



Islands Trust

A NOTICE OF A BUSINESS MEETING OF **THE HORNBY ISLAND LOCAL TRUST COMMITTEE**
to be held at 11:30 am on Friday, September 13, 2013
Room to Grow, 2100 Sollans Road, Hornby Island, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		11:30 am
2.	APPROVAL OF AGENDA		
3.	MINUTES		
3.1	Local Trust Committee Meeting Minutes of July 12, 2013 – <i>for adoption - attached</i>	1-8	
3.2	Local Trust Committee Special Meeting Minutes of August 11, 2013 – <i>for adoption - attached</i>	9-10	
3.3	Section 26 Resolutions Without Meeting – <i>none</i>		
3.4	Hornby Island Advisory Planning Commission Minutes - <i>none</i>		
4.	BUSINESS ARISING FROM MINUTES		
4.1	Follow-up Action List dated September 4, 2013 - <i>attached</i>	11	
4.2	Advisory Planning Commission Appointments		
	4.2.1 Staff Report dated September 4, 2013 - <i>attached</i>	12-13	
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>		
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 - <i>attached</i>	14-15	
5.2	Email dated August 31, 2013 from Lynne Carmichael regarding Hornby Island Community Plan and Land Use Bylaw - <i>attached</i>	16	
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> | | |
| 11. | LOCAL TRUST COMMITTEE PROJECTS | | |
| 11.1 | HO-OCP-2009.1 (Official Community Plan/Land Use Bylaw Review) – <i>update</i> | | |
| | 11.1.1 Communications and Consultation – <i>for discussion</i> | | |
| 12. | REPORTS | | 1:00 pm |
| 12.1 | Work Program | | |
| | 12.1.1 Top Priorities Report and Projects Report dated September 4, 2013 - <i>attached</i> | 17-19 | |
| 12.2 | Applications Log | | |
| | 12.2.1 Report dated September 4, 2013 - <i>attached</i> | 20-21 | |
| 12.3 | Trustee and Local Expenses | | |
| | 12.3.1 Expenses posted to July 31, 2013 - <i>attached</i> | 22 | |
| | 12.3.2 Expenses posted to August 31, 2013 - <i>attached</i> | 23 | |
| 13. | NEW BUSINESS | | |
| 13.1 | 2014-2015 Budget Submissions | | |
| | 13.1.1 Memorandum dated August 1, 2013 - <i>attached</i> | 24-32 | |
| 13.2 | Proposed Meeting Schedule for 2014 - <i>attached</i> | 33 | |
| 14. | BYLAWS | | 1:30 pm |
| 14.1 | Draft Bylaw No. 146 cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987, Amendment No. 1, 2013" – <i>for consideration of first, second and third readings and submission to Executive Committee for approval - attached</i> | 34-35 | |
| 15. | ISLANDS TRUST WEBSITE | | |
| 15.1 | Hornby Pages – <i>for discussion</i> | | |
| 16. | NEXT MEETING DATE | | |
| | Friday, October 11, 2013 at 11:30 pm at Room to Grow, 2100 Sollans Road, Hornby Island, BC. | | |
| 17. | ADJOURNMENT | | 1:45 pm |

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



Hornby Island Local Trust Committee Minutes of a Regular Meeting

Date of Meeting: Friday, July 12, 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: Peter Phillips, Bylaw Enforcement Officer
Rob Milne, Island Planner
Vicky Bockman, Recorder

Media and Others Present: There were approximately two (2) members of the public in attendance – am
There were approximately five (5) members of the public in attendance – pm

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

By general consent the agenda was approved.

3. CLOSED MEETING

HO-026-2013

It was **MOVED** and **SECONDED**,
that the Hornby Island Local Trust Committee closes the next part of the July 12, 2013 business meeting to discuss matters pursuant to Section 90(1)(f) (Bylaw Enforcement) of the *Community Charter* and that staff be invited to attend this meeting.

CARRIED

The Committee closed the meeting at 11:31 am.

4. **RECALL TO ORDER**

By general consent the Committee reconvened in open meeting at 11:57 am.

Chair Graham welcomed the public and introduced himself, Local Trustees, Bylaw Enforcement Officer, Island Planner and Recorder.

Planner Milne reported on the following resolution from the *In-Camera* meeting:

It was MOVED and SECONDED,

1. THAT whereas the Land Use Bylaw and Official Community Plan for the Hornby Island Local Trust area are currently undergoing a community review process which will include a review of issues related to residential densities, it is resolved that enforcement actions related to density against properties identified as:
 - a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road);
 - b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and
 - c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St. Johns Point Road)shall be held in abeyance;
2. that nothing in this enforcement policy should be interpreted as giving permission to any party to violate 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 with respect to the identified properties at any time without notice; and
3. that unless the Hornby Island Local Trust Committee extends the effective period on this enforcement policy it expires on December 31, 2013 or when Land Use Bylaw and Official Community Plan review is complete, whichever is the sooner.

CARRIED

Bylaw Enforcement Officer Phillips left the meeting at 12:03 pm.

5. **MINUTES**

5.1 Local Trust Committee Meeting Minutes dated June 7, 2013

The minutes were adopted by consensus with the following amendments:

- Page 2, item 3, last sentence: change “11:26 p.m.” to “11:36 am”
- Page 3, item 8, first paragraph, first sentence: change to read: “**Trustee Law**, as a member of the environmental assessment working group for the Raven Coal Mine application, reported that the application for information requirements had been returned to the company for possible resubmission.”;
- Page 5, item 12.1, second paragraph: change: “**Trustee Allan**” to “**Trustee Allen**”;
- and
- Page 8, item 18, second line: change “June 7” to “July 12”.

5.2 Section 26 Resolutions Without Meeting – None.

5.3 Hornby Island Advisory Planning Commission Minutes – None.

6. BUSINESS ARISING FROM MINUTES

6.1 Follow-up Action List dated July 4, 2013

Planner Milne reviewed the Follow-up Action List dated July 4, 2013, provided updates and responded to questions that arose.

By general consent the Committee directed staff to provide an update at a future meeting on the Nov-23-2012 activity.

Planner Milne confirmed that the last activity under the Apr-26-2013 entry has been completed and will be removed from the list.

7. CORRESPONDENCE – None.

8. TRUSTEES' REPORTS

Trustee Allen reported on highlights of the recent Trust Council meeting including the presentation by Kinder Morgan and the Carbon Neutral Operations Policy. He commented that recent news indicates that BC Hydro has agreed to allow an option to decline smart meter installation.

Trustee Law reported that small regional parks and beach accesses were discussed at the recent Comox Valley Regional District meeting, noting that it might be useful to inventory Hornby Island beach accesses and to consider possible disposition plans for future reference.

Trustee Law reported on Islands Trust Fund matters, advising that eelgrass mapping is supported in the Islands Trust area and is tentatively scheduled for Hornby in August. He added that work is proceeding on another Natural Area Protection Tax Exemption Program covenant on Hornby and encouraged property owners to consider this program which offers a 65% exemption on property taxes each year.

Trustee Law reported on Ferry Advisory Committee matters, advising that BC Ferries is planning meetings on Denman and Hornby Islands in August to provide an update on the cable ferry project and noted that they have been requested to respond to a number of feasibility questions that have been raised. He reported on additional meetings with Ministry of Transportation and Infrastructure and BC Ferries officials, reporting that it is hoped that a meeting with the new Minister and senior staff will occur in September to discuss BC Ferries service adjustments and efficiencies. He added that he would like the format to include community involvement.

Trustee Law reported on a recent meeting with Ministry of Transportation and Infrastructure to discuss Hornby road concerns and possible speed limit reduction on certain roads to allow for consideration of zero-emission vehicles.

9. CHAIR'S REPORT

Chair Graham reported that at the annual Comox Valley Regional District (CVRD) meeting a question was raised to ask what process would be required if Denman or Hornby were interested in the process of instituting building permits/inspections through CVRD. He noted that the response indicated that the question would have to be researched through their various agencies before a clear answer could be provided.

Chair Graham reported that the quarterly Trust Council meeting held on Mayne Island had included councilors from San Juan Islands for discussion of items of mutual interest. He advised that at the Trust Council meeting Community Stewardship Awards were selected and noted that although there were none chosen from Hornby Island this year, he recognized the outstanding volunteer community service and environmental stewardship efforts occurring on Hornby Island.

10. DELEGATIONS – None.

11. TOWN HALL SESSION

John Chapman – requested that the Local Trust Committee reconsider the boundaries between the (R4) Zone and (R2) Zone in the current Official Community Plan and Land Use Bylaw review process to allow his property to be designated as (R2). He noted that his primary concern involves the right of subdivision and provided numerous reasons for supporting this designation.

Trustees advised that they would consider this further at agenda item 13.1.

Dianne Chouke – requested confirmation of the current estimated time-line for public review of the Official Community Plan/Land Use Bylaw (OCP/LUB) review project.

Chair Graham responded that the goal to complete the review in this term remains unchanged and Planner Milne added that completion by Spring is likely barring unexpected issues.

Glen Hadden – expressed concern that there is consideration being given in the current OCP/LUB review to change the zoning of his Ford Cove property from commercial to residential zoning. He does not support a change to a residential designation and provided rationale for continuation of a commercial zone designation for that property.

Trustee Law responded that consideration is being given in the review to correct an apparent situation where there is only residential use occurring in a zone where the residential use is accessory to commercial use. He indicated that there needs to be community understanding and support of the zoning that the OCP/LUB review process will provide. He suggested that this matter be discussed further at agenda item 13.1.

12. APPLICATIONS AND PERMITS – None.

13. LOCAL TRUST COMMITTEE PROJECTS

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

13.1.1 Communications and Consultation

Planner Milne summarized the steps remaining that are necessary to prepare the draft OCP document for public review, noting that he anticipates this to occur by October.

Trustee Law suggested that it would be useful to highlight significant changes in the draft OCP at the informal summer meeting in order to allow a dialog with the summer residents on the project. He will provide staff with a suggested list of topics that might be discussed at the meeting.

Trustees discussed the zoning designation issue presented by John Chapman in the Town Hall session and supported putting the two remnant lots referenced into the (R2) zone, indicating that it makes sense to address this land use planning issue in conjunction with the current OCP/LUB review. Trustees suggested that a review might be conducted on other lots in that area that might be similarly situated.

The Ford Cove zoning matter that was referenced by Glen Haddon in the Town Hall session was discussed and Trustees indicated that it is important that the Land Use Bylaw aligns with how the property is being utilized. Trustees indicated that at this time the draft OCP appears to be accurate; however, the goal is to have a meaningful dialog to ensure that the zoning makes sense for the landowner and the community.

HO-027-2013

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee hold a Community Information Meeting for summer residents on August 11, 2013 to include information and discussion on key policies in the draft Official Community Plan, with Trustees to arrange venue and advertising.

CARRIED

14. REPORTS

14.1 Work Program

14.1.1 Top Priorities and Projects List Report dated July 4, 2013

Planner Milne summarized the Top Priorities and Projects List and presented an update on Top Priority No. 3 Riparian Areas Regulation Mapping and Implementation Consultations. The following points were noted:

- the status of the activity was confirmed to be “On Going” rather than “Done” and Trustees requested that the report be corrected;

- Trustee Law advised that when the mapping contracts are established, he would like to refer a local biologist to the consultant to provide additional local information.

HO-028-2013

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee direct staff to bring forward to the next meeting, a revised Advisory Planning Commission bylaw with new language addressing the appointment dates.

CARRIED

Trustees identified typographical errors in the June 7, 2013 project on the Projects list for correction:

- correct “denisty” to “density”;
- correct “hte” to “the”; and
- correct “offical” to “official”.

HO-029-2013

It was MOVED and SECONDED,

that “Inventory assessment of beach access and other unopened road allowances” be added to the Projects List.

CARRIED

14.2 Applications Log

14.2.1 Report dated July 4, 2013

The reported dated July 4, 2013 was received.

14.3 Trustee and Local Expenses

14.3.1 Expenses posted to May 31, 2013

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

14.3.2 Expenses posted to June 30, 2013

The Local Trust Committee Expense Summary Report for invoices posted to June 30, 2013 was received.

15. NEW BUSINESS

15.1 Proactive Bylaw Enforcement of Illegal Structures on the Foreshore Memorandum dated June 18, 2013

Chair Graham summarized the memorandum.

HO-030-2013

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee provide the following comments to the Local Planning Committee with respect to illegal structures on the foreshore: the Hornby Island Local Trust Committee supports an education and awareness approach that includes easily accessible information that can be provided to landowners with respect to best management practices for shoreline protection.

CARRIED

15.2 Summer Meeting for Seasonal Residents

This item was discussed previously at Agenda item 13.1.1

16. BYLAWS – None.

17. ISLANDS TRUST WEBSITE

17.1 Hornby Page

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

- Local Trustee Corner: remove the duplicate last paragraph in the July Trustees report; and
- review the website to ensure that all references relating to the timing of the OCP/LUB review reflect the current information.

18. NEXT MEETING DATE

18.1 Community Information Meeting

There will be a Community Information Meeting for Summer Residents held on Sunday, August 11, 2013. Time and venue to be determined.

18.2 Local Trust Committee Business Meeting

The next meeting of the Hornby Island Local Trust Committee will take place on Friday, September 13, 2013 at 11:30 am at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

19. ADJOURNMENT

Chair Graham adjourned the meeting at 1:22 pm.

Recorder

Chair



**Hornby Island
Local Trust Committee
Minutes of a Special Business Meeting
Summer Residents
Community Information Meeting**

Date of Meeting: Sunday, August 11, 2013
Location: Room to Grow
 2100 Sollans Road, Hornby Island, BC

Members Present: Tony Law, Local Trustee (acting as chair)
 Alex Allen, Local Trustee

Regrets: David Graham, Chair

Media and Others Present: There were seven (7) members of the public in attendance

1. CALL TO ORDER

Trustee Law, acting as Chair, called the meeting to order at 10:35am. He welcomed the public and introduced himself and Trustee Allen and conveyed the regrets of Chair Graham.

2. APPROVAL OF AGENDA

The agenda was approved by consensus.

3. OPENING REMARKS FROM TRUSTEE LAW

Trustee Law noted that this Special Meeting to hold a Community Information Meeting is being called during the summer in order to allow seasonal as well as year-round residents the opportunity to have an informal exchange with the Local Trustees. He remarked that there was no agenda for the meeting and that it was an opportunity for all those present to bring up issues of concern to them.

Trustee Law explained that the focus of the Work Program of the Local Trust Committee (LTC) is the current review of the Official Community Plan and the Land Use Bylaw. He described the current stage in the process and the anticipated steps to complete it. He noted that the LTC is particularly interested in receiving comments on key new policies in the draft Official Community Plan.

Trustee Law reported on issues being addressed by the Denman-Hornby Ferry Advisory Committee.

4. OPENING REMARKS FROM TRUSTEE ALLEN

Trustee Allen drew attention to the display material providing information on key aspects of the draft Official Community Plan. He reported on Trust Council advocacy work, particularly with respect to impacts on the marine environment from oil spills, derelict vessels and potential increased traffic to move oil and coal.

5. TOWNHALL SESSION INTRODUCTION

Trustee Law invited members of the public present to introduce themselves in order of seating.

6. TOWNHALL SESSION

Given the small number of attendees, the Town Hall session took the form of an open and informal discussion. This focused upon measures to respond to community housing needs and draft policy to guide consideration of future applications for new commercial zoning. There was general support expressed for how these are addressed in the draft Official Community Plan with some participants interested in seeing further exploration of potential housing opportunities in rural residential lots. There was also discussion about potential land uses in the Agricultural Land Reserve and how economic activity can be supported.

The trustees encouraged members of the public to provide any comments in writing so that these can be considered by the LTC as a whole which strives to make evidence-based decisions.

7. ADJOURNMENT

Trustee Law adjourned the meeting at 12:15pm

Tony Law, Acting Chair

CERTIFIED CORRECT:

Tony Law, Recorder



Islands Trust

Print Date: Sep-04-2013

4.1

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	Contact HOLTC advisory planning commission members to determine if they are willing to be re-appointed for a 12 month term in order to complete the OCP/LUB review. Send April 2013 draft LUB to returning members for referral, with comments to be submitted back to the HOLTC for July LTC meeting.	Becky McErlean Rob Milne	May-10-2013	On Going

STAFF REPORT

Date:

September 4, 2013

File No.: 3050-01

To: Hornby Island Local Trust Committee
For meeting of September 13, 2013

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

Re: Advisory Planning Commission Appointments

Owner: LTC Initiated Project

Problem/Issue:

The provisions of the current Hornby Island Advisory Planning Commission Bylaw No. 89 do not allow for appointments to fill three current vacancies on the Advisory Planning Commission (APC) until January 1st, 2014.

BACKGROUND:

As part of a conversation regarding the public consultation and review process for the the Hornby Island Local Trust Area's official community plan and land use bylaw the role of the APC in the review process was discussed.

This discussion arose primarily out of a review of the Hornby LTA follow up action list which requires, in part, that staff, "*Contact HOLTC advisory planning commission members to determine if they are willing to be re-appointed for a 12 month term in order to complete the OCP/LUB review*". A review of the provision of the APC bylaw, specifically item 2.(b), revealed that the current language will not in fact allow for the filling of vacant positions on that commission until January 1st, 2014. Given the need to maintain the momentum of the review process the Hornby Island Local Trust Committee provided direction to staff to bring forward an amending bylaw to address that limitation at the earliest opportunity.

ISSUES SUMMARY:

The Hornby Island LTC typically consists of six members as permitted by the current APC bylaw. Given the complexity of the OCP and LUB review process it is desirable to have the APC at its full complement of members. The three members whose appointments to the APC have expired have all expressed their interest in being re-appointed to assist in the review process. Until such time as the APC bylaw is

amended to allow for their re-appointment they cannot participate in the review in a formal capacity.

STAFF COMMENTS:

As requested by the Local Trust Committee staff has prepared an amending bylaw for the review of the committee. The requested amending bylaw is attached to this report. The required change is very simple in nature and given that the APC bylaw is an administrative bylaw no public hearing is required prior to second and third readings of the bylaw.

RECOMMENDATIONS:

THAT the Hornby Island Local Trust Committee consider giving first, second and third readings of Bylaw No.146 being, the "Hornby Island Trust Committee Advisory Planning Commission Amendment Bylaw No. 1, 2013"

Prepared and Submitted by:

Rob Milne

September 4, 2013

Date

Concurred in by:

Courtney Simpson

September 4, 2013

Date

Attachments:

Bylaw No.146 being, the "Hornby Island Trust Committee Advisory Planning Commission Amendment Bylaw No. 1, 2013"

From: [mary macKenzie](#)
Sent: Tuesday, July 23, 2013 12:36 PM
To: [Alexander Allen](#) ; [Tony Law](#) ; dgraham@islandstrust.bc.ca
Cc: [Cathie & John Howard](#) ; [Muggs](#) ; [vicki bale](#) ; [Judith Lawrence](#) ; [Ellen Leslie](#) ; [betty fairbank](#) ; [Ilze Raudzins](#) ; [Rudy Rogalsky](#)
Subject: Hornby Island Short Term Vacation Rentals: Groundwater Protection

Hornby Island Trustees and Chair David Graham

Dear Tony, Alex and David:

Re: Short Term Vacation Rentals and Adequate Sewage Treatment Systems

The last (undated) Hornby Trust notice on Vacation Home Rentals states: **"Property owners with lots in the highly developed aquifer in the Whaling Station Bay/Anderson Drive/St. Johns Point area are required to provide a statement by an authorized person that the sewage treatment system is adequate for the proposed level of occupancy."**

Why does this requirement not apply to all Vacation Home Rentals? Twenty percent of well water tests across Hornby Island have shown varying levels of fecal contamination. Runoff in ditch tests over the island also have shown high levels of fecal contamination at one time or another. How does adequate sewage treatment in one area of the island that has, perhaps, fewer short term vacation rentals than some others, notably heavily populated areas such as Sandpiper or Galleon Beach, protect groundwater for all residents?

The Whaling Station Bay/Anderson Drive/St. Johns Point area was classified as 1A, a highly developed aquifer, by Bill Hodge in his 1993 report with respect to water extraction and salt water intrusion not, in our understanding of the parameters for his study, to the limited ability of the area to absorb sewage water. He was measuring quantity (draw down and recovery), not quality outside of salinity. This is a wobbly argument in deciding which areas of the island are sensitive to septic contamination.

Now that short term vacation rentals on Hornby Island are deemed a legal land use by the Trust, a requirement for "a statement by an authorized person that the sewage treatment system is adequate for the proposed level of occupancy" **should apply to all short term vacation rentals.**

At the very first discussions about short term vacation rentals, Water Stewardship members attended meetings and spoke about protection of groundwater from sewage contamination. Purchasing drinking water, as many rentals do, is not justification for allowing possible contamination of groundwater for those neighbouring properties who are dependent on well water, not purchased water.

August 31, 2013

Contact: Hornby Island Local Trust Committee

Name: Lynne Carmichael

Email: lynneac@telus.net

If you would like to be contacted using a different method than E-mail, please enter the details:

Write your message: Dear Rob Milne I am a full time resident on Hornby Island who as an Artist and member of several Galleries wish to bring to your attention the urgent need for consideration to a change in the Hornby Island Community Plan and Land Use bylaw. Hornby Island has one of the highest concentrations of working artists in Canada. The arts sector makes a significant contribution to Hornby's economy, well-being and unique character. This contribution depends to a large extent upon multiple opportunities for work to be viewed, including by potential purchasers. On Hornby there are three wineries, a meadery and distillery operated as home occupations. These each have tasting rooms where visitors linger to sample and purchase products. These are ideal locations for displaying the work of local artists and for potential sales to be facilitated. I encourage the Hornby Island Local Trust Committee to consider how to shape regulations for wineries and similar home occupations to allow for local works of art available for sale and artists' contact information to be displayed and preferably for such local works of art to be purchased where they are displayed as an incidental activity to the home occupation. I understand from Tony Law that there is a Trust meeting in September and I request that this matter be brought forward for consideration at this meeting. If you require more information please call me at 250-335-1360 or email me at lynneac@telus.net. Sincerely, Lynne Carmichael



Islands Trust

Print Date: Sep-04-2013

12.1.1

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 referred to LTC for preliminary review prior to referral to APC	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. Amending Bylaw and staff report on September 13th LTC agenda for consideration.	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 posted September 4th, 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
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

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2010.2	Ron Tuele Planner: Marnie Eggen	Apr-29-2010	

Planning Status

Status Date: Jun-17-2013

REceived PLA extention - Valid to June 13, 2014

Status Date: Apr-15-2013

Referral complete

Status Date: Apr-02-2013

Applicant submitted revised plan of 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.	Jun-13-2013	4115 Roburn Road, Hornby Island 2 lot subdivision, Section 946 Local Government Act

Planner: Marnie Eggen

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

From: Nicole Ranger

Sent: July-29-13 10:10 AM

To: Alex Allen; Courtney Simpson; David Graham; Rob Milne; Tony Law; Becky McErlean; Penny Hawley

Cc: Nancy Roggers

Subject: Hornby LTC expenses - July 31/13

<i>Islands Trust</i> LTC EXP SUMMARY REPORT F2014 Invoices posted to July 31, 2013				
635 Hornby	Invoices posted to July 31, 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	943.67	2,056.33
65210 635	LTC Local Exp APC Meeting Expenses	1,000.00	-	1,000.00
65220 635	LTC Local Exp Communications	500.00	120.00	380.00
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	1,563.67	5,186.33
TOTAL Project Expense		0.00	0.00	0.00

Nicole Ranger

Finance Clerk

Islands Trust

200-1627 Fort Street

Victoria, BC V8R 1H8

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Fax: (250) 405-5155

Preserving *Island* communities, culture and environment



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From: Nancy Rogers <nrogers@islandstrust.bc.ca>

Date: 26 August, 2013 1:42:19 PM PDT

To: Alex Allen <aallen@islandstrust.bc.ca>, David Graham <dgraham@islandstrust.bc.ca>, Rob Milne <rmilne@islandstrust.bc.ca>, Tony Law <tlaw@islandstrust.bc.ca>, Becky McErlean <bmcerlean@islandstrust.bc.ca>

Subject: Hornby LTC expenses - August 2013

Islands Trust						
LTC EXP SUMMARY REPORT F2014						
Invoices posted to August 31, 2013						
635 Hornby			Invoices posted to August 31, 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	943.67	2,056.33
	65210 635	LTC Local Exp APC Meeting Expenses		1,000.00	-	1,000.00
	65220 635	LTC Local Exp Communications		500.00	200.00	300.00
	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	1,643.67	5,106.33
TOTAL Project Expense				0.00	0.00	0.00

Thanks!

Nancy Rogers
Finance Officer

Islands Trust
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northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date August 1, 2013 File Number 6500-01

To Denman Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Executive Committee Acting as a Local Trust Committee
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Thetis Island Local Trust Committee

From Courtney Simpson
Regional Planning Manager, Local Planning Services

Re 2014-15 Budget Submissions

Local trust committees have been requested to submit budget requests for the next fiscal year (2014-15).

Local Trust Committee Expense Budgets:

A budget for Local Expense Account has been developed based on the historical spending. Local trust committees may make changes to this allocation; however, consideration should be given to the historical spending and a rationale provided for making the change.

The Special Projects line item in the Local Trust Committee Expense Account is intended to support local planning initiatives at the discretion of the local trust committee (a local trust committee resolution is required to use these funds). Generally, these funds would be for small projects of up to \$2,000, or could be used to supplement project budgets. This budget item was introduced in the 2013-14 budget.

LTC Projects Budgets:

Local trust committees should make a funding request to support project work, including OCP and LUB work that cannot be undertaken with the money available in the Expense Account Special Projects line.

Riparian Areas Regulation:

Local trust committees should discuss their requirements for RAR funding next fiscal to assist the Regional Planning Manager and Director in developing a budget for RAR. A briefing to Financial Planning Committee from their November 14, 2012 meeting is attached for reference to the five year plan recommended by the Director at that time.

Special Consideration:

When considering new work items for the 2014/15 fiscal year, Regional Planning Managers and LTCs have been requested to consider the following:

- 2014 is an election year, so no major new projects should start; rather funding should focus on completing on-going projects.

- Any new projects begun in the beginning of the fiscal year should be completed by September in advance of the election.
- Some funding could be provided to allow the new LTC to begin preliminary work prior to the end of the fiscal; however, this should be minimal as after orientation, there would not be much time left.
- Projects planned for the current fiscal (2013/14) which are not completed should be considered as a new project for the 2014/15 fiscal year with resources allocated to support that work.

Budget Request Timeline:

August 2013 Regional Planning Managers develop budget estimates for consideration by LTCs

Aug to Sept Local trust committees review and approve budget requests at LTC meeting

Aug 21, 2013 FPC reviews budget principles

Sept 27, 2013 Budget requests submitted to Director of Local Planning Services

Oct 4, 2013 Budget requests forwarded to Director of Administrative Services

Oct 30, 2013 FPC reviews first draft of budget

Nov 13, 2013 FPC approves the draft budget

Dec 4, 2013 Trust Council reviews draft budget

LTC Budget Requests

I have attached a table with all draft project submissions for information. LTCs should review the attached worksheet of its specific requests. The preliminary project requests have been drafted based on all Top Priority work program items which are currently anticipated to commence in, or to carry, into the next fiscal year. I have also included items from the Projects List which the planners anticipate commencing in the coming year. The LTC should identify any other projects it is currently considering and add them to the budget request (and the work program if necessary) and identify any additional expenses associated with the identified projects.

Resolution Wording

1. THAT the ____ Island Local Trust Committee approve and forward the draft 2014-145 LTC Project Budget submission to Financial Planning Committee as presented; or
2. THAT the ____ Island Local Trust Committee revise the draft 2013-14 LTC Project Budget submission and forward to Financial Planning Committee as revised.

Attachments:

1. Summary table of Northern LTC project budget requests
2. Table of Local Trust Committee Expense Budgets
3. Briefing to Financial Planning Committee regarding RAR funding dated November 8, 2012

pc Island Planners

Draft Northern LTC Program Budget Requests 2014/15 Fiscal				
LTC	Project Request	Cost (\$)	Description	Notes
Denman	Housing Review	\$ 2,500.00	Public consultation and bylaw commenced in 2013-14	1 public hearing (\$2000) stand-alone, communications material (\$500)
	RAR (completion)	\$ 2,500.00	Mapping to be completed in 2013-14, bylaw commenced in 2012-13	1 public hearing (\$2000) stand-alone, communications material (\$500)
Hornby	OCP and LUB Review (completion)	\$ 2,500.00	Major review, commenced approx. 2008	1 public hearing (\$2000) stand-alone, communications material (\$500)
Lasqueti	RAR (continuation)	\$ 6,500.00	QEP to investigate 8 unverified watersheds for RAR applicability	Contract with QEP (\$4,000), public hearing (2,000) and communication (\$500)
	False Bay Master Plan (continuation)	\$ 2,500.00	Review of parking and zoning in False Bay area, commenced 2012	1 public hearing (\$2000) stand-alone, communications material (\$500)
Executive	None	\$ -	Administrative bylaws to be developed but no budget required	
Gabriola	OCP/LUB Review (completion)	\$ 5,000.00	LUB and OCP amendments for 11 topics, continuation from 2013-14	Communications, CIM and public hearing
	RAR (continuation)	\$ 20,000.00	Further mapping to reduce the area of RAR DPA	Contract with QEP
Gambier	RAR	\$ 30,000.00	QEP to investigate 90+ unverified watersheds	Contract with QEP and communications
	Foreshore protection (continuation)	\$ 3,000.00	Public consultation and outreach commenced in 2013-14	Communications
Thetis	Associated Islands OCP and LUB (completion)	\$ 1,500.00	Major OCP and LUB creation, commenced in 2011-12 fiscal	1 public hearing (\$1500) stand-alone
	Foreshore protection (continuation)	\$ 3,000.00	Public consultation and outreach, commenced in 2011-12 including draft bylaw	Communications
TOTAL		\$ 79,000.00		

Attachment 2: Local Trust Committee Expense Budgets including Special Projects Allocations

2014/15 LTC EXPENSE BUDGET															Total 2014/15
	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372			22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%			
LTC EXPENSES **															
LTC Meeting Expenses	3,000	5,000	3,000	3,000	3,000	500	2,000	4,000	8,000	1,500	2,000	1,500			36,500
APC Meeting Expenses	1,000	1,000	500	1,000	1,000	500	1,000	1,000	2,000	500	500	500			10,500
Communications	500	1,000	500	500	500	500	500	500	1,500	500	500	500			7,500
Special Projects	2,000	3,500	2,000	2,000	2,000	2,000	2,000	2,000	10,000	2,000	2,000	2,000	2,000		35,500
Miscellaneous															0
SUB-TOTAL EXPENSES	6,500	10,500	6,000	6,500	6,500	3,500	5,500	7,500	21,500	4,500	5,000	4,500	2,000		90,000
Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6,500	10,500	6,000	6,500	6,500	3,500	5,500	7,500	21,500	4,500	5,000	4,500	2,000	0	90,000
	5%	8%	5%	5%	5%	3%	4%	6%	17%	3%	4%	3%			
** Budget allocated based on historical information (see tab "Historical")															
** Does not include LTC Trustee Expenses (Account 65000)															



BRIEFING

To: Financial Planning Committee

For the Meeting of: November 14, 2012

From: David Marlor, DLPS

Date Prepared: November 8, 2012

pc: Cindy Shelest

File No:

**SUBJECT: RIPARIAN AREAS REGULATION – FUNDING TO MAP ALL STREAMS
SUBJECT TO THE RIPARIAN AREAS REGULATION (RAR) IN THE
TRUST AREA TO A CONSISTENT STANDARD**

DESCRIPTION OF ISSUE:

The Provincial government requires that local government bylaws comply with the *Riparian Areas Regulation* under Section 12 of the Fish Protection Act by March 31, 2005. Compliance with the *Riparian Areas Regulation* is a goal of Trust Council's Strategic Plan (Section 1.3).

A barrier to the local trust committees meeting this deadline has been the lack of accurate stream mapping on the islands. The Islands Trust local trust committees remain the last local governments still not compliant with the *Riparian Areas Regulation*. The reserve fund is healthy and taking the \$179,000 from this fund is appropriate to meet the Provincial requirement.

BACKGROUND:

During the preparation of the budget for the 2012/13 fiscal year, Staff provided a November 17, 2011 briefing note to the Financial Planning Committee and Trust Council that outlined how \$71,000 could be used for local trust committees to become compliant with the *Riparian Areas Regulation*. The briefing contained a table that illustrated how funds could be distributed over the next four years to complete the mapping of all RAR streams in each local trust area.

Generally, the following was recommended:

Fiscal Year	Amount	Comments
2012/13	\$71,000	Undertake public process to become compliant with RAR using existing mapping; mapping for Salt Spring
2013/14	\$58,000	Continue mapping on Salt Spring and one other island (Denman)
2014/15	\$63,000	Continue mapping on Salt Spring and one other island (Gambier)
2015/16	\$63,000	Continue mapping on Salt Spring and one other island (Lasqueti)
2016/17	\$58,000	Continue mapping on Salt Spring and two other islands (Gambier and Lasqueti)
Total	\$313,000	

As of October 23, 2012 the Denman, Gabriola, Gambier, Lasqueti and Thetis local trust committees have not used the funds allocated to bring their bylaws into compliance with the *Riparian Areas Regulation*. While Salt Spring Island Local Trust Committee has completed some RAR mapping using other budget funds, it has not used the \$45,000 allocated for RAR mapping, and will make a decision on whether or not to do further mapping using these funds later this month. Over the next couple of months, Denman, Gabriola, Gambier, Lasqueti and Thetis local trust committees will decide on whether to use the funds this fiscal year or to request that these funds be returned to surplus and budgeted for the 2013/14 fiscal year.

For the 2013/14 fiscal year, local trust committees have made the following requests for Riparian Areas Regulation funding:

LTC	Amount	Comments
Denman	\$42,000	Mapping for 4 remaining watersheds at \$10,000 per watershed, plus \$2000 for public process (DPA bylaw amendments based on the mapping).
Gambier	\$30,000	Initial review and assessment of all Gambier watersheds – additional funding likely required in following fiscal year to complete the mapping of RAR watersheds and bring bylaws into compliance with the RAR.
Hornby	\$22,000	Mapping of watersheds and development of development permit area bylaw amendments to bring bylaws into compliance with RAR.
Lasqueti	\$30,000	Initial review and assessment of all Lasqueti watersheds – additional funding likely required in following fiscal year to complete the mapping of RAR watersheds and bring bylaws into compliance with the RAR.
Mayne	\$4,000	Complete mapping and bylaw amendments to bring bylaw into compliance with RAR.

Salt Spring	\$51,000	Continue mapping of streams in RAR identified watersheds. Additional funding required in subsequent years to bring Salt Spring bylaws into compliance with the RAR.
Total	\$179,000	

The above requests do not follow the planned multi-year budget process proposed in the November 17, 2011 briefing to Trust Council.

To follow the multi-year plan, only Salt Spring and Denman would receive funding in 2013/14; Salt Spring to map 3 to 5 watersheds and Denman to complete the mapping (based on an estimate at the time of \$5,000 per watershed). This was estimated last year at \$50,000 (\$25,000 for Salt Spring and \$25,000 for Denman); however, based on the requests above, it would actually require \$93,000. Experience with mapping on Salt Spring and in the northern islands indicates that \$7,000 to \$10,000 per watershed is a more realistic figure.

Compliance with the Riparian Areas Regulation

Compliance with the *Riparian Areas Regulation* is a requirement for all local trust committee bylaws. While Provincial legislation requires that local trust committee bylaws be compliant with the *Riparian Areas Regulation*, this does not mean that local trust committees must undertake detailed mapping projects. There are other ways to bring the bylaws into compliance, such as establishing development permit areas for entire watersheds, or using existing mapping.

For most development applications, the lack of detailed mapping could result in landowners being required to engage professionals to determine compliance with the *Riparian Areas Regulation*, or to show that the *Riparian Areas Regulation* does not apply. The detailed mapping funded by the \$179,000 budget request would provide certainty on which streams are subject to the *Riparian Areas Regulation* and could reduce the number of development applications that would be required to engage a professional to determine compliance with the *Riparian Areas Regulation*.

Options to Gain Compliance

Given the above, the main obstacle to bringing the bylaws into compliance is a lack of accurate mapping of streams on the islands. To facilitate the local trust committees in bringing their bylaws into compliance sooner than later,

Option 1: Fund the entire \$179,000 in the 2013/14 Fiscal Year

There are advantages to funding the entire \$179,000 request for the next fiscal year. The first is that we may be able to use a single contract and save some money in doing so; undertake a significant portion of the mapping within the next year; bring bylaws into compliance with the *Riparian Areas Regulation* sooner than later; and continue the momentum of the local trust committees to bring their bylaws into compliance within this term.

Option 1A would involve using surplus to cover the \$179,000 budget.

Option 1B would involve increasing taxes to cover the \$179,000 budget.

Option 2: Fund \$71,000 in the 2013/14 Fiscal Year

When preparing the 2012/13 budget, Staff identified that \$71,000 would be required to allow Salt Spring to undertake some mapping and other islands to determine the need for stream mapping. As of the date of this briefing, this work has not been completed. In Option 2, staff proposes that the same amount of funding be provided in 2013/14 to allow local trust committees to complete some (but not all) mapping and explore other means of being compliant with the Riparian Areas Regulation.

Under this option, it is likely that not all local trust committees still required to do so will bring their bylaws into compliance by the end of the 2013/14 fiscal year and further funding in future fiscal years would be required.

Option 2A would involve using surplus to cover the \$71,000 budget.

Option 2B would involve increasing taxes to cover the \$71,000 budget.

Option 3: Fund \$50,000 in the 2013/14 Fiscal Year

When preparing the 2012/13 budget, Staff identified a multi-year project in which Salt Spring and one other island would receive funding to undertake stream mapping. This would allow local trust committees to become compliant with the Riparian Areas Regulation over a period of 4 years; many would likely remain non-compliant until mapping is completed as late as 2015/16 fiscal year.

In Option 3 staff proposes to follow the funding plan illustrated during the 2012/13 budget discussions; \$25,000 funding for Salt Spring to undertake mapping and \$25,000 for one other island to undertake mapping.

Under this option, it is likely that not all local trust committees still required to do so will bring their bylaws into compliance by the end of the 2013/14 fiscal year and further funding in future fiscal years would be required.

Option 3A would involve using surplus to cover the \$50,000 budget.

Option 3B would involve increasing taxes to cover the \$50,000 budget.

In order to hold the tax increase to 2 per cent, Staff recommends that the Financial Planning Committee illustrate in the draft 2013/14 budget that is presented to Islands Trust Council in December how the local trust committees' requests of \$179,000 could be accommodated through \$71,000 from tax revenue (Option 2A), with an appropriation from surplus of \$108,000 for the remainder.

ATTACHMENT(S):

November 17, 2011 briefing note to the Financial Planning Committee and Trust Council

AVAILABLE OPTIONS:

As illustrated above

FOLLOW-UP:

Develop a draft budget for December Trust Council.

Prepared By: David Marlor, DLPS

Date: November 2, 2012

Reviewed By: Linda Adams, CAO
Cindy Shelest, DAS

*Islands Trust*

HORNBY ISLAND LOCAL TRUST COMMITTEE

Visit Our Website:

www.islandstrust.bc.ca

Contact us:

northinfo@islandstrust.bc.ca

BUSINESS MEETING SCHEDULE – 2014

FRIDAY, JANUARY 24, 2014	11:30 AM
FRIDAY, MARCH 14, 2014	11:30 AM
FRIDAY, APRIL 25, 2014	11:30 AM
FRIDAY, JUNE 6, 2014	11:30 AM
FRIDAY, JULY 11, 2014	11:30 AM
FRIDAY, SEPTEMBER 12, 2014	11:30 AM
FRIDAY, OCTOBER 10, 2014	11:30 AM
FRIDAY, NOVEMBER 21, 2014	11:30 AM

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located in the Schoolyard

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2100 SOLLANS RD, HORNBY ISLAND, BC**

THESE ARE REGULAR BUSINESS MEETINGS OF THE LOCAL TRUST COMMITTEE,
WHERE ITEMS SUCH AS
CORRESPONDENCE, APPLICATIONS AND BYLAWS WILL BE CONSIDERED.

DATES AND LOCATIONS ARE SUBJECT TO CHANGE

ALL MEETINGS ARE OPEN TO THE PUBLIC

**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 in the year of appointment."