETING – none**

**18. ADJOURNMENT**

**By general consent** the meeting was adjourned at 3:30 pm.

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Laura Busheikin, Chair

Certified Correct:

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Vicky Bockman, Recorder

## RWM From: June 30, 2015 To: August 04, 2015

### Hornby Island

| Resolution # | Action    | Resolution Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Resolution Date |
|--------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 2015-06      | In Favour | "That the following resolutions adopted at the July 17, 2015 business meeting of the Hornby Island Local Trust Committee, be rescinded: • Resolution No. HO-2015-037, "that the Hornby Island Local Trust Committee give third reading to Bylaw No. 151, cited as "Hornby Island Official Community Plan (Hornby Island) Bylaw 149, 2014, Amendment No. 1, 2015"; and • Resolution No. HO-2015-040, "that the Hornby Island Local Trust Committee give third reading to Bylaw No. 152, cited as "Hornby Island Land Use Bylaw No. 150, 2014, amendment No. 1, 2015"." | Jul 23, 2015    |
| 2015-05      | In Favour | "That resolution no. HO-2015-049, "that the Hornby Island Local Trust Committee give third reading to Bylaw No. 150, cited as "Hornby Island Land Use Bylaw No. 150, 2014", adopted at the July 17, 2015 regular business meeting of the Hornby Island Local Trust Committee, be rescinded."                                                                                                                                                                                                                                                                          | Jul 23, 2015    |
| 2015-04      | In Favour | "That resolution no. HO-2015-045, "that the Hornby Island Local Trust Committee give third reading of Hornby Island Official Community Plan Bylaw No. 149, 2014", adopted at the July 17, 2015 regular business meeting of the Hornby Island Local Trust Committee, be rescinded."                                                                                                                                                                                                                                                                                    | Jul 23, 2015    |





## Follow Up Action Report w/ Target Date

### Hornby Island

- |   |                                                                                                                                                                                                                                       |           |          |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| 1 | That the Executive Committee be requested to give consideration to recommending to the Islands Trust Council that the office relocation review be postponed until after the outcome of the possible Salt Spring Island incorporation. | Rob Milne | On Going |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|

### Apr-25-2014

| No. | Activity                                                                                                                                                                                                               | Responsibility | Target Date | Status   |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | <b>HO-2014-020</b> -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 |

### May-15-2015

| No. | Activity                                                                                                                                                                                                                                                                                                          | Responsibility | Target Date | Status   |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | staff were requested to explore with Islands Trust Fund staff how to appropriately provide environmental mapping (ecosystems, eel grass, forage fish) for the Hornby Island Local Trust Area to K'omoks First Nation as a step in relationship-building and provide recommendations to the Local Trust Committee. | Rob Milne      |             | On Going |

### Jul-17-2015

| No. | Activity                                                                                                         | Responsibility | Target Date | Status   |
|-----|------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1   | Forward LTC recommendation regarding the Strategic Plan and include completed copy of attachment 3               | Rob Milne      |             | Done     |
| 1   | That the DELTC be advised that the LTC considers its interests to be unaffected by Bylaw Nos. 212 and 213. (RAR) | Rob Milne      |             | On Going |

|   |                                                                                                                                                                                                                                                                                                  |                                                    |          |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------|
| 1 | That the DELTC be advised that the LTC considers its interests to be unaffected by Bylaw Nos. 219 and 220. (density transfer)                                                                                                                                                                    | Rob Milne                                          | On Going |
| 1 | Staff to advise Trust Council of intent to forward DAI bylaw and to prepare a Request for Decision for submission to Executive Committee.                                                                                                                                                        | Becky McErlean<br>Rob Milne<br>Lisa Webster-Gibson | On Going |
| 1 | Bylaw Nos. 151 and 152 received third reading. Public Hearing to be held August 14, 2015.                                                                                                                                                                                                        | Becky McErlean<br>Rob Milne<br>Lisa Webster-Gibson | On Going |
| 1 | Bylaw No. 149 amended at second reading and given third reading. Public hearing waived. Notice to be posted for August 14, 2015 meeting.                                                                                                                                                         | Becky McErlean<br>Rob Milne<br>Lisa Webster-Gibson | On Going |
| 1 | Bylaw No.150 amended at second reading and given third reading. Public hearing to be held August, 14, 2015 or October 2, 2015 depending upon staff resources.                                                                                                                                    | Becky McErlean<br>Rob Milne<br>Lisa Webster-Gibson | On Going |
| 1 | That the Hornby Island Local Trust Committee approve and forward the draft 2016-2017 LTC Project Budget submission to Financial Planning committee as presented.                                                                                                                                 | Rob Milne                                          | On Going |
| 1 | That the Hornby Island Local Trust Committee request the Denman Island Local Trust Committee give consideration to mentioning Hornby Island in the signage being renewed at Buckley Bay and also to mention that the islands are in the traditional territory of the Coast Salish First Nations. | Rob Milne                                          | On Going |

# STAFF REPORT

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**Date:** July 8, 2015

**File No.:** HO-DVP-2013.2  
(Heinegg & Chalfin)

**To:** Hornby Island Local Trust Committee  
For August 14, 2015 Regular Business Meeting

**From:** Marnie Eggen, A/Island Planner

**CC:** Rob Milne, Island Planner  
Aleksandra Brzozowski, A/Regional Planning Manager

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**Re:** **Development Variance Permit for Lot 5, Section 11, Hornby Island, Nanaimo District, Plan 28020; PID 003-241-807**

**Owner:** John B. Heinegg & Laura B. Chalfin  
**Applicant:** Ian Zaharko, Zaharko Land Surveying Inc.  
**Location:** 4115 Roburn Road, Hornby Island

## THE PROPOSAL:

The applicant is seeking a development variance permit to vary Section 3.12 of the *Hornby Island Land Use Bylaw No. 86* (LUB) in order to facilitate a proposed subdivision. Section 3.12 of the LUB requires that no lot may be created by subdivision whose front lot line is less than one third the length of its longest side lot line. The proposed remainder lot requires the variance.

## BACKGROUND:

The subdivision is proposed under Section 946 of the *Local Government Act* (a subdivision to provide a residence for a relative) and is proposed to create two lots: Lot A: 1.00 ha (2.47 ac) and a remainder lot: 3.12 ha (7.7 ac). The proposed subdivision is compliant with the LUB in terms of minimum lot size, but not minimum average lot size. However, under Section 946 of the *Local Government Act*, an approving officer may approve a subdivision of a parcel of land that would otherwise be prevented from subdivision by a provision in a bylaw. The LUB does not stipulate minimum average and minimum parcel sizes specifically for subdivisions under Section 946.

Preliminary Layout Approval (PLA) from the Ministry of Transportation and Infrastructure was issued June 25, 2015.

### SITE CONTEXT:

The subject property, shown below, is zoned Rural Residential (R3) and is 4 ha (10 ac) in size. It is flanked by Roburn Road to the South and Fowler Road to the North. Fowler Road is not constructed. There is currently one cottage, and two sheds on proposed Lot A, and on proposed remainder lot there is one house, one barn, one boat shed, one well building and an out building.

**Figure 1: Subject Property Map**

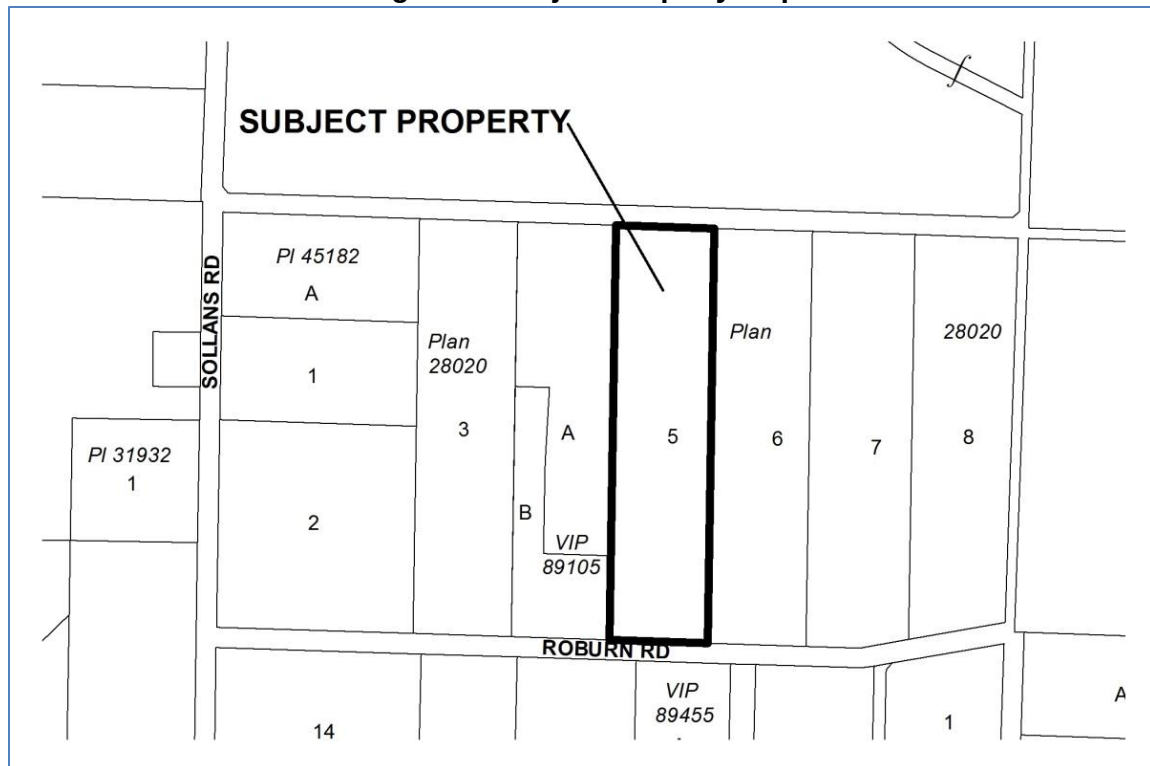
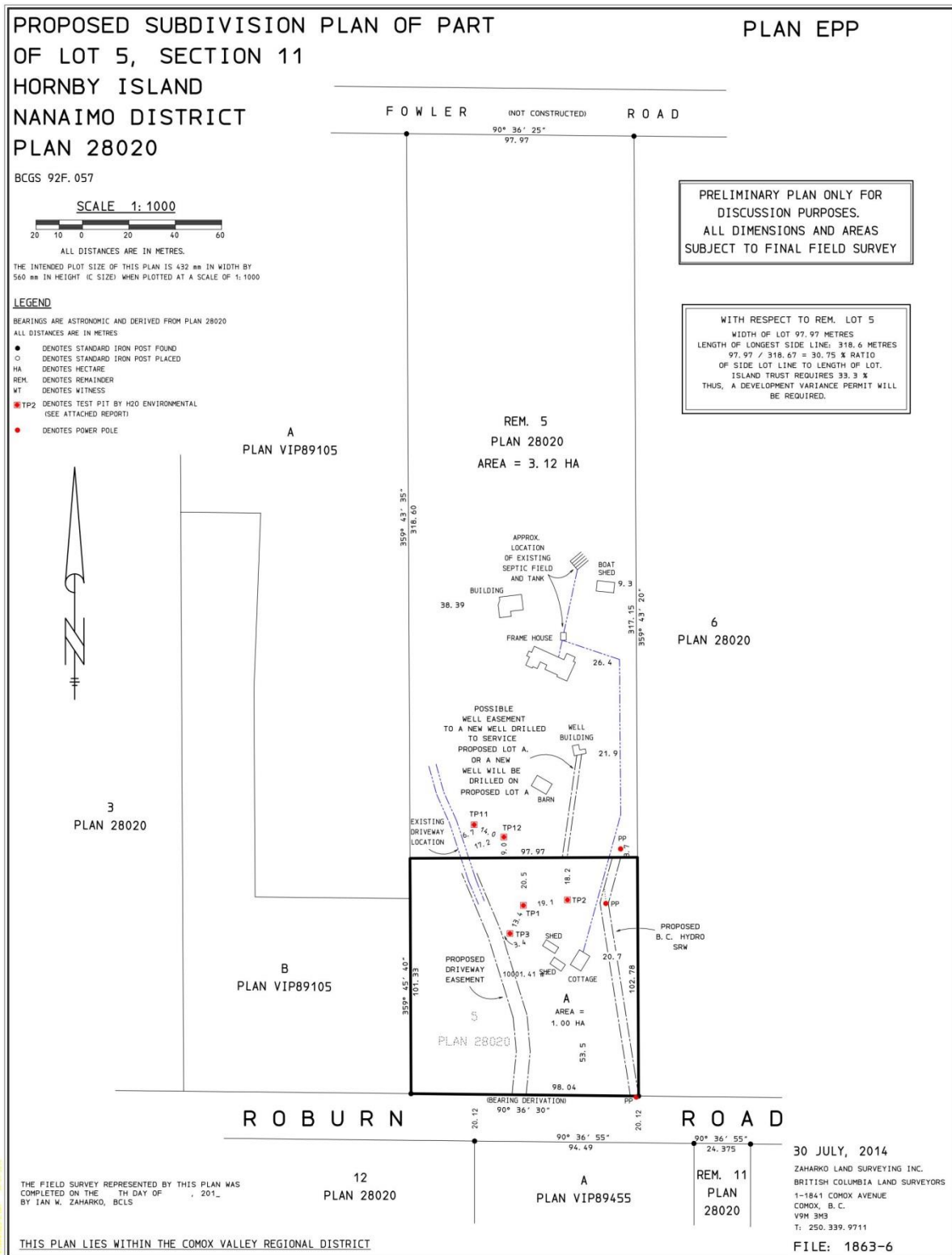


Figure 2: Aerial Photo



Figure 3: Proposed Subdivision



## CURRENT PLANNING STATUS OF SUBJECT LANDS:

### Islands Trust Policy Statement:

The proposal is not at variance with the Islands Trust Policy Statement.

### Hornby Island Official Community Plan Bylaw No. 104

The property is designated **Large Lot Residential (LR)**.

The purpose of the Large Lot Residential designation in the Hornby Island OCP is to promote the retention of large parcels of land and to maintain the rural aesthetic appeal. Subdivision is supported in this zone, provided there is no increase in density or additional impacts upon the island.

Section 6.1.3 of the Official Community Plan stipulates that applicants should obtain approval from the Vancouver Island Health Authority that there is sufficient water supply and waste disposal capability for serving the property both at the time of application and at ultimate projected growth levels. These requirements are typically addressed through the subdivision review/referral process. As such, the Ministry of Transportation and Infrastructure's Preliminary Layout Approval requires proof of potable water and proof of waste disposal capability.

### Hornby Island Land Use Bylaw No. 86

The property is zoned **Rural Residential 3 (R3)**.

The proposed subdivision is not compliant with the LUB in terms of meeting the minimum average lot size; however, under Section 946 of the *Local Government Act*, an approving officer may approve a subdivision of a parcel of land that would otherwise be prevented from subdivision by a provision in a bylaw. The LUB does not stipulate minimum average or minimum parcel sizes specifically for subdivisions under Section 946.

Section 3.12 of the *Hornby Island Land Use Bylaw* states that "no lot may be created by subdivision whose front lot line is less than one-third the length of its longest side lot line."

A variance is required in order for the proposed subdivision to comply with the Land Use Bylaw. The intention of this section is to prevent the creation of long, narrow lots. The proposed subdivision does not worsen the lot proportions from that of the parent parcel.

Currently, the parent parcel (4 ha (10 ac) in size) is allowed one dwelling/lot and one secondary dwelling/3.5 ha (8.6 ac), as per R3 zoning. If subdivided as proposed, the LUB does not allow for an increase in the density of dwellings on either of the proposed lots.

### Islands Trust Fund:

Not applicable.

### Regional Conservation Plan:

Not applicable.

#### Sensitive Ecosystems and Hazard Areas:

According to the Islands Trust Ecosystem Mapping (ITEM) the property contains young forest. There are no ecologically sensitive areas noted on the property.

#### Archaeological Sites:

According to the provincial Remote Access to Archaeology Data (RAAD), there are no archaeological sites on or in the vicinity of the property.

#### Covenants:

No legal documents are registered on title.

A Section 946 covenant is required for the approval of the subdivision and is a condition listed in the subdivision referral report prepared by Islands Trust staff for the Ministry of Transportation and Infrastructure. The applicant is required to prepare a covenant for LTC review and signature should the subdivision proceed. As stated in the *Local Government Act*, the purpose of the covenant is to provide that:

- For 5 years, the use of the parcel subdivided being provided as a residence for the owner or for the owner's mother, father, mother-in-law, father-in-law, daughter, son, daughter-in-law, son-in-law or grandchild must remain a residential use only, unless the use is changed by bylaw; and
- For 5 years, the use of the remainder of the original parcel must not be changed from the use of the original parcel unless the use is changed by bylaw; and
- The parcels will not be subdivided any further under Section 946; and
- The covenant complies with Section 946 of the *Local Government Act*, and once executed, the owner must register the covenant under Section 219 of the *Land Title Act*.

#### Bylaw Enforcement:

There are no outstanding bylaw enforcement issues.

#### Other

Staff note that the neighbouring lot to the West was previously subdivided into two lots, where the applicants were required to register an easement for access from Roburn Road to the Northern Lot, likely because Fowler Road is not constructed. In that subdivision process, an application to vary Section 3.12 (lot proportions) of the *Hornby Island Land Use Bylaw* was required and approved. Staff note that an easement is not required by MOTI at this time, but understand that the applicants will likely be moving forward with one.



## COMMUNITY INFORMATION MEETING(S):

Community information meetings are not required for Development Variance Permit applications.

## RESULTS OF CIRCULATION:

A copy of the attached permit and a notice will be sent to adjacent property owners. Public comments to the LTC will be presented at the regular business meeting.

## STAFF COMMENTS:

Section 3.12 (Lot Proportions) of the *Hornby Island Land Use Bylaw* is intended to prevent the creation of long, narrow lots. Section 3.12 states that no lot may be created by subdivision whose front lot line is less than one-third (1/3) the length of its longest side lot line. Proposed Lot A is in compliance, but proposed remainder lot is not in compliance and requires a variance.

Given that the subdivision is most likely proposed so that the 'barn' and 'well building' are on the same lot as the 'frame house' and not the 'cottage' as shown on the proposed subdivision plan, and that there is an absence of a requirement for minimum parcel sizes specifically for Section 946 subdivisions in the LUB, staff conclude the following:

- The remainder lot that is proposed to be created does not worsen the lot proportions from that of the original parent lot that was created in 1972; and
- If approved, there will be no increase the potential density of the subject property.

## RECOMMENDATION:

**THAT** the Hornby Island Local Trust Committee:

1. Issue the Development Variance Permit HO-DVP-2013.2 (Heinegg & Chalfin) that authorizes the creation of a subdivision such that the front lot line of the proposed remainder lot may be less than one-third the length of its longest side lot line, located on Lot 5, Section 11, Hornby Island, Nanaimo District, Plan 28020; PID 003-241-807, in accordance with Schedule "A" attached to and forming part of the permit.

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Prepared and Submitted by:



July 9, 2015

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Marnie Eggen, MCIP, RPP  
A/Island Planner

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Date

Concurred in by:

*Aleksandra Brzozowski*

July 19, 2015

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Aleksandra Brzozowski  
A/Regional Planning Manager

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Date

Attachments:

1. Proposed Development Variance Permit
2. Notice for Proposed Development Variance Permit

# PROPOSED

|                                                                                   |                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p style="text-align: center;"><b>HORNBY ISLAND LOCAL TRUST COMMITTEE</b></p> <p style="text-align: center;"><b>DEVELOPMENT VARIANCE PERMIT</b></p> <p style="text-align: center;"><b>HO-DVP-2013.2 (Heinegg &amp; Chalfin)</b></p> |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**TO: John Bernard Heinegg and Laura Beth Chalfin**

1. This Development Variance Permit applies to the land described below:

PID 003-241-807

Lot 5, Section 11, Hornby Island, Nanaimo District, Plan 28020

2. Pursuant to Section 922 of the *Local Government Act*, the *Hornby Island Land Use Bylaw No. 86, 1993* is varied as follows:

Section 3.12 (Lot Proportions), which states that no lot may be created by subdivision whose front lot line is less than one-third the length of its longest side lot line, is varied to allow the creation of a subdivision such that the front lot line of the proposed remainder lot may be less than one-third the length of its longest side lot line, and such reduction applies only to the proposed development as shown on Schedule "A" attached to and forming part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of *Hornby Island Land Use Bylaw No. 86, 1993* and to obtain other appropriate approvals necessary for completion of the proposed development.

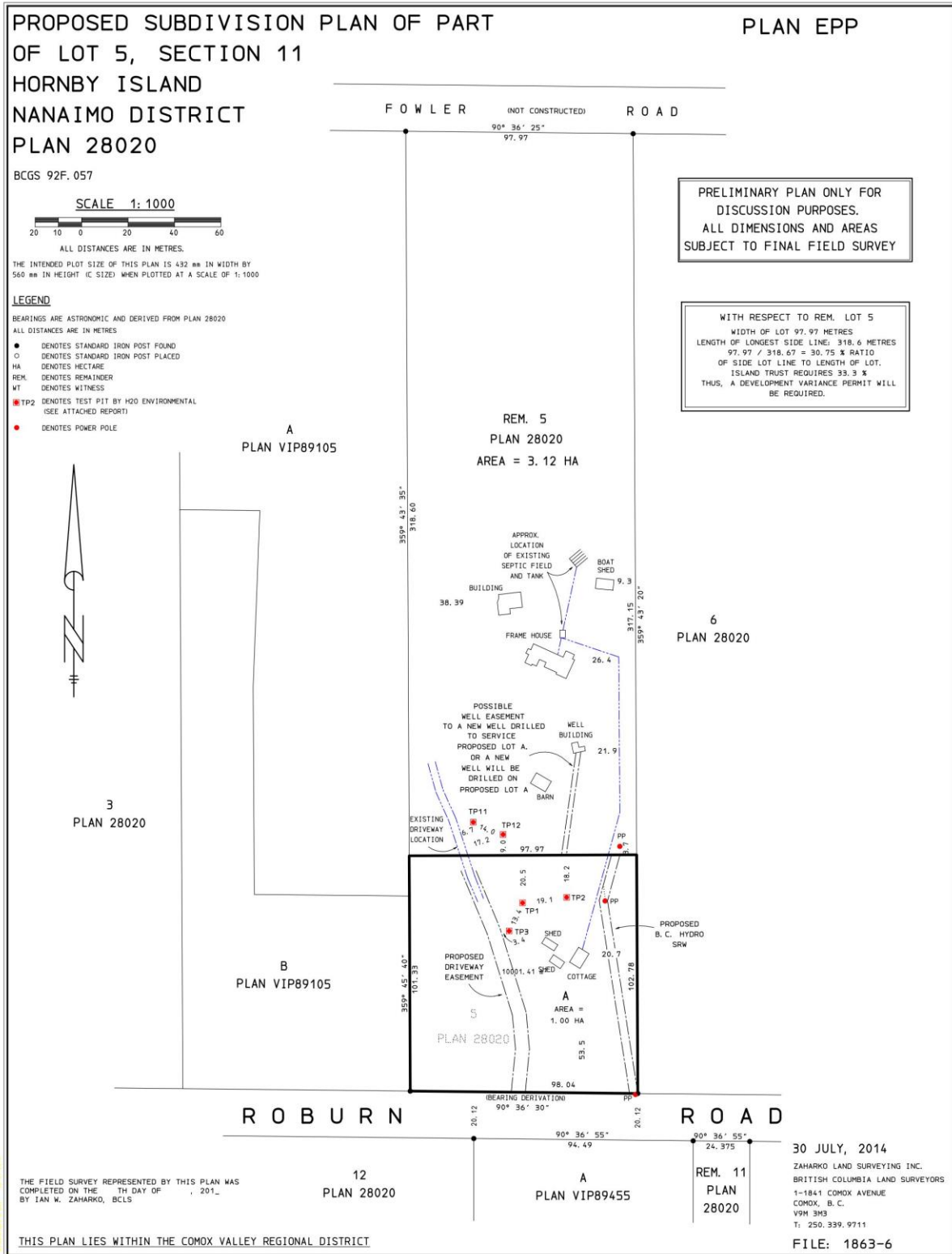
**AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS \_\_\_\_ DAY OF \_\_\_\_, 2015.**

\_\_\_\_\_  
**Deputy Secretary, Islands Trust**

\_\_\_\_\_  
**Date of Issuance**

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE \_\_\_\_ DAY OF \_\_\_\_, 2017, THIS PERMIT AUTOMATICALLY LAPSES.**

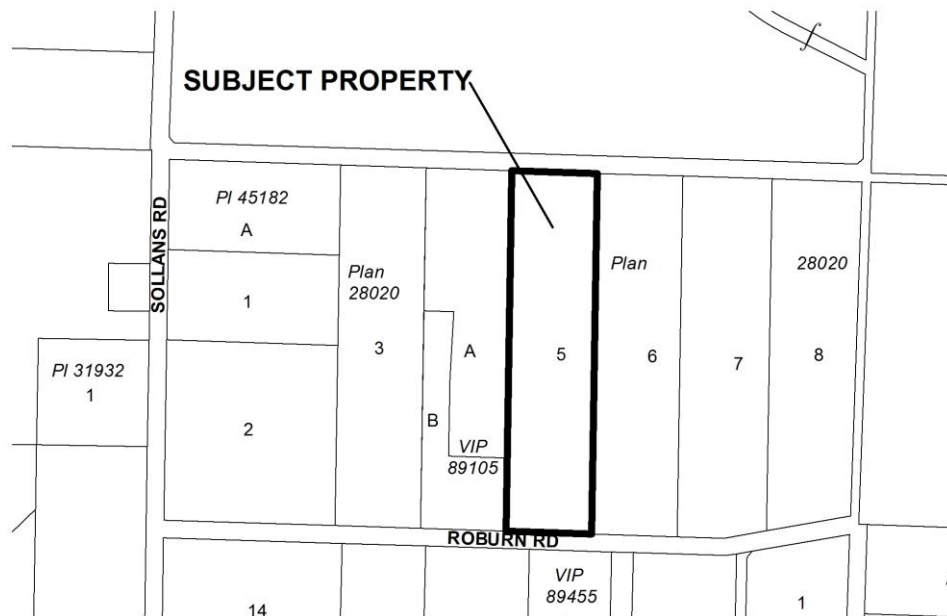
## SCHEDULE "A"





**NOTICE  
HO-DVP-2013.2  
HORNBY ISLAND LOCAL TRUST COMMITTEE**

**NOTICE** is hereby given that the Hornby Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 922 of the *Local Government Act*, varying Section 3.12 (Lot Proportions), Hornby Island Land Use Bylaw No.86, 1993, as amended, for Lot 5, Section 11, Hornby Island, Nanaimo District, Plan 28020 as shown on the sketch below:



The purpose of this permit is as follows:

- Section 3.12 (Lot Proportions) which states no lot may be created by subdivision whose front lot line is less than one-third the length of its longest side lot line **would be varied to allow the creation of a subdivision such that the front lot line of proposed remainder lot may be less than one-third the length of its longest side lot line.**

A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, V0R 1X3 between the hours of 8:30 am to 4:00 pm Monday to Friday inclusive, excluding statutory holidays, commencing Friday, July 31, 2015 and continuing up to and including Thursday, August 13, 2015. Also, attached for your convenience is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed Permit, please submit them before 4:00 pm, Thursday, August 13, 2015 to:

**Mail:** Islands Trust  
700 North Road  
Gabriola Island, BC V0R 1X3

**Fax:** (250) 247-7514

**Email:** meggen@islandstrust.bc.ca

**Phone:** Marnie Eggen, Planner at (250)247-2210; for Toll-free access, request a transfer via Enquiry BC in Vancouver: 604-660-2421 and elsewhere in BC at 1-800-663-7867

Following the end of the notice period, the Hornby Island Local Trust Committee may consider issuance of the proposed Permit at its meeting to be held at **11:30 am on August 14, 2015, at Room to Grow, 2100 Sollans Road, Hornby Island, BC.**

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review.

Lisa Webster-Gibson  
Deputy Secretary



## Top Priorities

### Hornby Island

| No. | Description                                                                                                                                    | Activity                                                                                                                  | Received/Initiated | Responsibility | Target Date | Status   |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------|----------------|-------------|----------|
| 1   | Riparian Areas Regulation mapping and implementation.<br><br>To include Development Approval Information bylaw as per approved Project Charter | Project charter revised at April 25, 2014 LTC meeting.<br><br>Draft DAI bylaw to be presented at May, 15/2015 LTC meeting | Feb-03-2012        | Rob Milne      | Dec-31-2012 | On Going |
| 2   | Official Community Plan and Land Use Bylaw Review.                                                                                             | Targeted review and update of the OCP and LUB.<br><br>OCP bylaw awaiting Ministerial approval.                            | Feb-03-2012        | Rob Milne      |             | On Going |
| 3   | Appointments to the Advisory Planning Commission.                                                                                              |                                                                                                                           | Nov-21-2014        | Rob Milne      |             | On Going |



## Projects

### Hornby Island

| No. | Description                                                                                                                                                                                                 | Activity                                                                                                                                                                                   | Received/Initiated | Status   |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|
| 1   | Development Procedures Bylaw                                                                                                                                                                                | <i>Consider options prepared by staff for amending the development procedures bylaw to include requirements for posting of signs on property with respect to significant applications.</i> | Feb-03-2012        | On Going |
| 1   | Review of home occupation regulations to allow the rental of accessory building space to a non-resident of the property for commercial use.                                                                 |                                                                                                                                                                                            |                    | On Going |
| 1   | Review of Siting and Use Permit Bylaw No. 52 regarding applicability to the construction of secondary suites within a dwelling and research requirements for proof of adequate water and septic capability. |                                                                                                                                                                                            | Feb-01-2013        | On Going |
| 1   | Review and update 'Building on Hornby Island' brochure and include HPO information.                                                                                                                         |                                                                                                                                                                                            | Feb-01-2013        | On Going |
| 1   | Review of environmentally sensitive areas OCP map schedule (D2) as a stand alone mapping project or addition to the community profile.                                                                      |                                                                                                                                                                                            | Apr-26-2013        | On Going |
| 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.                          |                                                                                                                                                                                            | Jun-07-2013        | On Going |
| 1   | Inventory and assessment of beach access and other unopened road allowances                                                                                                                                 |                                                                                                                                                                                            | Jul-12-2013        | On Going |
| 1   | Information and education with respect to the marine environment and shoreline protection                                                                                                                   |                                                                                                                                                                                            | Feb-07-2014        | On Going |



|   |                                                                                                                                                                                                                                                       |                                                                                                                       |             |          |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------|----------|
| 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. |                                                                                                                       |             | On Going |
| 1 | Develop and implement a project to support accessible opportunities for small-scale farming involving consultation with relevant agencies and review of applicable policies and regulations.                                                          |                                                                                                                       |             | On Going |
| 1 | Conduct a consultative process for the Ford Cove area                                                                                                                                                                                                 |                                                                                                                       |             | On Going |
| 1 | Relationship building with K'omoks First Nation including considering content of Official Community Plan as it relates to K'omoks First Nation interests.                                                                                             |                                                                                                                       | Aug-15-2014 | On Going |
| 1 | Support collaborative planning process for Public Use area.                                                                                                                                                                                           |                                                                                                                       | Mar-27-2015 | On Going |
| 3 | Review of vacation home rental regulations by 2017                                                                                                                                                                                                    |                                                                                                                       | Sep-13-2013 | On Going |
| 3 | GHG Emissions Reduction                                                                                                                                                                                                                               | Facilitate community communications regarding greenhouse gas emissions in collaboration with community organizations. | Feb-03-2012 | On Going |
| 4 | Communications strategy for revised OCP and LUB                                                                                                                                                                                                       |                                                                                                                       | Feb-03-2012 | On Going |
| 5 | Review community profile by adding further information on environmentally sensitive areas and important habitat and including information in Schedule D2 of OCP.                                                                                      |                                                                                                                       | Nov-23-2012 | On Going |

## Applications w/ Status - Hornby Island Status: Open

### Applications

#### Development Permit

| File Number  | Applicant Name                                          | Date Received | Purpose                                                                                                                                          |
|--------------|---------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| HO-DP-2015.1 | Simcic & Uhrich Architects<br><b>Planner:</b> Rob Milne | Jun-18-2015   | Parcel ID 249, Section 11 LND Dist 32, Crown grant, see License #114434, Hornby Island. The proposed use is for the new Hornby Island Fire Hall. |

#### Planning Status

#### Development Variance Permit

| File Number   | Applicant Name                                              | Date Received | Purpose                      |
|---------------|-------------------------------------------------------------|---------------|------------------------------|
| HO-DVP-2013.2 | Zaharko Land Surveying Inc.<br><b>Planner:</b> Marnie Eggen | Sep-17-2013   | to vary Lot 5 front lot line |

#### Planning Status

**Status Date:** Aug-04-2015

to be considered at LTC meeting August 14 2015

**Status Date:** Aug-04-2015

Mail out done July 20 2015 Hand delivery done July 29 2015 Notice period July 31 to August 13 2015

**Status Date:** Feb-03-2015

Applicant confirming septic capability before moving forward with DVP.

#### Subdivision

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

**Planner:** Marnie Eggen

### **Planning Status**

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**Status Date:** Jun-29-2015

PLA issued by MOTI

**Status Date:** Feb-03-2015

no change

**Status Date:** Jul-29-2013

Referral report emailed to MOTI; requires variance and 946 covenant

| File Number   | Applicant Name                                   | Date Received | Purpose                            |
|---------------|--------------------------------------------------|---------------|------------------------------------|
| HO-SUB-2014.1 | Peter Mason<br><b>Planner:</b> Teresa Rittermann | Jul-02-2014   | To create 2 parcels under sec. 946 |

### **Planning Status**

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**Status Date:** Jul-29-2015

No change in status.

**Status Date:** Feb-03-2015

File remains on Hold. No change in status.

**Status Date:** Oct-15-2014

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-2015.1 | Jennifer Scott<br><b>Planner:</b> Teresa Rittermann | Dec-24-1900   | S.946 Subdivision (2 lot subdivision) |

### **Planning Status**

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**Status Date:** Jun-24-2015

Planner TR created an instruction sheet for applicant and sent 1 original and 3 copies of signed covenant back to applicant via ExpressPost - trackable. Applicant will co-ordinate the signatures of Trustees Busheikin and Law using her own notary or lawyer. Will send IT a copy of covenant once signed by Trustees and we will await signed copy of covenant by Approving Officer.

**Status Date:** Jun-23-2015

Signed (by applicant, her notary, and the bank) copies of covenants received in IT office.

**Status Date:** May-07-2015

Blank copy of covenant emailed to applicant and her notary as a .pdf. Instructions given to print and sign four copies, have the bank sign all four copies, and then courier all four copies to the Victoria office for signature by the Trustees.

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## Siting and use Permit

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| File Number   | Applicant Name                                             | Date Received | Purpose                                                                                                                                          |
|---------------|------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| HO-SUP-2015.8 | Simcic & Uhrich<br>Architects<br><b>Planner:</b> Rob Milne | Jun-18-2015   | Parcel ID 249, Section 11 LND Dist 32, Crown grant, see License #114434, Hornby Island. The proposed use is for the new Hornby Island Fire Hall. |

### Planning Status

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| File Number   | Applicant Name                                    | Date Received | Purpose                                                                                                                       |
|---------------|---------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------|
| HO-SUP-2015.9 | ALLAN Dickie<br><b>Planner:</b> Julianne Kucheran | Jul-02-2015   | PID: 000-941-344 4420 Brigantine Crescent. Workshop completed, planning to commence building of residence in September, 2015. |

### Planning Status

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***Islands Trust***  
 LTC EXP SUMMARY REPORT F2016  
 Invoices posted to Month ending July 2015

| 635 Hornby              | Invoices posted to Month ending July 2015 | <u>Budget</u>   | <u>Spent</u>  | <u>Balance</u>  |
|-------------------------|-------------------------------------------|-----------------|---------------|-----------------|
| 65000-635               | LTC "Trustee Expenses"                    | 750.00          | 0.00          | 750.00          |
| LTC Local               |                                           |                 |               |                 |
| 65200-635               | LTC - Local Exp - LTC Meeting Expenses    | 2,500.00        | 721.50        | 1,778.50        |
| 65210-635               | LTC - Local Exp - APC Meeting Expenses    | 750.00          | 157.54        | 592.46          |
| 65220-635               | LTC - Local Exp - Communications          | 300.00          | 80.00         | 220.00          |
| 65230-635               | LTC - Local Exp - Special Projects        | 750.00          | 0.00          | 750.00          |
| TOTAL LTC Local Expense |                                           | <u>4,300.00</u> | <u>959.04</u> | <u>3,340.96</u> |
| Projects                |                                           |                 |               |                 |
| 73001-635-3009          | Hornby RAR                                | <u>2,500.00</u> | <u>0.00</u>   | <u>2,500.00</u> |
| TOTAL Project Expenses  |                                           | <u>2,500.00</u> | <u>0.00</u>   | <u>2,500.00</u> |

# Hornby Island Local Trust Committee

## POLICIES AND STANDING RESOLUTIONS

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