



Islands Trust

A NOTICE OF A BUSINESS MEETING OF **THE HORNBY ISLAND LOCAL TRUST COMMITTEE**
to be held at 11:30 am on Friday, November 22, 2013
Room to Grow, 2100 Sollans Road, Hornby Island, BC

AGENDA

	<i>Page No.</i>	<i>*Approx. Time*</i>
1. CALL TO ORDER		11:30 am
2. APPROVAL OF AGENDA		
3. MINUTES		
3.1 Local Trust Committee Meeting Minutes of September 13, 2013 – <i>for adoption</i>	1	
3.2 Local Trust Committee Special Meeting Minutes of October 27, 2013 – <i>for adoption</i>	9	
3.3 Section 26 Resolutions Without Meeting Log dated November 13, 2013 - attached	15	
3.4 Hornby Island Advisory Planning Commission Minutes - <i>none</i>		
4. BUSINESS ARISING FROM MINUTES		
4.1 Follow-up Action List dated November 13, 2013 - <i>attached</i>	16	
4.2 Hornby Island Bylaw Enforcement Policy for Accessory Building Rentals		
4.2.1 Staff Report dated October 28, 2013 - <i>attached</i>	17	
5. CORRESPONDENCE		
<i>Correspondence specific to an active development application and/or project will be received by the Hornby Island Local Trust Committee when that application and/or project is on the agenda for consideration.</i>		
6. TRUSTEES' REPORT		
7. CHAIR'S REPORT		
8. DELEGATIONS - <i>none</i>		
9. TOWN HALL SESSION		12:30 pm
10. APPLICATIONS AND PERMITS - <i>none</i>		12:40 pm
10.1 HO-DVP-2013.2 (4115 Roburn Road - Heinegg and Chelfin)		
10.1.1 Staff Report dated November 13, 2013 - <i>attached</i>	20	

11.	LOCAL TRUST COMMITTEE PROJECTS		
11.1	HO-OCP-2009.1 (Official Community Plan/Land Use Bylaw Review)		
11.1.1	Staff Report dated November 13, 2013 regarding Summary of October 27, 2013 Community Information Meeting - <i>attached</i>	32	
12.	REPORTS		1:15 pm
12.1	Work Program		
12.1.1	Top Priorities Report and Projects Report dated November 13, 2013 - <i>attached</i>	34	
12.2	Applications Log		
12.2.1	Report dated November 13, 2013 - <i>attached</i>	37	
12.3	Trustee and Local Expenses		
12.3.1	Expenses posted to September 30, 2013 - <i>attached</i>	39	
12.3.2	Expenses posted to October 31, 2013 - <i>attached</i>	40	
13.	NEW BUSINESS		
13.1	Shoreline Protection Workshop - <i>discussion</i>		
13.2	Briefing regarding Strategic Plan from Linda Adams, Chief Administrative Officer, dated October 3, 2013 - <i>attached</i>	41	
13.3	Advisory Planning Commission		
13.3.1	Advertising for Expressions of Interest – <i>for discussion</i>		
13.3.2	Referral of Draft Official Community Plan and Land Use Bylaw – <i>for discussion</i>		
14.	BYLAWS		2:00 pm
14.1	Bylaw No. 146 cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987, Amendment No 1, 2013" – <i>for adoption - attached</i>	58	
15.	ISLANDS TRUST WEBSITE		
15.1	Hornby Pages – <i>for discussion</i>		
16.	NEXT MEETING DATE		
16.1	Friday, January 24, 2014 at 11:30 pm at Room to Grow, 2100 Sollans Road, Hornby Island, BC.		
17.	ADJOURNMENT		2:30 pm

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

DRAFT

Hornby Island Local Trust Committee Minutes of a Regular Meeting

Date of Meeting:	Friday, September 13, 2013
Location:	Room to Grow 2100 Sollans Road, Hornby Island, BC
Members Present:	David Graham, Chair Alex Allen, Local Trustee Tony Law, Local Trustee
Staff Present:	Rob Milne, Island Planner Vicky Bockman, Recorder
Media and Others Present:	Approximately zero (0) members of the public-am Approximately zero (0) members of the public-pm

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:30 am. He 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:

13.3 Email from Tony Law dated September 9, 2013 regarding: Florette Maclean's Resignation from HIPPC

13.4 Denman Island Local Trust Committee Bylaw Referral Request for Response

13.5 Ferry Advisory Committee October Meeting Discussion

By general consent the agenda was approved, as amended.

3. MINUTES

3.1 Local Trust Committee Meeting Minutes of July 12, 2013

The following amendments to the minutes were presented for consideration:

- Page 3, item 6.1, second paragraph, second line: add “OCP/LUB Review” after “Nov-23-2012”; and
- Page 5, item 13.1.1, fourth paragraph, first line: change “Haddon” to “Hadden”.

By general consent the Local Trust Committee meeting minutes of July 12, 2013 were adopted, as amended.

3.2 Local Trust Committee Special Meeting Minutes of August 11, 2013

By general consent the Local Trust Committee Special Meeting minutes of August 11, 2013 were adopted.

3.3 Section 26 Resolutions Without Meeting – None.

3.4 Hornby Island Advisory Planning Commission Minutes – None.

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated September 4, 2013

The Follow-up Action List dated September 4, 2013 was reviewed.

4.2 Advisory Planning Commission Appointments

4.2.1 Staff Report dated September 4, 2013

Planner Milne presented the staff report which addresses a proposed change in the Advisory Planning Commission Bylaw to allow the ability to fill vacancies in a timely manner.

5. CORRESPONDENCE

5.1 Email dated July 23, 2013 from Hornby Water Stewardship Project, Heron Rocks Friendship Centre Society regarding Short Term Vacation Rentals and Adequate Sewage Treatment Systems

Trustees discussed the concerns expressed in the email and the following points were noted:

- The parameters of the requirement were considered earlier, in the process of vacation home rental regulations, and the issue is not in the scope of the current Official Community Plan/Land Use Bylaw review; and
- Protection of groundwater might be added to the Projects List to be addressed at a future time.

DRAFT

HO-031-2013

It was MOVED and SECONDED,

that the following be added to the Projects List for the Hornby Island Local Trust Committee: "Review of vacation home rental regulations by 2017" and "Review of approaches to groundwater protection on Hornby Island".

CARRIED

HO-032-2013

It was MOVED and SECONDED,

that the Chair be requested to reply to the letter from Hornby Water Stewardship Project dated July 23, 2013 with the letter to be drafted with the assistance of the Local Trustees.

CARRIED

5.2 Email dated August 31, 2013 from Lynne Carmichael regarding Hornby Island Community Plan and Land Use Bylaw

Trustees discussed the email and determined that additional information is necessary in order to respond to the concern.

HO-033-2013

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee refer the email from Lynne Carmichael dated August 31, 2013 to staff to provide clarification regarding home occupation regulations and liquor licensing regulations as per art products not produced on site.

CARRIED

6. TRUSTEES' REPORT

Trustee Allen reported on highlights from the recent Trust Council meeting on Lasqueti Island. He remarked that the Council endorsed advocacy for marine issues as well as ongoing advocacy on BC Ferries matters.

Trustee Law reported that Trustees will be participating in the upcoming meeting of Community Solutions Together and are considering initiating a discussion regarding the possibility of a process to welcome new community members, such as a Welcome Wagon. Trustee Law remarked that he has contacted the Comox Valley Regional District Electoral Area "A" Director suggesting a meeting be set up with the Director, RCMP, and representatives from Hornby and Denman Islands, to discuss potential changes to the rural detachment approach of policing being considered. Additionally, Trustee Law reported on issues being addressed by the Denman-Hornby Ferry Advisory Committee.

7. CHAIR'S REPORT – None.

8. DELEGATIONS – None.

9. TOWN HALL SESSION – None.

10. APPLICATIONS AND PERMITS – None.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 HO-OCP-2009.1 (Official Community Plan/Land Use Bylaw Review)

11.1.1 Communications and Consultation

Planner Milne reported that he had sent the current draft Official Community Plan (OCP) to Trustees for review. There was discussion regarding timing of the referral of the draft OCP to the Advisory Policy Commission (APC) and Trustees expressed a preference to make the referral after the public hearing as that would allow the APC to review the draft document in light of comments made.

There was discussion of several notations in the current version of the draft OCP. Staff was requested to provide suggestions for consideration of how to proceed with issues including the following:

- Objectives and Policies for Sustainable Land Use
 - Inclusion vs. referencing of schedules
 - Amenity Zoning reference to density
- Community Trades and Services Area
 - Options to discourage a single operator
- Residential
 - Request for more specificity: Trustees will provide input

Trustees requested staff to place the current version of the draft OCP on the website with clearly marked notations that this is a draft for comment.

Discussion followed regarding a possible date, time and format for the public hearing and open house. Planner Milne reported on the current status of the Land Use Bylaw, and provided an update on the expected availability for review by the Local Trust Committee.

12. REPORTS

12.1 Work Program

12.1.1 Top Priorities and Projects List Report dated September 4, 2013

The Top Priorities and Projects List dated September 4, 2013 was reviewed.

12.2 Applications Log

12.2.1 Report dated September 4, 2013

The reported dated September 4, 2013 was reviewed.

12.3 Trustee and Local Expenses

12.3.1 Expenses posted to July 31, 2013

The Local Trust Committee Expense Summary Report for invoices posted to July 31, 2013 was received.

12.3.2 Expenses posted to August 31, 2013

The Local Trust Committee Expense Summary Report for invoices posted to August 31, 2013 was received.

13. NEW BUSINESS

13.1 2013-2014 Budget Submissions

The budget recommendations were reviewed and discussion followed on the need to increase the amount allocated for the Hornby OCP and LUB Review in order to ensure that the project is adequately funded to completion.

HO-034-2013

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee revise the draft 2014/15 Local Trust Committee Project Budget Submission by increasing the cost of completing the Official Community Plan and Land Use Bylaw Review from \$2,500 to \$3,000 and forward it to the Financial Planning Committee as revised.

CARRIED

13.2 Proposed Meeting Schedule for 2014

HO-035-2013

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee proposed business schedule be approved as presented:

Friday, January 24, 2014

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Friday, March 14, 2014
Friday, April 25, 2014
Friday, June 6, 2014
Friday, July 11, 2014
Friday, September 12, 2014
Friday, October 10, 2014
Friday, November 21, 2014

CARRIED

13.3 Email from Tony Law dated September 9, 2013 regarding: Florette Maclean's Resignation from HIPPC

Trustee Law provided background on the Hornby Island Provincial Parks Committee appointment. Trustees discussed possible methods of publicizing the vacancy and need for replacement. They determined that an effective approach would be to note the situation in the Trustees Report on the Islands Trust website.

13.4 Denman Island Local Trust Committee Bylaw Referral Request for Response

Planner Milne reviewed the content of draft Bylaw No. 207 which was presented for referral response.

HO-036-2013

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee's response to the referral of Denman Island Local Trust Committee Bylaw No. 207 is: Interests Unaffected by Bylaw.

CARRIED

13.5 Ferry Advisory Committee October Meeting Discussion

Trustee Law solicited input for particular items to bring for discussion to the Ferry Advisory Committee meeting scheduled for October. He outlined several topics that would likely be addressed. The late arrival of ferries into Nanaimo and Victoria was identified as a matter to place on the agenda as it negatively affects connections to Hornby Island.

14. BYLAWS

14.1 Draft Bylaw No. 146 cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987, Amendment No. 1, 2013" – for consideration of first, second and third readings and submission to Executive Committee for approval

DRAFT

The purpose and background of draft Bylaw No. 146 was discussed at agenda item 4.2.

HO-037-2013

It was MOVED and SECONDED,

that Schedule 1, item 1.(b) of draft Bylaw No. 146 be amended to read as follows:

The Local Trust Committee may, by resolution, appoint members to three-year terms beginning on the date of appointment.

CARRIED

HO-038-2013

It was MOVED and SECONDED,

that draft Bylaw No. 146, cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987, Amendment No. 1, 2013" be read a first time.

CARRIED

HO-039-2013

It was MOVED and SECONDED,

that proposed Bylaw No. 146, cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987, Amendment No. 1, 2013" be read a second time.

CARRIED

HO-040-2013

It was MOVED and SECONDED,

that proposed Bylaw No. 146, cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987, Amendment No. 1, 2013" be read a third time.

CARRIED

HO-041-2013

It was MOVED and SECONDED,

that proposed Bylaw No. 146, cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987, Amendment No. 1, 2013" be referred to Executive Committee of Islands Trust for approval consideration.

CARRIED

15. ISLANDS TRUST WEBSITE

15.1 Hornby Page

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

- Place a link on the project page for the OCP/LUB review material.

16. NEXT MEETING DATE

16.1 Local Trust Committee Business Meeting

The next meeting of the Hornby Island Local Trust Committee will take place on Friday, October 11, 2013 at 11:30 am at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

17. ADJOURNMENT

Chair Graham adjourned the meeting at 1:23 pm.

David Graham, Chair

CERTIFIED CORRECT:

Vicky Bockman, Recorder

DRAFT

**Hornby Island Local Trust Committee
Minutes of a Special Business Meeting
Community Information Meeting
Regarding
Hornby Island Official Community Plan Review**

Date of Meeting:	Sunday, October 27, 2013
Location:	Hornby Island Community Hall Central Road, Hornby Island, BC
Members Present:	David Graham, Chair Alex Allen, Local Trustee Tony Law, Local Trustee
Staff Present:	Rob Milne, Island Planner Vicky Bockman, Recorder
Media and Others Present:	Approximately twelve (12) members of the public

1. CALL TO ORDER

Chair Graham called the meeting to order at 2:04 pm. He welcomed the public and introduced himself, Local Trustees, Planner and Recorder.

2. APPROVAL OF AGENDA

By general consent the agenda was approved.

3. OPENING REMARKS

Chair Graham explained that the purpose of this special meeting was to solicit comments and to answer questions on proposed changes to the Official Community Plan (OCP). He introduced Planner Milne for presentation of the particulars of the draft revisions.

4. PRESENTATIONS

4.1 Rob Milne, Islands Trust Hornby Island Planner

Planner Milne explained that the presentation would examine four policy areas in the targeted review of the OCP, focusing on Housing and Economic Opportunities issues. He advised that the revisions in the Land Use Bylaw will be presented at a future meeting. He pointed out the location of various materials on hand for the public, as well as a questionnaire that can be completed to provide comments for consideration in the process. He stated that after the presentation there would be an Open House to provide an informal setting for discussion.

He summarized the timeline of the targeted review project up to this point, and noted that next steps would include review and consolidation of community comments into the draft OCP and referral of the draft to the Advisory Planning Commission. He reviewed the possible time frame for readings and submission to:

- Executive Committee;
- Public meetings;
- Minister of Community, Sport and Culture ; and
- Consideration by the Local Trust Committee of final adoption of both the OCP and LUB.

He provided an overview of the key changes in the draft OCP:

- Housing – a new section 6.3.5 includes new provisions for secondary suites on larger lots in an effort to provide rental opportunities, and the use of detached units to provide non-permanent affordable rental accommodation permitted through a Temporary Use Permit. He explained that the use of Temporary Use Permits would allow the community to test drive uses without expensive rezonings being required.
- Subdivision of rural residential lots – revised policy 6.3.3.1 would enable residents to subdivide their rural residential lot with two dwellings into two lots with a dwelling on each lot. He noted that this would retain the existing density of dwellings.
- Expansion of commercial zoning – a revised policy 6.5.1.3 sets the criteria to be considered for the possible limited expansion of commercial zoning to allow for small scale retail and personal service use.
- Community Trades and Services Areas – includes new language in a renamed and revised section, 6.2 Community Service Use, with new policies to encourage community based tenants and businesses. He noted that there are questions for community consideration in order to provide direction:
 - Do you support including the Community Services Use area in a Development Permit area to protect groundwater; and

DRAFT

- Do you support eliminating the requirement that any uses in the Community Services Use area be based upon a non-profit organization? He advised that the OCP cannot legally regulate the user, although it could be left in the document to indicate the intent.

Planner Milne encouraged feedback from the community, not only at this meeting but also by contacting him or Trustees afterwards to request clarity or provide comments, and confirmed that email is an acceptable form of correspondence.

5. QUESTIONS AND ANSWER SESSION

Tim Biggins asked if the document being discussed today would become a bylaw once it has completed the process that has been outlined.

Planner Milne responded that the OCP is a schedule to the bylaw that becomes law once the bylaw is adopted.

Jan Bevan noted that the draft language in the Community Service Use section refers to “non-profit society” and asked if it could include an informal group or if it would need to be a registered non-profit.

Planner Milne responded that a non-profit society would be registered, operating under the *Society Act*.

Trustee Law provided background on the revisions to the Community Services Use section, noting that in the 1990s there were uses in small lot areas that were not appropriate as home occupations. In response, an area was considered for that use, however, there were ground water concerns, leading to the current consideration of inclusion of the Community Services Use area in a Development Permit area to protect groundwater.

He explained that consideration is being given to restricting use to non-profit organizations with the intent that if the land is owned and managed by a non-profit they may choose to allocate sites to other non-profits, making the area available for small businesses rather than being co-opted by one business. He noted that the Local Trust Committee has since been advised that regulations can specify the use, however, not the user and remarked that community comments would be appreciated on whether to retain the language that restricts users to non-profit organizations.

Dianne Chouke asked if an industrial business has ever expressed interest in doing business there.

Trustee Law commented that there has been interest from time to time from various parties, however, there has not been an application put forth.

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Tim Biggins proposed that a model might be considered where the land set aside for commercial use would be managed by a non-profit while the people working there would be for profit.

Jan Bevens asked for a comment on the results of the Denman Island Forum on Suites and Cottages held in August.

Planner Milne provided a summary of the outcome of that meeting, noting that secondary suites and detached secondary units on larger parcels were seen as the best ways to creating housing without an onerous process. He indicated that discussion was ongoing regarding the density cap that exists on Denman Island, the need for certain specific conditions and the possible use of tools to assure attainable housing.

Jan Bevens commented that this draft is proposing that on Hornby Island detached secondary units be permitted through TUPs only for specific purposes, not as a part of the general pool.

Planner Milne clarified that this draft proposes that secondary suites may be permitted as rental housing under certain conditions while the detached units are proposed to provide non-permanent housing for a relative or care-giver or non-permanent affordable rental accommodation through a TUP.

Dianne Chouke asked if other islands are making detached units a permitted use without considering their status as temporary or requiring TUPs.

Planner Milne responded that islands are moving forward using different solutions and that in some cases TUPs are being considered. He commented that the use of TUPs would allow the community to assess the impacts or success of the approach without the rezoning process.

Dianne Chouke commented that she supports the use of TUPs as a tool to ensure that secondary units are allowed for affordable rentals. She observed that there is a lack of affordable housing and raised the question of how to make people confident enough to be willing to invest in building with the possibility of the unit not being permitted after six years. She commented that the TUP approach would allow the opportunity for illegal units to become legal.

Planner Milne remarked that affordable housing would be defined in the LUB and noted that the implementation of affordable housing can vary among islands.

Trustee Law noted that of the options available, he considers that the TUP offers the best balance between accountability and accessibility.

Jan Bevens noted that the possible timeline for completion of this OCP review might be compromised by the late engagement of some in the community who have not been following the process and she asked how that might be mitigated.

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Planner Milne commented that the Public Hearing is technically the opportunity for viewpoints to be expressed.

Chris Weixelbaumer expressed concern that the definition of affordable housing includes a reference to 30 percent of the median gross income of families or individuals on Hornby Island, noting that is a difficult measurement on Hornby Island where waterfront property owners inflate that number. He indicated he would rather consider a percentage of median income of the working population of Hornby.

Planner Milne acknowledged that the definition of affordable housing is difficult and noted that the approach to affordable housing can be different for each island. He commented that, as an example, Denman Island is considering the use of the term “attainable housing” that would not be bound by the definition of affordable housing, however, demonstrates the concept of affordability. He added that this might be a useful topic for community conversation.

Dianne Chouke asked if the applications for TUPs for the detached units would ask what the rent would be.

Planner Milne responded that the benchmark of 30 percent of median income is common in the process, however, noted that this could be a question for community discussion.

Tim Biggins commented on his understanding that when housing is over 30 percent of medium income it is classified as homelessness or at risk of homelessness.

Planner Milne remarked that most islands are experiencing similar housing issues and want to create inventory, although he acknowledged that attaching income percentages to the approach makes that difficult.

With no other questions forthcoming, Chair Graham directed attention to the hand-out materials and maps for viewing and the Open House segment began, to allow an opportunity for review of the material and discussion.

6. CLOSING REMARKS

Trustee Law commented that in addition to those key revisions discussed today, there are other changes in the draft OCP. He suggested that those changes are not as significant, however, recommended the entire OCP be reviewed and encouraged comments be provided to assist the Trustees in their evidence-based decisions. He added that even if comments on issues other than those in the current targeted review are offered they will be noted and considered for a future review.

Chair Graham remarked that Trustees are looking forward to consideration of comments received on this draft of the OCP and thanked everyone for attending and participating today.

7. ADJOURNMENT

Chair Graham adjourned the meeting at 4:00 pm.

David Graham, Chair

CERTIFIED CORRECT:

Vicky Bockman, Recorder



RWM From: November 06, 2012 To: November 13, 2013

Hornby Island

Resolution #	Action	Resolution Description	Resolution Date
2013-01	In Favour	"THAT the Hornby Island Local Trust Committee cancels the October 11, 2013 Local Trust Committee business meeting."	Sep 26, 2013



Islands Trust

Follow Up Action Report w/ Target Date

Hornby Island Nov-23-2012

No.	Activity	Responsibility	Target Date	Status
1	RESOLUTION: bylaw enforcement staff be requested to prepare a draft enforcement policy that would make the use of an accessory building for rental as a studio/office/workshop to a person who is not a resident of the lot as a low priority for enforcement while the LTC is considering this issue.	Miles Drew Stephanie Somers	Dec-07-2012	On Going

Apr-26-2013

No.	Activity	Responsibility	Target Date	Status
1	Update Hornby website with most recent OCP/LUB report and revised drafts. Renumber work program; correct spelling of 'community' in climate action section; delete all references to december draft OCP.	Rob Milne		On Going
1	HOLTC advisory planning commission members have been contacted to determine if they are willing to be re-appointed for a 12 month term in order to complete the OCP/LUB review. Draft OCP to be referred to APC members for review after October 27, 2013 community information meeting.	Becky McErlean Rob Milne	May-10-2013	On Going



STAFF REPORT

Date: October 28, 2013

File No.: HO-OCP-2009.1

To: Hornby Island Local Trust Committee
For meeting of November 22, 2013

From: Rob Milne, Island Planner

CC: Courtney Simpson, Regional Planning Manager
Miles Drew, Bylaw Enforcement Coordinator

Re: Hornby Island Bylaw Enforcement Policy for Accessory Building Rentals

THE PROBLEM / ISSUE

The Hornby Island Local Trust Committee, at its November 23, 2012 meeting requested by resolution that Bylaw Enforcement staff:

Prepare a draft enforcement policy that would make the use of an accessory building for rental as a studio/office/workshop to a person who is not a resident of the lot as a low priority for enforcement while the LTC is considering this issue.

BACKGROUND

The Hornby Island Land Use Bylaw No. 86 currently defines home occupation use as follows below:

home occupation means a commercial activity conducted for gain within a dwelling unit or permitted accessory building by a resident of the lot on which the building is located and includes bed and breakfast, artist or artisan studio, professional office, personal service, daycare, food processing, manufacture, repair and assembly of goods, the incidental retail sale of goods commonly associated with these uses and the retail sale of agricultural products or articles produced or assembled on the same lot;

Item 4.12 of Section 4, "Home Occupation Regulations" states that where a home occupation is permitted in any zone, the operator of the home occupation must:

4.1.2 not employ in the home occupation more than two employees who are not residents of the dwelling unit in which the home occupation is operated nor more than five employees in total including the owner of the business;

It can be inferred from this prohibition that accessory buildings are intended to be used or occupied, for purposes of commercial gain, only by those persons who live on the property or those persons employed in a home occupation conducted in accordance with Section 4 of the bylaw. The bylaw does not address rental of an accessory building to a person or persons who are not conducting a home occupation or carrying out an activity for monetary gain.

The default enforcement policy of the Islands Trust is that ordinary bylaw enforcement violations, such as the rental of an accessory building to a person not resident upon the property, are to be investigated only if there is a written complaint and that bylaw enforcement officers are to seek voluntary compliance before taking any other enforcement action.

STAFF COMMENTS:

The Hornby Island Land Use Bylaw (LUB) is currently undergoing a review in conjunction with the Island's Official Community Plan (OCP). The current draft contains a number of changes with respect to home occupations. However, similar to the current LUB it also limits home occupations to residents of the property with an allowance for non-resident employees under certain circumstances. As is the case with the current LUB the draft bylaw is not clear regarding the rental of accessory buildings for non-commercial purposes which, in some cases, could include studios, offices or workshops. It is unknown at this time whether Hornby Island residents are concerned about the rental of accessory buildings for non-commercial purposes. This issue could be highlighted for discussion in the current OCP and LUB review process.

RECOMENDATONS:

It is the recommendation of staff:

1. THAT whereas the Land Use Bylaw and Official Community Plan for the Hornby Island Local Trust area are currently undergoing a community review process which amongst other items includes a review of home occupation AND THAT whereas neither document addresses the rental of accessory buildings for non- commercial use it is resolved that enforcement actions related to the rental of accessory buildings shall be considered to be a low priority;
2. THAT nothing in this enforcement policy should be interpreted as giving permission to any party to violate the Land Use Bylaw and the Hornby Island Trust Committee may change this policy at any time and may give direction to commence enforcement activities without notice; and
3. THAT unless the Hornby Island Local Trust Committee extends the effective period on this enforcement policy it expires on September 31, 2014 or when Land Use Bylaw and Official Community Plan review is complete, whichever is the sooner.

Prepared and Submitted by:

Rob Milne

October 30, 2013

Rob Milne, M.A., RPP, MCIP
Island Planner

Date

Concurred in by:

Courtney Simpson

October 30, 2013

Courtney Simpson, RPP, MCIP,
Regional Planning Manager

Date



STAFF REPORT

Date: November 12, 2013

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

To: Hornby Island Local Trust Committee
For September 22, 2013 Regular Business Meeting

From: Marnie Eggen, A/Planner 2

CC: Rob Milne, Island Planner
Courtney Simpson, Regional Planning Manager

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 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: 0.839 ha (2.07 ac) and a remainder lot: 3.12 ha (7.7 ac). The proposed subdivision is not compliant with the LUB in terms of minimum lot size or 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 parcel sizes for Section 946 subdivisions.

Preliminary Layout Approval from the Ministry of Transportation and Infrastructure has not yet been issued; however, the Development Approval Technician indicates that it will likely be issued in the near future.

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

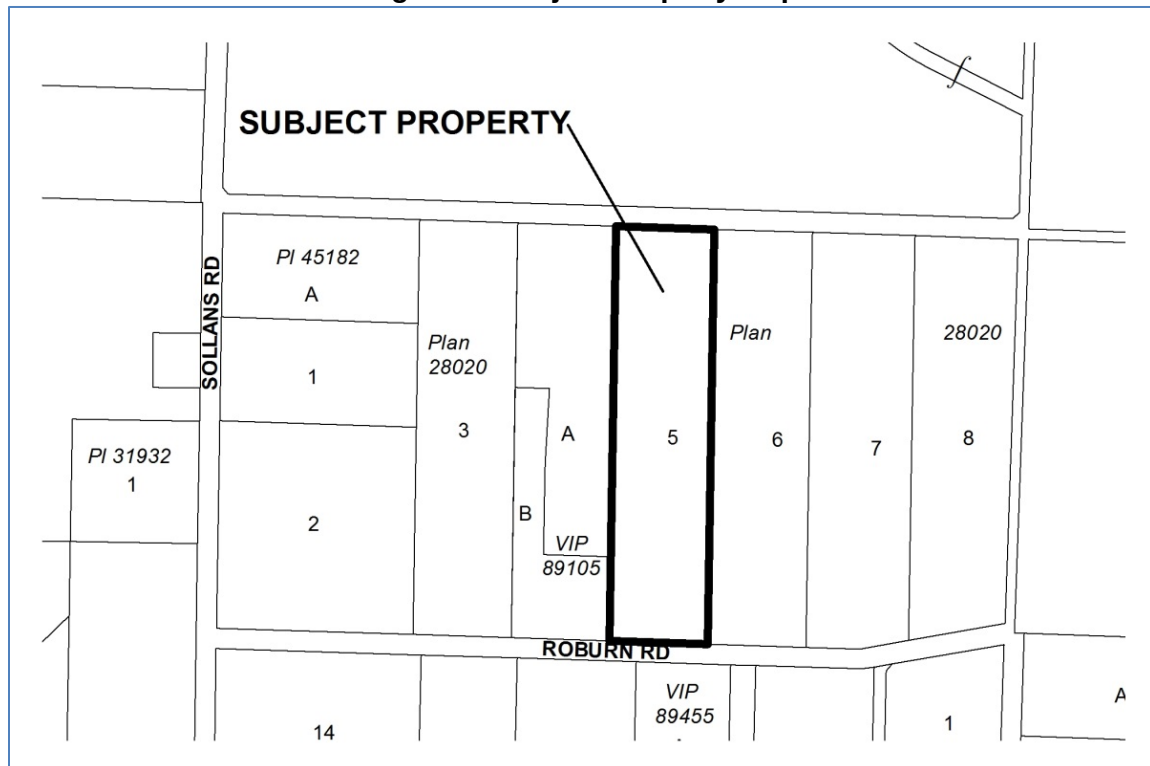
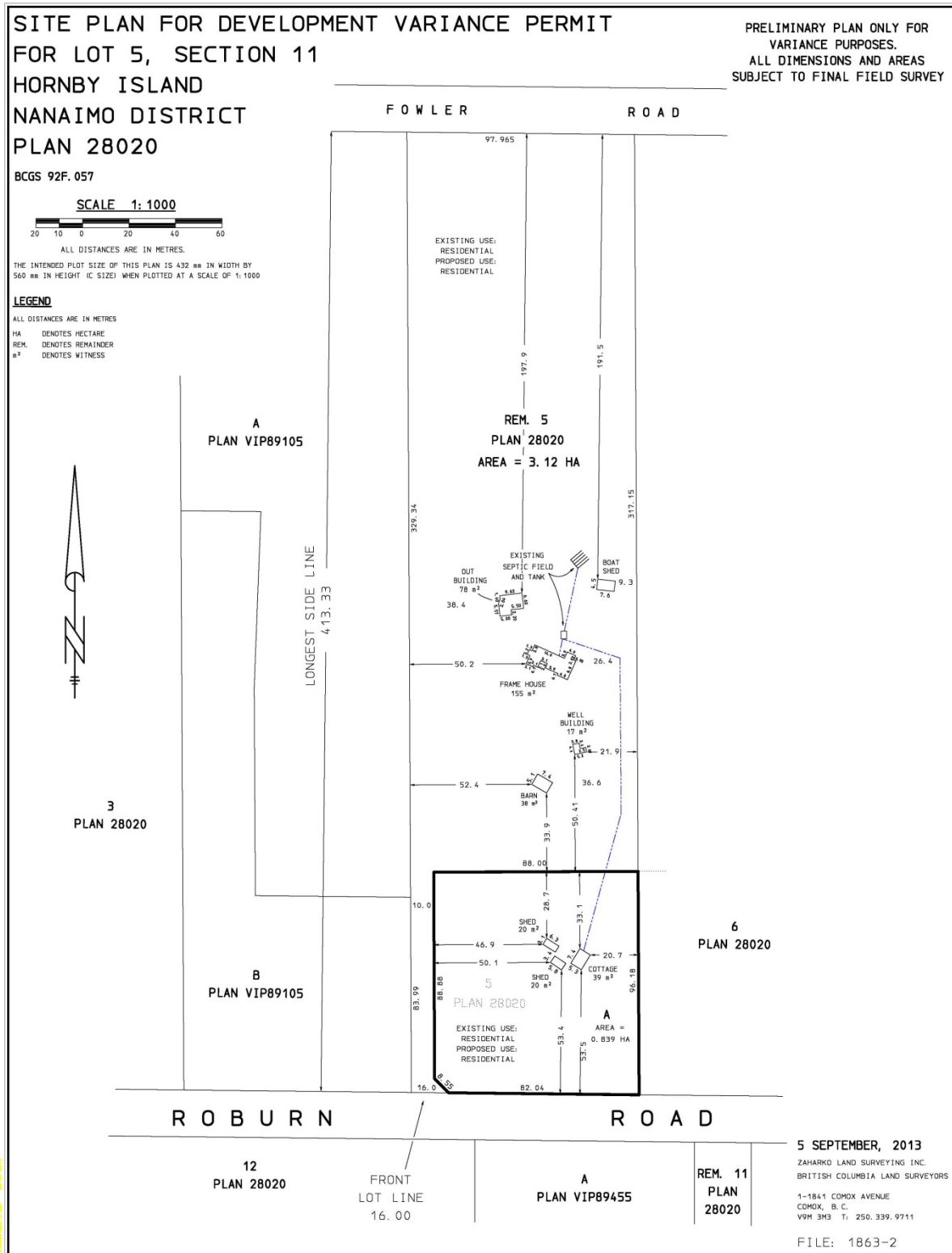


Figure 2: Aerial Photo



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. This is also a requirement under subsection 946(6) of the *Local Government Act*. Based on previous 946 subdivision applications on Hornby Island, a condition of the forthcoming PLA will likely require proof of potable water to the satisfaction of the Provincial Approving Officer.

Hornby Island Land Use Bylaw No. 86

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

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 proposed subdivision is not compliant with the LUB in terms of minimum lot size or 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 parcel sizes for Section 946 subdivisions.

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 will prepare a covenant for HOLTC 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 proposed remainder lot includes a panhandle to Roburn Road, while the road frontage on Fowler Road is sufficient enough to meet road frontage requirements. This is probably to ensure access to constructed Roburn Road, because Fowler Road is not yet constructed. Staff also note that if the proposal didn't include a panhandle, the proposed remainder lot would still require a variance for lot proportions.

Additionally, 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, probably 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.

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 was sent to adjacent property owners. Submissions to the LTC will be presented at the regular business meeting.

STAFF COMMENTS:

Section 3.12 (Lot Proportions) is intended to prevent the creation of long, narrow lots. That section 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 (1/3) the length of its longest side lot line. Proposed Lot A is in compliance, but proposed remainder lot 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 minimum parcel sizes for Section 946 subdivisions in the LUB, staff conclude the following:

- The layout is logical considering that Fowler Road is not constructed;
- 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;
- Panhandle is compliant with Section 3.19 that stipulates a panhandle must be not less than 10 metres and not more than 20 metres; and
- If approved, there will be no increase the potential density of the subject property.

RECOMMENDATION:

THAT the Hornby Island Local Trust Committee:

1. Approve development variance permit HO-DVP-2013.2 (Heinegg & Chalfin).

Prepared and Submitted by:



November 12, 2013

Marnie Eggen, MCIP, RPP
A/Planner 2

Date

Concurred in by:

Courtney Simpson

November 12, 2013

Courtney Simpson, MCIP, RPP
Regional Planning Manager

Date

Attachments:

1. Proposed Development Variance Permit and Notice

PROPOSED

	HORNBY ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT HO-DVP-2013.2 (Heinegg & Chalfin)
---	---

TO: John Bernard Heinegg and Laura Beth Chalfin

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

Lot 5, Section 11, Hornby Island, Nanaimo District, Plan 28020
PID 003-241-807

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 ____, 2013.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF ____, 2015, THIS PERMIT AUTOMATICALLY LAPSES.

SCHEDULE "A"

SITE PLAN FOR DEVELOPMENT VARIANCE PERMIT
FOR LOT 5, SECTION 11
HORNBY ISLAND
NANAIMO DISTRICT
PLAN 28020

PRELIMINARY PLAN ONLY FOR
VARIANCE PURPOSES.
ALL DIMENSIONS AND AREAS
SUBJECT TO FINAL FIELD SURVEY

BCGS 92F.057

SCALE 1:1000



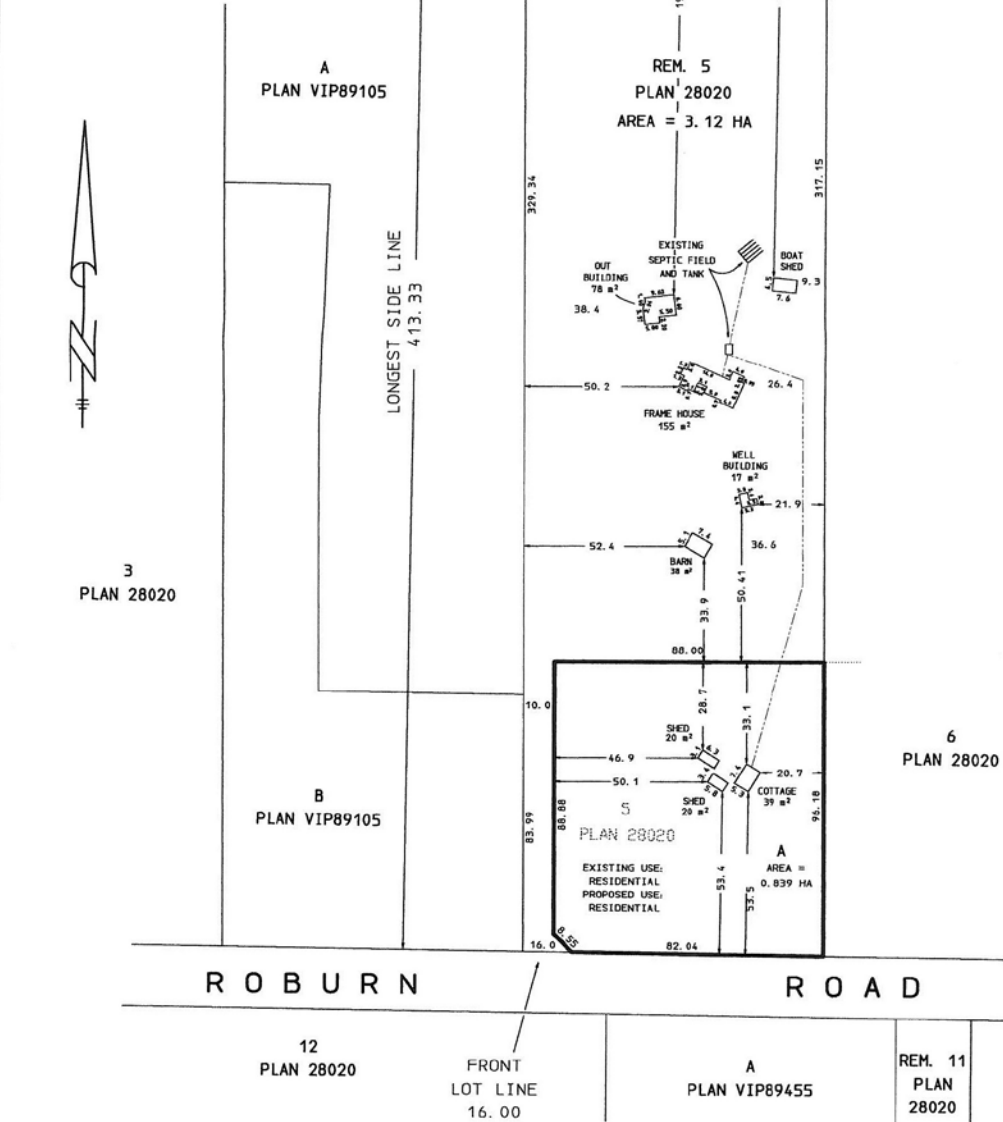
ALL DISTANCES ARE IN METRES.

THE INTENDED PLOT SIZE OF THIS PLAN IS 432 m IN WIDTH BY
540 m IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:1000

LEGEND

ALL DISTANCES ARE IN METRES

HA DENOTES HECTARE
REM. DENOTES REMAINDER
m² DENOTES METRE

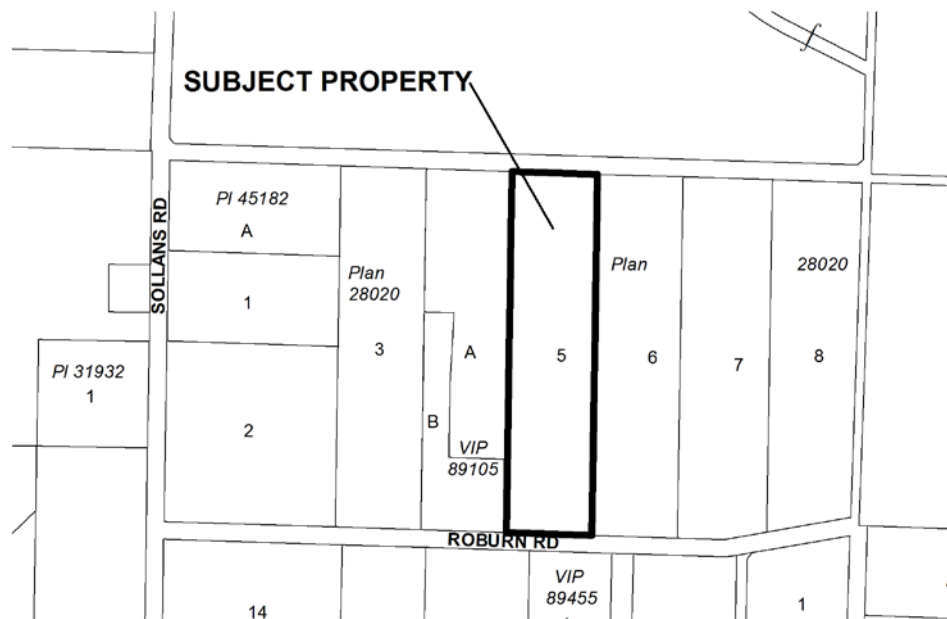




Islands Trust

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, November 8, 2013 and continuing up to and including Thursday, November 21, 2013. 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, November 21, 2013 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 November 22, 2013, 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

STAFF REPORT

Date: November 5, 2013

File No.: HO-OCP-2009.1

To: Hornby Island Local Trust Committee
For meeting of November 26, 2013

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

**RE: Hornby Island OCP Review Summary Report of October 27th Community
Information Meeting**

Problem/Issue:

A community information meeting was held on October 27th, 2013 at the Hornby Island Community Hall to review proposed policy changes for key sections of the Official Community Plan. The purpose of this report is to summarize that meeting.

BACKGROUND:

The targeted review of the Hornby Island Official Community Plan and Land Use Bylaw originally began in 2009. In the intervening years extensive research and consultation has taken place and the document has continued to mature. Most recently the document completed its legal review and the document is now at a point where it may be considered to be ready for receipt by the Hornby Island Advisory Planning Commission. The recent October 27th community information meeting was intended as an opportunity for staff and the Local Trust Committee to do a “check in” with the community prior to that next step.

The community information meeting began with a short presentation by staff which included a review of the process history and timelines as well as a focus on key policy changes in the four areas which have been the focus of the targeted review. These policy changes address subdivision within the “Rural Residential” designation, limited expansion of commercial zoning to allow for small scale retail and personal service use with possible secondary residential use, the designation of a Community Trades and Service Area to encourage the development of local small business opportunities and changes to housing policies which allow for secondary suites and detached secondary dwelling units under certain conditions.

The staff presentation was followed by a question and answer period followed by an open house format where residents were invited to review the various materials available, speak with staff and trustees and to fill out comment sheets.

ISSUES SUMMARY:

Subsequent to the October 27th meeting one comment sheet and four pieces of correspondence have been received. Three of those submissions expressed support for the proposed change in subdivision policy with one of those also expressing support of the Community Services area being designated as a development permit area to protect ground water as well as eliminating the requirement that uses be based upon a non-profit organization. One other submission

spoke to the need for effective ground water protection in the Anderson Road area with specific concerns about protection of two CVRD well properties. The final submission provided observations and suggestions regarding fuel overloading in the forests, stronger support for farming and agriculture, and the OCP's approach regarding the ownership of groundwater. Other areas of comment were directed towards the OCP's failure to address air pollution from woodstoves in areas of higher housing density and the probability of changes on Hornby Island having an effect on climate change, the feeling being that the Islands Trust's resources could be used to better effect on other issues.

STAFF COMMENTS:

Although the number of submissions was small in total number, the tenor of them was supportive of the key focus areas of the targeted review and the proposed policy changes, particularly as they relate to groundwater protection and subdivision in the Rural Residential designation. Some language in Section 6.2, "Community Service Use" of the draft OCP was amended to reflect the community discussion regarding the need for commercial activities to be "operated under the jurisdiction of a community non-profit society". The revised language now recognizes this as being desirable but not mandatory. No other changes were required or made to the draft document based upon the community feedback.

RECOMMENDATIONS:

It is the recommendation of staff:

THAT the Local Trust Committee refer the draft Official Community Plan and associated schedules to the Hornby Island Advisory Planning Commission for their review and comments.

Prepared and Submitted by:

_____	_____
	Date
Concurred in by:	
<i>Courtney Simpson</i>	November 12, 2013
_____	_____
Courtney Simpson, RPP, MCIP Regional Planning Manager	Date



Islands Trust

Top Priorities

Hornby Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Official Community Plan and Land Use Bylaw Review.	Targeted review and update of the OCP and LUB. Draft OCP to be presented at October 27, 2013 community information meeting in the Hornby Island Community Hall. Draft LUB undergoing legal review.	Feb-03-2012	Rob Milne		On Going
2	APC Bylaw review and update	Review language of current bylaw and consider amendment to current language which prevents appointments after March. Draft APC bylaw has received EC approval. On November LTC agenda for final reading and possible appointments for fill vacancies.	Jun-07-2013	Rob Milne		On Going
3	Riparian Areas Regulation mapping and implementation.	Additional data collection and mapping is planned to be completed in the fall of 2013. RFP for mapping contract closes September 26th, 2013	Feb-03-2012	Rob Milne	Dec-31-2012	On Going



Projects

Hornby Island

No.	Description	Activity	Received/Initiated	Status
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	Develop and implement a Development Approval Information Bylaw.		Mar-15-2013	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	Review development permit for water conservation for new development, including water catchment requirements.		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	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.	Feb-03-2012	On Going

2	Continue relationship building with K'omoks First Nations.		Feb-03-2012	On Going
3	GHG Emissions Reduction	Facilitate <i>community communications regarding greenhouse gas emissions in collaboration with community organizations.</i>	Feb-03-2012	On Going
3	Review of vacation home rental regulations by 2017		Sep-13-2013	On Going
3	Review of approaches to groundwater protection on Hornby Island.		Sep-13-2013	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 Variance Permit

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

Planning Status

Status Date: Nov-05-2013

Mailout sent Nov 5, 2013 / Hand Delivery Nov 8 - Statutory Notice Period Nov 8 - 21, 2013

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2012.3	Peter Mason	Apr-26-2012	1410 Carmichael Road (Gustein & Burrows) 2 lot subdivision under Section 946 Local Government Act

Planner: Linda Prowse

Planning Status

Status Date: Dec-20-2012

Still awaiting RAR report and DVP application from applicant

Status Date: May-18-2012

Referral response sent to the Ministry of Transportation and Infrastructure

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

Planning Status

Status Date: Jul-29-2013

Referral report emailed to MOTI; requires variance and 946 covenant

Status Date: Jun-25-2013

Planner reviewing

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2011.11	Hornby Island Resorts Ltd. (The Thatch) Planner: Marnie Eggen	Sep-22-2011	Commercial Building, Triplex and Duplexes, Pump House and Water Cistern

Planning Status

Status Date: Jul-02-2013

no change

Status Date: Dec-07-2012

Awaiting further info from applicant

Status Date: Nov-26-2012

DP and DVP approved

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2013.11	Rachel & Masoud Goodman & Zadeh Planner:	Oct-29-2013	

Planning Status

From: Anna Olson
Sent: September-26-13 2:28 PM
To: Alex Allen; David Graham; Rob Milne; Tony Law; Becky McErlean
Cc: Nancy Roggers
Subject: Hornby Expense Report- SEPT/13

<i>Islands Trust</i> LTC EXP SUMMARY REPORT F2014 Invoices posted to September 30, 2013				
635 Hornby	Invoices posted to September 30, 2013	Budget	Spent	Balance
65000 635	LTC "Trustee Expenses"	1,300.00	2.40	1,297.60
65200 635	LTC Local Exp LTC Meeting Expenses	3,000.00	1,128.15	1,871.85
65210 635	LTC Local Exp APC Meeting Expenses	1,000.00	-	1,000.00
65220 635	LTC Local Exp Communications	500.00	285.33	214.67
65230 635	LTC Local Exp Special Projects	2,000.00	500.00	1,500.00
65240 635	LTC Local Exp Miscellaneous	250.00	-	250.00
TOTAL LTC Local Expense		6,750.00	1,913.48	4,836.52
TOTAL Project Expense		0.00	0.00	0.00

Anna Olson
Finance Clerk

Islands Trust
#200 1627 Fort Street
Victoria, B.C. V8R 1H8
Phone: (250) 405-5152
Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island* communities, culture and environment

Please consider the environment before printing this email.

Islands Trust
LTC EXP SUMMARY REPORT F2014
Invoices posted to Month ending October 2013

12.3.2

635 Hornby	Invoices posted to Month ending October 2013	Budget	Spent	Balance
65000-635	LTC "Trustee Expenses"	1,300.00	52.48	1,247.52
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	3,000.00	1,128.15	1,871.85
65210-635	LTC - Local Exp - APC Meeting Expenses	1,000.00	0.00	1,000.00
65220-635	LTC - Local Exp - Communications	500.00	355.33	144.67
65230-635	LTC - Local Exp - Special Projects	2,000.00	500.00	1,500.00
65240-635	LTC - Local Exp - Miscellaneous	250.00	0.00	250.00
TOTAL LTC Local Expense		<u>6,750.00</u>	<u>1,983.48</u>	<u>4,766.52</u>
Projects				
73001-635-2004	Hornby OCP/LUB	0.00	4,121.26	-4,121.26
73001-635-3009	Hornby RAR	12,000.00	0.00	12,000.00
TOTAL Project Expenses		<u>12,000.00</u>	<u>4,121.26</u>	<u>7,878.74</u>



BRIEFING

To: Local Trust Committees **For the Meeting of:** (LTC meetings in Oct. and Nov.)
From: Linda Adams **Date prepared:** **October 3, 2013**
 Chief Administrative Officer

File No.: **Strategic Plan**

SUBJECT: ISLANDS TRUST COUNCIL STRATEGIC PLAN – LTC INPUT

DESCRIPTION OF ISSUE:

Local Trust Committee input to Islands Trust Council Strategic Plan

BACKGROUND:

At its meeting in September 2013, the Islands Trust Council endorsed the Objectives, Strategies, Activities and Phases (columns 1-3) illustrated in the August 27, 2013 version of its Strategic Plan for 2011-2014 (Attachment 1).

Trust Council also requested Council Committees, Local Trust Committees and the Trust Fund Board to provide recommendations to the Financial Planning Committee and the Executive Committee in November, regarding:

- a. Their projected ability to complete Strategic Plan items on target
- b. Identification of any Strategic Plan items they recommend for amendment, removal or delay
- c. Identification of any items that should be added to the Strategic Plan
- d. Recommendations regarding any new resources that should be included in the annual budget in order to complete Strategic Plan items on target

Trust Council has requested the Financial Planning Committee to use the August 27, 2013 version of the Strategic Plan for the purposes of budget development, after considering recommendations of other Council committees, local trust committees and the Trust Fund Board. It has also requested the Executive Committee to make recommendations in December 2013 regarding amendments to the Strategic Plan for 2011-2014.

The August 27, 2013 version of Trust Council's Strategic Plan is being circulated to Council Committees, local trust committees and the Trust Fund Board as requested.

The Financial Planning Committee will meet on October 30 and November 13 to discuss a first draft of the 2014/2014 annual budget for Trust Council's review in December 2013. Following public consultation in February 2014, Trust Council would then adopt a budget in March 2014 and amend its Strategic Plan, as necessary, in response to the budget it has adopted.

ATTACHMENT(S):

- Attachment 1 - Islands Trust Council Strategic Plan – August 27, 2013
- The Request for Decision material considered by Trust Council's in September 2013 is available in Trust Council's September 2013 Agenda Package (see Item 3.4) at:
<http://www.islandstrust.bc.ca/uploads/meetings/2013/9/93/package/Sept%202013%20Trust%20Council%20Decision%20and%20Information%20Items%20Agenda%20Package.pdf>

AVAILABLE OPTIONS:

Each local trust committee may wish to provide advice to the Financial Planning Committee and the Executive Committee in regards to any items on the Strategic Plan that relate to its operations, specifically:

- a. The local trust committee's projected ability to complete Strategic Plan items on target
- b. Identification of any Strategic Plan items that a local trust committee recommends for amendment, removal or delay
- c. Identification of any items that a local trust committee indicates should be added to the Strategic Plan
- d. Recommendations regarding any new resources that a local trust committee indicates should be included in the annual budget in order to complete Strategic Plan items on target

FOLLOW-UP:

LTCs to consider providing advice to the Executive Committee and the Financial Planning Committee, by resolution, as indicated.

While early advice regarding Strategic Plan items that relate to LTC work would be most helpful, LTCs could also undertake further review and provide input after the December 2013 meeting of Trust Council.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: David Marlor, Director – Local Planning
Services – October 4, 2013

G:\EXEC\Council\Strategic Planning\2013\2013 10 04 Referral of Strategic Plan to LTCs.docx



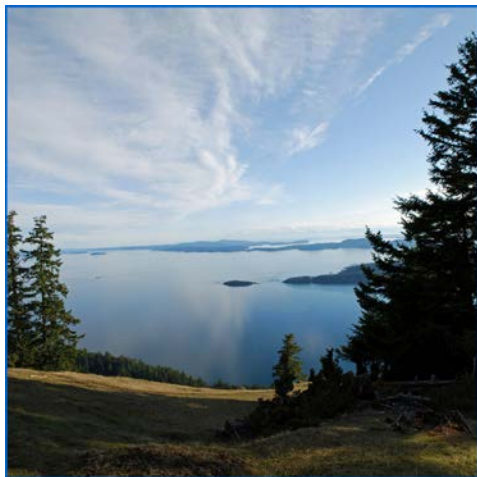
Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

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

– Islands Trust Act



Islands Trust Council — Strategic Plan 2011-2014

Adopted September 12, 2012 – updated to September 12, 2013

The Trust Area

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

The beauty, tranquility, and sometimes fragile natural environment of the islands in the Strait of Georgia and Howe Sound, characterized by an exceptional variety of species, have given the area national recognition.

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

Our Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 3-year term during BC Local General Elections in November 2011. Trustee terms will end in November 2014.

A Strategic Plan for the 2011-2014 term

The Islands Trust Policy Statement is partially implemented through Council's strategic plan. By identifying goals and developing a plan to achieve them, Council focuses finite resources and measures progress. After extensive review and public input, Trust Council has confirmed the following focus areas for its 2011-2014 term:

Goal A - Ecosystem Preservation and Protection

The Islands Trust will work to protect the natural environment of islands by:

- Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline
- Working to protect fish habitat under BC's Riparian Areas Regulation
- Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made
- Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

Goal B – Stewardship of Island Resources

The Islands Trust will focus on good management of island water resources by:

- Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management
- Using land use planning tools and decisions to protect the quality and quantity of water resources

Goal C – Sustain Island Character and Healthy Communities

The Islands Trust will work to enhance the economic sustainability and security of island communities by:

- Creating linkages between islanders and regional districts to share effective economic development models
- Continuing to advocate for sustainable, affordable and appropriate ferry services
- Using land use planning tools and decisions to positively affect housing affordability, food security and farmland protection

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

- Strengthening relations with the many First Nations who have interests in island land use decisions
- Continually working to improve our organizational effectiveness

Shaded text=activities primarily achieved in prior fiscal years or proposed for future fiscal years and subject to future budget decisions;
Italics=changes since last Trust Council meeting

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal A: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> 1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options	TFB	Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13 – 2013/14</u> 1.1.2 Share information about best practices for covenants and NAPTEP with all planning staff	TFB	Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information complete ITF presentation to LPS not started
		<u>FY 2012/13 – 2014/15</u> 1.1.3 Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB	Funded by program budget in 2013/14 \$22K for eelgrass mapping; \$10K for forage fish mapping Further work subject to 2014/15 budget \$22K for eelgrass mapping; 10K for forage fish mapping	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available; eelgrass mapping completed for Gambier, Thetis, Thetis associated islands (except Valdes) Lasqueti, North Pender, South Pender and Mayne and forage fish habitat mapping completed for North and South Pender; additional eelgrass mapping in progress
		<u>FY 2013/14</u> 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	Subject to external funding	By whether a landowner contact pilot program is implemented	Planning in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		<u>FY 2011/12 - 2014/15</u> 1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	Recent grants awarded to Pender Island Conservancy (\$5,000) and Salt Spring Island Conservancy (\$5,000)
		<u>FY 2013/14</u> 1.1.6 Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Scheduled for Dec/13 Trust Council meeting
		<u>FY 2013/14 - 2014/15</u> 1.1.7 Share information with the public about managing invasive species	TFB		Subject to funding in 2014/15 program budget	By whether information has been shared with the public	In progress. Invasive species control information shared through ITF website and e-newsletter
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<u>FY 2012/13</u> 1.2.1 Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Complete. BIM declined for current term
		<u>FY 2013/14</u> 1.2.2 Seek support from Metro Vancouver RD for NAPTEP.	TFB		Funded by base budget	By whether support from Metro Vancouver RD (MVRD) has been sought	Complete
		<u>FY 2013/14 - 2014/15</u> 1.2.3 Launch NAPTEP on the islands in MVRDRD (subject to BIM and MVRD approval)	TFB		Funded by base budget	By whether NAPTEP has been launched on the islands within the MVRD	Complete. Program launched on Gambier LTC islands. BIM declined for current term.
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<u>PHASE 1 - Identify watersheds</u> <u>FY 2014/15</u> 1.3.1 Identify RAR watersheds on Gambier and Lasqueti	LTCs**		Subject to budget	By whether all RAR watersheds on Gambier and Lasqueti have been identified	Not due Not started
		<u>PHASE 2 - Improve mapping</u> <u>FY 2012/13</u> 1.3.2 Improve mapping of some riparian areas on SSI	LTCs**		Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	Complete
		<u>FY 2013/14</u> 1.3.3 Improve mapping of additional riparian areas on Denman, Hornby and Salt Spring islands	LTCs**		Funded in 2013/14 program budget \$71,000 RAR budget \$30,000 Sci/Tech budget	By whether new mapping of riparian areas is complete	Project planning underway
		<u>FY 2014/15</u> 1.3.4 Improve mapping of additional riparian areas on Gambier, Lasqueti and Salt Spring islands	LTCs**		Subject to budget	By whether new mapping of riparian areas is complete	Not due Not started
		<u>PHASE 3 - Adopt bylaws</u> <u>FY 2012/13 - 2013/14</u> 1.3.5 Adopt new bylaws to implement RAR on selected	LTCs**		Funded by 2013/14 program budget	By whether Gabriola, Mayne and Saturna are RAR compliant through bylaw development	Saturna complete Gabriola, Mayne & Thetis in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		islands (Gabriola, Mayne, Saturna, Thetis)					
		<u>FY 2014/15</u> 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and one Salt Spring watershed)	LTCs**		Subject to budget	By whether Ballenas/Winchelsea, Denman, Hornby and one Salt Spring watershed are compliant with RAR through bylaw development	Not due Not started
		<u>FY 2015/16 - ?</u> 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti, Gambier and remainder of Salt Spring)	LTCs**		Subject to budget	By whether all Gambier, Lasqueti and Salt Spring watersheds are compliant with RAR through bylaw development	Not due Not started
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	<u>FY 2012/13 – 2013/14</u> 1.4.1 Seek legislative change regarding TFB corporate structure and name	EC	TFB	Funded by base budget	By whether legislative change has been requested	Chair correspondence sent Nov/12. Initial response received Feb/13
		<u>FY 2011/12 – 2014/15</u> 1.4.2 Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*		Partially funded through 2012/13 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Information package prepared re Planned Giving
		<u>FY 2014/15</u> 1.4.3 Develop and implement strategy re changes to corporate structure and name	TFB		Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Not started. Not due unless province makes legislative changes
		<u>FY 2015/16</u> 1.4.4 Review and launch long-term funding strategy	TFB		Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Not due unless province makes legislative changes
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2011/12- 2012/13</u> 1.5.1 Map and prioritize high biodiversity areas and develop a strategy for protection	TFB		Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping of high priority areas underway
		<u>FY 2011/12 – 2014/15</u> 1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*		Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	144 hectares protected since 2011
	1.6 Use land use planning tools and decisions to increase protection of special areas	<u>FY 2013/14</u> 1.6.1 Explore model land use planning tools that protect species and ecosystems at risk	LPC		Funded by base budget	By whether a staff report on model land use planning tools has been completed	Not started. Pending provincial working group recommendations. Staff participating on prov. working group.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		1.6.2 Trustee workshop about protection of special areas	TFB	Funded by base budget	By whether a trustee workshop has been held	Complete
		FY 2011/12 – 2014/15 1.6.3 Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway (details to be confirmed)
	1.7 Reduce greenhouse gas emissions	FY 2012/13 – 2013/14 1.7.1 Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA	LTCs	Funded by program budget	By whether all OCPs comply with LGA re GHG emissions	18 of 19 comply. Outstanding OCP (Piers Island) on work program for 2013, but work not started
		FY 2012/13 – 2014/15 1.7.2 Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***	Funded in 2013/14 annual budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Gabriola working on regulations to implement OCP policies
		FY 2012/13 – 2013/14 1.7.3 Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC	Funded by base budget	By whether Trust Council has adopted a policy	Complete
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	FY 2012/13 2.1.1 Develop integrated shoreline and watershed protection mapping for major islands	LPC	Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Complete
		FY 2013/14 2.1.2 Identify and post updated website links regarding existing shoreline stewardship information	TAS	Funded by base budget	By whether website links have been updated	Complete
		FY 2014/15 2.1.3. Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**	Subject to successful grant application	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Not started. Funding not recommended by LPC. Dependent upon grant application. LPC to reconsider in Nov/13
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	FY 2013/14 – 2014/15 2.2.1 Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping	LTCs**	Subject to funding in future program budgets	By whether LTCs have adopted regulatory bylaws	Reviewed by Thetis LTC. Educational program being considered/developed by N Pender, S Pender, Thetis

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?			IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
		2.2.2 Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**			Funded in 2013/14 program budget (\$2000)	By whether mechanisms have been developed	LPC recommends educational approach, not proactive enforcement
	2.3 Participate in planning for National Marine Conservation Area Reserve	<u>FY 2011/12 – 2014/15</u> 2.3.1 Advocate for implementation of the NMCA reserve	EC			Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Resolution supported by TC in Dec 2012 Feb 2013 Chair letters to Ministers Lake & Kent
		2.3.2 Participate in NMCA workshops and consultation opportunities	LTCs**	TAS	EC	May require additional funds	By level of participation in NMCA workshops and consultation opportunities	Workshops attended in Aug and Oct No funding proposed in 2013/14 budget. LTCs commenting on boundary details
		<u>Future fiscal years (TBD)</u> 2.3.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**			May require additional funds	TBD	Not due Not started
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	<u>FY 2011/12 – 2014/15</u> 2.4.1 Chair correspondence regarding oil spill prevention and response	EC			Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	2011: 7 letters sent 2012: 1 letters sent 2013: 3 letters sent Related resolutions passed at UBCM 2012 and AVICC 2013 conventions
		2.4.2 Chair participation in hearings related to tanker traffic increases	EC			Funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	NEB hearing presentation Aug 2012
		2.4.3 Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC			Funded by base budget	By whether workshops have been held	One workshop held at AVICC. Jan 2013 Chair presentation to Regional District Nanaimo Board. 2013: Chair presentation at San Juan County marine managers workshop
		2.4.4 Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC			Funded by base budget	By whether participation has taken place	Participation in two exercises in 2012
		<u>FY 2011/12 – 2014/15</u> 2.4.5 Continue to advocate for senior government solutions to derelict vessels	EC			Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going Mar/13 Letter to minister seeking

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
						action on Transport Canada report Organized resolution, clinic and meeting with Minister at UBCM
		<u>FY 2011/12 – 2013/14</u> 2.4.6 Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine	Complete May/13 BC EAO rejected proposal as submitted
		<u>FY 2012/13 – 2014/15</u> 2.4.7 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Burnco Gravel Mine	Not started
		<u>FY 2013/14 – 2014/15</u> 2.4.8 Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Funded by base budget	By whether a method to clarify jurisdictional issues has been implemented	Preliminary discussion with ministry staff Initial briefing prepared for EC
	2.5 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> 2.5.1 Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)	LTCs**	Funded in 2013/14 program budget (\$1000)	By whether the Denman Island LTC has collaborated with DFO on a pilot project	Not3.3.Impl started (Denman unsuccessfully sought representation on DFO committee)
	2.6 Advocate for effective regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> 2.6.1 Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Research and mapping in progress
		2.6.2 Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)	LTCs**/BIM***	Funded by base budget	By whether OCP policies require sewage pump-outs as a condition of marina development/expansion	No new OCP amendments since adoption of Strategic Plan

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal B: Stewardship of Island Resources...

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> 3.1.1 Compile educational materials about water resources done by local groups and identify gaps	TPC	Funded by base budget	By whether the need for new educational materials had been defined.	Complete
		3.1.2 Fill identified gaps with new educational materials about water resources	TPC	Funded by base budget	By whether new educational materials have been created	Not started
		<u>FY 2014/15</u> 3.1.3. Develop an on-going water stewardship program	TPC	Subject to 2014/15 program budget	By whether an on-going water stewardship program has been funded and launched	Not due Not started
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2014/15</u> 3.2.1 Continue to participate in Water Act reform consultations	EC	Funded by base budget	By whether participation in Water Act reform has taken place	Not started Pending provincial action
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> 3.3.1 Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Funded by 2013/14 program budget (\$2500)	By whether a toolkit has been developed	Project charter approved by LPC; Report underway
		<u>FY 2013/14 – 2014/15</u> 3.3.2 Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Funded in 2013/14 program budget	By whether OCPs have been amended to include new policies about water resource protection	Galiano DAI bylaw adopted - addresses water protection
		3.3.3 Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Funded in 2013/14 program budget	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	No LUB work begun
		<u>FY 2013/14</u> 3.3.4 Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Funded in 2013/14 program budget (\$2500)	By whether model Development Permit Areas have been developed	Not started

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
		<u>FY 2014/15</u> 3.3.5 Adopt new Development Permit Areas to enhance water conservation	LTCs**/BIM***	Subject to funding in 2014/15 program budget	By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation	Not due Not started
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> 3.4.1. Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options have been identified	Complete
		<u>FY 2013-14</u> 3.4.2 Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Partially funded by base budget.	By whether a pilot project has been considered	Complete St. Mary Lake Watershed Working Group formed on SSI. June/13 - TC adopted bylaw to delegate some TC coordination and advocacy powers to SSILTC.

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

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	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal C: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic sustainability models	<u>FY 2013/14</u> 4.1.1 Half day session on Trust Area economic sustainability at Dec 2013 Council in Victoria, inviting all EA reps	TPC	Funded by base budget	By whether a joint session has occurred	Sept/12 RD discussion at UBCM breakfast Aug/13 TPC approved project charter
	4.2 Advocate for sustainable, affordable and appropriate ferry	<u>FY 2013/14</u> 4.2.1 Develop and implement research program in support of advocacy program	TPC	Funded in 2013/14 program budget (\$20,000)	By whether a research program has been developed and implemented	Aug/13 TPC approved research program

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
	service	<u>FY 2011/12 – 2014/15</u> 4.2.2 Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	Submission sent to Minister Polak Chair meetings with Minister Polak, opposition critics and ferry commissioner
	4.3 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's toolkit, Community Housing Toolkit)	<u>FY 2011/12 – 2014/15</u> 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to include new affordable housing policies	Some OCP reviews underway. Hornby considering OCP amendments to allow secondary suites.
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amended to legalize secondary suites in some locations.
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's 2010 report, Exploring Food Security in the Trust Area)	<u>FY 2012/13 – 2014/15</u> 4.4.1 Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to address food security and farmland protection	Included in Gabriola OCP reviews (details to be confirmed)
		4.4.2 Amend LUBs to improve food security	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve food security	Included in Gabriola LUB review (details to be confirmed)

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
5. STRENGTHEN relations with First Nations	5.1 Improve consultation / engagement with First Nations during land use referrals	FY 2011/12 – 2014/15 5.1.1 Adopt First Nations Consultation Strategy	TAS	LPS	Funded by 2011/12 program budget	By whether Trust Council has adopted a First Nations Consultation Strategy	First draft to TC Jun/12. Final draft pending LPS capacity to consider financial and staffing implications
		5.1.2 Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 program budget	By whether a trustee workshop has been held	Complete
		FY 2012/13 – 2014/15 5.1.3 Implement 'essential' and 'quick start' improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy	LPS	TAS	Funded by base budget	By whether all 'essential' and 'quick start' improvements that do not require additional resources have been implemented	2 of 2 'essential' improvements in progress 3 of 8 'quick start' improvements in progress
		FY 2013/14 5.1.4 Identify resource needs for improved FN consultation and engagement	EC		Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started. Pending completion of First Nations Consultation Strategy
		FY 2014/15 5.1.5 Implement improvements identified in the FN Consultation Strategy as longer term or requiring additional resources	LPS	TAS	Subject to increase in future base budget to support an additional LPS position	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started Not due
	5.2 Improve consultation / engagement with First Nations during Trust Council's marine and terrestrial protection work	FY 2014/15 5.2.1 Improve consultation and engagement re free Crown grant program	TAS		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Not due. Pending increased staff capacity
		FY 2012/13 – 2014/15 5.2.2 Improve communication and coordination during marine protection advocacy	EC		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Pending staff capacity
6. IMPROVE organizational	6.1 Confirm a fair distribution of Islands	FY 2012/13 6.1.1 Review and amend	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	Complete

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
cost and operational effectiveness	Trust Services to Bowen Island Municipality	Policy 7.2.vi (Municipal Requisition Cost Allocations)					
		FY 2012/13 – 2014/15 6.1.2 Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS		Funded by base budget	By whether BIM needs for TAS services have been identified	Initial discussion held Sep/12. Chair follow up sent Oct/12 and Jan/13 Awaiting BIM response
		6.1.3 Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS		Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Pending requests from BIM Staff follow up e-mail to CAO sent Jan/13 Awaiting BIM response
		6.1.4 Review budget lines to ensure accurate allocation of costs	FPC		Funded by base budget	By whether budget lines have been reviewed	Staff review of line items underway. Initial discussion at FPC complete. BIM staff contacted for discussion.
		FY 2013/14 6.1.5 Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	Improved notice of IT items to BIM. Pending requests from BIM. BIM staff invited to training opportunities.
	6.2 Improve cost-recovery from development application fees	FY 2013/14 6.2.1 Develop model fees bylaw for consideration by LTCs	LPC	FPC	Subject to annual program budget	By whether a model bylaw has been developed	TC referred to LPC/FPC before bylaw drafting begins. Not funded in 2013/14 program budget. LPC and FPC recommend 10% fee increase
		FY 2013/14 6.2.2 Consider adoption of amended fees bylaws.	LPC/LTCs**		Funded by base budget	By whether LTCs have adopted amended fees bylaws that improve cost recovery	Not started
	6.3 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island (if province advances a	FY 2013/14 6.3.1 Provide input into provincial study that assesses impact on Islands Trust of the potential incorporation of Salt Spring Island and identifies	EC		Funded and managed by province	By whether input has been provided	In progress. Input into study terms of reference complete. Response to initial info requests from

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
	provincial restructure study for SSI)	alternative adaptation strategies					consultant complete.
		<u>FY 2014/15</u> 6.3.2 Consider options and adopt an adaptation strategy, for Islands Trust to implement in the event of municipal incorporation of Salt Spring Island	FPC	EC	Subject to future budgets	By whether options for an adaptation strategy have been considered and a preferred strategy adopted by Trust Council.	Not started. Not due unless a SSI restructure study is launched and is nearing completion
		<u>FY 2014/15(?) - ?</u> 6.3.3 Implement adopted adaptation strategy	EC		Subject to future budgets	By whether an strategy has been implemented to adapt to incorporation of SSI	Not started Not due unless SSI community passes a referendum to incorporate as a municipality
		<u>FY 2014/15(?)</u> 6.3.4 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Not started Not due unless a SSI restructure study is launched
	6.4 Review service delivery regarding application processing	<u>FY 2013/14</u> 6.4.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications	LTC**		Funded in 2013/14 program budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

AVICC – Assoc. of Vancouver Island Coastal Communities
 BIM – Bowen Island Municipality
 EC – Executive Committee
 FN – First Nations
 FPC – Financial Planning Committee
 FY – Fiscal Year
 IT – Islands Trust
 ITF – Islands Trust Fund
 ITPS – Islands Trust Policy Statement
 LGA – Local Government Act
 LPC – Local Planning Committee

LPS – Local Planning Services
 LTA – Local Trust Area
 LTC – Local Trust Committee
 LUB – Land Use Bylaw
 MCSCD – Ministry of Community, Sport and Cultural Development
 MVRD – Metro Vancouver Regional District
 NA – Not Applicable
 NEB – National Energy Board
 NAPTEP – Natural Area Protection Tax Exemption Program
 NMCA – National Marine Conservation Area

OCP – Official Community Plan
 ProD – Professional Development
 RAR – Riparian Areas Regulation
 RD – Regional District
 RFD – Request for Decision
 SSI – Salt Spring Island
 TAS – Trust Area Services
 TBD – To Be Determined
 TC – Trust Council
 TFB – Trust Fund Board
 TPC – Trust Programs Committee
 UBCM – Union of BC Municipalities

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Colour Key for Middle Column:

Colour	Potential committee / unit / body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
	Trust Programs Committee or Trust Area Services staff
	Executive Committee
	Trust Fund Board or Islands Trust Fund staff
	Financial Planning Committee

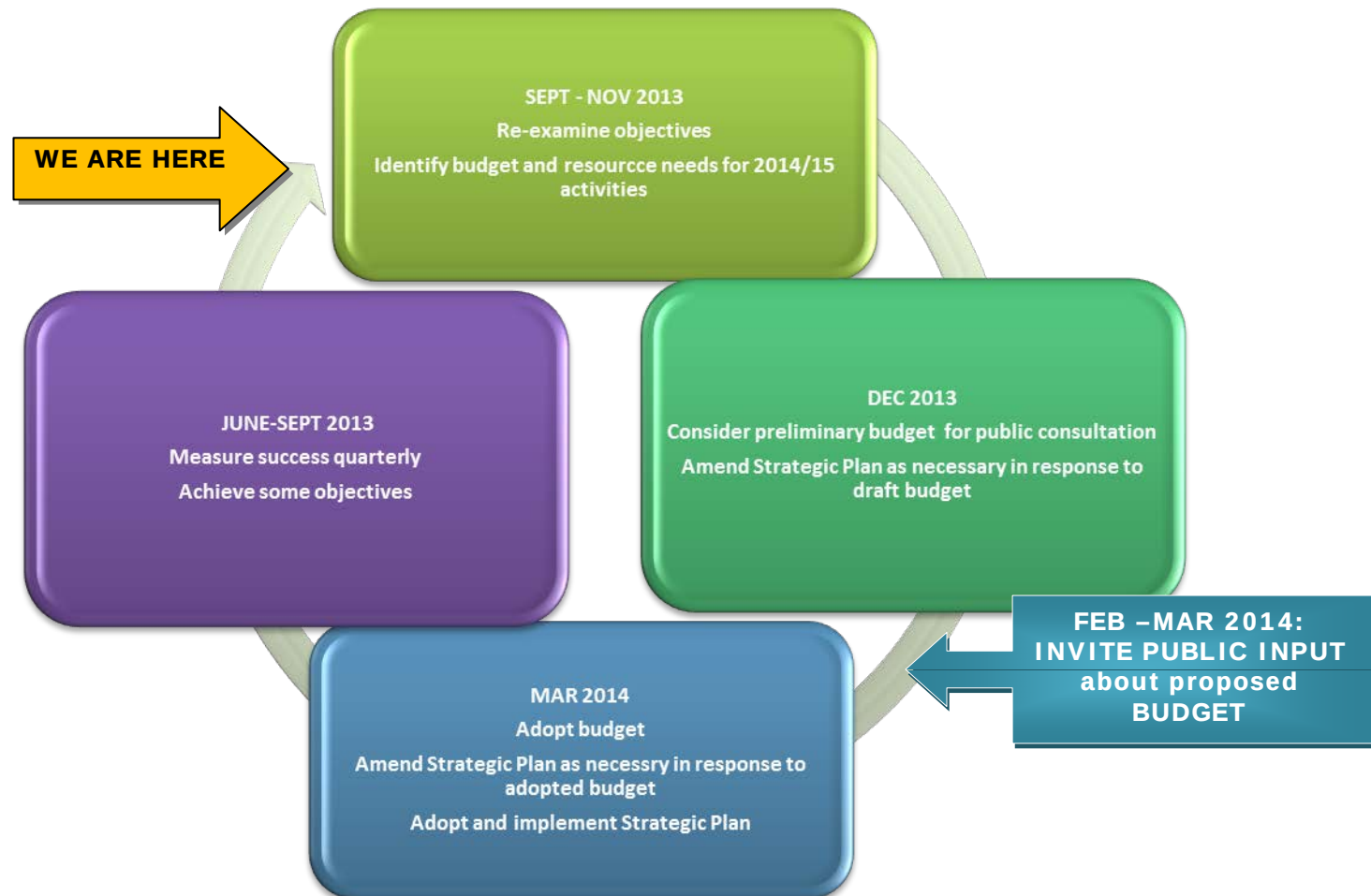
**** Colour Key for Status Column:**

Colour	Status Description
	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target



Islands Trust

Strategic Planning Process (2013-2014)



HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 146

A bylaw to amend the Hornby Island Advisory Planning Commission Bylaw to allow for increased flexibility regarding appointment of commission members.

The Hornby Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Hornby Island Local Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

- 1 Hornby Island Advisory Planning Commission Bylaw No. 89, cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987", is amended as detailed on attached Schedule 1 of this amending bylaw.
- 2 This Bylaw may be cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987, Amendment No 1, 2013"

READ A FIRST TIME this 13th day of September , 2013

READ A SECOND TIME this 13th day of September , 2013

READ A THIRD TIME this 13th day of September , 2013

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST
this 8th day of October , 2013

ADOPTED this day of , 2013

Chairperson

Secretary

**HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAW NO.146**

Schedule 1

1. Part 2, "Appointment of Members", is amended by deleting existing item 2(b) and replacing it with the following:

 "(b) The Local Trust Committee may, by resolution, appoint members to three-year terms beginning on the date of appointment."