



A NOTICE OF A BUSINESS MEETING OF **THE HORNBY ISLAND LOCAL TRUST COMMITTEE**
to be held at 11:30 am on Friday, June 7, 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.	CLOSED MEETING: The Hornby Island Local Trust Committee closes the next part of the June 7, 2013 business meeting to discuss matters pursuant to Section 90(1)(f) (Bylaw Enforcement) and Section 90(1)(a) (Advisory Planning Commission Appointments of the <i>Community Charter</i> and that Staff be invited to attend this meeting.		11:35 am
4.	RECALL TO ORDER Rise and Report from Closed Meeting		12:00 pm
5.	MINUTES		
5.1	Local Trust Committee Adopted Meeting Minutes of April 26, 2013 – <i>attached for information</i>	1-10	
5.2	Section 26 Resolutions Without Meeting - <i>none</i>		
5.3	Hornby Island Advisory Planning Commission Minutes - <i>none</i>		
6.	BUSINESS ARISING FROM MINUTES		
6.1	Follow-up Action List dated May 30 , 2013 - <i>attached</i>	11-12	
7.	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>		
8.	TRUSTEES' REPORT		
9.	CHAIR'S REPORT		
10.	DELEGATIONS		
11.	TOWN HALL SESSION		12:20 pm
12.	APPLICATIONS AND PERMITS		
12.1	HO-DVP-2013.1 (Marc Was - 5350 Arthurs Rd) Staff Report dated May 15, 2013 (2 submissions attached) - <i>attached</i>	13-27	12:40 pm

13.	LOCAL TRUST COMMITTEE PROJECTS		
14.	REPORTS		1:10 pm
14.1	Work Program		
	14.1.1 Top Priorities Report and Projects Report dated May 30, 2013 - <i>attached</i>	28-30	
14.2	Applications Log		
	14.2.1 Report dated May 30, 2013 - <i>attached</i>	31-33	
14.3	Trustee and Local Expenses		
	14.3.1 Expenses posted to March 31, 2013 (Fiscal – Yearend) - <i>attached</i>	34	
15.	NEW BUSINESS		
15.1	Eelgrass Mapping Memorandum dated April 23, 2013 - <i>attached</i>	35-37	1:25 pm
16.	BYLAWS		
17.	ISLANDS TRUST WEBSITE		
17.1	Hornby Page - <i>attached</i>	38-39	
18.	NEXT MEETING DATE		
	Friday, July 12, 2013 at 11:30 pm at Room to Grow, 2100 Sollans Road, Hornby Island, BC.		
19.	ADJOURNMENT		1:45 pm

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

DRAFT

**MINUTES OF THE HORNBY ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING
HELD AT 11:30 AM, APRIL 26, 2013
AT 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
Courtney Simpson	Regional Planning Manager
Vicky Bockman	Recorder

Staff Present by Telephone:

Linda Prowse	Planner 2
Sonja Zupanec	Island Planner

Media and Others Present:

There were four (4) members of the public in attendance - am
There were two (2) members of the public in attendance - pm

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:30 am. He welcomed the public and introduced himself, Local Trustees, Bylaw Enforcement Officer, Regional Planning Manager and Recorder. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

By general consent agenda items 15 and 16 were moved to after agenda item 1.

15. CLOSED MEETING***HO-011-2013***

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee closes the next part of the April 26, 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**16. RECALL TO ORDER**

By general consent the Committee reconvened in open meeting at 11:39 am.

Bylaw Enforcement Officer Phillips left the meeting.

Planner Zupanec joined the meeting by telephone.

2. **APPROVAL OF AGENDA**

The agenda was adopted by consensus with the following amendments:

- Add item 10.1.1: Revised Permit and Memorandum dated April 23, 2013
- Add item 10.1.2: Email dated April 21, 2013 from Rick Helmer
- Add item 10.1.3: Email dated April 22, 2013 from Allan and Jean Rasi
- Add item 10.1.4: Ministry of Transportation and Infrastructure Permit to Reduce Building Setback less than 4.5 Metres from the Property Line Fronting a Provincial Public Highway
- Add item 10.1.5: Email dated April 25, 2013 from Carmel Jorgensen, Mauricio Montiel Solis and Jesus Montiel Solis
- Add item 11.1.5: Correspondence from Stan Combs Re: Draft Hornby Island Official Community Plan
- Add item 13.3: Denman Island Bylaw Referral – Bylaw No. 204
- Add item 13.4: Denman Island Bylaw Referral – Bylaw No. 205
- Add item 13.5: Denman Island Bylaw Referral – Bylaw No. 206
- Add item 13.6: Discussion Regarding Meeting with Ministry of Transportation and Infrastructure

3. **MINUTES**

3.1 *Local Trust Committee Meeting Minutes dated March 15, 2013*

The minutes were adopted by consensus.

3.2 *Section 26 Resolutions Without Meeting – None.*

3.3 *Hornby Island Advisory Planning Commission Minutes – None.*

4. **BUSINESS ARISING FROM MINUTES**

4.1 *Follow-up Action List dated April 17, 2013*

Planner Zupanec reviewed the Follow-up Action List dated April 17, 2013, provided updates and responded to questions that arose.

5. **CORRESPONDENCE** – None.

6. **TRUSTEES' REPORT**

Trustee Allen reported that he will be attending a Trust Programs Committee meeting in May and advised that there will be a meeting with RCMP next week. He encouraged community members to inform trustees of any concerns or issues they would like to have addressed at that meeting.

Trustee Law reported that he attended a Ferry Advisory Committee meeting earlier this month and noted that issues addressed at that meeting included the cable ferry

implementation schedule, consultation process and discussion on utilization and continuation of the Experience Card. He commented that the Experience Card topic may be brought forward for community discussion once more information and options are known. He commented that in May he will be attending a Community Solutions Together (CAST) meeting where various community organizations can share information and updates on issues of interest.

7. CHAIR'S REPORT

Chair Graham reported that since the last meeting he attended the Annual General Meeting of the Association of Vancouver Island and Coastal Communities in Sooke. He advised that an outcome of the meeting was an agreement that supported Vancouver Island as a genetically modified organism (GMO)-free zone and that this message will be sent to the Union of British Columbia Municipalities meeting in September. He noted that the meeting also included a presentation by BC Hydro on Operations and Planning that included a discussion of Smart Meters.

He commented that the Raven Coal Mine working committee has completed their technical review of the application information requirement and submitted the table of concordance response in the environmental assessment process.

8. DELEGATIONS – None.

9. TOWN HALL SESSION

Dianne Chuoke – expressed her concern with the Syzygy zoning minimum lot requirement for subdivision in the draft Land Use Bylaw and possible restriction of the ability to hold strata titles in the future. She noted that the current, approved density allowance is comparable to large lots and requested that the Syzygy zoning minimum lot requirement be consistent with other large lots. She requested clarification of minimum and large lot size as well as clarification of the maximum residential units allowed.

Planner Zupanec responded that the language for the Syzygy zone has been changed in the draft Land Use Bylaw to reflect legal review recommendations. Trustee Law provided an explanation of how the maximum residential units allowed is determined in the split-zone situation.

Christine Hunt – would like the regulations for sewage disposal currently applied to those vacation home rentals within one particular aquifer area to be applicable for all properties on the island. She expressed her opinion that septic systems should be approved prior to construction as a part of a building permit system and that building inspections would address many of the concerns being raised. She expressed her opposition to allowing Ocean Loop Geo-Exchange Systems on Hornby Island, indicating that there are other green technologies available that are not being utilized to their full potential.

Trustees advised that the Comox Valley Regional District currently has authority for building inspections and noted that this is a complex topic which may be considered for community discussion in the future.

Planner Prowse joined the meeting by telephone.

10. APPLICATIONS AND PERMITS

*10.1 HO-DVP-2012.4 (Calvin & Angela Read – 2915 Harwood Road)
Staff Report dated April 8, 2013*

10.1.1 Revised Permit and Memorandum dated April 23, 2013

Planner Prowse summarized the staff report. She advised that the applicant has received approval from Minister of Transportation and Infrastructure to permit the accessory building and deck to be less than the 4.5 metres setback requirement in the undeveloped road right of way. There was discussion of the concerns expressed regarding the right of way and beach access and Planner Prowse indicated that her on-site visit did not reveal a beach access impediment.

Calvin Read, the applicant, provided a history of the development of the property and the circumstances leading to his neglect to obtain a siting and use permit. He described the beach access which is being used and confirmed that the application does not interfere with the ability of the public to use the beach access.

HO-012-2013 It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee approves Development Variance Permit HO-DVP-2012.4 (Read).

CARRIED

Before the vote, Trustee Law commented on the difficulties in considering applications for development variances subsequent to completion of construction. The Trustees noted that decisions are made on a site-specific basis and that in this case there are no significant impacts to the public value or environment.

10.1.2 Email dated April 21, 2013 from Rick Helmer

Received.

10.1.3 Email dated April 22, 2013 from Allan and Jean Rasi

Received.

10.1.4 Ministry of Transportation and Infrastructure Permit to Reduce Building Setback less than 4.5 Metres from the Property Line Fronting a Provincial Public Highway

Received.

10.1.5 Email dated April 25, 2013 from Carmel Jorgensen, Mauricio Montiel Solis and Jesus Montiel Solis

Received.

Planner Prowse left the meeting.

11. LOCAL TRUST COMMITTEE PROJECTS

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

11.1.1 Staff Report dated April, 2013

Planner Zupanec summarized the staff report which introduces the April 2013 draft Official Community Plan and Land Use Bylaw, identifies areas requiring further planning work or Local Trust Committee direction, and presents recommendations for early referrals and targeted public consultation.

There was discussion on bylaw review topics and referrals with the following key points considered:

- an update on the status of the redesignation of land in conjunction with the K'omox treaty settlement was requested; it was suggested that the Schedule B map might be flagged to provide a status update to the Local Trust Committee ;
- topics for community consultation might be combined as: Secondary suites and Community housing; and Commercial zoning and Residential/Commercial zoning in Ford's Cove.

By general consent agenda items 11.1.4 and 11.1.5 were moved to after agenda item 11.1.1.

11.1.4 Compilation of Public Correspondence (February 1 to March 6, 2013)

Received. There was discussion on topics raised in correspondence with the following points noted:

- 1) the difficulties in the use of GPS and mapping "apps" by individuals were considered and it was determined that these may not be substituted for professional surveys where legal surveys are required for applications;
- 2) the permitted accessory building clause should be consistent in zones 5.6, 5.7 and 5.8;
- 3) vacation home rental use should be included in zones 5.6, 5.7 and 5.8;
- 4) a review of subdivision lot area in the zones having similar zoning to Syzygy's land co-operative might be conducted in a process subsequent to this Official Community Plan/Land Use Bylaw review as it would require a broader discussion than the scope of this review allows and could include community discussion;

- 5) the possibility of adjusting the (C4) Sea Breeze zone to include the addition of retail and personal service use into their zone was suggested as this accessory use in their zone does not represent a substantive land use issue; and
- 6) in (R3) Community Housing zone, Permitted Uses (1) (a): replace “elder housing” with “community housing” to provide flexibility for Hornby Elder Housing.

11.1.5 Compilation of Public Correspondence (March 7 to April 16 2013)

Received. The Chair invited Stan Combs to speak regarding his correspondence.

Stan Combs – expressed his support for allowing secondary suites in small lot residences. He suggested that perhaps neighbourhood sewage systems should be installed on Hornby Island to address groundwater pollution by failed existing septic systems.

By general consent agenda item 11.1.3 was moved to after agenda item 11.1.5

11.1.3 Draft Official Community Plan

There was discussion on draft Official Community Plan revision topics and direction was provided to staff on changes that were identified.

HO-013-2013

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee endorse the following changes to the April 2013 draft Official Community Plan and request staff to post the draft document to the Hornby web page as “April 2013” version for public comment:

- 1) 6.3.4.6: deletion of policy;
- 2) 6.5.5.10: revision of limited home occupations and site specific zoning provisions for consideration of extended or basic home occupations;
- 3) Schedule B: changing of the Forest designation part of Mt. Geoffrey Park to Park designation;
- 4) Schedule D2 (formerly D1): labeling as “Aquifer Map” with color and change in lines for clarity; and
- 5) Environmentally Sensitive Areas Map (formerly D2): adding to the Project List for further discussion;
- 6) Schedule F: no changes.

CARRIED

By general consent the meeting was recessed at 1:59 pm and reconvened at 2:06 pm.

11.1.2 Draft Land Use Bylaw

There was discussion on draft Land Use Bylaw revision topics and direction was provided to staff on changes that were identified.

HO-014-2013

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee endorse the following changes to the draft April 2013 Land Use Bylaw and request staff to post the draft document to the Hornby web page as “April 2013” version for public comment:

- 1) Referral to Bylaw Enforcement for comments on the Land Use Bylaw draft, specifically the noise levels for home occupations;
- 2) Schedule B: Staff to check (P2) Zones and Comox Valley Regional District park ownership issues; correct Islanders Secure Land Association property zoning, flag the name of commercial zones to be more descriptive;
- 3) Definitions: flag definition of floor area to consider possibility of revising to measure interior floor space;
- 4) 3.12: remove the first three words and entire last sentence;
- 5) Page 23 Bed & Breakfast regulations annotation: change “consider” to “add”;
- 6) Parking regulations: revise bike rack provisions to match the disabled parking provisions;
- 7) 5.25 (M4) Zone: change permitted use to include mobile food or take out and delete accessory restaurant;
- 8) 5.26(g): remove “temporary”;
- 9) Add to Projects List – Water catchment requirement for new development;
- 10) (R1) Zone: flag three Ford Cove properties;
- 11) 3.2(1) (t): amend wording for modification of shipping containers.

CARRIED

HO-015-2013

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee request staff to:

- arrange early referrals of the April 2013 draft Official Community Plan and draft Land Use Bylaw to the K’omoks First Nation, Denman Island Local Trust Committee, Executive Committee of the Islands Trust, Agricultural Land Commission and the Ministry of Agriculture; and
- refer the draft Land Use Bylaw to the Advisory Planning Commission and Bylaw Enforcement.

CARRIED

11.2 HO-RZ-2012.1 (Vacation Home Rental Regulation)

By general consent agenda item 11.2.1 was moved to after agenda item 18.

11.2.2 Notification to Property Owners

Various strategies for communicating regulation reminders to property owners were discussed and expenses were considered. Trustees will draft a flyer for staff review.

11.2.3 Email dated February 28, 2013 from Frances Millan of Wind and Waves Vacation Homes

Received. The Trustees and Chair Graham will create a response based on recommendations made at the meeting.

11.2.4 Email dated February 28, 2013 from Larry Pierce to Executive Committee

Received. Chair Graham will respond to the communication based on recommendations made at the meeting.

11.2.5 Email from Tony Law to Frances Millan

Received.

12. REPORTS

12.1 Work Program

12.1.1 Top Priorities and Projects List Report dated April 17, 2013

The Top Priorities and Projects List report was reviewed. Regional Planning Manager Simpson provided an update on Priority No. 3: Riparian Areas Regulation mapping and implementation.

HO-016-2013

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee amend the Top Priorities List by moving Riparian Areas Regulation mapping and implementation to No. 2 and Vacation Home Rentals – Regulations Review to No. 3.

CARRIED

12.2 Applications Log

12.2.1 Report dated April 17, 2013

Received.

12.3 Trustee and Local Expenses

12.3.1 Expenses posted to March 31, 2013

Received.

13. NEW BUSINESS

13.1 Hornby Island Local Trust Committee – 2012/13 Annual Report Submission Memorandum dated April 2, 2013

Planner Zupanec presented the memorandum and solicited input from the Local Trust Committee for corrections or changes to be made.

HO-017-2013

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee endorse the submission for the Islands Trust 2012/13 Annual Report to the Director of Local Planning Services with the following amendments:

- line two: change “information meetings” to “information meeting”;
- spell out all numbers one to nine;
- third line: delete extra space between “consultations” and the period; and
- last line: change “early” to “Spring”.

CARRIED

13.2 *Renewable Energy Technologies in the Trust Area – Ocean Based Geo-Exchange Systems*
Memorandum dated February 25, 2013

Received for information.

13.3 *Denman Island Bylaw Referral – Bylaw No. 204*

13.4 *Denman Island Bylaw Referral – Bylaw No. 205*

13.5 *Denman Island Bylaw Referral – Bylaw No. 206*

The Bylaw Referrals No. 204, 205 and 206 were reviewed.

HO-018-2013

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee respond to the referral of Bylaws No. 204, No. 205 and No. 206 by stating that the Local Trust Committee's interests are unaffected by the Bylaws.

CARRIED

13.6 *Discussion Regarding Meeting with Ministry of Transportation and Infrastructure*

Trustee Law advised that it is time to organize the annual communication meeting with the Local Trustees, the local Area Manager of Ministry of Transportation and Infrastructure and other key community members. This meeting will not require staff resources and Trustees will move forward to arrange the meeting.

14. **BYLAWS** – None.

17. **ISLANDS TRUST WEBSITE**

17.1 *Hornby Page*

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

- Hornby Island Work Program, item 1: insert a space between “1.” and “Targeted”;
- Climate Change Action, seventh bullet: correct “communjity” to “community”;
- Latest News: post the flyer that the Trustees are writing.

18. NEXT MEETING DATE

The next meeting of the Hornby Island Local Trust Committee will take place on Friday, June 7, 2013 at 11:30 am at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

11.2.1 Communications Video

Trustees viewed the Communications Video for vacation home rentals and approved the content of the video.

17. ADJOURNMENT

Chair Graham adjourned the meeting at 3:41 pm.

Recorder

Chair



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.			On Going
1	HOLTC minutes of March 15 2013 adopted.	Theresa Warren	May-03-2013	On Going
1	HOLTC issued HO-DVP-2012.4. Notify applicants; issue permit and close file.	Linda Prowse Lisa Webster-Gibson	May-03-2013	Done
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
1	HOLTC resolution that their interests are unaffected by Denman LTC proposed bylaws 204, 205 and 206.	Courtney Simpson	Jun-04-2013	On Going

1	Trustee Law to draft communications for the Vacation Home Rental regulations; OCP/LUB review suitable for a public flyer insert and webpage notice. To be reviewed by RPM prior to distribution.	Tony Law Courtney Simpson	Jun-07-2013	On Going
1	Chair Graham to prepare a response to Frances Millan correspondence regarding vacation home rental regulations.	David Graham	Jun-07-2013	On Going
1	Staff to annotate draft LUB and OCP with revisions endorsed by LTC from April 2013 meeting. Post to website as updated drafts for public review. Prepare drafts for early referrals to agencies and FN.	Sonja Zupanec	Jun-07-2013	Done



STAFF REPORT

Date: May 15, 2013

Application No.: HO-DVP-2013.1 (Was)

To: Hornby Island Local Trust Committee
For June 7, 2013 Regular Business Meeting

From: Linda Prowse, Planner

Copy: Courtney Simpson, Regional Planning Manager

Re: Development Variance Permit for HO-DVP-2013.1 (Was)

Owner: Marc Was

Applicant: Owner

Location: 5350 Arthurs Road, Hornby Island, Lot 199, Section 1, Hornby Island, Nanaimo District, Plan 24327

THE PROPOSAL:

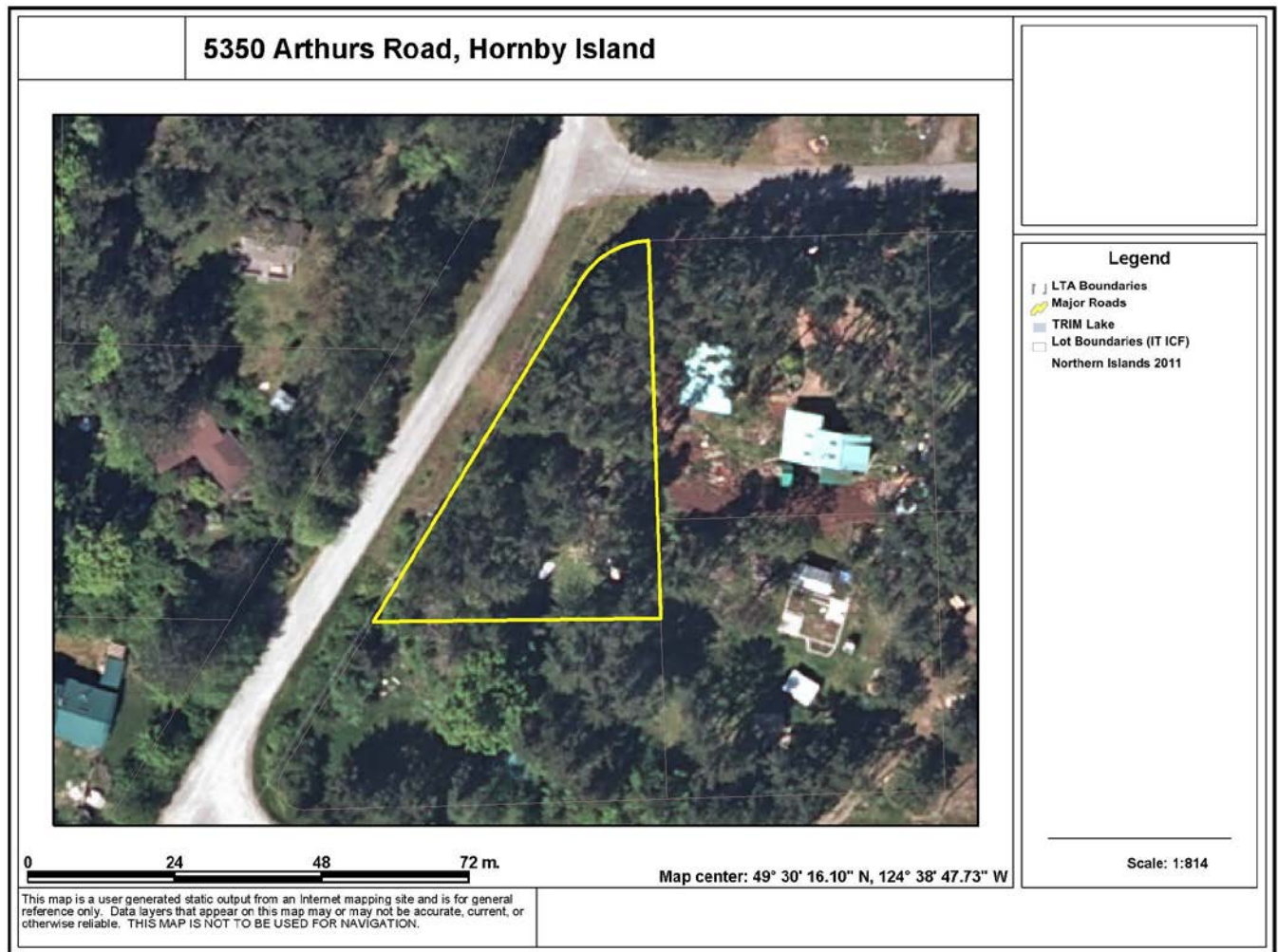
The applicant's property is mainly bare land except for two small accessory buildings which will be demolished. The applicant is proposing to build a dwelling, workshop, car port and power shed. The workshop and the carport are proposed to be sited within the exterior side lot line on Arthurs Road. The bylaw states that buildings and structures must be sited a minimum of 6 metres (19.6 feet) from an exterior side lot line, and the applicant is seeking a development variance permit (DVP) to allow the power shed to be sited 2.43 m (8 feet) and the carport to be sited 3.50m (11.5 feet) from the exterior side lot line. Once the Local Trust Committee (LTC) makes a decision on the DVP, then staff will review the Siting and Use Permit application that was also submitted.

SITE CONTEXT:

The subject property, illustrated below, is zoned Small Lot Residential (R1) and is approximately 0.12 hectare (0.30 acre) in size. There are small trees on this small, triangle-shaped property, situated at the corner of Arthurs and Paul roads. The lot is flat, except for the southern portion which slopes down to a neighbouring lot.

North: Small trees and Paul Road
South: Sloped property with brush and small trees down to Neighbour's property
East: Clear portions and small trees to Neighbour's property
West: Small trees and Arthurs Road

Figure 2. Aerial view of subject property.



CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

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

Official Community Plan No. 104

The property is designated **Small Lot Residential (SR)**. The relevant objectives of this category are:

1. To ensure that any construction on existing vacant lots can be supported by the land base and does not lead to health hazards or degradation of the environment; and
2. To minimize the negative impacts associated with small lot development.

The property is not in a Development Permit Area, and the proposal is consistent with the Official Community Plan.

Land Use Bylaw No. 86

The property is zoned **Small Lot Residential (R1)**.

The application is consistent with all regulations of the land use bylaw, except for Section 9.7.5.5 (Setback from Exterior Side Lot Line) which is the subject of the variance request.

Section 9.7.5.5 of the Hornby Land Use Bylaw requires that buildings and structures must be setback at least 6m (19.6 feet) from an exterior side lot line for lots that have an area less than one acre.

Regional Conservation Plan:

Not applicable.

Sensitive Ecosystems and Endangered Species:

There are no sensitive ecosystems or endangered species mapped on this 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:

There is a statutory building scheme dated June 8, 1971 which deals with setbacks for sewage disposal and specifies no commercial development. The building scheme is not applicable to the application.

Bylaw Enforcement:

There are no bylaw enforcement files attached to this property.

Climate Change Mitigation and Adaptation

The proposed variance is not expected to have any impact on climate change mitigation and adaptation.

Other

The applicant is in the process of applying for a permit from the Ministry of Transportation and Infrastructure which is required when a building is proposed to be sited within 4.5 metres of a road right of way.

The applicant has hired JAB Site and Wastewater Solutions Ltd. for the sewage disposal system. The sewage disposal system meets the Land Use Bylaw setback regulations.

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 notice will be sent to adjacent property owners within the legislated requirements and timelines. To date, two submissions have been received and are attached to this staff report. Further submissions to the LTC will be presented at the regular business meeting in which the permit is considered.

STAFF COMMENTS:

Staff conducted a site visit on May 10, 2013. There are currently two buildings on the property – a utility shed and an outhouse. The applicant plans to remove both of these buildings from the lot as they will no longer be required.

Please refer to Schedule A of the proposed permit (attached) to see the site plan showing the location of proposed buildings.

The applicant plans to build an 83 sq m (891 sq ft) dwelling and a 22 sq m (240 sq ft) workshop/storage building. Both of these proposed buildings meet the land use bylaw requirements for setbacks and height. Lot coverage provisions are also met.

The proposed buildings subject to this application are a 61 sq m (200 sq ft) carport to be sited 11.5 feet from Arthurs Road, and a 1.5 sq m (16 sq ft) utility shed sited 8 feet from Arthurs Road. These two proposed buildings do not meet the 6m (19.6 foot) setback from an exterior side lot line.

Carport Location

Figure 3 – Driveway and carport area shown to the right. Utility building shown in picture will be removed.



Due to the rock outcroppings and the trees on the lot, the best placement of the carport was deemed to be adjacent to the existing driveway. This also allows for effective and safe access to the carport from Arthurs Road. The carport will not impact any neighbour views nor negatively impact the environment.

Utility Shed Location

Figure 4 – The proposed location is in a flat area that is not treed. The pit privy building shown in the picture will be removed.



In deciding to place the 16X16 utility shed at this location, the applicant took into account the close proximity of the hydro pole to the building, and that almost all of the trees on the west side of the property would be saved from cutting. The utility shed would not impact any neighbour views or cause any detriment to the environment.

Both the carport and the utility shed are planned to be finished in weathered cedar and also to have live roofs for the least visual impact.

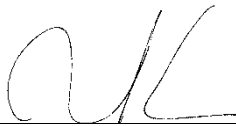
This is a challenging lot for building, given its triangular shape and small size. Although the lot is mostly flat, there is a slope at the southern portion, which the applicant has chosen to leave natural so that there is no impact on the neighbour to the south. The applicant stated that when planning to develop on the lot, he took into account of how to use the lot's small space efficiently while trying to impact the land and neighbourhood as little as possible. In the opinion of staff, the applicant has accomplished this.

It is staff's opinion that there will be no negative impacts to the adjacent lots or the road right of way if this application is approved.

RECOMMENDATIONS:

THAT the Hornby Island Local Trust Committee approve development variance permit HO-DVP-2013.1 (Was).

Prepared and Submitted by:



Linda Prowse
Planner 2

May 28, 2013

Date

Concurred in by:

Courtney Simpson

Courtney Simpson, MCIP, RPP
Regional Planning Manager

May 24, 2013

Date

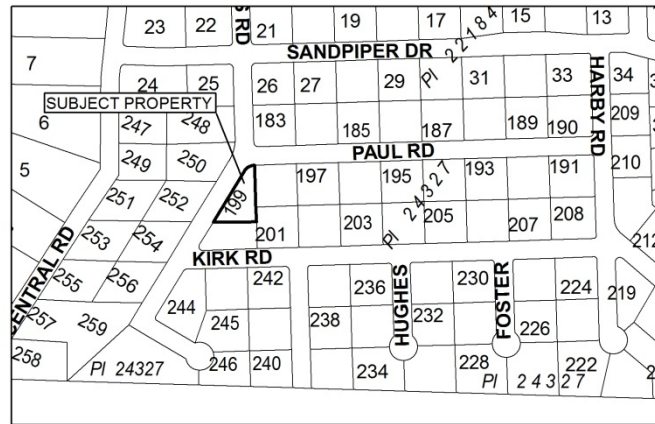
Attachments: Permit Notice for HO-DVP-2013.1
Proposed Development Variance Permit HO-DVP-2013.1
Submission from B and D du Plessis
Submission from L Whitehead

ATTACHMENT No. 1



**NOTICE
HO-DVP-2013.1
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 9.7.5.5 (Setback from Exterior Side Lot Line), Hornby Island Land Use Bylaw No.86, 1993, as amended, for PID: 000-527-840, Lot 199, Section 1, Hornby Island, Nanaimo District, Plan 24327 (5350 Arthurs Road, Hornby Island, BC) as shown on the sketch below:



The purpose of this permit is as follows:

- Section 9.7.5.5 (Setback from Exterior Side Lot Line) which states that buildings and structures must be setback at least 6m (19.6 feet) from an exterior side lot line for lots that have an area less than 4, 000 m² (1 acre) is varied to allow for (a) a proposed 4ft X 4ft power shed to be sited as close as 2.43 m (8 feet) from the exterior side lot line and (b) a proposed 10ft X 20ft carport to be sited as close as 3.50m (11.5 feet) from the exterior 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 May 24, 2013 and continuing up to and including June 5, 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, June 5, 2013 to:

Mail: Islands Trust, 700 North Road, Gabriola Island, BC V0R 1X3
Fax: (250) 247-7514
Email: lprowse@islandstrust.bc.ca
Phone: Linda Prowse, Planner at (250)247-2200; 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 12:30 pm on June 7, 2013, at New Horizons, 1765 Sollans Rd, 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

ATTACHMENT No. 2

PROPOSED



Islands Trust

HORNBY ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT VARIANCE PERMIT

HO-DVP-2013.1

To: Marc Was

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

PID: 000-527-840

Lot 199, Section 1, Hornby Island, Nanaimo District, Plan 24327

2. "Hornby Island Land Use Bylaw No. 86, 1993" is varied as follows:

- Section 9.7.5.5 (Setback from Exterior Side Lot Line) which states that buildings and structures must be setback at least 6m (19.6 feet) from an exterior side lot line for lots that have an area less than 4, 000 m² (1 acre) is varied, in accordance with Schedule A, attached to and forming part of this permit, to allow for (a) a proposed 4ft X 4ft power shed to be sited as close as 2.43 m (8 feet) from the exterior side lot line and (b) a proposed 10ft X 20ft carport to be sited as close as 3.50m (11.5 feet) from the exterior side lot line.

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 obtain other approvals necessary for completion of any proposed development.

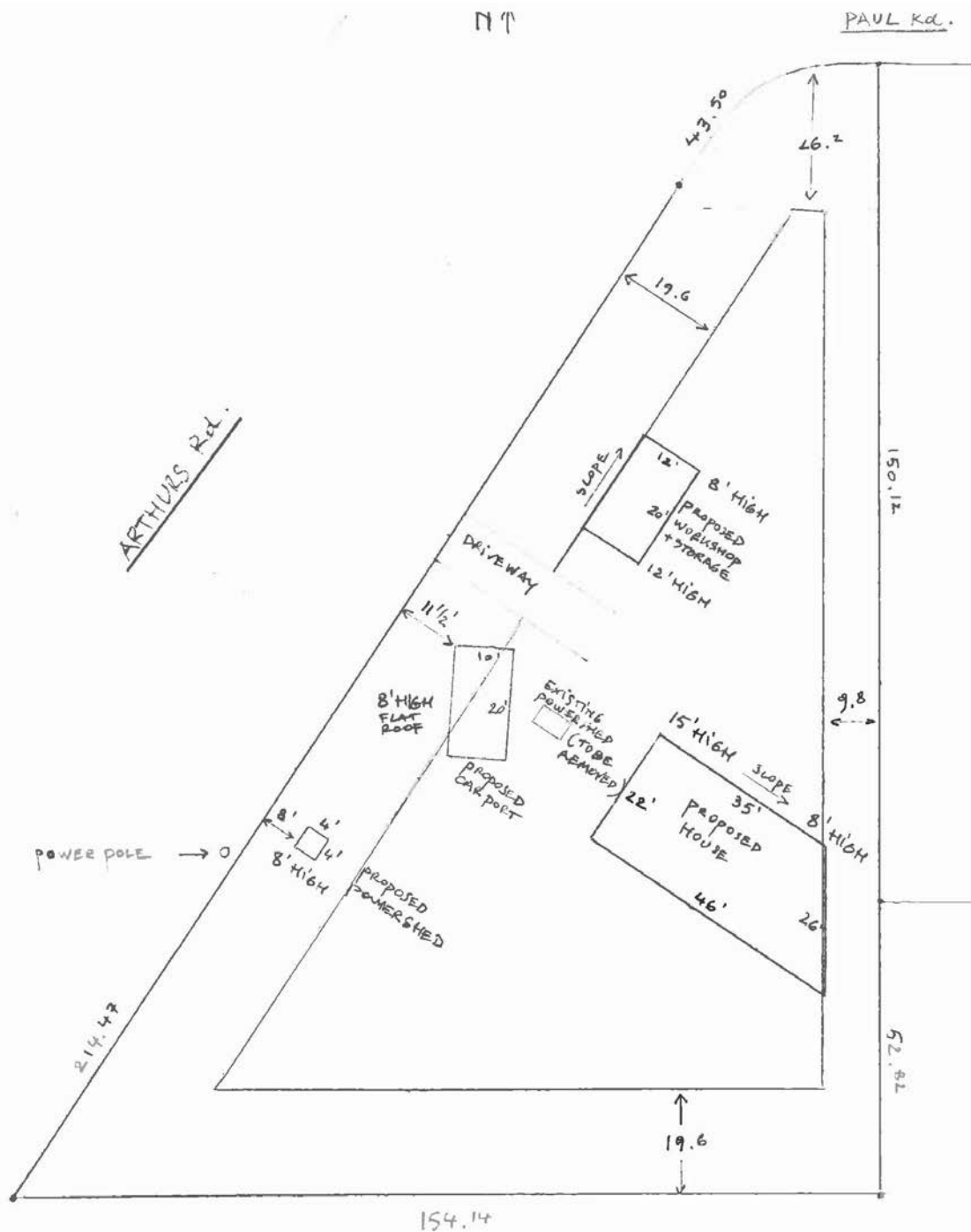
AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE
THIS ____ DAY OF _____, 2013

Secretary, Islands Trust

Date of Issuance

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

NT



ATTACHMENT No. 3

Linda Prowse

From: Linda Prowse
Sent: May-28-13 7:48 AM
To: 'Donna du Plessis'
Subject: RE: DVPermit Hornby Island

Hi Donna and Basil,

Thank you very much for the comment on the DVP application made by Marc Was. I will pass your comments along to the Hornby Island Local Trust Committee who will make the decision to issue the permit at the meeting to be held on June 7th.

Cheers ... Linda

Linda Prowse
Planner 2
Islands Trust Northern Office
Ph) 250-247-2200
E-Mail) lprowse@islandstrust.bc.ca
Website) www.islandstrust.bc.ca

From: Donna du Plessis [<mailto:dyersloom@gmail.com>]
Sent: May-22-13 3:03 PM
To: Linda Prowse
Subject: DVPermit Hornby Island

My husband, Basil du Plessis and I, Donna du Plessis, have no objection to the issuance of a Development Variance Permit to Marc Was (lot 199, section 1) and hope that the Islands Trust will approve this application.

Basil and Donna du Plessis

Linda Prowse

From: Linda Prowse
Sent: May-28-13 7:51 AM
To: 'Whitehead, Lorne'
Subject: RE: NOTICE HO-DVP-2013.1 Hornby Island Trust Committee

Hi Lorne,

Thank you very much for the e-mail below in which you comment about the proposed Development Variance Permit for the Marc Was property. I will pass this e-mail with your comments along to the Hornby Island Local Trust Committee so that they have this information when they make their decision on the proposed permit at the June 7th meeting.

Cheers ... Linda

Linda Prowse
Planner 2
Islands Trust Northern Office
Ph) 250-247-2200
E-Mail) lprowse@islandstrust.bc.ca
Website) www.islandstrust.bc.ca

From: Whitehead, Lorne [<mailto:lorne.whitehead@ubc.ca>]
Sent: May-26-13 6:21 PM
To: Linda Prowse
Subject: NOTICE HO-DVP-2013.1 Hornby Island Trust Committee

Dear Ms. Prowse,

I am writing in response to your request for comments on the above referenced application for a Development Variance Permit.

Our property, 5335 Arthurs Road, is across the street from the location of the proposed development, so we have a direct interest in this matter. Additionally I believe these comments apply to others in the neighborhood who value its current atmosphere and character.

I do not know the applicants, but I certainly wish them well in their project and hope that their experiences in our neighborhood will be very positive, as ours have been.

I'm therefore sorry that I must write in this instance to express strong opposition to the requested variance, for three main reasons:

1. Setback requirements provide benefits to a neighborhood as a whole, while reducing the usable area within each individual property. For this reason, the size of setbacks are selected as an intentional, optimal compromise between these two competing interests. People who would prefer a different setback can satisfy their wishes by purchasing property in a location where the regulations are more to their liking; they

should not expect to have the right to follow a different set of rules than everyone else here.

2. The specific proposed variance would have a negative impact on a uniquely beautiful, special place in our neighborhood. Due to the gentle curve in Arthurs Road, the proposed intrusion of private structures onto protected green space would be prominently in direct view to those traveling south on Arthurs Road from Sandpiper towards Kirk. This prominence is further enhanced by the unique southward-descending hill on Arthurs, which provides a spacious southern view at the proposed site of the variance. It's a unique place, which was an important factor in our decision to purchase our property in 1992 and is something I value in evening walks in the neighborhood. I'm sure many others feel the same way.
3. While I understand that allowing this variance would effectively give the property owner significantly more useable land area than they paid for, and while my intentions are friendly and cooperative, nevertheless, in this case, I believe the cumulative harm and likely loss of property value within the neighborhood as a whole would significantly outweigh any such benefit to the applicant.

I hope these comments are helpful. Unfortunately due to a previous travel commitment I will not be able to attend the meeting on June 7, but if you would like to discuss this with me beforehand, please let me know. Also, I'd appreciate it if you could confirm that you have received this message.

Thanks for taking these comments into consideration,

Lorne Whitehead

=====

Lorne A. Whitehead
5335 Arthurs Road
Hornby Island, BC, V0R1Z0
&
2690 Balaclava Street
Vancouver, BC, V6K4E2



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.	Feb-03-2012	Rob Milne		On Going
2	Riparian Areas Regulation mapping and implementation.		Feb-03-2012	Rob Milne	Dec-31-2012	On Going
3	Vacation Home Rentals - Regulations Review	Print and video communications products to clarify the new vacation home rental regulations. Final version of video has been received and draft flyer referred to Island Trustee for review prior to printing.	Feb-03-2012	Rob Milne	May-30-2013	On Going



Projects

Hornby Island

No.	Description	Activity	Received/Initiated	Status
1	Development Procedures Bylaw	<i>Consider options prepared by staff for amending the development procedures bylaw to include requirements for posting of signs on property with respect to significant applications.</i>	Feb-03-2012	On Going
1	Review of home occupation regulations to allow the rental of accessory building space to a non-resident of the property for commercial use.			On Going
1	Review of Siting and Use Permit Bylaw No. 52 regarding applicability to the construction of secondary suites within a dwelling and research requirements for proof of adequate water and septic capability.		Feb-01-2013	On Going
1	Review and update 'Building on Hornby Island' brochure and include HPO information.		Feb-01-2013	On Going
1	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
2	Continue relationship building with K'omoks First Nations.		Feb-03-2012	On Going
3	GHG Emissions Reduction	<i>Facilitate 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

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2013.1	Marc Was Planner: Linda Prowse	Mar-19-2013	vary setback for power shed and carport

Planning Status

Status Date: May-14-2013

Mailout completed; notices sent for delivery and posted on island / at Northern Office

Heritage Alteration Permit

File Number	Applicant Name	Date Received	Purpose
HO-HAP-2013.1	Planner:		

Planning Status

Subdivision

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

Planning Status

Status Date: Apr-15-2013

Referral complete

Status Date: Apr-02-2013

Applicant submitted revised plan of subdivision

Status Date: May-03-2012

MOTI extenstion granted

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

Siting and use Permit

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

Planner: Marnie Eggen

Planning Status

Status Date: Oct-03-2011

Pending outcome of DP and DVP.

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2011.13	5405 Jerow Road	Dec-06-2011	construct a cottage

Planner: Marnie Eggen

Planning Status

Status Date: Dec-06-2011

Requested further information

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2012.9	Sally & David Englund	Nov-27-2012	

Planner: Linda Prowse

Planning Status

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2013.2	Marc Was	Mar-19-2013	5350 Arthurs Road (Was) House, powershed, carport and workshop

Planner: Linda Prowse

Planning Status

From: Nicole Ranger

Sent: May-06-13 9:23 AM

To: Alex Allen; Courtney Simpson; David Graham; Sonja Zupanec; Tony Law; Becky McErlean

Cc: Nancy Roggers

Subject: Hornby LTC Final Expenses to March 31/13

<i>Islands Trust</i> LTC EXP SUMMARY REPORT F2012 Invoices posted to March 31, 2013 (Final for Fiscal Year End)				
635 Hornby	Invoices posted to March 31, 2013	Budget	Spent	Balance
65000 635	LTC "Trustee Expenses"	1,300.00	627.67	672.33
65200 635	LTC Local Exp LTC Meeting Expenses	3,200.00	2,628.74	571.26
65210 635	LTC Local Exp APC Meeting Expenses	300.00	293.94	6.06
65220 635	LTC Local Exp Communications	400.00	320.00	80.00
65230 635	LTC Local Exp Special Projects	500.00	272.36	227.64
65240 635	LTC Local Exp Miscellaneous	200.00	-	200.00
TOTAL LTC Local Expense		4,600.00	3,515.04	1,084.96
73001 635 2004	Hornby OCP/LUB	8,000.00	10,536.03	(2,536.03)
TOTAL Project Expense		8,000.00	10,536.03	(2,536.03)

Nicole Ranger

Finance Clerk

Islands Trust

200-1627 Fort Street

Victoria, BC V8R 1H8

Phone: (250) 405-5152

Fax: (250) 405-5155

*Preserving **Island** communities, culture and environment*



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Memorandum

700 North Road Gabriola Island, BC V0R 1X3

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

Toll Free via Enquiry BC in Vancouver 604-660-2421.

Elsewhere in BC 1.800.663.7867

northinfo@islandstrust.bc.ca itfmail@islandstrust.bc.ca

www.islandstrust.bc.ca

www.islandstrustfund.bc.ca

Date: April 23, 2013

File Number:

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

From: Christine Rikley, Islands Trust Fund
Courtney Simpson, Local Planning Services

Re: Hornby Island Local Trust Area Eelgrass Mapping - Funding

Purpose

To request the Hornby Island Local Trust Committee (LTC) commit \$1,000 from the LTC's 2013-2014 budget to eelgrass mapping in the Hornby Island Local Trust Area, a collaborative initiative of the Islands Trust, Islands Trust Fund, and Seagrass Conservation Working Group.

Background

The Islands Trust Policy Statement, section 3.4.4, states:

Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.

The recently released Audit of Biodiversity in B.C. (Office of the Auditor General of B.C.) highlighted the importance of collecting sufficient and reliable information on species distribution in order to make well-informed decisions about conserving biodiversity. With sensitive ecosystem mapping completed on Hornby (2008-2010), the LTC has access to ecosystem data for terrestrial species. The December 2012 draft of Hornby's OCP identifies a number of zoning and land use regulation objectives for Hornby's foreshore and marine environments. A challenge to achieving these objectives is the current gap in biodiversity data for the shoreline and foreshore environments.

At the recent Hornby Greenshores workshop, Nikki Wright of SeaChange Marine Conservation Society explained that eelgrass is a critical nearshore habitat for birds, mammals, invertebrates and commercial and non commercial fish. Eelgrass beds are also an important carbon sink. Contaminates and development pressures from shoreline land use threaten eelgrass ecosystems and the species they support.

The proposed eelgrass mapping will support the LTC and Trust Fund Board in making science-based decisions about land use and conservation that preserve Hornby's foreshore ecosystems. Eelgrass mapping will serve as baseline inventories from which we can monitor the effects of human impacts, such as potential increased tanker traffic in the Islands Trust Area, aquaculture operations, and foreshore use (wharves and

docks). Eelgrass mapping will also enable marine conservation groups to identify potential areas along Hornby's shorelines ideal for eelgrass restoration.

In 2012, the Islands Trust Fund and Seagrass Conservation Working Group, with financial assistance from some local trust committees and outside funders, mapped eelgrass in the following areas:

- North and South Pender;
- Thetis and associated islands (except Valdes);
- Gambier;
- Lasqueti; and,
- Mayne.

In 2013, the partnership aims to map eelgrass in the following areas:

- Galiano and associated islands;
- Valdes;
- Bowen;
- Gambier associated islands;
- Gabriola and associated islands;
- Denman Island; and
- Hornby Island

Hornby and Denman Islands have been late additions to the 2013/14 eelgrass mapping project and pursuit of mapping on these islands is contingent on receiving sufficient funding.

Eelgrass Mapping in the Hornby Island Local Trust Area

Data for eelgrass mapping will be collected by boat with the aid of a towed underwater camera. The mapping will be completed to a Level 1 standard as defined in "Methods for Mapping and Monitoring Eelgrass Habitat in British Columbia (Dec 2002)", available through the Community Mapping Network, and as modified through a methodology approved by a qualified registered professional biologist. The modifications to the methodology are designed to accommodate modernized mapping techniques and to reduce costs.

Trust Council approved \$22,000 in program funding for eelgrass mapping in the planned LTAs for 2013. Combined with funding from the Islands Trust Fund, and confirmed grants achieved by the Seagrass Conservation Working Group, the partnership still has a funding gap of approximately \$27,000 for this program. The following cost and funding gap analysis for Hornby Island is based on an estimated mapping/project cost of \$408/km of potential eelgrass shoreline:

Hornby Island Eelgrass Inventory Budget

Cost		
Hornby Island (20.6km)		\$8,404
Revenue		
Islands Trust	\$2,725	
Islands Trust Fund	991	
Seagrass Conservation Working Group (grants confirmed)	<u>1,333</u>	
	\$5,049	
Funding gap		\$3,354

The Islands Trust Fund and Seagrass Conservation Working Group aim to close a portion of this funding gap with further grant applications.

Staff Comments / Advice:

Given the demonstrated importance of eel grass ecosystems as near shore habitat for a wide variety of species, and the fact that these systems are threatened by upland development pressures, staff support the use of funds from the Local Trust Committee's 2013-2014 budget to narrow the current funding gap to facilitate the completion of the Hornby Island eelgrass mapping project. Completion of the mapping project aligns with current Trust Committee policy direction and used in combination with existing upland sensitive ecosystem mapping will allow for more informed decision making.

The LTC has a project budget for this fiscal period of \$4,000 for the OCP and LUB review and \$1,000 for vacation home rental implementation. A detailed budget for expenditure of these items will be forthcoming at a subsequent LTC meeting. The \$500 cost of the vacation home rental video and the the printing costs of the associated flyer will come from the \$1000 amount.

If the LTC allocates \$1,000 towards the eelgrass mapping project there will be \$3,000 left for the OCP/LUB review process.


Population (2011):

Approximately 958

Size:

2,990 hectares (7,388 acres)

Location:

31 kilometres south-east of Courtenay on Vancouver Island.

[Land Use Planning](#)
[Related Planning Services](#)
[Related Resources](#)
[Trust Area Mapping](#)
[Related Links](#)

Hornby Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Hornby Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

April 2013

- [For Review: April 2013 Draft Official Community Plan](#)
- [For Review: April 2013 Draft Land Use Bylaw](#)

February 2013

- [Greening our Shores - follow up information](#)
- [Greening our Shores Workshop Program](#)
- [Greening our Shores Workshop – February 26, 2013 information flyer \(updated info\)](#)
- [Greening our Shores Workshop – Integrated Shoreline & Watershed Maps](#)
- [Flyer on the Hornby Island Official Community Plan Review](#)

^ [top](#)

Hornby Island Work Program

1. Targeted Official Community Plan and Land Use Bylaw Review
2. Riparian Areas Regulation Implementation
3. Vacation Home Rental Regulation Review

Hornby Island Local Trust Committee Standing Resolutions

- [Tourist accommodations - June 1, 2012](#)

Hornby Island Local Trust Committee Projects

Official Community Plan and Land Use Bylaw Review

- [DECEMBER 2012 v.6 DRAFT OCP](#)
- [JULY 2012 DRAFT OCP](#)
- [Project Charter - April 2012](#)
- [Communications Plan - April 2012](#)
- [OCP/LUB Project Newsletter - May 2012](#)
- **Discussion Documents for April, 2011 Community Information Meeting:**
 - [Draft Hornby OCP Revisions April 2011](#)
 - [Draft Schedule B \(April 2011\) - Land Use Designations](#)
 - [Schedule C - Land Status and Road Designations](#)
 - [Schedule D2 - Environmentally Sensitive Areas](#)
 - [Draft Schedule E \(April 2011\) - Development Permit Areas](#)
 - [Schedule F - Hazard Areas](#)
- [OCP/LUB Project Terms of Reference - November 2009](#)
- [Staff Report - April 2013](#)
- [Staff Report - February 2013](#)
- [Staff Report - November 2012](#)

Committee Links

[Committee Home](#)
[Trustee Membership](#)
[Contact Trustees](#)
[Contact Planning Staff](#)
[Planning Bylaws](#)
[Administrative Bylaws](#)
[Meetings Schedule](#)
[Meeting Agendas](#)
[Meeting Minutes](#)
[Resolutions-Without-Meeting](#)
[Associated Islands](#)
[Land Use Application Forms](#)

- [Staff Report - Home Occupations - November 2012](#)
- [Staff Report - September 2012](#)
- [Staff Report - March 2011](#)
- [Staff Report - December 2010](#)
- [Staff Report - October 2010](#)
- [Staff Report - September 2010](#)
- [Staff Report - July 2010](#)
- [Staff Report - March 2010](#)
- [Staff Report - February 2010](#)
- [Staff Report - September, 2009](#)

Vacation Home Rentals

- [Vacation Home Rentals. A Guide - December 2012](#)

Hornby Island Community Profile

- [Community Profile 2010](#)

Riparian Areas Regulation Implementation

- [March 2012 Mimulus Biological Consultants Stream Mapping Report](#)
- [November 2011 RAR Factsheet](#)

Island Information and Reports

- [Hornby Island Local Trust Committee Submission Regarding Water Act Modernization](#)
- [Building on Hornby Island \(October 2009\)](#)
- [Living on Hornby Information Pamphlet \(May 2012\)](#)
- [Hornby Island DRAFT Build Out Map, December 2008](#)
- [Final Report - Results of the Groundwater Geochemistry Study on Hornby Island by D. Allen and M. Suchy April 2002](#)
- [Heart of the Island - A Report on Hornby Vacant Crown Land, 2000](#)

Climate Change Action

- [Staff Report - March 2010](#)
- [Preliminary Climate Change Initiative Report - October 2009](#)
- [Climate Wise Islands Program](#)
- [Newsletter - 2009](#)
- [Fact Sheets](#)
- [Minutes - November 2, 2010](#)
- [Community Information Meeting Notes - November 15, 2009](#)
- [Proposed Bylaw No. 139](#)

Ecosystem Mapping

- [Hornby Island Ecosystem Map 2001](#)

Advisory Planning Commission - Minutes

- [April 17, 2012](#)
- [April 24, 2012](#)
- [May 1, 2012](#)
- [May 3, 2012](#)
- [June 21, 2012](#)

[^ top](#)

Housing

- [Housing Needs Assessment on Hornby and Denman Island - Final Report](#)
- [Secondary Housing on Hornby Island - Staff Report June 2008](#)
- [Enabling Secondary Accommodation Units on Hornby Island](#)
- [Hornby Island Advisory Housing Committee Report - 2004](#)

K'omoks First Nation

- [K'omoks Treaty Process - Message from Trustees](#)
- [Hornby Island Local Trust Committee Submission to Negotiations Division Ministry of Aboriginal Relations and Reconciliation on Vacant Crown Land on Hornby Island in connection with the K'omoks First Nation Treaty Negotiation, September 2008](#)